

*Ball State University
Panhellenic Council
Judicial Board of Review
Manual*

Training, Procedures, and Policies

*Created by the Vice President of
Internal Affairs, Panhellenic Council
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Purpose and Duties of the Judicial Review Board

- Self governance, accountability and education
- Self governance: affirms that Judicial Board members are responsible enough to identify and deal with violations of Panhellenic ideals and policies
- Accountability: identifies the need to quickly and appropriately confront behavior that violates Panhellenic ideals and policies
- Education: assures that training, hearing procedures and sanctions are educational for the individuals and chapters involved as well as the Greek community

All Panhellenic women have the right to a fair and impartial hearing.

The Judicial Board is responsible for dealing with violations of:

1. Panhellenic Constitution and Bylaws
2. Ball State University Code of Ethics
3. Recruitment Guidelines and Rules
4. Potential Member Bill of Rights

5. NPC UNANIMOUS AGREEMENTS
6. Standing Rules

Duties of the Judicial Board include:

1. Handling alleged violations of the Panhellenic Constitution and Bylaws, Code of Ethics, Recruitment Regulations, Standing Rules and NPC UNANIMOUS AGREEMENTS, as needed and/or if mediation is not successful.
2. Educating each chapter about the Panhellenic judicial procedures.
3. Participating in training to educate Judicial Board members about the Purpose of the Judicial Board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the right of the charged organization, evaluating evidence and deliberations and sanctioning.
4. Conducting fair hearings with impartial Judicial Board members who follow adopted procedures.
5. Maintaining confidentiality before, during and after judicial hearings.

Goals and Responsibilities

- Developing and Upholding Standards
- Education: It's an educational process
- Judicial
- Stop inappropriate behavior
- Support the Greek Community

Selection and Composition of the Judicial Board

Women interested in becoming a justice or alternate must meet the following conditions:

1. Must maintain a minimum cumulative GPA of 2.5
2. Must be an initiated member of chapter for a minimum of two semesters
3. May not be an officer of the Panhellenic Council.
4. Must submit an application and interview with elected members of the Panhellenic Executive Board
5. Will serve one full-year term. If a woman is interested in serving a second term, she must reapply for membership.
6. Chapter presidents, recruitment officers and risk management officers may not serve

The Judicial Board, as a whole, is composed of:

1. Panhellenic Council Vice President of Internal Affairs serving as Chief Justice

2. 11 justices and 11 alternates – one justice and one alternate from each chapter
 - a. During a hearing
 - i. Six (6) to seven (7) justices, including the Chief Justice; no less than five (5)
 - ii. No justice may be a member of a sorority involved in the case being heard by the JBR
 - iii. No Panhellenic executive officer may serve as a justice for the JBR unless she is fulfilling the role of Chief Justice
3. Panhellenic Advisor and/or Graduate Assistant serving as an ex-officio member
4. Panhellenic President as Chief Justice in the event that the Vice President of Internal Affairs cannot serve due to conflict of interest or other extenuating circumstances
 - a. If the Panhellenic President also cannot serve due to conflict of interest or other extenuating circumstances, the next ranking officer for the Panhellenic Council shall serve as the Chief Justice

Responsibilities of Chief Justice

1. Coordinating the training of the Judicial Board members
2. Making arrangements for the hearing as indicated by the Panhellenic president (Location, meeting room, setup, appointment of a secretary among board members and notification of the hearing to the board members and involved chapters)
3. Determining if any Judicial Board members need to be excused from serving because of a conflict of interest.
4. Providing, in writing, involved chapters' presidents and advisors with the hearing arrangements and the agenda of the Judicial Board Hearing Procedures.
5. Presiding over the judicial hearings.
6. Informing, in writing, cited chapters' presidents and their advisors of the verdict, sanctions (if applicable) and the appeals process.

Panhellenic Judicial Procedures Non-Recruitment Violations

1. Infraction form is filled out and files within 24 hours of the alleged incident.
2. Violations must be based on FACT not hearsay.
3. There must be witnesses.
4. The president of Panhellenic receives a copy and must verify that all guidelines are met. (These guidelines are noted in the Judicial Board Policy pg. 3)
5. All parties are then notified of the rial place, time and date.
6. After the hearing, a decision letter along with appeal information is sent to the chapter's president.
7. An appeal must be submitted within 24 hours of the board's decision

Panhellenic Judicial Procedures Recruitment Violations

The College Panhellenic (CPH) Violation Report Form may be used by:

1. A college chapter
2. A Recruitment Counselor (Pi Chi)
3. A Potential New Member
4. The Panhellenic Advisor
5. A member of the Panhellenic Recruitment Team

CPH Violation Report Form must be:

1. Completed and presented to the Panhellenic President in a timely manner, but not more than 30 calendar days from the date of the alleged infraction.
 - (i) Must be very detailed
 - (ii) Not based on Hear-say
 - (iii) Time, place and witnesses must be specified
 - (iv) Must be filled out properly and specifically as well as signed
2. In one, signed by the chapter President or in two, three, four or five by the person filing the report.

3. If Pi Chi, PNM or Advisor Files, then it must first be discussed by PHC Exec to determine if the report will be endorsed for Mediation.
4. Panhellenic President must:
 - (i) Verify that the CPH violation report form is filled out completely, including proper signatures and indication of rule/policy violated, file and all parties notified.
 - (ii) Fill out the College Panhellenic Notice of Infraction Form and deliver it to the accused chapter, chapter advisor, Panhellenic Advisor, and NPC area advisor within one week of the receipt of the form.
 - (iii) Forward Panhellenic VP of Internal Affairs a copy of any violation that is going to a judicial board hearing.
5. The accused chapter must contact the Panhellenic President within one week of the receipt of the CPH Notice of Infraction Form to schedule mediation or choose to proceed directly to a judicial board hearing.

Mediation

Purpose

To find a solution satisfactory to both the complaining party and the accused chapter that is appropriate under NPC UNANIMOUS AGREEMENTS and the Panhellenic Constitution, Bylaws and rules

Mediation is an off-the-record attempt to settle a dispute. In essence, it is facilitated negotiation. An important component of mediation is confidentiality which also extends to the results. Normally all that is written at the conclusion of mediation is either an agreement which the parties (accused and accuser) sign or a list of issues, which need to be resolved in another forum.

Endorsed Recruitment Infractions

All endorsed reports shall be submitted by the Panhellenic President for mediation. A time and place for the mediation meeting shall be scheduled within one week of the receipt of the report and shall:

1. Be scheduled at the convenience of the participants.
2. Be conducted by a neutral mediator.
3. Be held as soon as possible
 - (i) If a prospective member is involved, the meeting may be postponed until recruitment is completed.
 - (ii) If a prospective member is involved, she may present material evidence in writing.

Mediator

- Often a BSU employee.
- Stays neutral on all occasions
- Ensures meeting does not get out of control
- Assists the parties in understanding the issues and assist them in reaching a satisfactory resolution
- Must have no vested interest in the outcome of the case

Setting

- A neutral place for all parties involved

Participants

- Mediator
- Chapter President
- Recruitment Chair
- Advisor from each chapter involved
 - Cannot speak
 - Purely a support and counsel
- Complaining party if other than sorority
- Panhellenic advisor
- Panhellenic President
- Panhellenic VP of Recruitment
- NO OBSERVERS
- A secretary to record the minutes of the mediation meeting on the College Panhellenic Mediation or Judicial Board Hearing minutes

Mediation Guidelines

1. Confidentiality
2. Not to last longer than 1 hour
3. Provide material for everyone
 - (i) A copy of the College Panhellenic Violation Report Form
 - (ii) Copies of the unanimous agreements
 - (iii) The Panhellenic Code of Ethics
 - (iv) other pertinent information
4. Identify the problem
5. Provide time for each party to explain their position/version of events
 - (i) What happened
 - (ii) Why
 - (iii) What chapter has done to internally correct the problem
 - (iv) Possible sanctions related to the incident
6. Take a break to select a fair and reasonable course of action, specific and doable
7. Discuss the outcome with the chapter. Both parties sign Mediation Form.
8. IF SUCCESSFUL: Panhellenic President must send a copy of the College Panhellenic Record of Mediation or Judicial Board Hearing Form to the NPC Area Advisor , NPC Delegate, National President, chapter president, and chapter advisor within 24 hours.
9. IF UNSUCCESSFUL: A Judicial Board hearing must take place within one week after the mediation date, or as soon as possible.

Judicial Review Board Procedures

1. In the case of two or more chapters bringing the same violation against one chapter, all accusing chapters will be present at the hearings. The order in which accusing chapters speak will follow the order in which the violation forms were received.
2. The hearing is closed to observers.
3. Witnesses shall only be present while being questioned.
4. As many as seven justices may serve in a hearing, but a minimum of five is required. Justices serve on a rotating basis and are initially chosen by a random selection.
5. Each sorority involved is represented by its president or her designee.
6. Chapters involved in hearings have the right to consult with a fraternity (inter) national officer and an alumna advisor. An advisor may be present during the hearing. A national officer or advisor is for consultation and should not have a voice, unless she is acting in the role of witness.
7. When questioning witnesses, the representative of the chapter for whom the witness has been called will first ask questions. Then the witness will be cross examined by a representative of the opposing chapter. After cross examination, the witness shall be questioned by the justices, if necessary.

8. During deliberations, all will leave the room except the Judicial Board members.
9. Deliberations are confidential and the comments are not to be reported outside of the hearing room.
10. CPH Mediation or Judicial Board Hearing Minutes Form and the CPH Record of Mediation or Judicial Board Hearing Form must be completed in writing.

Order of Events in a Typical Hearing

1. Call to order by Chief Justice
2. Introductions
3. Five minute opening statement by accuser (s)
4. Five minute opening statement by the accused
5. Questioning of the accuser (s) by the justices
6. Questioning of the accused by the justices
7. Call of any witnesses by the accuser (s) and cross examination
8. Call of any witnesses by the accused and cross examination
9. Questioning of the accuser (s) by the justices
10. Questioning of the accused by the justices
11. Closing statement by the accuser
12. Closing statement by the accused
13. All in attendance except the Chief Justice and Board members excused from the meeting
14. Charges stated by the Chief Justice
15. Chief Justice requests motion from Judicial Board member
16. Discussion of motion
17. Verdict rendered
18. Appropriate sanction determined if found in violation or if not found in violation, charges are dismissed.
19. After accuser and accused return to the hearing room, verdict is read.

