



ALPHA SIGMA PHI FRATERNITY
STANDARDS BOARD

MANUAL

ALPHA SIG

TRAINING AGENDA

Below you will find the agenda for a Standards Board Training Session. Training sessions should be held at least once per term with each member of the Standards Board in attendance. When going through the agenda, please use the Standards Board Training Manual and this document as a guide to the manual.

I. WHAT IS THE STANDARDS BOARD? 4

- Jurisdiction
- Purpose & Objectives
 - When might the Standards Board be necessary?
 - What do you think the Standard's Board role is within the Chapter?
- Benefits of having a Standards Board
 - What are some other benefits of having a Standards Board?
- Role of the Chair
- Role of the Board Members
- Expectations of Board Members
 - Are there any expectations that you would add?
 - What's the most important expectation?
- Conflicts of Interest

II. MEMBER RIGHTS & RESPONSIBILITIES 6

- Member Rights
 - Why are these important?
 - Did you know about these before?
 - How can you all present these to the Chapter?
- Due Process
 - Why should members be guaranteed due process?
 - What does it ensure?
- Prior Violations
 - Why are prior violations not considered during the hearing, but they are considered during sanctioning?
 - What are the reasons for this?

III. HEARING OUTLINE 9

- Sample Hearing
 - Why is it important to have a pre-determined outline of a hearing?
 - Does this process look familiar?
 - Make sure to read through the entire script at least once to get a good understanding of it.
- Appeals

IV. TIPS FOR A SMOOTH HEARING 14

- Effective Questioning
 - Why is it important to ask open ended questions?
 - What should be the Standards Board's goal when it comes to questioning?
- Effective Listening
 - What are good non-verbal signs of listening?
 - Why is this important?
- Creative Sanctions
- Accountability
 - What happens when the chapter has no accountability?
 - Why is it difficult to hold one of your friends accountable?
 - Who will hold you accountable if you all fail to do it adequately?

V. EXERCISES 20

- Discipline Process Exercise
- Student Conduct Dilemmas
- Cash Register Exercise
- Educational Sanctioning
- Standards Board Questionnaire

VI. EXAMPLES 25

- Charge Letter
- Sanction Notice
- Membership Agreement

STANDARDS BOARD MANUAL

JURISDICTION

The Standards Board is empowered as a conduct body to hear allegations of misconduct within the chapter. The Standards Board has the authority to recommend whether the accused member should be held responsible for the misconduct and impose educational sanctions.

PURPOSE AND OBJECTIVES

The Standards Board exists to provide a peer-level hearing board for any violation of the chapter constitution and by-laws, Fraternity policies, or University policies. The Board is an educational hearing board composed of members of the chapter for the purpose of maintaining unity, harmony, and community within the chapter.

BENEFITS

The establishment of the Standards Board enables brothers and new members to have a voice in the development of norms and practices of the chapter.

Brothers who serve on the Standards Board will have the opportunity to hold a position of responsibility within the chapter. They will exercise the role of peer reviewer by assisting their brothers in maintaining standards within the chapter. Board members will learn to apply rules of due process and to exercise sound judgment and discernment by looking at all sides of the issue at hand.

Brothers and/or new members who are brought before the Standards Board will have the opportunity to present their side of the incident in question. They will further have the opportunity to make amends to the chapter if they are found to be responsible for that incident. One of the goals of the process is that education will remain the central theme of the process. Therefore, the emphasis in responding to inappropriate behavior is to educate the responsible party who violated the chapter constitution and by-laws, Fraternity policies, or University policies. Through education, the responsible party is given the chance to change the behavior and make a positive contribution to the chapter.

Above all, the Standards Board benefits the entire chapter as a whole as well as the brothers/new members and the board members involved in the process. The brothers/new members brought before the board have the opportunity to participate in a process that focuses on learning rather than punitive outcomes, and the board members learn from the experience of holding positions of responsibility and leadership in the chapter. In return, the entire chapter benefits from this interaction.

ROLE OF THE STANDARDS BOARD CHAIR

The chair of the Standards Board is the Vice President of Standards. This person facilitates the hearing process by following the established procedures. Specific duties of the Chair include:

- Acting as presiding officer at the hearing.
- Keeping order in the hearing process and confronting persons who are disruptive.
- Making sure questions asked, especially those asked by board members, are relevant to the incident in question.

In the absence of the Vice President of Standards, the Vice President of Ritual and Traditions shall serve as Chair of the Standards Board.

