



Judicial Affairs

OFFICER GUIDE



advocate - collaborate - educate



Congratulations!

You have been chosen by the representative of your Interfraternity Council to represent the fraternity community for the upcoming year.

Becoming the IFC Vice President of Judicial Affairs is a duty not to be taken lightly, and is one that should be met with great responsibility, patience, and diligence. As the IFC Vice President of Judicial Affairs it is your responsibility to see that the IFC handles all fraternal disciplinary matters both professionally and with guaranteed due process. Undergraduate fraternity men must be involved in the decision-making and enforcement process and fairly represent the Fraternity life community. Judicial efforts should be geared towards educational outcomes and redirection rather than punitive sanctions and loss of privileges.

This guide was created by the North-American Interfraternity Conference (NIC) with the intention of providing you with the materials you will need to be a successful IFC officer. The NIC was founded in 1909 and is the trade association that represents 75 International and National men's fraternities. The NIC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience, advancement and growth of the fraternity community; and enhancement of the educational mission of the host institutions. The NIC is also committed to enhancing the benefits of fraternity membership through its relationship with Interfraternity Councils.

While this guide was intended to be used in conjunction with the Interfraternity Council, the information in this guide is meant to be fully inclusive of the fraternity communities led by the Inter-Greek Councils and can be easily shared with NPC, NPHC, NALFO, NMGC, NAPA, and other organizations. This type of interfraternal cooperation will increase the likelihood of successful implementation and maintain positive relations between all elements of the fraternity community.

For further information, you can visit www.nicindy.org or use the contact information that is located in the appendix of this guide.



IFC's relationship with the NIC

The NIC has a storied history of collaboration with Interfraternity Councils to offer its expertise and guidance in ensuring operational success. Given its unique position within the industry, the NIC has a responsibility to utilize its collective knowledge and experience to connect with councils in order to assist in their development of optimal operations and effective educational opportunities. The hope of the NIC is that our efforts to raise each local fraternity community will collectively raise the global fraternity community.

At any host institution where two or more NIC Member Fraternities have established undergraduate chapters, an Interfraternity Council (IFC) shall be established which will be chartered by the NIC. An IFC will be composed of all undergraduate chapters of NIC Member Fraternities present at a host institution.

What can IFC expect from the NIC?

The NIC will provide staff, resources, and services to assist Interfraternity Councils in instituting optimal operations, officer competencies, and best practices. The NIC will provide IFCs with an IFC Resource Manual and will assist IFCs in reviewing and establishing model governing documents that are in accordance with NIC Standards and policies and do not infringe upon the sovereignty of Member Fraternities and their chapters.



How will the NIC help campus IFCs?

The NIC assists councils by providing increased training and resources for IFC Executive Board officers and IFC Representatives. This support focuses on the individual development and skills of officers, as well as providing training and resources designed to advance the role of the Interfraternity Council as the primary advocate, governance and educational body for the fraternity experience within a campus and local community.

Through better interactions with IFCs, the NIC will be able to work with IFCs and host institutions to:

- Develop optimal IFC operations through dedicated staff (Coordinators of IFC Services) and volunteer positions (Regional Advocates) responsive to IFC operational needs, advocacy concerns, and policy inquiries from students and/or host institutions;
- Deliver base-level training, education, and ongoing services for all IFCs and IFC officers;
- Provide guidance and support in constitution/bylaws/policy changes, recruitment processes, and officer transitions;
- Develop resources and tools to assist IFCs with recruitment, marketing, and public relations to augment interest in joining fraternity, to better educate the potential recruit and his parents, and to promote fraternity on campus;
- Assist IFCs in crisis intervention and response, brand management, and values-based decision-making;
- Offer guidance in identifying and preempting impending issues concerning campus relationship statements, recognition agreements, and indemnification clauses;
- Provide all IFCs with IFC best practices, NIC Standards education, and other generally accepted industry policies established by the NIC;
- Provide host institutions with highly qualified volunteers who have close proximity, local expertise, and institutional knowledge; and
- Establish formal reporting mechanisms for campus data and statistical information to better track industry information and trends for use by IFCs.



