Fraternal Standards Board Manual
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The Purpose and Goals of the Fraternal Standards Board

This document shall be known as the Fraternal Standards Board Manual, and it shall serve as the sole guide and reference for the joint Standards Board formed between the Interfraternity Council (IFC) and the College Panhellenic Council (CPH) in the spring semester of 2015 on the University of Wyoming (UW) campus.

The Fraternal Standards Board Manual was created for operational purposes. All mandates and protocol outlined within this manual only apply if the IFC and CPH Constitutions and Bylaws explicitly express their support of this manual.

However, the Fraternal Standards Board Manual is not an essential part of either the IFC or CPH Constitutions and Bylaws. Therefore, this manual may be altered and/or adapted by the Standards Board without the consent of the IFC or CPH Legislative Bodies. Upholding a fair process and protecting the opportunities and privileges afforded to UW’s fraternities and sororities requires constant maintenance; it is the responsibility of the Standards Board to act accordingly.

This manual cannot be expected to address every issue or circumstance that may arise under the Standards Board’s jurisdiction. As such, this manual was written to give the current and future Fraternal Standards Boards an essential framework to govern the UW Fraternity and Sorority Community with sound judgment and objectivity.

The proceedings of the Fraternal Standards Board are not strictly legal, and they differ fundamentally from criminal or civil court proceedings. As such, many practices and rituals typical of court proceedings will not be observed by the Standards Board. The Standards Board aims to ascertain a working knowledge of all details pertaining to an alleged infraction so that the Standards Board may respond appropriately.

All members of the UW community are granted the same Constitutional and civil rights guaranteed to all citizens. At the same time, they are subject to laws of the nation, the State of Wyoming, and the city of Laramie. In addition, the Board of Trustees, the State of Wyoming and the University have established, policies, procedures, and regulations in order to govern the University community and achieve UW’s goals as an educational institution. Each student is responsible for knowing and observing the University’s policies and regulations. Each student should also understand that these regulations act as a guide for all student activities, including the social and educational activities of student organizations, such as chapters of the UW Fraternity and Sorority Community. Members and chapters of the Fraternity and Sorority Community who violate any national, state, or local laws are subject to disciplinary action not only in a court of law, but also by UW and the Fraternal Standards Board.

Because the Fraternity and Sorority Community resides within an educational institution, the objectives of the Standards Board are not primarily punitive in nature; they are educational and restorative. The Standards Board will strive to not take disciplinary action exclusively, it will act to uphold the regulations of UW, the regulations of IFC and CPH, and to maintain the high ideals and values established by the fraternities and sororities affiliated with IFC and CPH. The
Standards Board will examine how infractions occurred and will strive to take educational and preventative measures to address the roots of a problem. The Fraternal Standards Board will not simply respond to infractions through penalization.

In the event that action needs to be taken by the Standards Board, the Standards Board will adhere to the protocol outlined within this manual, providing a fundamentally fair and equitable process to all parties involved in an alleged infraction. When Standards Board proceedings are underway, strict confidentiality will be maintained to insure the chapter’s privacy and to preserve the integrity of the Standards Board system.

This manual operates under the ideal that all fraternity and sorority chapters take responsibility for their actions and the actions of their members. As fraternity men and sorority women, we hold ourselves, and our community, to higher standards than those of the average university student. As such, the final findings and sanctions of Standards Board hearings will be disclosed at IFC and/or CPH general council meetings. Chapter names and confirmed allegations will be revealed with the intent to hold the entire Fraternity and Sorority Community accountable for their actions and to maintain fairness amongst all UW fraternities and Sororities.

There may be times, for undetermined and unique reasons, that the guidelines in this manual will need to be suspended or adapted to meet a specific situation. Whether this change is an expedition or delay in the Standards Board process, or a change in the procedures for a hearing, changes will be considered viable as long as they do not directly violate the fundamentally fair process for any chapter or chapter member.
Opportunities Afforded to Responding Chapters and Witnesses

In any Standards Board hearing, the chapters and witnesses appearing before the Standards Board must be guaranteed a fundamentally fair process and specific opportunities. Although these opportunities are assured, everyone concerned should understand that Standards Board proceedings differ from criminal or civil court proceedings. There may be times, for undetermined and unique reasons, that the guidelines in this manual will need to be suspended or adapted to meet a specific situation. Whether this need be an expedition or delay in the Standards process, or a change in the procedures for a hearing, these changes will be considered viable as long as they do not directly violate the rights of any chapter. These are as follows:

I. Chapters will receive written notice indicating the date, time, and location of the hearing no less than five (5) business days prior to the hearing. It should contain a summary of the allegations and a copy of this document.

II. All hearings are conducted in closed session.

III. The chapter is afforded the opportunity to have an advisor present at the hearing, as an observer/nonparticipant.

IV. The chapter is afforded the opportunity to hear, review, and question all relevant information presented at the hearing in addition to providing their own information.

V. The chapter is afforded the opportunity to present witness and/or statements in accordance with Standards Board procedures.

VI. The chapter is afforded the opportunity to remain silent.

VII. The chapter must be informed of the right to appeal and the procedures for making such an appeal.

VIII. A chapter reserves the right to review its Standards record at any time.

IX. The responding chapter shall not be referred to the Fraternal Standards Board for the same incident twice.

X. All opportunities afforded to the responding chapters and witnesses will be read prior to the Standards hearing.

XI. Any student, student organization or club, faculty member, administrator, or citizen of the community may choose to appear before the Fraternal Standards Board and/or file a complaint against an IFC or CPH member organization.

XII. All statements made before the Standards Board will be kept in strict confidence by all individuals involved.
XIII. Individuals may choose to remain silent when any testimony may be self-incriminating. Members of the Standards Board may direct the witness to answer any questions regarding the alleged infraction.

XIV. Any witness testimony presented on appeal will be taken from the record of the Standards hearing.

XV. No witness will be required to answer a leading question, as determined by the Standards Board Chairperson or Vice Chairperson.

