



# STANDARDS BOARD CHAIRMAN

## WORKBOOK

## GROUP 1

### Beta Pi Associate Chapter

*Frostburg State University*

### Eta Nu Associate Chapter

*University of Wisconsin-Madison*

### Lambda Associate Chapter

*Black Hills State University*

### Zeta Omega Associate Chapter

*The Ohio State University*

### Zeta Tau Associate Chapter

*Iowa State University*

### Zeta Upsilon Associate Chapter

*University of Nebraska-Lincoln*

### Eta Lambda Associate Chapter

*University of Maryland-College Park*

### Eta Mu Associate Chapter

*University of Kansas*

## GROUP 2

### Alpha Phi

*Southeast Missouri State University*

### Alpha Lambda

*Concord University*

### Epsilon Mu

*Marshall University*

### Gamma Rho

*Cameron University*

### Mu

*Southeastern Oklahoma State University*

### Epsilon Zeta

*Embry-Riddle Aeronautical University-Prescott*

### Upsilon

*University of Arkansas-Monticello*

### Epsilon Omega

*Florida Institute of Technology*

### Epsilon Theta

*Plymouth State University*

## GROUP 3

### Delta Phi

*Fitchburg State University*

### Epsilon Delta

*University of Massachusetts-Lowell*

### Beta Iota

*California University of Pennsylvania*

### Delta Psi Associate Chapter

*Robert Morris University*

### Delta Upsilon

*Penn State Erie-Behrend College*

### Delta Pi

*University of Pittsburgh at Johnstown*

### Gamma Tau

*Millersville University*

### Epsilon Omicron

*Monmouth University*

### Epsilon Pi

*University at Buffalo, The State University of NY*

## GROUP 4

### Beta

*Truman State University*

### Omega

*Missouri State University*

### Alpha Epsilon

*Henderson State University*

### Psi

*Central Michigan University*

### Beta Upsilon

*Cleveland State University*

### Zeta Mu

*William Woods University*

### Beta Chi

*University of Nebraska at Kearney*

### Beta Zeta

*University of Central Oklahoma*

### Gamma Beta

*University of Wisconsin-Stevens Point*

### Beta Kappa

*University of Wisconsin-La Crosse*

## GROUP 5

### Beta Xi

*Winona State University*

### Alpha Chi

*University of Illinois at Urbana-Champaign*

### Epsilon Sigma

*Southern Illinois University-Edwardsville*

### Beta Gamma

*Youngstown State University*

### Epsilon Lambda

*Plattsburgh State University of New York*

