**University of Minnesota**

**Panhellenic Judicial Board Manual**

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**Judicial Board Standing Rules**

**1.  Judicial Board**

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

1. The composition and duties of the judicial board must be defined in the College Panhellenic bylaws.
2. College Panhellenic, through its elected officers, shall select and train a workable judicial board based on the needs of the campus.
3. The duties and responsibilities of the judicial board must be consistent with this and all other NPC Unanimous Agreements.
4. 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.
5. Documentation of all judicial proceedings shall be retained by the fraternity/sorority advisor for three years.

**2.  Judicial Process Overview**

1. Fraternities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed.
2. 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 individual(s). Violations must be reported in the following manner on the College Panhellenic Violation Report available on the NPC website or from the campus Panhellenic:
3. **Timing**
   1. 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 university/college breaks).
   2. If the College Panhellenic president is unavailable or the violation is against her fraternity, the report shall be presented to the fraternity/sorority advisor.
   3. The College Panhellenic president and fraternity/sorority advisor shall review the College Panhellenic Violation Report to ensure it has been filled out completely, including proper signatures and indication of rule(s)/guideline(s) violated. An incomplete report shall be returned to the reporting party for completion prior to proceeding.
4. **Proper Reporting Authority**
   1. Infractions, excluding recruitment infractions, may only be reported and signed by one of the following:

                -The president of a chapter on behalf of her chapter

                -Executive officer/board member of a chapter

                -College Panhellenic officer

                -Fraternity/sorority advisor

ii. Recruitment infractions may only be reported and signed by one of the following:

                -The president of a chapter on behalf of her chapter

-College Panhellenic officer in charge of recruitment or a recruitment counselor

                -Potential new member

                -Fraternity/sorority advisor

1. **Receipt of Infraction**
   1. The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
      1. The College Panhellenic Violation Report is retained by the College Panhellenic president or fraternity/sorority advisor and is available upon request by the accused fraternity.
      2. 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.
2. **Notification of Chapter**
   1. The College Panhellenic president shall notify the accused fraternity in writing by delivering the College Panhellenic Notice of Infraction to that chapter president within seven days of receiving the College Panhellenic Violation Report.
   2. If the president of the accused fraternity is unavailable, delivery may be made to another appropriate chapter fraternity officer or advisor. The record of delivery shall be documented on the report.
   3. A copy of the College Notice of Infraction shall be given to the fraternity/sorority advisor and sent to the NPC area advisor within the same time period.
3. **Response to Receipt of Infraction**
   1. Upon receipt of the College Panhellenic Notice of Infraction, the accused fraternity shall contact the College Panhellenic president within seven days to schedule mediation. Mediation shall be held unless the accused fraternity chooses to proceed directly to a judicial hearing.
   2. If the College Panhellenic Notice of Infraction 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 fraternity, 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:

1. Mediation shall be closed to the public.
2. All participants in the mediation shall keep strict confidentiality.
3. No more than three participants (including a chapter advisor) shall represent either party and/or each fraternity involved at mediation.
4. 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 presenting the information, after which he/she shall be excused from the mediation.

Mediator guidelines:

