

The University of Iowa Fraternity & Sorority Life Judicial Board Manual



Updated: November 2016

TABLE OF CONTENTS

STUDENT CONDUCT AND JUDICIAL AFFAIRS RATIONALE.....	3
UNIVERSITY CODE OF STUDENT LIFE.....	4
THOUGHTS ON OUR UI FRATERNITY & SORORITY COMMUNITY JUDICIAL BOARDS.....	6
PURPOSE OF OUR UI FRATERNITY & SORORITY LIFE JUDICIAL BOARDS.....	7
OPPORTUNITIES AFFORDED TO THE RESPONDENT.....	8
OPPORTUNITIES AFFORD TO THE WITNESS.....	10
ISSUES OF OBLIGATION.....	11
ETHICAL STANDARDS FOR JUDICIAL BOARD MEMBERS.....	12
JUDICIAL BOARD COMPOSITION.....	14
JUDICIAL BOARD MEMBERS’ DUTIES AND RESPONSIBILITIES.....	16
PROCEDURES: PRE-HEARING, HEARING, AND DELIBERATIONS.....	17
JOINT HEARING PROCEDURES.....	21
APPEALS BOARD.....	23
EVIDENTIARY MATTERS.....	25
MEDIATIONS PROCEDURE.....	27
SUMMARY OF JUDICIAL PROCEDURES.....	28
SAMPLE SANCTIONS.....	29
SAMPLE FORMS.....	32

STUDENT CONDUCT AND JUDICIAL AFFAIRS RATIONALE

The goal of The University of Iowa is to provide students with a general education so that they will acquire knowledge, skill and wisdom to deal with and contribute to contemporary society in constructive ways. Policies, procedures and regulations are formulated so as to guarantee each student's freedom to learn and to protect the fundamental rights of others.

Students, as well as all other members of the University community, enjoy the same Constitutional and civil rights guaranteed all citizens; at the same time they are subject to the laws of the nation, the State of Iowa, and the local community. Institutional authority cannot alter these rights and responsibilities. However, the Board of Regents, State of Iowa and the University have established regulations and policies deemed necessary to achieve the University's objectives as an educational institution.

To this end, certain basic regulations and policies have been developed to govern the behavior of the students as members of the University community. Regulations concerning the conduct of students either as individuals, or as a part of a group, are formulated by the Vice-President for Student Services, and subsequently recommended for approval to the President of the University.

These regulations also pertain to social and educational activities of student organizations. All regulations constitute guidelines for students enrolled in the University.

Violations of national, state, or local laws make a student subject not only to courts of law, but also to possible disciplinary action by their governing body/university. Each student, as an individual or as a member of a recognized student organization, is responsible for knowing and observing the policies and regulations of the University, as well as their governing bodies' rules and sanctions.

UNIVERSITY CODE OF STUDENT LIFE

Introduction (adapted form)

The Code of Student Life is applicable whether or not the University is in session and pertains to all persons registered for a University of Iowa course, all persons admitted to any academic program, and all persons attending a University-sponsored program. In addition, conduct violations of the Code of Student Life and engaged in prior to admission or after withdrawal from the University may be taken into account in admissions decisions and may be grounds for filing disciplinary charges after admission or acceptance into a program. For purposes of the conduct regulations and judicial procedures, a student is any person fitting one or more of these descriptions.

Disciplinary Actions (pertaining to student organizations)

In the event that an organization is found to have violated relevant regulations, the appropriate governing body or academic college which has recognized the student organization may revoke the recognition for a specified period of time, place the organization on probation, or restrict the organization's privileges. In addition, the vice president or the dean of the recognizing college, in consultation with the Center for Student Involvement & Leadership (CSIL), may revoke a student organization's recognition, place the organization on probation, or restrict the organization's privileges if (a) organizational funds are allocated in violation of University policies governing the distribution of mandatory student fees, or (b) a member of the organization violations University regulations at an event sponsored by the organization or in the course of the organization's affairs and the organization failed to exercise reasonable preventive measures. The reasons for withdrawing recognition of a student organization shall not violate the University Policy on Human Rights.

A student organization that has lost its recognition is not eligible to receive funds from UISG or have office space in the Student Organizations Office Suite, and may not receive the various services that the University provides to recognized student organizations until the terms of the organization's sanctions are fulfilled. For purposes of this section, rules and regulations promulgated by student governing bodies, such as UISG, the Panhellenic Association, the Multicultural Greek Council, the National Pan-Hellenic Council, and the Interfraternity Council, are considered University regulations, as are the housing regulations explained in sub-section III.C below.

In determining whether revocation is warranted, the procedure followed will provide the student organization accused of misconduct reasonable notice and opportunity to be heard prior to the final decision on the proposed revocation. If the evidence gathered in the initial stage of an investigation of the alleged conduct indicates that continued recognition of the organization during the resolution of the matter is likely to cause harm to faculty, staff, The University of Iowa Fraternity & Sorority Life Judicial Board Manual

students, or other specified persons or groups, the vice president may revoke the organization's recognition or restrict organizational privileges pending the final outcome. An organization whose recognition has been revoked on an interim basis may seek review of the decision by requesting the vice president to reconsider the decision within five (5) calendar days after the organization's principal representatives have received notice.

Code of Student Life Policies can be found at: <https://dos.uiowa.edu/policies/>.

THOUGHTS ON OUR UI FRATERNITY & SORORITY

LIFE JUDICIAL BOARDS

The basic philosophy governing the Judicial Board and Appeals Board is one of prevention and education. In the event an incident requires action from one of our judicial bodies, our attitude should not be primarily punitive in nature. We must, however, restore as right, any wrong that has been done whenever possible. Of equal importance is to investigate why an incident occurred, the likelihood that the incident could be repeated by the same chapter or elsewhere in the community, and how to engage the chapter involved in an activity that will help remove the cause of the problem and not just simply respond to the specific incident. There is also an expectation that a chapter assume responsibility for the actions of the chapter and its members.

In all matters, we should investigate whether the incident or occurrence was perceived as wrong, if it is prevalent throughout the community, and if applicable, how we can educate the community of the inconsistency of such an incident with our fraternal ideals. The Judicial Board and Appeals Board's strength should lie in the ability to understand and relate to the issues brought before them. Finally, we should remember that our University is a place for education and the Fraternity & Sorority Community enhances and assists in that education.

