Philosophy

The fraternities and sororities at Saint Louis University are values based organizations and therefore its members are held to a higher level of accountability and ethical responsibility. Fraternity men and sorority women are expected to act as responsible members of the Saint Louis University community as well as the local Saint Louis community both on and off campus. The expectations of fraternities and sororities are outlined in the Interfraternity Council and Panhellenic Council constitutions and bylaws, Panhellenic Social Events Policy, and Greek Social Events Policy. Chapters are responsible for any actions committed by members as these actions reflect on the chapter as a whole and may also reflect upon the University community. Fraternities and sororities should provide their members a rich, worthwhile experience that enhances their educational experience at Saint Louis University.

The Greek Conduct Board is a group of current fraternity and sorority members responsible for hearing cases of alleged policy violations, reviewing policy, and educating chapters on Greek policies. The board listens to evidence regarding alleged violations against chapters whose members violate Greek policy, determines a chapter’s responsibility for policy violations, and helps determine sanctions for chapters responsible for policy violations. Allegations may include chapter policy violations, actions committed by chapter members that represent the chapter, or chapters who fail to provide a positive enhancement to the Saint Louis University education. Greek Conduct Board members are charged with ensuring fraternities and sororities remain committed to being values based organizations, acting as responsible members of the Saint Louis University Community and local Saint Louis community, and providing a rich, worthwhile experience that enhances the educational experience at SLU.

Should chapters be found responsible for violating any of the fraternity/sorority governing documents, the Greek Conduct Board will determine sanctions to educate chapters on proper policy and procedure and provide them the tools to avoid similar behaviors in the future. The Greek Conduct Board will consider a combination of both educational and preventative strategies as well as both active (programming, reflection paper, strategic planning, etc.) and passive (removal of privileges, probation, etc.) to be most effective. When sanctioning chapters the Greek Conduct Board will take into consideration the nature of the offense, precedent for similar offenses, and the chapter’s disciplinary history.

In addition to coming before the Greek Life Conduct Board, individuals and or organizations involved could still go through the university conduct system.
I. Board Structure
   A. Chairs
      1. The Greek Conduct Board shall be Chaired by the Interfraternity Council Vice President of Standards and the Panhellenic Council Vice President of Standards.

      2. Roles and Duties of Chairs
         a. The Chairs should be present at every hearing that the Greek Conduct Board hears unless the case being heard is against his/her individual chapter.
         b. A presiding Conduct Board Chairperson will be selected for each hearing. The Chair will be selected based upon the charged organization’s council affiliation. If the charged organization is a member of the Panhellenic Council, the Panhellenic Vice President of Standards will Chair the hearing and if the charged organization is a member of the Interfraternity Council, the Interfraternity Council Vice President of Standards will serve as the Chair.
         c. The Chair is responsible for determining if a preliminary meeting is necessary or warranted based upon the alleged violations.
         d. The Chair is responsible for convening the Greek Conduct Board, charging party and charged party for a hearing.
         e. The Chair will oversee the hearing and deliberations, but will have no vote in determining responsibility or sanctions.
         f. The Chair will serve as the liaison to the chapter throughout the process, including communicating the outcome of the hearing and any sanctions, if given by the Greek Conduct Board.
         g. The Chair is responsible for enforcing the 2010 fraternity/sorority notification policy, which includes notifying chapter presidents, council officers, and chapter Advisors of chapters found in violation, description of the policy violations, and outcomes given by the Greek Conduct Board.
         h. It is the responsibility of the Chair to ensure a fair and timely process for all chapters.

   B. Membership
      1. Board Makeup
         a. The board shall consist of one representative from each fraternity and each sorority. Chapters must be in good standing with the council and University to have a representative on the board.
         b. Board members may not serve as their chapter’s president or Vice President of Standards during their time on the Greek Conduct Board.
         c. Members must be in good academic standing with their chapter and have a minimum of a 3.0 cumulative GPA throughout their term, verified by the Greek Conduct Board Advisor.
         d. Members must be in good conduct standing with their chapter and the University, which is verified by the Greek Conduct Board Advisor.
         e. Members must have been initiated for a minimum of one semester.
         f. Members must have chapter presidential approval to serve.
Board Structure continued

g. Hearings will consist of six representatives and two alternates. A rotational schedule will be made at the beginning of each semester.

h. Board members will not serve on a hearing that their chapter is either the charging party or the charged party.

2. Selection/Appointment

1. Applications will be available in May for members to apply for the following academic year. Application must include a presidential endorsement.

2. Applications will generally be reviewed by the Interfraternity Council Vice President of Standards, Panhellenic Council Vice President of Standards, and the Greek Conduct Board Advisor.

3. Applicants may be required to participate in an interview session.

4. Following the application review and interview session, potential new board members will be offered a position.

5. Appointment will be conferred once members sign the Greek Conduct Board Member expectations document and turn it into the Greek Conduct Board Advisor.

6. A student wishing to serve additional terms must submit an intent to return application with a presidential endorsement.

3. Term

a. Board members must be willing to serve for a period of one academic year.

b. Board members who wish to serve longer than their assigned calendar year will need to submit an intent to return application with a presidential endorsement, which will be reviewed by the Chairs of the board and Greek Conduct Board Advisor.

c. If board members have more than one unexcused absence from a meeting and/or hearing they may be subject to disciplinary action including their removal from the board. If a member resigns or is removed, the corresponding chapter will be responsible for finding their replacement.

d. Board members who are appointed in the middle of the year will serve only until the end of the current academic calendar.

4. Meetings

a. Greek Conduct Board will meet on Friday afternoon from 3 p.m. to 5 p.m. Board members are required to have this time available both semesters of their term and be available for all meetings.

b. Meeting times will include hearings, policy reviews, planning educational sessions, or additional trainings.

c. Board members will attend all meetings, unless a hearing has been called in which case only those serving on the hearing will attend.

d. If a Conduct Board Member is unable to attend, they must find another trained member from the Greek Conduct Board to serve as a replacement and notify the Chair and Advisor who their replacement will be.
e. Training will occur each semester and Board Members will be notified at least a week in advance and attendance is mandatory.
II. **Procedural Overview**

**A. Reporting of Violations Timeline**
1. Anyone wishing to report a violation may do so in writing to the Program Coordinators in the Student Involvement Center.
2. When a violation report is made known to the Student Involvement Center it should be turned over to the Greek Conduct Board within 3 business days.

