



# STANDARDS BOARD CHAIRMAN WORKBOOK



**SIG TAU**  
FRATERNITY

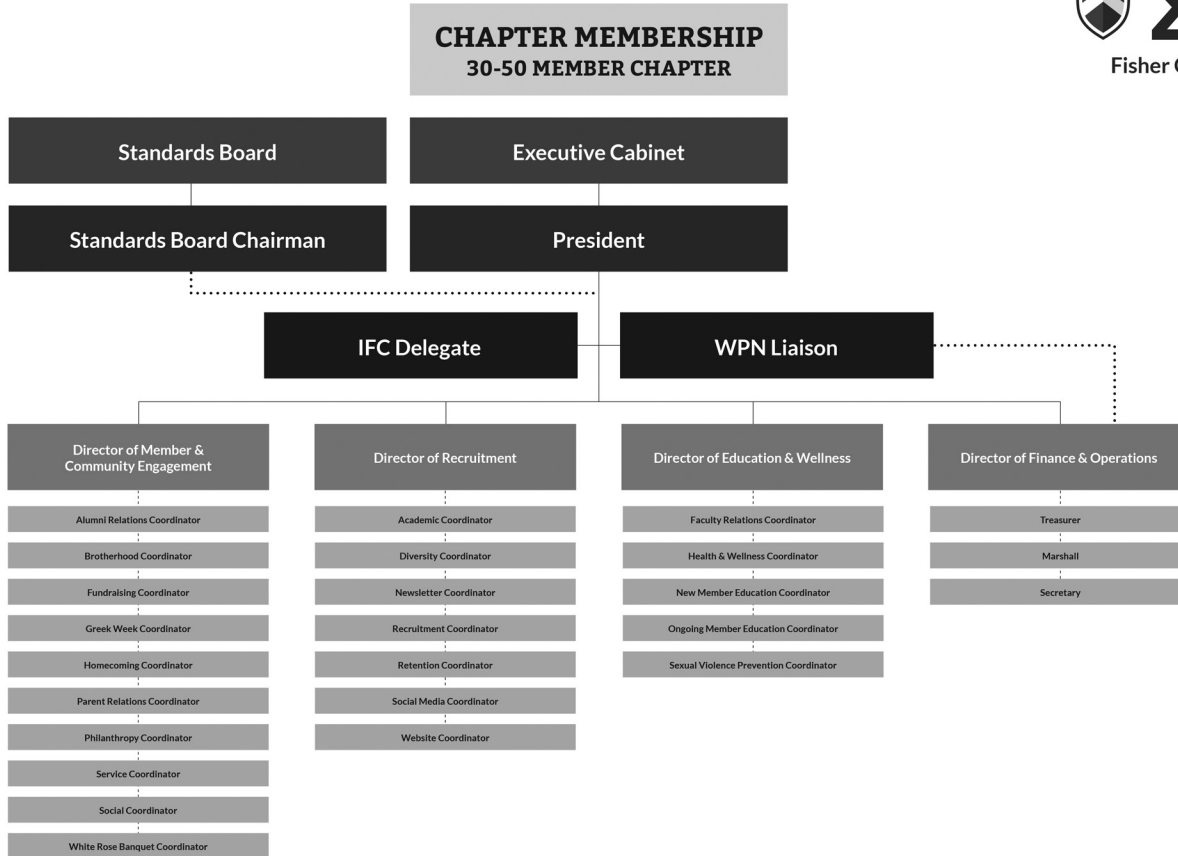
## SCHEDULE OVERVIEW

### Saturday, January 18

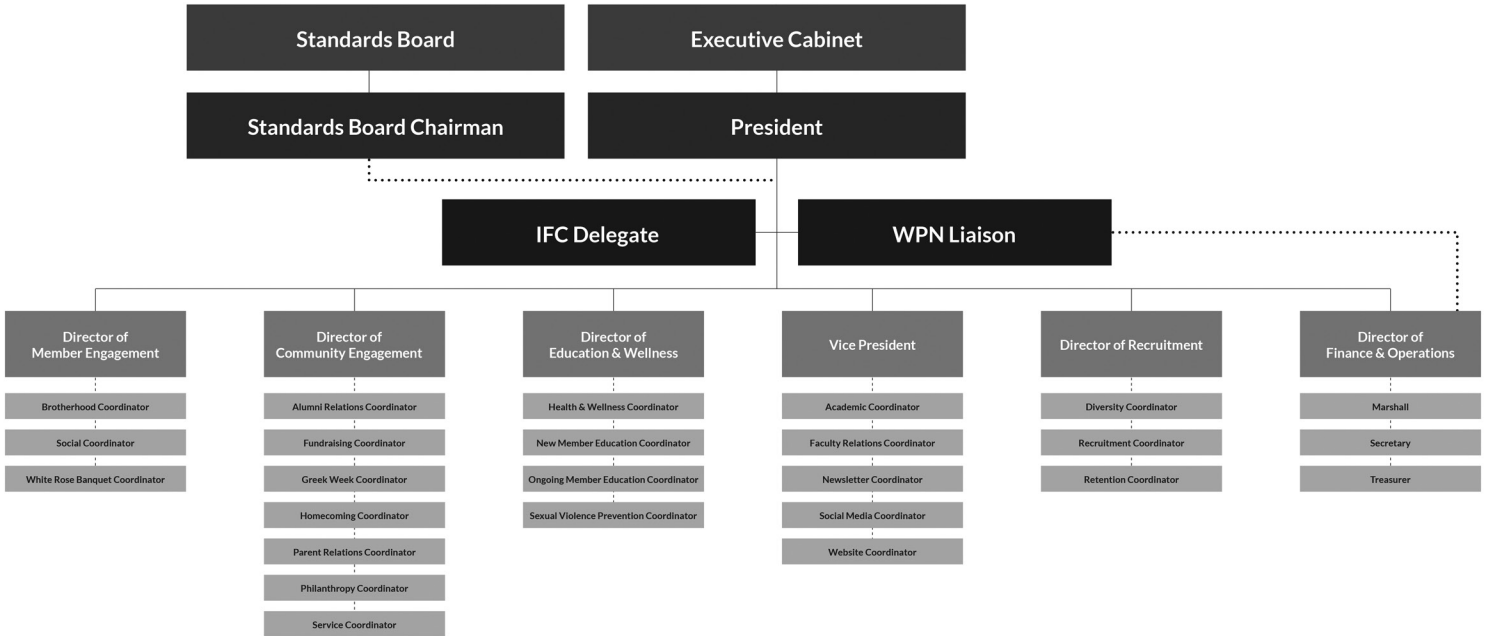
10:00 AM – 11:00 AM	Tracks (General Welcome Sessions)
11:00 AM – 12:00 PM	Tracks
12:00 PM – 12:30 PM	Lunch
12:30 PM – 1:45 PM	Tracks
1:55 PM – 3:10 PM	Tracks
3:20 PM – 3:35 PM	Tracks
3:35 PM – 3:45 PM	Closing and Reminders

