



## COLLEGE PANHELLENIC JUDICIAL PROCEDURE

College Panhellenic Associations are based on democratic principles and organized to promote cooperation among sororities on college/university campuses. College Panhellenic Associations embody self-governance to maintain high standards and ethical conduct.

College Panhellenic Associations are expected to effectively and efficiently adjudicate matters over which they have jurisdiction, which includes all provisions of the NPC Unanimous Agreements and the College Panhellenic governing documents.

This section outlines College Panhellenic judicial procedures.

# COLLEGE PANHELLENIC JUDICIAL PROCEDURE

## PROLOGUE

On April 16, 1891, representatives of the then seven existing women's fraternities (sororities) met in Boston "to discuss methods for the betterment of fraternity conditions in the different colleges." The committee on Interchapter Courtesy recommended "greater moderation in rushing, that chapters be more watchful that they may pursue no method that could be considered questionable or underhanded," that a committee be selected at each college to "decide upon regulations for the control of pledging" and for the exchange of information. When the "meetings" became official, the National Panhellenic Conference (NPC) was formed in 1902, and the guidelines adopted earlier were continued.

As sorority women, we continue these traditions today. We reaffirm principles of yesterday that remain current in recruitment, being watchful to see that we "pursue no method that could be considered questionable or underhanded." We have a committee in each College Panhellenic to decide upon regulations "for the control of pledging." However, our world has changed. There are thousands of chapters and hundreds of Panhellenics. Some campuses have few chapters; many have a large number. But we still adhere to the admonition of our early leaders to pursue "interchapter courtesy" — by advocating "greater moderation" in recruitment.

Sometimes mistakes are made. Sometimes a chapter fails to educate its members on Panhellenic policies and recruitment rules. Sometimes members do not pay attention to the concept of "interchapter courtesy," and a violation of rules occurs. It is therefore necessary to provide a method for a College Panhellenic to ensure all chapters and all members adhere to NPC Unanimous Agreements as well as the College Panhellenic's bylaws, membership recruitment rules, the code of ethics, the standing rules and any other governing documents.

College Panhellenics are based on democratic principles and organized to afford cooperation among the sororities on a campus. College Panhellenic Associations embody self-governance to maintain fine standards and ethical conduct. The College Panhellenic Association is expected to effectively and efficiently adjudicate all matters over which it has jurisdiction. In addition, NPC promotes self-governance through Unanimous Agreement VII, which establishes judicial boards to review member organization infractions of NPC Unanimous Agreements and the College Panhellenic's bylaws, membership recruitment rules/guidelines, code of ethics, standing rules and any other governing documents.

## UNANIMOUS AGREEMENT VII. COLLEGE PANHELLENIC ASSOCIATION JUDICIAL PROCEDURE

### 1. Judicial Board

Each College Panhellenic Association shall establish a judicial board for the limited purpose of handling member organization infractions of:

- NPC Unanimous Agreements
  - College Panhellenic bylaws and/or other governing documents
  - College Panhellenic membership recruitment rules/guidelines
  - College Panhellenic code of ethics
  - College Panhellenic standing rules
- A. The composition and duties of the judicial board must be defined in the College Panhellenic bylaws. All members of the judicial board must be collegians from the College Panhellenics' member organizations.
- B. NPC does not recognize a judicial board that includes male members.
- C. A College Panhellenic, through its officers, shall select and train a workable judicial board based on campus needs.
- D. The duties and responsibilities of the judicial board must be consistent with this and all other NPC Unanimous Agreements.
- E. All NPC judicial forms shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements. Judicial forms are available on the NPC website.
- F. Documentation of all judicial proceedings shall be retained by the fraternity/sorority advisor for three years.

