

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

ARTICLE I. NAME

Section 1. The name of this organization shall be: The Gamma Chi Chapter of Sigma Tau Gamma of Michigan Technological University.

ARTICLE II. PURPOSE

Section 1. Sigma Tau Gamma Fraternity promotes a successful scholastic environment, as well as a desirable social environment promoting social maturity. By providing a place for responsible social interaction and academic success, this fraternity hopes to provide for a more mature and socially refined individual in society. Sigma Tau Gamma Fraternity also promotes an understanding of our founding principles and strives to educate its members in the proper application of said principles to their daily lives.

ARTICLE III. MEMBERSHIP

Section 1. The membership is open to any Michigan Technological University male student, regardless of race, creed, color, sexual orientation, or national origin. All eligible members also must have a cumulative grade point average (GPA) of at least a 2.50 or if they are in their first semester as a student of Michigan Technological University must have a standing high school GPA of at least 3.00.

Section 2a. Associate member status will be denied to any candidate who receives three (3) dissenting votes or is rejected by ten (10) percent, rounded down to the nearest whole vote, of the active members in a secret ballot election, whichever is greater.

Section 2b. If associate member status is denied to a candidate, that candidate will be ineligible to gain associate member status for a period of one associate member class.

Section 2c. Associate members education periods will vary according to the associate member educators and VP Membership.

Section 2d. Bids can be given at any meeting during the term with the same guidelines for giving the bid as outlined in section 1, 2a, and 2b of this article.

Sigma Tau Gamma Fraternity

Gamma Chi Chapter

Constitution – Revised Fall 2015

- Section 3a. Every associate member will be put to an initiation vote one week before initiation by the voting members at a general meeting to determine whether an that associate member will be initiated or denied membership for that semester. Three-Fourths($\frac{3}{4}$) majority will be required to deny any associate member of membership.
- Section 3b. Initiation will be denied to any associate member who receives dissent votes by seven and one half percent (7.5%) rounded up to the nearest whole vote or three (3) dissenting votes (whichever is greater), of the active members voting in or present at a general meeting by secret ballot vote.
- Section 3c. If an associate member is denied membership then a vote will take place the following semester to allow an associate member initiation.
- Section 4a. Only active members will have the right to vote. Active members are herein defined as any dues-paying student member who is both presently enrolled in the University and in good standing with the Law, University, and Chapter.
- Section 4b. Suspension is herein defined as a forfeiting the right to: vote, participation in brotherhood events, social events, regular meeting, hold any position(s) in the fraternity, and have a little brother.
- 1 Suspended members must still meet their financial obligation.
 - 2 While on suspension, the member is still subject to the discipline, standards, laws, and policies of the Fraternity.
 - 3 Members will be removed from suspension status once in good standing.
- Section 4c. Members on Probation:
1. Must still meet their financial obligation.
 2. May vote at chapter meetings.
 3. May attend social and brotherhood events
 4. May have a little brother.
- Section 4d. Members that will be expelled will be asked to surrender membership materials (stole, chevron, badge, etc.) within 72 hours of notification. The chapter should agree to reasonable terms to acquire Sigma Tau Gamma branded materials (i.e., shirts, sweatshirts, hats, etc.).

Sigma Tau Gamma Fraternity

Gamma Chi Chapter

Constitution – Revised Fall 2015

- Section 4d. Any member who has left the chapter and university in good standing may return to the chapter in good standing if that member enrolls in the university at a later date as a full-time undergraduate student.
- Section 4e. A Co-op member is herein defined as an active member enrolled in the university co-op program. Co-op members pay national dues and insurance fee as defined below.
- Section 4f. No absentee or proxy votes will be accepted, except under extenuating circumstances with prior permission from a Three-fifths ($\frac{3}{5}$) majority of the executive committee. The choice of using the absentee ballot or using a proxy vote shall be left entirely to the member involved. If an absentee ballot is to be used, the vote must be recorded on the regular ballot form that will be used at the election and submitted in a sealed envelope to the Sergeant-at-Arms at least 15 minutes prior to the election meeting.