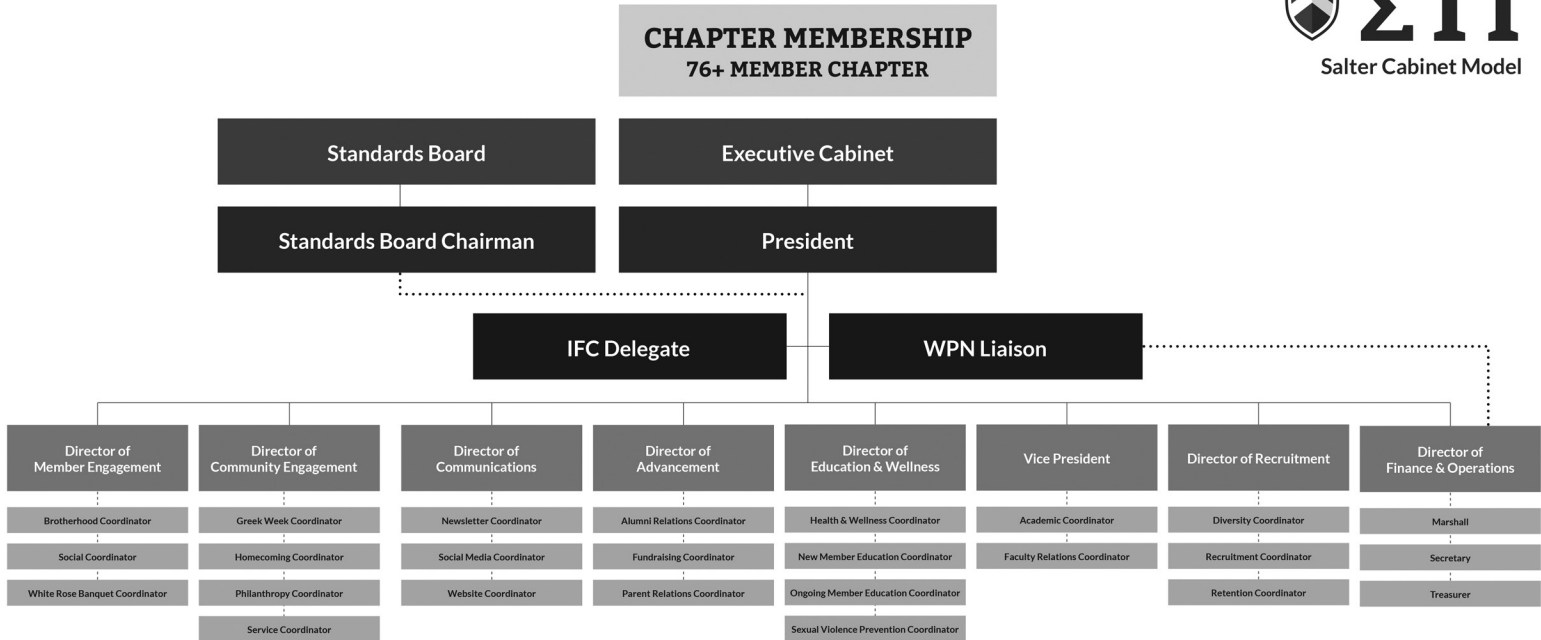
### Sunday, January 19

10:00 AM – 10:30 AM	Tracks (General Welcome Sessions)
10:30 AM – 12:00 PM	Tracks
12:00 PM – 12:30 PM	Lunch
12:30 PM – 1:00 PM	Tracks
1:00 PM – 1:50 PM	Tracks
2:00 PM – 3:15 PM	Tracks
3:15 PM – 3:45 PM	Tracks (General Closing Session)



**CHAPTER MEMBERSHIP**  
**51-75 MEMBER CHAPTER**







# PRINCIPLED LEADERS.



LEARNING  INTEGRITY  EXCELLENCE  LEADERSHIP  CITIZENSHIP  BROTHERHOOD

# WEBB ACADEMY

January 18-19, 2025



## STANDARDS BOARD CHAIRMAN WORKBOOK

Sigma Tau Gamma Fraternity

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# ROLE OF THE STANDARDS BOARD

## The Standards Board Chairman

The Chairman should be elected by the chapter along with the Executive Cabinet during November elections, but CANNOT concurrently be a member of the Executive Cabinet. Remember, the Standards Board exists independently from the Executive Cabinet. The Standards Board Chairman has several important duties:

### KEY ROLES

- ⤴ Acts as Chairman of the Board
- ⤴ Serves as presiding officer and lead facilitator for hearings
- ⤴ Maintains decorum and fairness
- ⤴ Trains Standard Board members
- ⤴ Ensures sanctions are completed
- ⤴ Maintains open lines of communication with key stakeholders
- ⤴ Maintains a working knowledge of the Standards Board Manual, Local and National Constitution and Laws, Member Safety and Wellness Policy, Housing Policy (if applicable) and any other applicable standards, policies, or laws that the Fraternity may have such as the Academic Success Program.