Vice President of Judicial Affairs Responsibilities:

Many campuses have judicial bodies for campus conduct issues that may arise. Since the IFC has an additional set of regulations that are not applicable to non-affiliated students such as risk management, standards, and recruiting guidelines, the judicial board of the IFC is responsible for dealing with these infractions. These policies are unique to the fraternity community and the institution may allow the IFC judicial committee to make a decision regarding responsibility and determine an appropriate sanction when necessary.

The IFC constitution should clearly establish the role of the Vice President of Judicial Affairs and the judicial committee. Some specific duties should include the following:

- Shall serve as chair of the IFC Judicial Committee and serve as the non-voting chief justice of all IFC Judicial Board hearings
- Investigate and refer to the IFC Judicial Board any alleged violations of IFC policy, including but not limited to:
 1. The IFC Constitution, Bylaws, and policies;
 2. Federal, state, and local laws;
 3. The rules and regulations of the college and university; and
 4. The general values-based conduct of fraternity men
- Conduct judicial policy and procedure training for new IFC Judicial Committee members
- Educate member fraternities on the IFC Constitution and Bylaws, judicial processes, and risk management policies
- Ensure proper filing and preparation for all judicial actions
- Ensure compliance with all IFC judicial action imposed upon a member fraternity
- Adhere to due process and confidentiality for all judicial cases
- Is given independent authority over some disciplinary matters
- Assist in conflict mediation between member fraternities
- Review all IFC governance documents, at least annually
- Communicates with the campus judicial officials when appropriate



Judicial Committee

The purpose of the IFC judicial committee is to ensure fair conduct throughout the fraternity system and to educate individuals or chapters who make poor choices. Unfortunately, many judicial bodies forget their purposes and use the conduct process as a way to humiliate and embarrass chapters who have violated their policies by publicizing the outcomes of a hearing during an IFC meeting or on a council or university website. Each group should have the right to confidentiality and the opportunity to learn from their mistakes through the sanctioning process. A judicial committee that treats individuals and groups in a confidential manner will gain much more from the fraternity community it serves.

Judicial Procedures

The purpose of having clearly defined judicial procedures in the IFC Constitution and Bylaws is to outline the general operating practices of the judicial committee. These procedures should above all ensure that all judicial matters in the fraternity system are handled in a fair, consistent, and impartial manner. The IFC should craft procedures that are relevant for their community and institution and should distribute these procedures to chapters at least once a year. When creating judicial procedures, the document should include for the following considerations (for additional information, please refer to the model presented in the IFC Resource Manual)

- Purpose and scope of the judicial committee
 - Why does the judicial committee exist?
 - To adjudicate conduct cases involving fraternities that are brought before them
 - To educate member fraternities regarding the IFC code of conduct
- What role does the judicial committee play in adjudicating potential policy violations?
 - Process for initiating complaints and referring or reporting incidents to the judicial committee
 - Process for notification of chapter, advisors, inter/national office
 - Logistics of the hearing
 - Process for notification of outcome to the chapter, advisors, and inter/national office



- Ethical expectations of the judicial committee
 - Expectations of confidentiality
 - Fairness and consistency among all chapters
- Membership of the judicial committee
 - Eligibility
 - Must be an active member or new member, in good standing, of an IFC member fraternity
 - Maintain good academic standing with the institution
 - Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC
 - Have a working knowledge of the IFC constitution and bylaws, college/university policies, NIC standards, and FIPG risk management policies
 - Not be a current member of the IFC Executive Board or serve as his Member Fraternity's IFC Representative or Alternate Representative for the IFC General Body
 - Must complete formal judicial policies and procedures training prior to serving on an IFC Judicial Board hearing
 - Selection process for membership
 - Men will serve as an impartial justice, as called, on IFC Judicial hearings
 - They should be willing to uphold the IFC constitution, bylaws, and code of conduct
 - Academic and judicial standing requirements for membership
 - Dismissal process for membership
 - Composition that is fair and balanced
 - One member from each chapter if possible
 - IFC executive officers shall not serve on the board
- Definition of possible sanctions
 - Sanctions should be graduated and related to the nature of the policy violation
 - Monetary sanctions should fit finance related violations – i.e. late due fees, property damage, etc.
 - Sanctions should strive to be educational in nature to encourage change in behaviors



- Appeal processes
 - Who should the appeal be directed toward?
 - What are the grounds for an appeal?
 - What is the timeframe for appealing a decision?
- Assessing individual and/or chapter responsibility
 - What are the circumstances that result in group and/or individual responsibility?