20. Verdict and appeal information (if found in violation) put in writing and mailed promptly to groups involved.

Making Decisions

1. Should unanticipated circumstances arise, the Judicial Board may clarify, modify or change the procedures. In all such instances, however, every effort will be made to maintain fairness to all parties and to facilitate clear and reasonable expression of the positions reported.
2. In a closed session, the Judicial Board shall decide if there is sufficient evidence to support any alleged violations. The decision reached should be based upon the evidence presented at the hearing, which is most convincing, most credible and of greatest weight or probability.
3. If the Judicial Board finds that there is not sufficient evidence to support the allegations, the case will be dismissed. If the Judicial Board finds the group did violate the regulations, the Board will determine the sanctions.
4. If and only if the group is found responsible, four factors should be taken into consideration:
 - a. The gravity of the violation
 - b. Level of cooperation from the cited organization
 - c. The impact that violations have on the Greek, university and the surrounding communities.
 - d. The educational impact of the sanctions on the organization.
5. A good Judicial Board will balance these considerations and make appropriate sanctioning decision.

Critical Thinking and Questioning

1. Gather as much information as possible. Do not allow the chapter representative to sidetrack you with unrelated issues.
2. Ask direct questions. This is not a courtroom and it is inappropriate to “lead” a witness or “trap” and accused chapter representative.
3. Question only about the incident at hand. Events of the past or questions about the process are irrelevant to the current allegation.
4. Allow the chapter spokespersons time to tell their story, but recognize that you may have to ask questions in order to get the information you need.
5. Ask open-ended questions; those that cannot be answered with a simple “yes” or “no”, but will require the chapter spokesmen to elaborate. Seek to get them to talk more and you to talk less.
6. Truth is relative. You will be forced to make difficult decisions from time to time and your decision should be based on the preponderance of the information.

7. Be assertive, clear, and concise with your questioning. You are gathering information that may be uncomfortable for the chapter spokesmen to divulge. Empathize with all those involved, but remember, you will need this information to arrive at a fair decision.

Confidentiality

1. Respect the confidentiality of the hearing process. Under no circumstance should you divulge any information to anyone about a hearing or the students/chapters involved. This includes roommates, spouses, parents, siblings, friends, colleagues, etc. To do so is a violation of federal law.
2. To hold confidential information in trust and confidence and agrees that it shall be used only for the intended purposes of Judicial Board of Review.
3. In the event the media contact you regarding a hearing, please refer those individuals to the Office of Student Life and inform them that you are not permitted to comment.
4. All notes taken by board members during the hearing will be collected and destroyed by the Chief Justice.

Consensus and Sanctioning

1. Decisions of the board are assumed to be of the board as a whole. All members of the board are expected to support the final decisions including those with dissenting opinions.
2. Work to build consensus among the board members so that each individual can be satisfied with the outcome. Be flexible and learn to compromise. All decisions of the board should be based on a preponderance of the information and will be decided by majority vote.
3. Assign sanctions that are intended to educate rather than punish.
4. Utilize the resources we have on campus for sanctioning and remember our goal is to help the chapters learn.
5. Ensure that the sanction is fitting with the severity of the violation.
6. The decision of the board may be appealed to the Office of Student Life.

Sanctions for Infractions

The purpose of the Panhellenic Code of Ethics is to encourage a cooperative spirit rather than punish people who do not adhere to the agreement. It is the spirit behind the Code of Ethics that is important – the spirit for recruitment to be fair and consistent for all Panhellenic women and for the women seeking membership in a Greek organization.

Ethical behavior is expected of all members at all times. Unfortunately, there are times when the recruitment judicial process must be called into place. The NPC UNANIMOUS AGREEMENTS state that each college Panhellenic shall adjudicate fair and reasonable sanctions for infractions of the Code of Ethics. Sanctions must correspond to the nature and degree of seriousness of the offense for both Minor and Major infractions.

Minor Infractions

- Budget violations
- Recruitment regulation violations
 - Decorations
 - Recruitment outfits

- Food/drink
- Entertainment
- Gifts of any sort, including personal or preference notes
- Party extending beyond scheduled closing time, thus delaying potential members
- Submitting event invitation list after specified time

Minor Infraction Sanctions

- Official Reprimand (Reports to be sent within one week of imposing sanction.)
 - Officially recorded in Panhellenic minutes
 - Report sent to National President of offending group
 - Report sent to NPC Delegate of offending group
 - Report sent to NPC Area Advisor
- Constructive Sanctions of Positive Nature:
 - Host Panhellenic reception for advisors, new members, etc.
 - Present academic enrichment seminars.
 - Set number of community service hours required of each member
 - Plan a workshop for chapter/Panhellenic dealing with recruitment procedures.

Major Infractions

- Failing to observe formal silence or contact rules
- Disparaging remarks about other sororities
- Identifying recruitment counselors by sorority
- Incurring recruitment public relations violations, i.e. illegal advertising/removal of advertising
- Extending invitation, directly or indirectly, through a third party before time set by Panhellenic.
- Encouraging prospective members to Intentionally Single Preference.
- Suggesting prospective members refuse an invitation from one group to wait for an invitation from another group.
- Serving an alcoholic beverage at a recruitment function
- Having men present at a recruitment function
- Knowing inviting a woman to pledge who previously committed or pledged to another NPC group before one year had elapsed from the date of her original pledge commitment.

Major Infraction Sanctions

- Constructive Sanctions of Positive Nature
 - Plan a Panhellenic workshop and pay for travel expenses of NPC Area Advisor or other NPC representative to attend
 - Plan and execute a major fund raiser for:
 - Panhellenic scholarship program
 - Panhellenic's Alcohol Education Awareness Week
 - Regional NPC meeting registration fee
 - Plan and sponsor a "mini retreat" for recruitment chairs to talk about ways to improve relations between chapters.
 - Plan a positive public relations program for Panhellenic.

- Suspension of Social Activities
- The deprivation of social privileges involves the suspension of social or intramural participation in varying degrees for specified periods of time. The suspension must be appropriate to the nature and the degree of the infraction. Social probation shall not forbid formal or informal entertainment incident to recruitment or the observance of a national fraternity celebration, i.e. Founder's Day.

Inappropriate Sanctions

NOTE: these are only examples, and inappropriate sanctions are not limited to these examples. For more inappropriate sanctions, please refer to the NPC UNANIMOUS AGREEMENTS

1. Fines – it is strongly recommended that appropriate sanctions, other than monetary, be assessed. If fines are utilized for certain violations that are measurable, i.e. late event lists, the fine should not exceed a previously determined amount established by a vote of the Panhellenic Council.
2. It is a violation of the NPC UNANIMOUS AGREEMENTS for a college Panhellenic to lower a chapter's new member quota as a recruitment infraction penalty.
3. "Delaying pledging" and "delaying initiation" infringe in the sovereignty of individual fraternities and may not be used as a recruitment penalty.

Duration and Completion of Sanction

The duration of any sanction imposed shall not exceed one (1) year from the time the final decision is rendered. The Panhellenic Advisor and Chief Justice of the Judicial Board imposing the sanction are responsible for the oversight during the life of the sanction.

Appeal to the College Panhellenic Committee Appeals Chairman of the National Panhellenic Conference

If a chapter is not satisfied that a fair and just sanction has been rendered by the Judicial Board, or if the mediation process has failed or because a small number of chapters in a College Panhellenic Association, makes a Judicial Board ineffective, the chapter may appeal the decision to the College Panhellenic Judicial Appeals Chairman. The CPH Notice of Appeal Form provided to issue notice of intent to appeal shall be submitted to the Panhellenic President within 48 hours of the chapter receipt of the Judicial Board decision.

The following procedures are required:

1. The chapter filing the appeal and the Panhellenic President each shall send four copies of the complete records of the case by certified mail, return receipt requested, to the NPC College Panhellenics Judicial Appeals Chairman. Her name and address may be obtained from the NPC Area Advisor. These records may be sent in one envelope.

2. The records shall be sent within one week of the time notice of intent to appeal is submitted.
3. The Panhellenic President notifies the NPC Area Advisor Committee.
4. The NPC College Panhellenic Committee Judicial Appeals Chairman will review the information and submit her response within four weeks of receipt.
5. If the NPC College Panhellenics Judicial Appeals Committee is unable to resolve the appeal, she shall be responsible for the further conduct of the case, and shall submit by certified mail, return receipt requested, all date to the National Presidents of the Chapters involved.
6. If the National Presidents cannot resolve the case, it may be referred to the NPC Executive Committee by any National President involved in the case.
7. If the NPC Executive Committee is unable to resolve the case, it may be appealed either by the National President or the NPC Executive Committee to the National Panhellenic Conference, whose decision is final.

The Panhellenic Creed

We, as Undergraduate Members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

Panhellenic Mission Statement

As undergraduate members of women's Fraternities at Ball State University, we strive to uphold the ideals of scholarship, service, and leadership with a genuine commitment to

our college and surrounding communities. Through mutual respect and support of all the Greek women and their rituals, we will establish and demonstrate a diverse and cooperative sisterhood. The women of Panhellenic Council will devote time and resources toward the development of every chapter while fostering positive interactions among all women and ethical behavior in accordance with the unanimous agreements.

Potential Member Bill of Rights

- The right to be treated as an individual
- The right to be fully informed about the recruitment process
- The right to ask questions and receive true and objective answers
- The right to be treated as a capable and mature person without being patronized
- The right to have and express opinions to Panhellenic Counselors (Pi Chi's) or Panhellenic officers
- The right to make informed choices without undue pressure from others
- The right to be informed about the binding agreement implicit in the preference card signing
- The right to make one's own choice and decision and accept full responsibility for the results of that decision
- The right to have a positive, safe, and enriching recruitment and joining experience
- The right to enjoy recruitment free of the pressures of alcohol, which is never, ever present at any recruitment function, without exception

Appendix A: POLICIES

Ball State University Code of Ethics

We, as members of the Panhellenic community of Ball State University, agree to honor and uphold the National Panhellenic Conference UNANIMOUS AGREEMENTS through our thoughts, words, and actions. Our goal is to be models of pride, honesty, and courtesy for all chapters and individuals of the Greek community. Respect for and consideration of individual rights and feelings are the responsibility of every member. Through encouraging and assisting all Greek members in the pursuit of moral and social advancement and the promotion of love and unity within the Greek community, we will foster an environment of harmony and understanding that furthers the ideals of every fraternity. While keeping with our aim to promote the highest ideals of womanhood, we will hold each other accountable for behavior that is

inconsistent with our expected standards of conduct and educate our members fully on these same standards. We will strive to behave in a manner consistent with each chapter's ritual and founding principles in all interactions with others. By demonstrating these ethical* standards, we truly will be "furthering our fraternity life, in harmony with its best possibilities."