### 2. Judicial Process Overview

- A. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before a College Panhellenic Violation Report form is filed.
- B. Should the informal discussions be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individuals. Violations must be reported in the following manner on the College Panhellenic Violation Report available on the NPC website or from the College Panhellenic.
- C. Timing
- The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including college/university breaks).
  - If the College Panhellenic president is unavailable or the violation is against her sorority, the report shall be presented to the fraternity/sorority advisor.
  - The College Panhellenic president and fraternity/sorority advisor shall review the College Panhellenic Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rules/guidelines violated. An incomplete report shall be returned to the reporting party for completion before proceeding.
- D. Proper Reporting Authority
- i. Infractions, excluding recruitment infractions, may only be reported and signed by one of these people:
- Chapter president on behalf of her chapter
  - Chapter executive officer/board member on behalf of her chapter
  - College Panhellenic officer
  - Fraternity/sorority advisor

- ii. Recruitment infractions may only be reported and signed by one of these people:
      - Chapter president on behalf of her chapter
      - College Panhellenic officer in charge of recruitment or a recruitment counselor
      - Potential new member
      - Fraternity/sorority advisor
- E. Receipt of Infraction
  - The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
    - » The College Panhellenic Violation Report is retained by the College Panhellenic president or fraternity/sorority advisor and is available upon request by the accused sorority.
    - » The College Panhellenic president or fraternity/sorority advisor shall send a copy of the College Panhellenic Violation Report to the NPC area advisor within seven days.
- F. Notification of Chapter
  - The College Panhellenic president shall notify the accused sorority in writing by delivering the College Panhellenic Infraction Notice to that chapter president within seven days of receiving the College Panhellenic Violation Report.
  - If the president of the accused sorority is unavailable, delivery may be made to another appropriate chapter sorority officer or advisor. The record of delivery shall be documented on the report.
  - A copy of the College Panhellenic Infraction Notice shall be given to the fraternity/sorority advisor and sent to the NPC area advisor within the same time period.
- G. Response to Receipt of Infraction
  - Upon receipt of the College Panhellenic Infraction Notice, the accused sorority shall contact the College Panhellenic president within seven days to schedule mediation.
  - Mediation shall be held unless the accused sorority chooses to proceed directly to a judicial hearing.
  - If the College Panhellenic Infraction Notice is delivered during a college/university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

### 3. Mediation

The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction and the accused sorority, in accordance with the following documents:

- NPC Unanimous Agreements
- College Panhellenic bylaws
- College Panhellenic membership recruitment rules/guidelines
- College Panhellenic code of ethics
- College Panhellenic standing rules

The following elements of mediation shall be followed:

- Mediation shall be closed to the public.
- All participants in the mediation shall keep strict confidentiality.
- No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at mediation.
- In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.

#### Mediator Guidelines:

- The College Panhellenic president in agreement with the fraternity/sorority advisor shall appoint a neutral party to serve as the mediator.
- Though it is preferable that the fraternity/sorority advisor for Panhellenic not serve as the mediator, the advisor can serve if he or she did not file the infraction or has not been involved with the reported incident.
- The mediator shall not be an undergraduate student.
- All parties must sign a summary of the mediation proceedings on the College Panhellenic Mediation Summary Report indicating the outcome of the mediation and their acceptance of the sanctions. A copy of the report shall be retained by the fraternity/sorority advisor for a period of three years.
- Within 24 hours of the completion of the mediation, the College Panhellenic president shall send a copy of the College Panhellenic Mediation Summary Report to the parties designated on the form.

#### 4. Judicial Board Hearing

- If an agreement is not reached during the mediation process, a judicial board hearing shall be held.
- The accused party may choose to go directly to a judicial board hearing instead of mediation.
- **The College Panhellenic shall follow procedures for judicial board hearings as already established by its College Panhellenic Association bylaws.**
- Hearings shall be closed to the public.
- No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at a hearing.
- In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the judicial hearing.
- All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report indicating the outcome of the hearing. A copy of the report should be retained by the fraternity/sorority advisor for three years.
- Within 24 hours of the completion of the judicial hearing, the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.
- On those campuses where the small size of the College Panhellenic makes a judicial board hearing ineffective because of conflicts of interest, and mediation has proved ineffective, the case may be referred directly to the NPC College Panhellenics Judicial Appeals Committee.