EXPECTATIONS OF BOARD MEMBERS

Each member of the Standards Board will:

- Attend all Standards Board training sessions in order to become educated with the board process.
- Act in accordance with the education, purpose, and objectives of the board when deciding upon sanctions for an individual and will not consider sanctions that are strictly punitive.
- Uphold and enforce all University rules and regulations, the chapter constitution and by-laws, and fraternity policies. Promote the educational purpose of the Standards Board.
- Notify the Chair if he is unable to attend a scheduled hearing.
- Model the behavior that is expected of each fraternity member.
- Arrive for all meetings and hearings prepared, on time, and appropriately dressed (pin attire).
- Be engaged during every hearing and avoid talking to another board member during the case.
- Support and enforce the rights of both the accusing brother(s) and the accused brother(s).
- Refrain from discussing the case and the events of the hearing (including the deliberation).
- Maintain confidentiality by not discussing the proceeding of any case outside of the official board hearing, even with others who were present at the hearing.
- Consider all of the facts concerning each case and will render a decision based on facts presented during the hearing.
- Only consider the information brought to him in the official board hearing and will not give merit to information obtained outside of the hearing.
- Consider who is involved in each hearing and will remove himself from the hearing if he feels that he is unable to be objective and unbiased.
- Be present for every hearing unless it is determined by the Chair, Standards Advisor, or the member in question that the case will be a conflict of interest for that member.

CONFLICT OF INTEREST

A member of a Standards Board is not permitted to participate in a hearing if it is determined (by self or the board) that he is unable to be objective and unbiased. Participating in a hearing means:

- Being present in the room when information is being presented and/or the hearing is occurring.
- Being present in the room when the Standards Board is discussing the case and/or determining educational sanctions.
- Voting on the final decision.
- Attempting to influence other board members when it comes to determining the outcome of the Standards Board hearing. Anyone found violating this point should be removed from the Standards Board pending Prudential Board approval.

MEMBERS RIGHTS & RESPONSIBILITIES

CHAPTER COUNCIL ROLES

In aspiring to create community, the chapter recognizes the significance of member's rights and responsibilities. This discipline process fully respects and protects these rights while obligating each member to conduct his personal life in the context of mutual regard for the rights, property, and privileges of others. The personal freedoms, rights, and responsibilities of members include, but are not limited to:

MEMBER RIGHTS

- Freedom of inquiry, speech, and assembly;
- Freedom from threats;
- Freedom from acts of violence;
- Freedom from unfair or obscene treatment from others;
- Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities, or chapter events;
- Freedom from theft and willful destruction of personal property;
- Right to study and learn in an atmosphere of academic freedom;
- Right to procedural due process in disciplinary action;
- Right to be governed by justifiable chapter regulations;
- Right to be informed of the regulations for academic and social conduct;
- Right to petition for redress of grievances;
- Right to be informed in writing of alleged violations.

MEMBER RESPONSIBILITIES

- Respect the rights and property of others;
- Be fully acquainted and comply with the published rules and regulations of the chapter and University;
- Comply with all local, state, and federal laws;
- Recognize that member actions reflect upon the individuals involved as well as upon the entire chapter, Fraternity, and Greek community;
- Recognize the chapter's obligation to provide and/or foster an environment conducive for learning and academic inquiry.

DUE PROCESS

DUE PROCESS

Members accused of misconduct and involved in a formal discipline proceeding are entitled to the following procedural rights:

- The right to be informed in writing of the charges against them with sufficient specificity and time to ensure opportunity to adequately prepare for a hearing.
- The right to decline making self-incriminating statements or to participate in a hearing. Such action will not be interpreted as evidence of responsibility; however, the process and hearing will continue.
- The right to decline appearance at the hearing. Such action will not be interpreted as evidence of responsibility; however, the process and hearing will continue.
- The right to present information and witnesses on their own behalf.
- The right to see all information presented and to question all people who appear before the Standards Board.
- The right to be counseled by an advisor who will be permitted to attend, but not allowed to participate. The advisor may be an attorney.
- The right to receive a timely written decision.
- The right to appeal to the Prudential Board.

PRIOR VIOLATIONS

Prior violations may not be considered when determining whether a member is responsible for the alleged violation.

However, prior discipline history including sanctions may be considered when deciding current sanctions if the member is found responsible.

SAMPLE HEARING INTODUCTION

The following sample hearing is provided to help all Standards Boards run as smoothly and effectively as possible. The reason for having one is two-fold:

1. So that each hearing is done exactly the same way. The only way to guarantee uniformity and fairness is to have one format. This guarantees that your hearings will be fair for everyone.
2. It also helps Standards Boards to focus on the important aspects of the hearing, i.e. questioning, listening, and ultimately determining guilt. This resource is provided so that the Standards Board can focus on the discussions, rather than the hearing format.

Take time to read through the outline of the hearing before continuing to the script. This will help everyone better understand the process before beginning.

SAMPLE HEARING OUTLINE

SAMPLE HEARING OUTLINE

1. Start recorder.
2. Chair opens hearing.
3. Board members are introduced, and the respondent (member that a complaint has been filed against) and complainant (member filing complaint) are given the opportunity to challenge the involvement of any board member.
4. The respondent's name is stated for the record.
5. The charges are read and the respondent responds to each of them.
6. The complainant's name is stated for the record.
7. All persons giving testimony are asked to do so truthfully.
8. Witnesses are asked to wait outside the room until they are called in to testify.
9. The complainant presents his side of the case and will call all witnesses individually (respondent and board members may ask questions of all witnesses).
10. The respondent presents his side of the case and will call all witnesses individually (complainant and board members may ask questions of all witnesses).
11. Closing statements are given by the complainant and the respondent respectively.
12. Turn recorder off.
13. Complainant and respondent leave room.
14. Board members deliberate and make a decision of responsibility, and if appropriate, determine sanction(s).
15. Turn recorder on.
16. Member and complaining party are informed of the decision of responsibility. If a sanction is to be read; the complaining party will be dismissed.
17. The accused member will then hear the sanction and its educational intent.
18. Notification of final decision and appeal process is explained to the member.