- We as women of Panhellenic Council believe ethical behavior to be the following: We trust each other to be responsible and to conduct ourselves within the realm of high moral standards. We will treat each other with respect and dignity and with the highest amount of fairness and honesty!!

Recruitment Guidelines and Rules

- **Strict Silence:**
 - During the period of time from the end of the woman's last event until the issuance of bids
 - Defined by verbal, written, printed or text message communication between the PNMs and sorority members or alumnae

Silence is intended for the short period of time, not more than 24 hours, from the signing of the Membership Recruitment Acceptance Agreement to bid acceptance.

NPC UNANIMOUS AGREEMENTS

- Since 1903, the member groups of NPC have unanimously agreed to pursue certain procedures and ethics that lead to the orderly and equitable conduct of their mutual functions. The UNANIMOUS AGREEMENTS are binding on all member fraternities of the National Panhellenic Conference.
- They are agreed on by all groups therefore they apply to everyone
- Recruitment:

1. Panhellenic Officers should be completely “disassociated” from their respective chapters for the period immediately preceding formal recruitment (not to exceed 30 days) and during formal structured recruitment
 2. No disparaging remarks about other groups
 3. No men or alcohol in recruitment and Bid Day activities
 4. No bids implied or given out beforehand – before Bid Day
 5. No negative publicity on Panhellenic matters
 6. No favors or gifts may be given to PNMs by the sorority and/or individual members
 7. No buying anything for a PNM
 8. No sorority members may visit a PNM in her place of residence during membership recruitment.
 9. No suggesting to any PNM that she refuse a bid from one group in order to wait for a bid from another groups or suggest that a PNM list only one choice on her Membership Recruitment Acceptance.
- The college Panhellenic cannot take any action that infringes on the rights of the individual fraternities.
 - A signed bid is binding for 1 calendar year.
 - Each college Panhellenic will have a Bid Day to conclude formal recruitment.
 - Each Panhellenic chapter will have one vote through their delegate.

Ball State Panhellenic Judicial Board Policy

I Judicial Board

A Purpose of the Judicial Board

Self governance, accountability and education are three important reasons for the Judicial Board to exist within the Panhellenic Council. The self governance component affirms that Judicial Board members are responsible enough to identify and deal with violations of Panhellenic ideals and policies. The accountability component identifies the need to quickly and appropriately confront behavior that violates Panhellenic ideals and policies. The education component assures that training, hearing procedures and sanctions are educational for the individuals and chapters involved as well as the Greek community.

All Panhellenic women have the right to a fair and impartial hearing.

B Selection of the Judicial Board

1. The Judicial Board is responsible for dealing with violations of:
 1. Panhellenic Constitution
 2. Panhellenic Bylaws
 3. Panhellenic Code of Ethics

4. Recruitment Regulations
5. NPC UNANIMOUS AGREEMENTS
6. Standing Rules
2. The Judicial Board, as a whole, is composed of:
 1. Panhellenic Vice President of Internal Affairs serving as Chief Justice
 2. Twelve justices and 12 alternates – one representative from each chapter and one alternate from each chapter
 3. Panhellenic Advisor and/or Graduate Assistant serving as an ex-officio member
 4. Panhellenic President as Chief Justice in the event that the Vice President of Internal Affairs cannot serve due to conflict of interest or other extenuating circumstances
3. Requirements for chapter representation:
 1. Chapter presidents, recruitment officers and risk management officers may not serve as they may be directly involved in answering charges on behalf of their chapters at a hearing
 2. Women interested in becoming a justice or alternate must meet the following conditions:
 - (i) She must maintain a minimum cumulative GPA of 2.5
 - (ii) She must have been an initiated member of her respective sorority for a minimum of two semesters.
 - (iii) She may not be an officer of the Panhellenic Council.
 - (iv) She must submit an application and interview with elected members of the Panhellenic Executive Board.
 3. Justices will serve one full-year term. If a woman is interested in serving a second term, she must reapply for membership.
 4. Any justice serving in a particular hearing may not be a member of the chapter (s) involved.

C Duties of the Judicial Board include:

1. Handling alleged violations of the Panhellenic Constitution and Bylaws, Code of Ethics, Recruitment Regulations, Standing Rules and NPC UNANIMOUS AGREEMENTS, as needed and/or if mediation is not successful.
2. Educating each chapter about the Panhellenic judicial procedures.
3. Participating in training to educate Judicial Board members about the Purpose of the Judicial Board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the right of the charged organization, evaluating evidence and deliberations and sanctioning.
4. Conducting fair hearings with impartial Judicial Board members who follow adopted procedures.
5. Maintaining confidentiality before, during and after judicial hearings.

D The Chief Justice is responsible for:

1. Coordinating the training of the Judicial Board members
2. Making arrangements for the hearing as indicated by the Panhellenic president (Location, meeting room, setup, appointment of a secretary among board

- members and notification of the hearing to the board members and involved chapters)
3. Determining if any Judicial Board members need to be excused from serving because of a conflict of interest.
 4. Providing, in writing, involved chapters' presidents and advisors with the hearing arrangements and the agenda of the Judicial Board Hearing Procedures.
 5. Presiding over the judicial hearings.
 6. Informing, in writing, cited chapters' presidents and their advisors of the verdict, sanctions (if applicable) and the appeals process.

II Panhellenic Judicial Procedures for Non-Recruitment Violations

A The College Panhellenic (herein referred to as CPH) Violation Report Form may be used by:

1. A college chapter
2. The Panhellenic Advisor
3. Panhellenic Council officer

B CPH Violation Report Form

1. Form must be:
 1. In one, signed by the chapter President or in two and three, by the person filing the report.
 2. Time, place and witnesses must be specified
 3. Inclusive of all witnesses (The witnesses specified are the only witnesses allowed to testify in the Judicial Board hearing.)
 4. Completed and submitted to the Panhellenic President in a timely manner, but no more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
2. Violations must be:
 1. Based on fact, not hearsay or rumor
 2. Witnessed
3. During school breaks or vacation, above procedures must be followed, then considered at the first Panhellenic meeting when school resumes.

C Duties of the Panhellenic President

1. When the Panhellenic President receives a signed copy of the Initial CPH Violation Report Form, she must:
 1. Verify that notification has been made in a timely manner, but no more than 30 calendar days from the date of the alleged infraction.
 2. Verify the report is specific as to time, place and witnesses.
 3. Verify the report is based on fact, not hearsay or rumor
 4. Endorse the report for Judicial Board hearing
 5. Convene the Panhellenic elective Executive Board members to evaluate the report, conduct an inquiry if indicated and determine if the report will be endorsed for a Judicial Board hearing.

6. Forward a copy of an endorsed report within one week of the President's receipt of the CPH Violation Report Form to the cited chapter, chapter advisor, the Panhellenic advisor and the NPC Area Advisor
7. Forward to the Panhellenic Vice President of Internal Affairs a copy of any violation that must be adjudicated.

D Judicial Board Time Line

1. The CPH Violation Report Form must be filed in a timely manner, but no more than 30 calendar days from when the alleged infraction occurred.
2. Panhellenic President must send the CPH Notice of Infraction Form to the accused chapter within one week of receiving the CPH Violation Report Form.
3. The involved chapters' presidents and advisors have one week to schedule mediation or to choose to proceed directly to a judicial board hearing after receiving the CPH Notice of Infraction Form.
4. The Judicial Board hearing must take place no more than one week after the receipt of the CPH Notice of Infraction Form. If the hearing cannot take place within one week, then it should take place as soon as possible.
5. The decision letter and appeal information must be sent to the chapters' presidents and advisors within 24 hours after the Judicial Board hearing.
6. The appeal form must be submitted to the president of the College Panhellenic within 48 hours of the chapter's receipt of the Judicial Board decision.

III Panhellenic Judicial Procedures for Recruitment Violations

A The College Panhellenic (herein referred to as CPH) Violation Report Form may be used by:

1. A Chapter President
2. A Recruitment Counselor (Pi Chi)
3. A Potential New Member
4. The Panhellenic Advisor
5. A member of the Panhellenic Recruitment Team

B Infraction Report

1. Form must be:
 1. In one, signed by the chapter President or in two, three, four or five by the person filing the report.
 2. Time, place and witnesses must be specified
 3. Inclusive of all witnesses (The witnesses specified are the only witnesses allowed to testify in the Judicial Board hearing.)
 4. Submitted to the Panhellenic President
 5. Filed in a timely manner, but no more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
2. Violations must be:
 1. Based on fact, not hearsay or rumor
 2. Witnessed
3. During school breaks or vacation, above procedures must be followed, then considered at the first Panhellenic meeting when school resumes.

C Duties of the Panhellenic President

1. When the Panhellenic President receives a signed copy of the CPH Violation Report Form, she must:
 1. Verify that notification has been completed and submitted in a timely manner, but no more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
 2. Verify the report is specific as to time, place and witnesses.
 3. Verify the report is based on fact, not hearsay or rumor
 4. Endorse the report for mediation or adjudication of the report is filed by a college chapter.
 5. Convene the Panhellenic elective Executive Board members to evaluate the report, conduct an inquiry if indicated and determine if the report will be endorsed for mediation if the report is filed by a Recruitment Counselor, Potential New Member or Panhellenic Advisor.
 6. Forward a copy of the CPH Notice of Infraction Form within one week of the receipt of the CPH Violation Report Form to the cited chapter, chapter advisor, the Panhellenic advisor and the NPC Area Advisor.
 7. Arrange for mediation with an appointed mediator, representative of each chapter involved, the Panhellenic Vice President of Recruitment and the Panhellenic Advisor.
 8. Arrange for the appeals process if mediation is not successful.
 9. Forward to the Panhellenic Vice President of Internal Affairs a copy of any violation that must be adjudicated.

D Responsibilities of the Panhellenic Executive Committee

1. When the Panhellenic President receives a signed copy of the Initial CPH Violation Report Form from a Potential New Member, a Recruitment Counselor or the Panhellenic Advisor, she consults immediately with the Panhellenic Executive Committee to determine if the report will be endorsed and submitted for mediation. The Committee must base its decision on the facts contained in the report. Hearsay evidence is not permitted.
2. Executive Committee guidelines for evaluating report forms include determination that:
 1. The proper form has been submitted.
 2. All sections of the form have been completed.
 3. All the proper signatures are included.
 4. The report is specific as to time, place and witnesses.
 5. The report is based on fact and not hearsay or rumors
 6. The proper time frames have been observed.
 7. Whether the infraction is appropriate for mediation or adjudication. If so determined, the Panhellenic president should contact the cited chapter.