#### 5. Sanctions

##### A. Appropriate Sanctions

Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.

- Monetary fines shall be acceptable only for a measurable offense of the Panhellenic's governing documents or stated membership recruitment rules.
- The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Panhellenic standing rules and/or membership recruitment rules prior to the beginning of recruitment.

- Examples of reasons for monetary fines may be limited to:
  - » Late recruitment event invitation lists
  - » Recruitment events that exceed designated event times
  - » Prohibited postings on social media outlets
  - » Lack of required chapter attendance at Panhellenic-sponsored events

Sanctions shall not:

- Forbid primary recruitment or continuous open bidding activities or the observance of an inter/national sorority event such as an educational program, ritual ceremony or historical celebration.
- Affect a sorority chapter's quota or total.
- Affect the time of new member acceptance and/or initiation.
- Forbid the right of an NPC sorority to vote in College Panhellenic meetings.
- Include removal from the College Panhellenic.

B. Duration of Sanctions

The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.

C. NPC Notification of Sanctions

Within 24 hours of the completion of mediation or the judicial board hearing, the College Panhellenic president or the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Mediation Summary Report or College Panhellenic Judicial Board Hearing Summary Report (not including the minutes) to parties indicated on the report form.

6. Appeals

A. The decision of the College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee.

- An appeal shall be filed with the College Panhellenic president, using the process referenced in the judicial resource section in the NPC Manual of Information and on the appeal form, within seven days of the decision.
- The NPC College Panhellenics Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The NPC College Panhellenics Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.
- Any sanction shall begin only after all properly filed appeal decisions have been rendered. If a sanctioned sorority wants to fulfill all or part of the sanctions pending the outcome of a filed appeal, the sorority shall have that option.

B. If the NPC College Panhellenics Judicial Appeals Committee is unable to resolve the appeal, the NPC College Panhellenics Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:

- Inter/national presidents of the sorority(s) involved
- NPC Executive Committee
- NPC Board of Directors; the decision of the board shall be final

## INFORMAL DISCUSSION

All member organizations are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before filing an infraction. If the accusing chapter representative is comfortable confronting the representatives of the accused chapter, NPC encourages informal discussion between the disputing chapters. Often the two parties can reach a mutual understanding and resolve the situation without further action needed.

## HOW TO FILE AN INFRACTION

If the informal discussion is unsuccessful, the judicial process will be set in motion when one of the designated individuals allowed to file infractions files a College Panhellenic Violation Report for the alleged infraction. Complete and present the College Panhellenic Violation Report in a timely manner but not more than 30 days from the date of the alleged infraction. Notify the accused chapter in writing within seven days of receiving the violation report form by using the College Panhellenic Infraction Notice.

There are six forms involved in this process:

- College Panhellenic Violation Report
- College Panhellenic Infraction Notice
- College Panhellenic Mediation Summary Report
- College Panhellenic Judicial Board Hearing Summary Report
- College Panhellenic Judicial Board Hearing Minutes
- College Panhellenic Appeal Notice

These forms are available to download from [npcwomen.org](http://npcwomen.org) and in the Resource Information section of this manual.

The proper reporting authority to file any infraction, other than a recruitment infraction, is:

- The chapter president on behalf of her chapter.
- A chapter executive officer/board member on behalf of her chapter.
- A College Panhellenic officer.
- The fraternity/sorority advisor.

The proper reporting authority to file a recruitment infraction is:

- The chapter president on behalf of her chapter.
- The College Panhellenic officer in charge of recruitment or a recruitment counselor.
- A potential new member.
- The fraternity/sorority advisor.