SAMPLE SCRIPT FOR CONDUCT BOARD HEARINGS

(Chair should have charge(s) prepared to be read where indicated before opening the hearing.)

Chairman = Vice President of Standards; Complainant = Accuser; Respondent = Accused)

START RECORDER

CHAIRMAN:

"This is a hearing of **Case (#)**, regarding (**Brother/New Member + Complainant's Last Name v. Brother/New Member + Respondent(s)' Last Name(s)**) of the (**Chapter/provisional chapter**) of Alpha Sigma Phi Standards Board. Before we begin, I would like to inform everyone here that this hearing is being tape-recorded. I would also like to remind everyone present that everything that happens during this hearing is to be held in the highest of confidence."

CHAIRMAN:

"The board's purpose is to educate (Chapter/Provisional Chapter) members about the responsibilities associated with being in Alpha Sigma Phi and to encourage brothers and new members alike to take responsibility for their actions. We are meeting tonight to determine whether a violation of the **(Fraternity Policy/Chapter Constitution/Chapter By-Laws/University Policy)** has occurred and, if so, whether or not you are responsible for that violation."

CHAIRMAN:

"The (Brother/New Member) bringing this case to the board is **(Brother/New Member + Complainant's Last Name)**"

CHAIRMAN:

"The **(Brother/New Member)** accused in this case is/are **(Brother/New Member + Respondent(s)' Last Name(s))**"

CHAIRMAN:

"The board members hearing this case are (Board Members State "Brother/New Member + Last Name(s))"

CHAIRMAN: (To Respondent(s))

"Is there anyone on this board that you feel should not participate in this hearing?"

RESPONDENT(S):

"Yes"

If the member says, "Yes," ask for an explanation and move to a closed session to decide by secret ballot if the board member in question should be disqualified (board member in question does not vote).

OR

"No"

If Respondent(s) says no, proceed with hearing.

CHAIRMAN:

"It is alleged that **(Brother/New Member + Respondent(s)' Last Name(s))** has/have violated the following **(Fraternity policy, Chapter Constitution, etc.)**. After each alleged violation is read, please enter a reply of responsible or not responsible."

[Read each alleged violation separately and wait for response]

RESPONDENT(S):

"I am responsible"

If the Respondent(s)' reply is responsible, go to sanctioning phase of hearing (#2 at bottom of page 9).

RESPONDENT(S):

"I am not responsible"

If the member reply is not responsible, proceed with hearing.

CHAIRMAN:

"Our purpose is to determine what actually happened during this incident and to determine whether or not a policy was violated. We will be asking questions throughout the hearing to clarify the situation so that we have all the necessary information to make a fair decision."

CHAIRMAN:

“Does anyone have any questions before we begin?”

(Pause for response)

CHAIRMAN:

“Those who are making statements during this hearing are expected to do so truthfully. Giving false information to the conduct board is a violation of fraternity policy. Do all those making statements understand this?”

(The Respondent(s), the Complainant, and all witnesses should verbally answer “yes” for the recorder.)

CHAIRMAN:

“The witnesses may now step outside of the room until they are called in to make their statements.”

(Witnesses exit)

CHAIRMAN:

“The board is now ready to hear from (Brother/New Member + Complainant’s Last Name).”

COMPLAINANT(S):

The complaining party will make his statement.

CHAIRMAN: (To Respondent(s))

“Do you have any questions for (Brother/New Member + Complainant’s Last Name)?”

CHAIRMAN:

“Do any members of the board have a question?”

CHAIRMAN:

“(Brother/New Member + Complainant’s Last Name), do you have any witnesses to call?”

COMPLAINANT:

“Yes”

If yes, call witnesses one at a time **ALWAYS** making sure the Respondent(s) has the opportunity to ask the witness

questions. The board members can ask questions too.

OR

“No”

If no, proceed to the Respondent(s)’ statement.

CHAIRMAN:

“The board is now ready to hear from (Brother/New Member + Respondent(s)’ Last Name). Do you have a statement you would like to make?”

Note: the Respondent(s) can decide not to give a statement and that should in no way infer responsibility.

If the respondent makes a statement be sure to ask the Complainant if he has any questions. The board members can ask questions, too.¹¹

CHAIRMAN:

“(Brother/New Member + Respondent(s) Last Name), do you have any witnesses to call?”

RESPONDENT:

“Yes”

If yes, call witnesses one at a time. Making sure the Complainant has the opportunity to ask the Witness questions.

The Respondent and Board can also ask questions.

OR

“No”

If no, proceed to the closing statements.

CHAIRMAN:

“If (Brother/New Member + Complainant’s Last Name) wishes to make a closing statement you can do so now.”