ARTICLE IV. OFFICERS

- Section 1. The elected officers of this organization shall include a President in charge Division One: Executive Branch, Executive Vice President in charge of Division Two, Vice President in charge of Division Three: Membership Branch, Vice President in charge of Division Four: Programs Branch, Vice-President in charge of Division Five: Finance Branch.
- Section 2. The elected officers of this organization are to be opened for nominations the eighth week of the fall semester. Nominations will stay open for two weeks, at which time the voting will take place in accordance with the procedure outlined in this Article. The officers that are elected will take office during the regular chapter meeting on the first Monday after Winter break.
- Section 3a. The election of all officers shall be by secret ballot and require a fifty-one percent (51%) majority vote of the active members voting in or present at the voting meeting. If any one candidate does not reach such a majority, a run-off election shall be held between the candidates receiving the highest and second-highest number of votes. Between each ballot, a period not greater than five (5) minutes in length shall be given to each candidate for clarification of his views as well as five minutes for questions from the Brotherhood. Followed by an open discussion of all members not

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

exceeding ten (10) minutes in length. ~~Run-off elections~~ A two-round system will continue until fifty-one percent (51%) of the majority is reached for one candidate before the elections for further offices may be held.

- Section 3b. Nominations for each of the five elected offices shall remain open until immediately prior to the balloting for that office. No nominations may be made outside of a regular meeting. A candidate may be nominated for any number of offices, but upon election to one office shall become ineligible to remain or be nominated for further offices.
- Section 3c. Each office will be voted upon separately in the order President, Executive Vice-President, Vice-President of Membership, Vice-President of Programs, and Vice-President of Finance whose terms will be a calendar year.
- Section 4. Any officer may succeed himself in office.
- Section 5. A person is eligible to become an officer if that person is a member for one or more consecutive semesters excluding the pledging semester, but including the semester for which he is elected before becoming an officer.
- Section 6. No officer or committee chairman shall be on academic probation.
- Section 7. Impeachment: Any officer who shall be found guilty of neglect of duty or misconduct while in office may, at any regular meeting of this organization, be removed from office as the active membership may determine. The accusation shall be in writing, signed by five members; discussed at two consecutive meetings, and shall require a three-fourths (3/4) vote of the active membership attending the vote meeting, providing a quorum is present.
- Section 8. If an officer is unable to function permanently, a new election will be held to fill the vacancies at the second meeting after the announcement of the vacancy. (Refer back to Article IV, Section 3.)
- Section 9. To run for Vice President of Finance, the nominee must be planning on being enrolled as a full time student for both spring and fall semesters, not be actively pursuing a co-op or internship during the aforementioned semesters.

Sigma Tau Gamma Fraternity Gamma Chi Chapter Constitution – Revised Fall 2015

ARTICLE V. EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall be composed of all elected officers of this organization; consisting of the President, and all elected Vice-Presidents. Voting members shall consist only of the elected officers. In the event of a tie vote, the President shall assume final judgment.
- Section 2. The Executive Committee shall meet weekly and whenever deemed necessary by said committee.
- Section 3. Only the President and the Vice President of Finance will be eligible to sign fraternity checks.

ARTICLE VI. MEETINGS

- Section 1. Meeting dates for Spring and Fall semesters will be held at six (6) p.m. on the Monday of each week during the active scholastic semester period.
- Section 2. All meetings shall be conducted according to Robert's Rules of Order, Newly Revised 10th edition.
- Section 3. The Sergeant-at-Arms will approve all excused ~~for~~ absences at meetings. He shall also call role at each meeting. This is an appointed position by the president.
- Section 4. If an active member accumulates more than one unexcused absences from weekly meeting in a semester, they will be assigned a one-hour project by house manager or home improvement, or pay a \$25 fine.
- Section 5. Special meetings may be called at the discretion of the President at least twenty-four (24) hours in advance.
- Section 6. Other special meetings may be called by members by first obtaining a majority consent of three-fifths(%) of the Executive Committee at least twenty-four (24) hours in advance.
- Section 7. A quorum of three-fourths (3/4) of the active members must be present at a meeting before business may be conducted.

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

ARTICLE VII. AMENDMENTS

Section 1. Submitting in writing the desired amendment to the executive committee as well as digital copies to the active brotherhood, one may amend this constitution; after discussion, the amendment shall lie on the table for one meeting. All changes must be accepted by the person whom submitted said amendment and can do so at any time during the process that the amendment sits on the table before vote. Adoption of the amendment shall require a two-thirds (2/3) vote of the active membership present at the voting meeting. The amendment shall become effective immediately after the adoption unless otherwise stated in said amendment.