Upon receiving the College Panhellenic Infraction Notice, the accused sorority contacts the College Panhellenic president within seven days to schedule mediation. Hold a mediation unless the accused chapter chooses to proceed directly to a judicial hearing.

## PANHELLENIC MEDIATION PROCESS

The purpose of mediation is to find a solution satisfactory to the party who filed the infraction and the accused sorority. Mediation is an off-the-record attempt to settle a dispute. In essence, it is a facilitated negotiation. Mediation is closed to the public, and all participants in the mediation process must keep strict confidentiality — including the outcomes. Sign and complete the proper documentation and forms (available on the NPC website) indicating the outcomes of the mediation session, and distribute as indicated on the forms.

## **Mediator**

The mediator is a neutral person with a clear understanding of the mediation process. It should not be an undergraduate student. Although it is preferable the fraternity/sorority advisor not serve as the mediator, the advisor can serve if he/she did not file the infraction or has not been involved with the reported incident. Suggested mediators include other campus-based professionals, such as staff members from residence life, counseling center staff, professionals trained in conflict resolution or graduate assistants.

The mediator is not a decision maker but must control the process. The parties need to agree to this prior to starting mediation. The mediator sets the tone: somewhat informal but structured. The mediator can assist the parties in understanding the issues and in reaching a satisfactory resolution — or in deciding that the matter cannot be resolved without further action. The mediator must not have a vested interest in the outcome of the case.

## **Parties involved**

Both the accused and the accuser must be willing to be open and candid. All records pertaining to the action should be available for both parties to review. The parties must be willing to work toward an agreement.

## **Who may attend**

The persons attending representing each chapter must be able to make decisions for their organization. Likely attendees are the chapter president and in the case of a recruitment infraction, the recruitment chairman. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority at a mediation. The chapter advisor has the benefit of knowledge and experience beyond the undergraduate members and could be a benefit to both parties.

There may be some instances when more than one chapter files an infraction on another chapter. If there are multiple accusing parties, the accusing parties can choose no more than three people to represent all accusing parties filing infractions (including a chapter advisor).

In cases of infractions for which a College Panhellenic officer or another individual has information and did not file the infraction, then the person attends the mediation only for the purpose of presenting the information, after which he/she shall be excused from the mediation.

Mediation is most effective if the parties involved tell their versions of the event, and the chapter advisor acts as an advisor. In other words, the college women representing their respective chapters need to do the talking but should have the benefit of conferring with their chapter advisor when they believe it is necessary.

## **Setting**

It is most important that both parties believe that the mediation is held in a neutral place. An oval or rectangular table with the parties facing one another and the mediator at the head of the table gives reassurance that this is a serious forum.

## **Process**

Mediation outcomes should not be determined in advance by the Panhellenic. The mediator begins by setting the ground rules regarding the behavior of all involved in the mediation. Each side should be allowed to tell its version of the events in an uninterrupted, civil manner. Each party is encouraged to take notes so that if questions arise that need answers, those questions can be asked later after



each side has had the opportunity to give information. The parties should be advised that it might be necessary for the mediator to meet with the parties individually to reach an agreement. In the individual meetings, also called caucuses, the parties may give the mediator information that she/he cannot divulge to the other party without specific clearance. The mediator may need to meet with the parties separately more than once and may spend different amounts of time with each side.

### **Mediation conclusion**

At the mediation's conclusion, the mediator meets with the parties and their chapter advisors to complete the College Panhellenic Mediation Summary Report indicating the outcome and the acceptance of any agreed-upon follow-up action or sanctions.

Minutes are not taken at the mediation. On the College Panhellenic Mediation Summary Report, the mediator summarizes the conclusion of the mediation, which all parties sign. The fraternity/sorority advisor retains a copy of the report for three years. Within 24 hours of completing the mediation, the College Panhellenic president sends a copy of the College Panhellenic Mediation Summary Report to all parties designated on the form.

### **Mediation checklist**

Setting:

- Is a neutral place.
- Has an oval or rectangular table with:
  - o Mediator at head of table.
  - o Each party's participants to their right or left facing one another.

Mediator:

- Is neutral and will maintain confidentiality.
- Has a clear understanding of the mediation process.
- Has no vested interest in an outcome.
- Sets the tone — somewhat informal but structured.
- May meet with each side separately.
- May meet with each side more than once.
- Will complete the College Panhellenic Mediation Summary Report giving copies as indicated on the form.

Each party involved:

- Must be willing to maintain confidentiality.
- Must be willing to be open and candid.
- Must be willing to work toward an agreement.
- Must have a chapter's decision maker present.
- Will have an undergraduate spokeswoman.
- Will have a spokeswoman explain her chapter's version of events — uninterrupted.
- May take notes for a question-and-answer opportunity.
- May have an advisor present for consultation.
- May not have "observers" present.
- Will sign a confidential agreement or a list of issues that remain unresolved.

Main points of mediation:

- Confidentiality is a necessity.
- Mediator is a neutral person.
- Mediator must have no interest in the outcome of the case.
- All parties must be willing to be open and candid.
- All records pertaining to the case must be available for both parties.
- All parties must be willing to work toward an agreement.
- Person attending must be decision maker for the chapter.
- No “observers” should attend.
- Each party may have an advisor present.
- Mediation is held in a neutral place.
- Mediator sets ground rules.
- Each side is allowed to tell her version — uninterrupted.
- Mediator may meet with both sides separately — more than once.
- Both parties sign an agreement if one is reached; otherwise, both parties sign a list of issues.
- The summary report should provide an overview of the proceedings and not divulge any conversations in detail.

## COLLEGE PANHELLENIC JUDICIAL BOARD

### Organization and function

Any judicial board organization and operating plan selected or developed by the College Panhellenic must be used in conjunction with NPC Unanimous Agreement VII, the College Panhellenic bylaws and other governing documents, the code of ethics, membership recruitment rules/guidelines and the standing rules.

The goal is to create a document that fits the needs of the College Panhellenic Association and the campus. Below is a sample that includes several suggestions and options. Choose those that are appropriate for your College Panhellenic, and add other items if needed. However, there are certain items required by the NPC Unanimous Agreements that must be included. Those items are noted.

### Sample document for establishing a College Panhellenic Judicial Board

#### College Panhellenic Judicial Board Membership

In accordance with the College Panhellenic Association bylaws and the NPC Unanimous Agreements, the judicial board is composed of \_\_\_\_\_ collegians from the College Panhellenic member organizations and the fraternity/sorority advisor as a nonvoting ex-officio member.

*NOTE: A judicial board should be representative in size of the College Panhellenic. No less than three members, and no more than nine members. You can rotate participation in judicial board hearings based on your number of trained board members and the number of cases to be heard each year. Judicial board members should recuse themselves or not participate in a hearing if it involves a conflict of interest.*

Members include:

- Chairman (may be elected or appointed); votes
- Vice chairman (may be elected or appointed); votes
- \_\_\_\_\_ members representing sororities holding regular or associate (if provided for in the College Panhellenic bylaws, Article III) membership in the College Panhellenic Association; each votes
- The fraternity/sorority advisor as an ex-officio member; does not vote
- Methods for choosing judicial board members include but are not limited to:
  - A member from each sorority for smaller Panhellenics.
  - A number (one-half or one-third) selected each year for larger Panhellenics, rotating the chapter selection for the following year.
  - A member selected from each sorority, rotating the seating for judicial board hearings.

The Panhellenic executive board, or council if the executive board does not exist, appoints, through an application and interview process, all collegiate members to the Panhellenic judicial board.

A Panhellenic judicial board member must be an initiated, undergraduate member in good standing according to the definition of her chapter at the time of appointment and throughout her term.

Judicial board members participate in training about the purpose of the board, the rules and regulations the judicial board monitors, the procedures to follow, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.

The fraternity/sorority advisor serves as a nonvoting ex-officio member of the judicial board. If the fraternity/sorority advisor can't attend a meeting, he/she will appoint a noncollegiate institution representative to attend in his/her place.

The vice chairman will assume the duties and responsibilities of the chairman in cases where the chairman must be recused because of a conflict of interest. In cases where both the chairman and vice chairman must be recused, the remaining judicial board members will select a member to serve as chairman. A judicial board member serves as secretary and takes minutes of hearings. This responsibility may rotate among the judicial board members.

### **College Panhellenic judicial board duties**

The Panhellenic judicial board:

- Handles all alleged violations of NPC Unanimous Agreements and the College Panhellenic bylaws, code of ethics, membership recruitment rules/guidelines, standing rules and any other governing documents that are not settled in the mediation process.
- Educates member sororities about the Panhellenic judicial procedure.
- Participates in training designed to educate judicial board members about the purpose of the board, the rules and regulations the judicial board monitors, the procedures to follow, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.
- Conducts a fair hearing with impartial judicial board members following Unanimous Agreement VII. College Panhellenic Association Judicial Procedure.
- Maintains confidentiality throughout the judicial process.
- Creates and maintains proper documentation. The fraternity/sorority advisor retains documentation for three years.

### Judicial board chairman duties

The Panhellenic judicial board chairman:

- Coordinates the training of the judicial board members with the fraternity/sorority advisor.
- Implements Unanimous Agreement VII. College Panhellenic Association Judicial Procedure.
- Determines whether any collegiate judicial board members need to be excused or recused from serving because of a conflict of interest.
- Provides involved chapters with a copy of Unanimous Agreement VII. College Panhellenic Judicial Procedure.
- Presides at judicial hearings.

## JUDICIAL BOARD HEARING

The purpose of a judicial board hearing is to resolve an alleged violation of the NPC Unanimous Agreements, the College Panhellenic bylaws, membership recruitment rules/guidelines, code of ethics, standing rules and any other College Panhellenic governing documents. In all cases, the primary goal is to reach a fair and equitable decision based on a peer review.

Follow these guidelines as established in Unanimous Agreement VII:

- Judicial board hearings are closed to the public.
- Participants in the judicial board hearing are representatives from each sorority involved. No more than three people, including a chapter advisor, represent either party and/or each sorority involved at a hearing.
- There may be some instances when more than one chapter files an infraction on another chapter. If there are multiple accusing parties, the accusing parties should choose no more than three people to represent all accusing parties filing infractions, including chapter advisors.
- In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file it, then the person attends the hearing only for the purpose of presenting the information, after which he/she is excused from the hearing.
- Take written minutes during the judicial board hearing.
- Assess penalties/sanctions to fit the nature and degree of the offense.
- Present information on the appeals process at the close of the judicial board hearing.
- All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report indicating the outcome of the hearing. Forms are available on the NPC website. The fraternity/sorority advisor retains a copy of the report for three years. Within 24 hours of completing the hearing, the College Panhellenic officer responsible for the judicial process sends a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.
- Use proper notification and reporting forms.
- All documents associated with an investigation or judicial board hearing shall be kept in a confidential location for three years by the fraternity/sorority advisor.
- On campuses where the small size of the College Panhellenic makes a judicial hearing ineffective because of conflicts of interest and mediation has proved ineffective, the case may be referred directly to the NPC College Panhellenics Judicial Appeals Committee.

Additional guidelines may include:

- The judicial board chairman serves as the hearing officer unless she has been recused. In that case, the vice chairman serves as the hearing officer.
- Chapters involved in a hearing have the right to consult with a representative from their inter/national organization.

- Witnesses are called one at a time and may remain in the hearing room only during their testimony.
- After the hearing, the judicial board members hearing the case and the fraternity/sorority advisor go into an executive session for deliberations.
- Deliberations are confidential, and comments are not to be reported outside the room, with the exception of the official written decision recorded on the College Panhellenic Judicial Board Hearing Summary Report and the official oral statement given by the chairman to the parties.