The IFC, MGC, NPHC, and PHC Judicial Boards do not adjudicate the actions of individual members; however we will hold individual chapters accountable for the actions of their members. We expect that our chapters have internal judicial processes to manage the poor decisions made by individual members.

Fraternal Values & Values Congruence:

As fraternal organizations, we have all willingly and freely joined our organizations and have each taken an oath to uphold various values and standards. It is when our actions are not in-line with those values, which we should expect to be held accountable by our chapters and our councils.

PURPOSE OF OUR UI FRATERNITY & SORORITY
LIFE JUDICIAL BOARDS

The Fraternity and Sorority Life Judicial Boards at the University of Iowa are intended to assist students and chapters who experience difficulty to take responsibility for their own behavior, develop a respect for the rights of others, and move toward an expectation of higher standards within the Greek and University communities. The intent is not to punish but rather to facilitate student and chapter growth while maintaining the behavioral standards necessary to ensure campus wide safety, academic integrity, compliance with federal, state, local, Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, and Panhellenic Council policies and procedures, and value congruence.

The purpose of the Fraternity and Sorority Life Judicial Boards is to affirm that fraternity and sorority members are responsible enough to identify and deal with violations of Federal, State, local, University, Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, and Panhellenic Council policies and standards. The Judicial Boards will make every effort to discover the truth about reported incidents, provide a fair process and encourage Greek chapters to take responsibility for their actions through education and sanctions.

OPPORTUNITIES AFFORDED TO THE RESPONDENT

In any judicial hearing, the chapter being charged and appearing before the Judicial Board must be guaranteed certain rights and due process. These are as follows:

- I. The chapter must receive written notice indicating the date, time, and location of the hearing at least five (5) academic days prior to the scheduled hearing. It should also contain a summary of the allegations of the case and a copy of these opportunities;
- II. The chapter must be given the opportunity to read the written report stating the circumstances and allegations of the case;
- III. The chapter is afforded the opportunity to a closed hearing;
- IV. The chapter is afforded the opportunity to have an advisor present at the hearing;
- V. The chapter is afforded the opportunity to hear all testimony presented against them;
- VI. The chapter is afforded the opportunity to present witness and/or statements in accordance with Judicial Board procedures;
- VII. The chapter is afforded the opportunity to remain silent;
- VIII. The chapter must be informed of the right to appeal and the procedures for making such an appeal;
- IX. The chapter is afforded the opportunity to an expedient hearing;
- X. A quorum of at least two-thirds (2/3) of the justices must be present for all hearings. Since each Judicial Board contains one (1) Chief Justice and three (3) Justices, for a total of four (4) members, this would require three (3) out of four (4) members of the Fraternity or Sorority Judicial Board to be present for all their respective hearings. Any justice present at any hearing taking place after the first initial meeting (if required) must have attended the initial hearing in order to be a valid voting member; and
- XI. A chapter reserves the right to review its judicial record at any time.

Although these opportunities are guaranteed, everyone concerned should understand that Judicial Board proceedings differ from criminal or civil court proceedings. The purpose of these bodies is not primarily punitive in nature, and peers are expected to act in a constructive, educational manner whenever possible.

There may be times, for undetermined and unique reasons, that the guidelines in this manual will need to be suspended or adapted to meet a specific situation. Whether this need be a shortening or delay in the judicial process, or a change in the procedures for a hearing, these changes will be considered viable as long as they do not directly violate the rights of any chapter.

This manual is created for operational purposes only, and in no way is adjunct to the IFC, MGC, NPHC, or PHC Constitutions. Therefore, it may be altered and/or adapted by the Judicial Board without the consent of the Interfraternity, Multicultural Greek, National Panhellenic, or Panhellenic Councils Legislative Bodies. However, there is a constant maintenance for upholding due process, and it is the responsibility of the two judicial bodies to follow this ideal.

OPPORTUNITIES AFFORDED TO THE WITNESS

Because many cases brought before the Judicial Board are contingent upon witness testimony, it is important that each witness appearing before the appropriate judicial body be accorded certain opportunities. Furthermore, because many of the witnesses may be peers of the chapter members involved being charged, it is necessary that the judicial members take the utmost care in protecting these opportunities. These are as follows:

- I. Any student, faculty member, administrator, or citizen of the community may choose to appear before and/or file a complaint with the Judicial Board or the Executive Councils of the Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, or Panhellenic Council;
- II. All statements made before the Judicial Board or Executive Councils will be kept in strict confidence by all individuals involved;
- III. Individuals may choose to remain silent when any testimony may be self-incriminating. The Chief Justice (or their designee) may direct the witness to answer any questions. If the witness refuses beyond self-incrimination, the Chief Justice (or their designee) may rule all of the prior testimony out of order on the grounds of contempt of the judicial hearing;
- IV. Any witness testimony presented on appeal will be taken from the record of the judicial hearing;
- V. No witness will be required to answer a leading question as determined by the Chief Justice (or their designee); and
- VI. All opportunities afforded to the witness will be read prior to presenting any testimony.

ISSUES OF OBLIGATION

Chapter obligations do not preclude a single incident from being addressed by more than one judicial system (e.g., one of our IFC, MGC, NPHC or PHC judicial bodies, an Inter/national fraternity, a civil or criminal court, and/or The University of Iowa could all hold hearings about a single incident). Hearings within more than one of these systems may be appropriate in that a chapter owes a different kind of obligation to each of these publics, and that the Judicial Board has a separate and distinct interest in hearing the case.

For instance, as a unit functioning within the local community, a chapter has a responsibility to follow local laws and ordinances. Failure in this responsibility rightly subjects the chapter to possible sanction by the judicial authority of the community. Likewise, a chapter functions within the UI Fraternity and Sorority Community and has a specialized set of responsibilities as a member of that community. Transgression of these responsibilities may require sanctions by the Judicial Board. It is entirely possible that a single act by chapter would run counter to their obligations to both the local community and the UI Fraternity and Sorority community. In such cases, hearings by more than one judicial system are appropriate and should not be considered double jeopardy.

A hearing by more than one judicial system is also appropriate considering the different governing values underlying each system and the different sanctions these values generate. Civil law is essentially protective and punitive in nature; University discipline is intended to be adjunct to the education process and as such, attempts to correct the cause of an action.

ETHICAL STANDARDS FOR JUDICIAL BOARD MEMBERS

Since The University of Iowa, Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, and Panhellenic Council delegate the authority for the Judicial Board, certain institutional guidelines regarding discipline must be observed by members of these judicial bodies. Violation of these standards could be cause for an individual's removal from the appropriate judicial body.