*The remaining members of the Standards Board are 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 should be from different school years from the Chairman and each other, if possible. The Standards Board Chairman should also designate one of them as a Vice Chairman who will preside over a hearing in the event the Chairman recuses himself from a particular case.*

*All members of the Standards Board must meet the same academic requirements as the members of the Executive Cabinet.*

## The Standards Board Members

The Standards Board is composed of the following:

1. **Standards Board Chairman (elected by the chapter)**
2. **Two (2) members nominated by the Standard Board Chairman**
3. **Chapter Secretary**

The Chapter Secretary is an Ex-Officio member of the Standards Board, just as he is of the Executive Cabinet. The Secretary does not have a vote, but performs several essential functions on behalf of the Chairman.

Responsible for correspondence related to the Standards Board, Notice of Hearing, Notice of Decision, Appropriate Notices and Forms to HQ, Track and Maintain Records of Sanction Requirements and Completion.

### KEY ROLES

- ⤴ Model the Principles of the Fraternity
- ⤴ Behave in a manner consistent with his position
- ⤴ Attend Standards Board training sessions and fully learn the Standards Board processes and procedures
- ⤴ Promote the purpose of the Standards Board
- ⤴ Notify the Chairman at least 48 hours in advance if unable to attend a scheduled hearing
- ⤴ Be fully engaged and present during the hearing process
- ⤴ Make decisions based on the facts presented during the hearing process
- ⤴ Agree to recuse oneself or abstain if connected to a situation, and bring attention to conflicts of interest
- ⤴ Respect the hearing process and maintain confidentiality by not disclosing conversation outside of the hearing



# PURPOSE OF THE STANDARDS BOARD

The Standards Board exists to serve two purposes:

## CARE

Create and maintain a safe chapter culture and recognize a duty of care for brothers and guests.



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 Fraternity.



## ACCOUNTABILITY

Hold members accountable to the standards, policies, constitution, and laws of both the chapter in which the member was initiated and the Fraternity.

## Brotherhood

What is the true definition of brotherhood?

How do you balance care and accountability?

How do you get to a better, stronger brotherhood through the Standards Board process, of all things?

**BROTHERHOOD:** He loves his fraternity and seeks to enhance the worth of belonging for others. His actions are emblematic of our shield, a protector of our secrets and our life-long commitment to one another. He holds our ideals in high regard and is forever bonded within the Chain of Honor. He is respectful and dignified and proudly represents the fraternity in all his affairs. He is loyal and proud.

# SAFE CHAPTER CULTURE

## It's a Group Effort

How can you, in your Standards Board Chairman role, go about building a safer chapter culture?

Below are each of the three techniques for building a safe chapter culture. List one action item for each that you can do when you return to your chapter.

### EDUCATE CHAPTER LEADERSHIP FIRST

### UNDERSTAND STRESSORS AND PROVIDE RESOURCES

### BE PROACTIVE - ADDRESS THE ROOT CAUSES

# STRESSORS

As you identify members who may not be “themselves” lately or have been referred to Standards Board (for behavior, financial delinquency, academic probation, etc.), take time to really get to the root of what the problem may be. Often behavioral issues stem from discomfort in another area of life or one of the following stressors:

## Stress #1

## Stress #2

## Stress #3

## Stress #4

## Stress #5

## Symptoms and Signs of Stress

- ⤴ High levels of anxiety
- ⤴ Feelings of depression
- ⤴ Abuse of alcohol/drugs
- ⤴ Over-eating or under-eating
- ⤴ Difficulty making connections
- ⤴ High levels of irritability, mood swings
- ⤴ Constant headaches
- ⤴ Too much – or not enough – sleep
- ⤴ Lingering illnesses & aches or pains
- ⤴ Self-harm
- ⤴ Discussing suicide

*Be proactive! Know what resources on campus you can provide to members to help alleviate stress. Consult with your chapter's Executive Cabinet for ideas.*

*Sometimes, there is more to a behavioral issue than what meets the eye. Make sure to ask questions about what's going on in a member's life. Chances are, there's a deeper reason as to why someone is acting out.*

*If after a conversation with a member, you still have concerns about their well-being, seek guidance from your school's health and wellness center.*

# VIOLATIONS

## LAW XIV. DISCIPLINE: MEMBER STANDARDS BOARD PROCESS

SECTION 1. Offenses: Charges may be brought for one or more of the following offenses:

- a. Flagrant breach of the obligations 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.