E Judicial Board Time Line

1. The CPH Violation Report Form must be filed in a timely manner, but no more than 30 days after the alleged violation occurred.

2. The involved chapters' presidents and advisors must be notified by the CPH Notice of Infraction Form within one week of the Panhellenic President's receipt of the CPH Violation Report Form.
3. The mediation must be scheduled to take place no more than one week after the accused chapter president's receipt of the CPH Notice of Infraction Form. If mediation cannot take place within one week, then it should take place as soon as possible.
4. If mediation is successful, then the decision letter must be sent to the chapters' presidents and advisor within 24 hours after the mediation. If mediation is unsuccessful, then a Judicial Board hearing must take place within one week after the mediation date or as soon as possible.

IV Mediation

A Endorsed Recruitment Infractions

1. All endorsed reports shall be submitted by the Panhellenic President for mediation. A time and place for the mediation meeting shall be scheduled within one week of the receipt of the report and shall:
 1. Be scheduled at the convenience of the participants.
 2. Be conducted by a neutral mediator.
 3. Be held as soon as possible
 - (i) If a prospective member is involved, the meeting may be postponed until recruitment is completed.
 - (ii) If a prospective member is involved, she may present material evidence in writing.

B Choosing the Mediator

1. Before recruitment begins, a mediator shall be selected who is available to serve when necessary as a neutral party to the mediation process. College or university staff members or the Panhellenic advisor may serve as a mediator; undergraduate chapter members shall not serve.

C Participants

1. Participants shall be the mediator, the president, recruitment officer and an advisor (if desired) from each chapter involved, the complaining party if other than a chapter, the President and Vice President of Recruitment of the Panhellenic Council and the Panhellenic Advisor, if not the mediator. The Executive Board shall not serve, because they may have evaluated and/or endorsed the report. The Judicial Board shall not serve because in most instances it will serve as the appeal agency.

D Records

1. A secretary shall be appointed to record the minutes of the mediation meeting on the CPH Mediation or Judicial Board Hearing Minutes Form. The Minutes Form is submitted to the secretary of the Judicial Board if closure is not reached by mediation.

E Mediation Guidelines

1. A successful mediation preserves confidentiality, settles differences without the formal process of a hearing, provides a solution acceptable to all without involved multiple witnesses and time consuming decision.
 1. Set a time frame for the meeting (to last no longer than an hour)
 2. Set the time of the meeting for the convenience of all who will attend.
 3. Provide pertinent materials for everyone: a copy of the infraction report, copies of the UNANIMOUS AGREEMENTS, the Panhellenic Code of Ethics and any other pertinent materials.
 4. Identify the problem.
 5. Provide time for each participant to explain her position.
 6. Search for alternative solutions, list all solutions and discuss each other.
 7. Select a fair and reasonable course of action, specific and doable.
 8. Agree to keep the mediation discussion private.
 9. Take written minutes using the CPH Mediation or Judicial Board Hearing Minutes Form and complete the CPH Record of Mediation or Judicial Board Hearing Form.
 10. Before the meeting closes, be sure everyone knows the results of the discussion.
 11. Be sure questions by all parties are answered satisfactorily.
 12. After recruitment is over, evaluate the process and course of actions.
 - (i) Did it fit the infraction?
 - (ii) Was it a reasonable expectation?
 - (iii) Was there cooperation among all parties?
 13. If mediation is not successful, an appeal may be sent to the Judicial Board.

V Judicial Hearing

A Procedures

1. In the case of two or more chapters bringing the same violation against one chapter, all accusing chapters will be present at the hearings. The order in which accusing chapters speak will follow the order in which the violation forms were received.
2. The hearing is closed to observers.
3. Witnesses shall only be present while being questioned.
4. As many as seven justices may serve in a hearing, but a minimum of five is required. Justices serve on a rotating basis and are initially chosen by a random selection.
5. Each sorority involved is represented by its president or her designee.
6. Chapters involved in hearings have the right to consult with a fraternity (inter) national officer and an alumna advisor. An advisor may be present during the hearing. A national officer or advisor is for consultation and should not have a voice, unless she is acting in the role of witness.
7. When questioning witnesses, the representative of the chapter for whom the witness has been called will first ask questions. Then the witness will be cross examined by a representative of the opposing chapter. After cross examination, the witness shall be questioned by the justices, if necessary.
8. During deliberations, all will leave the room except the Judicial Board members.

9. Deliberations are confidential and the comments are not to be reported outside of the hearing room.
10. CPH Mediation or Judicial Board Hearing Minutes Form and the CPH Record of Mediation or Judicial Board Hearing Form must be completed in writing.

B Order of Events

1. Call to order by Chief Justice
2. Introductions
3. Five minute opening statement by accuser (s)
4. Five minute opening statement by the accused
5. Questioning of the accuser (s) by the justices
6. Questioning of the accused by the justices
7. Call of any witnesses by the accuser (s) and cross examination
8. Call of any witnesses by the accused and cross examination
9. Questioning of the accuser (s) by the justices
10. Questioning of the accused by the justices
11. Closing statement by the accuser
12. Closing statement by the accused
13. All in attendance except the Chief Justice and Board members excused from the meeting
14. Charges stated by the Chief Justice
15. Chief Justice requests motion from Judicial Board member
16. Discussion of motion
17. Verdict rendered
18. Appropriate sanction determined if found in violation or if not found in violation, charges are dismissed.
19. After accuser and accused return to the hearing room, verdict is read.
20. Verdict and appeal information (if found in violation) put in writing and mailed promptly to groups involved.

C Making Decisions

1. Should unanticipated circumstances arise, the Judicial Board may clarify, modify or change the procedures. In all such instances, however, every effort will be made to maintain fairness to all parties and to facilitate clear and reasonable expression of the positions reported.
2. In a closed session, the Judicial Board shall decide if there is sufficient evidence to support any alleged violations. The decision reached should be based upon the evidence presented at the hearing, which is most convincing, most credible and of greatest weight or probability.
3. If the Judicial Board finds that there is not sufficient evidence to support the allegations, the case will be dismissed. If the Judicial Board finds the group did violate the regulations, the Board will determine the sanctions.
4. If and only if the group is found responsible, four factors should be taken into consideration:
 1. The gravity of the violation
 2. Level of cooperation from the cited organization
 3. The impact that violations have on the Greek, university and the surrounding communities.

4. The educational impact of the sanctions on the organization.
5. A good Judicial Board will balance these considerations and make appropriate sanctioning decision.

VI Sanctions for Infraction of Recruitment Rules

A The purpose of the Panhellenic Code of Ethics is to encourage a cooperative spirit rather than punish people who do not adhere to the agreement. It is the spirit behind the Code of Ethics that is important – the spirit for recruitment to be fair and consistent for all Panhellenic women and for the women seeking membership in a Greek organization.

Ethical behavior is expected of all members at all times. Unfortunately, there are times when the recruitment judicial process must be called into place. The NPC UNANIMOUS AGREEMENTS state that each college Panhellenic shall adjudicate fair and reasonable sanctions for infractions of the Code of Ethics. Sanctions must correspond to the nature and degree of seriousness of the offense for both Minor and Major infractions.

B Minor Infractions and Sanctions

1. Minor infractions are based primarily in recruitment procedure violations as outlined in the Panhellenic recruitment guidelines.
 1. Minor infractions include, but are not limited to, recruitment procedure violations such as:
 - (i) Budget violations
 - (ii) Recruitment regulation violations
 - (i) Decorations
 - (ii) Recruitment outfits
 - (iii) Food/drink
 - (iv) Entertainment
 - (iii) Gifts of any sort, including personal or preference notes
 - (iv) Party extending beyond scheduled closing time, thus delaying potential members
 - (v) Submitting event invitation list after specified time
 2. Examples of Appropriate Sanctions for Minor Infractions:
 - (i) Official Reprimand (Reports to be sent within one week of imposing sanction.)
 - (i) Officially recorded in Panhellenic minutes
 - (ii) Report sent to National President of offending group
 - (iii) Report sent to NPC Delegate of offending group
 - (iv) Report sent to NPC Area Advisor
 - (ii) Constructive Sanctions of Positive Nature:
 - (i) Host Panhellenic reception for advisors, new members, etc.
 - (ii) Present academic enrichment seminars.
 - (iii) Set number of community service hours required of each member
 - (iv) Plan a workshop for chapter/Panhellenic dealing with recruitment procedures.

C Major Infractions and Sanctions

1. Major infractions are based primarily on recruitment ethics violations as outlined in the NPC UNANIMOUS AGREEMENTS and the Panhellenic Code of Ethics.
 1. Major infractions include, but are not limited to, recruitment ethics violations such as:
 - (i) Failing to observe formal silence or contact rules
 - (ii) Disparaging remarks about other sororities
 - (iii) Identifying recruitment counselors by sorority
 - (iv) Incurring recruitment public relations violations, i.e. illegal advertising/removal of advertising
 - (v) Extending invitation, directly or indirectly, through a third party before time set by Panhellenic.
 - (vi) Encouraging prospective members to Intentionally Single Preference.
 - (vii) Suggesting prospective members refuse an invitation from one group to wait for an invitation from another group.
 - (viii) Serving an alcoholic beverage at a recruitment function
 - (ix) Having men present at a recruitment function
 - (x) Knowing inviting a woman to pledge who previously committed or pledged to another NPC group before one year had elapsed from the date of her original pledge commitment.
 2. Examples of Appropriate Sanctions for Major Infractions:
 - (i) Constructive Sanctions of Positive Nature
 - (i) Plan a Panhellenic workshop and pay for travel expenses of NPC Area Advisor or other NPC representative to attend
 - (ii) Plan and execute a major fund raiser for:
 1. Panhellenic scholarship program
 2. Panhellenic's Alcohol Education Awareness Week
 3. Regional NPC meeting registration fee
 - (iii) Plan and sponsor a "mini retreat" for recruitment chairs to talk about ways to improve relations between chapters.
 - (iv) Plan a positive public relations program for Panhellenic.
 - (ii) Suspension of Social Activities
 - (i) The deprivation of social privileges involves the suspension of social or intramural participation in varying degrees for specified periods of time. The suspension must be appropriate to the nature and the degree of the infraction. Social probation shall not forbid formal or informal entertainment incident to recruitment or the observance of a national fraternity celebration, i.e. Founder's Day.