“If (Brother/New Member + Respondent(s) Last Name) wishes to make a closing statement you can do so now.”

Note: Remember, the Respondent(s) is not compelled to give any statements, including a closing statement, and no inference of responsibility should be made if a (brother/new member) chooses not to make a statement. No questions may be asked during the closing statement.

CHAIRMAN:

“The board will now meet to make a decision. Please wait outside, and we will call you back in when a decision has been reached.”

STOP RECORDER

Note: Wait until room is cleared before beginning discussion. When decision is made call the Respondent(s) and Complainant (not any witnesses) back into room.

RE-START RECORDER

CHAIRMAN:

“The board has carefully considered the statements made and the evidence presented concerning this matter and we feel that you are (depending on the number of charges, this could be both):”

#1: Not responsible for the alleged violation(s) in this matter.

#2: Responsible for the alleged violation(s) in this matter. This means that a majority of the board members believed the **(Brother/New Member + Respondent(s)' Last Name)** was/were responsible based on the evidence and information provided in this hearing. For a board member to find a **(Brother/New Member + Respondent(s)' Last Name)** responsible, the standard is significantly less than a court of law. The standard is more likely than not [50.1% of a board member needs to feel that **(Brother/New Member + Respondent(s)' Last Name)**] is/are responsible based on the evidence and not reasonable doubt.

IF #1:

“At this point the hearing of Case (#), regarding **(Brother/New Member + Complainant's Last Name v. Brother/New Member+ Respondent(s)' Last Name(s))** of the **(Chapter/Provisional Chapter)** of Alpha Sigma Phi Standards Board is concluded. This decision will be provided to you in writing within 72 hours. Notification will be sent to your University e-mail address.”

IF #2:

Note: Complainant must leave at this point.

“The board has decided on a recommended sanction(s) for this/these violation(s). It is the intention of the board that the sanction(s) be educational in nature in that it allows members to become more aware of and able to accept the responsibilities of being a member of Alpha Sigma Phi. The board has decided upon the following sanction(s) for **Case (#)** regarding **(Brother/New Member + Complainant's Last Name v. Brother/New Member + Respondent(s)' Last Name(s)) - (List sanctions):**”

Note: Please explain the reason and rationale for the sanction, why the board feels it is appropriate and fits the violation, and the educational nature of the sanction.

CHAIRMAN:

“Do you have any questions for the board about this sanction or this process?”

“At this point the hearing of **Case (#)** regarding **(Brother/New Member + Complainant's Last Name v. Brother/New Member + Respondent(s)' Last Name(s))** of the **(Chapter/Provisional Chapter)** of Alpha Sigma Phi Standards Board is concluded. This decision will be provided to you in writing within 72 hours. Notification will be sent to your University e-mail address.

APPEAL INFORMATION

All appeals should be made in writing to the Prudential Board, c/o President. Appeals should occur within five (5) days from the time the member was notified in writing of the decision. The basis for appealing is:

Unduly harsh sanctioning.

Procedural error.

New evidence that was not available at the time of the hearing.

QUESTIONING

Asking questions is an important part of the hearing process. Below are some tips to assist Board members in asking effective questions.

Unless you are looking for a yes/no answer, ask open-ended questions rather than close-ended questions. Open-ended questions will allow the member to provide more information. For example:

Close-ended Question: Did you provide alcohol to underage members at the mixer last Thursday?

Answer: No.

Open-ended Question: Who did you provide alcohol to at the mixer last Thursday?

Answer: Steve, Alex, Josh, and Matt.

Avoid asking multiple-choice questions. When asking a multiple choice question, too often the Board member offers the member all of the choices he deems appropriate. Often this type of question also provides the presenter with the answer the Board would like to hear. For example:

Multiple Choice Question: Did you do your house cleaning on Monday, Tuesday or Wednesday?

Non-Multiple Choice Question: When did you do your house cleaning?

- Do not be alarmed when a question is asked and the member does not respond immediately. It is natural to think about a response before responding. Allow the member ample time to think without undue pressure to respond quickly. If the member needs clarification, let him ask for it; do not assume that he does not understand the question.
- Carefully listen to everything that is said. However, substance is more important than style.
- Be sure that you clarify any conflicting information before you enter into deliberation. Continue to ask questions until you have all the necessary information regarding the case. Do not wait until you are in deliberation and then start guessing at the answers to questions that should have been asked.
- Avoid jumping from one line of questioning to another. Attempt to examine one area completely before moving on. Board members should learn to look to other board members before changing lines of questioning.
- Never accuse a member or participate in an argument during a hearing. Maintain your composure even if others do not.
- Carefully prepare your questions. Avoid questions that are not relevant to the hearing.
- Ask the important questions, but do not badger the participants over minor details. Keep the big picture in mind!

EFFECTIVE LISTENING TECHNIQUES

- Be an active listener. Give non-verbal signals (nodding your head, eye contact, etc.) to the member speaking so that he knows that he has your undivided attention. Respond to what the other person has said. Ask questions of the speaker by paraphrasing what he told you. Avoid interrupting. Let the other person finish speaking while you listen for details instead of just waiting to get your point across.
- Be open-minded. This means being flexible and willing to change your ideas. Do not assume you have all the information and facts you need, especially when the other person has not finished his story. The other person may know something you do not.