1. The College Panhellenic president, in agreement with the fraternity/sorority advisor, shall appoint a neutral party to serve as the mediator.
2. Though it is preferable that the fraternity/sorority advisor for a Panhellenic 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.
3. The mediator shall not be an undergraduate student.
4. 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. The forms are available on the NPC website. A copy of the report shall be retained by the fraternity/sorority advisor for three years.
5. 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.
6. **Judicial Board Hearing**
   1. If an agreement is not reached during the mediation process, a judicial board hearing should be held.
   2. The accused party may choose to go directly to a judicial hearing instead of mediation.
   3. The College Panhellenic shall follow procedures for judicial board hearings as already established by its College Panhellenic Association bylaws.
   4. Hearings should be closed to the public.
   5. No more than three participants (including a chapter advisor) shall represent either party and/or each fraternity involved at a hearing.
   6. In cases of infractions for which a College Panhellenic officer or another individual has information regarded the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he/she shall be excused from the judicial hearing.
   7. 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. A copy of the report should be retained by the fraternity/sorority advisor for three years.
   8. 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.
   9. On those campuses where the small size of the College Panhellenic makes a judicial hearing ineffective because of conflicts of interests and mediation has proven to be ineffective, the case may be referred directly to the NPC College Panhellenics Judicial Appeals Committee.
7. **Sanctions**
   1. Appropriate Sanctions
      1. Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.
      2. Monetary fines shall be acceptable only for a measurable offense of the Panhellenic’s governing documents or stated membership recruitment rules.
      3. 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.
         1. Late recruitment event invitation list
         2. Recruitment events that exceed designated event times
         3. Prohibited postings on social media outlets
         4. Required chapter attendance at Panhellenic-sponsored events

       B. Sanctions shall not:

1. Forbid formal or informal recruitment activities or the observance of an inter/national fraternity event such as educational program, ritual ceremony or historical celebration.
2. Affect a fraternity chapter’s quota or total.
3. Affect the time of a new member acceptance and/or initiation.
4. Forbid the right of an NPC fraternity to vote in College Panhellenic meetings.
5. Include removal from the College Panhellenic.
6. Duration of Sanctions
7. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.
8. NPC Notification of Sanctions
9. 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.

**Sample Sanctions:**

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

1. 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 University of Minnesota Greek community.
2. Public Apology: To who will be determined by the Judicial Board
3. 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.
4. Conduct Probation (This may include): Eligibility for awards may be suspended for a period of time, as determined by the Judicial or Appeals Board
5. 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, Spring Jam, Homecoming, etc. During the term of probation, should the sorority violate any of the social policies, action will be taken to the level of the new violation, but will include no less than one full semester of social suspension.
6. 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 function 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, gameday tailgating, date function, formals/date parties, etc. Social Suspension shall not include philanthropic events, business functions, or community service.
7. Special Projects- This would include the assignment of special projects or services to the chapter, to be completed within an allotted time.
8. Educational- Provide educational programming to the University of Minnesota 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.
9. Fines- Monetary fine not to exceed $1,000.00
10. Full Payment or Restitution- The Board requires full payment or restitution from the responsible organization to cover damages or the loss of chapter property. A deadline for payment must be established. Documentation must be submitted to the Board.
11. Community Service- This sanction is generally applied when chapters have acted in a fashion, which has brought discredit to the University of Minnesota community. It is recommended that these projects involve at least two-thirds of the chapter's total membership. The Board must detail the type and number of hours in decision letter. A deadline for completion of community service must be included.
12. 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.
13. All findings and dispositions of the Judicial Board or Appeals Board will be forwarded to the Chapter Advisor and International/National Headquarters. Copies of all findings and dispositions will be kept in the chapter’s permanent file with the Panhellenic Council.
14. **Appeals**
    1. The decision of the College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee.
       1. An appeal shall be filed with the College Panhellenic president, using the process referenced in the judicial resource section in the Manual of Information and on the appeal form, within seven days of the decision.
       2. The NPC Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The NPC Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.
       3. Any penalty shall begin only after all properly filed appeal(s) decisions have been rendered. If a sanctioned fraternity wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the fraternity shall have that option.
    2. If the NPC College Panhellenics Judicial Appeals Committee is unable to resolve the appeal, the 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:
       1. Inter/national presidents of the fraternity(s) involved
       2. NPC Executive Committee
       3. National Panhellenic Conference Board of Directors. The decision of the board of directors shall be final.

**INFORMAL DISCUSSION**

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

**HOW TO FILE AN INFRACTION**

Should the informal discussion be unsuccessful, the judicial process will be set in motion by filing of a violation report form for the alleged infraction by one of the designated individuals allowed to file infractions. Report forms are available on the NPC website or from the College Panhellenic. Forms must be completed and presented in a timely manner but not more than 30 days from the date of the alleged infraction. The accused chapter shall be notified in writing within seven days of receipt of the infraction violation report form.

