

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω

# FRATERNITY & SORORITY LIFE

COMMUNITY STANDARDS &  
ACCOUNTABILITY  
2024 HANDBOOK: SECTION THREE

RESIDENTIAL LIFE | FRATERNITY & SORORITY LIFE  
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## **I. COMMUNITY STANDARDS**

Fraternity & Sorority Life is one of the most rewarding experiences a student can have, helping them to form bonds and be a part of a community. The university, Residential Life-Fraternity & Sorority Life, Inter/National Organizations, and the Governing Councils have standards of conduct for all chapters and their members. **It is the responsibility of every member of the fraternity and sorority community to be familiar with policies and procedures.**

### **Resources for Chapters**

The Center for Student Success and Intervention and Residential Life-Fraternity & Sorority Life strive to make university rules, regulations, policies, and procedures logistically accessible to students. To learn more about the policies and procedures that govern the Columbia community and fraternal organizations you can review Fraternity & Sorority Life Handbook and following resources:

- [Center for Student Success and Intervention](#)
- [Fraternity & Sorority Life](#)
- [University Essential Policies](#)
- [Housing Guide to Living Policies](#)
- Inter/National Headquarters

### **Education**

The Center for Student Success and Intervention and Residential Life-Fraternity & Sorority Life serve to educate students about the potential and real impact of their actions on the university community and their respective lives. The Inter/National organizations of each chapter represented on campus typically host additional educational programming at regional/national conferences. Additionally, chapter advisors and alumni/ae may host programming.

## **II. ACCOUNTABILITY**

The accountability systems used within the fraternity and sorority community are Dean's Discipline and the Inter-Greek Council Judicial Board. Dean's Discipline is overseen by the Center for Student Success and Intervention while the IGC Judicial Board is under the auspice of Residential Life-Fraternity & Sorority Life. There may be instances when the formal judicial processes are not the proper entity to hold chapters accountable. As a result, the Director of Fraternity & Sorority Life (DFSL) may issue sanctions to chapters who fail to meet minimum standards as stated in the Recognition Policy. For example, if a chapter falls below occupancy, the DFSL may place the chapter on housing probation.

### **A. Jurisdiction and Process**

Allegations of misconduct by fraternity or sorority chapters are referred to the DFSL, who determines whether the alleged misconduct requires: a) an immediate/interim action by the DFSL and/or other party; b) an informal resolution; or c) a referral to the Judicial Board (J-Board) and/or The Center for Student Success and Intervention (CSSI).

After the complaint is reviewed by the DFSL, it may be sent to the Judicial Board. Under the leadership of the Assistant Director of Fraternity and Sorority Life (AsstD-FSL), it is decided whether any additional investigation should occur before or after the initial hearing. The DFSL, AsstD-FSL, or Residence Hall Director of Fraternity and Sorority Life (RHD-FSL) may conduct an investigation of physical evidence (cases of housing damage, etc.) when appropriate based on the information provided.

The Board hears cases related to organizational responsibilities and imposes sanctions on fraternity/sorority chapters. Allegations of individual misconduct are referred to CSSI, who determine whether the Dean's Discipline Process will be initiated.

For explanation of the Dean's Discipline process, please see the [CSSI website](#).

In the event that a serious violation of one or more of the University or Fraternity & Sorority Life policies occurs and a possible outcome of the judicial process may be to remove the chapter's recognition at Columbia University, the DFSL reserves the right to involve/refer the matter to the Executive Director of Residential Life or their designee(s).

### **B. Informal Resolution**

In some circumstances, a chapter accused of violating policy may be eligible for an informal resolution to the matter instead of having its case heard by the board. The DFSL may recommend an accused chapter participate in an informal resolution. During this informal resolution the chapter president(s), the DFSL or their designee, and possibly the Judicial Board Chair, will meet to review the information related to the incident. During this conversation, participants will discuss whether a policy violation occurred and if so, what steps should be taken to ensure that it does not happen again. If an agreement is reached, the DFSL and Judicial Board Chair will confirm the informal resolution in writing and provide a copy to the chapter president(s).

