

The True Gentleman Experience

Guidebook

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Revisions for Fall 2018

Phase 2 - 5: Steps Revised

Phase 3: Updated Instruction

Updated Information on Submitting Local Modules

Revised Experience Worksheet

Overview

Mission of the True Gentleman Experience

The mission of the True Gentleman Experience is to ensure equal rights and responsibilities for all members, to educate all members throughout their membership and to provide a framework of requirements that will promote accountability for all individuals and chapters.

Outcomes of the True Gentleman Experience

- Upon bid acceptance and initiation into a chapter of Sigma Alpha Epsilon, a man will be gain all rights associated with becoming a brother of Sigma Alpha Epsilon.
- Through the holistic member-education plan, members will have a structured opportunity to learn more about the Fraternity, leadership techniques, diversity & inclusion, citizenship, physical & mental health and personal & professional skills.
- Chapters will hold members accountable using the Experience Progress Report to track members' progress in completing the seven requirements of membership each year.

The Four Phases of the True Gentleman Experience

PHASE 1 Recruitment

PHASE 2 Bid Acceptance to Initiation

PHASE 3 Member Education

PHASE 4 The Experience Progress Report

PHASE 1

Recruitment

Recruiting Members with the True Gentleman Experience

Sigma Alpha Epsilon recognizes that a concern of many chapters is that they are going to be admitting a candidate to our brotherhood before members have had the opportunity to get to know him. The True Gentleman Experience does not ask, nor recommend, that chapters pass out bids before the collegiate chapter has the opportunity to get to know a candidate for membership. Instead, chapters should be recruiting members for weeks or months prior to an invitation of membership.

We believe that the process of recruiting members is based on a timeline. Members take significant time to get to know potential members and how they will help them fill organizational needs — a process similar to an athletic recruitment model. Such a process cannot happen over the course of a week. In fact, traditional recruitment weeks and bid days must be viewed as the end of the process, not the beginning. Membership cannot be a random act. Instead it must be a proactive, longer-term identification of those who exemplify values of a true gentleman.

Talking & Selling Points of the True Gentleman Experience

ZERO HAZING: We have a four-year education process as opposed to a pledge period.

REAL-WORLD TOOLS: During our education process, we teach the real-world skills that are likely lacking in college courses.

CRITICAL PAST PERFORMANCE: We evaluate men based on how their past actions align with what we seek in our membership.

LIVING BY OUR WORDS: The TGE directly aligns with what we say we are about as a fraternity.

HIGHER VALUE: The TGE gives our brothers a great return on the time/money they invest into Sigma Alpha Epsilon.

VAST NETWORK: Within the TGE, members learn networking tools that teach them how to utilize a network of more than 200,000 living alumni.

PHASE 2

Bid Acceptance to Initiation

In selecting members to join Sigma Alpha Epsilon, chapters acknowledge and recognize that a candidate for membership must possess the qualities and qualifications necessary of a brother before extending him an invitation to join.

The Steps

Below are the steps to complete the Bid Acceptance to Initiation Phase. Order is important, so please make sure to follow the steps as they are listed below. All steps must be completed within 96 hours of bid acceptance.

1. The chapter reports candidates' by logging into Vault, clicking on Chapter, adding new members, and following the on-screen instructions.
2. Candidates will receive an email to create their mySAE account.
3. After their account is created, they login and visit the Online Learning tab to complete their Member Onboarding Program. This must be done prior to initiation.
4. Candidates are initiated using the Ritual of Sigma Alpha Epsilon, and their initiated date reported in Vault.
5. A payment of \$310 per candidate is paid to the Fraternity Service Center within 10 days of reporting.

Member Orientation Meeting

Chapters that have had the most success in completing the Bid Acceptance to Initiation Phase have been hosting member orientation meetings. These meetings provide the opportunity for all of the candidates to be present and to complete their reporting requirements. No Fraternity education, with the exception of the Member Onboarding Program, should be occurring during this member orientation meeting.