### Gamma Theta

*University of Missouri-St. Louis*

### Alpha Omega

*Missouri University of Science and Technology*

### Zeta Phi Associate Chapter

*Carroll University*

### Kappa

*University of Wisconsin-Whitewater*

### Gamma Xi

*University of Wisconsin-Platteville*

## GROUP 6

### Gamma Pi

*Stephen F. Austin State University*

### Zeta Sigma

*Colorado State University*

### Zeta Psi Associate Chapter

*University of Colorado Boulder*

### Zeta Lambda

*University of Nevada-Reno*

### Delta

*Emporia State University*

### Zeta Kappa

*Kansas State University*

### Epsilon

*Pittsburg State University*

### Zeta Omicron

*Michigan State University*

### Gamma Chi

*Michigan Technological University*

### Gamma Phi

*University of Southern Indiana*

## GROUP 7

### Zeta Beta

*University of Cincinnati*

### Phi

*Southeastern Louisiana University*

### Epsilon Xi

*Saint Louis University*

### Theta

*Northwest Missouri State University*

### Alpha

*University of Central Missouri*

### Zeta Associate Chapter

*Northeastern State University*

### Epsilon Rho

*Salisbury University*

### Epsilon Tau

*University of North Carolina at Charlotte*

### Delta Alpha

*East Carolina University*

### Epsilon Upsilon

*Virginia Polytechnic Institute & State University*

## GROUP 8

### Beta Alpha

*University of Missouri*

### Zeta Pi

*University of Arizona*

### Beta Theta

*Purdue University*

### Eta Epsilon Associate Chapter

*Texas Tech University*

### Sigma

*University of Central Arkansas*

### Epsilon Chi

*Auburn University*

### Chi

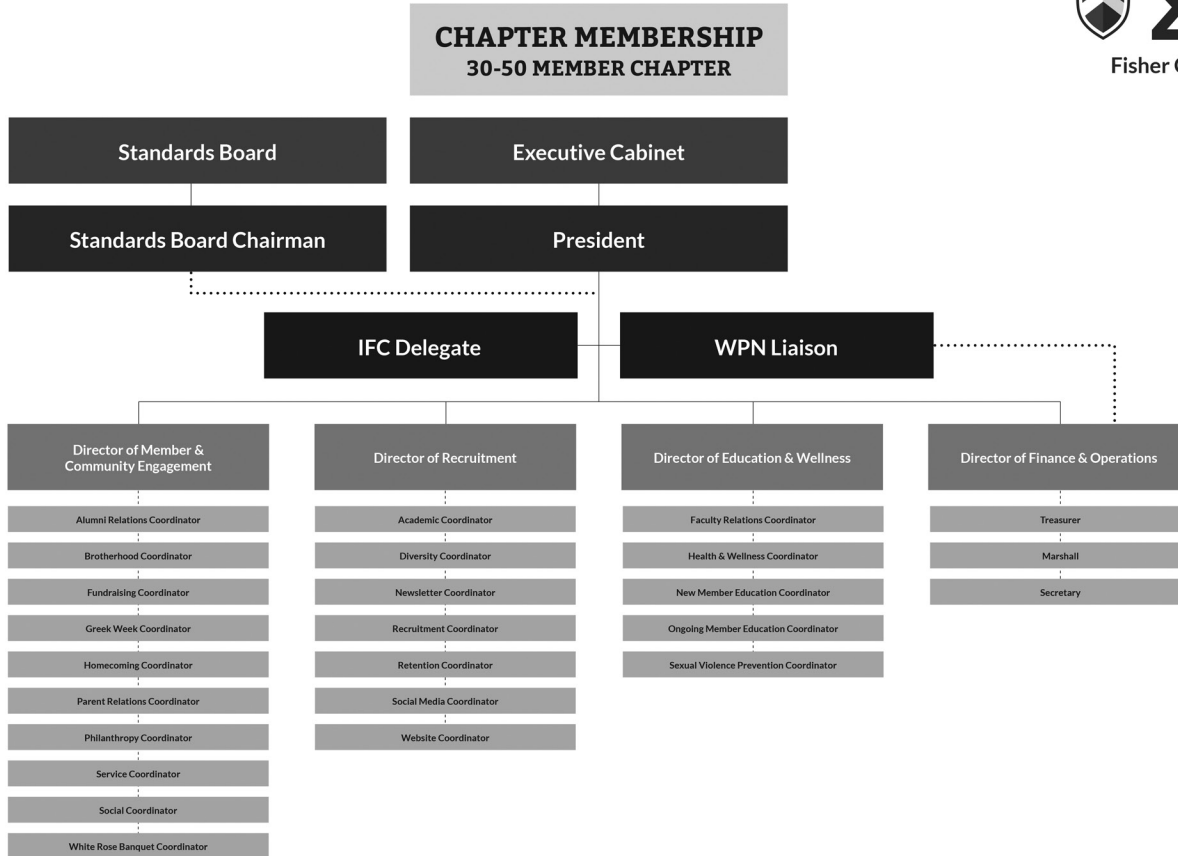
*Western Michigan University*

### Zeta Alpha

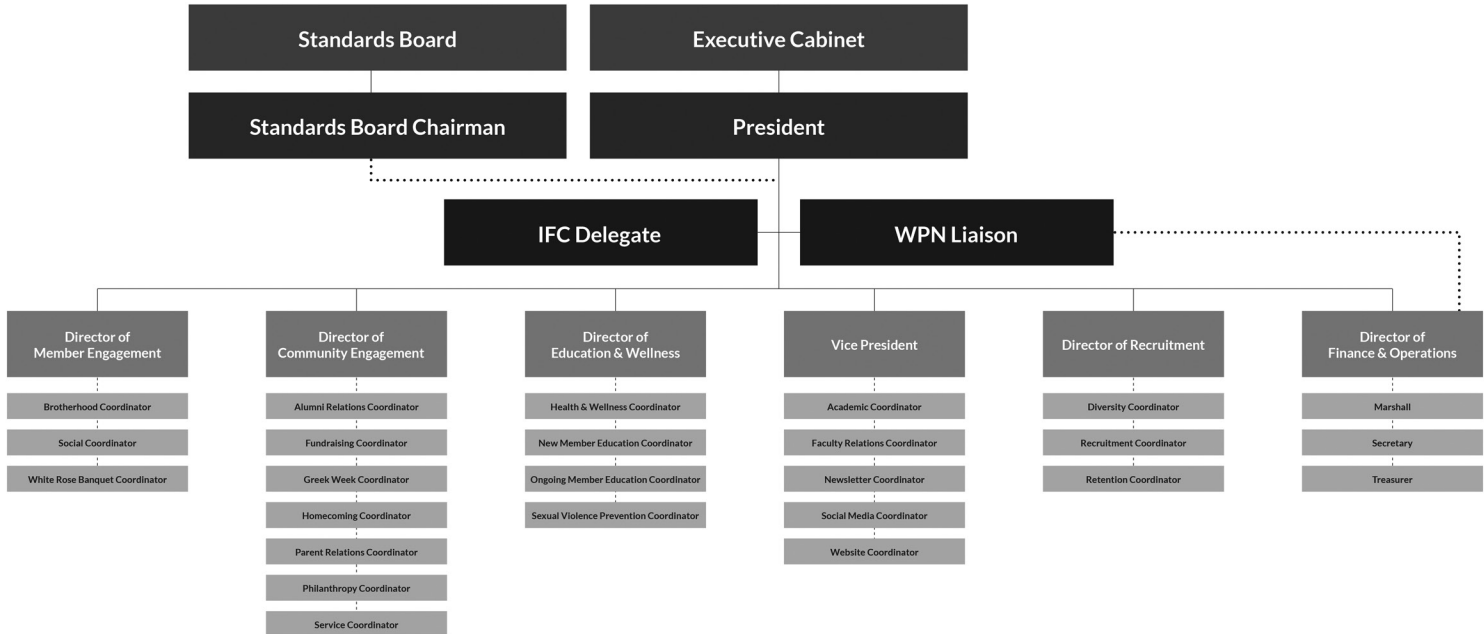
*Arizona State University*

### Epsilon Phi

*University of Alabama*



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





## Thursday, January 07

On Your Own Time

Pre-Assessment Survey

Sent via Email

## Friday, January 08

On Your Own Time

State of the Fraternity Address

Sent via Email

## Saturday, January 09

10:00 – 11:30 AM

**Presidents Track**  
 Director of Finance & Operations Track  
 Director of Recruitment Track  
 Standards Board Chairman Track

Zoom link sent via email

11:45 – 12:15 PM

**Keynote Address**  
 Josh Orendi, Co-Founder and  
 Chief Business Development Officer,  