## **III. INTER-GREEK COUNCIL JUDICIAL BOARD (J-BOARD)**

There are three goals of the IGC J-Board: 1) to ensure chapters and their members adhere to Residential Life-Fraternity & Sorority Life policies, Columbia Housing Guide to Living Policies, University Policies, New York City Law, New York State Law, 2) to help resolve conflicts within the FSL community, and 3) to improve the public image of the fraternity and sorority community by promoting responsible behavior befitting Columbia University students. The purpose of the Board is to educate the community regarding appropriate standards of conduct necessary for participation in the community and to promote respect among its member fraternities/sororities. The IGC Judicial Board parallels the Dean's Discipline process.

### **A. Advisement & Jurisdiction**

Under the advisement of the Director for Fraternity & Sorority Life, Assistant Director of Fraternity and Sorority Life, and the Residence Hall Director of Fraternity and Sorority Life, the board participates in judicial training, review judicial activity, and resolves cases of alleged chapter misconduct. J-Board acts upon reports filed by neighbors, students, faculty, administrators, night managers, advisors, or proctors concerning alleged violations of IGC, IFC, MGC, PA, Fraternity & Sorority Life, Columbia University policies, and New York State and City Laws. J-Board addresses chapter issues, but not individual concerns. Individual violations of policies are addressed by CSSI or other appropriate offices within the University.

### **B. Selection of the Board**

During the fall semester, the current J-Board Chair solicits applicants for the board and Chair. The Inter-Greek Council elects the incoming Chair no later than the last IGC meeting of the fall semester. The Chair of the Judicial Board must meet the same standards of the board members. The DFSL will check every applicant's disciplinary record before elections. The incoming Chair, J-Board advisor, and the CSSI liaison conducts interviews for board positions. FSL staff assists in advising this process. Upon conclusion of the interviews, the selection committee makes recommendations for appointments of the six most qualified applicants to the AsstD-FSL, who, in consultation with the DFSL, approves or makes changes to the appointments. The appointments should be made as early in the spring semester as possible and the decision is final.

The application and selection process for the IGC J-Board follows these guidelines:

- Each of the governing councils (IFC, MGC and PA) solicits a pool of members from their community to serve on the J-Board and resolve cases of chapter misconduct.
  - Interested candidates must submit an application to FSL by the designated date.
- Candidates must meet the following minimal standards:
  - Registered Columbia University or Barnard College undergraduate student
  - Possess a minimum 2.5 grade point average at the time of application
  - Be in good disciplinary standing
  - Be an initiated member of a chapter recognized by, and in good standing with, Fraternity & Sorority Life
  - Be a dues-paying member of their chapter for at least two semesters
  - Maintain regular attendance at J-Board hearings
- Members of a chapter that is not recognized by the University are ineligible.
- Candidates who plan on studying abroad during the appointed term are ineligible.

Should the candidate pool not be sufficient, the Chair and AsstD-FSL may ask for additional applicants from one or all councils. The solicitation of applicants is the sole discretion of the Chair and AsstD-FSL. Students who served on the J-Board for one term are eligible to remain on the Judicial Board as long as they have met the minimum standards and are not studying abroad during the following term.

### **C. Structure**

The board is composed as follows:

- The board has one Chair elected by the InterGreek Council (IFC, MGC, PA).
- The six board members are appointed in the following ratio: two from Interfraternity Council, two from the Panhellenic Association, and two from the Multicultural Greek Council.
- There can be no more than one member from any individual fraternity/sorority on the board. The only exception is in the event the Judicial Board Chair or Council President shares affiliation with a board member.
- A quorum for the board to conduct hearings is five (5) members. A Council President may serve on the IGC J-Board in the event not all members are available.
- **There will be one Vice Chair.** This person is selected from the general application pool for new Judicial Board members in the beginning of the calendar year. Those who express interest in the Vice Chair position are given special consideration. The candidates for Vice Chair are reviewed by the Fraternity & Sorority Life staff and the incoming Chair of the Judicial Board.
- The term of office for board members, including the Chair, is approximately one year, or until the incoming board is properly trained. Board members may apply for reappointment. Members may be removed if they are generally not fulfilling their

