



# **STANDARDS BOARD MANUAL**

FOR THE  
Chairman of the Standards Board

Property of  
Sigma Tau Gamma Fraternity, Inc.  
8741 Founders Road  
Indianapolis, IN 46268

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## **Purpose**

The Standards Board exists to:

- Create and maintain a safe chapter culture by recognizing a duty of care for brothers and guests of the Fraternity.
- Hold members accountable to the standards, policies, constitution, and laws of both the chapter in which the member was initiated and the Fraternity.

The Standards Board is to be 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 the Fraternity.

## **Composition and Selection of Members**

The Standards Board will be composed of the following:

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

The Standards Board Chairman is to be elected by the chapter. The Standards Board Chairman may not concurrently hold an Executive Cabinet position. The remaining (second-year, third-year, and fourth-year) members are to be selected by the Standards Board Chairman and approved by the chapter's Executive Cabinet one week following the chapter's general elections. All members of the Standards Board must meet academic requirements consistent with members of the Executive Cabinet. 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 but does not have a vote.

In the instance that there is not a member from a particular year available, a member-at-large can be selected and approved by the Executive Cabinet 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 Cabinet.

Role of Standards Board Chairman

- Act as presiding officer and lead facilitator for the hearing
- Maintain decorum and fairness during the hearing

Role of Chapter Secretary

- Maintain correspondence related to the Standards Board, including but not limited to: completing the notice of Standards Board hearing and decision(s), recording meeting minutes, and reporting hearing outcome to Headquarters (when applicable).
- Track and maintain records of sanction requirements and completion

## **Voting**

The Standards Board Chairman and Chapter Secretary will be the only members of the Standards Board not receiving a regular vote. The Chairman will only vote in the case of a tie.

## **Conflicts of Interest**

Members of the Standards Board who present a conflict of interest (i.e., involved in the situation, complainant, etc.) will be asked to recuse themselves at the discretion of the Standards Board Chairman, or the member which presents the conflict of interest, from the particular hearing in which the conflict of interest exists. The complainant, via their written complaint, may also request a member recuse himself, but the recusal shall be at the discretion of the Standards Board Chairman. 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 fewer 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 Standards Board Chairman 48 hours in advance if unable to attend a scheduled hearing
- 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 any 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. Flagrant breach of the duties assumed upon initiation.
- b. Violation of the Constitution, Laws, Policies, or Ritual of the Fraternity.
- c. Refusal or persistent failure to meet financial obligations.
- d. Failure to maintain good, acceptable academic standing as defined by the college or university.
- e. Failure to comply with college or university regulations.
- f. Condoning the practice of hazing or by violating the provisions of the Code of Conduct as defined by the Fraternity.
- g. Violation of the Risk Management Policy, as defined by the Fraternity, including the prohibition against the purchase of beverage alcohol through the chapter treasury or by individual members in the name of or on behalf of the chapter.
- h. The possession, sale, and/or use of any illegal drugs or controlled substances on chapter premises or at any Fraternity sponsored event or at any event that would suggest an association with the Fraternity to a normal observer.
- i. Violation of chapter by-laws or policies by collegiate members.
- j. Encouraging or conspiring by an alumni member with a collegiate member or chapter to violate the Constitution, Laws, Policies, or Ritual of the Fraternity or provisions of the Code of Conduct and Risk Management Policy as defined by the Fraternity.
- k. Abuse of the Standards Board Process.

## **Complaints and Notice of Hearing**

1. Allegations/complaints should be submitted in writing to the Standards Board Chairman. 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 Chairman 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 standards 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 their 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 their designee, has a duty to notify all involved parties and the Board of Directors designee that interim action has been 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 the 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 the complaining party is notified that they will be informed of the decision within 48 hours.

12. The responding member, if they chose to wait, will hear the sanction and its educational intent and receive written confirmation within 48 hours of the hearing taking place.
13. Notification of the 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 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 Chairman may want to inventory available campus/community resources that could be used as potential sanctions (i.e., courses and workshops offered, etc.).