D Inappropriate Sanctions:

NOTE: these are only examples, and inappropriate sanctions are not limited to these examples. For more inappropriate sanctions, please refer to the NPC UNANIMOUS AGREEMENTS

1. Fines – it is strongly recommended that appropriate sanctions, other than monetary, be accessed. If fines are utilized for certain violations that are measurable, i.e. late event lists, the fine should not exceed a previously determined amount established by a vote of the Panhellenic Council.

2. It is a violation of the NPC UNANIMOUS AGREEMENTS for a college Panhellenic to lower a chapter's new member quota as a recruitment infraction penalty.
3. "Delaying pledging" and "delaying initiation" infringe in the sovereignty of individual fraternities and may not be used as a recruitment penalty.

E Duration and Completion of Sanction

1. The duration of any sanction imposed shall not exceed 1 year from the time the final decision is rendered. The Panhellenic Advisor and Chief Justice of the Judicial Board imposing the sanction are responsible for the oversight during the life of the sanction.

VII Handling of Other Infractions

- A Sanctions for violations of the Constitution and Bylaws of the Panhellenic Council, actions which reflect unfavorably upon the Panhellenic or behavior which violates provisions I, II, III, IV, V, VII, IX, X of the NPC UNANIMOUS AGREEMENTS shall be assessed by the Judicial Board to fit the nature and degree of the offense following a hearing which conforms to the requirement of due process.
- B Sanctions may include but not be limited to the sanctions outlined for use in recruitment violations.
- C Duration and completion of sanctions provisions specified for recruitment violations apply.

VIII Participation of the Panhellenic Advisor in Judicial Matters

- A When a report of a recruitment violation is filed with the Panhellenic President, a copy is also filed with the cited chapter, its advisor and the Panhellenic Advisor.
- B The Panhellenic Advisor attends all meetings on judicial matters and may serve as a mediator during the mediation process.
- C The Panhellenic Advisor remains neutral, makes sure minutes of judicial meetings are taken, may suggest two appropriate alternative sanctions and keeps the records of all judicial proceedings in her files for three years.
- D The Panhellenic Advisor works with the Chief Justice to insure that penalties assessed or recommendations made are fulfilled on time.
- E The Panhellenic Advisor may inform the appropriate chapter advisors concerning the judicial procedures and provide written data.

IX Participation of the Chapter Advisor in the Judicial Process

- A The chapter advisor of the cited chapter is made aware of the filing of a rule violation by receiving a copy from the College Panhellenic President.
 - B Advisors act as a resource to their chapters during the judicial process.
 - C One advisor from each involved chapter may attend the mediation meeting as an observer/non-participant.
 - D The advisors may assist the chapter in making a presentation to the College Panhellenic Judicial Board if necessary and the preparation of further appeals as desired.
 - E Advisors receive a copy of the solution/resolution from the Panhellenic Judicial Chairman.
 - F Advisors make sure that deadlines are kept and closure to the issue is reached.
 - G Advisors are supportive in upholding the NPC UNANIMOUS AGREEMENTS, the Panhellenic Code of Ethics and recruitment regulations.
- X Appeal to the College Panhellenic Committee Appeals Chairman of the National Panhellenic Conference.
- A If a chapter is not satisfied that a fair and just sanction has been rendered by the Judicial Board, or if the mediation process has failed or because a small number of chapters in a College Panhellenic Association, makes a Judicial Board ineffective, the chapter may appeal the decision to the College Panhellenic Judicial Appeals Chairman. The CPH Notice of Appeal Form provided to issue notice of intent to appeal shall be submitted to the Panhellenic President within 48 hours of the chapter receipt of the Judicial Board decision.
 - B The following procedures are required:
 1. The chapter filing the appeal and the Panhellenic President each shall send four copies of the complete records of the case by certified mail, return receipt requested, to the NPC College Panhellenics Judicial Appeals Chairman. Her name and address may be obtained from the NPC Area Advisor. These records may be sent in one envelope.
 2. The records shall be sent within one week of the time notice of intent to appeal is submitted.
 3. The Panhellenic President notifies the NPC Area Advisor Committee.
 4. The NPC College Panhellenic Committee Judicial Appeals Chairman will review the information and submit her response within four weeks of receipt.
 5. If the NPC College Panhellenics Judicial Appeals Committee is unable to resolve the appeal, she shall be responsible for the further conduct of the case, and shall submit by certified mail, return receipt requested, all date to the National Presidents of the Chapters involved.
 6. If the National Presidents cannot resolve the case, it may be referred to the NPC Executive Committee by any National President involved in the case.

7. If the NPC Executive Committee is unable to resolve the case, it may be appealed either by the National President or the NPC Executive Committee to the National Panhellenic Conference, whose decision is final.

Greek Community Social Events Policy (Revised April 2007)

Purpose of the Ball State University Greek Community Social Events Policy

We, the Greek community at Ball State University, recognize and acknowledge the dangers and liabilities that may result in holding unorganized and/or unauthorized social events. We especially acknowledge the importance of following our own (Inter) National Policies with regards to social events with alcohol. Our ultimate goal is to promote the safety of our members and guests in a socially acceptable environment and to conduct ourselves with the highest sense of pride in our personal selves and the organizations to which we belong.

I. General Policy

- A. Although this policy may outline specific conditions for social events (with or without alcohol), all fraternities and sororities are expected to adhere to all local, state, and federal laws, as well as all (inter)national organization's policies and procedures. The appropriate governing body or University judicial body will adjudicate any violations.
- B. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of alcohol for members or guests be undertaken or coordinated by anyone in the name of or on behalf of the chapter. The purchase and/or use of a bulk quantity or common source of alcohol are prohibited.
- C. No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the legal drinking age.
- D. All recruitment activities with any chapter shall be alcohol free.
- E. No chapter may host a social function where the primary theme revolves around "drinking games," or other similar activities that encourage unsafe or inappropriate drinking behaviors.
- F. If people with alcohol are outside the structure of the facility, fences must enclose the area. Fences must be constructed in a manner in which viewing of the function from the outside is inhibited.
- G. Advertising for social functions is prohibited. Advertisement is defined as any written or verbal announcement of a social function intended for the public.
- H. These policies are in effect year round.

II. Use of Alcohol Within a Chapter House

- A. Consumption of alcohol within a fraternity house is prohibited if the number of guests (non-members) present exceeds 30% of the total membership. (Ex. A chapter of 100 members may have up to 30 guests who are non-members with the presence of alcohol). Consumption of alcohol by people of legal drinking age is otherwise permitted.
- B. Guests
 1. Defined as any non-member of the host organization attending the function including members of co-sponsoring organizations.
 2. All guests must be college students and present identification from their home university declaring them to be such.
 3. No guest under the age of eighteen (18) will be permitted to enter the event.

4. Alumni and parents must sign a separate sign-in sheet. This is to be done year round.

C. Door Management

1. A sign in/sign out sheet is to be maintained at the entrance of the function at all times, guests are required to sign into the function. Parents/alumni are to sign in on a separate sheet.
2. All guests must be college students and present identification from their home university to be admitted.
3. Guests 21 years of age and older shall receive a colored wristband or a mark with permanent marker on the back of both hands.
4. All members attending a function must be marked in the same manner and abide by these policies.
5. There may be only one (1) entrance and exit to a social function. There will be multiple exits in case of emergency, and these must be unobstructed at all times and clearly marked.
6. Visibly intoxicated individuals may not enter the event.
7. All guests 21 and over must bring their own alcoholic beverages to the function in closed containers (BYOB).

D. Sober Monitors

1. A chapter is required to have (1) sober monitor for every ten (10) people present at a social function. This includes brothers and guests.
 - a. At least one (1) of the required sober monitors must be an Executive officer of the chapter or the Risk Manager
2. The responsibilities of a sober monitor shall include, but are not limited to, the following:
 - a. Not be intoxicated at any time throughout the duration of the function.
 - b. Not partake in the usage of illegal drugs or substances prior to, during, or after the function
 - c. Monitor the intoxication levels of guest and members
 - d. Monitor the number of guests at the event.
 - e. Be familiar with chapter risk management plan, crisis management plan, emergency contact information, and general safety precautions.

E. Exemptions to this policy are:

1. Registered Alumni Support Events
2. Registered Parent Support Events
3. Registered Single Date Events

III. Exemptions to Alcohol Free Social Events (Alumni/Parent Support Events)

- A. Recognizing that there may be weekends where third-party locations are limited, and further recognizing that alumni and family members may want to have the opportunity to interact with the students in the facility, there may be exceptions to this policy. To provide an opportunity for alumni and/or family members to attend events at the chapter house where there is a controlled environment and regulated alcohol consumption, chapters will be eligible to apply for an exemption in the event of either of the following:
 1. Registered Alumni Support Events
 2. Registered Parent Support Events
- B. Each chapter may be granted a **maximum** of three (3) of these exemptions each academic year. Guests at these events will be limited to alumni and/or family members. These events are subject to the monitoring/evaluation policy as outlined later in this document.
- C. If any one (1) of the following conditions is not met, the chapter will be in violation of the Greek Social Events Policy:
 1. Alumni and Parent events must be registered with the Office of Student Life at least seven school days prior to the event.
 2. All alcohol consumption occurring in the chapter facility will end by 11:00 pm the day of the event.
 3. No alcohol may be purchased for alumni or parent events with chapter funds.
 4. All local, state, and federal laws, as well as the (inter)national organization's policies will be in effect.

IV. Exemption for an Additional Social Event (Single-Date Event)

- A. A chapter may apply to host *one* (1) single-date function per semester to be held in the chapter facility. To apply for this additional exemption from the Greek Social Events Policy the following conditions must be met:
 1. No violations of Greek Social Events Policy were found to have occurred the preceding semester.

2. A “single date event” is defined as an event where the ratio of guests to chapter members is one to one (1:1).
 3. A guest list is to be submitted no later than two (2) school days before the event is to take place. This guest list must be used at the event and guests at the event are limited to names on that list.
 4. All local, state, and federal laws, as well as (inter)national organization’s policies are to be followed.
 5. Chapter has participated in the evaluation team the preceding semester.
- B. Failure to apply for any exemption from Alcohol Free Social Event seven school days prior to the event will result in a \$25 fine per day of late registration. Any application for exemption of the policy not received 3 school days in advance will not be recognized and will, therefore, be subject to sanctions. Events that take place during this exemption are to be managed as described by the Greek Social Events Policy (see Section I).