 Phired Up & TechniPhi

Zoom link sent via email

12:15 – 12:45 PM

**Lunch and Roundtable Discussions**  
 Housing  
 Foundation  
 Recruitment

Zoom link sent via email

12:45 – 1:15 PM

**Keynote Address**  
 Josh Orendi, Co-Founder and  
 Chief Business Development Officer,  
 Phired Up & TechniPhi

Zoom link sent via email

1:15 – 2:05 PM

**Breakout Session 1**  
 Presidents Track  
 Director of Finance & Operations Track  
 Director of Recruitment Track  
 Standards Board Chairman Track

Zoom link sent via email

2:15 – 3:05 PM

**Breakout Session 2**  
 Presidents Track  
 Director of Finance & Operations Track  
 Director of Recruitment Track  
 Standards Board Chairman Track

Zoom link sent via email

3:15 – 4:05 PM

**Breakout Session 3**  
 Presidents Track  
 Director of Finance & Operations Track  
 Director of Recruitment Track  
 Standards Board Chairman Track

Zoom link sent via email

4:05 – 4:30 PM

Track Closing

Zoom link sent via email

## Wednesday, January 13

8:00 – 9:00 PM

Spring Semester Kickoff

Zoom link sent via email

## Monday, January 11 - Friday, January 22

Pre-scheduled

Chapter Meetings with Staff Liaisons

Zoom link sent via email

# STANDARDS BOARD CHAIRMAN

## WORKBOOK



# Webb Academy

January 9, 2021

Virtual

Sigma Tau Gamma Fraternity

8741 Founders Road | Indianapolis, IN 46268

Phone: (317) 644-1920 | Web: [sigtau.org](http://sigtau.org) | Email: [noblemen@sigtau.org](mailto:noblemen@sigtau.org)

# 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.

*It's important to realize that the Chairman is NOT the Board, he simply LEADS the Board. The Chairman does not receive a regular vote, and only votes to break a tie.*

## The Standards Board Members

The Standards Board is composed of five members:

1. **Chairman**
2. **One second-year member**
3. **One third-year member**
4. **One fourth-year member**
5. **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

*While the Chapter elects the Standards Board Chairman, the rest of the Board is nominated by the Chairman and confirmed by the Executive Cabinet. It is preferred to have a member of each class on the board, but if that is not possible, simply do the best you can to choose responsible and respected members of the chapter to serve.*