**B. Conduct Process Timeline after Receiving a Report**
1. After reviewing the alleged violation, the Greek Conduct Board Chairs will meet with the Greek Conduct Board Advisor to determine if the violation is substantiated.
2. The Chapter President will be notified within 2 business days if the alleged violation has been substantiated and provided information on the rights of a fraternity/sorority at Saint Louis University. At that time the Chapter President, or his/her designee, will be asked to set up a preliminary meeting with the Chair and Greek Conduct Board Advisor or his/her designee or informed of their hearing date and time.
3. Once the Chapter President has been notified of an alleged violation, the chapter’s PSEP/GSEP event registration rights will be suspended until the conclusion of the Greek Conduct Board Process.
4. If a preliminary meeting is scheduled it will occur within one (1) week of the initial contact by the Greek Conduct Board Chair. Should the chapter president not respond to the Chair’s request for a meeting within two (2) business days, the Chair will immediately schedule the chapter to attend the next available hearing time and notify the chapter of the scheduled hearing. All hearing dates and deadlines will apply.
5. Once a preliminary meeting has concluded the Chair will determine if there is enough information that would warrant a hearing. If a hearing is necessary it will be scheduled for the Greek Conduct Board’s next meeting, with two (2) or more days notification for the chapter. The chapter will be notified of the decision following a preliminary meeting within two (2) business days.

**C. Deadlines for Evidence/Witnesses**
1. Charged chapters will have until 5:00 p.m. on the Wednesday prior to the hearing to submit evidence and names and contact information for any witnesses they wish to call to the Greek Conduct Board Chair. Evidence can be submitted electronically to the Chair or a hard copy can be submitted to the Student Involvement Center (Busch Student Center, Room 319).
2. No less than 24 hours prior to the hearing, the chapter must submit the questions for they intend to ask the witnesses they are presenting.
3. Charged and/or charging chapter(s) may request to review evidence that has been submitted by the opposing party. Arrangements must be made with the Greek Conduct Board Advisor.

**D. Hearing and Sanctioning Timing**
1. Hearings will be held on Friday afternoon beginning at 3:30 p.m, unless otherwise agreed upon by the Greek Conduct Board and the involved parties.
2. No more than 3 cases will be heard at one time, unless extenuating circumstances are presented. This will be determined by the Greek Conduct Board Chair in conjunction with the Greek Conduct Board Advisor.
3. If a chapter is not present for their hearing, the hearing will be conducted in their absence.
4. A chapter will be offered the opportunity to wait outside for the Greek Conduct Board’s decision or the decision will be emailed to the Chapter President within two (2) business days of their hearing.

E. Wrap Up and Appeals Timeline
1. Once a chapter receives their sanctions via email they have forty-eight (48) hours to confirm they have received the sanctions.
2. An organization has a right to appeal the process or outcome of a Greek Conduct Board hearing. Once a chapter receives the email notifying them of the conclusion of their hearing (as verified by the sent email time stamp), a chapter will have two (2) business days to file an appeal with the Office of Student Conduct. Appeals process is outlined in this manual.
3. After a chapter has confirmed the receipt of their sanctions and the two (2) business day timeline for an appeal has passed without an appeal submission, the Greek Conduct Board Chair will inform them their PSEP/GSEP event registration privileges are re-instated, as long as it is not in violation of the sanctions determined by the Greek Conduct Board.
III. Greek Conduct Board Policies
   A. Expectations of Greek Conduct Board
      1. Confidentiality
         a. The nature, facts, circumstances, participants, and/or deliberations of any Greek Conduct Board case shall not be discussed with anyone outside of the Hearing session.
         b. A chapter’s conduct history is not to be shown, disclosed, or discussed outside a Hearing session.
         c. No part of the conversation or proceedings of the Hearing or any phase of the Greek Conduct Board process shall be discussed outside the Greek Conduct Board meeting.
         d. Responsible chapters, their policy violation, and their sanctions will be announced, as per the Fraternity/Sorority Notification policy, but the Greek Conduct Board’s rationale for reaching that decision shall only be discussed with that chapter and appropriate University personnel, unless appropriate written permission is received from the chapter.
         e. Violation of the confidentiality policy can result in removal from the Greek Conduct Board through a review by the Co-Chairs and Greek Conduct Board Advisor.

      2. Objectivity
         a. Board members will carefully and impartially review the information presented at the hearing and render a decision based on the weight and credibility of the evidence.
         b. Any board member involved with one or more persons who are parties to a case, in such a way that may prejudice his/her objectivity, should abstain from participating in the hearing.
         c. A board member will not serve on a hearing where his/her chapter is represented as the charged or charging party.

      3. Standards
         a. Board members agree to the enforcement of behavioral standards that the University and Greek Community have set for members of its community through appropriate University policies.
         b. Board members must support the integrity of their position by upholding, through personal example, the behavioral standards that the University and Greek Community expect of others.
         c. Board members will practice ethical decision making both within and outside Greek Conduct Board meetings.

      4. Skills and Knowledge
         a. Board members will exercise critical thinking and reasoning skills when evaluating a case and determining outcomes.
         b. Members must be able to interpret policy and apply policy in varying situations.
c. Members should be knowledgeable of inter/national fraternity and sorority governing policies
d. Board members will have excellent communication skills, both oral and written.

B. Charged Party Rights

1. Timely, Written Notification
   A. Chapter has the right to receive in writing (e-mail) the alleged violations and a request to set up a preliminary meeting with the Chair and Greek Conduct Board Advisor or a date, time, and location of a hearing.
   B. Chapter has the right to receive written (e-mail) notification of their hearing date, time, and location in writing no later than two (2) business days prior to the hearing.
   C. Chapter has the right to receive in writing (email) notification of the outcome of the hearing no later than two (2) business days following the hearing.