- Judge content, not delivery. Even if a person stutters and stammers, the content of his message might be valuable.
 - Avoid getting angry just because the other person's ideas are not in agreement with yours.
 - Find out why another person holds opinions and how he came to believe certain ideas and come to specific conclusions.
 - Show that you are sympathetic by recognizing the other person's feelings and concerns.
 - Listen for key ideas. Facts serve as documentation for ideas of broader significance.
 - Work at listening. Expend effort to concentrate upon what the speaker is saying. Establish eye contact, and attempt not to drift off while a person is trying to get a message across to you.
 - Resist external distractions. Aside from distractions inside your head, external distractions also have to be resisted.
 - Capitalize upon thought speed. The average rate of speech is 125 words a minutes (for English).
 - We think and therefore listen, at almost four times that speed. Be careful not to let your mind wander while you are waiting for the member's next thought.
- Check to be sure everyone involved in the situation is clear on agreements made.

CREATIVE SANCTIONING OVERVIEW

The goal in sanctioning is to provide the member with a direct correlation between his misconduct and the consequences of the misconduct. The focus of the sanctioning process is education. Education occurs when the sanctioning allows the student to:

- Gain a better understanding of the chapter's expectations as well as those established through the chapter's constitution and by-laws.
- Understand how the misconduct "took something away" from the chapter and how the sanction is a means of making a positive contribution to balance out the effect of that misconduct.
- Understand the inappropriateness of the behavior and be afforded the opportunity to change that behavior in the future.

There may or may not be a set of mandatory sanctions dependent on any given instance of misconduct. Where appropriate, the duration of the sanction and any terms or conditions imposed as part of the sanction must be in direct proportion to the degree of the seriousness attached to the misconduct. Beginning and/or ending dates of the sanction must be specified. Failure on the part of the member to satisfactorily complete the sanction may result in more severe disciplinary action.

The stronger sanctions, such as suspension or expulsion, are sometimes needed if members demonstrate that they cannot or will not make the adjustments necessary to live as constructive members of Alpha Sigma Phi. When these sanctions are implemented, the intended educational effect on the member must be a primary concern, and the sanction must fit the violation in order for the member to directly correlate the misconduct and the consequences. The expulsion of a member requires a 2/3 vote of the entire chapter while other sanctions only require majority approval of Standards Board. Expulsion also requires Grand Council or Fraternity CEO approval and is given in only the most severe and extreme circumstances.

Most of the time, creative sanctioning will be the response to misconduct of Brothers/New Members. Examples of sanctions that are intended to be educational and give the member a correlation between the misconduct and the consequences are listed on the following pages.

The intention of these examples is not to provide the Standards Board with a complete list of sanctions to use for the given violations. It merely provides a guide and resources available. The Standards Board must consider each case individually when deciding on the issue of the sanctions.

SANCTIONING EXAMPLES

REGARDING CHAPTER FACILITY POLICIES

FIRE SAFETY ISSUES

Candles/Incense

- Meet with a staff member in Residence Life and then present candle safety program to the house.
- Assess all belongings over \$5 and write a paper on how he would feel if those were all destroyed in a fire.
- Create a bulletin board on Greek House Fires.
- Attend fire safety session and write a reflection paper on the experience – contact city or University fire departments and/or fire safety officers.
- Write a reflection paper on fires in Greek Houses using at least two sources.

Cooking

- Create a “Safe Cooking Tips” bulletin board from research.
- Do a fire extinguisher check in house for a given amount of time.
- Create cooking instructions explaining how to make popcorn (or the item that set off the alarm) and post on microwaves around the house.

Smoking

- Participate in the American Heart Association Walk/volunteer with the American Lung Association.
- Any of the above mentioned sanctions for candles would likely apply.

Quiet/Courtesy Hours

- Make creative signs explaining quiet hours to be posted in the house.
- Create a behavioral contract explaining exact behaviors regarding quiet hours.
- Make one exterior and multiple interior policy signs for house or own room.

HOUSE CLEANLINESS

Trash/Recycling

- Research the recycling program on campus and create signs to be hung in the house.
- Do service hours with custodial staff in sorting recycling and write a reflection paper on the experience – contact Custodial Supervisor.
- Work with facilities staff to pick up trash outside of the building – contact Grounds Maintenance.

Door Propping

- Develop a change in the door propping policy, write it up, and present it at a house meeting.
- Create door propping signs for all exterior doors in the house.
- Research safety and security systems on college campuses and write a paper citing sources.
- Research thefts on campus and create a bulletin board.

Pets

- Research codes regarding ownership of animals and write a reflection paper.
- Organize a Humane Society program for the house – contact Humane Society.
- Interview the Humane Society about pet allergies and their effects on people and write a reflection paper – contact Humane Society.

Guests

- Create a “Top 10 List” about policies for residents to share with their guests.