Frequently Asked Questions

What happens if someone decides not to join after accepting a bid?

If this candidate has not been initiated, the chapter can rescind his bid in Vault. If the candidate has been initiated into the chapter, the chapter will need to follow the steps of expulsion per Fraternity Law.

Can we get an extension on the 96-hour window?

No. Chapters will need to complete the five steps within 96 hours of bid acceptance. The Fraternity Service Center recognizes that extreme circumstances do occur (e.g. illness or death in the family). If an extreme circumstance occurs, please contact your Chapter Development Team Member.

Are there payment plans for the \$310 membership fee?

Yes. Chapters will need to contact the Member Services department at the Fraternity Service Center to work out a payment plan.

Do we have to use the full 96-hours?

No. Once chapters have all of their candidates complete the five steps above, the chapter will have moved into the Member Education phase.

PHASE 3

Member Education

Sigma Alpha Epsilon recognizes that both education and membership are lifelong processes. The True Gentleman Experience was created with the idea of providing relevant education to a member during his time as a member of Sigma Alpha Epsilon. The True Gentleman Experience is divided into three experiences, which are all created for specific time periods of membership.

Member Educator Online Certification Program

Member Educators should login to mySAE and visit the Online Learning tab to complete their Member Educator Certification Program. They can also use the True Gentleman Experience Resources to aid them.



The Member Education Committee

The Member Education Committee will be responsible for making sure that all members complete their educational experience each year. Depending on your chapter size, your committee may be larger or smaller than the committee example above. Your committee size will depend on factors including, but not limited to, chapter size, organization, Member Educator's preference and/or Executive Council's preference.

Member Educator Responsibilities

- Select the Experience Chairmen.
- Coordinate the Baseline Experience.
- Submit Local Modules, if necessary, for approval by the Chapter Adviser.
- Work with Member Education Committee chairmen to review educational programs that have been planned within the chapter (e.g. retreat, speakers, alumni events) and on campus (e.g. speakers, workshops, Greek events).
- Host bi-weekly meetings with chairmen throughout the year to ensure the chapter's TGE success.

Experience Chairmen Responsibilities

- Organize educational programs that are on campus (e.g. speakers, workshops) and within the chapter (e.g. retreats, events) into a schedule for experience members.
- Meet with the Member Educator on a bi-weekly basis.
- Lead an Experience Group (except for the Baseline Experience).
- Keep local copies of Experience Worksheets and update weekly.

Understanding the Experiences

Members will be placed into educational experiences by their year in school. The experiences are detailed below.

EXPERIENCE TITLE	YEAR(S) OF EXPERIENCE
Baseline	Pertinent information for members regardless of experience or class year. To be completed by all members during their first year in the chapter, regardless of their year in school. (e.g. history, TG, songs)
Loyalty	To be completed during a member's 1st year of college
Friendship	To be completed during a member's 2nd and 3rd years of college
Honor	To be completed during a member's 4th year of college

Candidates who join the chapter as a sophomore or junior will need to complete the Baseline Experience as well as the Friendship Experience for that year. Seniors would need to complete Baseline and Honor Experiences. Members who are in school longer than four years will repeat the Honor Experience until they graduate or are no longer part of the chapter.

Experience Worksheets

Tracking the True Gentleman Experience is similar to tracking an undergraduate degree. Appendix A contains advising worksheets for each experience. Members will need to complete the required number of programs under each topic. Furthermore, the members of a chapter can complete many of these modules together.

Member Educators and Experience Chairmen should review the worksheets when they are planning their TGE education for the year. Programs highlighted in yellow on the worksheets are common across all experiences and can be completed by the entire chapter.

Pre-Approved National Modules vs. Local Modules

The education of the True Gentleman Experience can be broken down into two main areas: Pre-Approved National Modules and Local Modules.

National Modules are programs that are listed on the experience worksheets, or programs that are similar to those programs. For example, a campus speaker might discuss a topic related to well-being or leadership that is not listed within the worksheet, so it would be okay to have that presentation count for your experience without submitting a Local Module.