***What are some violations happening in my chapter that cause me concern? What are some of the areas above where my chapter could better use the Standard Board to hold members more accountable?***

# 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.  
  
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.
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.

## NOTES

# HOLDING A HEARING

## LAW XIV. DISCIPLINE: MEMBER STANDARDS BOARD PROCESS

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 Respondent is permitted to await a decision outside of the room, and the Complainant is notified that they will be informed of the decision within 48 hours.
12. The Respondent, 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 final decision and appeal process is explained to the member in person and reaffirmed in the written confirmation.

## NOTES

# EFFECTIVE QUESTIONING

## ASK OPEN ENDED-QUESTIONS

Carefully phrase your questions as open ended (who, what, how, etc.) rather than closed ended (did you, were you).

## AVOID MULTIPLE CHOICE QUESTIONS

Often this type of question provides a member with the answer the Standard Board Members wish to hear. These types of questions may provide an answer that does not truly bring out the most relevant information.

## SILENCE IS GOLDEN

Allow the person ample time to think without undue pressure to respond quickly. If the person needs clarification, let him ask for it; don't assume that he does not understand the question. Some people need more time to formulate their answers.

## REMEMBER THE ESSENTIAL FIVE (5):

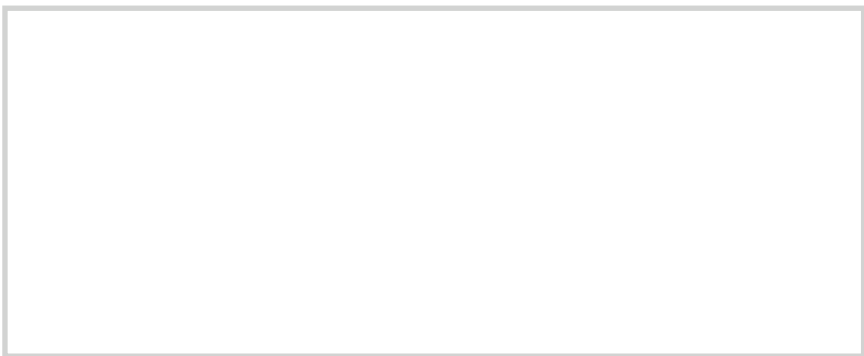
In hearings, five points must be determined: Who, What, Where, When, and Why.

1. Who was involved in the incident?
2. What was the violation? What would you do differently if you could do this again?
3. Where were you when this happened?
4. When did this happen?
5. Why were you engaging in the behavior?

## ADDITIONAL SAMPLE QUESTIONS

Besides fact related questions, here are some sample questions for you to consider during the hearing.

1. What effect did your actions (or behavior) have on others? On the Fraternity? On yourself?
2. Explain what you hoped to accomplish through your actions.
3. Who is responsible for your behavior?
4. What other options were there for you in this situation?
5. What was the purpose of your behavior?
6. How would you feel if others were engaged in similar behavior?
7. If you could do something differently that night/day, what would it be?
8. What would be the consequences to the chapter if everyone engaged in similar behavior?
9. How might you react if such this situation were to come up again?



# SANCTIONS THAT WORK

When considering sanctions, make sure your Standards Board thinks about these four key-ideas:



## Penalties:

A. The penalties that may be levied by a standards board regarding member discipline consists of any of the following, solely, or in combination with others:

- i. Fine not to exceed five hundred dollars (\$500.00) per offense and not to exceed five hundred dollars (\$500.00) for the cumulative total arising from the same occurrence.
- ii. Restitution.
- iii. Performance of community service.
- iv. Removal from office or position.
- v. Suspension for a specified length of time from the activities of the Fraternity.
- vi. Censure.
- vii. Educational/developmental requirements.
- viii. Recommendation of expulsion of the member from the Fraternity to the Board of Directors.

