



Sigma Tau Gamma Fraternity

STANDARDS BOARD MANUAL

FOR THE
Chairman of the Standards Board

Property of
Sigma Tau Gamma Fraternity, Inc.
P. O. Box 54
Warrensburg, Missouri 64093

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Standards Board

Purpose

The Standards Board exists to hold members accountable to the standards, policies, constitution and laws of both chapter in which the member was initiated and the Fraternity. The Standards Board is an unbiased peer-based board composed of members of the undergraduate chapter who are responsible for maintaining the standards, values, and integrity of the chapter and Fraternity.

Composition and Selection of Members

The Standards Board membership will be composed of the following:

- Chairman (elected by the chapter)
- 1 second-year member
- 1 third-year member
- 1 fourth-year member
- Chapter Secretary

The Standards Board Chairman and Chapter Secretary are to be elected by the chapter. The Standards Board Chairman may not concurrently hold an Executive Board level position. The remaining (second-year, third-year, and fourth-year) members are to be selected by the Chairman of the Standards Board and approved by the chapter's Executive Board one week following the chapter's general elections. All members of the Standards Board must meet academic requirements consistent with members of Executive Board. The nominees should be voted as a whole unless the decision is split using proper parliamentary procedure, in which case each individual will be voted on separately. A chapter advisor may be present for the hearings and does not have a vote.

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 once approved by the Executive Board.

Role of Chairman

- Presiding officer and lead facilitator for hearing
- Maintain decorum and fairness during hearing
- Votes only in the case of a tie

Role of Secretary

- 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 outcome to Headquarters (when applicable).
- Track and maintain records of sanction requirements and completion

Conflicts of Interest

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.

Expectations of Board Members

Each member of the Standards Board will be expected to:

- a. Model the Principles and behavior of a fraternity member
- b. Attend Standards Board training sessions and fully learn the Standards Board process and procedures
- c. Promote the purpose of the Standards Board
- d. Notify the chair if unable to attend a scheduled hearing 48 hours in advance
- e. Arrive prepared, on time, and appropriately dressed for a hearing
- f. Be fully engaged and present during the hearing process
- g. Make decisions based on facts presented during the hearing process
- h. Agree to recuse oneself or abstain if connected to a situation and bring attention to conflicts of interest
- i. Respect the hearing process and maintain its confidentiality by not disclosing conversation outside of the hearing

Types of Violations

Undergraduate members who violate the following are subject to due process through a hearing of the Standards Board:

- a. Offenses against the Constitution, Laws, Policies, Member Safety Policy, or Member Code of Conduct
- b. Offenses against campus policy or local, state, and/or federal laws
- c. Violations of Oath of Obligation or Principles of Sigma Tau Gamma, which were assumed upon initiation
- d. Offenses against the bylaws of the undergraduate chapter
- e. Any acts permitting, condoning, or conspiring to haze members regardless of member status.
- f. Financial delinquency
- g. Conduct unbecoming of a Sigma Tau Gamma member
- h. Violation of chapter standards, which include but are not limited to grades, dues, deadlines, meeting attendance, and chapter participation expectations
- i. Violation of existing sanctions or probation

Complaints and Notice of Hearing

1. Allegations/complaints should be submitted in writing to the Chair of the Standards Board. Violations of minimum chapter standards, (academics, attendance, and indebtedness) will be automatic and a special complaint is not required to be submitted.
2. Upon receiving a complaint, the Standards Board chair shall convene the Standards Board at the earliest available opportunity to hold a hearing, not to exceed 7 days from notice of complaint. (The Standards Board is strongly suggested to set a regular/weekly meeting time.)
3. Notice of the detailed complaint or standard violation shall be sent to the respondent with a request to appear before the Standards Board with at least 48 hours' notice.
4. Should the respondent be unable to attend the scheduled hearing, he must notify the Standards Board Chairman before the scheduled time and request an alternate time not to exceed 24 hours from the originally scheduled meeting

5. The Respondent has the right to accept responsibility for the allegation/complaint and waive his right to a hearing.

Interim Action

The Chief Executive Officer, or his designee, reserves the right to take interim action on individual members and/or the chapter of the fraternity until a Standards Board hearing can be held. In the case that interim action is taken, the Chief Executive Officer or his designee, has a duty to notify all involved parties and the Board of Directors designee that interim action is taken.