Local Modules are programs such as a chapter's local history or local traditions. These are modules that are very chapter specific to a chapter and that allow a chapter to mold the True Gentleman Experience to the chapter's personality. Any time a chapter decides to teach the local history, conduct an education quiz or host a local chapter tradition, the member educator should complete and submit for approval.

Tracking Experiences

Member Educators and Experience Chairmen should use the True Gentleman Experience tracking document, available on mySAE.

Additional Resources

If you have questions, please contact your Chapter Development Team Member, or James Irwin, Director of Educational Programs at jirwin@sae.net.

PHASE 4

The Experience Progress Report

Standards & Requirements of Membership

All collegiate members of Sigma Alpha Epsilon must meet certain requirements of membership. These requirements are detailed below. Those who meet these requirements are members in good standing and are granted the full privileges listed below. The rights of a member may not be removed unless he is expelled from the Fraternity, per Fraternity Laws. All members will be reviewed annually via the Experience Progress Report to determine if they have met the expectations.

The Seven Requirements of Membership

Members are required to meet each of these requirements annually to remain a member in good standing. By meeting the seven requirements, members are entitled to the full privileges of membership.

1. Must maintain a GPA of 2.5 (minimum per Fraternity Laws) or higher as specified by the chapter's by-laws
2. Must be financially current (all invoices paid) or be on an approved payment plan
3. Must be involved in at least one additional campus or community organization
4. Must complete a minimum of 20 service hours per academic year
5. Must meet Fraternity educational requirements for his year in school as defined by the True Gentleman Experience
6. Must attend at least 85% of chapter meetings each year
7. Must attend at least 75% of chapter ritual events (initiations, graduation ceremonies and installation of officers)

Rights of Membership

Right are things that cannot be taken away from a member. All members have the following rights:

- To be treated equally with all other brothers, and with dignity, and to be called a brother
- To be held to the same standards and expectations as all members
- To be given due process for all alleged infractions
- To be instructed properly and understand the concepts and teachings of the Ritual of Sigma Alpha Epsilon

Privileges of Membership

Members, upon fulfilling all requirements, may receive the following privileges:

- Participation in chapter socials, brotherhood events and sports
- Participation in chapter community-service events
- Lifelong membership and engagement with the Fraternity network
- Right to wear Sigma Alpha Epsilon identification (badge, letters, etc.)
- Participation in chapter meetings
- Voting privileges on all issues at chapter meetings
- Participation in chapter committees

The Experience Progress Report

All members are expected to fulfill the seven requirements of membership annually. In addition, chapters will complete the Experience Progress Report (EPR) annually in order to ensure that a sense of accountability for all members is fostered within the chapter. The EPR form can be found on thetgi.sae.net under the True Gentleman Experience Program.

Completing the Experience Progress Report

Every year, after spring grades are released, the chapter's judicial or standards board will complete the EPR. The EPR will need to be completed sometime after the release of spring grades but before the beginning of the fall semester. The following steps will aid the Standards or Judicial Board Chairman in completing the EPR.

1. The Standards or Judicial Board Chairman will download the EPR form from thetgi.sae.net.
2. The Standards Board Chairman will then insert all of the names into the EPR form.
3. The form will then be sent to various officers to fill out all of the columns with member's information. For example, the Scholarship Chair man should complete the GPA field, the Eminent Treasurer should complete the dues field, the Philanthropy/Community Service Chairman should complete the number of service hours, the Member Educator should complete the progress on the educational requirements and the Eminent Recorder should complete the meeting/Ritual attendance percentages.
4. Once the EPR form has been filled out completely, the Standards Board Chairman will compare every member to the minimum standards of the seven requirements. If a member has met the minimum requirement of all seven requirements, a "yes" will be inserted into the "Meets All Expectations" column. If the member has not met even one of the requirements, a "No" should be entered into the column.
5. Once every member has a "Yes" or "No" inserted into the "Meets All Expectations" column, all of the members with a "No" will need to have a standards/judicial meeting to determine the consequences for failing to meet one or more of the requirements.
6. After all of the consequences for members failing to meet the seven requirements have been established, the form will be submitted under the "Experience Progress Report" link at www.sae.net/forms.