XVI. A quorum of at least two-thirds (2/3) of the Standards Board Justices must be present for a Standards Board hearing to take place.
Ethical Standards for Standards Board Members

It is crucial to remember that Standards Board members are role models for the Fraternity and Sorority Community. They are identified as representatives of the disciplinary system. Therefore, it is important that Standards Board members follow and uphold the policies of the IFC, CPH, and UW. Furthermore, the Standards Board’s authority is delegated by the IFC and CPH Legislative Councils. As such, certain guidelines must be observed by members of the Standards Board. Violation of these standards could be cause for an individual’s removal from the Board. It is the responsibility of each Standards Board member to observe the following ethical standards.

I. Members of the Standards Board are expected to uphold their responsibilities and follow all rules and regulations of the IFC, CPH, and The University of Wyoming.

II. Information regarding the disciplinary status of any individual or chapter is not to be discussed with any person outside the Standards hearing. Likewise, any information presented in confidence at a hearing should not be discussed outside the hearing.

III. The disciplinary record of any individual or chapter is not to be discussed with any person outside the Standards Board hearing.

IV. Judicial Board members are expected to treat chapters responding to allegations with courtesy and have the utmost concern for the opportunities provided to chapters.

V. Standards Board members are expected to be prepared to question those who appear before them in order to arrive at a full understanding of an allegation.

VI. Standards Board members are expected refrain from making accusations or statements that cannot be substantiated or supported.

VII. In cases involving disciplinary action, the vote of each Standards Board member is kept confidential. The vote of the entire Standards body, however, can be shared with the chapter when the decision is announced.

VIII. All decisions of the Standards Board must be upheld by the Standards members, although there may be dissenting opinions.
Jurisdiction of the Fraternal Standards Board

I. The Fraternal Standards Board shall have jurisdiction over cases involving member and associate organizations of the UW IFC and CPH.

It is the duty of the Standards Board to enforce the policies of the UW and the IFC and CPH. The board may enforce the UW student code of conduct or other university documents etc., which include the UW Student Code of Conduct, the IFC and CPH Constitutions and Bylaws, the UW Social Responsibility Guidelines for Fraternities and Sororities, and the Fraternal Insurance Programming Group (FIPG) Risk Management Policies. In accordance with IFC and CPH bylaws and constitutions, as well as National Interfraternity Council (NIC) and National Panhellenic Conference (NPC) standards, alleged recruitment infractions will not be heard by the entire Fraternal Standards Board.

1. The entire Fraternal Standards Board will not be involved with the adjudication/hearing/enforcement of the CPH governing documents. This is the responsibility of the CPH organization per the NPC Unanimous Agreements and will be adjudicated by the Panhellenic members of the Fraternal Standards Board. CPH documents are defined as the NPC Unanimous Agreements (UAs), CPH bylaws, Panhellenic standing rules, Membership recruitment rules/guidelines, and Code of Ethics.

2. The entire Fraternal Standards Board will not be involved with the adjudication/hearing/enforcement of fraternity recruitment. This is the responsibility of the IFC and will be adjudicated by the IFC members of the Fraternal Standards Board.

I. A single incident may be addressed by more than one disciplinary system (i.e., the IFC or CPH Standards bodies, an Inter/national fraternity, a civil/criminal court, and UW). Hearings within more than one of these systems may be appropriate if chapter owes a different kind of obligation to each of these entities.

A. A chapter has a responsibility to follow state and federal laws and ordinances. Failure in this responsibility rightly subjects the chapter to possible sanction by the lawful authority of that community.

B. Likewise, a chapter functions within the UW Fraternity and Sorority Community and has a specialized set of responsibilities as a member of that community. Transgression of these responsibilities may require sanctions by the Fraternal Standards Board.

C. A single act by a chapter may run counter to their obligations to both the local community and the UW Fraternity and Sorority community. In such cases, hearings by more than one disciplinary system are appropriate and should not be considered double jeopardy.

D. A hearing by more than one disciplinary system is also appropriate considering the different governing values underlying each disciplinary system. Civil law is essentially protective and punitive in nature. As such, civil sanctions do not properly address transgressions against the values and ethics of the UW Fraternity and Sorority Community. In contrast, University discipline is intended to be adjunct to the education process and attempts to correct the cause of an action.
The Fraternal Standards Board is responsible to recognize these situations and respond with educational sanctions to remediate a chapter’s behavior.

E. Should a chapter or chapter member commit an infraction off the UW campus, the offender and the offense are still subject to the jurisdiction of the Fraternal Standards Board, which has no geographic boundaries.

II. Respondents do not need to attend their hearing for the Fraternal Standards Board to render a decision. Attempts to slow the Standards Board process through absenteeism will not be tolerated. If a chapter has a time conflict with the scheduled hearing, they must contact the Standards Board Chairperson and Vice Chairperson at least 48 hours prior to the hearing to reschedule. Chapters are allowed to reschedule their hearing only once.

III. It is within the jurisdiction of the Fraternal Standards Board to make amendments to the Fraternal Standards Board Manual without the consent of either the IFC or CPH Legislative Councils. Amendments to the manual must be approved by a majority vote made by the entire Fraternal Standards Board, excluding the alternate Justices. The Vice Presidents of Standards must announce any changes made to this document at the next regularly scheduled meetings of both the IFC and CPH Legislative Councils.