- responsibilities; they fail to attend training; fail to attend scheduled hearings; or are found in violation of university policy.
- In the event that a Board member ceases to meet the aforementioned minimum requirements, the member will resign or be removed from the Board. The Chair is responsible for appointing qualified applicants from the same council in the event of a vacancy.
- The AsstD-FSL serves as advisor and is present during any hearings and deliberations; though is not a voting member. The AsstD-FSL is responsible for intervening should a hearing become unruly and can serve to provide understanding of the case, policies, and protocols.

#### **D. Expectations of Board Members**

Appointment to the IGC Judicial Board is an honor and of great importance to the fraternity and sorority community. All board members are expected to meet basic requirements for continued membership. Board members must adhere to the following expectations:

- Maintain confidentiality regarding all information associated with cases presented to the board including but not limited to: evidence, conversations, incident reports, and outcomes
- Attendance at all hearings
- Attendance at all required trainings
- Dress appropriately for all hearings:
- Review the evidence, list of hearing attendees, and incident report prior to the hearing
- Bring at least one question to the proceedings
- Communicate in a timely manner with the Chair and AsstD-FSL regarding any conflicts
- Maintain impartiality in all dealings of the J-Board.
- Conduct oneself in an ethical manner consistent with university and school expectations and FSL Community Statement of Shared Values.

Failure to meet these minimum expectations may result in one or all of the following:

- Meet with the Chair and/or AsstD-FSL to discuss deficiencies
- Written warning
- Probation with corrective action required
- Dismissal from the J-Board

FSL has the authority to dismiss any person from the Judicial Board. The decision of is final.

### **IV. JUDICIAL BOARD PROCEDURES**

#### **Interim Chapter Suspension**

In cases of a more serious nature, the DFSL, CSSI, and/or Executive Director of Residential Life or their designee reserve the right to suspend any activities of an accused chapter until the conclusion of the chapter's pending case. This may include but is not limited to the addition of new members and participation in chapter or community social activities. If such action is necessary, the chapter will be notified through a Judicial Board notice letter.

#### **Prior to the Hearing**

1. All allegations of a fraternity, sorority, or society violating policy must be made in writing and filed with CSSI or Residential Life staff. The Fraternity and Sorority Life staff, or CSSI in more severe cases, will make a preliminary investigation of the incident and then decide whether the

complaint(s) should be handled by the J-Board. When the J-Board is not functioning, or if the J-Board chooses not to hear the case, the DFSL handles any disciplinary action.

2. If an allegation is made against an organization represented on the board, that representative is excluded from the case.
3. If an allegation is lodged against the Chair or their organization, the Vice-Chair presides and assumes Chair responsibilities and another Recorder must be appointed.
4. A Council President may serve on the Judicial Board in the event a representative has to excuse themselves for conflict of interest. The council president may not serve on the Judicial Board if their chapter is the accused organization. In the event this occurs, other council presidents and IGC Directors, who have been trained, may be solicited for help in extreme situations.
5. Quorum of five Judicial Board members must be met to conduct a hearing. Other council presidents and IGC Directors may be solicited to meet quorum.
6. In the event an organization is involved in the proceedings, there shall be one designee (most often the chapter president), chosen by the organization, to address the Judicial Board. The Chair of the Judicial Board may allot time for purposes of consultation between the designees and other members of their organization at any time during a hearing.

### **Preparing for a Judicial Board Hearing**

*Meet FSL Ahead of Time:* The chapter is encouraged to meet the AsstD-FSL to see the incident report (IR). This is the chapter's only access to a copy of the IR prior to the hearing. In the interest of privacy, copies of the IR will not be distributed nor circulated outside of the Judicial Board and appropriate administrative offices.