B. The action to expel a member may be taken only by the Board of Directors

C. The imposition of penalties through the Fraternity's standards board process will never be construed as a waiver of the right of the Fraternity or chapter to pursue any other remedies allowed by law.

## SMART Sanctions

- |                   |   |
|-------------------|---|
| <b>Specific</b>   | Make your write-up of sanctions clear and concise.  |
| <b>Measurable</b> | How will we measure the progress of the sanction's completion? Is it a percentage? A dollar amount? A number of items or events attended? Who is tracking completion?       |
| <b>Attainable</b> | Respondents should be able to complete the sanction in the given amount of time. Set them up for success!   |
| <b>Relative</b>   | Sanctions should be win-win, developmental in nature, and appropriate based on the offense. Consult the Standards Board Manual for ideas of sanctions for certain offenses. |
| <b>Timely</b>     | Include dates! When should the sanction be completed? Who will determine when the sanction is fulfilled?  |



# MEMBERSHIP STATUS CHANGES

**Scenario:** The Standards Board decides to suspend or expel a member.

## 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.

## NOTES

## 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. **The Board of Directors is the only entity that can expel a member.**

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 Team within 48 hours of a decision. The Chapter Advisory Team will have five days to review and agree or disagree with the expulsion and submit the Petition for Expulsion Form to Sigma Tau Gamma Headquarters at [noblemen@sigttau.org](mailto:noblemen@sigttau.org), 8741 Founders Road, Indianapolis, IN 46268. 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:

1. A copy of the letter (or email) notifying the member of the Standards Board hearing
2. Approved minutes of the Standards Board Hearing
3. 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. 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.).

## NOTES

## MEMBERSHIP STATUS CHANGES

**Scenario:** The member graduates, transfers, or leaves school for any reason, including serving in the military, participating in a study abroad or foreign exchange program, or any situation in which they are no longer enrolled in classes at the university.

### What is Outlined in the Constitution:

Article III. Membership

Section 2. Membership Classification: There shall be two classes of membership in this Fraternity: undergraduate and alumni.

- A. Undergraduates are all members regularly enrolled in attendance at an institution of learning at which they were initiated...
- B. Alumni are all members who do not qualify as an undergraduate member...
- C. There shall be no local, social, honorary, or associate memberships...

Section 4: Initiates of this Fraternity shall pay initiation fees and membership dues according to the laws.

Section 5: Period of Membership: Membership in this Fraternity shall be for life, except when terminated by expulsion...

### NOTES

#### Moving from Undergraduate to Alumni:

All members not returning in the upcoming semester must be removed from the member roster by January 15 and August 15. National Dues and Fees are billed to the chapter for each member on the member roster.

Chapters have the ability to change a member's status from Undergraduate to Alumnus.

#### Moving from Alumni to Undergraduate:

If a member previously listed as Alumnus and is returning to the chapter (i.e. was serving in the military, studied abroad, or withdrew from school and is now returning) the chapter may complete an Active Status Application to submit to Headquarters. Headquarters will update the member's status and return them to the member roster.

Chapters do not have the ability to change a member's status from alumnus to undergraduate.

#### Moving from Undergraduate to Expelled:

The only entity that can expel an initiated member of the Fraternity is the Board of Directors. If a member wishes to terminate their membership before they graduate, transfer, or otherwise leave campus, they must visit the Standards Board via the expulsion process outlined on the previous page.

# APPEAL PROCESS

## 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 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 Chair. 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 request to 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 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 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.

**Be aware that the Board of Directors meets twice per semester and once during the summer, so the response will not be immediate. If you need immediate, interim action for egregious offenses, contact the Chief Executive Officer.**

# **ACTION PLAN**

Identify the goal you **WANT** to accomplish, **SHOULD** accomplish, and **MUST** accomplish during your term as Standards Board Chairman.

**WANT TO ACCOMPLISH**

**SHOULD ACCOMPLISH**

**MUST ACCOMPLISH**



*[sigtau.org](http://sigtau.org)*