A. Both the IFC and CPH Legislative Councils must ratify the Fraternal Standards Board Manual within their respective Constitutions and Bylaws for this document to maintain its validity. Corollary, The IFC and CPH Legislative Councils can make changes to, or renounce, the Fraternal Standards Board Manual if both Legislative Councils pass the same amendment, or renouncement, in conjunction with one another.
Judicial Board Composition

I. The Fraternal Standards Board will be composed of the following:
   A. The IFC and CPH Vice Presidents of Standards;
   B. Three (3) Justices and two (2) Alternate Justices elected by the IFC Legislative Council;
   C. Three (3) Justices and two (2) Alternate Justices elected by the CPH Legislative Council;
   D. The Fraternity and Sorority Advisor (aka: FSA) or their designee, the Fraternity and Sorority Graduate Assistant (aka: FSA), who must be present at all hearings and will serve as an ex-officio member of the Standards Board.
   E. The IFC and CPH Justices will be elected according to the respective election procedures of the IFC and CPH.
   F. No more than two (2) Justices may be elected from the same fraternity or sorority. However, an elected Alternate Justice may be affiliated with the same fraternity or sorority as one of the three (3) elected Justices.
   G. In accordance with standing IFC and CPH election procedures, terms of appointment for all Standards Board positions shall be for one (1) calendar year, beginning in January.
   H. All members of Fraternal Standards Board, excluding the Standards Board Chairperson, will be allocated one (1) vote in hearing deliberations.
   I. Alternate Justices always have a voice in Standards Board hearings, but they only have a vote if they fill a vacancy left by a Justice.

II. A Fraternal Standards Board Chairperson and a Vice Chairperson will also be elected by the Fraternal Standards Board.
   A. The Fraternal Standards Board will hold the election for their Chairperson and Vice Chairperson at the conclusion of their Standards Board training sessions.
   B. The IFC and CPH Vice Presidents of Standards will automatically receive a nomination for the positions of Standards Board Chairperson and Vice Chairperson. However, any Justice already elected to the Standards Board may be nominated to the positions of Standards Board Chairperson and Vice Chairperson.
   C. Each nominee will have the opportunity to speak on their own behalf for five (5) minutes and answer questions for an additional five (5) minutes before voting takes place.
   D. The Standards Board Chairperson and Vice Chairperson will be elected according by a majority vote of all members already elected to the Fraternal Standards Board.
   E. The Standards Board Chairperson and Vice Chairperson cannot both be fraternity men or both sorority women. If the Chairperson is a fraternity man, the Vice Chair person must be a sorority woman and vice versa.

III. To eligible for election to the Fraternal Standards Board, individuals must:
   A. Be an active member in good standing with his or her fraternity or sorority.
   B. Be in good academic and disciplinary standing with the University of Wyoming.
C. A fraternity man or sorority woman cannot be elected to the Fraternal Standards Board if he or she already holds a position on the IFC or CPH Executive Board, if he or she already holds a position on the Executive Board of his or her fraternity or sorority, or if he or she serves as the IFC or CPH representative/delegate for his or her chapter.

D. To be eligible for Standards Board Chairperson, Vice Chairperson, or Vice President of Standards, nominees must have at least one (1) semester of experience as a Justice or Alternate Justice.

IV. It is the duty of the Fraternal Standards Board Chairperson to:
   A. Serve as the chairperson of the Standards Board. They notify chapter representatives of the charges against them; the date, time, and location of the hearing; the opportunities afforded to respondents; and to provide fair and impartial treatment and due process to all involved in a Standards hearing.
   B. Conduct all Standards Board hearings according to Robert’s Rules of Order.
   C. Notify necessary parties of the decisions of the Standards Board within a maximum of five (5) business days following a hearing (including the member chapter’s Inter/national organization, Chapter Advisor(s), and/or House Corporation).
   D. Submit reports to the IFC and CPH Presidents and the FSA Office at the end of each semester. The reports include, but are not limited to:
      1. A Case Summary for each Standards Board hearing (see Case Summary sample)
      2. Revisions to the Fraternal Standards Board Manual.
   E. The Standards Board Vice Chairperson will assume all the above duties whenever the Chairperson is unable to perform his or her duties, in cases such as a conflict of interest or absence of the Chairperson.
      1. The Standards Board Vice Chairperson will also present all evidence and any witness testimony presented against an alleged chapter during their hearing.

V. It is the duty of the Vice Presidents of Standards to:
   A. Serve as the spokespersons of the Standards Board. They serve as the representatives of the Standards Board to the IFC and CPH Executive Boards and Legislative councils.
   B. Announce the findings and sanctions of the Standards Board at IFC and CPH Council meetings. These announcements will ensure that any sanctions levied by the Standards Board are unambiguous and ensure that the Standards Board maintains transparency in its decisions and actions. The names of chapters found responsible for alleged infractions will be revealed with the intent to hold the entire Fraternity & Sorority Community accountable for their actions and to maintain fairness.
   C. Serve as Chairperson in the case of recruitment infractions (see section VI below.)
   D. Submit reports to the IFC and CPH Presidents and the FSA Office at the end of each semester. The reports include, but are not limited to:
1. A Case Summary for each Standards Board hearing (see Case Summary sample)
2. Revisions to the Fraternal Standards Board Manual.

VI. To resolve recruitment infractions, the Standards Board will form a Recruitment Infraction Panel (RIP). The RIP will be composed of only fraternity men or only sorority women.
   A. In the case of a sorority recruitment infraction, the case will only be heard by sorority women. The RIP will be composed of the CPH Vice President of Standards and the three (3) female Justices elected from CPH. All CPH recruitment infractions will be resolved per the NPC Unanimous Agreements (UA VII. College Panhellenic Judicial Procedure).
   B. In the case of a fraternity recruitment infraction, the case will only be heard by fraternity men. The RIP will be composed of the IFC Vice President of Standards and the three (3) male Justices elected from IFC fraternities.
   C. For the purpose of recruitment infractions, the Vice President of Standards will serve as the RIP Chairperson.
   D. The three (3) Justices will each have a single vote, while the Vice President of Standards will not be allocated a vote to avoid the possibility of a tie vote.