*Choose and Report Representatives:* Justification for the presence of people other than the chapter president must be provided to the AsstD-FSL 48 hours prior to the hearing. A total of three (3) chapter representatives may be present during the hearing (including the president), all of which must be Columbia University or Barnard College undergraduate students and initiated members of the organization. Failure to abide by this timeline may result in a denial of additional people at the hearing. Extenuating circumstances must be given if the organization fails to meet the deadlines.

*Prepare a Statement:* The chapter is expected to prepare an opening statement to be read at the hearing which summarizes the events described in the IR after performing their own internal investigation of what occurred. This statement must include the chapter's plans for improvement and their ideas for how to make sure similar incidents do not occur in the future. Chapters are encouraged to provide the opening statement in writing via email to the AsstD-FSL 48 hours in advance of the hearing if the chapter wishes for the statement to be printed and provided to the Judicial Board.

*Dress:* The attire for hearings for all participants is business casual.

### **During the Hearing**

1. Hearings of the J-Board are closed to all except those directly involved. Accused chapters, the J-Board Advisor, and the J-Board members are the principal participants in the J-Board proceedings. All parties are expected to maintain the confidentiality of the proceedings.

2. The J-Board will hear the alleged charges and all the information regarding the case. It is the responsibility of the Board to consider impartially, all relevant testimony and evidence, determine the facts, and, if a violation is found, recommend appropriate sanctions.
3. The J-Board may ask questions of any parties present.
4. As the J-Board is not a legal process, attorneys are not permitted at the hearing.
5. The J-Board supports a self-governed student community, and as such is a student-centered judicial process. Chapter alumni/ae and/or graduate advisors have no standing in J-Board hearings, except to provide advice to their respective parties in a quiet manner. Advisors may not actively represent or speak for their respective parties. At the request of the chapter, the advisor may be present during the hearing. Attendance of the advisor must be arranged with the AsstD-FSL a minimum of 48 hours in advance.
6. If a fraternity or sorority fails to appear at a hearing after being given proper written notice, the organization will be given one opportunity to reschedule. If they do not reschedule within two business days of original hearing or miss the second hearing, the evidence in support of the charges may be considered and the case is adjudicated in the organization's absence.
7. The outcome of judicial proceedings may be shared within the University with other faculty, staff, students, or administrators, where such disclosures serve a legitimate educational purpose.
8. The outcome of judicial proceedings may be shared with the organization's chapter/alumni advisor and/or national headquarters staff as determined by Residential Life-Fraternity & Sorority Life.
9. The agenda for a typical hearing includes:
  - a. Introductions
  - b. Explanation of procedures
  - c. Reading of the charges
  - d. Statements and questioning
  - e. Closing statements
  - f. Adjournment of hearing (all parties excused)
  - g. Deliberation in closed session of board

### **Deliberation**

1. After the closing statements, all present except the members of the J-Board and AsstD-FSL shall leave the room.
2. The J-Board makes recommendations regarding responsibility (responsible or not responsible) and applicable sanctions. The board's rationale for the recommendations must be submitted in writing to the DFSL by the Chair or Vice Chair within 48 hours.
3. The Chair votes on judgments only in the event of a tie.
4. If the J-Board finds the chapter not responsible for violating policy it shares its rationale and, when appropriate, an opinion of the committee.
5. In the event that the chapter is found responsible, the J-Board members hearing the case shall

determine sanctions at that time, except under unusual circumstances, in which case the sanction is determined as soon as possible.

6. The J-Board uses the following criteria for determining sanctions.
  - a. The category of the violation: Fraternity & Sorority Life Policy, Columbia Housing Guide to Living, University Policy, local/state/national law, or any combination of the four.
  - b. The severity of the infraction.
  - c. The accused organization's previous conduct and overall public relations over the previous three-year period. (Records and correspondence related to this history are coordinated by Chair and AsstD-FSL.)
    - I. Depending on the level of severity of the potential violation, complete disciplinary history of the organization may be taken into account.
  - d. The individual or organization's compliance with hearing procedures.