ARTICLE VIII. DUTIES OF OFFICERS

Section 1. The duties of the President shall be:

- a To serve as the connecting link between the chapter and the National Fraternity in order to keep the officers and membership informed of actions and events of the National Fraternity.
- b Preside over all meetings of this organization.
- c Serve as Ex-Officio member of all standing committees under Division One and all temporary committees of the Fraternity.
- d Appoint all committees necessary to carry out the activities of the Fraternity.
- e Preside over all meetings of the Executive Committee.
- f To be the official representative of the chapter when involving such things as the community and judicial affairs.
- g Verify Vice President of Finance completes Omega Fi billing reports.
- h Assist Vice President of Finance with OmegaFi roster management.
- i Manage the Involvement Link roster.

Section 2. The duties of the Executive Vice President shall be to:

- a Discharge the duties of the President when the latter is temporarily unable to function.
- b Assist the President in supervision of the activities of this organization.
- c Serve as Ex-Officio member for all standing committees under Division Two (Executive V.P.).
- d Serve as an inter-fraternal council (IFC) member.

Section 3. The duties of the Vice President of Membership shall be to:

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- a Discharge the duties of the President when the latter and Executive Vice President are temporarily unable to function.
- b Assist the President in supervision of all activities of this organization.
- c Serve as Ex-Officio member of all standing committees under Division Three (membership).
- d Submit new membership forms to the university.
- e Plan and run Bid Dinner each semester with help from Recruitment Chair.
- f Assign Big Brothers each semester with help from the Recruitment Chair and Executive Board if needed.

Section 4. The duties of the Vice President of Programs shall be to:

- a Discharge the duties of the President when the latter, Executive Vice President and Vice President of Membership are temporarily unable to function.
- b Assist the President in the supervision of the activities of the organization.
- c Serve as Ex-Officio member of all standing committees under Division Four (programs).
- d Coordinate all national awards (including but not limited to the McCune Metrics Program) each year.

Section 5. The duties of the Vice President of Finance shall be to:

- a Discharge the duties of the President when all other officers are temporarily unable to function.
- b Assist the President in the supervision of the activities of this organization.
- c Serve as Ex-Officio member of all standing committees under Division Five (finance).
- d Receive and account for all monies of the chapter.
- e Submit an operating expenses budget at the beginning of each semester to the brotherhood to be approved by majority vote.
- f Receive administrator rights to OmegaFi Chapter Desktop.
- g Submit operating expenses budget, upon arrival, into OmegaFi Billing and Statements.
- h Manage OmegaFi member roster.
- i Generate Billing cycles and manage their payment
- j Organize a meeting with the financial advisor no less than once per Fall and Spring semester

Sigma Tau Gamma Fraternity Gamma Chi Chapter Constitution – Revised Fall 2015

ARTICLE IX. COMMITTEES

- Section 1. The standing committees of this organization shall be:
- a Under Division One, Executive Branch: Homecoming, Secretary, Sergeant at Arms, Statue Chair, White Rose, and Winter Carnival.
 - b Under Division Two, Executive Vice-President: Fire Marshal, IFC, Standards Board, Nerd, Risk Management, Advisor Relations, Scholarship and Sunshine.
 - c Under Division Three, Membership: Associate Member Educators, Public Relations, Ritual, Tech Tau, and Recruitment Committee: Marketing Chair, Recruitment Chair.
 - d Under Division Four, Programs: Alumni Relations, Athletic, Brotherhood, Goodwill, Historian, Social and Special Events.
 - e Under Division Five, Finance: Audit, Fundraiser, Home Improvement, House Manager, and Kitchen Steward (Meal Plan).

Section 2. – Division One

- a. The duties of the **Homecoming** Chair shall be to:
 - a. Coordinate members' participation in Homecoming events.
- b. The duties of the **Secretary** (appointed by the President under the duties of Division One) shall be to:
 - a. Keep a written record of all meetings of this organization.
 - b. Read the minutes of the previous meetings at subsequent meetings.
 - c. Keep the house informed by maintaining the digital Calendar of events.
 - d. Email the meeting minutes to the brotherhood following each chapter meeting.
 - e. Manage sharing of Calendars, Email lists, and Documents.
 - f. Create and maintain meeting minutes of Standards Board hearings.
- c. The duties of the **Sergeant at Arms** shall be to:
 - a. Track meeting attendance by members.
 - b. Remove members from meeting that are deemed uncontrollable.
 - c. Control the mailbox name tags and replace when necessary.
- d. The duties of the **Statue Chair(s)** shall be to:
 - a. Coordinate members' participation in statute.
 - b. Coordinate pick up and return of all statue supplies.
 - c. Attend yearly statue safety meeting.
- e. The duties of the **White Rose Chair(s)** shall be to:
 - a. Plan and prepare the chapter's annual White Rose Ball.

