



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)
- Two (2) members nominated by the Standard Board Chairman
- 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 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. The two members nominated to serve on the Standards Board shall be from different school years from the Chairman and each other, if possible. All members of the Standards Board must meet the same academic requirements as the 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. The Standards Board Chairman shall designate a Vice Chairman who shall preside over a hearing in the event the Chairman recuses himself from a particular case.

The Standards Board Chairman shall also nominate a first and second alternate member of the Standards Board, who shall only serve in the event one or more members of the Standards Board recuse themselves or otherwise are unable to serve. The alternate members shall be approved by the Executive Cabinet and subject to the same qualifications as the regular members of the Chapter Standards Board.

The Lead Advisor, or other advisor designated by the Lead Advisor, shall be notified of all Standards Board Hearings. The Lead Advisor or his designee may be in attendance at any Chapter Standards Board hearing, but the decision of an advisor to not attend the hearing shall not delay or otherwise affect the proceedings.

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 Chapter Secretary will be the only member of the Standards Board not receiving a regular vote.

Conflicts of Interest

Members of the Standards Board who present a conflict of interest (i.e., involved in the situation, Complainant, Respondent, etc.) shall recuse themselves from the particular hearing in which the conflict of interest exists. The Complainant or Respondent may also request that a member be recused from hearing a case, which shall be decided in the sole discretion of the Standards Board Chairman, unless the request is that the Chairman recuse himself, which shall be decided in the sole discretion of the Chapter President. In the event of recusal of one Standards Board Member, the first alternate shall serve, and if two members shall recuse themselves, the first and second alternates shall serve.

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.) If the end of the seven-day period falls on a holiday or school break, the hearing shall be held within 48 hours of the return to campus.
3. Also, upon receipt of the Complaint, the Standards Board Chairman shall notify the Lead Advisor or his designee of the subject matter of the Complaint and the date, time, and location of the hearing of the matter.
4. 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.
5. 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
6. 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. Interim action may be requested by the Standards Board Chairman, Chapter President, or a chapter advisor by contacting the Director of Fraternity Operations at Headquarters. 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, Respondent, an advisor, and a witness who is giving testimony 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. Presentation of Complainant's Case
 - a. Presentation of evidence (i.e., witnesses or photographs) and additional information
 - b. Questions by Standards Board members
5. Presentation of Respondent's Case
 - 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 proven by a preponderance of the evidence, meaning that a reasonable person would accept that it is "more likely than not" that 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, or the dismissal of the complaint, 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 Complainant and Respondent in person and reaffirmed in the written confirmation.

Prior Violations

If the Respondent has been found responsible for prior violations by 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.). Sanctions may be combined (e.g. a \$50 fine AND 10 hours of community service) and/or offered in the alternative (e.g. a \$50 fine OR 10 hours of community service).

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, is not 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. Note that this is different than social probation, which is a sanction denying participation in brotherhoods and social events, and is not a change in membership status. 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. Typically, it is not effective to combine expulsion with any other sanction.

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 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	1st Offense	2nd Offense	3rd 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
	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.	Educational sanction; chapter apology	Removal of position(s); 30-day social probation	30-day suspension
Disorderly Conduct (intoxicated)	Max.	Social probation; alcohol course	Social probation or suspension	60-day suspension
	Min.	Warning; chapter apology	Warning; alcohol course; 10-day social probation	30-day suspension;
Disorderly Conduct (Other)	Max.	Chapter apology; restitution / 15 hours of community	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; 30-day suspension; \$500 fine	60-day suspension; \$1000 fine	Semester suspension
	Min.	Drug class; 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; 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 *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; or alcohol course	30-day social probation	30-day suspension
Physical Altercation (with other)	Max.	10-day suspension	Expulsion	Expulsion
	Min.	30-day social probation;	30-day suspension; restitution or additional community service hours	60-day suspension; restitution or additional community service hours
Sexual Misconduct (non-physical) *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) *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

Unsportsmanlike Conduct	Max.	Two game suspension	Removal from team	30-day suspension
	Min.	Written apology to the opponent/offended	Two 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., Tightrope) 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.
- 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 three 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 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 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

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]

Petition for Expulsion

The following information is a formal request to expel the member designated below. By submitting this form, you confirm that all the conditions, rules, and regulations dictated through the Standards Board hearing process have been fulfilled and supporting documentation is attached. Upon receipt of this document, the member status of the individual will be updated to "suspended" pending the review of the Petition for Expulsion. The petition will be presented for approval to the Board of Directors at the next Board meeting, after which, the member, Chapter President, and Standards Board Chairman will be notified of the approval or denial of the Petition for Expulsion and the member's status will be updated accordingly.

Member Name (First, Last): _____

Date of Initiation: _____ Email: _____

Address: _____ City, State, Zip: _____

Chapter: _____ University: _____

Please explain, in detail, the reason for the expulsion.

Did the member attend the Standards Board hearing?	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)

Date and time Respondent was notified of complaint/allegation: _____

Date and time of hearing: _____

Date and time Respondent was notified of outcome of hearing: _____

Signature of Standards Board Chairman

Date

Signature of Chapter Secretary

Date

Signature of Lead Chapter Advisor or Standards Advisor (if applicable)

Date

Email completed form to noblemen@sigtaw.org (Include: Report of Complaint/Allegation, Notice of Complaint/Allegation, approved minutes from Standards Board meeting, and Notice of Outcome)

Request to Reconsider Expulsion

Name: _____ Date: _____

Address: _____ Chapter: _____

City, State, Zip: _____ Email: _____

Date of Hearing: _____ **Time of Hearing:** _____

The Standards Board Manual states, "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."

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 an 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
(Include: Notice of Complaint/Allegation and Notice of Outcome)

Active Status Application

The following information is a formal request to move the member named below from alumnus status to active status. Applications for active status should be submitted to noblemen@sigtau.org and will be processed within two weeks. HQ Staff will notify the individual submitting the form of the approved application and will adjust the member roster in Vault accordingly. **It is the responsibility of the individual submitting this form to adjust the member's billing status to active billing.**

Name of Individual Submitting Form: _____

Email Address of Individual Submitting Form: _____

Today's Date: _____

Member Name (First, Last): _____

Phone Number: _____ Email: _____

Chapter: _____ University: _____

Association Date: _____ Initiation Date: _____

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
 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 Member Accepting Terms

Date