It is the responsibility of each Judicial Board member to observe the following ethical standards:

- I. Information regarding the disciplinary status of any individual or chapter is not to be discussed with ANYONE outside the judicial hearing. Likewise, any information presented in confidence at a hearing should not be discussed outside the hearing;
- II. The disciplinary record of any individual or chapter is not to be discussed with ANYONE outside the judicial hearing;
- III. Judicial Board members should refrain from making accusations or statements that cannot be substantiated or supported;
- IV. In cases involving discipline, the vote of each judicial member is kept confidential. The vote of the entire judicial body, however, can be shared with the chapter when the decision is announced. Information regarding majority and minority opinions should be recorded during deliberation and can be shared with the chapter;
- V. No Judicial Board member, or IFC, MGC, NPHC, or PHC Executive Board member will hear a judicial case when the member's own chapter is being charged;
- VI. In the event the charge is against the chapter of which the Chief Justice is a member, the Chief Justice will designate another Justice or the IFC/PHC Council President to stand in for them and run the hearing appropriately;
- VII. All decisions of the Judicial Board must be upheld by the judicial members, although there may be dissenting opinions; and
- VIII. In the cases of recruitment infractions, judicial hearings or mediations will be conducted by the Chief Justice and an advisor to the Judicial Board of the Interfraternity, Multicultural Greek, National Panhellenic, or Panhellenic Councils.

The confidentiality of the judicial proceedings under these standards must be stressed. The association of individuals within a chapter, the Fraternity & Sorority community, and on campus is a very close one.

When disciplinary proceedings are undertaken, strict confidentiality is the best means to insure that the chapter's right to privacy is maintained. This is the only manner in which we can preserve the integrity of the judicial system. It is particularly important to remember that judicial members become, in a sense, role models for the other members of the community. They are identified not only as members of their own chapter and the Fraternity & Sorority Community, but also as representatives of the judicial system. Therefore, it is especially important that judicial members both follow and uphold the regulations and policies of the Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, Panhellenic Council, and The University of Iowa.

JUDICIAL BOARD COMPOSITION

- I. The position of the IFC and PHC Judicial Board chairperson shall be filled by the IFC or PHC Chief Justice, depending on the hearing. This position is an elected position serving on the IFC or PHC Executive Board. For MGC and NPHC, the Judicial Board shall be an appointed board.

- II. Any additional IFC or PHC fraternity or sorority member is eligible to apply to serve as Justices for the Judicial Board of their respective council. Justices will be elected by the following procedure:
 - a) Justices will be selected through an application process by the Chief Justices, with assistance from the Judicial Board Advisor and/or Fraternity and Sorority Advisor;
 - b) To be eligible for election to a judicial position, one must be in good standing with both their individual chapter and the Panhellenic or Interfraternity Council;
 - c) Terms of Justiceships shall be for one year, starting in January, unless otherwise stipulated or until election may be held;
 - d) Nominees for a Justice position shall have maintained a 2.75 or above cumulative grade point average; and
 - e) Nominees for a Justice position shall be of at least a sophomore class standing at the University of Iowa.

- III. The Chief Justice serves as the official spokesperson of the Judicial Board. He/she notifies chapter representatives of the charges against them: the date, time, and location of the hearing; and the opportunities afforded to them to provide for fair and impartial treatment and due process. An Acting Judicial Officer serves as the chairperson for the MGC and NPHC Judicial Boards.

- IV. The Chief Justice is responsible for notifying the chapter and all necessary parties of the decisions of the judicial body within a maximum of ten (10) academic days from the initial hearing (including: the member chapter's Inter/national organization, Chapter Advisor(s), and/or House Corporation – if applicable.)

- V. In order that sanctions are taken seriously and the judicial board is held accountable for their decisions, findings from Judicial Board hearings will be announced regularly at IFC, MGC, NPHC, and PHC Council meetings. The chapter's names will be revealed because the intent is to hold the entire Fraternity & Sorority Community accountable for their actions and maintain fairness. The Vice President of PR and Marketing for each Council will also post findings and sanctions on their respective websites for one academic year.

- VI. The Chief Justice serves as moderator for the judicial hearings. He/she should prepare topics to be covered and take the lead in questioning the alleged violators and witnesses. He/she should also be responsible for explaining the judicial procedures and the chapter's opportunities.

- VII. The Chief Justice will submit reports to the IFC and PHC Presidents and the Center for Student Involvement & Leadership at the end of his/her elected term. The reports should include, but not be limited to:
 - a) A Case Summary for each Judicial Board case (See Case Summary sample);
 - b) A summary of community-wide problematic areas; and
 - c) Recommendations for revisions of the Fraternity & Sorority Judicial Board Manual.

- VIII. The Advisor (or their designee) to the Judicial Board must be present at all hearing and will serve as an ex-officio member of the board.

JUDICIAL BOARD MEMBERS' DUTIES AND RESPONSIBILITIES

- I. It is the Judicial Board members' responsibility to attend all judicial hearings, unless the Chief Justices, MGC, or NPHC Presidents and Judicial Board Advisor agree that a hearing only requires the fraternity or sorority Chief Justices, MGC, or NPHC Presidents.
- II. The Judicial Board, or in the case of MGC and NPHC, the Executive Council should treat chapters being charged with courtesy and have the utmost concern for the rights of the chapter and fairness during the proceedings.
- III. The Judicial Board or Executive Council should be ready to question those who appear before them in order to arrive at a full understanding of all the facts surrounding the case.
- IV. Members must uphold the confidentiality of each case, the proceedings, and the outcome.
- V. Members should consider themselves special representatives of the Fraternity and Sorority Community and judicial system. They should take special care to uphold their responsibilities and follow all rules and regulations of the Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, Panhellenic Council, and The University of Iowa.
- VI. It is the responsibility of each Councils Vice President of PR and Marketing and to update the University of Iowa Fraternity and Sorority Life website at the end of each semester. All hearings listed should be within one (1) academic year of the current semester. All other violations should be removed from the website unless the chapter is still in bad standing with the University of Iowa or the Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, or the Panhellenic Council.

HEARING PROCEDURES

- I. A Violation Form must be filled out and submitted to the respective Chief Justice or Acting Judicial Officer via the University of Iowa Fraternity and Sorority Life Orgsync Page. The violation form can be found at: (Insert link)

The Chief Justice or Acting Judicial Officer has the authority to choose any one or more of three options:

- a) Dismiss the complaint based in a lack of evidence;
- b) Meet with the chapter being charged for an informal mediation to resolve the situation or incident;
- c) Refer the complaint to the Judicial Board or Executive Council for a hearing; or
- d) Enact automatic sanctions.