SANCTIONING EXAMPLES REGARDING HEALTH & SAFETY

Alcohol

- Plan a non-alcoholic brotherhood event.
- Develop a resource list for alcohol prevention meetings and places.
- Write an action plan about how to relieve stress and create a time management calendar.
- Write a paper regarding decisions about alcohol on future career plans/goals, including how it will impact them in the future if they continue on the same path – Contact University Career Center for resources.
- Write a letter to an incoming first-year student about activities/programs on campus.
- Be a Sober Brother for two weeks and write a reflection paper.
- Create a house initiative regarding “things to do on the weekends”.
- Research the Social Host Responsibility Law in your state.
- Create a list of 20 questions that would be asked of a person who is thought to have a problem with alcohol.

Hazing & Harassment/Physical Abuse/Verbal Abuse/Threats/Intimidation

- Develop a presentation that teaches new members how to recognize hazing (must include multiple examples and sources).
- Write a letter of apology to the student(s) involved.
- Talk with people on campus about assertive communication skills and present a program to the house.
- Research the ten most common myths regarding the LGBTQ community.
- Research the ten most common myths regarding people with disabilities.

SANCTIONING EXAMPLES REGARDING PROPERTY DAMAGE

Theft

- Return the stolen property location and write an apology letter to the person/etc.

Damage

- Work with custodians to do service hours.
- Bulletin Boards - Create another bulletin board regarding the same information.
- Restitution for items damaged.
- Money for replacement.
- Actual labor to fix damage if possible.

SANCTIONING EXAMPLES REGARDING ATTENDANCE, FINANCES, ETC.

Paying Dues

- Create report on all things you couldn't afford if all of Brothers/New Members did not pay their dues. (Be as specific as possible and use drastic examples.)

Attending Chapter Meetings

- Report minutes from previous meeting to Prudential Board.
- Attending required chapter event (ritual, recruitment, etc.).
- Create report on how many recruits could be contacted/given bids if all Brothers participated equally.

Study Hours

- Show impact of one, two, three, etc. poor GPAs on Chapter average.

Social Networking

- Develop a workshop on proper uses of Facebook, Twitter, Instagram and Snapchat.
 - Proper privacy settings.
 - Profile pictures.
 - Display personal & contact information.
 - Would you show things to your friends? To your parents? To your grandparents? To your coaches? To your professors? To the people who will hire you for your career? Then why show anyone who you don't even know?

ACCOUNTABILITY

Accountability is defined as an obligation or willingness to accept responsibility or to account for one's actions. It is the most crucial part of the Standards Board process. When it comes to peer accountability, everyone is responsible for it. It is the glue that holds the chapter together. However, holding your peers accountable can be an awkward and difficult thing to do. The Standards Board could spend hours going through the process of calling witnesses, asking questions, and coming up with the perfect sanctions, but if there's no way to ensure the sanctions are followed through on, then the whole process is meaningless. As mentioned above, the goal of the standards board is to correct any improper/unacceptable behavior and to provide educational feedback on how to change that behavior. By not being able to enforce sanctions, the standards board becomes a waste of time and not something that the chapter will not look to in order to solve its problems. Luckily there are several different ways to practice accountability within your chapter.

TIPS FOR HOLDING MEMBERS ACCOUNTABLE

Hand down sanctions that are relevant. By giving sanctions that make sense to both the guilty brother and the chapter, you are giving the Standards Board credibility. If somebody's sanction is to clean the nastiest bathroom in the house for an assault or alcohol violation, they aren't going to learn a lesson from their mistake. However, if you give out educational sanctions not only will it be beneficial to the individual, but the chapter will also learn something from it as well. Relevant sanctions make the Standards Board relevant to the chapter.

Having achievable sanctions is also a tremendous help in making the standards board relevant. Obviously, sanctions should not be taken lightly, but they should also not be impossible to complete. If you hand out extreme sanctions for all situations you run the risk of losing credibility with the chapter, and the guilty individuals. The goal is to educate the brother, not punish him.

Membership Agreements - To help hold members accountable, it is important to first set the standards of what it means to be a member of your chapter. Once there is an understood set of standards that is applied to all members, it becomes easier to hold members accountable through the standards process. It eliminates the opportunity for members to say: "I didn't know about that", or "I was not aware that was a rule". An example of a membership agreement is available on the officer resources page.

Hold Standards Board presentations each semester. By holding a standards expectations presentation each semester, you can remind your brothers of your university's and Alpha Sigma Phi's risk management policy, Alpha Sigma Phi's amnesty policy, general crisis management tactics (found on the Officer Resources page, and the chapter's standards of membership.

DISCIPLINE PROCESS EXERCISE

Move to the spot in the room along the continuum where your beliefs or values lie.