V. Reporting a Social Function (on or off campus)

- A. Chapters must file a written report including the date, time category, and location of all social functions to the Office of Student Life located in the Student Center Room 133. This report must be made by 5:00 PM five school days prior to the event; school days are Monday, Tuesday, Wednesday, Thursday, and Friday.
- B. Social functions will be registered in one (1) of the following categories:
1. Third Party Vendor Events – any event held at a third party vendor location.
 2. Alcohol-Free Event – any event where alcohol is not present.
 - a. No person shall consume alcohol prior to or during an alcohol-free event.
 - b. No person shall be admitted to the event if he/she is visibly intoxicated.
 3. Alumni Support Event (exemption) – any event specifically for alumni and members of the chapter. Guests at these events will be limited to alumni members and their families.
 4. Parent Support Event (exemption) – any event specifically for parents and members of the chapter. Guests at these events will be limited to family of chapter members.
 5. Single-Date Event (exemption) – any event specifically for members and dates. Guests at these events will be limited to dates on a pre-submitted guest list.

- C. Paired and co-sponsored functions must be registered on one (1) form, including all chapters involved.
- D. Events that are held at a third party vendor require liability forms to be on file with the Office of Student Life.

VI. Evaluation Procedures/Training

A. Evaluation

1. Administration of this program will be a peer evaluation process. Each weekend, chapters will be chosen by the IFC/Panhellenic Council Risk Reduction officers or by the Greek Life Advisors to receive a visit by the evaluation team. The evaluation team will assess the chapter facility by making remarks on a reporting form. The role of this evaluation team is only to evaluate the facility and record any violations of Social Events Policy.
2. The peer evaluation process will be open to all members of fraternities and sororities, but is not required of all chapters. In order to ensure self-governance, it is requested that each organization that can participate have at least two (2) representatives.

B. Training

1. Each chapter representative will be thoroughly trained by the IFC and Panhellenic Council advisors and graduate assistants. The specific details of the training will include:
 - a. Training will occur during the first week of each semester.
 - b. All representatives must attend at least one (1) training session each academic year.
 - c. Training will last approximately 2 hours and consist of the following:
 - (a) An understanding of the alcohol-free events policy
 - (b) An understanding of the liability associated with
 - (c) unregistered, unregulated parties
 - (d) An overview of a crisis management plan
 - (e) An understanding of their role as evaluators
 - (f) A review of reporting violations
 - (g) Techniques on handling conflict and confrontation
 - (h) Assignment of evaluation team based on availability

C. Schedule for Evaluation

1. Each “wet” chapter will be evaluated a minimum of once (1) per week. Each “dry” chapter will be evaluated a minimum of once (1) every two weeks. There is no limit to the number of times a fraternity chapter may be evaluated. The specific details of the schedule will include:
 - a. On Wednesday afternoons, the IFC/Panhellenic Council risk reduction officers and/or Greek Life advisor will select which chapters will be evaluated that weekend. The weekend shall be defined as Thursday, Friday, and Saturday. Evaluators will be notified of their assignments on the day that they are set to evaluate.
 - b. IFC/Pan-Hellenic Council Risk Reduction officers and Greek Life advisors hold the right to the following:
 - (a) To select any Fraternity chapter for evaluation
 - (b) To conduct any evaluation on the same Fraternity on the weekend.
 - (c) To conduct evaluation on multiple evening based on the nature of the weekends activities.
 - c. If the Social Evaluation Team finds that any chapter is in violation of any of the policies set forth, SET holds the right to return to that chapter that night to make sure the violation has been corrected.

D. Evaluation Form

1. A copy of the Evaluation Form is included in the appendix of this policy.

VII. Chapter Responsibility

- A. A minimum of sober workers is required for every social function approved for exemption.
 1. Two (2) front door monitors – run guest lists, check ids, mark people over/under age, monitor size of function
 2. Two (2) designated drivers – provide safe rides to event attendees as well as help out where needed
 3. One (1) executive officer – oversees all aspects of function, supervise other workers, final word in all decisions. Executive officers may be, but are not limited to, the president, vice president, secretary, treasurer, or any other officer with equivalent rank.
 4. One (1) bar tender – must be 21 years of age (must be carrying ID), check markings, use ticket system for alcohol distribution, and monitor intoxication levels

5. Two (2) sober monitors – this is the minimum, there must be one (1) monitor at all potential exits, monitor guests, notify executive officer in event of problems. Sober monitors are in addition to the appointed executive officer, door monitors, and designated drivers.
- B. There may be only one (1) entrance to a social function. For emergency purposes, there may be additional exits, but they may not be used as an entrance. However, all doors that have the potential to be opened from either direction must remain unlocked and have a monitor to direct guests to the main entrance.
 - C. The Ball State Crisis Management plan must be clearly visible and legible at the entrance to the social function.
 - D. For exempted events at the chapter facility, signs must be posted at all of the following: entrance, alcohol distribution center, and by the public phone or courtesy phone. These signs must state:
 1. Emergency phone numbers, specifically

a. University Police	285-1111
b. Emergency	911
c. Muncie Fire Department	747-4877
 2. Informing those entering the social function that Indiana Law prohibits the consumption of alcoholic beverages by persons under 21 years of age
 3. Chapter must keep a copy of the Greek Social Events Policy along with all associated forms at the door.
 4. For exempted events at the chapter facility, alcoholic beverages must be contained in one (1) centralized location. No other location may be used for distribution of alcoholic beverages.
 5. The Chapter must allow assigned Social Evaluation Team (SET) and IFC Officers to enter the chapter facility upon the team's arrival and provide them any relevant information. They are to be treated as guests and given the utmost cooperation.
 6. Chapter members and their guests must adhere to all local, state, and federal laws, as well as (inter)national organization's and Ball State policies.

VIII. Third Party Vendor

- A. Chapters must adhere to all policies outlined in the Greek Social Events Policy as well as the chapters' individual (Inter)National Risk Management Policy.

- B. Co-sponsoring chapters must complete and submit the Third Party Vendor Check List as provided by IFC, and all necessary documentation required with that checklist, seven school days prior to the social function-taking place.
- C. Co-sponsoring chapters must cooperate with the vendor and his/her employees to the fullest extent. All problems arising from less than reasonable cooperation with the vendor and his/her employees will result in automatic referral to a Judicial Board of Review.
- D. Chapters must provide the following sober workers. This is a total of four workers; these positions may not be combined.
 - 1. Two (2) designated drivers/sober monitors per chapter
 - 2. Two (2) sober executive officers per chapter

IX. Policy Coverage

- A. No policy can cover all the possible situations that may arise. When this policy is not specific on a certain point, chapters are to conduct their activities in the spirit of social responsibility embodied in this policy. Chapters in violation of this policy's intent will be subject to review by the Interfraternity Council and the Office of Student Life and may be referred to one (1) of the three (3) Judicial Boards as noted in Section III of the appendix.

X. Policy Enforcement

- A. The Interfraternity Council will deal with all lower level violation. (See appendix IV)
- B. All upper level violation will be handled in a judicial board hearing. The rules and regulations of the presiding council will govern these. (See Appendix IV)
- C. Appeals Process
 - 1. All sanctions imposed directly by the Executive Council of the Interfraternity Council may be appealed. The process of appeals is as follows:
 - a. Submit Appeals Form to the Office of Student Life. Forms will be available in this office.
 - b. A meeting will be held with the IFC Executive Council and the IFC advisor. If necessary to clarify facts, other individuals may be asked to be present. If a mutual agreement can be reached at that time, a judicial hearing will not be required.
 - c. The Interfraternity Council reserves the right to appeal to the Judicial Board of Review.

XI. Statements on:

A. Hazing

1. No chapter shall conduct hazing activities. Local, State, and Federal laws, as well as University and (Inter)National Fraternity rules and regulations and insurance policy definitions and requirements must be followed. Hazing must be defined as in Fraternity Executive Association “Statements on Position and Hazing and Pre-Initiation Activities”
2. “Hazing shall be defined as any action taken or situation created intentionally, whether on or off chapter premises, to produce mental or physical discomfort, embarrassment or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.”
3. Fraternities and sororities will return anti-hazing forms signed by their new members within fourteen (14) days after that member is pinned.
 - a. Anti-hazing forms not signed by the new member or returned to the Office of Student Life within fourteen (14) days will result in a \$25.00 fine per new member.

B. Illegal Drugs

1. No chapter shall allow the sale, possession, or use of illegal drugs or drug paraphernalia on chapter grounds or any chapter function.

C. Sexual Abuse

1. No chapter will tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions demeaning to another human including but not limited to date, rape, gang rape, and verbal harassment.

D. Fire Safety

1. All chapter houses shall, prior to, during, and after occupancy, meet all local fire and health codes and standards for which they are responsible.
2. Chapters must notify the responsible landlord of any known violation.

3. All chapters must have posted by common phones, emergency phone numbers for fire and ambulance.
4. All chapters shall guard against safety hazards such as food or beverage spilled on the floor, overcrowded rooms, and overloaded electrical outlets.
5. Periodic fire drills shall be conducted for all members.
6. Fire evacuations routes shall be posted.

E. Member Safety

1. Each fraternity chapter will be required to have an easily accessible first aid kit provided by the Interfraternity Council.
2. Each fraternity chapter has the responsibility to place or hang the first aid kit at the location most desired by each individual chapter.
3. The replacement of items in the first aid kit before each social function is the responsibility of the chapter. If a major event occurs where a large amount of the kit is used, IFC will help to cover the cost of replaced items.
4. The first aid kit is a requirement and a responsibility of the chapter on the Social Evaluation Team checklist.
5. The first aid kit is to be used in conjunction with emergency help, not as replacement. If the injury is serious notify emergency medical services immediately.
6. It is recommended that a member, who is certified to do so, administer first aid.

F. Fighting

1. No chapter will tolerate or condone any form of physical violence by any of its members. This includes violence between members or non-members.
2. Violations of this statement which occur on chapter property are subject to sanctions.

Appendix

I. Purpose

- A. The appendix is under the complete jurisdiction of the Interfraternity Council Executive Council. The Executive Council has sole responsibility for the amendment of all sections included in the appendix. The purpose of the appendix is to serve as a source of information for all Greek chapters at Ball State University, and to serve as a guideline in regard to enforcement of the policy.

The Greek Social Events Handbook of Policies supersedes all information presented in this appendix at all times.

II. Greek Social Events Policy Sanctions

- A. The purpose of this section is to serve as a guideline for sanctioning purposes:

1. Level I \$25 - \$75 fines
2. Level II \$75 - \$200 fines
3. Level III \$300 fine and/or Judicial Board of Review Hearing
4. Level IV Judicial Board of Review Hearing

- B. Fines will follow this format:

1. Once a chapter has been fined, the chapter will have one (1) calendar year to not be sanctioned at the same level. Chapters that do, will be fined and the amount of the first fine will be added on. Chapters sanctioned a second time within a calendar year at another level will not have the original fine added on. (i.e. Gamma Gamma gets fined for a level I infraction on Nov. 1, 1997 for \$25. Then on May 1, 1998 they had received a fine for a Level II infraction the fine from Nov. 1, 1997 would not be added on).