# 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?*

# COMPLAINT AND NOTICE OF HEARING

## LAW XIV. DISCIPLINE: MEMBER STANDARDS BOARD PROCESS

SECTION 2. Charges for violations may be brought against a collegiate or alumni member of the Fraternity. Any collegiate or alumni member may bring charges for violations; chapter officer; chapter advisor; the Regional Vice President or his duly authorized agent; or the Chief Executive Officer or his duly authorized agent. Charges shall be in writing and state the violation and specific instance of the violation. There may be one or more counts of violation

### From the Manual:

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

### 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 responding Member is permitted to await a decision outside of the room, and complaining party is notified that they will be informed of the decision within 48 hours.
12. The accused Member, if they chose to wait, will hear the sanction and its educational intent and receive written confirmation within 48 hours of 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

# 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.

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@sigtaw.org](mailto:noblemen@sigtaw.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:

Sigma Tau Gamma Fraternity 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 following semester must be removed from the member roster by April 15 and November 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.**

# 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 know what a true brotherhood is?

Is there a difference between brotherhood and friendship?

**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

### PROVIDE RESOURCES

### UNDERSTAND STRESSORS



# 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.*

# 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).

## DON'T USE 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

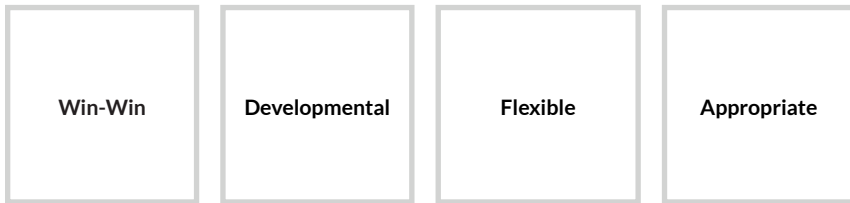
Besides fact related questions, here are some sample questions for you to consider during the hearing.

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?

10.

# 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

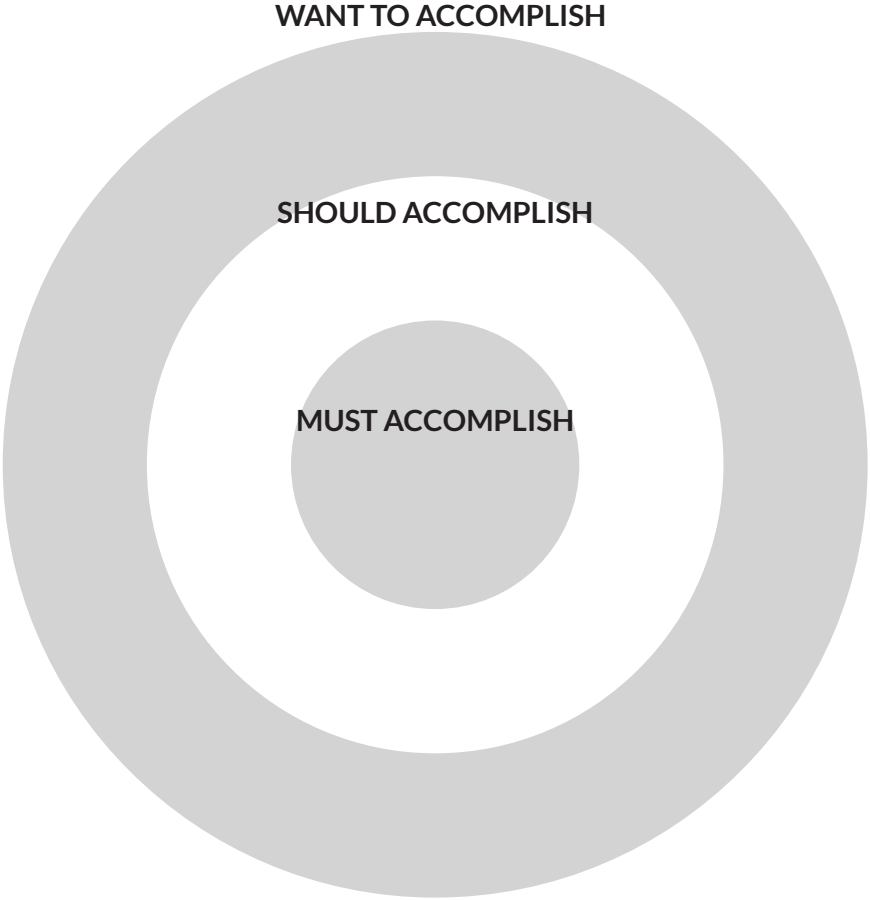
C. The imposition of penalties through the Fraternity's standards board process will never be construed as a waiver of the right of the Fraternity or chapter to pursue any other remedies allowed by law.

## 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?

# ACTION PLAN

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





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