IFC Code of Conduct

The purpose of the Code of Conduct is to outline the fraternity system regulations that the judicial body will uphold. As members of the IFC, the member fraternities should hereby agree to and adopt the following code of conduct:

- A. We will know and understand the ideals expressed in our fraternity Rituals and will strive to incorporate them in our daily lives.
- B. We will strive for academic achievement and practice academic integrity.
- C. We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically, or sexually abuse or harm any human being.
- D. We will protect the health and safety of all human beings.
- E. We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.
- F. We will meet our financial obligations in a timely manner.
- G. We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol.
- H. We acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, we will do all in our power to see that our properties are properly cleaned and maintained.
- I. We will challenge all fraternity members to abide by these fraternal expectations and will confront those who violate them.

Members of the IFC should know that violating the IFC Code of Conduct may result in a judicial board hearing.



Due Process

In appearing before the Judicial Board, each member fraternity should be granted certain rights termed “due process.” Those rights should include the following:

- A. Right to be notified, in writing, of all charges, as outlined in the IFC Bylaws
- B. Right to present a defense, including the calling of witnesses
- C. Right to question witnesses
- D. Right to be accompanied by an advisor for advisory purposes only, but not for representation
- E. Right to be notified, in writing, of all findings and sanctions imposed, as outlined in the Bylaws
- F. Right to appeal the decision, as outlined in the IFC Bylaws
- G. Right against double jeopardy

One way to make sure that these rights are guaranteed for everyone who appears before the judicial board is to use a hearing checklist. This allows for procedural consistency from hearing to hearing and helps ensure that due process is granted to every member fraternity referred to the judicial process.

It is also important to record the procedures of a conduct hearing, especially if an appeal is made at a later date. Recording can happen in one of two ways. The judicial committee can appoint a secretary to take minutes during the hearings or the preferred manner is to use a recorder to record the entire hearing. The use of a recorder is preferred because it is simple, allows for quick review if an appeal is made, and permits all judicial members to be more alert and attentive during the hearing. It is wise to inform the individual or chapter in advance that you would like to tape the hearing and ask if there are any objections.



Confidentiality:

Judicial committee members must remember that not only should the outcome of the judicial meeting be kept confidential, but all prior discussions and hearing proceedings must also be kept confidential. Once a decision has been made by the body, it must remain confidential between the body and the member fraternity involved. The member fraternity may choose to publicly disclose the facts of the case, at which time the judicial committee may also publicly respond to the information supplied by the member fraternity. In cases receiving substantial press coverage, the judicial committee may even encourage the member fraternity to release a public statement in conjunction with the committee. Such an action lets the campus community know that the fraternity community can actively and appropriately regulate itself.

Timelines:

An appropriate timeline should be set in place to ensure that hearings are held promptly. An example of an appropriate timeline is laid out below:

When the Vice President of Judicial Affairs receives the incident report form, they should mail out a notification letter to the referred member fraternity within two or three days and schedule the hearing to take place

The referred member fraternity must receive the notification letter at least one week in advance of the hearing – this ensures that the referred fraternity has enough time to prepare for the hearing

Within three days of the hearing, the member fraternity involved should receive a decision letter from the IFC Judicial Board with its judgment

The member fraternity has the right to begin appeal procedures within two weeks of receiving the judicial decision letter

Using this timeline, an entire incident should be resolved within several weeks of the time it occurred. The judicial committee will certainly need to be flexible with this timeline on occasion such as needing a longer time period to receive an incident report or to grant a chapter an extension to gather additional information or witnesses.



Judicial Committee Training

Fraternity members involved in the judicial process should be trained in the proper hearing mechanics. The judicial committee needs to have regular training sessions to ensure that all members acquire the necessary skills to be effective judicial members. A comprehensive training session should be conducted at the beginning of each academic year with additional sessions held throughout the term. The student conduct or judicial affairs office may also be able to provide the judicial committee with some great resources for training.

Some **training topics** that can be used include:

- Responsibilities of a judicial board member
- Communication skills
- Decision making skills
- Mock conduct hearings or case studies
- Due process rights
- Policies and procedures
- Ethical expectations
- Team building exercises
- Fraternal values

Judicial bodies are charged with creating a positive environment in the fraternity community through fair, consistent treatment. This requires that the members on the judicial committee be impartial and fair in dealing with every chapter. The respect the judicial committee receives is dependent upon the actions of the members of the body. The more respect that these individual members have within the fraternity community, the more respect the entire judicial committee will have.