- II. Prior to the Judicial Hearing:

- a) The chapter, its advisors, and the inter/national headquarters will be notified of the hearing at least five (5) academic days prior to the hearing. (See: Sample Notification Letter) If a chapter has a time conflict with the scheduled standards board hearing, they must contact the Chief Justice or Council President at least 48 hours in advance to reschedule. Chapters are allowed to reschedule only once;
- b) The chapter, its advisors, and the inter/national headquarters will be informed of the charges filed and the violation(s) alleged against them;
- c) The chapter will be informed of the opportunities afforded to them. A copy of this can be included in the Hearing Notification Letter, or the chapter can be provided an internet link to this document;
- d) The chapter must inform the Chief Justice or Council President of any witnesses and testimony to be presented on their behalf, not less than 48 hours prior to the hearing; and
- e) If any member of the Judicial Board, including the Chief Justice or Council President, is a member of the chapter(s) being charged, they must remove themselves entirely from the hearing process. In the case that it is the Chief Justice's chapter being charged, a judicial board member or the IFC or PHC President can step in to serve in this role for the hearing. In the case that it is the MGC or NPHC President's chapter being charged, another Executive Board member may step in to serve in this role for the hearing.

- III. Pre-Discussion at Hearing (to occur at least 15 minutes prior to hearing):

At this time, the Judicial Board will discuss, in closed session, the following:

- a) Background evidence;
- b) Information in the complaint filed to determine vague areas and possible discrepancies;
- c) Timing and sequence of events; and
- d) Major areas for questioning.

A judicial board member will volunteer to take minutes for the hearing; as well a tape recording can be used, with the consent of the respondent. (See: Sample Hearing Minutes Form).

IV. Hearing Procedures:

- a) All members of the Judicial Board are introduced followed by the introductions of the complainant (if present), respondent, and any witnesses (if present);
- b) All charges are stated for the record by the Chief Justice or Council President;
- c) Opportunities of the Respondent are read, unless the reading of them is waived by the respondent;
- d) The chapter will enter a plea of either responsible or not responsible to any or all of the charges. Those charges for which a plea of responsible is entered will be held until the judicial body begins deliberations on a decision. At that time, penalties/sanctions will be assessed on those violations;
- e) A chapter may challenge any Judicial Board member's presence for their hearing for just cause. A two-thirds (2/3) vote of the judicial body, in closed session, will be cause for the removal of that judicial member for that particular case. The alternate can be called in, if the total number of justices (including the Chief Justice) is below three (3);
- f) All witnesses will be informed of their afforded opportunities; and
- g) Because Judicial Board hearings are not court proceedings, all legal rituals will not be observed. The hearing procedures are intended to bring to light, as much as possible, the pertinent details surrounding the case. The judicial body will, however, adhere to the following procedures:

If the case involves one chapter:

- i. The chapter being charged will make any opening statements;
- ii. The Chief Justice or Council President will present all evidence and any witness testimony against the chapter;
- iii. The chapter being charged will respond to such evidence and question any witness presented by the Chief Justice or Council President;
- iv. The chapter being charged will then present any evidence or witness testimony on their behalf;

- v. The Chief Justice or Council President and judicial board members will then question the chapter being charged or any witness presented;
- vi. The chapter being charged will make any closing statements;
- vii. The chapter will be told to expect the judicial decision no later than ten (10) academic days from the day of the hearing, and that the letter will also include information about the appeals process, if they so choose to use that; and
- viii. The chapter will be dismissed and the judicial body will begin deliberations in closed session to reach a majority decision.

If the case involves two chapters:

- i. The complainant will make any opening statements, followed by the respondent;
- ii. The complainant will present all evidence and/or witness testimony;
- iii. The respondent will question the complainant and/or any witness of the complainant;
- iv. The Judicial Board will question the complainant and/or any witness of the complainant;
- v. The respondent will then present all evidence and/or witness testimony;
- vi. The complainant will then question the respondent or any witness of the respondent;
- vii. The Judicial Board will question the respondent and/or any witness of the respondent;
- viii. The complainant will make any closing statements, followed by the respondent; and
- ix. The respondent, complainant, and all witnesses will be dismissed and the judicial body will begin deliberations in closed session to reach a majority decision.

V. Deliberations:

- a) Deliberations will be conducted in an orderly manner and as directed by the Judicial Board Chief Justice or Council President.
- b) The Judicial Board shall be committed to being nonbiased and to helping the chapter succeed in the future. Each case will be reviewed and the following questions will be reviewed in order to gauge the seriousness of the violation and the appropriateness of possible sanctions:
 - i. Did the violation occur because of poor chapter management or was it due to the poor decisions of a few individuals?

- ii. Did the chapter take appropriate steps in order to prevent the violation from occurring?
 - iii. Did the chapter handle the situation appropriately during and following the violation?
 - iv. Will the chapter take measurable steps to ensure that the violation does not occur in the future?
- c) The judicial body will discuss the case until a decision of either responsible or not responsible is reached by a majority of all the judicial members.
- d) If a decision of responsible is reached:
- i. The judicial body will discuss any sanctions to be levied;
 - ii. The Chief Justice or Council President will send copies of the complaint filed, the decision rendered, and sanctions levied (if applicable) to the Chapter President, Chapter Advisor, Corporation Board President (if applicable), Center for Student Involvement & Leadership, and the Inter/national Headquarters of that chapter (See Sample Findings Letter);
 - iii. Any violations committed under similar circumstances within the past one academic year, or any penalties the chapter may currently be under, will be identified;
 - iv. The Chief Justice will issue a letter of findings and disposition to all parties within ten (10) academic days of the initial hearing. At this time, the chapter, its advisors, and the inter/national headquarters will be notified of the right to appeal and the appeal procedures; and
 - v. The findings will be announced at IFC, MGC, NPHC, or PHC Legislative Meetings, as well as placed on the University of Iowa Fraternity and Sorority Life website for no longer than one (1) academic year.