There are six forms involved in this process:

        -College Panhellenic Violation Report

        -College Panhellenic Notice of Infraction

        -College Panhellenic Mediation Summary Report

        -College Panhellenic Judicial Board Hearing Summary Report

        -College Panhellenic Judicial Board Hearing Minutes

        -College Panhellenic Notice of Appeal

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

        -The president of a chapter on behalf of her chapter.

        -An executive officer/board member of a chapter.

        -The College Panhellenic officer.

        -The fraternity/sorority advisor.

The proper reporting authority to file a recruitment infraction is:

-The president of a chapter 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 receipt of the College Panhellenic Notice of Infraction, the accused sorority shall contact the College Panhellenic president within seven days to schedule mediation. Mediation shall be held unless the accused group chooses to proceed directly to a judicial hearing.

**PANHELLENIC MEDIATION PROCESS**

The purpose of mediation is to find a solution satisfactory to both 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 shall be closed to the public, and all participants in the mediation process shall keep strict confidentiality. An important component of mediation is confidentiality that also extends to the results. Proper documentation and forms (available on the NPC website) must be signed and completed indicating the outcome of the mediation session and distributed as indicated on the form.

**Mediator**

The mediator is a neutral person with a clear understanding of the process of mediation. It should not be an undergraduate student. Though it is preferable that 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. The mediator is not a decision maker but must be in control of the process. This is a matter that the parties need to agree to prior to the onset of mediation. The mediator sets the tone of the mediation: 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**

Each party, both the accused (defendant) and the accuser (complainant), must be willing to be open and candid. All re- cords 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 person(s) attending (representing each chapter) must be the decision maker for the groups involved. The likely person is the chapter president and in the case of a recruitment infraction, the recruitment chairman. Depending on who filed the infraction, the complainant or her group should send an equal number of participants. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority at 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 group files an infraction on another group. If there are multiple accusing parties, the accusing parties should 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 shall attend 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 groups need to do the talking but should have the benefit of conferring with their chapter advisor when they feel 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**

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, they can ask those questions 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 caucuses (individual meetings), 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 conclusion of the mediation, the mediator meets with the parties and their chapter advisor to complete the College Panhellenic Mediation Summary Report indicating the outcome of the mediation and the acceptance of any sanctions.

Minutes will not be taken at the mediation. On the College Panhellenic Mediation Summary Report, the mediator will summarize the conclusion of the mediation, which will be signed by all parties. A copy of the report should be retained by the fraternity/sorority advisor for 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 all parties designated on the form.

**Mediation Checklist**

**Setting:**

        -Is a neutral place.

        -Has an oval or rectangular table with:

                a. Mediator at head of table.

                b. Each party’s participants to her 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 should 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.

-Minutes should summarize the proceedings and not divulge any conversations in detail.

**COLLEGE PANHELLENIC JUDICIAL BOARD**

**Organization and Function**

Any judicial board organization and plan for operation selected or developed by the College Panhellenic must be used in conjunction with the NPC Unanimous Agreement VII, the College Panhellenic bylaws and other governing documents, the Panhellenic code of ethics, membership recruitment rules/guidelines and the College Panhellenic standing rules. The goal is to create a document that fits the needs of your College Panhellenic Association and your 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 that are ***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, the judicial board is composed of the number of collegiate members will be equal to chapters holding regular membership with the College Panhellenic and the fraternity/sorority advisor (nonvoting ex-officio member).