Unfulfilled Requirements & Resulting Consequences

The following are examples of some potential consequences. Remember to use your best judgment when determining consequences. A new member will not have had the same amount of time to complete all of their education and service hours as someone who has been in the chapter for an entire year.

- Any member that fails to meet a requirement should at the minimum lose social privileges.
- A member who is below the minimum GPA should be required to complete additional study hours, seek academic tutoring or meet with his professors.
- A member who is below community-service hours should be required to perform more hours or volunteer additionally.

For More Information

For more information about the True Gentleman Experience, please contact Director of Educational Programs James Irwin at jirwin@sae.net, or your Chapter Development Team Member.

APPENDIX A

Experience Worksheets

The following worksheets are used as a guide for members to complete the various experiences. At the top of each column are the required number of sessions the member must complete.

New! Experience Worksheets are now interactive! First, download a copy of this document to your computer. To save your progress, simply check the box once the experience is completed and save over your previous document.

Baseline Experience Worksheet

All members should learn the following topics upon their entry to the chapter. The specific topics are required, unless noted otherwise, and are available as part of the member's experience when he logs on to Online Learning section of mySAE. Programs such as local chapter history must be submitted and approved as a Local Module using the local module approval form.

Baseline · Educational Sessions

Our History
The Three Entities of SAE
The True Gentleman
Song of SAE
The Mission of SAE
Minerva's Highway
The Phoenix
Membership within SAE
*Big & Little Brother Program**
*Local Chapter History**

Additional Notes:

- Bold-italicized purple text is used to indicate activities that are common across all Experiences (suggested to be completed by entire chapter).***

Significance of Sigma Alpha Epsilon · Educational Requirements

Ritual & Symbolism

Required: 1

Gavel Pass
Initiation Ceremony Workshop
Alumnus Speaker
Join Ritual Team
DeVotie Ritual Institute

Lifelong Engagement

Required: 4

Big/Little Brother Mentor Program
Chapter Retreat
Topoi Exercise
Alumnus Speaker
Follow SAE on Facebook, Twitter, Instagram
Submit Content to The Record
Opt-In to Receive Notifications from TheRecordOnline.net
Join the Phi Alpha Club

Finding Your Replacement

Required: 2

Chapter Recruitment Workshop

Well-Being · Educational Requirements

Campus Events/Speakers/Organizations

Required: 3

Alcohol & Drugs Awareness
Hazing Prevention/Awareness
Nutrition/What to Eat
Speaker from Counseling Office
Mental Health
Physical Health Speaker
Stress Management
Fitness Clubs
Cooking Clubs
Nutrition Clubs
Mental Health Awareness
IM Sports
Sexual Assault Awareness
Sexual Health

Personal Growth · Educational Requirements

Speakers/Events

Required: 1

Etiquette Speaker
Men's Wearhouse
Setting Goals
Time Management

Chapter Discussion

Required: 1

Chapter Assessment
Breaking Down the TG
Growth Discussions

On-Campus Resources, Programs & Departments

Required: 1

Career Service Center
Strengths Quest Workshop
Academic Skills/Tutoring

Citizenship · Educational Requirements

Interfraternal Engagement

Required: 1

Attend an IFC Meeting
Attend a Greek Council Meeting
Attend Another Greek Org Service, Fundraising or Philanthropic Event

Brotherhood

Required: 1

Chapter Retreat
Brotherhood Event

Student Orientation/Events

Required: 2

Attend a Student Government Meeting
Attend a Political Debate
Study Abroad
Alternative Spring Break
Attend a Multicultural Event
Attend Event on Social Awareness
Attend Event on Diversity

Chapter Philanthropy/Service

Required: 2

Adopt a Local Cause
Chapter Service Event
Chapter Philanthropy Event
TG Day of Service

Leadership · Educational Requirements

SAE Events (Optional)

Can Count Towards Another Topic

DeVotie Ritual Institute
Executives Academy
District Academy
Province Leadership School

Chapter Operations

Required: 1

Robert's Rules Workshop
Be on a Chapter Committee
Hold Chapter Position

Leadership Programs

Required: 1

Bystander Intervention
Running an Organization's Meeting
Leadership Topics

NOTE: Bold-italicized purple text indicates activities that are common across all Experiences (suggested to be completed by entire chapter).