VII. It is the duty of all Standards Board members to:
   A. Maintain at least a 2.7 cumulative grade point average;
   B. Be an active member in good standing with his or her fraternity or sorority;
   C. Maintain familiarity with the UW Student Code of Conduct, the IFC and CPH Constitutions and Bylaws, the UW Social Responsibility Guidelines for Fraternities and Sororities, and the Fraternal Insurance Programming Group (FIPG) Risk Management Policies;
   D. Attend all scheduled Standards Board trainings, business meetings and hearings, unless the Vice Presidents of Standards and FSA, determine that the infraction only pertains to recruitment and that the subsequent hearing only requires the IFC or CPH Justices;
   E. Accumulate no more than three (3) unexcused absences from any Standards Board meeting or hearing, or else he or she will forfeit his or her position on the Standards Board. If a Justiceship is forfeited, an existing alternate Justice will assume the forfeited position and a new alternate Justice will be elected at the next regularly scheduled meeting of the IFC or CPH Legislative Council, respectively.
   F. Alternate Justices shall maintain the responsibilities expected of all Justices and assume the duties of a Justice when a temporary vacancy on the Standards Board must be filled.
   G. The attendance of Alternate Justices at all Standards Board meetings leading up to a hearing, and the hearing itself, is especially crucial because the three (3) primary Justices may be stricken from the Standards Board in the moments before a hearing due to conflicts of interest (described under Hearing Procedures).
   H. Alternate Justices have a voice, but no vote, in Standards Board hearings unless they fill a vacancy left by a disqualified or absent primary Justice. If a vacancy
does not open within a Standards Board hearing, the alternates are allowed to excuse themselves from the hearing.
Mediation Procedure

The purpose of mediation is to find an appropriate solution satisfactory to both the complainant and the respondent. All Greek organizations are encouraged to resolve their problems as soon as possible through mediation. However, this step is not required and is not always applicable.

I. All sororities seeking resolution for violation of Panhellenic governing documents must follow NPC Unanimous Agreement VII College Panhellenic Judicial Procedure as found in the NPC Manual of Information.

II. Fraternities seeking mediation should seek counsel from the FSA or the FSGA.
Judicial Board Hearing Procedures

Judicial Board hearings are not legal, court proceedings. Therefore, not all legal rituals will be observed. The hearing procedures are intended to bring to light to the pertinent details surrounding a case to preserve and enforce the standards set forth by the IFC, CPH, and their member chapters. The Fraternal Sorority Standards Board will adhere to the following procedures:

I. A written complaint form must first be filed with the FSA, or the FSGA, in the FSL Office within thirty (30) calendar days of the alleged infraction.

II. The FSA, the Standards Board Chairperson, and the Vice Chairperson have the authority to choose any one or more of four (4) options:
   A. Dismiss the complaint based on a lack of evidence;
   B. Refer the complaint to the Fraternal Standards Board for a hearing, and schedule the hearing within ten (10) business days of the complaint’s filing;
   C. Refer the complaint to either a Fraternity or Sorority RIP for a hearing, who will schedule the hearing within ten (10) business days; or
   D. Refer the complaint to the Dean of Students Office due to the extreme severity or confidentiality required by an infraction.

III. A quorum of at least two-thirds (2/3) of the Standards Board Justices must be present for a Standards Board hearing to take place.
   A. All Justices composing the Fraternal Standards Board must make every effort to be present at a Standards hearing. In the case that a Justice is unable to attend or is stricken from the Standards Board due to a conflict of interest, an Alternate Justice must fill the vacancy for the hearing to take place.

IV. Prior to the Standards Hearing:
   A. The Standards Board Chairperson, Vice Chairperson, and the FSA will form a committee that investigates all complaints.
   B. The chapter(s) will be notified of their Standards hearing no less than five (5) business days prior to the hearing (see Hearing Notification Letter sample). If a chapter has a time conflict with the scheduled hearing, they must contact the Standards Board Chairperson at least 48 hours prior to the hearing to reschedule. Chapters are allowed to reschedule their hearing only once.
   C. The chapter(s) will be informed of the charges filed and the violation(s) alleged against them.
   D. The chapter(s) will be informed of the opportunities afforded to them. A copy of the Fraternal Standards Board Manual can be included in the Hearing Notification Letter, or the chapter can be provided an internet link to this manual.
   E. The chapter must inform the Standards Board Chairperson of any witnesses to be presented on their behalf, no less than 48 hours prior to the hearing.

V. Pre-Discussion at Hearing: (to occur at least 30 minutes prior to hearing)
   A. At this time, the Standards Board will discuss, in closed session, the following:
i. Background evidence;
ii. Information in the complaint filed to determine vague areas and possible discrepancies;
iii. Timing and sequence of events; and
iv. Major areas for questioning.
v. A Standards Board member will volunteer to take minutes for the hearing; a tape recording may also be used with the consent of the respondent and complainant (see Hearing Minutes sample form).

VI. Hearing Procedures:
   A. All members of the Standards Board are introduced followed by the introductions of the complainant (if present), respondent, and any witnesses (if present).
   B. All alleged infractions and Opportunities Afforded to Responding Chapters and Witnesses are stated for the record by the Standards Board Chairperson, unless the reading of them is waived by both the respondent and any witnesses present.
   C. The chapter will enter a plea of either “responsible” or “not responsible” to any or all of the alleged infractions. Those infractions for which a plea of “responsible” is entered will be held until the Standards Board begins deliberations. At that time, penalties and/or sanctions will be assessed on those violations.
   D. A chapter may challenge any Standards Board member’s presence for their hearing for just cause. A two-thirds (2/3) vote of the Standards Board, in closed session, will be cause for the removal of that Standards member for that particular case. If a Justice is struck from the Standards Board, an alternate Justice will fill the vacancy.
   E. The responding chapter will make opening statements.
   F. The Standards Board Vice Chairperson will present all evidence and any witness testimony against the chapter.
   G. The responding chapter will answer to such evidence and question any witness presented by the Standards Board Vice Chairperson.
   H. The responding chapter will then present any evidence or witness testimony on their behalf.
   I. The Justices will then question the responding chapter or any witness the presented by the responding chapter.
   J. The responding chapter will make closing statements.
   K. The chapter will be told to expect a letter containing the Standards Board’s decision (see Chapter Notification Letter sample) no later than five (5) business days from the day of the hearing, and that the letter will also include information about the appeals process.
   L. The chapter will be dismissed and the Standards Board will begin deliberations in a closed session.