### **After the Hearing**

1. The J-Board's findings and sanction recommendations are transmitted to the DFSL and later to the appropriate governing council(s) by the DFSL.
2. The DFSL either approves the sanctions or, depending upon the circumstances of the case, alters them as deemed appropriate.
3. The parties involved are notified of the decision within ten business days after the DFSL reviews the decision. In addition, the appropriate governing council(s) is notified of the final decision of the case subsequent to the organization's notification.
4. If it is determined that the violation is the result of an individual's action versus the organizations' actions the board may recommend the responsible individual be referred to CSSI/Dean's Discipline for an individual hearing.
5. In the event that additional violations are discovered during the hearing, the chapter may be held accountable for those violations.
6. If any violations involving groups outside of the FSL community are discovered during the hearing the J-Board will refer that information to the DFSL and CSSI within 24 hours of the hearing. This is the responsibility of the Chair.

### **Sanctions**

The J-Board recommends sanctions after finding a chapter responsible for policy violation(s). The J-Board may use the sanctions list below and/or create unlisted educational sanctions.

- **Censure-** J-Board implies risk of a more severe penalty if any future violations occur.
- **Letter of Apology-** J-Board expects a written apology from the responsible organization within a specific time frame. A copy of the letter must be submitted to J-Board.
- **Full Payment or Restitution-** J-Board requires full payment or restitution from the responsible organization to cover damages and/or the loss of chapter/university property. A deadline for payment must be established. Documentation of payment must be submitted to J-Board.
- **Community Service-** J-Board required additional community service outside ALPHA



Standards requirements to be completed by the responsible organization. J-Board must detail the type and number of hours in the decision letter. A deadline for completion of community service must be included.

- **Educational Program/Project-** In an effort to help the chapter learn more about the issue of the case/policy violation the chapter must provide its members and/or the community with speakers, programs and/or workshops to educate the members on a specific issue. J-Board must state the details of the program/project and provide a deadline for completion.
- **Social Probation-** This sanction is applied as a result of a breach of specific event and/or risk management guidelines. Probation is effective immediately and remains through the date specified by J-Board. During the term of the probation, should the fraternity/sorority violate any additional policies, action will be taken appropriate to the level of the new violation, and may include no less than one full semester of social suspension. Any chapter on social probation status will require a walk-through for all events involving alcohol, including but not limited to: invite parties, mixers, members-only events, etc. All chapters put on social probation will automatically lose 3 points from their ALPHA Standards final score. Social Probation will remain in the organization's disciplinary record. All decision letters will be sent to chapter/alumni advisors.
- **Social Suspension-** Social Suspension is effective immediately and remains in effect through the date specified by J-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, on-campus or off-campus members-only social events, social activities with other fraternities/sororities, game day tailgating, block seating at sporting events, date functions, formals/semi-formals, etc. Social Suspension shall not include philanthropic events, business functions, community service, educational programming, or intramural sports. New member recruitment and new member programs may be restricted and will be stated in the decision letter. All chapters put on social suspension will automatically lose 4 points from their ALPHA Standards final score. Furthermore, Social Suspension remains in the organization's disciplinary record. All decision letters will be sent to chapter/alumni advisors and the chapter's national headquarter's staff.
- **Housing Probation-** J-Board may place a chapter on Housing Probation for failure to meet the requirements of the Chapter Residence Expectations or for violations of FSL, University, or Columbia Housing Policy (Guide to Living). J-Board determines the length of the probationary period and must indicate deficiencies in specific areas and require specific progress in deficient areas during the probationary term to continue housing privileges. During the term a chapter is on housing probation, the FSL staff will conduct random walk-throughs once a month to monitor progress. All chapters put on housing probation will automatically lose 3 points from their ALPHA Standards final score. All decision letters will be sent to chapter/alumni advisors and national headquarters.
- **Probationary Recognition-** J-Board may recommend a chapter's Recognition Status change as a result of policy violation. Chapter probation signifies that the chapter has failed to abide by Fraternity & Sorority Life policies, university standards, codes or guidelines, and/or has failed to comply with the procedures and criteria outlined in the Recognition Policy. This action constitutes a change in status where the organization is not in good standing with the university. The chapter is permitted to retain recognition at the university, but under certain stated conditions depending upon the nature of the violation. To be restored to full recognition, the chapter must fulfill certain expectations as detailed by J-Board within a specified time frame, signifying that they have learned the correct policies and protocols. **Probationary Recognition** is effective immediately and through a time frame set by the Board. Chapter activities will be limited to business meetings, community service, educational