Community Education

In addition to adjudicating conduct cases, the IFC judicial committee has a responsibility to educate member fraternities regarding the IFC policies. All fraternity members have a responsibility to be familiar with and uphold the IFC Code of Conduct. The Vice President of Judicial Affairs, with the help of the IFC Judicial Committee, can facilitate this by hosting information sessions for entire fraternity groups or educating specific member fraternity officers who will in turn be responsible for educating their chapters.

New Member Fraternity Presidents:

One very important group of officers to educate is new member fraternity presidents. These officers should be given a copy of the judicial procedures and the IFC Code of Conduct upon their installation. The judicial committee should then review these documents in detail with the member fraternity presidents and answer any questions they have reading the procedures.



Sanctioning

Sanctions should also help them realize that unacceptable behavior must not be repeated. **The best way to assure this is to be certain that the sanction imposed on a member fraternity fits the violation.** If the violation is serious, the sanction must also be serious. If a more severe violation does occur and the sanction is minimal, the member fraternity will believe that the Judicial Board did not feel that the violation was very important and may repeat the behavior without fear of another sanction. Below are some examples of sanctions an IFC Judicial Board may impose:

Non-Status Sanctions:

- A. Letter of apology
- B. Fines
- C. Restitution
- D. Educational programming
- E. Public Service to the campus or community
- F. Meetings with campus office/departments
- G. Loss of social event and/or campus event privileges
- H. Loss of eligibility for IFC Awards
- I. Censure

Status Sanctions:

In the event of an egregious violation, the following are sanctions that may be imposed by the IFC Judicial Board for a specified period of time:

Suspension: Loss of IFC voting rights, removal from Good Standing status, and any additional sanctions listed in Non-Status Sanctions.

Loss of IFC Recognition: Loss of IFC recognition and its rights and privileges.



Limitations:

The judicial committee should be aware that the same violation does not automatically mean the same sanction must be given out because the surrounding circumstances in each case may be very different.

The judicial committee must be careful that educational sanctions are levied in a consistent and thorough manner and fit the violation. A serious violation requires that a serious sanction be levied by the judicial committee.

Fines are appropriate if a member fraternity has caused damages to property or others, as they should then be expected to pay for repairs or replacement; or in conjunction with educational sanctions. Fines, used by themselves, rarely communicate the seriousness of a violation.

Recruitment and association privileges should never be revoked as an IFC Judicial Sanction. As stated in the Joint Resolution of the NIC and the Association of Fraternity/Sorority Advisors (AFA), *"restrictions on rush when used for disciplinary purposes are neither educational nor developmental and therefore are not an acceptable sanction for men's fraternities."*

New members provide the growth that an organization with problems needs to redeem itself and should be a focal point in issuing educational sanctions.

Use of Alumni:

The required involvement of alumni should be used as a sanction whenever possible to promote increase communication between the member fraternity membership and positive alumni role models.

The formation of a supervisory committee composed of alumni and faculty can also be a legitimate sanction. The member fraternity and its leadership could be required to meet with the committee a designed number of times and report back to the judicial committee what topics were discussed. This is also a good opportunity to evaluate the member fraternity and set new goals and objectives for the coming year. By requiring the fraternity leadership to involve key alumni in decision making, the accountability of the organization increases.

Member fraternities who have a history of weak alumni involvement can greatly benefit from such a sanction. Alumni who serve on a supervisory committee become more committed and attract other alumni into advisory positions. By including alumni in the sanctioning process, the Judicial Board is assured that alumni will begin to take a more active role in assisting the member fraternity now and in the future.



Monitoring and Reviewing Progress

The Vice President of Judicial Affairs, or a designated member of the Judicial Board, along with the IFC advisor should be in charge of monitoring and reviewing the progress of any member fraternity under disciplinary action. If a member fraternity is to learn something from the conduct process, the sanction they receive must be completed as assigned. An efficient and effective means of monitoring a sanction is to assign one member of the Judicial Board to review the progress with the member fraternity regularly until satisfactory completion.