VII. If the case involves two (2) or more chapters, the hearings procedures will be the same; with the exception that each chapter charged is allowed to state their case individually. Only after hearing all chapters’ testimony will the Standards Board determine their findings and levy appropriate sanctions to each chapter:
A. At no point in time will the complainant and the responding chapters directly address each other. Standards Board hearings are informational and non-adversarial in nature. The entire Standards Board should strive to maintain objectivity amongst all parties involved in a case.

B. The complainant will make opening statements, followed by the respondent.

C. The complainant will present all evidence and/or witness testimony.

D. The respondent will question the complainant and/or any witness of the complainant.

E. The Justices will question the complainant and/or any witness of the complainant.

F. The responding chapter will then present all evidence and/or witness testimony.

G. The complainant will then question the respondent and/or any witness of the respondent.

H. The Standards Board will question the respondent and/or any witness of the respondent.

I. The complainant will make any closing statements, followed by the responding chapter.

J. The complainant and responding chapters and all witnesses will be dismissed and the Standards Board will begin deliberations in closed session.

VIII. Deliberations:

A. Deliberations will be conducted in an orderly manner, as directed by the Standards Board Chairperson.

B. The Standards Board will discuss the infractions until a decision of either “responsible” or “not responsible” is reached by a simple majority of all voting members of the Standards Board for each allegation.

C. If a decision of “responsible” is reached:
   i. The Standards Board will discuss any sanctions to be levied.
   ii. The Standards Board Chairperson will send copies of the complaint filed, the decision rendered, and sanctions levied to the Chapter President, Chapter Advisor, and Corporation Board President (if applicable) of the responding chapter; the FSA Office, the Dean of Students Office, and the Inter/national Headquarters of that chapter will also receive this information. (See: Findings sample letter)

D. When levying sanctions, any violations committed within the past academic year and any penalties the chapter may already be under will be considered.

E. The Standards Board Chairperson will issue a letter of findings and disposition to all parties within five (5) business days of the hearing. At this time, the responding chapter will be notified of the right to appeal and the appeal procedures.

I. The findings and the sanctions will be announced at an IFC or CPH general council meeting. The chapter’s names will be revealed with the intent to hold the entire Fraternity and Sorority Community accountable for their actions and to maintain fairness between all UW fraternities and Sororities.
The Appeals Process

I. All appeals will be filed with the office of the Dean of Students. The Dean of Students shall have final say on the fairness of the decision rendered by the Fraternal Sorority Standards Board.

II. Appeals will only be considered on one or more of the following grounds:
   A. A substantial procedural error occurred.
   B. New evidence of a substantial nature is now available that was not previously available at the initial hearing.
   C. Substantial bias on the part of any member of the Standards Board was displayed.
   D. The sanction imposed is too severe or not consistent with the findings of the initial hearing.

III. All appeals must be made in writing to the Dean of Students within five (5) business days of receiving the Standards Board’s decision. Appeal letters must include the following information:
   A. The reason for the appeal. This should be a thoroughly documented statement substantiated, when possible, by attached evidence or statements.
   B. The decision of the Standards Board, including a statement of the findings and the sanction(s) levied.

IV. Only new evidence of a substantial nature, not available at the initial hearing, may be introduced at this time by the appealing party.

V. The Dean of Students reserves the right to call any representatives of the responding chapter and/or witnesses for questioning.

VI. The chapter will be informed, in writing, by the Dean of Students when a decision regarding the appeal has been rendered.
Evidentiary Considerations

I. **Evidentiary Classification:** The Standards Board must understand that evidence may be either direct or circumstantial. For example, an eyewitness’s identification is direct evidence, whereas, circumstantial evidence requires an inference or presumption to establish the fact to be proven. Circumstantial evidence may be used to prove a fact so long as it is relevant. In other words, if Carter Jenkins saw Noah Buckley carry a case of beer into Gene Russell’s room and Buckley and Russell later left the room with the smell of alcohol on their breath, there is relevant circumstantial evidence to imply that Buckley and Russell were consuming alcohol and this information would be admissible at the Standards Board hearing. Specific definitions are as follows:

A. **Direct Evidence:** When those who have actual knowledge, by means of their senses, communicate the facts of an incident.

B. **Circumstantial Evidence:** Circumstantial evidence is indirect and relies on inference. It is evidence provided by a collection of facts from which, alone or in conjunction with another cluster of facts, can be used to imply the happenings of an incident.

II. **Admissibility of Evidence:** A shorthand rule on the admissibility of evidence is as follows, all material and relevant evidence is admissible, if competent. Whenever a chapter makes an objection to the admission of evidence on the grounds that it is irrelevant, Standards Board members should adhere to the following process to evaluate whether the evidence should be admitted for the Standards Board’s consideration:

A. **Material:** If the evidence offered by a chapter relates to one of the issues in question at the hearing, then the evidence is material.

B. **Relevance:** The evidence is relevant if it addresses the issue in question.

C. **Competency:** Material and relevant evidence that is offered by a reliable source is competent (i.e., an eyewitness, a person with general knowledge about the allegations, a factual report, etc.).

D. **Unduly Repetitive:** Evidence offered by one witness does not need to be corroborated by several others, (e.g. McFarland was in Chicago with brothers when a composite was stolen. The entire group does not need to verify McFarland was in Chicago.)

III. **Hearsay Evidence:** Another evidentiary objection that may be made by a chapter is that the evidence is hearsay. Objection to the admission of hearsay evidence stems from the fact that it cannot be cross-examined since the original source of the evidence is not present at the hearing. Hearsay evidence is admissible within hearings of the Fraternal Standards Board. However, it cannot be the only evidence used to find chapter responsible for an infraction.