programs and philanthropy. New member recruitment and new member programs may be restricted and will be stated in the outcome letter. Failure to meet expectations of J-Board while on probationary status may result in more significant disciplinary consequences, up to, but not excluding, chapter suspension. Official notification of Probationary Recognition is shared in writing with the chapter, alumni advisor, and national organization. If a chapter is placed on Probationary Status three times within a five-year period, the fourth offense will automatically result in consideration of Rescission of Recognition. **Probationary Recognition** will remain in the organization's disciplinary record indefinitely.

- **Chapter Suspension-** J-Board may recommend a chapter's Recognition Status change as a result of policy violation. Suspension signifies that the chapter has failed to abide by Fraternity & Sorority Life policies, university standards, codes or guidelines, and/or has failed to comply with the procedures and criteria outlined in the Recognition Policy to a severe degree. This action constitutes a change in status where the organization is not in good standing with the University. The chapter is permitted to retain recognition at the University, but under certain stated conditions depending upon the nature of the violation. To be restored to full recognition, the chapter must fulfill certain expectations as detailed by J-Board within a specified time frame, signifying that they have learned the correct policies and protocols. Chapter suspension is effective immediately and through a time frame set by the board. No official activities including business meetings, new member activities, intake/recruitment, philanthropic and/or community service events, educational programming, and social events may be hosted by the chapter through the term of the suspension. Failure to meet expectations of J-Board while on suspension status may result in more significant disciplinary consequences, up to and including Rescission of Recognition. Official notification of Suspension Recognition is shared in writing with the chapter, alumni advisor, and national organization. If a chapter is placed on Suspension Status more than once within a five-year period, the second offense will automatically result in Rescission of Recognition. Chapter Suspension will remain in the organization's disciplinary record indefinitely.
- **Loss of Housing-** The board can recommend to the Executive Director of Residential Life or their designee that a chapter's housing privilege be revoked. Housing privileges can be revoked without loss of recognition. All decisions letters will be sent to chapter/alumni advisors and the chapter's national headquarter's staff. Loss of housing can only be sanctioned to organizations whom reside in University-owned housing. Chapters who reside in alumni-owned housing cannot be sanctioned with loss of housing.
- **Rescission of Recognition-** Should a chapter fail to meet the recognition criteria or the expectations set forth by the Executive Director of Residential Life, the Director of Fraternity and Sorority Life, their appropriate designees, or the university for its period of probationary or provisional recognition; or when there is a history of multiple disciplinary actions, behavior problems, and/or non compliance with policies; or for any other significant reason deemed to be seriously detrimental to the safety and well-being of Columbia/Barnard students; the mission and goals of the University and its relationship to the community; and/or the integrity of Columbia's fraternity and sorority system, recognition of the organization can be rescinded with a recommendation made to the Executive Director of Residential Life or their designee. Chapters not recognized by Residential Life-Fraternity & Sorority Life must immediately cease all activity, dissolve as a chapter, and are prohibited from occupying university-owned fraternity/sorority residences. Chapters who lose recognition must wait a minimum of two years from the date of rescission to apply for recognition again. Applications for re-recognition will only be accepted during an open application cycle, as designated by FSL.. Official notification of Rescission of Recognition will be shared in writing with the chapter, alumni corporation, national organization and other appropriate university officials.

## **Appeals**

Any organization found responsible for a violation by J-Board may request consideration for an appeal. The request for appeal must be submitted in writing to the Executive Director of Residential Life or designated appeal officer within five (5) business days of notification of J-Board's decision. The Executive Director/appeal officer determines if the request for an appeal meets one of the three grounds upon which an appeal of the decision may be made. An organization may request a review of the decision if:

- They have new information, unavailable at the time the hearing
- They have concerns with the process that may change or affect the outcome of the decision
- They feel that the sanction issued is too severe.