Hearing Process

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.
 - 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.

Prior Violations

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.

Sanctions

Sanctions are intended to correct behavior and should strive to be educational in nature. If the member claims responsibility, they should be asked what types of sanctions they think would be reasonable considering the offense. In the absence of their ideas suggested sanctions are included in this manual. The cost and availability of educational sanctions should be considered when deciding. Standards Board Chairmen may want to inventory available campus/community resources that could be used as potential sanctions (i.e., courses and workshops offered, counseling, etc.).

Effects on Membership Status

The Standards Board reserves the right to petition for the change of a status of a member as a sanction or as a proactive measure. Any type of membership not specifically provided herein, including inactive membership, shall not be permitted.

Suspension

The Standards Board may choose to suspend a member for his actions and behavior. During the suspension period, the member may not hold office, attend meetings, or participate in any Fraternity activities. While on suspension, the member is still subject to the discipline, standards, laws, and policies of the Fraternity. The member on suspension is also responsible for his financial obligations to the Fraternity through local and National Dues and insurance. Further, the member will not be considered in good standing until the terms of the suspension have been met and the suspension is lifted.

Expulsion

The decision to expel a member should be reserved for egregious actions and as a last resort for members who are not willing to correct negative behaviors.

Notification to Headquarters

When a member is recommended for expulsion, a Petition for Expulsion Form must be completed and sent with necessary documentation (detailed below) to the Chapter Advisory Board within 48 hours of a decision. The Chapter Advisory Board will have 5 days to review and agree or disagree with the expulsion and submit the Petition for Expulsion Form to Sigma Tau Gamma Headquarters at fraternity@sigmataugamma.org or P.O. Box 54 Warrensburg, MO 64093. If a Chapter Advisory Board disagrees with a Petition for Expulsion, the Standards Board shall reconvene to determine appropriate sanctions. If no Chapter Advisory Board exists, the chapter will send the Petition for Expulsion directly to Headquarters.

The following must be attached to the Petition for Expulsion Form:

- A copy of the letter notifying the member of the Standards Board hearing
- Approved minutes of the Standards Board hearing
- A copy of the Notice of Outcome sent to the member

The Board of Directors (or their designee) will approve or deny Petitions for Expulsion received by Headquarters.

Surrender materials

Members recommended for expulsion 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.).

Appeals

Appeal Sanctions

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. 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

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.

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.

Appeal Expulsion

A member recommended for expulsion will have the opportunity to appeal the expulsion within 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

A *Request to Reconsider Expulsion* must be received at Sigma Tau Gamma Headquarters by the 20th day following a decision being made. A *Request to Reconsider Expulsion* received after the 20th day will not be considered. A Request to Reconsider Expulsion will be added to the agenda of the next business meeting of the Board of Directors. The decision of the Board of Directors will be final.