A. **Hearsay Defined:** Hearsay evidence is an assertion made orally or in writing by one who is not present during the hearing, but is offered during the hearing as evidence to prove the truth of the matters being addressed. In admitting and considering hearsay evidence the Standards Board must carefully examine the evidence for reliability.
B. A Hearsay Exception – Admission of Written Statements: Written statements will not be presented as evidence unless circumstances make such a presentation necessary or unavoidable. Unsigned/anonymous statements will not be admitted as evidence. The Standards Board reserves the right to protect the identity of a witness when the issue is of an extremely sensitive matter. The Standards Board may also request a questioning period of the witness on a separate occasion.

IV. **Character Evidence:** Character is generally defined as evidence of one’s moral standing in the community based on reputation. Character evidence refers to the traits of a person for honesty or dishonesty, peacefulness or combativeness, morality or immorality, carefulness or negligence, etc. While a chapter’s disciplinary record is not relevant in determining if a chapter is responsible or not of a particular infraction, it is relevant to determine the proper penalty.

V. **Statute of Limitations:** No complaint may be filed with the Fraternal Standards Boards thirty (30) calendar days after an incident.

VI. **Preponderance of the Evidence:** The Fraternal Standards Board shall consider only the information presented at the hearing, and make determinations of responsibility by a preponderance of the evidence. A preponderance of the evidence is defined as evidence which is of greater weight, more convincing, and which, as a whole, shows that the fact to be proven is more probable than not.
Sample Sanctions

Since no two cases are identical, the Standards Board does not necessarily establish precedence for individual cases. However, standard sanctions may be developed to ensure fair and impartial treatment in similar cases. Further sanctions will be considered for each case if necessary.

I. The Standards Board shall be committed to being nonbiased and to helping the chapter succeed in the future. Each case will be reviewed and the following questions will be reviewed in order to gauge the seriousness of the violation and the appropriateness of possible sanctions:
   A. Did the violation occur because of poor chapter management or was it due to the poor decisions of a few individuals?
   B. Did the chapter take appropriate steps in order to prevent the violation from occurring?
   C. Did the chapter handle the situation appropriately during and following the violation?
   D. Will the chapter take measurable steps to ensure that the violation does not occur in the future?

II. No sanctions less than suspension or dismissal shall obstruct a fraternity’s or sorority’s:
   A. Ability to recruit and initiate new members.
   B. Member development programs.
   C. Observation and performance of their respective rituals.
   D. Ability to hold regularly scheduled chapter meetings or internal standards/judicial hearings.
   E. Ability to perform community service or hold philanthropic events.
   F. Ability to attend and/or participate in programs or events sponsored by the respective inter/national organization (i.e., regional/national leadership weekends/seminars, Conventions, etc.).

III. Various types of sanctions may include, but are not limited to, the following:
   A. **Reprimand or Warning**: This is a warning that the chapter’s actions were inappropriate, that these actions were inconsistent with the UW Greek Community’s fraternal ideas, and the actions cast a negative light on the UW Fraternity & Sorority community.
   B. **Public apology**: to whom will be determined by the Standards Board.
   C. **Letter of Apology**: the Standards Board expects a written apology from the responsible organization to the appropriate recipient within a time frame to be defined. A copy of the letter must be submitted to the Standards Board.
   D. **Conduct Probation**: this may include loss of certain privileges for a period of time as determined by the Standards Board:
      i. Loss of intramurals privileges
      ii. Loss of social privileges
      iii. Eligibility for awards
   E. **Social Probation**: Social Probation may include loss of specific events and privileges. These may include, but are not limited to, socials with alcohol, Greek Week, Homecoming, Intramurals, etc. During the term of the probation, should the
fraternity or sorority violate any of the social policies, action will be taken appropriate to the level of the new violation, but will include no less than one full semester of Social Suspension.

F. **Social Suspension**: Social Suspension is effective immediately and remains in effect through the date specified by the Standards Board. During the term of the social suspension, the chapter will not hold social functions of any nature. Social functions shall be defined to include, but are not limited to: on-campus or off-campus parties, social activities with other fraternities/sororities, game day tailgating, date functions, formals, etc.

G. **Show Cause Hearing**: A call for a chapter to "show cause" to the rest of the UW Fraternity and Sorority Community. A call to show cause will require the chapter in violation to demonstrate to the Fraternity and Sorority Community what positive qualities their chapter contributes to the UW Fraternity and Sorority Community as a whole. This sanction is generally applied when chapters have acted in a fashion that has brought discredit to the UW Fraternity & Sorority Community.

H. **Special Projects**: This would include the assignment of special projects or services to the chapter, to be completed within a defined time period.

I. **Educational Directives**: Provide educational programming to the UW Fraternity & Sorority Community and/or their respective chapter. In an effort to help the chapter learn more about the core issue of the violation, the chapter must provide its members and/or the community with speakers, programs and workshops to educate the members on a specific issue. The Standards Board must state the details of the program/project and provide a deadline for completion.

J. **Fines**: Monetary fines are not to exceed $1,000.00. Note that the determination of the amounts of monetary fines is largely arbitrary. It is suggested, that the use of monetary fines is reserved for restitution.

K. **Full Payment or Restitution**: Full payment or restitution is collected from the responsible organization to cover damages or the loss of property. A deadline for payment must be established. Documentation of payment must be submitted to the Standards Board.

L. **Request for Loss of Recognition**: A Suspension Panel will be formed between the Standards Board Chairperson, Vice Chairperson, and the Dean of Students. These three will review the Standards Board’s request for a chapter’s suspension. Loss of University recognition will enacted by the proper University authorities if needed.

M. **Community Service**: This sanction is generally applied when chapters have acted in a fashion that has brought discredit to the UW Fraternity & Sorority Community The Board must detail the type and number of hours in their decision letter. A deadline for completion of community service must be included.