**Members include:**

1. Chairman Executive Vice President; votes.
2. Vice chairman Panhellenic President; votes.
   1. In the event that the EVP is a member of the accused fraternity, the Vice Chairman will step in.
   2. For recruitment violations the board will be made up of ten members representing fraternities holding regular membership in the College Panhellenic Association; votes.
   3. For all other violations of bylaws and standing rules the board will be made up of fourteen members representing fraternities holding regular and associate membership in the College Panhellenic association; votes.
      1. Method for choosing judicial board members
         1. A member selected from each chapter holding regular membership with the College Panhellenic. The Panhellenic executive board appoints, through an application process, all collegiate members to the Panhellenic judicial board. Each individual chapter will be responsible for nominating a woman for the Judicial Board. That women will have to fill out an application. The College Panhellenic reserves the right to not accept the women.
   4. The fraternity/sorority advisor (ex-officio member); does not vote.

**Requirements:**

A Panhellenic judicial board member must be an initiated, undergraduate member in good standing (according to the definition of her respective chapter) at the time of appointment and throughout her term. She must maintain a 2.75 cumulative average GPA.

The judicial board members shall participate in training to be educated about the purpose of the board, the rules and regulations the judicial board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organziations, evaluating evidence, and deliberations and sanctioning.

The fraternity/sorority advisor shall serve as a nonvoting ex-officio member of the judicial board. If the fraternity/sorority advisor is unable to attend a meeting, a noncollegiate representative will be chosen by a majority vote of the judicial board.

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 members of the judicial board will select a member to serve as chairman. A member of the judicial board will serve as secretary and take minutes of hearings. This responsibility may rotate among the members of the judicial board.

**Duties of the College Panhellenic Judicial Board**

The Panhellenic judicial board shall:

1. Handle all alleged violations of NPC Unanimous Agreements and the College Panhellenic constitution, bylaws, code of ethics, membership recruitment rules/guidelines and standing rules (required by the NPC Unanimous Agreements) that are not settled in the mediation process.
2. Educate member fraternities about the Panhellenic judicial procedure.
3. Participate in training designed to educate judicial board members about the purpose of the board, the rules and regulations the judicial board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.
4. Conduct a fair hearing with impartial judicial board members following the NPC Unanimous Agreement VII, College Panhellenic Association Judicial Procedure.
5. Maintain confidentiality throughout and upon completion of the judicial process. (UA VII)
6. Create and maintain proper documentation. Documentation should be retained by the vice president of judicial affairs or chairman and the fraternity/sorority advisor for three years. (UA VII)

**Duties of the Judicial Board Chairman**

The Panhellenic judicial board chairman shall:

1. Coordinate the training of the judicial board members with the fraternity/sorority advisor.
2. Implement the NPC Unanimous Agreement VII, the College Panhellenic Association Judicial Procedure.
3. Determine whether any collegiate judicial board members need to be excused (recused) from serving because of a conflict of interest.
4. Provide involved chapter(s) with a copy of the “College Panhellenic Judicial Board Guidelines and Procedure” (this document).
5. Preside at judicial hearings.

**JUDICIAL BOARD HEARING**

The purpose of a judicial board hearing is to resolve an alleged violation of the rules of the “parent organization,” in this case, the National Panhellenic Conference. Specifically, the rules are the NPC Unanimous Agreements, the College Panhellenic bylaws and governing documents, membership recruitment rules/guidelines, Panhellenic code of ethics, and the College Panhellenic standing rules. In all cases, the primary goal is to reach a fair and equitable decision based on a peer review.

A judicial board hearing should be conducted in a manner that adheres to certain guidelines and achieves the goal of reaching a fair and equitable decision. Guidelines established in the NPC Unanimous Agreements that shall be followed include:

