

Judicial Officer Resource



IFC

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Congratulations!

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

Becoming the IFC Judicial officer is a duty not to be taken lightly and is one that should be met with great responsibility, patience and diligence. As the IFC Judicial officer 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 community. **Judicial efforts should be geared towards educational outcomes and redirection rather than punitive sanctions and loss of privileges.**

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.

IFC's Relationship with the North American Interfraternity Conference (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 shall be established, which will be chartered by the NIC. The NIC will:

- Provide staff, resources, and services to assist Interfraternity Councils in instituting optimal operations, officer competencies, and best practices;
- Provide 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;
- Deliver training, education, and ongoing services for all IFCs and IFC officers;
- Assist IFCs in crisis intervention and response, brand management, and values-based decision-making;
- Provide guidance and support in constitution/bylaws/policy changes, recruitment processes and officer transitions;
- Assist IFCs in implementing the IFC Standard Operating Procedures to help an IFC anticipate and address critical operational needs, while serving its member chapters and advocating for the fraternity experience.

Fast Five for the IFC Judicial Officer

Much of your role of the IFC Judicial officer can be divided into different categories. Here are the NIC's *Fast Five* expectations for your time in this position.

<h1>1.</h1>	<h3>Policies and Procedures</h3> <ul style="list-style-type: none">• The IFC will maintain a Judicial Board that has authority to hold member chapters accountable to the IFC Constitution and IFC Code of Conduct. The Judicial Board derives its authority from its IFC Judicial Code, which outlines the relationship with the campus, due process, limitations, sanctioning guidelines and appeals process. The IFC Judicial Code is separate and independent from—yet must be coordinated with—campus and inter/national organizations' expectations and processes.• The IFC will provide annual training to member chapters on its IFC Judicial Code.• The IFC will not issue blanket sanctions for chapters that have not been found responsible for policy violations (i.e. system-wide ban on activities). An exception may be made for health and safety concerns with restrictions limited to events with alcohol, provided the exception is for a defined period of no more than 30 days, with a specific plan to lift the restriction, and in accordance with powers enumerated in the IFC Constitution and Bylaws.• The IFC will not recognize chapters that have been suspended or have had the charter revoked by the inter/national organization.
<h1>2.</h1>	<h3>IFC Code of Conduct</h3> <ul style="list-style-type: none">• The directory could either summarize the relevant campus information or be a compilation of information already printed by each office and made available to the IFC for distribution. 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:<ul style="list-style-type: none">○ We will know and understand the ideals expressed in our fraternity Rituals and will strive to incorporate them in our daily lives.○ We will strive for academic achievement and practice academic integrity.○ We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically, or sexually abuse or harm any human being.○ We will protect the health and safety of all human beings.○ We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.○ We will meet our financial obligations in a timely manner.○ We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol.

- 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.
- 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.

3.

Due Process

- The IFC should recognize individuals within the fraternity community each term. **In appearing before the Judicial Board, each member fraternity should be granted certain rights termed "due process."**
 - Those rights should include the following: Right to be notified, in writing, of all charges, as outlined in the IFC Bylaws
 - Right to present a defense, including the calling of witnesses
 - Right to question witnesses
 - Right to be accompanied by an advisor for advisory purposes only, but not for representation
 - Right to be notified, in writing, of all findings and sanctions imposed, as outlined in the Bylaws
 - Right to appeal the decision, as outlined in the IFC Bylaws
 - 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.

4.

Sanctioning

- Sanctioning is a process of holding members and chapters accountable to your expectations.
- The process of sanctioning should be designed so that all parties feel they have gained something from the conduct process. The community may feel it has gained a more peaceful environment; the board may feel they have helped a chapter or individual develop and gained a positive

contributor to the community; and the chapter members may feel they were understood and provided insight as to how to develop more appropriate behavior.