2. Advisors
   A. The Charged Organization may be accompanied by an Advisor. Advisors are not permitted to speak directly to the board or to directly participate in the hearing, including serving as a witness.
   B. Legal counsel (including without limitation, law students, law school graduates not licensed to practice law and licensed attorneys) is not permitted at a hearing, even as a personal adviser, except when criminal charges are concurrently pending against the Charged Organization, arising out of the same conduct that is the subject of the hearing.

3. Ability to remain silent
   A. In any hearing or other related meeting, the Charged Organization may remain Silent.

4. Access to information
   A. Chapter may request to see original information from the incident report.
   B. Chapter can contact the Greek Conduct Board Advisor to set up a time to review evidence and witness list submitted by the charging party.
   C. Chapter will have the opportunity to ask questions of the Charging Party and of witnesses presented by the Charging Party. Questions will be submitted in writing to the Greek Conduct Board Chair.

5. Object a Board Member
   A. During the hearing the chapter will be asked if they object to any board members present.
   B. If the chapter does object, they can state the name and the reason for the objection.
   C. The Chair and Greek Conduct Board Advisor will determine how to respond to the board member objection.
C. Charging Party Rights

1. Timely, Written Notification
   a. Charging Party has the right to receive written (e-mail) notification of their hearing date, time, and location in writing no later than two (2) business days prior to the hearing.
   b. Charging Party has the right to receive in writing (email) notification of the outcome of the hearing no later than two (2) business days following the hearing.

2. Advisors
   a. The Charging Party may be accompanied by an Advisor. Advisors are not permitted to speak directly to the board or to directly participate in the hearing, including serving as a witness.
   b. Legal counsel (including without limitation, law students, law school graduates not licensed to practice law and licensed attorneys) is not permitted at a hearing, even as a personal adviser, except when criminal charges are concurrently pending against the Charged Organization, arising out of the same conduct that is the subject of the hearing.

3. Access to information
   a. The Charging Party may request to see original information from the incident report.
   b. The Charging Party can contact the Greek Conduct Board Advisor to set up a time to review evidence and witness list submitted by the charged party.
   c. The Charging Party will have the opportunity to ask questions of the Charged Party and of witnesses presented by the Charged Party. Questions will be submitted in writing to the Greek Conduct Board Chair.

4. Object a Board Member
   a. During the hearing the Charging Party will be asked if they object to any board members present.
   b. If the Charging Party does object, they can state the name and the reason for the objection.
   c. The Chair and Greek Conduct Board Advisor will determine how to respond to the board member objection.

5. Confidentiality and Anonymity
   a. The Greek Conduct Board will research and investigate all claims, including anonymous claims, but cannot hear cases without substantiated evidence.
   b. The Greek Conduct Board will take confidential reporting. The Charging Party will provide the substantiated evidence, provide a statement and answer questions of the Greek Conduct Board Chair and/or Advisor and not have to appear before the Charged Party at the hearing.
IV. Preliminary Meeting Script

A. The Chair will arrive in the room 15 minutes prior to the scheduled preliminary meeting. The Chair will have previously seen all of the information available from the Greek Conduct Board Advisor. The Greek Conduct Board Advisor and Chair will re-examine any documents thoroughly and discuss any questions they have to be prepared for the preliminary meeting.

B. The Greek Conduct Board (GCB) Chair will escort all appropriate parties into the meeting room at the scheduled time.

Introductions:

GCB Chair: “Welcome to your preliminary meeting. My name is [name] and I serve as the Greek Conduct Board Chair and will be your liaison to the Board throughout this process.”

GCB Advisor: “My name is [name] and I serve as the Advisor to the Greek Conduct Board. My role is to help ensure a fair process is provided to you and your chapter, while upholding the policies of the Greek community.”

C. The GCB Chair will outline the Greek Conduct process and the process and purpose of the preliminary meeting.

D. The Chair should begin to gain information regarding the incident as the chapter sees the incident occurring.

Outline of Process and Preliminary Meeting:

GCB Chair: “As reports of possible violations are brought to the attention of the Greek Conduct Board, it is our responsibility to investigate the allegation. When a report is filed, we review the report and meet with the chapter to discuss the incident. The complaint will either be dismissed or it will be determined that the incident must be sent before the Greek Conduct Board. If the complaint goes before the Greek Conduct Board, you will be offered the opportunity to accept or deny responsibility and present your case. A board of your peers will determine responsibility if you did not accept and if necessary determine outcomes.

This preliminary meeting is informational and designed to discuss what happened and gather additional information regarding the incident. It should last no more than 30 minutes. If you have questions about the process at any time, please feel free to ask.”
Preliminary meeting questions for chapters:

GCB Chair:

“What can you tell us about the event [date, location, additional information on the event]?”

“It was reported [read the reported violation]. What do you know about that incident?”

“What are some ways your chapter has addressed this issue, if you have done so?”

[Additional questions may be asked/added to gain insight and clarity on the situation to make a determination if a policy violation occurred.]

[If additional questions are asked, remember effective questioning techniques such as open-ended questions.]

E. Once the Greek Conduct Board Chair feels he/she has enough information to determine if there has been a policy violation or not, the Chair can conclude the meeting.

Meeting Conclusion:

GCB Chair:

“We would like to thank you for coming in to discuss this situation with us. We will review the information presented and make a determination on the validity of the complaint. You will be notified via email if a representative for your chapter needs to appear for a hearing with the Greek Conduct Board.

If a hearing is to be scheduled, we will provide you with information on the process and steps to provide evidence and witnesses to support your case. You will have no less than two (2) business days notification prior to your hearing.

All PSEP/GSEP privileges remain suspended until you receive notification from me. If the complaint is not substantiated, your PSEP/GSEP privileges will be reinstated with my email to you. If the complaint goes before the Greek Conduct Board, your privileges remain suspended until the conclusion of that process.

Do you have any questions at this time?”

F. Greek Conduct Board Chair will dismiss the parties present.

Dismissal:

GCB Chair:

“Thank you again for your participation and cooperation. You are dismissed at this time.”
Hearing Procedures Script

V. Hearing Procedures Script
   A. The GCB members will arrive in the room thirty minutes prior to a scheduled hearing. The GCB Chairs will already have pertinent case information available and have the room prepared for the hearing. The GCB members will read the report, examine all accompanying documents thoroughly, and discuss questions to ask so they will be prepared for the hearing.