## **Effects on Membership Status**

The Standards Board reserves the right to petition for the change of the 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 the necessary documentation (detailed below) to the Chapter Advisory Team within 48 hours of a decision. The Chapter Advisory Team 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 [noblemen@sigtau.org](mailto:noblemen@sigtau.org) or 8741 Founders Road, Indianapolis, IN 46268-1338. If a Chapter Advisory Team disagrees with a Petition for Expulsion, the Standards Board shall reconvene to determine appropriate sanctions. If no Chapter Advisory Team 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 (or email) 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

Upon receipt of a Petition for Expulsion, Headquarters will suspend the member on the member roster in Vault, pending the outcome of the Board of Directors' decision. The Board of Directors (or their designee) will approve or deny Petitions for Expulsion received by Headquarters at the next regularly scheduled meeting. Following the decision, Headquarters staff will notify the chapter President and the individual and will adjust the member's status on the member roster in Vault to either "Undergraduate - Good Standing" or "Alumni - Expelled".

## **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 the outcome
- New information and evidence emerged since the time of the hearing
- Sanction delivered is disproportionate to the offense committed

The Chapter President must present the appeal to the Chapter Executive Cabinet. The Chapter Executive Cabinet 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 Chairman. The Chapter Executive Cabinet must make a decision within 10 days of receiving an appeal of sanctions.

If the Chapter Executive Cabinet 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 Team. The Chapter Advisory Team 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 Chairman. The Chapter Advisory Team must make a decision within 10 days of receiving an appeal of sanctions and their decision is final. In the absence of a Chapter Advisory Team, the appeal should be sent to Headquarters who will review and render a decision or submit a request to a Regional or the National Standards Board.

### **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 the outcome
- New information and evidence emerged since the time of the hearing
- Sanction delivered is disproportionate to the offense committed

*A Request to Reconsider Expulsion* must be received at Sigma Tau Gamma Headquarters within 20 days following a decision being made. *A Request to Reconsider Expulsion* received after 20 days 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 <sup>st</sup> Offense                                      | 2 <sup>nd</sup> Offense   | 3 <sup>rd</sup> 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 (to or from a Chapter event) | 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 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 a 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<br>*Must Report to Headquarters                           | 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)<br>*Must Report to Headquarters | 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)<br>*Must Report to Headquarters     | 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                                       |
| Ungentlemanly 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 the 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 By-laws              | 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 the Academic Success Program 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 a waiver so that completion can be monitored.
- Drug-related offenses: Subject to definition and interpretation on a 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 courses in lieu of 30-day suspension).
- Probation refers to a probationary period in which the member is 'on watch'. Social probation refers to zero-participation in brotherhoods and social events, especially events where alcohol may be present (formal or informal).
- It is assumed that members are sanctioned only because their actions negatively impacted the chapter or Fraternity, or they violated the chapter or Fraternity Constitution, Laws, Policies, or Ritual.

# Report a Complaint / Allegation

Chapter: \_\_\_\_\_

Report Date: \_\_\_\_\_

Complainant: \_\_\_\_\_

Respondent: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

The \_\_\_\_\_ chapter accuses the respondent of the following offenses (check):

- Flagrant breach of the duties assumed upon initiation
- Violation of the Constitution, Laws, Policies, or Ritual of the Fraternity
- Refusal or persistent failure to meet financial obligations
- Failure to maintain good, acceptable academic standing as defined by the college or university
- Failure to comply with college or university regulations
- Condoning the practice of hazing or by violating the provisions of the Code of Conduct as defined by the Fraternity
- Violation of the Risk Management Policy, as defined by the Fraternity, including the prohibition against the purchase of beverage alcohol through the chapter treasury or by individual members in the name of or on behalf of the chapter
- The possession, sale, and/or use of any illegal drugs or controlled substances on chapter premises or at any Fraternity sponsored event or at any event that would suggest an association with the Fraternity to a normal observer
- Violation of chapter by-laws or policies by collegiate members
- Encouraging or conspiring by an alumni member with a collegiate member or chapter to violate the Constitution, Laws, Policies, or Ritual of the Fraternity or provisions of the Code of Conduct and Risk Management Policy as defined by the Fraternity
- Abuse of the Standards Board Process

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

\_\_\_ I feel there is no conflict of interest regarding this hearing and any of the current Standards Board Members.

\_\_\_ I feel there is a significant conflict of interest with this hearing and a member of the current Standards Board, and I request that the following individual be recused from this hearing for the reason stated below. I understand that the decision to recuse any member of the Standards Board is up to the discretion of the Standards Board Chairman.

Standards Board Member Name: \_\_\_\_\_

Reason for Recusal:

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

## 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 an 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 Chairman prior to the meeting time. Failure to notify the Standards Board and to not appear at the meeting may be interpreted as an admission of responsibility, at which time the Standards Board will determine an appropriate sanction.