III. Judicial Board of Review Hearings.

- A. The advisor to the IFC, in consultation with the Executive Council of the Interfraternity Council, will determine the type of Judicial Board Hearing that occurs. The following are the three types of Judicial Board hearings:
1. The Interfraternity Council's Judicial Board of Review will hear all cases involving solely fraternities.
 2. The Panhellenic Council's Judicial Board of Review will hear all cases involving solely sororities.
 3. A disciplinary hearing administered by the Ball State University division of Student Affairs.

B. Sanctions

1. The purpose of this policy is to hold members of the Greek Community responsible for their own actions. Chapters are encouraged and expected to maintain internal enforcement of this program to discipline individual members that may be in violation.
 - a. Recommended internal sanctions include, but are not limited to:
 - (a) Suspension of chapter voice
 - (b) Fine
 - (c) Social probation
 - (d) Intramural probation
 - (e) Inability to hold an office
 - (f) Officer resignation
 - (g) Membership suspension
 - (h) Membership termination
 - b. Violations (individual or chapter) that are recorded by the peer evaluators or that affect other chapters, the University, or other non-members will be heard through the previously defined external judicial process.
 - c. Recommended sanctions to be delivered by an external body include, but are not limited to:
 - (a) Fine
 - (b) Community service
 - (c) Social probation
 - (d) Loss of Greek Week privileges
 - (e) Intramural probation
 - (f) Recommendation for a loss of chapter recognition
 - (g) Alcohol-free housing

IV. Greek Social Events Policy Infractions

- A. This section is to serve as a guideline for citing the Social Events Policy infractions
 1. Level I:
 - a. Reporting a social function late
 - b. Failure to properly post signs, crisis management plan, and emergency contact list as stated in the policy
 - c. Failure to have a readily available copy of the Social Events Handbook of Rules and Regulations including all forms (i.e. incident report form)
 - d. Failure to have the first aid kit in an easily accessible location
 - e. Failure to have guests signing in on a sign in/sign out sheet
 2. Level II:
 - a. Two (2) Level I infractions at the same social function
 - b. Having more than one (1) entrance to a social function

- c. Failure to enclose the property to prohibit viewing from the outside
- d. Failure to pay Level I fine within ten (10) school days
- e. Having impaired sober monitors at social functions

3. Level III:

- a. Admitting people under 21 years of age with alcohol, or failing to check identification of those possessing alcohol
- b. Failure to stop people with any open containers of alcohol from leaving
- c. Three (3) Level I infractions at the same social function
- d. Level II and Level I infractions at the same function
- e. Failure to provide transportation or escorts for intoxicated guests
- f. Multiple Level II infractions at the same social function
- g. Failure to complete and return Third Party Vendor forms
- h. Admitting people under 18 years old
- i. Any chapter or chapter member vandalizing Fraternity property
- j. Violence between members and/or non-members

4. Level IV:

- a. Failure to have sufficient security
- b. Failure to admit an IFC Executive Board member or Social Evaluation Team member
- c. Failure to treat IFC and/or SET members as guests or failure to cooperate
- d. Multiple Level III infractions at the same social function
- e. Level III and Level II, four (4) Level I or Level III and Level I at the same social function
- f. Any open social function
- g. Failure to report/apply for exemption for a social function
- h. Disregard for alcohol policy and blatant violation of the Social Events Policy intent
- i. Failure of sorority members to abide by National Panhellenic Resolution Supporting Alcohol Free Housing (see Appendix)
- j. Failure to have sufficient sober monitors
- k. Alcohol present at a non-alcoholic event
- l. Providing a common source of distribution at a social function
- m. Any fraternity co-sponsoring an event with a sorority where alcohol is present

V. Social Events Policy Recommendations

A. The purpose of this section is to list some recommendations that will be beneficial to follow:

- 1. No member of any chapter should permit, tolerate, encourage, or participate in “drinking games” or other activities that encourage inappropriate drinking behaviors (i.e. beer bong, upside down drinking, 3 man tournaments, etc.)

2. Chapter should have members TiPS trained and certified in First Aid

Greek Social Events Policy Social Evaluation Team Checklist

Date: _____ Chapter: _____

Time of visit (in): _____ Time of visit (out): _____

Outside: **Please Circle**

1) To someone passing by, is there any reason to believe a party is going on inside? **Yes No**

If “yes”, please give reason(s) (loud music, people loitering, alcohol containers, etc.)

Inside:

1) Estimate the number of people present including members _____

2) How many people signed in on the guest list _____

3) Is there alcohol present? **Yes No**

4) Is there a common source for distribution of alcohol? **Yes No**

5) Overall, does it appear that everything is under control and the Chapter is complying with the Social Events Policy? **Yes No**

Set Up:

1) Is there a Crisis Management Plan posted? **Yes No**

2) Is a copy of the Social Events Policy posted? **Yes No**

3) Is there a sign-in list? **Yes No**

4) Are there sober monitors present? **Yes No**

5) Are the sober monitors wearing the required shirts? **Yes No**

6) Does it appear like they are checking ids? **Yes No**

Additional Comments:

Is the chapter treating SET members as guests and cooperating? **Yes No**

Chapter Verification
(PRINT – DO NOT SIGN)

SET Verification
(PRINT – DO NOT SIGN)

Anti-Hazing Policy

Taken from the Ball State University Student Code, p. 29

XIX. Anti-Hazing Policy

A. Hazing by student organizations and groups of Ball State University is prohibited. Hazing is defined as follows: Any mental or physical requirement, request, or obligation placed upon any person (e.g., a pledge, associate member, affiliate, prospective member, guest, or initiate) which could be harmful to the health and/or welfare of the person, or which is personally degrading to the individual involved, or which has an adverse effect on the academic progress of the person, or which violates any federal, state, or local laws or university policy. Individual acceptance of or acquiescence to any activity covered by the foregoing definition in no way validates or excuses the activity. Student groups may be required to certify in writing that they are in compliance with this policy.

B. Individual members of organizations or groups who violate this policy are subject to disciplinary action as provided in Section V, above. Any organization which violates this policy is subject to sanctions which may be imposed by the coordinating body of which the organization is a constituent member, the vice president for Student Affairs and Enrollment Management or a designee, and/or the Student Activities Committee.

Indiana law requires any person with knowledge of hazing activities to report that information to a proper authority. At Ball State University, that report should be forwarded to the Office of Student Life (Student Center, Room 133, 285-2621) or the Department of Public Safety (285-1111).

Ball State University Panhellenic Association Resolution Supporting Alcohol-Free Housing

Whereas, All 26 NPC groups have agreed that it is inadvisable to co-sponsor a party involving alcohol when the majority of guests attending are under the legal drinking age, and

Whereas, All 26 NPC groups have agreed that no college chapter funds may be used to purchase alcohol, and

Whereas, The co-sponsors of social events are potentially liable regardless of how the expenses are shared, and

Whereas, The Greek community has taken a leadership role in providing alcohol education and responsible use of alcohol to its members, and

Whereas, The NPC/NIC Task Force on Substance-Free Fraternity Housing believes that alcohol-free fraternity housing will result in a higher quality fraternity experience and improved health and safety among collegiate members, and

Whereas, Efforts to create a living environment where behaviors consistent with fraternity principles can flourish deserve the support of Panhellenic women, who have historically observed a substance-free facility standard, and

Whereas, Panhellenic women at Ball State University wish to be proactive in dealing with the misuse of alcohol among members of the Greek Community, and

Whereas, Panhellenic women at Ball State University hold themselves to high ethical standards and do not tolerate any form of hazing; therefore be it

Resolved, That the National Panhellenic Conference member groups at Ball State University, starting in the Fall of 2000, will not co-sponsor a function at a fraternity house if that function is not alcohol-free; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University will co-sponsor at least one registered alcohol-free social function with a fraternity each semester; and be it further

Resolved, That each National Panhellenic Conference member group at Ball State University agrees to walk-out of any situation in which the above policy is not followed or any situation that puts its members in danger and not to return for at least 12 hours; and be it further

Resolved, That each National Panhellenic Conference member group at Ball State University will have at least the President, Social Chair, Risk Management Chair and one other member-at-large TIPS trained through the additional program developed by the Health Education Foundation of Washington D.C.; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University will co-sponsor only three activities in conjunction with a campus activity or philanthropy event; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University will annually hold a workshop on values and human dignity within their chapter to discuss respect and treatment of new members; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University fully support the fraternities that have chosen alcohol-free housing and will encourage other fraternities to follow suit.

FIPG, INC. RISK MANAGEMENT POLICY (07/07)

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games". The definition of drinking games

includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night", "big brother/big sister night" and initiation.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

Appendix B: FORMS

Ball State University Fraternity & Sorority Statement of Facts

This report should be completed anytime a fraternity/sorority at Ball State is not in compliance with the Social Events Policy, Student Code of Conduct, (inter) national policies and procedures or federal, state, or local laws or an incident occurs with a fraternity or sorority.

The report can be submitted anonymously. Please include as much information as possible.

Date Submitted:

Person Submitting the Report:

Affiliation:

Phone Number/Email Address:

Chapter (s) Involved:

Member (s) Involved:

Type of Incident: Alcohol Hazing Other (please specify):

Date/Time of Incident (Indicate AM/PM):

Location of Incident:

Statement of Facts (Include as much detail as possible including approximate times, the number of guests present, number of initiated members present, number of new members present):

Witnesses. Please list all witnesses to this incident and their contact information (phone number):

Actions Taken (if applicable):

Who else is aware of the incident?

Greek Advisor Advisor National Headquarters Other (please specify)

Comments:

Ball State University Fraternity & Sorority Witness Statement

This statement should be completed anytime a fraternity/sorority at Ball State is not in compliance with the Social Events Policy, Student Code of Conduct, (inter) national policies and procedures or federal, state, or local laws.

The report can be submitted anonymously. Please include as much information as possible.

Date Submitted:

Witness to Incident:

Affiliation:

Phone Number/Email Address:

Chapter (s) Involved:

Member (s) Involved:

Type of Incident: Alcohol Hazing Other (please specify):

Date/Time of Incident (Indicate AM/PM):

Location of Incident:

Statement of Facts (Include as much detail as possible including approximate times, the number of guests present, number of initiated members present, number of new members present):

Witnesses. Please list other witnesses to this incident and their contact information (if applicable):

Actions Taken (if applicable):

Comments:

Ball State University Fraternity & Sorority Incident Report

This report should be completed anytime a fraternity/sorority at Ball State is not in compliance with the Social Events Policy, Student Code of Conduct, (inter) national policies and procedures or federal, state, or local laws.