The decision of the appeal officer is final.

### FSL Judiciary Action and Decision Matrix

Sanction	Executes Decision Letter	Appeal
ALPHA Standards	Director, FSL (DFSL)	Executive Director, Res Life
Interim Social Probation	DFSL	N/A
Interim Suspension (DFSL most of the time; lower-level violations behaviors)  <i>NOTE: Post-investigation/hearing decision sanctioning determines who executes decision letter</i>	DFSL	N/A
Censure	DFSL	Executive Director, Res Life
Letter of Apology	DFSL	Executive Director, Res Life
Full Payment or Restitution	DFSL	Executive Director, Res Life
Community Service	DFSL	Executive Director, Res Life
Educational Program/Project	DFSL	Executive Director, Res Life
Social Probation	DFSL	Executive Director, Res Life
Social Suspension	DFSL	Executive Director, Res Life
Housing Probation	DFSL	Executive Director, Res Life
Chapter Probationary Recognition	DFSL	Executive Director, Res Life
Chapter Suspension	DFSL	Executive Director, Res Life
Loss of Housing	Executive Director, Res Life	Dean of Undergraduate Student Life
Rescission of Recognition	Executive Director, Res Life	Dean of Undergraduate Student Life
Interim Suspension (higher level issue: potential national press)  <i>NOTE: Post-investigation/hearing decision sanctioning determines who executes decision letter</i>	Executive Director, Res Life	N/A

## **V. ROLES OF JUDICIAL CHAIR, RECORDER, & ADMINISTRATORS**

### **The responsibilities of the Chair**

1. Assist the DFSL in resolving complaints
2. Suggest an informal resolution meeting to the DFSL when a board hearing is not practical or warranted given the nature of the chapter violation
3. Present information to the board.
4. Make procedural rulings.
5. Approve board minutes.
6. Prepare a written decision regarding the board's findings of fact, the outcome of the hearing, and the rationale for the decision
7. Forward the written decision to DFSL within forty-eight (48) hours following the hearing

### **The role of the Vice-Chair/Recorder**

1. Take minutes during the hearing
2. In the event the Chair cannot attend a hearing, the Vice Chair will act as Chair. In the event that both the Chair and Vice Chair cannot attend a hearing, a designated board member will step in to run the proceedings
3. The Vice Chair will be in charge of preparing a semesterly newsletter informing the FSL Community of frequent community violations and providing pertinent resources.

### **The role of the RHD-FSL is to:**

1. Inform all fraternities and sororities of relevant FSL policies, University regulations and expectations, and applicable local, state, and federal laws
2. Investigate all complaints regarding fraternities and sororities
3. Advise all chapters regarding the judicial process
4. Maintain appropriate records in the Residential Life-Fraternity & Sorority Life
5. Assist in dealing with fraternity or sorority complaints, including Public Safety, Undergraduate Student life, CSSI, Housing Services and/or Facilities
6. Refer matters of individual behavior to CSSI.
7. Serve as advisor in absence of AsstD-FSL

### **The role of the AsstD-FSL is to:**

1. Inform all fraternities and sororities of relevant FSL policies, University regulations and expectations, and applicable local, state, and federal laws
2. Investigate all complaints regarding fraternities and sororities
3. Train, assist, and advise the Chair of the J-Board in the performance of his or her responsibilities and consult with them regarding the J-Board's decision;
4. No J-Board process, including hearings, may be conducted without the knowledge of the AsstD-FSL
5. Notify chapter presidents when a chapter neglects to complete a board sanction and indicate that a follow-up hearing and additional sanction may be imposed if the chapter fails to comply with the sanction
6. Notify DFSL when a chapter neglects to complete a board sanction
7. Advise all chapters regarding the judicial process
8. Serve as advisor to the Board
9. Maintain appropriate records in Residential Life-Fraternity & Sorority Life
10. Assist in dealing with fraternity or sorority complaints, including Public Safety, Undergraduate Student life, CSSI, Housing Services and/or Facilities