Standards Board Sanction Suggestions				
Violation	Range	1 st Offense	2 nd Offense	3 rd Offense
Academics* (see notes)	Max.	Removal of position(s); tutoring; professor office hours	Removal of position(s); 30-day suspension	60-day suspension
	Min.	Professor office hours; weekly progress reports	30-day social probation; weekly progress reports; tutoring	Removal of position(s); 60-day social probation
Debt	Max.	Social probation; Payment Plan within 90 days	Social probation; Payment Plan within 90 days	Sent to collections; suspension until payment received in full
	Min.	Social probation until paid	Social probation until paid	Social probation until paid
Discriminatory Remarks	Max.	Removal of position(s); 30-day social probation	30-day suspension	Expulsion
	Min.	Counseling; Chapter apology	Removal of position(s); 30-day social probation	30-day suspension
Disorderly Conduct (intoxicated)	Max.	Social Probation; counseling/alcohol course	Social Probation or suspension	60-day suspension
	Min.	Warning; chapter apology	Warning; counseling/alcohol course; 10-day social probation	30 day suspension;
Disorderly Conduct (Other)	Max.	Chapter apology; restitution / 15 hours of community service	15-day suspension; restitution / 30 hours of community service	60 day suspension; restitution
	Min.	Warning	Warning; chapter apology; 10 community service hours	Restitution; 15 day suspension
Driving/Operating While Intoxicated	Max.	Expulsion	Expulsion	Expulsion
	Min.	Suspension; 25 hours of Service; \$500 fine	Suspension; \$1000 fine; Service Hours;	Expulsion
Drugs (use or under influence at Chapter sponsored event)	Max.	Drug class/counseling; 30-day suspension; \$500 fine	60-day suspension; \$1000 fine	Semester Suspension
	Min.	Drug class/counseling; 30-day probation with drug test	30-day suspension; additional community service hours; \$250 fine	30-day suspension; additional community service hours
Drugs (possession at Chapter event or in Chapter facility)	Max.	\$100 fine; 30 day suspension	\$500 fine; 60-day suspension	Expulsion
	Min.	Drug class/counseling; 30-day probation	\$100 fine; 30-day suspension	60-day suspension
Drugs (selling)	Max.	60-day suspension	Semester suspension	Expulsion; referred to law enforcement
	Min.	30-day suspension	60-day suspension	Semester suspension
Housing/Lease Violation	Max.	\$250 fine	\$500 fine; social probation	\$1000 fine

	Min.	Warning	Additional chores;	\$100 fine
Hazing	Max.	Expulsion	Expulsion	Expulsion
	Min.	Expulsion	Expulsion	Expulsion
Property Damage	Max.	Restitution; 30-day social probation	Restitution; 60-day suspension	Expulsion
	Min.	Restitution	Restitution; 30-day social probation	Restitution; 60-day social probation
Physical Altercation (with member or female)	Max.	60-day suspension	Expulsion	Expulsion
	Min.	Chapter apology; counselor/anger management or alcohol course	30-day social probation	30-day suspension
Physical Altercation (with other)	Max.	Counseling/anger management; 10-day suspension	Expulsion	Expulsion
	Min.	30-day social probation; counseling/anger management	30-day suspension; restitution or additional community service hours	60-day suspension; restitution or additional community service hours
Sexual Misconduct (non-physical)	Max.	Semester suspension	Expulsion	Expulsion
	Min.	Bystander intervention seminar; 30-day social probation	30-day suspension; 20 hours community service	60-day suspension
Sexual Misconduct (physical)	Max.	Expulsion	Expulsion	Expulsion
	Min.	Expulsion	Expulsion	Expulsion
Standards Violation (general)	Max.	30-day social probation	60-day social probation	30-day suspension
	Min.	Warning; chapter or written apology	\$100 fine; community service	\$200 fine; community service
Theft	Max.	30-day suspension	90-day suspension	Expulsion
	Min.	Chapter apology; restitution	30-day social probation; restitution	30-day suspension; restitution
Ungentlemenlike conduct	Max.	15-day suspension	30-day suspension	60-day suspension
	Min.	Warning; chapter apology	15 hours of community service; 15-day social probation	25 hours of community service; 30-day social probation
Unsportsmanlike Conduct	Max.	2 game suspension	Removal from team	30-day suspension
	Min.	Written apology to opponent/offended	2 game suspension	Removal from team
Vandalism	Max.	Restitution; 30-day social probation	Restitution; 60-day suspension	Expulsion
	Min.	Restitution; 20 hours of community service	Restitution; 10-day social probation	Restitution; 30-day social probation
Violation of Suspension	Max.	\$1000 fine; extend suspension	Expulsion	Expulsion
	Min.	Extend length of suspension	\$500 fine; extend suspension	\$1000 fine; extend suspension
Violation of Probation	Max.	30-day suspension	Expulsion	Expulsion
	Min.	\$100 fine; extended probation	\$250 fine; extended probation	\$500 fine; 30-day suspension

Violation of Bylaws	Max.	15-day social probation	30-day suspension	60-day suspension
	Min.	Warning	Chapter apology; 15-day social probation	15-day suspension
Violation of Member Safety Policy	Max.	Removal from position; 10-day probation	Removal from position; 30-day probation	Removal from position; 45-day Suspension
	Min.	Warning; chapter apology	Educational class or workshop; 30-day social-probation	60-day Probation