Sanction Contract:

The use of a sanction contract is a wise and effective idea. The sanction contract confirms outstanding sanctions and is a reminder that the sanction must be fulfilled. Additional feedback can be provided by the Judicial Board to assist the member fraternity with continuing to meet and surpass these standards and expectations.

A **sanction contract** should contain the following:

- A specific description of the sanction
- The name of the judicial member supervising the sanction
- The date by which the sanction must be completed
- A brief statement regarding the consequences of an uncompleted sanction
- Signatures of the Vice President of Judicial Affairs, assigned judicial representative, and member fraternity president



Sample Judicial Process Step-by-Step

Filing a Complaint:

Any individual or group may file a complaint against a member fraternity, specifying in writing the particular alleged acts of the accused. This must be done by submitting an IFC Judicial Complaint Form to the IFC Vice President of Judicial Affairs. The IFC Vice President of Judicial Affairs shall promptly review and investigate the allegation. Upon determination that an allegation has merit, the IFC Vice President of Judicial Affairs may charge a member fraternity with a violation.

A simple process is to create an incident report from which provides enough information for the judicial committee to initiate a conduct sanction if the charge warrants action. A sample notification letter is included in the appendix.

The **Incident Report Form** should include the following:

- Name of person(s) making the complaint
- Name of member fraternity being reported
- Specific type of incident, such as alcohol, drugs, recruitment, or noise
- Date, time, and location of the incident
- Detailed chronological description of the event
- Names of witnesses or others involved
- Signature of person making the complaint and date report was completed



Official Compliant Notification:

Written notification is a very important part of the hearing procedure and should be guaranteed to all member fraternities as part of their due process rights. Once the IFC Vice President of Judicial Affairs has determined the filed compliant has merit, the member fraternity shall be provided written notification of the charges at least one week in advance of the hearing.

The **notification letter** should include:

- A description of the complaint
- Date, time, and location of judicial hearing
- Name of person making the complaint
- Due Process rights
- The specific violation being charged
- Date, time, and location the violation occurred
- Who should attend the judicial meeting
- Procedures if conflict with date or time of the hearing
- A brief description of judicial proceedings
- Who to contact for further information and/or questions

This letter shall be sent to the member fraternity involved in the violation with duplicate copies sent to the fraternity's advisor, IFC Advisor, inter/national fraternity, and campus conduct coordinator. A sample notification letter is included in the appendix.

Investigatory Evidence:

All evidence related to a complaint shall be compiled and presented to all parties prior to any Informal Judicial hearing or Formal Judicial Board Hearing. All evidence shall be directly related to the complaint(s) alleged against the member fraternity and should be approved by the IFC Vice President of Judicial Affairs prior to circulation.



Informal Judicial Hearing:

Upon a finding of the IFC Vice President of Judicial Affairs that a filed complaint has merit, he shall offer the charged member fraternity the opportunity to participate in an Informal Judicial Hearing.

In cases in which the charged member fraternity accepts an Informal Judicial Hearing, the IFC Vice President of Judicial Affairs shall meet with a representative of the charged member fraternity to discuss the allegations of the complaint. Within three (3) business days of the Informal Judicial Hearing, the IFC Vice President of Judicial Affairs may dismiss the complaint with a finding of no violations or provide the charged member fraternity with his finding of violations and recommendation for a resolution through disciplinary sanctions. The charged member fraternity has three (3) business days to accept or reject the terms of resolution. If the charged member fraternity accepts the resolution, the charged member fraternity waives all rights of appeal and the outcome is final.

If the charged member fraternity rejects the resolution, a Formal IFC Judicial Board hearing will be convened to hear the case.

Prohibited Sanctions for Informal Judicial Hearings:

The IFC Vice President of Judicial Affairs should not recommend suspension or loss of IFC recognition through an Informal Judicial Hearing. Should the IFC Vice President of Judicial Affairs believe suspension or loss of IFC recognition is warranted, the case should automatically be referred to a Formal IFC Judicial Board hearing.



Formal IFC Judicial Board Hearing:

If:

- A. the charged member fraternity rejects having an Informal Judicial Hearing;
- B. the charged member fraternity rejects the Informal Judicial hearing recommendation for resolution; or
- C. The IFC Vice President of Judicial Affairs determines the allegation is egregious enough to warrant potential suspension or loss of IFC recognition; the IFC Vice President of Judicial Affairs shall convene a Formal IFC Judicial Board Hearing.