- Member discipline exists to protect the rights of:
The Individual ----- The Community
- Parents should be notified about student misconduct.
Agree ----- Disagree
- Members can be trusted to tell the truth.
Agree ----- Disagree
- Warnings can be effective sanctions.
Agree ----- Disagree
- Brother's word is more credible than new member's word.
Agree ----- Disagree
- In an inebriated state, Members are incapable of good judgment and are therefore less accountable for their actions.
Agree ----- Disagree
- A woman goes willingly to a man's room and starts kissing him, she is consenting to sex.
Agree ----- Disagree
- Drinking alcohol underage (under 21) is ok.
Agree ----- Disagree

PROCESSING QUESTIONS

The words accountable and responsible are often defined as very similar; however, when it comes to accepting responsibility for actions and being held accountable to follow through on what we intend to do, the two can often be defined as two very different terms. Pertaining to the previous exercise, answer the following questions, and then discuss your answers within groups.

- What does it mean to be accountable?
- How can we promote and exemplify accountability amongst our brothers?
- What does it mean to be responsible?
- How can we promote and exemplify responsibility amongst our brothers?
- What are the differences between responsibility and accountability?
- What are the similarities between responsibility and accountability?
- When is the Chapter responsible for certain outcomes?
- When is the Individual responsible for certain outcomes?
- Who should be held accountable/responsible at any given time? The Chapter? The Individual?

STUDENT CONDUCT DILEMMAS

Please rank the following policy violations in order of the importance of seriousness you attach to each. Place a 1 in front of the most important, a 2 before the second most important, and so on. You have 5 minutes to complete this task. After you have finished ranking each statement, you must discuss your rank ordering as a group and decide upon a group rank order. You should come to consensus rather than vote to decide an order. The group rank order must be acceptable to everyone in the group.

YOU GROUP

- ____ ____ A. Not attending chapter meeting
- ____ ____ B. Not paying chapter dues
- ____ ____ C. Not doing house cleaning duties
- ____ ____ D. Brothers giving money to a senior to get alcohol
- ____ ____ E. Defacing or damaging property
- ____ ____ F. Using and distributing illegal drugs at a chapter event
- ____ ____ G. Pulling a fire alarm as a prank
- ____ ____ H. Inappropriate costume for theme party
- ____ ____ I. Consuming alcohol as a minor at a chapter event
- ____ ____ J. Harassing a female student
- ____ ____ K. Hazing new members
- ____ ____ L. Facebook/GroupMe with inappropriate picture and language
- ____ ____ M. Not attending a required chapter event

PROCESSING QUESTIONS

1. What did you rank 1? Why?

2. What did you rank 13? Why?

3. List potential consequences for what you ranked 1-5.

4. List the letters of the violations that could be punishable by law.

5. List the letters of the violations that violate at least one of the values of Alpha Sigma Phi and give all applicable values they violate.

6. How would you handle a given violation? Does it differ depending on rank?

7. How can you work to manage the risks that cause these violations?

THE CASH REGISTER EXERCISE**THE STORY**

A cashier just turned off the lights in the store when a man appeared and demanded money. The owner opened the cash register. The contents of the cash register were scooped up, and the man sped away. A member of the police force was notified promptly.

Statements about the Story

- | | | |
|--|---|---|
| 1. A man appeared after the owner had turned off his store lights. | T | F |
| 2. The robber was a man. | T | F |
| 3. The man did not demand money. | T | F |
| 4. The man who opened the cash register was the owner. | T | F |
| 5. The store owner scooped up the contents of the cash register and ran away. | T | F |
| 6. Someone opened the cash register. | T | F |
| 7. After the man who demanded money scooped up the contents of the cash register, he ran away. | T | F |
| 8. While the cash register contained money, the Story does not state how much. | T | F |
| 9. The robber demanded money of the owner. | T | F |
| 10. The story concerns a series of events in which only three persons are referred to: the owner of the store, a man who demanded money, and a member of the police force. | T | F |
| 11. The following events in the story are true: someone demanded money, a cash register was opened, its contents were scooped up, and a man dashed out of the store. | T | F |

PROCESSING QUESTIONS

1. What details do you know for sure about the incident?

2. How would you go about finding out more specific details?

3. What would your goals be if you were handling this on your Standards Board?

4. Why is it important not to make assumptions based on given information?

EDUCATIONAL SANCTIONING

Assign educational sanctions to each of these violations of policy.

1. Not attending chapter meeting _____
2. Not paying chapter dues _____
3. Not doing kitchen cleaning duties _____
4. Smoking in the house _____
5. Providing alcohol to underage people at party _____
6. Defacing or damaging property _____
7. Using and distributing illegal drugs _____
8. Pulling a fire alarm as a prank _____
9. Inappropriate costume for theme party _____
10. Consuming alcohol as a minor in your room in the chapter house _____
11. Harassing a female student _____
12. Propping a door which is normally locked _____
13. Older chapter members hazing new members _____
14. Facebook page with inappropriate picture and language _____
15. Consuming hard alcohol _____

STANDARDS BOARD QUESTIONNAIRE

1. What is the purpose of the Standards Board?
2. What is the purpose of my role on the Standards Board?
3. What are the expectations of Board Members?
4. On a 1 to 10 scale, how is the Standards Board respected in my Chapter?
5. What could I do to change the respect for the Standards Board?
6. What types of cases should the Standards Board hear?
7. What types of cases should the Standards Board NOT hear?