Notes:

- Academics: Refer to Academic Success Resource Guide in combination with chart suggestions
- Alcohol related offenses: Some campuses or area medical facilities offer free (or cost-effective) online alcohol related modules/classes (i.e., AlcoholEdu) that may be educational for offenders.
- Community service should be considered when there has been a disturbance to the community (chapter, campus, or city/town) or damage potential done to a brand
- Counseling requirements: Depending on your campus/state, restrictions on requiring (mandating) counseling may exist. If you find that you cannot mandate counseling, you may require an assessment to be conducted. Anything counseling related will require a waiver from the member to allow the chapter access to the information/verification of attendance. The chapter should include stipulations for waiver so that completion can be monitored.
- Drug related offenses: Subject to definition and interpretation on state by state basis. Be aware that campuses offer free (or cost-effective) online drug related modules/classes (Free example: <http://www.drugtraining4free.co.uk/>) that may be helpful for members coping with addiction issues.
- Non-traditional sanctions may be used in exchange for more serious sanctions (example: Attendance at 3 anger management in lieu of 30 day suspension).
- Probation refers to a probationary period which the member is 'on watch' and social probation refers to zero-participation in brotherhoods and social events, especially events where alcohol may be present (formal or informal)

Report a Complaint / Allegation

Chapter: _____

Report Date: _____

Complainant: _____

Respondent: _____

Date of Incident: _____

Time of Incident: _____

The _____ chapter accuses the respondent of the following offenses (circle):

- ☐ Offenses against the Constitution, Laws, Policies, Member Safety Policy, or Member Code of Conduct
- ☐ Offenses against local, state, and federal laws
- ☐ Violations of Oath of Obligation or Principles of Sigma Tau Gamma, which were assumed upon initiation
- ☐ Offenses against the bylaws of the undergraduate chapter
- ☐ Any acts permitting, condoning, or conspiring to haze members regardless of member status.
- ☐ Financial delinquency
- ☐ Conduct unbecoming of a Sigma Tau Gamma member

The respondent is alleged to have committed the following (please describe incident):

Signature of Complainant

Date

For Standards Board Use

_____ I take responsibility for the facts as explained within and therefore waive my right to a Standards Board hearing to determine responsibility. In signing this document, I am acknowledging responsibility.

Signature of Respondent

Date

_____ I request my right to have a Standards Board hearing to determine responsibility. In doing so, I am entering a plea of not responsible.

Signature of Respondent

Date

Date of Hearing: _____

Time of Hearing: _____

Location of Hearing: _____

Signature of Chapter Secretary

Example Notice of Allegation/Complaint (email)

[NAME]

[DESIGNATION] Chapter [COLLEGE/UNIVERSITY]

[E-MAIL ADDRESS]

VIA E-MAIL

[DATE]

Dear Brother [LAST NAME]:

This letter serves as official notice that a allegation/complaint has been made against you. The allegation/complaint alleges you to be in violation of:

[INSERT CHARGE/VIOLATION]

In the complaint, you are alleged to have [INSERT BEHAVIOR ALLEGED].

As a result of the allegation, the Standards Board requests your presence at [TIME, DATE, and LOCATION] to determine responsibility. At this meeting, you will have an opportunity to hear and respond to the evidence upon which the allegations are based.

If you are unable to make the meeting at the time listed above, please notify the Standards Board Chair within 24 hours from the delivery of this email. Failure to notify the Standards Board and not appear at the meeting may be interpreted as an admission of responsibility, at which time the Standards Board will determine an appropriate sanction.

If you would like to acknowledge responsibility for the facts explained within and waive your right to a Standards Board, you may sign this document and acknowledging responsibility.

The procedures for the Standards Board are available in the Standards Board Manual which can be found at www.sigmatauStandards.org or available upon request. Thank you in advance for your cooperation.