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- f. The duties of the **Winter Carnival Chair(s)** shall be to:
 - a. Coordinate members' participation in Winter Carnival events.

Section 3. – Division Two

- a. The duties of the **Fire Marshal** shall be to:
 - a. Manage and upkeep all fire extinguishers, fire blankets, exit signs, and smoke detectors.
 - b. Conduct at least one (1) fire drill a semester.
- b. The duties of the **IFC Chair(s)** shall be to:
 - a. Attend the meetings and report the proceedings to the chapter.
 - b. Voice the chapter's opinions at the IFC meetings.
 - c. Assist the IFC with their programs.
- c. The duties of the **Standards Board** are outlined in Article X.
- d. The duties of the **Nerd** shall be to:
 - a. Maintain the website and the house internet.
- e. The duties of **Risk Management** shall be to:
 - a. Post any pertinent safety information
 - b. Inspect house and alert membership of any safety hazards.
 - c. Control the sober drive schedule
 - i. A fine of \$100.00 shall be assessed to any member who doesn't do their scheduled sober drive
 - ii. This fine will double for repeat infractions.
 - iii. Members are allowed to switch sober drive dates.
- f. The duties of the **Scholarship Chair(s)** shall be to:
 - a. Maintain chapter scholastic records.
 - b. Seek ways to provide scholastic assistance for associate members or brothers.
 - c. Seek ways to improve the scholastic average of the chapter.
 - d. Organize a meeting with the academic advisor no less than once per Fall and Spring semester
- g. The duties of **Sunshine** shall be to:
 - a. Handle all chapter Thank You notes.
- h. The duties of **Advisor Relations** shall be to:
 - a. Maintain communications with advisors.
 - b. Maintain an advisor file of records involving communications with advisors.
 - c. Organize a semesterly meeting or dinner with all advisors and the brotherhood.

Section 4 – Division Three

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- a. The duties of the **Associate Member Educators** shall be to:
 - a. Development of the associate member education program.
 - b. Implementation of the associate member program.
 - c. Associate Member Educators shall be elected semesterly by the voting membership. A minimum of two Associate Member Educators must be selected, with additions at the discretion of the Executive Board.
- b. The duties of the **Public Relations (PR) Chair** shall be to:
 - a. See that all chapter activities are fairly reported.
 - b. Seek ways to improve and maintain good relations between the chapter and all persons outside the chapter.
 - c. Submit news releases to local newspapers, radio, ~~and~~ television stations, and to the SAGA.
 - d. Submit weekly updates to the chapter's social media websites.
 - e. Organize a meeting with the community relations advisor no less than once per Fall and Spring semester
- c. The duties of the **Marketing Chair** shall be to:
 - a. Create and distribute rush flyers to approved locations on campus four (4) days prior to each rush. Share flyers on Google Drive for brothers to post outside personal rooms.
 - b. Submit rushes to IFC for table tents weekly and to Weekly News Brief.
 - c. Maintain Rush Sig Tau calendar and members.
 - d. Maintain Rush Sig Tau at MTU Facebook Group.
 - e. Chalk when desired for rushes.
 - f. Advertise all other events for recruitment purposes of the fraternity.
 - g. Come up with creative and/or new ideas to promote recruitment events and/or put brothers in position to make connections with potentials.
- d. The duties of the **Recruitment Chair** shall be to:
 - a. Maintain and promote use of the Names List.
 - b. Discharge the duties of the Vice President of Membership when the latter is temporarily unable to function.
 - c. Develop recruitment plan for each semester by the first meeting with the Marketing Chair.
 - d. Assist VPM with organizing of Bid Dinner.
 - e. Work with Vice President of Membership and Marketing Chair to set up Interest meetings.
 - f. Plan, organize and execute all rushes for the fraternity.
 - g. Manage Rush attendance of brothers, including excused absences and tardies.
- e. The duties of the **Ritual Chair** shall be to:

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- a. Assure complete ritual guides, all brother stoles and supplies.
- b. Set up, clean up and delegate responsibilities associated with rituals based upon brother level in the Path of Principles.
- c. Maintain chapter wide Path of Principles progress for all active brothers and any interested alumni.
- d. Send a Path of Principles progress form out at the end of each semester.
- f. The duties of the **Tech Tau** Chair shall be to:
 - a. Publish a newsletter at least once per semester.
 - b. Distribute copies of the Tech Tau to influential members of campus such as but not limited to: Deans, Presidents, Student Affairs, Advisors and Residential Life with the assistance of the Public Relations Chair.
 - c. All articles submitted by the brotherhood must be received by the seventh week unless otherwise approved by the Tech Tau Editor.