The IFC Vice President of Judicial Affairs should select (5) Judicial Committee justices, as predetermined by an alphabetical rotation of the Member Fraternities, to hear the case. In the event the IFC Judicial Committee rotation for service on a Judicial Board hearing falls upon an IFC Justice whose member Fraternity is involved in the alleged violation, the rotation will skip to the next member fraternity in the alphabetical rotation.

The IFC Vice President of Judicial Affairs shall serve as a non-voting Chief Justice and the procedural officer for all Judicial Board hearings.

Formal IFC Judicial Board Hearing Proceedings:

For all IFC Judicial Board Hearings, the following procedures shall be followed:

- A. **Participants:** Attendance at all IFC Judicial Board hearings shall be limited to the member fraternities involved, any witnesses, the IFC Justices assigned to serve on the Judicial Board for the hearing, and the IFC Vice President of Judicial Affairs. Additionally, the charged member fraternity may be accompanied by its chapter advisor during any Judicial Board hearing. The chapter advisor must be registered as the official chapter advisor of the member fraternity.
- B. **Confidentiality:** All individuals involved in a hearing are required to agree to a statement of confidentiality. Individuals shall not disclose information regarding the following:
 - 1. Any individuals, member fraternities, or IFC Justices involved
 - 2. Details of the proceedings
 - 3. Witness testimony



C. Hearing Process:

1. Initiation of the Hearing: The IFC Vice President of Judicial Affairs shall inform all individuals present that the hearing will be conducted in an orderly manner and any person causing disruption will be asked to leave. Additionally, he shall advise the charged member fraternity of the formality of the hearing and the necessity of all parties to be truthful.
2. Overview of Judicial Hearing Process: The IFC Vice President of Judicial Affairs shall outline the process for the remainder of the hearing as follows:
 - a. Presentation of alleged charges, violations, and investigatory evidence against the charged member fraternity shall be presented by the IFC Vice President of Judicial Affairs:
 - i. Charged member fraternity may ask questions;
 - ii. IFC Justices may ask questions;
 - b. Presentation of charged member fraternity:
 - i. IFC Justices may ask questions;
 - c. Calling of Witnesses:
 - i. Charged member fraternity may ask questions;
 - ii. IFC Justices may ask questions
 - d. Charged member fraternity may give final statement;
 - e. IFC Justices deliberate in a closed session to determine findings of responsibility if necessary, appropriate sanction(s).



Official Decision Notification:

A written letter of notification regarding the judicial committee's decision is a vital part of the hearing procedure and should be guaranteed to all individuals and chapters as part of their due process rights.

Notification letters should include:

- Date of the hearing
- Sanction
- Description of the initial complaint
- Timeline and conditions of the sanction
- Specific violation charged
- Appeal process procedures
- Decision of the judicial committee

The **decision letter** should be sent to the member fraternity involved in the violation with duplicate copies sent to the chapter advisor, IFC Advisor, inter/national fraternity, and campus conduct administrator. A sample decision letter is included in the appendix of this guide.

Appeal Procedures:

No judicial board will always make perfect decisions or please everyone on campus all of the time. An appeal procedure must be created that allows individuals or chapters to question the judicial decision when they feel an unfair outcome has resulted. This appeal procedure should be outlined in the IFC judicial procedures and reviewed with new fraternity presidents upon their installation.

The appeal process should be clearly explained at the end of each hearing, and the individual or chapter should be allowed to ask questions about the procedure. A written statement on the appeal process should also be mailed along with the decision letter.



NIC Standards – Member Fraternities

The leadership of the North-American Interfraternity Conferences member fraternities passed a set of standards that will propel fraternities to be who we say we are. These standards (most commonly referred to as the NIC standards) call upon fraternity and campus leadership to create some changes to today's fraternity and asks each member to live up to the highest standards of fraternity membership.

These standards are a true partnership opportunity between fraternities and campus communities to raise the bar for the fraternity experience. The 21st century fraternity will be upon the solid values of each fraternity and will be a beacon of leadership within the campus educational environment. The standards embrace the common principles shared by all of our organizations. Academic success, service and philanthropy within our community, leadership development, and social skill development are the cornerstones of the standards. IFC plays a critical role in creating partnerships within the campus community and moving the fraternity community forward.