   B. Call to Order: The GCB co-Chair will escort all appropriate parties into the hearing room at the scheduled time. The hearing will then be called to order by the GCB Chair.

   GCB Chair: “We will now call this hearing to order at [time] on [month, date, year]. These members of the Greek Conduct Board are called here today to review allegations and information, and to reach an informed decision. The Greek Conduct Board hearing process has been designed to allow self governance within the Greek community, while holding chapters accountable for their actions and attempting to prevent future incidents. The Greek Conduct Board will work to ensure fraternities and sororities remain committed to being values based organizations, acting as responsible members of the Saint Louis University Community and local Saint Louis community, and providing a rich, worthwhile experience that enhances the educational experience at SLU.”

   “We are here today to determine whether or not there have been violations of the Greek Social Events Policy, Interfraternity Council constitution and bylaws, or the Panhellenic constitution and bylaws by [chapter name]. This process is provided to fraternities/sororities in accordance with their rights established under the Code of Student Conduct. This is an educational hearing, and all procedures reflect the educational nature of the student disciplinary system.”

   C. Introduction of the Board: GCB Chair will have board members introduce themselves and determine if the Charged or Charging Party objects to a board member serving on the hearing.

   GCB Chair: “At this time I would like each of the Board Members to introduce themselves to all parties by stating their name.”

   GCB Chair: “Is there anyone on this board whom you feel should not serve on this hearing?”

   If yes, ask who and why. Objections must be specific to an individual and for reasonable cause. The GCB Chair will consult with the GCB Advisor to determine how to respond to challenges of board members. Be sure to confer with both the Charged and Charging Party.
### D. Procedural Clarification
The GCB Chair will verify the chapter is aware of their rights as fraternity/sorority at SLU and they received a copy of the charges in advance.

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<tr>
<th>GCB Chair:</th>
<th>“Do you understand the rights you are entitled to as a fraternity/sorority at Saint Louis University?”</th>
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<td>[If no, please review any concerns the student has until understanding is established.]</td>
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<td>“Did you receive a copy of the charges in writing prior to today’s hearing?”</td>
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<td>[If no seek clarification if a notification was sent with the GCB co-Chair and Advisor.]</td>
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### E. The GCB Chair will then ask the responding fraternity/sorority representative(s) to respond to all allegations for the record.

<table>
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<tr>
<th><strong>Responses to Charges:</strong></th>
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<tr>
<td><strong>GCB Chair:</strong></td>
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<td><strong>GCB Chair:</strong></td>
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| **GCB Co-Chair:** | GCB co-Chair should record chapter’s statement of responsibility. Reading of charges and entering a statement of responsibility should be repeated for each various charge.
If the Chapter enters a claim of Not Responsible:

A. **Opening Statements**: The Board will first hear opening statements from the charging party and then the charged party. If there is no charging party present, the Chair shall read the statement on behalf of the University or charging party.

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GCB Chair: “At this time we will hear opening statements from the charging party and then the charged party. We will first hear from [name of the charging organization].”

If there is no charging party then the GCB Chair should read the statement provided by the charging party or the University.

When the charging party has completed their opening statements the GCB Chair should ask the charge party if they have any questions at this time, which must be presented in writing to the GCB Chair. The GCB Chair will review the questions and ask them on behalf of the charged party if deemed appropriate.

The board will then be asked if they have any questions at this time. Board members can direct questions to the charging party.

“At this time we will hear opening statements from [name of the charged organization].”

When the charged party has completed their opening statements the GCB Chair should ask the charging party if they have any questions at this time, which must be presented in writing to the GCB Chair. The GCB Chair will review the questions and ask them on behalf of the charged party if deemed appropriate.

The board will then be asked if they have any questions at this time. Board members can direct questions to the charging party.
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B. **Evidence from Charging Party**: The Charging Party must submit all evidence by 5:00 pm on the Wednesday prior to a hearing. The Greek Conduct Board and Charged Party will be provided copies of all evidence at the hearing.

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GCB Chair: “[Charged Party] have you had an opportunity to review the evidence presented by the Charging Party?”

Provide up to 5 minutes for the Charged Party to review evidence then proceed to witness, if witnesses are present.
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C. **Witnesses from Charging Party:** The Charging Party must submit a list of all witness names and contact information by 5:00 pm on the Wednesday prior to a hearing. All questions for the witness submitted by the Charging Party must be submitted 24 hours prior to the hearing. Questioning will begin with the Charging Party, followed by the Charged Party, and finally opened to the Board.

GCB Chair: The GCB Chair will read the following statement to each new witness.

> **“Welcome to the Greek Conduct Board. As a witness, you will be asked a variety of question to assist the Board in determining whether or not violations of the [Governing Board document] have occurred. We ask you to provide information that is both truthful and complete. We will begin with questions from the Charging Party, then the Charged Party, then the Greek Conduct Board.”**

All questions from the Charged Party must be presented in writing to the GCB Chair. The GCB Chair will have final discretion regarding relevancy of questions asked by the charged party. Should the Charging Party wish to add any additional questions to the list submitted 24 hours in advance, they must be submitted in writing and approved by the GCB Chair prior to the start of questioning.

After each witness has been questioned the GCB Chair will ask the board if the witness should be retained.

GCB Chair: **“Does any member of the Board feel there is a reason to retain this witness for further questioning?”**

If the board does not feel the witness should be retained the witness is dismissed.

D. **Evidence from Charged Party:** The Charged Party must submit all evidence by 5:00 pm on the Wednesday prior to a hearing. The Greek Conduct Board and Charging Party will be provided copies of all evidence at the hearing.

GCB Chair: **“[Charging Party] have you had an opportunity to review the evidence presented by the Charged Party?”**

Provide up to 5 minutes for the Charging Party to review evidence then proceed to witness, if witnesses are present.
E. **Witnesses from Charged Party:** The Charged Party must submit a list of all witness names and contact information by 5:00 pm on the Wednesday prior to a hearing. All questions for the witness submitted by the Charged Party must be submitted 24 hours prior to the hearing. Questioning will begin with the Charged Party, followed by the Charged Party, and finally opened to the Board.