N. **Request for Chapter Expulsion**: This action would involve the immediate removal of all membership privileges within the council, IFC or CPH, for an indefinite period of time. The proper University authorities, Inter/national headquarters, and the Housing Corporation of the chapter would be responsible for apt expulsion of the chapter.

O. Other sanctions may be devised and implemented. These are, however, subject to appeal if felt unreasonable, extravagant, or inconsistent by the chapter found responsible for a violation.
P. If a chapter fails to comply with the sanctions set forth by the Fraternal Standards Board, the infraction will fall under the Dean of Student’s jurisdiction.
Summary of Standards Procedures

The following is a broad outline and timeline of the protocol to be followed when a case is referred to the Fraternal Standards Board. For more detail, refer to prior sections of this manual

- A complaint is formally filed with the FSA, or the FSGA, in the FSA Office.

- The responding chapter is notified of their hearing no less than five (5) business days prior to the hearing.

- The FSA and the Standards Board Chairperson and Vice Chairperson conduct an informal investigation to ascertain the details of the infraction.

- A Standards Board hearing, or Mediation, is held within ten (10) business days of the complaint’s submission.

- A letter of findings and dispositions is issued to the responding chapter within five (5) business days of the Standards Board reaching a decision.

- The chapter may file an appeal with the Dean of Students office within five (5) business days of receiving the Standards Board’s decision.

- The Dean of Students reviews all details of the infraction and the Standards Board hearing.

- The Dean of Students informs the chapter of the decision within ten (10) business days of the rendering a decision over the appeal.

- Appropriate action is taken by the Standards Board.

- Appeals exhausted.

- The Standards Board Chairperson and Vice Chairperson complete a Standards Case Summary by the end of the academic semester (see Case Summary Sample).
Sample Standards Hearing Script

**Standards Board Chairperson:** Welcome and thank you for attending. (OPTIONAL) In order to have accurate Standards records, we would like to tape record this hearing. As the respondent, are you comfortable with this hearing being taped?

**Chairperson:** At this time, I would like to ask everyone to introduce themselves and their role within this hearing.

**Justices:** (Introduce by name and role)

**Responding Chapter:** (Names and roles of those present)

**Witness(es):** (Names and roles, if applicable)

**Chairperson:** I know that you received a letter with the charges being filed against your chapter, but I would like once again like to read all of the charges. (Read list of charges). I want to ensure that you know and understand all of the Opportunities Afforded to you, the Respondents. I provided you a copy of those in the Hearing Notification Letter. I am going to read those now, unless you would like to waive hearing those again?

**Responding Chapter:** (Yes or No)

**Chairperson:** Opportunities Afforded the Respondent. Do you understand all of these rights?

**Chapter:** (Yes or No)

**Chairperson:** Any chapter has the right to challenge any Standards Board member for cause. A two-thirds (2/3) vote of the Standards Board, in closed session, will be cause for the removal of that Standards board member for this particular case. Would you like to challenge any Standards Board members at this time?

**Chapter:** (Yes or No)

**Chairperson:** At this time, I would like to ask the chapter to enter a plea of either responsible or not responsible to any or all of the charges that will be read by the Standards Board Vice Chairperson.

**Chapter:** (Plea of responsible or not responsible)

**Chairperson:** At this time, I would like to ask the chapter to make any opening statements about the circumstances surrounding these charges. We would ask that you please provide us your understanding of the incidents leading to your presence here today.

**Chapter:** (Provide Opening Statement and information about the case)
Chairperson: Justices, what questions do you have for the chapter?

Justices: (Ask questions now)

Chairperson: Do you have any witnesses to call to provide testimony for your chapter or any evidence to provide to the Standards Board?

Chapter: (Provide testimony or evidence now)

Chairperson: Justices, what questions do you have for this witness or for the chapter about their evidence?

Justices: (Ask questions now)

Chairperson: At this time, I would like to ask you to make any closing statements about the charges brought against your chapter.

Chapter: (Provides closing statement)

Chairperson: Do you have any additional questions or comments for this Standards Board?

Chapter: (Comments or questions)

Chairperson: At this time, I will explain what is going to happen next. This board will move into deliberation and will determine our decision. If the chapter is found responsible, the board will determine appropriate sanctions for the chapter to complete. The chapter should expect the Standards decision no later than five (5) business days from today. This will come in the form of an e-mail letter, and this letter will also include information about the appeals process, if you so choose to use that. You can also find information on-line at: http://www.uwyo.edu/greeklife/resources/.

Please know that we will be sending a copy of the findings letter your chapter advisor, house corporation board president (if applicable) and Inter/national headquarters. We also want to make sure that you understand that we announce all Standards findings at Legislative Council meetings, as well as post them on our website for one academic year. If you have any additional questions, please do not hesitate to contact me directly.
CHAPTER NOTIFICATION OF STANDARDS BOARD HEARING
CASE NUMBER: 2015-1 (year complaint was filed-complaint number for that year)

August 30, 2015

Bert Macklin, Chapter President
Alpha Alpha Alpha Fraternity
666 Fraternity Row
Laramie, WY 82070

Mr. Bert Macklin,

This letter is to formally notify the Alpha Alpha Alpha chapter that a complaint has been filed against the chapter and its members. Based on the information provided by the complaint filed, your chapter and its members are being charged with the alleged violation(s) listed below:

Date and Location of Alleged Incident:
Incident Summary:
Alleged Regulation(s) Violated:
Source of Report:

A hearing has been scheduled for you to appear before the Fraternity Standards Board on DATE in LOCATION at TIME.

Enclosed, you will find a copy of the charges filed and the information alleged against your chapter. During the hearing you will be, again, informed of the charges against your chapter and given the opportunity to respond to witnesses and present witnesses of your own. Three (3) active, undergraduate members may represent your chapter. If you wish, an advisor of your choice may also attend the hearing.