JOINT HEARING PROCEDURES

- I. In the event two chapters are involved in misconduct, a written complaint/infraction form must be filed with the Chief Justice or MGC/NPHC President(s) of the councils. The Chief Justices or Council Presidents have the authority to choose any one or more of three options:
 - a) Dismiss the complaint based in a lack of evidence;
 - b) Meet with the chapters being charged for an informal conference/mediation to resolve the situation or incident; or
 - c) Refer the complaint to a Joint Judicial Board for a hearing.

- II. Prior to the Judicial Hearing:
 - a) The chapters will be notified of the hearing at least five (5) academic days prior to the hearing. They will be notified that this is a Joint Hearing and will be facing a panel of Justices from both boards. If a chapter has a time conflict with the scheduled standards board hearing, they must contact the Chief Justice or President of their respective council at least 48 hours in advance to reschedule. Chapters are allowed to reschedule only once.
 - b) The chapters will be informed of the charges filed and the violation(s) alleged against them.
 - c) The chapter will be informed of the opportunities afforded to them. A copy of this can be included in the Hearing Notification Letter, or the chapter can be provided an Internet link to this document.
 - d) The chapter must inform the Chief Justice or President of their respective council of any witnesses and testimony to be presented on their behalf, not less than 48 hours prior to the hearing.
 - e) If any members of any Judicial Board (including the Chief Justices or Presidents) are members of the chapters being charged, they must remove themselves from the hearing process. In the case that it is the President or Chief Justice's chapter, the IFC/PHC President will serve in this role for the hearing. In the case of a MGC or NPHC hearing another executive officer may be designated to serve as the Chief Justice.

- III. The Joint IFC and PHC Judicial Board will be made up of:
 - a) IFC Chief Justice;
 - b) Two (2) IFC Justices;
 - c) PHC Chief Justice;
 - d) Two (2) PHC Justices; and

- e) Judicial Board Advisor or their designee (ex officio).
- IV. The Joint MGC and NPHC Judicial Board will be made up of:
- a) MGC President/Judicial Board chairperson;
 - b) Two (2) MGC Executive Board Members;
 - c) NPHC President/Judicial Board chairperson;
 - d) Two (2) NPHC Executive Board Members; and
 - e) Judicial Board Advisor or their designee (ex officio).
- V. Should there be a situation in which two chapters from councils which are not already paired together as a Joint Judicial Board have a case for a hearing, the Joint Judicial Board shall be appointed by the respective Chief Justices or Council Presidents of the council representing the two chapters, and should consist of current Judicial Board or Executive Board members of the two councils.
- VI. The joint hearing procedures will run the same as for an individual chapter, with the exception that each chapter charged is allowed to come in to state their case individually. The Joint Judicial Board will hear testimony from each chapter charged separately. Only after hearing all chapters' testimony, will the Joint Judicial Board determine their findings for each and any appropriate sanctions for each, if applicable.

APPEALS BOARD

Appeals will be considered should a member chapter have reasonable grounds for another judicial body to review the case, as outlined below.

In this case of an appeal, the following characteristics will be applied to the Appeals Board and case, with these characteristics adjusted on a case-by-case basis:

- I. IFC and PHC Appeals Board will be comprised of the Interfraternity Council or Panhellenic Council Executive Board members, excluding the Chief Justices. The MGC and NPHC Appeals Board will be comprised of the Multicultural Greek Council or National Panhellenic Council Executive Board members, excluding those members composed the Judicial Board of the original hearing.
- II. The Interfraternity Council or Panhellenic Council President will preside during the Appeals Hearing, depending on the case to be heard.
- III. The Coordinator for Fraternity & Sorority Life (or their designee) will serve as the advisor to the Appeals Board and must be present for the appeal.
- IV. No Executive Board member will hear an appeal when the member's own chapter is appealing.
- V. Appeals will take place as follows:
 - a) The Chief Justice will present a recap of the case, as was first heard and adjudicated by the Judicial Board. Following this recap and questions from the Appeals Board, the Chief Justice will be dismissed;
 - b) The President and relevant witnesses from the appealing chapter will then present their case to the Appeals Board. After this presentation, the Appeals board will have an opportunity to ask questions of the chapter;
 - c) Once the appealing chapter has presented their case, the Appeals Board will question the chapter to gather any relevant information that may help them to reach a decision on the appeal;
 - d) The appealing chapter will then be dismissed and the Appeals Board will move into deliberation, led by the Council President or Chairperson. The Appeals Board will review the case and with a two-thirds (2/3) vote of the board, has the opportunity to:
 - i. Affirm the initial decision;
 - ii. Affirm the initial decision and reduce sanctions;
 - iii. Affirm the initial decision and increase sanctions;

- iv. Reverse the initial decision and refer the case back to the Judicial Board for further review; or
 - v. Reverse the initial decision and dismiss the case completely.

- VI. Appeals will only be considered on one or more of the following grounds:
 - a) A substantial procedural error occurred;
 - b) New evidence of a substantial nature is now available that was not previously available at the initial hearing;
 - c) Substantial bias on the part of any judicial member was displayed; and/or
 - d) The sanction imposed is too severe or not consistent with the findings of fact established during the initial hearing.

- VII. All appeals must be made in writing to the IFC, MGC, NPHC, or PHC President within five (5) academic days of receipt of the decision of the Judicial Board. Appeal letters must include the following information:
 - a) The reason for the appeal. This should be a thoroughly documented statement substantiated, when possible, by attached evidence or statements;
 - b) The decision, including a statement of the findings and the sanction(s) levied, of the judicial body; and
 - c) The appeal is then presented to the Appeals Board within ten (10) academic days of President receiving the appeal.

- VIII. Only new evidence of a substantial nature not available at the initial hearing may be introduced at this time, and the Executive Board reserves the right to call any representatives of the chapter for questioning.

- IX. The Chief Justice must be present at all appeals to testify to the Executive Boards on the methods used by the Judicial Board in making its decision.

- X. The chapter will be informed, in writing, by the IFC, MGC, NPHC, or PHC President or Appeals Board Chairperson of the decision of the Board within ten (10) academic days.

- XI. A final appeal may be made to the Interfraternity, Multicultural Greek, National Panhellenic, or Panhellenic Council legislative body, within thirty (30) class days of the decision of the Executive Board. Requirements for a final appeal are the same as those for an initial appeal. A three-fourths (3/4) vote of all delegates present at Legislative Meeting may overturn the decision and/or determine different sanctions.