1. Judicial board hearings shall be closed to the public. (UA VII)
2. The participants in the judicial board hearing shall be representatives from each fraternity involved. No more than three people (including a chapter advisor) shall represent either party and/or each fraternity involved at a hearing.
3. There may be some instances when more than one group files an infraction on another group. 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 advisor).
4. 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 the hearing only for the purpose of presenting the information, after which he/she shall be excused from the hearing.
5. Written minutes must be taken at the time of the judicial board hearing. (UA VII)
6. Penalties/sanctions should be assessed to fit the nature and degree of the offense. (UA VII)
7. Information on the appeals process shall be presented at the close of the judicial board hearing. (UA VII)
8. 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. A copy of the report should be retained by the fraternity/sorority advisor for three years. Within 24 hours of the completion of the mediation, 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.
9. The proper notification and reporting forms must be used. (UA VII)
10. All documents associated with an investigation or judicial board hearing shall be kept by the vice president of judicial affairs (or chairman in charge of judicial procedure) in a locked file cabinet in the Panhellenic office for three years. The fraternity/sorority advisor will also keep a copy of the hearing minutes and the decision in the Panhellenic files in his or her office. (UA VII)
11. On campuses where the small size of the College Panhellenic makes a judicial hearing ineffective because of conflicts of interest and mediation has proved to be ineffective, the case may be referred directly to the NPC College Panhellenics Judicial Appeals Committee.

Suggested guidelines may include:

1. The chairman of the judicial board will serve as the hearing officer unless she has been recused. In such an event, the vice chairman will serve as the hearing officer.
2. The chapter president or her designee and one alumna chapter advisor shall represent each chapter involved.
3. Chapters involved in a hearing have the right to consult with a representative from their inter/national organization.
4. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.
5. Following the completion of the hearing, the judicial board members hearing the case and the fraternity/sorority advisor will go into executive session for deliberations.
6. Deliberations are confidential, and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the College Panhellenic Mediation Summary Report or 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 complaining party (may limit time)
5. Opening statement by accused party (may limit time; this statement, at the option of the accused, may be deferred until the complaining party completes the presentation of witnesses)
6. Complaining party calls witnesses one at a time; accused may cross-examine any witness.
7. Accused calls witnesses one at a time; complaining party may cross-examine any witness.
8. Judicial board members may, at any time, ask questions of the witnesses.
9. Closing statement by the complaining party (may limit time)
10. Closing statement by the accused (may limit time)
11. Judicial board members enter executive session for deliberation (only members of the judicial board hearing the case and the fraternity/sorority advisor remain in the hearing room).
12. Chairman restates charges.
13. The chairman puts the motion before the board members as follows: “The motion before the members is: Is [organization name] guilty of the charge of violating [state the rule that was violated]?” If there is more than one rule alleged to be violated, each violation is handled in a separate motion, and each motion is processed separately. Each specification and then the charge is read, opened to debate and voted on separately.
14. Chairman requests motion(s) from members of the judicial board [items 12, 13 and 14 are to be handled one motion at a time if there is more than one incident being presented].
15. Discussion of motion(s)
16. Vote on motion(s). The members of the judicial board vote “yes” or “no.”
17. A guilty verdict requires a majority of the judicial board members.
18. If a chapter is found guilty of the charges, the judicial board must then determine the appropriate sanctions following the guidelines established in the College Panhellenic 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 member of the judicial board makes a motion for a sanction(s) that she feels is appropriate. This motion is debatable and amendable. A majority vote is required to adopt the motion concerning sanctions.
19. The hearing is reconvened, and the decision of the judicial board is then read to the complaining and accused parties. Witnesses are not in attendance at this time.
20. The verdict and/or sanctions must be put in writing on the College Panhellenic Judicial Board Hearing Summary Report and signed by the parties listed on the report.
21. Information regarding the appeals process must be provided using the College Panhellenic Notice of Appeal at the time the decision is read.

**APPEALS PROCESS**

An appeal of the judicial board decision may be made by following the appeals procedure as outlined in the NPC Unanimous Agreements VII, College Panhellenic Judicial Procedure.

**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:
   1. Maintaining an impartial view.
   2. Being consistent in considerations; do not change the rules arbitrarily.
   3. Use concern for the methods, attitudes and processes as well as the short- and long-term consequences of the decision.
   4. Respect the viewpoints of others; seek to educate by providing people the means they need to make reasoned decisions.
   5. Consult your conscience; thoughtful reflection on the solution you are considering will generally reveal right from wrong.
6. Evaluate the solution implemented.
   1. Did the solution achieve the desired result?
   2. How could the situation have been avoided?