**Witness Introduction:**

<table>
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<tr>
<th>GCB Chair:</th>
<th>When a Witness is presented the GCB Chair will read the following statement to each new witness.</th>
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<tr>
<td></td>
<td><strong>“Welcome to the Greek Conduct Board. As a witness, you will be asked a variety of question to assist the Board in determining whether or not violations of the [Governing Board document] have occurred. We ask you to provide information that is both truthful and complete. We will begin with questions from the Charged Party, then the Charging Party, then the Greek Conduct Board.</strong></td>
</tr>
<tr>
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<td>All questions from the Charging Party must be presented in writing to the GCB Chair. The GCB Chair will have final discretion regarding relevancy of questions asked by the charged party. Should the Charged Party wish to add any additional questions to the list submitted 24 hours in advance, they must be submitted in writing and approved by the GCB Chair prior to the start of questioning.</td>
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<td></td>
<td>After each witness has been questioned the GCB Chair will ask the board if they feel if the witness should be retained.</td>
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<tr>
<td>GCB Chair:</td>
<td><strong>“Does any member of the Board feel there is a reason to retain this witness for further questioning?”</strong></td>
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</table>
F. **Closing Statements:** The Board will first hear a closing statement from the Charging Party and then the Charged Party. The Greek Conduct Board will be allowed to ask any final questions at this time before heading into deliberations.

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<tr>
<th>GCB Chair:</th>
<th>“At this time, we will allow closing statements. Closing statements will be limited to five minutes in length. We will begin with the Charging Party and then moved to the Charged Party.”</th>
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<tr>
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<td>Following the Charging Party’s closing statement ask the Board if they have questions.</td>
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<tr>
<td></td>
<td><strong>“Does the Greek Conduct Board have questions for [Charging Party] at this time?”</strong></td>
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<tr>
<td>GCB Chair:</td>
<td>“We will now hear from [Charged Party].”</td>
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<tr>
<td></td>
<td>Following the Charged Party’s closing statement ask the Board if they have questions.</td>
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<tr>
<td></td>
<td><strong>“Does the Greek Conduct Board have questions for [Charged Party] at this time?”</strong></td>
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G. **Move to Deliberations:** The hearing is concluded and the parties are dismissed while the Conduct Board deliberates. The parties will be notified via phone call of the decision of the board and the official notification and any appeal information will come via email within 2 business days.

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<tr>
<th>GCB Chair:</th>
<th>“The Greek Conduct Board will now move to closed session for the purpose of reaching a decision. You will be notified within two business days via email regarding the Board’s decision. The letter will provide the outcome of the hearing, any sanctions imposed, and information regarding the appeals process. Thank you for your participation in this hearing. This hearing is now concluded.”</th>
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Updated 10/23/2012
### If the Chapter enters a claim of Responsible:

A. **Rationale Statements:** When a chapter enters a claim of Responsible the Charging and Charged Party will be able to provide a rationale statement. The Charging Party will first present their statement followed by the Charged Party. The Board will be able to question both parties following their rationale statements.

| GCB Chair: | “Since the chapter has entered a claim of Responsible we will forgo the formal hearing process. The Charging Party will be provided the opportunity to read their narrative and account of the incident, followed by the Charged Party. The board will be able to question both parties following their statements to gain a better understanding of the issues at hand to assist in providing the most appropriate sanction. Following that the Board will review all evidence presented by the 5:00 pm Wednesday deadline and be allowed to ask questions regarding evidence.” |
| GCB Chair: | “At this time we will hear from the Charging Party.” |
| If there is no charging party then the GCB Chair should read the statement provided by the charging party or the University. |
| The board will then be asked if they have any questions at this time. Board members can direct questions to the charging party. |
| GCB Chair: | “At this time we will hear the rationale statement from [name of the charged organization].” |
| The board will be asked if they have any questions at this time. Board members can direct questions to the charged party. |

B. **Review of Evidence:** Both parties must submit all evidence by 5:00 pm on the Wednesday prior to a hearing. Following the Charging and Charged Parties Rationale statements, the Board will review all evidence and ask questions beginning with the Charging Party and followed by the Charged Party.
### GCB Chair:

“The Greek Conduct Board has been presented with evidence on behalf of the Charging Party and provided the opportunity to review the evidence prior to today’s hearing.”

“Does the Greek Conduct board have any further questions at this time?”

“Since neither party presented evidence the Board will move into deliberations based upon your rational statements.”

### If no evidence was presented:

GCB Chair:

“Does the Greek Conduct board have any further questions at this time?”

C. **Move to Deliberations:** The hearing is concluded and the parties are dismissed while the Conduct Board deliberates. The parties will be notified via phone call of the decision of the board and the official notification and any appeal information will come via email within 2 business days.

GCB Chair:

“The Greek Conduct Board will now move to closed session for the purpose of reaching a decision. You will be notified within two business days via email regarding the Board’s decision. The letter will provide the outcome of the hearing, any sanctions imposed, and information regarding the appeals process.

Thank you for your participation in this hearing. This hearing is now concluded.”
V. Determining Outcomes

A. Determining Responsibility

1. The Greek Conduct Board will use a standard of **was it more likely than not** to determine if the Charged Party is responsible for violating Greek Life policy or not.
2. A simple majority vote is necessary to determine if a chapter is or is not responsible.
3. Each alleged violation requires a separate and formal vote.

B. Determining Outcomes

1. If the board finds a chapter responsible or a chapter enters a statement of responsible based upon the allegations, the Greek Conduct Board will need to determine sanctions for the chapter(s).
2. The Greek Conduct Board Advisor will supply the Greek Conduct Board members with a list of the chapter’s Conduct history, including violations and outcomes.
3. Board members are responsible for proposing appropriate sanctions based upon the chapter’s violations.
4. Time for discussion and debate on each of the proposed sanctions will be provided.
5. Each outcome must be voted on independently and receive a majority vote.
6. If an outcome has been voted upon and later revised, an amendment to the outcome must be proposed and the new outcome must be re-voted upon and receive a majority vote to pass.
7. For sanctioning to be effective, it is important to consider a combination of both educational and preventative strategies as well as both active (programming, reflection paper, strategic planning, etc.) and passive strategies (removal of privileges, probation, etc.).
8. The goal of the Greek Conduct Board sanctions are to educate the chapter and/or community, assist the chapter in aligning action with values, and work to prevent the behavior from occurring in the future.
9. All outcomes will be specific and include due date, contact information, etc.