Fraternally,

[NAME OF STANDARDS BOARD CHAIR]

Standards Board Chair

[EMAIL ADDRESS OF STANDARDS BOARD CHAIR]

Signature of Respondent

Date

Example Notice of Outcome (email)

[NAME]

[DESIGNATION] Chapter [COLLEGE/UNIVERSITY]

[E-MAIL ADDRESS]

VIA E-MAIL

[DATE]

Dear Brother [LAST NAME]:

After review of the evidence and relevant information at your Standards Board hearing on [DATE OF STANDARDS BOARD HEARING], the following decision was made regarding the allegations/complaints against you.

[COMPLAINT FROM CHARGE LETTER (VIOLATION)]: **Responsible / Not Responsible**

As a result of being found responsible for violations of Sigma Tau Gamma's policies and standards, the following sanction has been assigned:

[SANCTIONS with details on date of completion requirements]

Failure to complete the sanctions outlined above within the required timeline will result in further disciplinary action from the Standards Board. The procedures for appeals are outlined in the Standards Board Manual. Please do not hesitate to contact me if you have questions about your sanctions or appeals process.

Thank you in advance for your cooperation.

Fraternally,

[NAME OF STANDARDS BOARD CHAIR]

Standards Board Chair

[EMAIL ADDRESS OF STANDARDS BOARD CHAIR]

Example Standards Board Agenda

STANDARDS BOARD MEETING AGENDA

[MEETING DATE, TIME, and LOCATION]

- I. Meeting Called to Order by Standards Board Chairman
- II. Introduction of Meeting Participants (Standards Board members, Complainant, Respondent)
- III. Reading of Complaint outline in Meeting Notice
- IV. Statement by Complainant
 - a. Presentation of evidence (i.e., witnesses or photographs) and additional information
 - b. Questions by Standards Board members
- V. Statement by Respondent
 - a. Presentation of evidence (i.e., witnesses or photographs) and additional information
 - b. Questions by Standards Board members
- VI. Closing Comments by Complainant
- VII. Closing Comments by Respondent
- VIII. Respondent shares that if found responsible, what reasonable sanctions he would deliver
- IX. Complainant and Respondent Dismissed
- X. Determination of Responsibility
- XI. Determination of Sanctions (if applicable)
- XII. Adjourn

Request to Reconsider Expulsion

Name: _____

Date: _____

Address: _____

Chapter: _____

City, State, Zip: _____

Email: _____

The Standards Board Manual States, “A member recommended for expulsion will have the opportunity to appeal the expulsion within 20 days of a decision from the Standards Board. A Request to Reconsider Expulsion must be received at Sigma Tau Gamma Headquarters by the 20th day following a decision being made. Requests to Reconsider Expulsion received after the 20th day will not be considered.”

I, _____ am appealing my expulsion under the premise that
Name (First, Last)

_____ Due process was not properly followed, which impacted outcome.

_____ New information and evidence emerged since the time of the hearing.

_____ Sanction delivered is disproportionate to offense committed.

Please provide further evidence or rationale for request for appeal. Attach documentation as needed.

I acknowledge that I understand the appeals process for members recommended for expulsion. I further acknowledge that the information provided, to the best of my knowledge, is accurate.

Signature

Date

Signature of Respondent

Date

Email to: fraternity@sigmatauStandards.org

Petition for Expulsion

The following information is a formal request to expel the member designated below. All of the conditions, rules, and regulations dictated through the Standards Board hearing process has been fulfilled and supporting documentation is attached.

Member Name (First, Last): _____ Chapter: _____
Email: _____ University: _____
Address: _____
City, State, Zip: _____ Date of Initiation: _____

Please explain the reason for expulsion:

Did the member attend the Standards Board hearing?	YES	NO	If no, did he communicate with the Standards Board Chair?	YES	NO
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If yes, what defense did he offer? (summarize main points)

What was the date of the email that he received notice of the decision?	_____	What was the time of the email that he received notice of the decision?	_____
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What was the vote of the Standards Board's decision? _____

_____ Signature of Standards Board Chair	_____ Date
_____ Signature of Chapter Secretary	_____ Date
_____ Signature of Grand Chapter Advisor	_____ Date

Email to: fraternity@sigmatauStandards.org
Include: A copy of hearing notification; approved minutes from hearing; copy of Notice of Outcome