The following are the NIC Standards for Member Fraternities; these standards should be discussed during each IFC Executive Board meeting and practiced by the fraternity community. The standards that are listed in bold apply to your position as the Vice President of Judicial Affairs directly.



NIC Standards - Member Fraternities

- All members are insured with liability coverage
- **Risk management policies address alcohol use, fire safety, hazing and sexual assault/abuse**
- **Language that allows for immediate chapter emergency, temporary suspension by the fraternity**
 - Agree to and support:
 - Open expansion policies and practices
 - Open recruitment practices
 - **Alcohol-free rush/recruitment events**
 - **Alcohol-free new member/pledge/associate member programs**
 - **Maximum 12 week new member programs**
- Support academic success by:
 - Chapter annual cumulative GPA at 2.5 or above campus all men's GPA
 - New members with 2.3 GPA or higher (2.25 after the first semester)
- **Little Sister/Women's auxiliary groups are prohibited**
- Each member will communicate its values through its ritual at least annually
- Each member organization will communicate the importance of its undergraduate members participating in educational programs (whether campus, national fraternity, or independently led) covering any of the following:
 - Academic achievement
 - Alcohol consumption
 - Career preparation
 - Civic engagement
 - Hazing
 - Leadership development
 - Sexual assault awareness/prevention
 - Values and ethics

Report the following data to the NIC by November 1st of each year:

- Number of pledges & new members
- Number of men initiated
- Number of active undergraduates
- Number of chapters opened and size at chartering
- Number of chapters closed and reason
- Number of active chapters
- Number of members involved in campus leadership positions
- Number of community service hours
- Number of dollars raised for a charitable cause



NIC Standards – Host Institutions

The following are the NIC Standards that are recommended to host institutions as practices that can assist in elevating the fraternity community.

The NIC recognizes that there is no ability to compel any institution to follow these, however, through the relationship that exists between the NIC, its members, and host institutions, the conference and its members will advocate for the following. As a leader of the interfraternal community, you should discuss these standards with your IFC Advisor and other appropriate campus professionals such as your Dean of Students or Vice President of Student Affairs.

NIC Standards for Campuses

- No NIC member organization is prohibited from selecting undergraduates for the purpose of establishing a chapter on the campus
- The host institution IFC may not deter expansion by withholding membership in the IFC of any NIC member organization
- Host institutions/IFC will not prohibit NIC member fraternities from recruiting on campus
- Host Institutions:
 - Support open recruitment and will not prohibit men from participating in recruitment activities and joining an NIC member group
 - Provide a for-credit leadership class for new members
 - Encourage Faculty advisors for chapters with incentives
 - Provide chapter, Greek Community, and campus demographic information to requesting groups
 - **Provide impartial judicial process with right of appeal to member groups**
 - Work to reestablish a five-day academic week
 - **Provide financial management, property, and account collections support**
- Campus programming designed to inhibit/prevent problem behaviors (such as alcohol abuse or sexual assault) will not single out Greek organizations from other campus organizations for mandatory participation
- Campuses are asked to provide the following data:
 - Campus, all men’s Greek, and chapter GPA by semester
 - Number of men pledged to all chapters in an academic year
 - Number of men initiated into all chapters in an academic year
 - Percentage of fraternity men compared to total number of men on campus
 - Total number of chapters closed/opened in an academic year
 - Total number of Greek-life full-time professionals on each campus



Appendix Judicial Complaint Form

Violation Reported By (Please Check One):

- Chapter Chapter Member Advisor
 Community Member Campus Administrator Other

Against: _____

Name of Fraternity

For having violated: _____

(Please specify which rule in the IFC Bylaws, Constitution, Recruitment Rules or Code of Conduct was broken - if known)

Statement of Alleged Infraction:

Date: _____ Time of incident: _____

Location of incident: _____

Name(s) of Person(s) reporting the incident: _____

Witness(s) to incident: _____

Description of incident: _____



Name of individual(s) involved and their chapter affiliation(s):

Name, phone number, and email of individual(s) reporting the incident:

Date Submitted: _____

Signature of individual(s) filing the form:

Judicial Use Only

Received by: _____ Date: _____

Method: Informal Judicial Meeting Formal Judicial Hearing

Meeting/Hearing Date: _____

Appeal filed? Yes No Date: _____

Appeal Decision: _____



Sample letter of notification

John Doe, President
Alpha Chapter of Alpha Alpha Alpha Fraternity
123 College Road
Indianapolis, IN 46220

Dear Mr. Doe and members of Alpha Alpha Alpha Fraternity,

You are hereby notified that the Interfraternity Council has filed charges against you on behalf of another member fraternity, to fulfill Article VIII, Section IV of the IFC Constitution.