C. Sanctions to Consider

1. Probation
   a. Disciplinary Probation is a serious restriction on the fraternity/sorority's good standing with the University. Disciplinary Probation can last anywhere from one semester to two years.
   b. Any subsequent violations during the probationary period will be viewed as both a violation of University regulations and a violation of the probation, and may result in additional and more severe sanctions.
   c. A fraternity/sorority on Disciplinary Probation will be required to fulfill specific conditions and/or refrain from certain actions or activities. At the end of the disciplinary probation period, all lost privileges shall be restored.
   d. While on Disciplinary Probation the chapter will forfeit their right to vote in their respective governing council on any business but are still expected to attend.
   e. Further, any member of the chapter will be unable to hold any leadership role/position within the Greek community, whether elected or appointed,
Determining Outcomes continued

including, but not limited to, the Interfraternity Council, the Panhellenic Council, Order of Omega, GAMMA, Greek Conduct Board, Greek Mission Trip, and Greek Week.

2. Substance Restriction
   a. Substance Restriction allows the chapter to have only substance free (alcohol-free and drug-free) events (including member education events, switches, formals, date parties, philanthropy, etc.) through the date specified.
   b. All events must be pre-approved by the Student Involvement Center no later than 2 weeks prior to the date of the event.
   c. Any events in which alcohol is not necessarily provided, but may be present, are also prohibited.
   d. The Student Involvement Center reserves the right to deny any event that in some way may not be in accordance with substance restriction status.

3. Educational Programming
   a. Educational programming is a requirement that the chapter hold an educational workshop on a topic related to their violation (alcohol, hazing, etc.).
   b. Program suggestions could include the following:
      i. Online educational programming such as Alcohol.edu, GreekLife.Edu, or Mystudentbody.com. You can require a percentage of the chapter or leadership within the chapter to complete the task and ask for verification in the form of printed completion/certificates.
      ii. Utilize campus programs offered to students. These may include programs on ethical decision-making, alcohol/drug education, etc.
      iii. Require the chapter to host an educational workshop open to other chapters. These are effective if they are planned in conjunction with the Student Involvement Center and/or require the approval of the Student Involvement Center staff to ensure presenters/facilitators are trained and qualified.
      iv. Require the chapter to present a workshop related to the violation. The chapter should present a preview of the workshop to the governing council executive board and the appropriate Student Involvement Center Advisor in advance to ensure that the content is accurate, appropriate, and informational. This is good for helping chapters take ownership of their challenges, provide public acknowledgement of errors, and provide education on a topic that other chapters could be facing.
      v. Utilize national resources for programming, trainings, or educational opportunities such as RISE Partnerships, the Novak Institute for Hazing Prevention, or Response Ability Project.
      vi. Partnership with the Inter/national organization for a membership review, review of new member education process, review of membership education process, recruitment process review, or various trainings on organizational policies, history, and values. Through partnership with the inter/national
organization, the students can hear a consistent message regarding improvement and working to achieve sanctions.

4. Restitution
   a. A monetary fine when a violation involved damage to property
   b. The Conduct Board can obtain the repair costs of the damage and require the chapter to be responsible for the re-payment.

5. Warning
   a. A warning allows the board to respond to a specific violation and document the incident in the official chapter file
   b. If a chapter is later found responsible for a similar violation, the warning would allow the board to move to a stronger sanction recommendation

6. Punitive Sanctions
   a. If the Greek Conduct Board determines a loss of privilege they may remove certain rights of the chapter.
   b. This includes but is not limited to, access and use of a Chapter Room in DeMattias Hall, the privilege for members to be assigned to live in DeMattias Hall, participation in Greek Week or other all-Greek events, etc.
VI. Greek Conduct Board Authority

A. Jurisdiction of Greek Conduct Board
   1. The Greek Conduct Board has the responsibility and authority to adjudicate violations of governing council policies and social event polices.
   2. In some cases the Office of Student Conduct can refer a violation of the Student Code of Conduct by a chapter to the Greek Conduct Board.
   3. The Board does not hear matters regarding individual student behavior.
   4. The Greek Conduct Board will not likely hear cases that could result in the suspension or expulsion of a chapter.
   5. The Greek Conduct Board will not hear violation of Panhellenic Recruitment policy.

B. Due Process
   1. Fairness is the fundamental element to a successful conduct process and therefore the board will follow the stated process outlined in the Greek Conduct Board manual.
   2. Due process includes the following:
      a. Written notice of charges
      b. Opportunity to respond to charges
      c. Notice of time and place of the hearing/meeting
      d. Right to an Advisor
      e. Right to produce witnesses
      f. Right to question witnesses
      g. Right to inspect their record
      h. Right to appeal the decision if the chapter follows the appeals process.
   3. The Greek Conduct Board procedures may be waived by the chapter if the chapter president signs a statement indicating the reasoning for a speedier process.

C. Legal Process versus Governing Council
   1. Fraternity/Sorority conduct processes are not legal processes. They are intended to be educational in nature, not adversarial.
   2. As a result legal language is not used in the Greek Conduct Process. Please remember the following language throughout the Greek Conduct Board process:

<table>
<thead>
<tr>
<th>Legal Language</th>
<th>Greek Conduct Board Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trial</td>
<td>Hearing</td>
</tr>
<tr>
<td>Defendant</td>
<td>Charged Chapter</td>
</tr>
<tr>
<td>Plaintiff</td>
<td>Charging Party</td>
</tr>
<tr>
<td>Plea</td>
<td>Statement of responsibility</td>
</tr>
<tr>
<td>Guilty</td>
<td>Responsible</td>
</tr>
<tr>
<td>Not guilty</td>
<td>Not responsible</td>
</tr>
<tr>
<td>Beyond a reasonable doubt</td>
<td>More likely than not</td>
</tr>
<tr>
<td>Chief Justice</td>
<td>Conduct Board Chair</td>
</tr>
<tr>
<td>Closing arguments</td>
<td>Closing statements</td>
</tr>
<tr>
<td>Verdict</td>
<td>Outcome</td>
</tr>
<tr>
<td>Penalty/sentence</td>
<td>Sanction</td>
</tr>
</tbody>
</table>
Effective Questioning and Common Problems