Section 5. – Division Four

- a. The duties of the **Alumni Relations** Chair shall be to:
 - a. Maintain communications with alumni.
 - b. Maintain an alumni file of records involving communications with alumni.
 - c. Maintain Alumni email list.
 - d. Acquire graduating seniors' contact information.
- b. The duties of the **Athletic** Chair shall be to:
 - a. Recruitment, management, and preparation of the Chapter's athletic teams.
 - b. The selection and maintenance of the chapter's athletic equipment.
- c. The duties of the **Brotherhood** Chair shall be to:
 - a. Organize, plan, and run events for the brotherhood attendance that deal with improving the bond between brothers, such as retreats, ropes courses, etc.
- d. The duties of the **Goodwill** Chair shall be to:
 - a. Introduce philanthropy ideas to the membership.
 - b. Plan and coordinate charity events.
- e. The duties of the **Historian** shall be to:
 - a. Take and collect photographs for the albums.
 - b. Record any information deemed important by the membership.
- f. The duties of the **Social Chair** shall be to:
 - a. Develop the plan of the chapter's social calendar.
 - b. Planning and preparation of all social activities.
 - c. Management of the chapter's social funds.

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- g. The duties of the **Special Events** Chair shall be to:
 - a. Organize, set-up, coordinate brotherhood attendance, and run campus events such as Orientation week, K-Day, Spring Fling, the Student Involvement Fair, and any other campus events the brotherhood can participate in.

Section 6. – Division Five

- a. The duties of the **Audit** Chair shall be to:
 - a. Conduct at least two (2) audits of the chapter's financial records per semester.
 - b. Audit the Social Chair once (1) per semester.
- b. The duties of the **Fundraiser** Chair shall be to:
 - a. Introduce fundraising ideas to the membership.
 - b. Plan and coordinate any fundraising events for the membership
 - c. Maintain the returnables bin and return contents on a weekly basis.
- c. The duties of **Home Improvement** shall be to:
 - a. Repair and upkeep of the chapter house.
 - b. Organization of an associate member house improvement project.
 - c. Organization of any house improvements or renovations.
 - d. Organize a meeting with the property advisor no less than once per Fall and Spring semester.
- d. The duties of the **House Manager** shall be to:
 - a. Maintain a schedule of housekeeping duties for all members.
 - b. Responsible for the housekeeping, enforcement of quiet hours, and house rules, repair, upkeep and replacement of all expendable items used in the house.
 - i. A fine of \$10 shall be assessed to anyone who does not complete their house cleanup.
 - ii. This fine will double for repeat infractions.
- e. The duties of **Kitchen Steward** shall be to:
 - a. Order and stock kitchen supplies.
 - b. Wash kitchen towels, hot pads, kitchen specific cleaning supplies, and other kitchen materials when needed.
 - c. Design a meal plan budget per academic semester, collect fines as necessary, and pay cooks as designed in each budget.
 - d. Maintain a cleanup list for members associated with meal plan.
 - e. In the event there is no meal plan. The kitchen steward is required to involve the entire in-house brotherhood in maintaining kitchen cleanliness.
 - f. Plan the weekly preparation and cleanup schedule.

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- i. The Kitchen Steward shall be exempt from weekly preparation and cleanups.
- ii. If a preparation or cleanup is not done then it is the job of the Kitchen Steward to complete the task and fine the brother \$10.