EVIDENTIARY MATTERS

- I. Evidentiary Classification: Evidence may be either direct or circumstantial. Specific definitions are as follows:
- a) Direct: Direct evidence is when those who have actual knowledge by means of their senses communicate the very facts in dispute. Direct evidence is generally presented by a direct witness to the incident.
 - b) Circumstantial: Circumstantial evidence is indirect and relies on inference. It is evidence of a subsidiary of collateral facts from which, alone or in conjunction with a cluster of other facts, the existence of the material issue can be implied.
- II. Admissibility of Evidence: A shorthand rule on the admissibility of evidence is as follows:
- All material and relevant evidence is admissible, if competent. Whenever a chapter makes an objection to the admission of evidence on the grounds that it is irrelevant, judicial members should adhere to the following process in evaluating whether the evidence should be admitted for the judicial body's consideration:
- a) Material: If the evidence offered by a chapter relates to one of the issues in question at the hearing, then the evidence is material.
 - b) Relevance: The evidence is relevant if it tends to prove the issue in question.
 - c) Competency: The requirement that the material and relevant evidence offered by a chapter be competent is simply that the evidence be a reliable source (e.g., eyewitness, a person with general knowledge about the particular allegations, a factual report, etc.).
 - d) Unduly Repetitive: Evidence offered by one witness does not need to be corroborated by several others, (e.g. Member X was in Chicago with brothers when a composite was stolen. The entire group does not need to verify Member X was in Chicago.)
- III. Hearsay Evidence: Another evidentiary objection that may be made by a chapter is that the evidence is hearsay. Objection to the admission of hearsay evidence stems from the fact that it cannot be cross-examined since the original source of the evidence is not present at the hearing. As a general rule, however, hearsay evidence is admissible in our judicial hearings, but it cannot be the only evidence used to find chapter responsible for a violation(s).
- a) Hearsay Defined: Hearsay evidence is an assertion made orally or in writing by one who is not present during the hearing, but is offered during the hearing as evidence to prove the truth of the matter asserted. Consequently, the Chief Justice, in admitting and considering hearsay evidence, needs to carefully

examine the evidence for reliability, as some forms of hearsay evidence are more reliable than others.

b) A Hearsay Exception: Admission of Written Statements: Written statements will not be presented as evidence unless circumstances make such a presentation necessary or unavoidable.

- IV. Unsigned/anonymous statements will not be admitted as evidence. The Judicial Board does reserve the right to protect the identity of a witness when the issue is of an extremely sensitive matter. The Judicial Board may request a questioning period of the witness on a separate occasion.
- V. Character Evidence: Character is generally defined as evidence of one's moral standing in the community based on reputation. Character evidence refers to the traits of a person for honesty or dishonesty, peacefulness or combativeness, morality or immorality, carefulness or negligence, and the like. While a chapter disciplinary record is not relevant to whether a chapter is guilty or not of a particular charge, it is relevant to determine the proper penalty.
- VI. Statute of Limitations: No complaint may be filed with the UI IFC or PHC Judicial Boards after sixty (60) class days of an incident.
- VII. Burden of Proof: The burden of proof in any judicial hearing rests with the chapter, and is to be by a preponderance of the evidence. A preponderance of the evidence is defined as evidence which is of greater weight or more convincing and which as a whole shows that the fact to be proven is more probable than not.

MEDIATIONS PROCEDURE

A mediations board can be formed when a grievance or complaint occurs regarding a chapter or between two chapters that cannot be resolved through other means.

The mediations board shall be composed of the Chief Justice (IFC/PHC) or the Council President (MGC/NPHC), along with the advisor to the Council Judicial Board. The Chief Justice shall serve as the chairperson and preside over the meeting, depending on the incident. Should there be a mediation with the Chief Justice/Council President's own chapter, another Executive Officer may fill in as Chairperson.

A mutual meeting time and place will be decided upon. At the meeting, all parties involved with the incident should be present in addition to the President of each member chapter.

Each party shall present their case in a proper manner. At the end of the meeting, the Mediations Board shall propose a joint agreement to resolve the issue. This agreement shall be a signed, non-negotiable, legally binding contract agreed upon by both parties.

If no agreement can be reached, the chapters involved will then have the right to seek other legal means in order to resolve the dispute.

SUMMARY OF JUDICIAL PROCEDURES

- I. A complaint is filed with the IFC/PHC Chief Justice or MGC/NPHC President, Interfraternity Council, Multicultural Greek Council, National PanHellenic Council, Panhellenic Council, or Center for Student Involvement & Leadership.
- II. The chapter is notified of hearing no less than five (5) academic days prior to the hearing.
- III. The Chief Justice or Council President decides the appropriate action to take regarding the complaint (hearing, mediation, etc.).
- IV. When the case is referred to Judicial Board, hearing procedures ensue as outlined in the Judicial Board Manual.
- V. The letter of findings and dispositions is issued to the chapter within ten (10) academic days of the decision by the board.
- VI. The chapter may file appeal with the Council President within five (5) academic days of receiving the decision.
- VII. If grounds for an appeal hearing are met, the Council President holds appeals hearing, along with their Executive Board within ten (10) academic days of receiving the appeal.
- VIII. The Council President informs the chapter of the decision within ten (10) academic days of the finding.
- IX. If necessary, an appeal is made to the respective council Legislative Body within thirty (30) days of the finding of the Executive Board.
- X. Appeals exhausted.

SAMPLE SANCTIONS

Since no two cases are identical, the Judicial Board does not necessarily establish precedence for individual cases. However, standard sanctions may be developed to ensure fair, equal, and impartial treatment in similar cases. Further sanctions will be considered on a case-by-case basis if necessary. Various sanctions may include:

- I. Reprimand or Warning: This is a warning that the chapter's actions were inappropriate, and that these actions were inconsistent with our fraternal ideas and cast a negative light on the UI Fraternity & Sorority community.
- II. Public apology – to who will be determined by the Judicial Board.
- III. Letter of Apology - the Board expects a written apology from the responsible organization within a specific time frame. A copy of the letter must be submitted to the Board.
- IV. Conduct Probation – this may include:
 - a) Loss of voting privileges for Legislative Meetings for a period of time determined by the Judicial or Appeals Board;
 - b) Loss of Recruitment privileges;
 - c) Loss of intramurals privileges; and
 - d) Eligibility for awards may be suspended for a period of time, as determined by the Judicial or Appeals Board.
- V. Social Probation - Social Probation may include suspension or loss of specific events and privileges, which may include but are not limited to socials with alcohol, Greek Week, Homecoming, Follies, Iowa Shout, Intramurals, etc. During the term of the probation, should the fraternity or sorority violate any of the social policies, action will be taken appropriate to the level of the new violation, but will include no less than one full semester of social suspension.
- VI. Social Suspension - Social Suspension is effective immediately and remains in effect through the date specified by the Board. During the term of the social suspension, the chapter will hold no social functions of any nature. Social functions shall be further defined and include, but is not limited to: on-campus or off-campus parties, social activities with other fraternities/sororities, game day tailgating, date functions, formals/semi-formals, etc. Social Suspension shall not include philanthropic events, business functions, events that fulfill IFC, MGC, NPHC, or PHC requirements, or community service.