VII. Effective Questioning Techniques
   A. Open-ended questions
      1. Open-ended questions are designed to encourage a full, meaningful answer versus a short or single-word answer from a closed-ended question.
      2. Open-ended questions should be utilized as they tend to be more objective.
      3. Open-ended questions typically begin with words like “why”, “how”, or phrases like “tell me about…”
      4. Open-ended questions can also be more of a statement that elicits a response.
   B. Factual questions
      1. Factual questions are used to get information from the chapter.
      2. Often beginning with “what”, this type of question can confirm information the Greek Conduct Board received.
   C. Perception questions
      1. Perception questions allow the Board to determine what the charging or charged party observed, felt, or experienced.
      2. Perception questions focus on what was seen, heard, felt, detected, noticed, observed, etc.

VIII. Common Problems for Board Members
   A. I just don’t feel right about holding this group responsible.
      1. Oftentimes the actions of a few mandate the need to hold the group accountable.
      2. As a board member you agreed to enforce the behavioral standards set forth by the community and ensure the chapters were contributing to the educational experience of SLU.
      3. You must be consistent in how you handle similar violations of the fraternity/sorority policies.
      4. If you never hold a group accountable, the Greek Conduct Board will not be a well-respected self-governing body.
   B. The organization seems so remorseful, I know they’ll never do this again, do I have to sanction them?
      1. You do not have to sanction any group, but you must consider the severity, precedent, and the chapter’s history.
      2. You also must consider what precedent you set if you do not sanction a chapter.
      3. There are a variety of outcomes you could choose from and they should provide a balance between educational and punitive.
      4. The board should also remember that a chapter may have already taken steps to rectify the situation and you do not have to “beat them while they’re down” but ensure they learn from their mistakes and ensure it will be prevented in the future.
   C. The organization representative contacted/approached me after our meeting…what do I do?
      1. You cannot speak about hearings to anyone outside of the hearing proceedings.
Effective Questioning and Common Problems continued

2. Inform them they should consult with the Greek Conduct Board Chair and/or Advisor.
3. Report it to the Greek Conduct Board Chair and/or Advisor.

D. The organization representative was really emotional: crying, yelling, etc…
   1. If you feel the chapter representative, witness, or charging party needs a break, invite them to take a short breather.
   2. If the Greek Conduct Board needs a break, adjourn the hearing until you’re ready to resume.

E. I don’t know the process for a hearing.
   1. The hearing process is spelled out in your manual and on the Google site.

F. I can’t decide who to believe.
   1. The Greek Conduct Board uses the standard of proof of more likely than not in determining responsibility. This does not require 100% belief in one side or another.
   2. Use common sense and critical thinking to help you decide if it is more likely than not the incident occurred.
   3. After hearing both stories and perspectives, ask yourself “is it likely that this occurred the way it was told?”

G. I don’t want this to get turned over on appeal. Will our decision be supported?
   1. The best way to avoid your decision getting overturned is to follow your policies and remain consistent from case to case.
   2. Making thoughtful, clear decisions and including the board’s rationale when disclosing sanctions to the chapter will help them see that a fair process was followed.
   3. The University takes seriously their commitment to fraternity/sorority self-governance and recognizes that the most impactful way for our community to be the best we can be is to hold ourselves accountable.
IX. North-American Interfraternity Conference Resolutions

A. The following include a few of the NIC Resolutions Greek Conduct Board members should keep in mind when considering sanctioning. For a full listing of the NIC’s Resolutions, please visit nicindy.org.

B. Statement of Position Supporting the Constitutional Rights of Students
1. The NIC has a strong record of supporting legislative efforts to protect the rights of freedom of association and freedom of speech at all college and university campuses.
2. The Conference acknowledges that colleges and universities have the right to establish fair and reasonable rules and regulations applicable to all student organizations seeking to receive and maintain recognition.
3. The Conference asserts, however, that colleges and universities do not have the right to infringe on an organization's right to recruit members, or on a student's right to associate with an organization, if selected by the organization, on such terms and conditions as the student and the organization exclusively may agree.

C. Statement of Position on Fostering Academic Achievement
1. Two Standards of the NIC call for member fraternities to have a chapter annual cumulative GPA at 2.5 or higher, and a new-member GPA of 2.3 or higher.
2. Additional Standards state that member organizations are to communicate to undergraduate members the importance of participating in educational programming, campus, inter/national fraternity, or independently led, covering academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault awareness/prevention, and values and ethics.

D. Statement of Position on Recruitment
1. NIC-member fraternities pursue a recruitment model based on an unrestricted, year-round commitment to actively seek prospective members who share a commitment to the fraternal values of scholarship, leadership and service.
2. Recruitment is the lifeblood of every chapter, and in addition to year-round opportunities to seek new members the Standards of the NIC state that host institutions and campus IFCs will not prohibit NIC member fraternities from recruiting. To prohibit a group from recruiting is communicating to the organization that there is no support for the group to improve, grow, or even continue to survive. The NIC is opposed to this prohibition in ANY and ALL situations.

E. Statement of Position on Hazing and Behavior
1. The Standards of the NIC oblige every member fraternity to have well-communicated risk management policies that address alcohol use, fire safety, hazing and sexual assault/abuse.
2. The Standards call for each member organization to communicate the importance for its undergraduate members to participate in educational programming - campus, inter/national fraternity, or independently led - covering academic achievement,
alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault awareness/prevention, and values and ethics.

F. Statement of Position on Alcohol Education, Partnerships and Increased Dialogue
1. The North-American Interfraternity Conference strongly encourages member fraternities to communicate their values through ritual at least annually and to pursue alcohol-free chapter facilities, as well as other programs designed to address the misuse of alcohol.
2. NIC-member standards call for alcohol-free recruitment events and alcohol-free new member/pledge/associate member programs.
3. The Standards of the NIC call for host institutions to provide campus programming for all students designed to inhibit/prevent problem behaviors.