Please sign and return this document denying responsibility and requesting your right to a Standards Board hearing or acknowledging responsibility for the facts explained within and waiving your right to a Standards Board meeting.

The procedures for the Standards Board are available in the Standards Board Manual which can be found at [www.sigtau.org](http://www.sigtau.org) or are available upon request. Thank you in advance for your cooperation.

Fraternally,

[NAME OF STANDARDS BOARD CHAIRMAN]  
Standards Board Chairman  
[EMAIL ADDRESS OF STANDARDS BOARD CHAIRMAN]

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

\_\_\_\_ 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

## 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 any questions about your sanctions or appeals process.

Thank you in advance for your cooperation.

Fraternally,

[NAME OF STANDARDS BOARD CHAIRMAN]  
Standards Board Chairman  
[EMAIL ADDRESS OF STANDARDS BOARD CHAIRMAN]

# Example Standards Board Hearing 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
  - a. Respondent shares that if found responsible, what reasonable sanctions he would deliver
- VIII. Complainant and Respondent Dismissed
- IX. Determination of Responsibility
- X. Determination of Sanctions (if applicable)
- XI. Adjourn

# Request to Reconsider Expulsion

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Chapter: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Time of Hearing: \_\_\_\_\_

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 within 20 days following a decision being made. Requests to Reconsider Expulsion received after the 20 days will not be considered."

I, \_\_\_\_\_ am appealing my expulsion under the premise that:

\_\_\_ Due process was not properly followed, which impacted the outcome.

\_\_\_ New information and evidence emerged since the time of the hearing.

\_\_\_ The sanction delivered is disproportionate to the offense committed.

**Please provide further evidence or rationale for the 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

Email completed form to [noblemen@sigtau.org](mailto:noblemen@sigtau.org)

Include: Copy of Hearing Notification and Notice of Outcome



# 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 have been fulfilled and supporting documentation is attached. Once this document is received, it must be presented for approval by the Board of Directors at the next Board meeting - the member, Chapter President, and Standards Board Chairman will then be notified of the approval or denial of the petition for expulsion. The chapter has the option to suspend the member while awaiting the Board's decision.

Member Name (First, Last): \_\_\_\_\_

Date of Initiation: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Chapter: \_\_\_\_\_ University: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_ Time of Hearing: \_\_\_\_\_

**Please explain the reason for the expulsion.**

Did the member attend the Standards Board Meeting? YES NO

If NO, did he communicate his absence with the Standards Board Chairman? YES NO

**If yes, what defense did he offer? (Summarize Main Points)**

What was the date of the email on which he received notice of the complaint? \_\_\_\_\_

What was the time of the email that he received notice of the decision? \_\_\_\_\_

\_\_\_\_\_  
Signature of Standards Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chapter Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Lead Chapter Advisor or Standards Advisor

\_\_\_\_\_  
Date

Email completed form to [noblemen@sigtau.org](mailto:noblemen@sigtau.org)

Include: A copy of hearing notification; approved minutes from hearing; a copy of Notice of Outcome

# Active Status Application

The following information is a formal request to move from alumnus status to active status for the member designated below. Applications for active status should be submitted to HQ Staff at [noblemen@sigtau.org](mailto:noblemen@sigtau.org) and will be processed within two weeks. HQ Staff will notify the individual and chapter of the approved application and will adjust the member roster accordingly.

Member Name (First, Last): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Chapter: \_\_\_\_\_ University: \_\_\_\_\_

Association Date: \_\_\_\_\_ Initiation Date: \_\_\_\_\_

Date of request submission: \_\_\_\_\_

Date member was originally moved to alumnus status: \_\_\_\_\_

Date member returned or plans on returning to the chapter: \_\_\_\_\_

Reason for being removed from roster (Check One):

- Military Leave
- Study Abroad
- Withdrew from Institution
- Other (Please Explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for being added back to roster (Check One):

- Return from Military Leave
- Return from Study Abroad
- Re-enrolled in Institution
- Roster Correction
- Other (Please Explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional charges may be added to a member's Vault account if membership status was adjusted while a member was still active in the chapter.

\_\_\_\_\_  
Signature of Chapter President

\_\_\_\_\_  
Date

**OR**

\_\_\_\_\_  
Signature of Director of Finance

\_\_\_\_\_  
Date

**AND**

\_\_\_\_\_  
Signature of Requestor Accepting Terms

\_\_\_\_\_  
Date