**The role of the DFSL is to:**

1. Inform all fraternities and sororities of relevant FSL policies, University regulations and expectations, and applicable local, state, and federal laws
2. Consult with the Chair of the J-Board to determine whether a case is to be resolved informally via an administrative meeting or whether it is to be referred to the J-Board
3. Investigate all complaints regarding fraternities and sororities
4. No J-Board process, including hearings, may be conducted without the knowledge of the DFSL
5. The Chair of the J-Board will consult with the DFSL regarding the J-Board's decision. In the event that a chapter appeals a J-Board finding, the matter will be referred to the Executive Director of Residential Life or their designee
6. Advise all chapters regarding the judicial process
7. Maintain appropriate records in Residential Life-Fraternity & Sorority Life
8. Assist in dealing with fraternity or sorority complaints, including Public Safety, Undergraduate Student life, CSSI, Housing Services and/or Facilities
9. Refer matters of individual behavior to CSSI.

**The role of the Executive Director of Residential Life or their designee:** In exceptional situations, the Executive Director of Residential Life or their designee may serve as the hearing officer, appeal officer, or make the final decision in a judicial matter in the event of a serious violation of one or more of the FSL and/or University policies, especially where a possible outcome of the judicial process may be to remove the chapter's housing or Rescission of Recognition. The decision of the Executive Director of Residential Life is final.

**VI. HOUSING REVIEW**

The assignment of a residence by the University to a chapter is regarded as a privilege; only top-performing chapters are granted this benefit. At the end of every calendar year, the J-Board will conduct Housing Reviews for each chapter with university-owned housing to assess a chapter's standing regarding such privilege.

- A. The J-Board oversees the Housing Review process and make recommendations to the DFSL for approval.
- B. The RHD-FSL will conduct informal weekly walkthroughs of university-owned brownstones in order to assess the day to day maintenance of the facility. Representatives of FSL, Housing, and Facilities will conduct formal walkthroughs of each university-owned brownstone on a semester basis. The RA of the respective brownstone may accompany the RHD-FSL on regular walk-throughs of the brownstones. Additional walkthroughs may be conducted at the discretion of FSL.
- C. Chapters with university-owned brownstones will be reviewed in the following areas:
  1. ALPHA Standards
  2. Occupancy trends for the past six semesters
  3. Annual Maintenance Reports for the past three calendar years
    - A. Billing for brownstone damages in common areas
    - B. Formal walkthrough log
    - C. Informal walkthrough log
  4. Judicial history

- D.** Chapters with East Campus Townhouses will be reviewed in the following areas:
  - 1.** ALPHA Standards
  - 2.** Occupancy trends for the past six semesters
  - 3.** Judicial History
  
- E.** Upon review of the above areas, the J-Board may request that the chapter appear before the board to explain any deficiencies and demonstrate a continued commitment to the Chapter Residence Expectations, and a desire to retain the chapter residence. The J-Board then makes a recommendation to the DFSL or their designee.
  
- F.** Upon receipt of the recommendation from the J-Board, the DFSL or their designee may take one of the following actions:
  - 1.** Issue a letter to the chapter indicating that the chapter will be permitted to continue, in good standing, in the Chapter Residence
  - 2.** Issue a letter indicating deficiencies in specific areas and requiring specific progress in deficient areas during a specific period of time to continue housing privileges
  - 3.** Issue a letter indicating the Chapter is on Housing Probation and require specific progress to continue housing privileges
    - a.** If a chapter is placed on Housing Probation through a Housing Review, the Probation will last for one calendar year. The chapter will then appear before the J-Board during the following Housing Review, where the J-Board can recommend the chapter continue in their residence, or recommend a Loss of Housing.
  - 4.** In more severe circumstances, directly forward a recommendation of Loss of Housing to the Executive Director of Residential Life or their designee for a final decision.