SILENCE / CHARITY / PURITY / HONOR / PATRIOTISM

FOUNDED AT YALE UNIVERSITY ON DECEMBER 6, 1845

STANDARDS BOARD QUESTIONNAIRE CONTINUED...

8. What rule/policy/standard (written or unwritten) is most violated within my Chapter?

9. What are we doing as a Chapter that could jeopardize our future?

10. What role does the Standards Board play in addressing this issue?

11. Define Due Process:

12. How do members feel about the rules/policies/standards of the Chapter?

13. How do we educate members of the Chapter on the rules/policies/standards past the membership orientation period?

SILENCE

/

CHARITY

/

PURITY

/

HONOR

/

PATRIOTISM

FOUNDED AT YALE UNIVERSITY ON DECEMBER 6, 1845

THIS LETTER SHOULD BE PLACED ON LETTERHEAD

EXAMPLE OF STANDARDS BOARD HEARING NOTICE**(Insert Date)**Dear **(Brother/New Member + Last Name)**

This notice is to inform you that you have been charged with allegedly violating **(Alleged policy violation)**.

It is alleged that **(Describe general overview of allegation)**.

The complaining party in this case is **XXX**.

A hearing will be held on **XXX** at **XXX** at the following location, **XXX**.

XXX, the complainant listed on the Incident Report will give a statement pertaining to the incident leading to alleged **XXX** charge.

XXX, witness listed on the Incident Report, will give a statement pertaining to incident leading to alleged **XXX** charge. In addition you should not make any attempt, directly or indirectly, to talk to this/these witness(es) with the intention of changing statement(s).

Your rights in this matter include:

1. You have the right to inspect before the hearing any affidavits or exhibits which are to be submitted at the hearing, as well as a list of witnesses and their expected testimony (see that which is listed above).
 2. You may bring witnesses to testify on your behalf. Please provide me with the names of all witnesses no later than 12:00 noon on the Monday prior to the hearing.
 3. You are under no obligation to make any statement(s) relevant to the charge(s).
- If there is any additional information I can provide, please contact me at **XXX-XXX-XXXX**.

Fraternally,

XXX

Chair - Standards Board

THIS LETTER SHOULD BE PLACED ON LETTERHEAD

*Fraternity Headquarters can provide Standards Board letterhead

EXAMPLE OF STANDARDS BOARD HEARING NOTICE

(Insert Date)

Dear (Brother/New Member + Last Name),

This letter serves as official verification of the decision rendered in regards to the charges brought against you for an alleged violation of the (Chapter/Provisional Chapter) of Alpha Sigma Phi's Member Rights & Responsibilities. Specifically, it was alleged that you violated the following:

Comply with all local, state, and federal laws

This charge stems from an incident, which occurred in on **XXX** where you allegedly engaged in **XXX**.

These charges were heard by the Standards Board on **XXX**. After considering the evidence presented at the hearing, the committee recommended the following:

Responsible

The committee recommended the following sanction:

1. You are being placed on sober brother duty for 2 weeks.
2. You are required to organize and coordinate a sober brotherhood event before May 8.

As provided for in the (Chapter/Provisional Chapter)'s Standards Board process, you have the right to appeal this decision. Appeals are made in writing and directed to Prudential Board. If you wish to appeal, you must do so within five (5) days of receipt of this letter. For more information regarding appeals, review the enclosed appeals process information. I am available to assist you with any appeal questions may have.

If you have any questions or concerns, feel free to contact me at **XXX-XXX-XXXX**.

Fraternally,

XXX

Chair - Standards Board

MEMBERSHIP AGREEMENT EXAMPLE

Alpha Sigma Phi Fraternity was founded in 1845 at Yale University by three men who were looking to break out of what it meant to be a traditional fraternity at the time. In the same way, Alpha Sigma Phi is still striving to be Better today. By joining our organization, I understand that I am joining something greater than myself. I understand that I can have a positive impact on this fraternity, and I understand that I will get out of this experience what I put into it. As such, I promise the following:

- I will attend all events that are required of me by the Chapter.
- I will make all payments to the Chapter in a timely manner.
- I will attend my classes, complete my assignments, and do everything in my power to ensure that I make the most of my education.
- I will obey the Laws of my country, this state and this community.
- I will obey the rules and policies of this collegiate/university.
- I will obey the Constitution and By-laws of Alpha Sigma Phi Fraternity and this Chapter.
- I will not put others at risk due to my actions or inaction.
- I will not put myself at risk.
- I will honor and respect my brothers.
- I will treat everyone I meet with respect and dignity.
- I will always represent myself with honor to give myself and this Chapter a good name.

I understand that my actions will reflect on this Chapter and Alpha Sigma Phi Fraternity.

I understand that I play a role in the success or the failure of this chapter.

I understand that if I fail to do any of the conduct listed above, that I run the risk of being sent to Standards Board.

By signing my name below, I promise to meet the expectations that this Chapter has of me. I acknowledge that if I fail to meet these expectations I will be letting this Chapter and myself down, and that I could face disciplinary action as a result.

Name: _____ Date: _____

ALPHA★SIG.ORG