- VII. Show Cause Hearing - A call for a chapter to "show cause" to the rest of the UI Fraternity and Sorority Community. A call to show cause will require the chapter in violation to demonstrate to the Fraternity and Sorority Community the positive attributes of their chapter. They will explain what positive qualities their chapter contributes to the UI Fraternity and Sorority community as a whole. This sanction is generally applied when chapters have acted in a fashion that has brought discredit to the Fraternity & Sorority Community.
- VIII. Special Projects – This would include the assignment of special projects or services to the chapter, to be completed within an allotted time.
- IX. Loss of Officer Privileges - Ineligibility for members to hold an officer role on the IFC, MGC, NPC, or PHC Executive Councils and/or any Director/appointed position (i.e. Greek Week Director, Rho Gamma, etc.)
- X. Educational - Provide educational programming to the UI Fraternity & Sorority Community and/or chapter. In an effort to help the chapter learn more about the issue of the case/policy violation the chapter must provide its members and the community with speakers, programs and/or workshops to educate the members on a specific issue. The Board must state the details of the program/project and provide a deadline for completion.
- XI. Automatic Sanction – This may include an automatic fine, educational requirement, community service requirement, or other automatic sanctions as seen fit by the Chief Justice or Acting Judicial Officer.
- XII. Fines - Monetary fine not to exceed \$1,000.00
- XIII. Full Payment or Restitution - The Board requires full payment or restitution from the responsible organization to cover damages or the loss of chapter or community property. A deadline for payment must be established. Documentation of payment must be submitted to the Board.
- XIV. Loss of Recognition - Suspension of university recognition by the council.
- XV. Community Service - This sanction is generally applied when chapters have acted in a fashion that has brought discredit to the UI Fraternity & Sorority Community. It is recommended that these projects involve at least two-thirds (2/3) of the chapter's total membership. The Board must detail the type and number of hours in their decision letter. A deadline for completion of community service must be included.

XVI. Expulsion - This action would involve the immediate removal of all membership privileges within the council for an indefinite period of time. The councils would notify the UISG and CSIL of the expulsion of this chapter.

XVII. Other sanctions, which are applicable to the offense, may be devised and implemented. These are, however, subject to appeal if felt unreasonable, extravagant, or capricious by the chapter found to be responsible for a violation.

All findings and dispositions of the Judicial Board or Appeals Board will be forwarded to the Chapter Advisor, Corporation Board President, the Inter/National Headquarters and Center for Student Involvement & Leadership. Copies of all findings and dispositions will be kept in the chapter's permanent file with Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, Panhellenic Council, and the Center for Student Involvement & Leadership. Findings will be listed on the Iowa FSL website for one (1) academic year.

SAMPLE FORMS

NOTICE OF JUDICIAL BOARD HEARING/NOTICE OF APPEALS BOARD HEARING

Date

Name

Chapter President, Chapter Name

Dear Name,

This letter is to formally notify (Chapter Name) that they are allegedly in violation of the (IFC/MGC/NPHC/PHC Constitution/Bylaws/Unanimous Agreements, etc.). Based on the information contained in the complaint, your chapter or members of your chapter are being charged with the alleged violation(s) listed below:

Article/Section, “Direct quote of bylaw/policy.”

It was reported that on (date), your chapter did (activity), which is in violation of the bylaw stated above.

A Judicial Board hearing will be held to determine responsibility, and any sanctions if necessary. The hearing has been scheduled for **(date), (time), (location)**.

Enclosed you will find a copy of the charges filed and information alleged against your chapter. During the hearing you will again be informed of the charges and given the opportunity to respond and present any witnesses. If you wish, an advisor of your choice may attend the hearing. Prior to the hearing, you are advised to review the enclosed statement of procedures and Opportunities afforded to your chapter. Additionally, you should consult the UI Fraternity and Sorority Life Judicial Manual for more information.

Your attendance at this hearing is crucial. Failure to attend the hearing will result in information and testimony being presented in your absence. Deliberation to reach a decision will follow based on available information. Please remember that you are welcome to bring a chapter advisor to any Judicial Board hearing.

In the event of scheduling conflict, you may contact me at least 48 hours prior to the scheduled hearing to reschedule. You may only reschedule your hearing once. If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

Name

Title (Chief Justice/Council President/Chairperson)

Email

Phone Number

cc: Chapter Advisor
Fraternity & Sorority Life Advisor
Council Advisor
Judicial Board Advisor
Relevant Council/Executive Board Members
CSIL Staff (if applicable)

Enclosure – Opportunities Afforded the Respondent

SAMPLE FORMS

JUDICIAL HEARING MINUTES FORM

Date:

Chapter:

Justices:

Parties Present:

Charge:

Plea (circle one): Responsible Not Responsible

Opening Statement:

Discussion:

Closing Statement:

Finding (circle one): Responsible Not Responsible

Sanction:

SAMPLE FORMS

NOTICE OF HEARING FINDINGS

Date

Name

Chapter President, Chapter Name

Dear Name,

This letter is to formally notify (Chapter Name) of the judicial findings from your hearing regarding (Bylaw/Policy violated). Based on the information presented, the Judicial Board has determined that (Chapter Name) is *responsible* for violating the (IFC/MGC/NPHC/PHC Constitution/Bylaws/Unanimous Agreements, etc.) that state (“Direct quote of bylaw/policy”).

The Judicial Board has determined that (Chapter Name)’s sanction(s) shall be (Insert sanction(s) and any relevant details).

This sanction is to be completed by (date) in an effort to (state why, details, goals of the sanction).

If you wish to appeal the decision of this judicial board, a written letter must be delivered to the PHC President, (President’s name and contact information) within five (5) class days of receiving this letter. Please consult the IFC & PHC Judicial Board Manual at: www.uiowafsl.com to review the process and criteria for appeals as well as instructions on how to appeal this decision.