The report can be submitted anonymously. Please include as much information as possible.

Date Submitted:

Person Reporting Incident:

Affiliation:

Phone Number/Email Address:

Chapter (s) Involved:

Member (s) Involved:

Type of Incident: Alcohol Hazing Vandalism Other (specify):

Date/Time of Incident (Indicate AM/PM):

Location of Incident:

Statement of Facts (Include as much detail as possible including approximate times, the number of guests present, number of initiated members present, number of new members present):

Witnesses. Please list all witnesses to this incident and their contact information (phone number):

Actions Taken (if applicable):

Who else is aware of the incident?

Greek Advisor Advisor National Headquarters Other (please specify)

Comments:

Please return to the front desk in the Office of Student Life no later than five (5) days after the incident.



COLLEGE PANHELLENIC VIOLATION REPORT FORM

To be filled out and submitted to the College Panhellenic within 30 days of the alleged infraction.
(The 30 calendar day timeline even applies during university/college breaks.)

University/college: _____

Against (name of fraternity): _____

For violating: _____
(List specific rule, Code of Ethics, NPC UNANIMOUS AGREEMENT, etc.)

Violation reported by: *(Reports may only be filed by one of the following:)*

- Chapter President Panhellenic Officer in Charge of Recruitment
- Recruitment Counselor Potential New Member Panhellenic Advisor

Date/time/location of alleged infraction: _____

Witness(es) to the incident (include affiliation/Panhellenic office and phone numbers):

Description of the incident (use additional sheets if necessary): _____

Names and affiliations of cited individual(s) and fraternity involved: _____

Names, addresses and phone numbers of individual(s)/fraternity reporting incident:

Signed by: _____

Name & position

Date

To be completed by the College Panhellenic President or Panhellenic Advisor

Date submitted: _____

Form properly submitted? Yes No (If no, briefly explain:)

Notification of Infraction form sent to:

Accused Fraternity Date: _____)

Panhellenic Advisor (Date: _____)

NPC Area Advisor (Date: _____)



COLLEGE PANHELLENIC NOTICE OF INFRACTION FORM

This form is to be completed by the Panhellenic President or Panhellenic Advisor after a Violation Report Form has been properly filed. This form must be given to the accused fraternity President (or designated representative) within ONE WEEK of receipt of the Violation Report Form by the College Panhellenic. A copy of the form is also given to the Panhellenic Advisor and the NPC Area Advisor within the same time period. (The one-week timeline applies even during college/university breaks.)

University/college: _____

Accused fraternity: _____ **Date of notification:** _____

Alleged violation(s): *(List specific rule, NPC UNANIMOUS AGREEMENT, etc., and brief description.)*

Date(s) of alleged violation(s): _____

**Violations must be reported within 30 days of the alleged violation.*

Rights and obligations of accused fraternity:

The accused fraternity has the right to have the alleged infraction resolved through the use of Mediation or a Judicial Board Hearing. The accused fraternity is responsible for contacting the College Panhellenic within one week of receipt of this Notice of Infraction Form to schedule a Mediation or opt directly for a Judicial Board Hearing. The Mediation or the Judicial Board Hearing does not have to take place within the week; it must be scheduled as soon as possible at a time convenient for the parties involved. If the Notice of Infraction form is received during a college/university break, the Mediation or the Judicial Board Hearing can be deferred until classes resume.

To schedule a Mediation or a Judicial Board Hearing, contact the person below by _____
Date

Name: _____ **Phone number:** _____

RECORD OF DELIVERY

The accused fraternity receives the original of this form. The college Panhellenic keeps a copy of this completed form as part of the documentation. Copies of this form are given to the Panhellenic Advisor and the NPC Area Advisor.

- Delivered to Accused Fraternity
- Signature of Chapter President or designee _____
- Copy to Panhellenic Advisor
- Copy to NPC Area Advisor Date: _____



COLLEGE PANHELLENIC RECORD OF MEDIATION FORM

This form is to be completed by the Mediator after Mediation has been completed. This form is to be given to the Panhellenic Advisor. One copy of the form is to be given to the accused fraternity.

University/college: _____

Accused fraternity: _____ **Date of mediation:** _____

Location of mediation: _____

Alleged violation(s):

(List name of accuser and site specific rule, NPC UNANIMOUS AGREEMENT, etc.)

Names and titles of all present:

- All parties satisfied with mediation.**
- All parties are not satisfied with mediation.**
If all parties are NOT satisfied, list issues on the following page.

Accused fraternity designee (Print name)	Signature	Date
--	-----------	------

Accusing fraternity designee (Print name)	Signature	Date
---	-----------	------

Mediator (Print name & title if applicable)	Signature	Date
---	-----------	------



COLLEGE PANHELLENIC RECORD OF MEDIATION FORM

- All parties are satisfied with mediation and agreement has been reached.
Below is the AGREEMENT:

- OR** All parties are not satisfied with mediation.
Below are the LIST OF ISSUES yet to be resolved:



COLLEGE PANHELLENIC RECORD JUDICIAL BOARD HEARING FORM

This form serves as Page 1 of the College Panhellenic or Judicial Board Hearing Record. One representative of the College Panhellenic will take the minutes on the Judicial Board Hearing Minutes and attach the minutes to this document.

Judicial Board Hearing record (Was mediation held? Yes No)

University/college: _____

Accused fraternity: _____ **Date of meeting:** _____

Location of meeting: _____ **Start time:** _____ **End time:** _____

Name of recorder: _____

Number of additional pages of minutes* _____

**Attach the signed College Panhellenic Mediation or Judicial Board Hearing Minutes Form to this page.*

Names and titles of all present:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Alleged violation(s):

(List specific rule, NPC UNANIMOUS AGREEMENT, etc., and brief description.)

Summary of decision/penalty:

(Give a brief description of results. Attach the detailed College Panhellenic Mediation or Judicial Board Hearing Minutes Form.)

Notice of Appeal Form Given to Chapter President/designee *(If applicable)*

Signatures: *The signatures verify that the minutes have been read by those present.*

Accused fraternity designee *(print name)* _____ Signature _____ Date _____

Panhellenic representative *(print name)* _____ Signature _____ Date _____

RECORD OF DELIVERY

The College Panhellenic maintains the original form and minutes. The accused fraternity will receive copies of this form and minutes. Copies of this form are sent to the parties listed below (do not include the minutes page).

- | | |
|---|---|
| <input type="checkbox"/> Accused Chapter President/designee | <input type="checkbox"/> Copy to Panhellenic Advisor |
| <input type="checkbox"/> Copy to NPC Delegate | <input type="checkbox"/> Copy to Inter/National President |
| <input type="checkbox"/> Copy to NPC Area Advisor | |

Date: _____



COLLEGE PANHELLENIC JUDICIAL BOARD HEARING MINUTES FORM

This form serves as Page 2 of the College Panhellenic Judicial Board Hearing Record and is used by one representative of the College Panhellenic to record the minutes. Use as many copies of this minutes form as needed. The completed minutes shall be attached to the College Panhellenic Judicial Board Hearing Record. Each page should be numbered and signed.

Judicial Board hearing record (Was mediation held? Yes No)

University/college: _____

Accused fraternity: _____

Date of meeting: _____

Minutes:

Signatures:

The signatures verify only that the minutes have been read by those present at the conclusion of the Judicial Board Hearing.

Accused fraternity designee (*print name*) Signature Date

Panhellenic representative (*print name*) Signature Date

Page # _____ of _____



COLLEGE PANHELLENIC NOTICE OF APPEAL FORM

This form is to be submitted to the Panhellenic President or Panhellenic Advisor within 48 hours of the judicial hearing decision if an involved party wishes to appeal the decision to the National Panhellenic Conference Judicial Appeals Committee.

University/college: _____

Appealing party: _____ **Date of decision:** _____

Name, address, phone number and e-mail of appealing party representative:

Reason for appeal of rendered decision: *(additional pages may be attached)*

Signature of appealing party

Signature of fraternity alumna advisor
(If appealing party is a fraternity)

Appeal Procedures:

- The College Panhellenic President is responsible for sending the complete record in a timely manner upon receipt of the Notice of Appeal.
- Four copies of the complete record must be sent in one envelope to the NPC Judicial Appeals Chairman. Include copies of all documentation relating to this infraction.
- A copy of the College Panhellenic Bylaws, Judicial Procedures and applicable rule(s) should be included in the mailing.
- The appeal should be sent certified mail, return receipt requested.

To be completed by the College Panhellenic President or Panhellenic Advisor

Date appeal submitted: _____

Within 48 hours of decision? Yes No

Date sent to NPC Judicial Appeals Chairman _____
(Certified mail/receipt requested)

Copy of *Notice of Appeal* sent to:

Panhellenic Advisor Date: _____

NPC Area Advisor Date: _____

Confidentiality Agreement

Confidentiality is a cornerstone of success for the Panhellenic Council Judicial Board of Review. Therefore the parties involved agree to the following:

1. To hold confidential information in trust and confidence and agrees that it shall be used only for the intended spirit and purposes of the Panhellenic Council Judicial Board of Review.
2. No copies will be made or retained of any written information other than those necessary for Judicial Board of Review record keeping.
3. At the conclusion of the Judicial Board of Review term, confidential information, including meeting minutes, emails, manuals, completed paperwork and forms and all notes taken shall be returned.
4. Confidential information shall not be disclosed to anyone else in the Greek Community.
5. All Judicial Board of Review business, meetings, conversations, files, and documentation are to be kept confidential including witnesses and reporters of the violation.
6. Breach of this agreement shall result in individual being sent to Judicial Board of Review with possible removal from his position.

Note: Sharing names, topics, or discussion that occurred during this meeting would be considered a violation of confidentiality. All members and advisors present are held to the same standard of confidentiality. Please know that it is NOT a violation of confidentiality to share a payment plan with the VP Administration, a scholarship plan with the Panhellenic Scholarship Chair, or participation requirements with the VP Administration. Talking about how decisions were determined or revealing personal information shared during the meeting IS a violation.

	Signature	Date
JBR Chief Justice		
Board Member	_____	
Board Member	_____	
Board Member	_____	
Board Member	_____	
Board Member	_____	
Board Member	_____	
Advisor	_____	
Advisor	_____	

***** This will be signed before the hearing is held**