ARTICLE X. STANDARDS BOARD

- Section 1. Matters of misconduct may include but are not limited to:
- a Breach of obligations assumed upon initiation.
 - b Violation of constitution, laws, ritual, chapter laws, or college regulations.
 - c Failure to meet financial obligations.
 - d Hazing.
 - e Academic standing.
 - f Failure to meet house obligations.
- Section 2. Charges may be brought against a member of the Fraternity by any member, chapter advisor, or alumnus.
- Section 3a. The standards board shall consist of four undergraduate members and the chapter secretary. One undergraduate member will be the Chairman that will be elected by the membership of the chapter. The remaining three members will be appointed by the chairman and approved by the membership of the chapter.
- Section 3b. The three appointed members of the Standards Board must contain exactly one second-year member, one third-year member, and one fourth-year member.
- Section 3c. In the instance that there is not a member from particular year available, a member-at-large can be selected and approved by the Executive Board to serve until a member meeting the qualifications is available. Once a member meets the criteria, the member-at-large will vacate his position and the member meeting the qualifications will replace the member-at-large position
- Section 4. The role of the Chairman is to be the presiding officer and lead facilitator for hearings, maintain decorum and fairness during hearings, and vote in the case of a tie.

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- Section 5. The Secretary shall be responsible for correspondence related to the Standards Board, including but not limited to notice of Standards Board hearing, notice of Standards Board decision(s), and report hearing outcomes to Headquarters(when applicable). And also be responsible for tracking and maintaining records of sanction requirements and completion.
- Section 6. Members of the Standards Board who present a conflict of interest (i.e., involved in situation, complainant, etc.) will be asked to recuse themselves at the discretion of the Chairman or the member, which presents the conflict of interest, from the particular hearing in which the conflict of interest exists. If a member of the Standards Board is the Respondent in a hearing, he will be unable to serve in his Standards Board role for the hearing. No temporary Standards Board replacements should be sought, and the Standards Board will conduct their business with less members.
- Section 7. If the Respondent has prior violations with the Standards Board, those prior violations shall not be presented as evidence or considered during the hearing, unless the hearing is regarding the violation of previous sanctions. Prior violations may be considered when deciding sanctions if the member is found responsible.
- Section 8. The Standards Board reserves the right to petition for the change of a status of a member as a sanctionor as a proactive measure. Any type of membership not specifically provided herein, including inactive membership, shall not be permitted.
- Section 9a. A request for an appeal may be made in writing by the Complainant or the Respondent to the Chapter President within five (5) days of a decision from the Standards Board unless the sanction is an expulsion in which case the member will have the opportunity to appeal within twenty (20) days of a decision from the Standards Board. Appeals may be granted for any of the following reasons:
- Due process not properly followed, which impacted outcome
 - New information and evidence emerged since the time of the hearing
 - Sanction delivered is disproportionate to offense committed

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- Section 9b. The Chapter President must present the appeal to the Chapter Executive Board. The Chapter Executive Board will review the decision letter, minutes of the Standards Board hearing, the member's rationale for appeal, and any written materials prepared by the Standards Board Chair. The Chapter Executive Board must make a decision within 10 days of receiving an appeal of sanctions.
- Section 9c. If the Chapter Executive Board fails to make a decision within 10 days or the Respondent wishes to further appeal his sanction, the Chapter President must present the appeal to the Chapter Advisory Board. The Chapter Advisory Board will review the decision letter, minutes of the Standards Board hearing, the member's rationale for appeal, and any written materials prepared by the Standards Board Chair. The Chapter Advisory Board must make a decision within 10 days of receiving an appeal of sanctions and their decision is final.
- Section 10. A Standards Board hearing is a closed meeting, which means that only board members, complainant, and respondent are permitted in the meeting room. Roberts Rules of Order will govern the hearing process unless stated otherwise in this manual. The process for the hearing should be conducted as follows:
1. Meeting called to order by Standards Board Chairman
 2. Introductions of Meeting Participants and Overview of Process
 3. Reading of the accusation/complaint.
 4. Statement by Complainant
 - a. Presentation of evidence (i.e., witnesses or photographs) and additional information
 - b. Questions by Standards Board members
 5. Statement by Respondent
 - a. Presentation of evidence (i.e., witnesses or photographs) and additional information
 - b. Questions by Standards Board members
 6. Concluding remarks by complainant
 7. Concluding remarks by respondent
 8. Dismiss Complainant and Respondent
 9. Determine responsibility
 - a. If a majority of the members of the Standards Board vote in the affirmative, the Respondent shall be found responsible. If not, the Respondent shall be found not responsible.

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- b. The complaint against the Respondent must be established by a preponderance of the evidence, meaning that a reasonable person would accept that “more likely than not” a fact is true or an incident occurred.
- 10. Assignment of Sanctions (if applicable)
- 11. The responding member is permitted to await a decision outside of the room and complaining party is notified that they will be informed of the decision within 48 hours.
- 12. The accused member, if they chose to wait, will hear the sanction and its educational intent and receive written confirmation within 48 hours of hearing taking place.
- 13. Notification of final decision and appeal process is explained to the member in person and reaffirmed in the written confirmation.