If you have any questions or need any further information, please feel free to contact me.

Best Regards,

Name

Title (Chief Justice/Council President/Chairperson)

Email

Phone Number

cc: Chapter Advisor
House Corporation Board President
National Executive Director
Fraternity & Sorority Life Advisor
Council Advisor
Judicial Board Advisor
Relevant Council/Executive Board Members
CSIL Staff (if applicable)

SAMPLE SCRIPT FOR HEARING

- Chief Justice:** Welcome and thank you for coming.
- Chief Justice:** (OPTIONAL) In order to have accurate judicial records, we would like to tape record this hearing. As the respondent, are you comfortable with this hearing being taped?
- Chief Justice:** At this time, I would like to ask everyone to introduce themselves and their role within this hearing.
- Justices:** (Introduce NAME)
- Respondents:** (Names and roles of those present)
- Witness(s):** (Names and roles, if applicable)
- Chief Justice:** I know that you received a letter with the charges being filed against your chapter, but I would once again like to read all of the charges.
- (Insert list of charges here)
- Chief Justice:** I want to ensure that you know and understand all of the Opportunities Afforded to you, the Respondents. I provided you a copy of those with the Hearing Notification Letter. Would you like me to read those again now, or waive them being read?
- Chapter:** (Answers)
- Chief Justice:** The Opportunities Afforded the Respondent:
- I. The chapter must receive written notice indicating the date, time, and location of the hearing. This notice must be received at least five class days prior to the hearing. It should also contain a

summary of the allegations of the case and a copy of these opportunities.

- II. The chapter must be given the opportunity to read the written report stating the circumstances and allegations of the case.
- III. The chapter is afforded the opportunity to a closed hearing.
- IV. The chapter is afforded the opportunity to have an advisor present at the hearing.
- V. The chapter is afforded the opportunity to hear all testimony presented against them.
- VI. The chapter is afforded the opportunity to present witness and/or statements in accordance with Judicial Board procedures.
- VII. The chapter is afforded the opportunity to remain silent.
- VIII. The chapter must be informed of the right to appeal and the procedures for making such an appeal.
- IX. The chapter is afforded the opportunity to an expedient hearing.
- X. A quorum of at least two-thirds (2/3) of the justices must be present for all hearings. Since each Judicial Board contains one (1) Chief Justice and three (3) Justices, for a total of four (4) members, this would require three (3) out of four (4) members of the Fraternity or Sorority Judicial Board to be present for all their respective hearings.

XI. A chapter reserves the right to review its judicial record at any time.

Chief Justice: Do you understand all of these rights?

Chief Justice: You have the right to challenge any Judicial Board member for cause. A two-thirds (2/3) vote of the judicial body, in closed session, will result in the removal of that Judicial Board member for this particular case. Would you like to challenge any Judicial Board members at this time?

Chief Justice: At this time, I would like to ask the chapter to enter a plea of either responsible or not responsible to any or all of the charges that I have read.

Chapter: (Plea of responsible or not responsible)

Chief Justice: If you would, please make any opening statements regarding these charges. We ask that you provide us with your understanding of the circumstances that led to your presence here today.

Chapter: (Provide Opening Statement and information about the case)

Chief Justice: Justices, what questions do you have for the chapter?

Justices: (Ask questions now)

Chief Justice: Do you have any witnesses to provide testimony on behalf of your chapter or any additional evidence to provide to the Judicial Board?

Chapter: (Provide testimony or evidence now)

Chief Justice: Justices, what questions do you have for this witness or for the chapter about their evidence?

Justices: (Ask questions now)

Chief Justice: At this time I would like to ask you to make any closing statements about the charges brought against your chapter.

Chapter: (Provides closing statement)

Chief Justice: Do you have any additional questions or comments for this Judicial Board?

Chapter: (comments or questions)

Chief Justice: Now I will explain what is going to happen next. This board will move into deliberation and will determine our decision. If your chapter is found responsible, we will also determine appropriate sanctions for your chapter to complete. You expect the decision no later than ten (10) academic days from today. This will come in the form of an e-mail and the letter will also include information about the appeals process, if you choose to use that. You can also find information in the Judicial Board Manual, which is on-line at: www.uiowafsl.com.

Please know that we will be copying your chapter advisor, if applicable your house corporation board president, and Inter/national headquarters on the findings letter. We also want to make sure that you understand that we announce all judicial findings at legislative meetings, as well as post them on our website for one academic year. If you have any additional questions or concerns, please feel free to contact me.

SAMPLE FORMS

VIOLATION FORM

To be filled out and submitted to the Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, Panhellenic Council or Fraternity & Sorority Life Advisors (145 IMU).

Violation Reported By (Check One):

- Chapter Potential Member Chapter Member
 Recruitment Guide Advisor Campus Administrator
 Community Member Other (Please specify): _____

Against: _____
(Name of Fraternity/Sorority)

Violation:

(Please specify rule in the IFC/PHC Constitution & Bylaws with section, number, etc., if known. Constitutions can be found at www.uiowafsl.com)

Statement of Alleged Infraction:

Date: _____ Time of Incident: _____

Location of Incident: _____

Name(s) of Person(s) Reporting Incident: _____

Witness(s) to Incident: _____

Description of Incident: _____

Names and Affiliations of cited individual(s) and chapter(s) involved:

Name(s), Address(s), Phone Number(s), and E-mail(s) of individual(s) or chapter(s) reporting incident: _____

Date submitted: _____

Time: _____

Signed: _____
(Name & Title of person filing)

Signed: _____
(Name & Title of person filing)

For Staff Use Only:

Report Received by: _____
(Name & Title)

SAMPLE FORMS

JUDICIAL CASE SUMMARY

To be completed each term by Chief Justice (IFC/PHC) or Council President (MGC/NPHC)

Case No.: Year and case log number (Ex.: 2013-001)

Chapter: Name of chapter charged with violation

Violation(s): Article, by-law, or code violated and a brief description

Date of Violation(s):

Date of Hearing:

Finding: Decision voted on by Judicial Board and a brief description

Appeal: Current status or final outcome

Status: Sanction Completed? Case Closed?

These summaries/reports should be kept in one master judicial file, as well as the Chapter's permanent file, in order to reference standard sanctions for similar cases and to quickly review the recent history of a particular chapter. A copy of these reports should be made available to all Judicial Board members and the Center for Student Involvement & Leadership at the end of each term.