#### Judicial board hearing — order of events

1. Call to order by the chairman
2. Introductions
3. Charges read by chairman
4. Opening statement by accuser (may limit time)
5. Opening statement by accused (may limit time; this statement, at the option of the accused, may be deferred until the accuser completes the presentation of witnesses)
6. Accuser calls witnesses one at a time; accused may cross-examine any witness.
7. Accused calls witnesses one at a time; accuser may cross-examine any witness.
8. Judicial board members may, at any time, ask questions of the witnesses.
9. Closing statement by the accuser (may limit time)
10. Closing statement by the accused (may limit time)
11. Judicial board members enter executive session for deliberation. Only judicial board members hearing the case and the fraternity/sorority advisor remain in the hearing room.
12. Chairman restates charges.
13. Chairman puts the motion before the board members as follows: “The motion before the members is: Is [organization name] responsible of the charge of violating [state the rule that was violated]?” If there is more than one rule alleged to have been violated, handle each violation in a separate motion, and process each motion separately. Read each specification and then the charge, open it to debate, and vote on it separately.
14. Chairman requests motions from the judicial board members. Handle items 12, 13 and 14 one motion at a time if more than one incident is being presented.
15. Discuss motions.
16. Vote on motions. Judicial board members verbally vote “yes” or “no” on each motion.
17. A responsible outcome requires a majority of the judicial board members.
18. If a chapter is found responsible of the charges, the judicial board must then determine the appropriate sanctions following the guidelines established in Unanimous Agreement VII. College Panhellenic Association Judicial Procedure. If the documents or policies do not provide guidance as to sanctions, the judicial board may determine sanctions appropriate to the severity of the violation. A judicial board member makes a motion for a sanction that she believes is appropriate. This motion is debatable and amendable. A majority vote is required to adopt the motion concerning sanctions.
19. Reconvene the hearing, and read the judicial board’s decision to the complaining and accused parties. Witnesses are not in attendance at this time.
20. Record the finding and/or sanctions in writing on the College Panhellenic Judicial Board Hearing Summary Report, which is signed by the parties listed on the report.
21. When the decision is read, provide information regarding the appeals process using the College Panhellenic Appeal Notice.

## APPEALS PROCESS

The judicial board decision may be appealed by following the appeals procedure.

- The College Panhellenic president sends the complete record to the attention of the NPC College Panhellenics Judicial Appeals Committee chairman within 14 days of receiving the College Panhellenics Appeal Notice.
- The record is sent to the NPC office via certified mail, return receipt requested or email to npccentral@npcwomen.org.
- A copy of the College Panhellenic bylaws, judicial procedure and applicable rules is included in the record.

The NPC College Panhellenics Judicial Appeals Committee may uphold or reverse the decision of the College Panhellenic Association judicial board. It may also dismiss or modify sanctions as the committee deems appropriate.

## ETHICAL DECISION MAKING

1. Collect accurate information.
2. Ask questions.
3. Identify the issues.
4. Identify the content of the problem to be resolved. Approach a complex problem by dividing it into sections and addressing each section.
5. Prepare and implement a solution, with consideration for:
  - A. Maintaining an impartial view.
  - B. Being consistent in considerations; do not change the rules arbitrarily.
  - C. Use concern for the methods, attitudes and processes as well as the short- and long-term consequences of the decision.
  - D. Respect the viewpoints of others; seek to educate by providing people the means they need to make reasoned decisions.
  - E. Consult your conscience; thoughtful reflection on the solution you are considering generally reveals right from wrong.
6. Evaluate the solution implemented.
  - A. Did the solution achieve the desired result?
  - B. How could the situation have been avoided?

Adapted from “Coming to Grips With Ethics in Business” — Richard A. Wussie