ARTICLE XI. FINANCIAL OBLIGATION OF MEMBERS

- Section 1. Explanation of Fees: The fraternity members shall be held responsible for the following financial obligations:
- a Chapter dues: Chapter dues, as determined by the chapter membership, are payable in full with each of the billing cycles through OmegaFi.
 - b National dues: National dues, as determined by Sigma Tau Gamma Headquarters, are payable in full with each of the three billing cycles through OmegaFi.
 - c Room and Board
 - i Members who reside in the chapter house shall be required to submit a signed house contract and a security deposit.
 - ii Members who reside in the chapter house must submit a \$100 security deposit to the V.P. of Finance by the end of the first month of the semester. Security Deposits will be returned in full when the member moves out of the house if they leave on good terms respecting the house at the discretion of the Executive Board.
 - iii Rent: Rent, as determined by chapter membership, is payable in full with each of the three billing cycles through OmegaFi.
 - d Insurance Fee: Insurance Fee, as determined by Sigma Tau Gamma Headquarters, is payable in full with the installment of the first billing cycle through OmegaFi.

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- e Parlor Fee: Parlor Fee, as determined by the Vice President of Finance, is to be paid by members who do not reside in the chapter house and are currently attending Michigan Technological University full time. Parlor Fee is payable in full with each of the three billing cycles through OmegaFi.

Section 2. Delinquency of Payments:

- a All members' accounts that are 30 days delinquent are declared in default and the member's name and amount owed shall be posted on the chapter's bulletin board.
- b All members who do not have their OmegaFi bills paid in full by each of the due dates will be issued a late fee.
- c Any member whose name appears posted as delinquent payment for 30 days, or who has a balance due at the closing of any semester, shall be required to meet with the chapter's Financial Advisor. The Financial Advisor will negotiate payment arrangement and will make a recommendation to the Executive Committee on actions to be taken.
- d All members who do not have their OmegaFi bills paid in full within one cycle past the payment schedule will be added to financial delinquency.
 - i Members will be removed from financial delinquency upon paying their current balance
 - ii V.P. of Finance will be held responsible for keeping track of the financial delinquency list
- e Members with financial trouble, shall report them to E-board one week prior to the bills due date. Late fees and delinquencies will be handled at the discretion of Executive Board.
- f All members who do not have their OmegaFi bills paid in full within one (1) year of the payment schedule will be turned over to collections.

ARTICLE XII. FRATERNITY ADVISORS

- Section 1. Advisors (of which there will be no fewer than four (4)) must be chosen from the faculty and community of this University according to the University's and Fraternity's policies and regulations. The Executive Committee will select the advisors using their personal qualities as the criteria.

Sigma Tau Gamma Fraternity Gamma Chi Chapter

Constitution – Revised Fall 2015

- Section 2. The Advisory Board shall be composed of at least a property, financial, academic, and community relations advisor.
- Section 3. The role of the fraternity's advisors shall be to work directly with the chapter officers and active members.
- Section 4. The function of the Advisory Board shall be to advise and assist in all facets concerning the operation of this fraternity.
- Section 5. Each advisor will be expected to attend or call into one meeting per semester as coordinated by the advisor relations chair.

ARTICLE XIII. RATIFICATION

- Section 1. This constitution shall become effective immediately upon ratification by a three-fourths $\frac{3}{4}$ majority vote of the active membership of this organization and approval by the Student Activities office of Michigan Technological University and shall remain in effect until such time that this organization amends or rewrites this constitution as stated in Article VII, Section 1., and is again accepted by the Student Activities office.

ARTICLE XIV. INTERMEDIARY DISCIPLINE

- Section 1. The process of a Schmootz involves charges being brought forward during regular chapter meetings by an undergraduate member against another undergraduate member for any matters pertaining to the chapter. The accused member has no opportunity to present his case. The House Manager renders a verdict of guilty or not guilty. If a Schmootz is brought against the House Manager then the Standards Board Chairman will render a verdict of guilty or not guilty. The "Schmootz" penalty of community service or house management/cleaning will be given to the guilty party or given to the party bringing forth the charges if a decision of not guilty is rendered. If the penalties are not sufficiently completed in the specified time, the guilty shall be taken to Standards Board. All appeals will be made to the Standards Board.