X. National Panhellenic Conference Unanimous Agreements
A. The following include a few of the NPC Unanimous Agreements Greek Conduct Board members should keep in mind when considering sanctioning. For a full listing of the NPC’s Unanimous Agreements, please visit npcwomen.org.

B. Jurisdiction of Panhellenic Associations
1. A College Panhellenic Council shall take no action that infringes on the sovereignty, rights, or privileges of the individual NPC fraternities. Infringements include but are not limited to the following:
   a. Requiring fraternity chapters to maintain a specific scholastic grade point average.
   b. Requiring a scholastic grade point average as a condition for a chapter’s participation in membership recruitment.
   c. Requiring a scholastic grade point average as a condition for a woman’s participation in the membership recruitment process.
   d. Requiring fraternity chapters to maintain a minimum number of members.
   e. Polling chapters regarding their internal operations.
   f. Lowering a chapter’s quota as a penalty.
   g. Requiring a chapter’s Panhellenic delegate to be a specific chapter officer.

C. Except in routine matters, a College Panhellenic Council and officers of a College Panhellenic Council shall act only upon a vote of the delegate body after referral to the member fraternity chapters.

D. Standards of Ethical Conduct
1. National Panhellenic Conference fraternities shall impress upon their undergraduate and alumnae members that they shall respect and obey the letter and the spirit of all NPC Unanimous Agreements
2. In case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and to prevent publicity, both in the college and the community.
NIC Standards and NPC Unanimous Agreements

3. National Panhellenic Conference denounces the arbitrary priority rating of women’s fraternities.
4. National Panhellenic Conference denounces the ranking or categorization of chapters determined by administrative personnel according to a chapter’s compliance with university standards or guidelines.
5. It is in accord with the dignity and good manners of fraternity women to:
   a. Avoid disparaging remarks about any fraternity or college woman.
   b. Create friendly relations between fraternity and nonfraternity women.
   c. Avoid negative publicity on Panhellenic matters.
   d. National Panhellenic Conference discourages the use of Greek-letter fraternity names and insignia in inappropriate or distasteful commercial advertising.

E. COLLEGE PANHELLENIC ASSOCIATION AGREEMENT
   1. Each installed NPC fraternity chapter shall have one vote.
   2. A College Panhellenic Association shall not expel a chapter of any NPC fraternity from its membership, nor shall it have the authority to recommend such action.
   3. Each NPC fraternity chapter has the right to COB to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate the colonization of a chapter or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks.
In the case of a violation of an NPC unanimous agreement or recruitment rules/guidelines the College Panhellenic will follow the procedures outlined in the National Panhellenic Conference Manual of Information (Green Book) for Mediation. The purpose of mediation is to find a solution satisfactory to both the Charging party and the Charged sorority that is appropriate under NPC unanimous agreements and the College Panhellenic Constitution, By-laws, and rules. All forms and procedures outlined in the Green Book will be followed accordingly (see Appendix A). In the event mediation is not successful, a conduct board hearing may be heard by the Saint Louis University Greek Conduct Board.
XI. Appeals

A. Filing an Appeal

1. Any organization has the right to appeal the process or outcome of a conduct hearing.
2. All chapters who receive sanctions from the Greek Conduct Board will receive the appeal information from the Greek Conduct Board Manual and the Code of Student Conduct with their outcome letter.
3. If a chapter chooses to appeal they have two (2) business days to submit their appeal from the date their outcome letter was emailed or hand delivered. The due date of the appeal will be listed on the outcome letter.
4. Appeals must be directed IN WRITING to the Coordinator of Student Conduct, or his or her designee. An appeal should be typed, signed, and submitted to the Office of Student Conduct, Busch Student Center, Suite 313.

B. Grounds for Appeals

1. When a chapter receives sanctions for a violation of a Greek policy or governing document, they can appeal for the following reasons:
   a. They believe that the process was unfair.
      i. The process must be conducted fairly in light of the charges and information presented.
      ii. The Hearing Process Procedures, outlined in the Greek Conduct Board manual, must be performed as stated.
      iii. The charged party must have reasonable opportunity to prepare and present information as outlined in the Greek Conduct Board manual, meaning no less than two (2) business days to prepare for the hearing.
   b. They believe the sanctions imposed were excessive or not appropriate based upon the violation(s) of the Greek governing document or policy they were found to have violated.
   c. They believe the decision reached by the Greek Conduct Board was based on insubstantial information or the facts were insufficient to establish that the violation(s) of Greek governing document or policy occurred.
   d. To consider new information, that was not known to the charged organization at the time of the hearing, but is sufficient to alter the decision by the Greek Conduct Board.
Effective September 1, 2010, the Greek Conduct Board will announce the outcomes of any fraternity or sorority hearings in which a chapter is found responsible for a policy violation. The Greek Conduct Board Chairs will send an e-mail to all chapter presidents and Advisors with the following information:

- Chapter(s) found in violation
- Description of policy violation
- Outcomes given to the chapter by the Greek Conduct Board

**Rationale**

As a Fraternity and Sorority Community, we have agreed to hold ourselves to a higher standard and we have taken on the responsibility of self-governance. In order to do so effectively, it is important that our conduct processes be transparent to all members of the fraternity and sorority and SLU community. When the Greek Conduct Board presents the results of their hearings, it demonstrates to all members that we are holding our chapters accountable for the policies, which they have decided on together. This also helps dispel rumors by providing accurate information directly from the board.

It is our reality that choices made by one chapter affect all of our chapters. If a chapter loses social privileges or recognition, other chapters that may choose to mix with that chapter may be considered in violation. By providing information regarding conduct violations, chapter presidents will be able to have an informed conversation with their members to assist in decision-making and to prevent their chapter from a potentially compromising position.

The Greek Conduct Board will not share conduct information regarding individual members’ conduct, which is protected under the Family Educational Rights and Privacy Act (FERPA). The only information provided would relate to conduct for which the chapter has been found responsible.

The Board encourages all chapters to have an informed conversation regarding this policy. It is our hope that this may encourage members to consider future choices and how they may impact the chapter, whether in DeMattias Hall, on campus, or in the greater Saint Louis community.