The IFC claims against you are:

On Friday, August 17, 2012, a group of six potential new members were seen consuming alcohol at your chapter facility at 123 College Road, violating Article XI, Section V of the IFC's bylaws regarding alcohol-free recruitment.

You should be aware of the IFC Constitution's statute on Due Process, as appears below:

Section II. Due Process

In appearing before the IFC Judicial Board, each member fraternity shall be granted certain rights termed "due process." Those rights are:

- A. Right to be notified, in writing, of all charges, as outlined in the Bylaws;
- B. Right to present a defense, including the calling of witnesses;
- C. Right to question witnesses;
- D. Right to be accompanied by an advisor for advisory purposes only, but not for representation;
- E. Right to be notified, in writing, of all findings and sanctions imposed, as outlined in the Bylaws;
- F. Right to appeal the decision, as outlined in the Bylaws.
- G. Right against double jeopardy.

A formal judicial hearing on this subject has been scheduled for **Tuesday, August 29, at 9 a.m. in room 405 of the Student Memorial Union Building**. Should you have any questions or concerns, please feel free to contact me at your earliest convenience.

Interfraternally,

William Smith, IFC Vice President for Judicial Affairs
Chief Justice, IFC Judicial Board
wsmith@college.edu
555-555-5555



Sample decision letter

August 13, 2012

John Doe, President
Alpha Chapter of Alpha Alpha Alpha Fraternity
123 College Road
Indianapolis, IN 46220

Dear Mr. Doe and members of Alpha Alpha Alpha Fraternity,

The IFC Judicial Board has reviewed relevant information and documents; heard testimonies presented during the hearing and reached an official decision that Alpha Alpha Alpha is found responsible for violating the policies of the Interfraternity Council, specifically the Recruitment Policies listed below:

*Section V. Member Fraternity Recruitment
Each Member Fraternity shall develop recruitment events, materials, and activities that are: values-based and alcohol-free and illegal substance-free;*

Based on information presented during the IFC Judicial Board Hearing and all relevant information relating to this case, the IFC Judicial Board has confirmed the following sanctions will resolve this incident:

- 1. EDUCATIONAL PROGRAM: The chapter will sponsor an alcohol-free educational program for all fraternity men and new members. Alpha Alpha Alpha members that attended the event will lead the event's planning.**
 - a. The event must be completed by October 5, 2012.**
- 2. PUNITIVE FINE: The chapter will be fined \$1000.**
 - a. The fine must be paid by October 5, 2012.**

WHAT YOU NEED TO DO:

- Make a decision regarding your acceptance/rejection of sanctions.
- Have all individuals involved in incident or listed on this letter sign appropriate section
- Return a signed copy of this notice to the IFC by **August 21, 2012**.
- Keep one copy of this notification for your records.



ACCEPT SANCTIONS: By signing the accept sanctions section, you understand that you have accepted the decision of the mediation compromise, you will be required to resolve charges by completing all sanctions listed within the time allotted, and you will waive your rights to a formal procedure and hearing at the next level.

Name _____

Signature _____ Date _____

REJECT SANCTIONS: By signing the reject sanctions section, you understand that you have rejected the decision of the mediation compromise and you have invoked your right to a hearing with the College University Student Judicial Board. In the formal hearing, you will have the opportunity to present information about the incident to the Council Judicial Board and explain why you do not accept the sanctions stated in this letter. You will be contacted shortly to schedule your hearing.

Name _____

Signature _____ Date _____

NO RESPONSE: If you choose not to sign and return this letter, the proposed sanction shall become effective August 21, 2012.

If you have any questions or need more information regarding your charges and the judicial process, please don't hesitate to contact me.

Interfraternally,

William Smith, IFC Vice President for Judicial Affairs
Chief Justice, IFC Judicial Board
wsmith@college.edu
555-555-5555