- There are proven guides that we know increase the likelihood that behavior will be changed. They include:
 - **Prevention-focused** in order to change and/or prevent behavior.
 - **Comprehensive** in order to address the totality of the behavior(s) while taking into consideration types of similar problems and engaging the right constituents.
 - **Planned** using a systematic planning process to design, implement, and evaluate sanctions.
 - **Strategic & targeted** to address priorities within the fraternity community.
 - **Research-based**, drawing from current research and theory on effectiveness.
 - **Multi-component**, using multiple strategies (types of sanctions).
 - **Coordinated & synergistic**, complimenting and reinforcing other efforts.
 - **Collaborative**, involving key campus and headquarters stakeholders.
 - **Supported by infrastructure**, resources, and systems.
 - **Evaluated** against clearly established goals and objectives, measuring whether each was achieved.

5.

Restorative Justice Practices

- Restorative Justice (RJ) is a theory that emphasizes repairing the harm caused by negative behavior.
- It is accomplished through cooperative processes that allow all willing stakeholders to meet, although other approaches are available when that is impossible. This can lead to transformation of people, relationships and communities.
- While traditional rules-and-consequences discipline is sometimes effective in stopping detrimental behaviors, it may have negative effects on the long-term resilience and connection within the community.
- Applied in various ways, RJ practices always ask all parties involved:
 - What happened?
 - What harm was caused?
 - What needs to happen to repair the harm?

Tips for a Successful Officer Transition

An officer transition meeting/retreat needs to take place following Executive Board Elections and prior to installation.

You should focus on these points during the transition:

- All projects during the past year
- Projects that are pending for the coming year and the progress made
- Identification of campus and local contacts
- Explanation of budgetary procedures and reimbursements
- Communication with member fraternities and IFC representatives
- Communication with other council counterparts
- IFC Advisor resources and campus facility use guidelines
- Relationships with campus and local media
- IFC officer duties and committee activities
- Tips for success/identification of areas in need of improvement

Make sure to ask all questions that you may have. You can find a resource to help you with officer transitions at nicfraternity.org/ifc-officer-manuals.

Goal Setting

Use the chart below to map out the problems your IFC is facing.

You should identify the problems, identify the causes behind them, and decide the level of urgency each problem presents: You will only be successful if you are completely honest.

What Problem Needs to Be Addressed?	Primary Causes of this Problem?	What Barriers Exist in Solving This Problem?	Is This Problem Urgent?
Problem 1:			
Problem 2:			
Problem 3:			

Problem 4:			
Problem 5:			

Now identify **3 commitments** your officers can make to help your IFC overcome these problems.

Problem	Officer(s)	Commitments
Problem 1:		1. 2. 3.
Problem 2:		1: 2: 3:
Problem 3:		1: 2: 3:
Problem 4:		1: 2: 3:
Problem 5:		1: 2: 3:

Finally, develop 5 goals that will help you to solve or address the problems listed above. Make sure your goals are **specific, measurable, attainable, relevant, and timely**.

Goal	How Will You Track the Progress?	When is the Deadline?	Who is Responsible?
Goal 1:			
Goal 2:			
Goal 3:			
Goal 4:			
Goal 5:			

Now that you have created your five goals for your term, make sure you are communicating these goals to the rest of the IFC. Utilize them to help you in achieving these goals. Don't be afraid to adjust goals or add new goals as the term goes on—things change! A marker of a great leader lies in their flexibility and adaptability. Stay true to your vision and utilize goals to achieve it.

Reflection

Utilize the blank space below to sketch out your hopes for your term. This can be a checklist, paragraph, drawing, anything that you might be able to refer back to for inspiration.

Helpful Resources

NIC Staff

Contact the NIC for all of your resource and educational needs, campus community development issues and questions about implementing the SOP.

- Complete staff list can be found at nicfraternity.org/staff
- Email campus@nicfraternity.org

Interfraternity Council Standard Operating Procedures

The mission of an Interfraternity Council (IFC) is to foster a healthy and vibrant fraternity community. The IFC Standard Operating Procedures (SOP) provide structure and support - a baseline for policies and practices - for IFCs to operate in accordance with NIC Standards, endorsed by all minter/national member fraternities of the NIC.

Categories in the SOP include:

- Academic Enrichment
- Accountability
- Finances
- Governance
- Health and Safety
- Public Relations
- Recruitment
- Reporting
- Responsible Growth

Read the full the SOP here: nicfraternity.org/ifcsop