Significance of Sigma Alpha Epsilon · Educational Requirements

Ritual & Symbolism

Required: 1

Gavel Pass
Initiation Ceremony Workshop
Alumnus Speaker
Join Ritual Team
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Lifelong Engagement

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Finding Your Replacement

Required: 2

Chapter Recruitment Workshop

Well-Being · Educational Requirements

Campus Events/Speakers/Organizations

Required: 3

Alcohol & Drugs Awareness
Hazing Prevention/Awareness
Nutrition/What to Eat
Speaker from Counseling Office
Mental Health
Physical Health Speaker
Stress Management
Fitness Clubs
Cooking Clubs
Nutrition Clubs
Mental Health Awareness
IM Sports
Sexual Assault Awareness
Sexual Health

Personal Growth · Educational Requirements

Speakers/Events

Required: 1

Etiquette Speaker
Men's Wearhouse
Setting Goals
Time Management

Chapter Discussion

Required: 1

Chapter Assessment
Breaking Down the TG
Growth Discussions

On-Campus Resources, Programs & Departments

Required: 1

Career Service Center
Strengths Quest Workshop
Academic Skills/Tutoring
Resume-Building Workshop
Writing Center

Citizenship · Educational Requirements

Brotherhood

Required: 1

Chapter Retreat
Brotherhood Event

Student Orientation/Events

Required: 2

Attend a Student Government Meeting
Attend a Political Debate
Study Abroad
Alternative Spring Break
Attend a Multicultural Event
Attend Event on Social Awareness
Attend Event on Diversity

Chapter Philanthropy/Service

Required: 2

Adopt a Local Cause
Chapter Service Event
Chapter Philanthropy Event
TG Day of Service

Leadership · Educational Requirements

SAE Events (Optional)

Can Count Towards Another Topic

DeVotie Ritual Institute
Executives Academy
District Academy
Province Leadership School

Chapter Operations

Required: 2

Robert's Rules Workshop
Be on a Chapter Committee
Hold Chapter Position
Be a Big Brother Mentor
Find an Alumnus Mentor

Leadership Programs

Required: 2

Bystander Intervention
Running an Organization's Meeting
Leadership Topics

Honor Experience Worksheet · Sigma Alpha Epsilon

Significance of Sigma Alpha Epsilon · Educational Requirements

Ritual & Symbolism

Required: 2

Gavel Pass
Initiation Ceremony Workshop
Alumnus Speaker
Join Ritual Team
DeVotie Ritual Institute

Lifelong Engagement

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Well-Being · Educational Requirements

Campus Events/Speakers/Organizations

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Nutrition/What to Eat
Speaker from Counseling Office
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Nutrition Clubs
Mental Health Awareness
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Sexual Health

Personal Growth · Educational Requirements

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Attend Event on Social Awareness
Attend Event on Diversity

Chapter Philanthropy/Service

Required: 2

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Chapter Service Event
Chapter Philanthropy Event
TG Day of Service

Leadership · Educational Requirements

SAE Events (Optional)

Can Count Towards Another Topic

DeVotie Ritual Institute
Executives Academy
District Academies
Province Leadership School

Chapter Operations

Required: 2

Robert's Rules Workshop
Be on a Chapter Committee
Hold Chapter Position
Be a Big Brother Mentor
Find an Alumnus Mentor

Leadership Programs

Required: 1

Bystander Intervention
Running an Organization's Meeting
Leadership Topics

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