Prior to the hearing, you are advised to review the enclosed/attached statement of procedures and opportunities afforded to your chapter and all those participating in this hearing. Additionally, you should consult the UW Student Code of Conduct, Fraternity and Sorority Standards Board Manual, IFC/Panhellenic Council Bylaws, and Social Responsibility Guidelines for more information.

It is important that you attend this hearing. Your attendance is not required for the Fraternity and Sorority Standards Board to render a decision. Failure to attend will result in information and testimony being presented in your absence. Deliberation to reach a decision will follow based on the information available.

In the event of a scheduling conflict, you may reschedule your hearing 48 hours prior to the date and time outlined above. You may only reschedule your hearing once.

Should you have any questions, please contact either the Chairperson or Vice Chairperson of the Fraternity Standards Board using the contact information listed below.

Sincerely,

John Doe, Fraternity Standards Board Chairperson
jdoe1@uwyo.edu
307-555-5555

Jane Doe, Fraternity Standards Board Vice Chairperson
jdoe2@uwyo.edu
307-555-5555

CC: Carter Jenkins, Fraternity and Sorority Life Coordinator
Susan Jacobs, Fraternity and Sorority Life Graduate Assistant
William Phillips, Alpha Alpha Alpha Housing Corp. President
Fraternal Standards Board Hearing Minutes

Date:

Chapter(s) Involved:

Justices:

Parties Present:

Charge(s):

Plea: Responsible Not Responsible

Opening Statement(s):

Discussion/Witness(es):

Closing Statement(s):

Finding: Responsible Not Responsible

Sanction(s):
CHAPTER NOTIFICATION OF STANDARDS HEARING FINDINGS
CASE NUMBER: 2015-1 (year complaint was filed-complaint number for that year)

August 30, 2015

Bert Macklin, Chapter President
Alpha Alpha Alpha Fraternity
666 Fraternity Row
Laramie, WY 82070

Mr. Bert Macklin,

This letter is to formally notify the Alpha Alpha Alpha chapter of the Standards findings from your hearing regarding the allegations made during Formal Recruitment. Based on the information presented, Alpha Alpha Alpha Fraternity was found responsible for the violating the following regulations:

Regulation(s) Violated:

The Fraternity and Sorority Standards Board has sentenced Alpha Alpha Alpha Fraternity to the following sanctions:

Sanctions Listed:

If you wish to appeal the decision made by the Standards Board, a written letter must be submitted to the IFC President, John Redcorn (jredcorn@uwyo.edu, 307-555-5555) (or the CPH President) within five (5) business days of receiving this letter. Please refer to the Fraternity and Sorority Standards Board Manual at http://www.uwyo.edu/greeklife/resources/ to see the process and reasons for appeals and what should be included in your appeals letter.

Should you have any questions, please contact either the IFC or CPH Vice President of Standards using the contact information listed below.

Sincerely,

John Doe, IFC Chief Justice
jdoe1@uwyo.edu
307-555-5555

Jane Doe, Panhellenic Council Chief Justice
jdoe2@uwyo.edu
307-555-5555

CC: Carter Jenkins, Fraternity and Sorority Life Coordinator
    Susan Jacobs, Fraternity and Sorority Life Graduate Assistant
    William Phillips, Alpha Alpha Alpha Housing Corp. President
Fraternal Standards Board Case Summary
(To be written following the conclusion of each case referred to the Standards Board)

Case Number: #568

Chapter(s) Implicated:

Date and Location of Alleged Incident:

Incident Summary:

Alleged Regulations(s) Violated: *Summary of bylaws/codes violated*

Source of Report:

Date of Hearing:

Findings: *Brief description of allegations and actual vote determining responsible/not responsible*

Appeal: *Current status or final outcome*

Case Status: *Hearing completed? Appeals made? Sanctions completed?*

(These reports should be kept in one master file in the FSA Office and a copy should be provided to the responding Chapters for their record keeping. These files should be made available to all Standards Board members, present and future, as a reference for review and preparation regarding similar cases in the future.)
Fraternity and Sorority Complaint Form

To be filled out and submitted to the Fraternity and Sorority Life Coordinator or the Fraternity and Sorority Life Graduate Assistant in the Fraternity and Sorority Life Office.

Violation Reported By (Check One):

- Chapter
- Potential Member
- Chapter Member
- Recruitment Guide
- Advisor
- Campus Administrator
- Community Member
- Other:___________________________________________

Against:
_____________________________________________________________________
(Name of Fraternity/Sorority)

For having violated:
___________________________________________________________________________
(Please specify rule in the IFC/CPH Constitution & Bylaws with section, number, etc., if known. Constitutions can be found at http://www.uwyo.edu/greeklife/resources/)

Statement of Alleged Infraction:

Date: ________________________ Time of Incident: ___________________________
Location of Incident:_________________________________________________________
Name(s) of Person(s) Reporting Incident:_________________________________________

Witness(es) to Incident:________________________________________________________

Description of Incident: _______________________________________________________

________________________________________________________
Names and Affiliations of cited individual(s) and chapter(s) involved:

____________________________________________________________________________

____________________________________________________________________________

Name(s), Address(s), Phone Number(s), and E-mail(s) of those reporting the incident:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Date submitted: __________________________ Time: __________________________

Signed: __________________________
(Name & Title of person filing)

Signed: __________________________
(Name & Title of person filing)

For FSA Use Only:

Report Received by: __________________________
(Name & Title)
Amendment Log

Drafted By: Daniel McKearney & Caitlin Monaghan
Completed: April 14, 2015

Last Modified By: Tristan Hilpert, Fraternity/Sorority Life Coordinator
Last Amended: 4/28/2015
Amendment Summary: NPC Compliance Updates

Last Modified By: (Authors)
Last Amended: (Date)
Amendment Summary:

Last Modified By: (Authors)
Last Amended: (Date)
Amendment Summary: