Oregon State University

IFC Judicial Affairs Training Manual
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I. THE INTERFRATERNITY COUNCIL

- **Vision Statement**

The Interfraternity Council (IFC) serves to build better men by empowering all chapters to provide a lasting and unique fraternal experience for its community members. Through open communication and collaboration among its constituents, the IFC will foster unity and brotherhood among all chapters.

The IFC Judicial Committee serves to ensure self-governance by holding the IFC community accountable and providing resources for development and education to meet our communal values.

- **Scope of Authority**

The scope of authority for the Interfraternity Council shall be legislative, judicial, administrative, educational and advisory. By virtue of authority vested in it by these Bylaws and Standing Rules, the Council shall have the power to regulate all matters of interfraternal interest, except those that are of institutional policy; wherein the Interfraternity Council is free to make recommendations to the University, public officials, or judicial bodies. Authority for the Interfraternity Council is derived, first, through the acceptance of its member chapters to adhere to the rules and regulations set forth by the Interfraternity Council, and, second, through recognition by the Center for Fraternity and Sorority Life (CFSL), which is responsible to the Associate Provost & Dean of Students.

- **Membership**

Recognized Interfraternity Council members shall be governed by the following standards:

a. Rights: Recognized members are entitled to all rights and privileges provided by the Interfraternity Council. These include all programs, activities, services, the power to vote and be recognized in Interfraternity Council meetings, and the opportunity to have initiated members serve on IFC committees and as IFC Executive Board officers.
b. Responsibilities. Recognized members are obligated to membership responsibilities required by the Interfraternity Council as follows:
   1. Fulfill all financial obligations of an IFC chapter
   2. Abide by all rules and regulations set by the IFC in the bylaws and supporting documents

c. Establishment Procedures. Any NIC member organization may join the IFC at any time. Other organizations may request membership and will be admitted with the approval of the Interfraternity Council.

d. IFC recognized unhoused chapters shall have the same rights and responsibilities as those chapters that are housed. In addition, unhoused chapters will be held to the same standards as all IFC recognized chapters.

iv. IFC Judicial Committee Jurisdiction

The Interfraternity Council Bylaws and the judicial process apply to the behavior and conduct of all chapters as defined by the IFC Constitution.

Chapter vs. Chapter Member Violations

The IFC Judicial Committee adjudicates chapter violations as to chapter members. To determine whether a chapter or a chapter member is responsible for the violation, the Vice President Judicial Affairs, or their designee, will analyze the following:

   a. Whether the violation arises out of an event sponsored, organized, financed, or endorsed by the fraternity;
   b. Whether the violation occurs on premises owned or controlled by the fraternity or three (3) or more fraternity members;
   c. Whether the leadership of the fraternity had knowledge, or should have had knowledge, of the likelihood that a violation would occur and failed to take corrective or preventative action;
   d. Whether the action is clearly initiated spontaneously by the chapter members, involves a majority of people who are not members of the chapter; or
   e. Whether a pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.

Chapter members may be held accountable in accordance with their chapter’s bylaws whether or not a chapter violation is determined to have occurred. In some cases, an individual member acting on behalf of a chapter, as well as the chapter itself, may be held accountable (through separate processes) for the same action.

Inter/national organizations are important partners in the Interfraternity Council process and will be included at appropriate times in the process. In accordance with NIC practices, inter/national organizations will be notified of the hearing process when appropriate.

v. OSU Code of Student Conduct Jurisdiction
Understanding Who Responds to Alleged Violations by Social Fraternity or Sorority Student

IFC, PHC, UGC, CGC maintains jurisdiction over matters which violate organizational by-laws that may not rise to Code of Student Conduct violations

• Examples of these violations include: recruitment/intake policies, event risk management incidents (i.e. social event registration, inability to provide guest list, GPA requirements, drinking games, etc.

• Adjudication is based on OSU governing council bylaws and constitution

Student Conduct & Community Standards (Director SCCS or designee)

• SCCS maintains jurisdiction in matters involving an alleged Code of Student Conduct violation, included but not limited to: discrimination, campus safety and harm to others.

• Examples of these violations include Sexual Assault/Title IX, Alcohol, Marijuana, Controlled Substances, Hazing, Physical Assault, Disruptive or disorderly conduct

• Whenever possible SCCS will work with governing council leadership to determine appropriate action(s).

• SCCS maintains jurisdiction over most academic misconduct cases

Organizations

**When appropriate, Student Conduct & Community Standards will consult with governing council officers to determine jurisdiction.

vi. Behavioral Expectations
The Interfraternity Council considers the behavior described in the following subsections to be inappropriate for the IFC community. These expectations apply to all chapters, regardless of the location of the behavior, except as specified below. Findings of violations will be based on behavior, rather than other factors relating to the behaviors (such as intent, knowledge, state of mind, etc.), unless otherwise stated. If a violation of the IFC Constitution is found, mitigating or aggravating factors will then be considered and will potentially influence the severity of any sanctions.

From Article X – Offenses of the IFC Bylaws (Annotations in Parentheses):

Section 1. Forms: Fraternity offenses can take a number of forms, including, but not limited to, the following:
A. Any violation of the University Student Conduct Regulations as outlined in the Code of Student Conduct and Oregon Administrative Rules.


C. Any violation of the annually-updated IFC Recruitment Regulations.

D. Any violation of a group or individual rights referred to the Interfraternity Council for appropriate action.

E. Conduct unbecoming of a chapter:
   a. Due to indefinite the nature of this offence, the Judicial Committee has the authority to define instances of “Conduct Unbecoming of a Chapter” as they see fit, in addition to those listed below. Decisions made by the Judicial Committee may be appealed to the President of IFC, who will then present the appeal to the IFC Delegation. The IFC Delegation will be the ultimate authority on whether or not an instance of conduct is “unbecoming of a chapter.”
   b. The following offenses qualify as conduct unbecoming of a chapter:
      a. Distasteful use of Greek Letters:
         a. Negative implications towards Greek Life
         b. Insulting remarks toward Greek organizations
         c. Implications toward the use of illegal drugs or alcohol
      b. Vandalism, including, but not limited to:
         i. Fraternity or Sorority Chapter Houses
         ii. Resident houses
         iii. Campus buildings
      c. Theft:
         i. Theft and the abduction of property not belonging to the chapter will not be tolerated
      d. Crude Performances during fraternity and sorority events (i.e. Philanthropies), including, but not limited to:
         i. Performances in which the participants are intoxicated.
         ii. Performances that include vulgar or sexual behavior.
         iii. The use of alcohol or drug paraphernalia.
         iv. Otherwise offensive behavior.
      e. Cultural Appropriation.

Section 2. Liability:
(Summarized in the IFC Judicial Committee Jurisdiction Subheading iv; can also be found in the IFC Bylaws Article X, Section 2)

Section 3. GPA Standards
(Appeals to individual GPAs will not be considered in the case of a failure to update the member roster on the SLI database by the Monday of dead week each term):
A. In response to the Interfraternity desire, the IFC has established the following minimum grade requirements for individual chapters:
   1. All chapters shall have a minimum average GPA of 2.7 or the all men’s average, whichever is lower, on a 4.0 scale.
   2. Chapters’ average GPA shall be assessed from one term before.
   3. Chapters’ GPA average will include all active members and new member/associate members of the Fraternity.

Section 4. Community Service Standards:
A. In response to the Interfraternity desire, the IFC has established the following minimum community service requirements for individual chapters (in some cases, the legitimacy of certain community service hours may be taken into consideration by the Judicial Committee. Further information on what is considered legitimate community service hours may be found in the IFC Bylaws: Article X, Section 4):
1. All chapters shall have a minimum average record of 5 hours per active member, per term.
2. Chapters’ average hours shall be assessed from one term before.
3. Chapters’ community service hours must be submitted using the SLI online system.

The offenses outlined above will fall under the jurisdiction of the IFC Judicial Committee, whereas violations of any portion of the Code of Student Conduct and/or University policies will be addressed by the Office of Student Conduct and Community Standards (SCCS). The following table outlines jurisdiction of violations.

**Table 1. Types of Violations and Jurisdiction**

<table>
<thead>
<tr>
<th>Violation:</th>
<th>Example:</th>
<th>Hearing Body:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violation of IFC bylaws, recruitment regulations and policies</td>
<td>Chapter does not meet the 2.7 GPA requirement.</td>
<td>IFC Judicial Committee</td>
</tr>
<tr>
<td>Violation of IFC bylaws, recruitment regulations and policies</td>
<td>Chapter members play drinking games.</td>
<td>IFC Judicial Committee</td>
</tr>
<tr>
<td>Violation of IFC bylaws, recruitment regulations and policies</td>
<td>Organization hosts an unreported social event at a Chapter house or live-out.</td>
<td>IFC Judicial Committee</td>
</tr>
<tr>
<td>Violation of IFC bylaws, recruitment regulations and policies</td>
<td>Chapter has alcohol or women present at an event with 1 or more Potential New Members.</td>
<td>IFC Judicial Committee</td>
</tr>
<tr>
<td>Violation of Code of Student Conduct</td>
<td>Organization receives an SRN from Corvallis Police Department during a social function.</td>
<td>SCCS</td>
</tr>
<tr>
<td>Violation of Code of Student Conduct</td>
<td>Organization furnishes alcohol or drugs to minors.</td>
<td>SCCS</td>
</tr>
<tr>
<td>Violation of Code of Student Conduct</td>
<td>During an event hosted by a chapter, a student commits sexual violence against another person.</td>
<td>SCCS</td>
</tr>
<tr>
<td>Violation of Code of Student Conduct</td>
<td>Organization hazes its members.</td>
<td>SCCS</td>
</tr>
<tr>
<td>Violation of Student Code of Conduct</td>
<td>Member(s) of an organization participate in academic misconduct (i.e. cheating on exams, maintaining “test banks”, etc.)</td>
<td>SCCS</td>
</tr>
</tbody>
</table>

*This table is not comprehensive. IFC Bylaws and OSU Code of Student Conduct may be referenced for further questions, which may also be directed towards the IFC VP Judicial Affairs.*
II. VICE PRESIDENT JUDICIAL AFFAIRS RESPONSIBILITIES

Job Tasks

“Inspiring conduct has so much more of an impact than coercing it.”

-Thomas Friedman

Typically, the IFC VP Judicial Affairs is responsible for the coordination and overall implementation of the IFC formal judicial process. The IFC VP Judicial Affairs ensures that participants receive the equity and process rights granted to them. Additionally, the IFC Bylaws are developed with the Judicial Committee and leaders in the fraternity community via bylaw roundtables twice per academic year.

IFC VP Judicial Affairs’ Primary Responsibilities:
1. Review reported allegations of chapter misconduct.
2. Facilitate the hearing process.
3. Lead the Judicial Committee in deliberation.

IFC VP Judicial Affairs’ Specific Responsibilities:
1. Investigate all reports of a violation of IFC Bylaws.
2. Issue the Notice of Charge to a chapter. The NOC will identify a time and date for the hearing, the allegations to be discussed during the hearing, the Committee members who will be present during the hearing.
3. Notify the IFC President and the President of the fraternity in question of the alleged violations.
4. Work with the judicial committee members before a hearing to develop areas of questioning.
5. Ensure that guidelines for operational procedures are followed (initiating introductions, explaining the purpose of the Committee, etc.)
6. Monitor appropriateness and relevance of questions asked by the Committee members and all participants while allowing the committee members to get the information that they need to make a decision.
7. Monitor the behavior of the advisor for the charged fraternity or complainant. As appropriate monitor the behavior of the fraternity representatives and witnesses.
8. Issue the Committee’s decision to the IFC President and the President of the chapter in question of the alleged violations, including:
   a. An explanation of the decision reached and why the decision was made.
   b. An explanation of the sanction(s) and what the sanction(s) means for the chapter.
   c. Cite specific IFC Constitution violation(s).

At request will meet with the chapter representative to prepare for the case. The recommended time is within 3 days.
### III. JUDICIAL COMMITTEE

| ✓ Philosophy of Conduct  |
| ✓ Composition            |
| ✓ Committee Chair        |
| ✓ Member Requirements    |

“*The article of discipline is the most difficult in American education. Premature ideas of independence, too little repressed by parents, beget a spirit of insubordination, which is the great obstacle to science with us and a principle cause of its decay since the revolution. I look to it with dismay in our institution, as a breaker ahead, which I am far from being confident we shall be able to weather.*”

*Thomas Jefferson*

*Letter to Thomas Cooper, Nov. 2, 1822*

*VII The Works of Thomas Jefferson 268 (1884)*

**Philosophy**

Foremost, the Judicial Committee believes in preventative and educational actions to allow chapters the opportunity to develop to achieve their goals and to create a fair, safe, and values-based community for all. The philosophy of the IFC Judicial Committee is one of restorative justice, as the Committee seeks to create and enforce sanctions with the goal of remedying the source of problems. Appropriate, constructive, and educational sanctions that respond to the fundamental cause of any conduct violation among chapters are the primary goal of the Committee. Examples of these sanctions may be found in Sections XV-XVI of this Judicial Manual.

Although a Judicial Committee’s philosophy will shift with its members, the following activity can establish a common goal for the conduct process.
Activity 1. Developing a Philosophy of Conduct

Rank the following values in fulfilling your role on the Judicial Committee 1-10, with one being the highest priority in fulfilling your role and ten being the least important:

A. Finding the truth
B. Providing a just result
C. Providing an educational process
D. Encouraging maturation and development
E. Making a safe community
F. Upholding the university’s and IFC’s policy
G. Ensuring a fair process
H. Protecting the rights of the accused
I. Protecting the college from liability
J. Punishing wrongdoing

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A. **JUDICIAL COMMITTEE COMPOSITION**

“Any committee is only as good as the most knowledgeable, determined, and vigorous person on it. There must be somebody who provides the flame.”

-Lady Bird Johnson

The IFC Judicial Committee is chaired by the Vice President Judicial Affairs. The committee also consists of the following members:

- The IFC VP Judicial Affairs will serve as the charging officer.
  - If the IFC Vice President Judicial Affairs is unable to serve as the charging officer, he will select a committee member to serve in this position.
- The judicial committee will consist of four (4) voting members appointed by the VP Judicial Affairs from separate fraternities in good standing. A cumulative GPA of 3.0 must be maintained to serve on the committee. A total of eight (8) eligible community members will be available to act in case a quorum of the regular members is not achieved. Quorum is defined as the attendance of four committee members. No individuals from a fraternity not in good standing with either the Interfraternity Council or the University shall serve on the Judicial Committee. Fraternities that are not in good standing are chapters that are currently placed on University Conduct Probation, Loss of University Recognition (suspension), University Recognition Revocation, or IFC sanctions.
- No more than two (2) individuals from each member fraternity or IFC Executive Council Board may serve on the Judicial Committee, with only one voting member allowed in a single Judicial hearing. A representative from the Vice President of Judicial Affairs’ chapter may serve on the committee as the chair is not a voting member.

A representative from the Center for Fraternity and Sorority Life and/or Student Conduct & Community Standards is to act in an advisory capacity for the Judicial Committee.
IV. JUDICIAL COMMITTEE STANDARDS

![Checkmarks: Expectations, Ethics, Values]

“Principles are guidelines for human conduct that are proven to have enduring, permanent value.”
-Stephen Covey

Charge

As values based organizations, members of the Interfraternity Council Judicial Committee are expected to follow ethical standards and reinforce the values of IFC at Oregon State. Ethical standards have been established to protect the equity of chapters and chapter members when addressing allegations of the misconduct, as well as to maintain the educational environment of the judicial process. These standards also delineate what the IFC community has a right to expect of its hearing officers. The following list provides expectations and ethical standards, and establishes an understanding between the committee members and the IFC community.

Interfraternity Council Expectations and Ethics for Judicial Committee Members

1. Arrive on time for the scheduled hearing and be prepared to be fully present during the hearing.
2. Bring IFC Judicial manual, to all meetings and/or hearings unless it has been specified that the IFC VP Judicial Affairs will provide the manual.
3. Review all case information thoroughly BEFORE the hearing. Do not do any investigating on your own.
4. Prepare open-ended questions.
5. Approach each case with the perspective that the charged chapter has done nothing wrong, unless or until you are influenced by a preponderance of the information presented during the hearing.
6. Listen carefully to each person, withholding any judgment until all available information has been presented and considered.
7. Allow those responding to questions to answer thoroughly before moving on to the next area of questions.
8. Engage in a meaningful discussion regarding the facts of the case during deliberation, even if your view is not shared by the majority. Full participation is critical in sound decision making.
9. All information is to be treated as private information. While charged IFC fraternities may make public comments about the judicial process and decision outside of the hearing, judicial committee members **MAY NOT** do so. Information revealed in the hearing may only be discussed with the IFC VP Judicial Affairs, Student Conduct and Community Standards, or Center for Fraternity and Sorority Life staff members.

10. Treat all complainants, witnesses, charged chapters, and fellow committee members respectfully and consistently.

11. Be thorough in your discussion related to the sanctioning of the chapter, if it has been found responsible. Seek to understand what is best for the chapter, for IFC, for the Fraternity and Sorority Community and for the University. Focus on educational sanctions to ensure address the source of the problem going forward.

12. Dress professionally. All IFC Judicial hearings are to be held in pin attire; what you are wearing communicates an important message.

13. Cell phones are not to be used during the hearing process; they should be silenced and put away.

14. Recognize your own biases, and notify the IFC VP Judicial Affairs (or their designee) of any conflicts of interest in a timely manner. A committee member should not participate in a hearing if they feel that they are biased and are unable to be fair and impartial.

15. Clarify any conflicting information before going into deliberation. Continue to listen and ask questions until you have all of the necessary facts regarding the incident.

16. Attempt to examine an area completely before moving on. Avoid jumping from one line of questioning to another.

17. Avoid passing of notes or whispering during the hearing process unless absolutely necessary.

18. Remain attentive throughout the hearing. Good posture and appropriate eye contact should be demonstrated.

19. Do not engage in arguments with the accused. Maintain your composure even if others do not. Refrain from making accusations or statements that shame or cannot be supported.

20. Come to the hearing prepared to read the packets and brainstorm questions. The IFC VP Judicial Affairs will collect any necessary information regarding the reported violation prior to the hearing.

21. A lot of work is involved leading up to a hearing. Take your commitments seriously and avoid last minute cancelations.

22. Attend all judicial committee trainings and be prepared to fully participate.

23. Stay up to date on the IFC Bylaws, and attend roundtables for further development of bylaws and amendments that will help improve the community.

24. In hearings involving a sanction(s), the vote of each individual Committee member is private and not to be discussed outside of the hearing. The decision of the entire Committee, however, is included in the decision letter sent by the IFC VP Judicial Affairs.

25. All committee members must uphold all decisions of the committee, even if there are dissenting opinions.

26. A Committee member represents the interests of OSU and the Interfraternity Council. Committee members should not assert personal beliefs while offering recommendations or delivering a decision.

27. The hearing ends once you walk out of the hearing room.

28. A Committee member cannot be present as either a chapter representative or a member of the committee during a hearing involving his own chapter.

29. A Committee member cannot send a proxy to any hearings or trainings involving the IFC Judicial Committee.
V. JUDICIAL COMMITTEE MEMBER COMPETENCIES AND DEVELOPMENT

Interpersonal Skills

Judicial Committee members require a series of interpersonal (soft) and technical (hard) skills to effectively serve in their position. Judicial trainings will be conducted twice or more each year to develop member competencies, as well as to provide insight to chapter leaders on the judicial process. At least one of these trainings will be open to all of the IFC members, in an effort to assist chapters’ in developing their internal judicial processes.

Tools & Competencies

1. Recognizing Biases
2. Effective questioning
3. Active Listening
4. Weighing information
5. Deliberating
6. Conflict-Resolution
7. Critical thinking
8. Collaboration
9. Cultural competence and inclusivity
10. Acting as a role model and advocate for peers
11. Understand mitigating factors
12. Understand processes to change behavior
13. Understand needs and goals of Fraternity and Sorority Life community

“Take advantage of every opportunity to practice your communication skills so that when important occasions arise, you will have the gift, the style, the sharpness, the clarity, and the emotions to affect other people.”

-Jim Rohn
14. Effective Sanctioning

Many of these tools and competencies are explored throughout this Judicial Manual, and all are explored in depth at Judicial Committee trainings. In line with the values and goals of both the IFC and the Fraternity and Sorority Life community, many of these competencies translate to professional development. The Judicial Committee serves not only to hold accountable chapters for alleged violations of the IFC bylaws and to help develop chapters with successful resolution of violations, but to develop the community as a whole.

A. Recognizing Biases

**Tool: Recognizing Biases**

Bias is having prejudice in favor of or against one thing, person, or group compared with another. Recognizing your own value system will help you remain objective and fair by allowing you to understand where the member(s) thinking originates and where your own biases exist. It is critical to look within yourself to determine if you are feeling certain negative emotions concerning a case or member. It is important to be aware of these emotions; they may suggest that you are a wrong fit for the hearing. Examples can include:

- You personally know the member/individual.
- You work with the member in some fashion such as advising or supervision.
- The subject material brings up past and personal experience that may influence your decision.
- You are or were a member of the student organization.
- You were involved in a similar case in the past and have negative emotions connected to it.
Case Study

A chapter is summoned to a hearing for an unreported social function. During the pre-hearing discussion, a committee member soon realizes that although this is not his chapter, some of his chapter members were present at the event. This committee member was not personally in attendance at this function. Should this committee member continue to serve on the Judicial Committee for the hearing?

Points to consider:

Was the Committee member aware that this was an unreported function? Would the Committee member serve better as a witness to the event? With the information that another fraternity was at the event (i.e. cohosting), how would the Judicial Committee’s determination of responsibility change? If the Committee member (or any other member) is questioning a juror’s connection to the case, it is likely that a personal bias will exist, whether intentional or not.

Recognizing bias is imperative to the integrity of the IFC Judicial system, as member chapters have the right to a fair and unbiased hearing. By remaining objective in the decisions of the Committee, a higher level of legitimacy will be obtained and will ensure the community can develop in a forward direction.
“Of all the skills of leadership, listening is the most valuable – and one of the least understood. Most captains of industry listen only sometimes, and they remain ordinary leaders. But a few, the great ones, never stop listening. That’s how they get word before anyone else of unseen problems and opportunities.”

-Peter Nulty
Fortune Magazine

Tool: Tips for Active Listening

1. Listen to how something is said as well as what is said. Two elements make up a message: the content and the underlying attitude. Be a sensitive listener and try to grasp both the content of the message and feelings of the message sender. Very often the feelings expressed in a message may be more important than the message content itself.

2. Be attentive to such nonverbal cues as tone of voice, eye movements, facial expression, gestures, and posture. Do the verbal, paralanguage, and body language match? These observations may give you a clue as to an individual’s credibility and sincerity. Listen and look for non-verbal keys to what may be “between the lines.”

3. Want to listen! Be sincerely interested, maintain a relaxed and comfortable posture, lean slightly forward, make eye contact with the person speaking, acknowledge what is being said by nodding, and remain aware of your tone of voice.

4. Deciding whether to take notes depends on the situation. In many instances, taking notes helps you to reinforce the message, but in others it can be a distraction. If you need the information for immediate use, you may not want to take notes, but if you need to reference it later, take notes. Also, taking notes can signal to the speaker that you are paying close attention.

5. Summarize in your mind what has been said up to this point. Do not hesitate to ask questions, but be sure to fully understand what is being said before formulating your thoughts for a retort.

6. Separate facts from opinion.
Interpersonal communication has three components, which either compliment or contradict one another. As you listen to information being presented at a hearing or ask questions of witnesses, it is important that you focus on the “complete” message. The three components of the message are:

- **Verbal:** Only 7% of what is understood in a given exchange is communicated through words.

- **Paralanguage:** Accounts for 38% of what is understood. Paralanguage includes volume, pitch, rate, and tone of voice.

- **Body Language:** Adds an additional 55% to communication. Body positioning, posture, eye contact, hand gestures and facial gestures add a great deal to what is understood.

When a person’s body language and paralanguage match the words being spoken, the message is sent with greater impact and is more clearly understood. When inconsistencies are observed, paralanguage and body language tend to carry more weight.

**Example:** If a witness is sitting with his/her legs and arms crossed, is staring at the floor, and says in a timid and quiet voice, “I did not experience any kind of hazing,” you may want to investigate this statement a little further, because her paralanguage and body language aren’t portraying an individual who is confident and fearless.

**Note:** Committee members can foster or inhibit open communication from witnesses by their attending/listening skills.
C. EFFECTIVE QUESTIONING

✓ Effective Questioning Tips
✓ Examples

“By doubting we are led to question, by questioning we arrive at the truth.”
-Peter Abelard

Tool: Effective Questioning

Effective questioning is the most important aspect of the hearing process. As judicial committee members become more skillful at phrasing their questions, more useful information will be obtained from those participating. In-depth questioning helps the committee members understand the facts of the case and clarify issues. It is important to be intentional and unbiased in questioning to ensure equality and fairness to all.

Effective Questioning Tips

Carefully phrase questions as open ended (who, what, how, etc.) rather than closed-ended (did you, were you). Closed-ended questions often result in a yes or no response, which does not provide much information. Open-ended questions will result yielding more information.

The following is an example highlighting the difference between closed and open-ended questions:

Closed-Ended
Q: “Were you angry when you broke the window?”
A: “No.”

Open-Ended
Q: “What were your feelings when you broke the window?”
A: “I guess I was feeling pretty angry...”
Another potential pitfall committee members run into is asking leading or multiple-choice questions. When using this type of questioning, the committee member offers the individual all of the choices they deem appropriate.

**Example:**

*Q: “What were your feelings when you broke the window? Were you angry, elated, frustrated, or just letting off steam? This was right around mid-term time.”*

*A: “Oh, I was just letting off steam, exams weren’t going well…”*

It is most likely that the individual being questioned will choose the one they think is least incriminating. Ask the question and stop. Then, give the individual student time to think and answer. They can ask for clarification if needed.

**Tip:** Try to avoid asking multiple-choice questions to provide the space for the individual to share their experience. Avoid “naming” or making meaning of the experience for the individual you are questioning.

**Tip:** Ask simple, open-ended questions that allow the individual to provide clarity for understanding the sequence of events and their perspective.

**Tip:** Make smooth transitions from topics to minimize confusion.

**Tip:** Listen to the individual’s answers more than asking them questions. Briefly prompt them into further detail if necessary.

**Tip:** Be inquisitive rather than interrogative in asking questions. Remain objective and avoid judgmental comments. With each hearing, an opinion of the IFC Judicial Committee is being created or validated. Maintain a positive, conversational tone that will reflect well on the Council.

**Tip:** Ask questions as a team, with a purpose for each question. Try to unveil an individual’s attitude towards the situation and how they may react in future situations relating to the alleged incident.

**Tip:** Make sure there is enough time for preparation before the hearing, and take time during the hearing to resolve conflicting information. Entering deliberation without resolving all facts can lead to complications in developing educational sanctions.
Once the Committee has developed a sense of the situation, it is important to ask questions that can help develop sanctions. Some examples of these questions for sanctioning are as follows:

**Questions for Sanctioning**

1. What effect did your behavior have on the community and others?
2. Describe your understanding of the policies your chapter allegedly violated.
3. How would you react to a situation similar to this in the future?
4. Can you describe your chapter’s/chapter leadership’s typical process for making decisions?
5. Since the alleged violation occurred, what plans has your chapter made to change future behavior?

These types of questions can help the Judicial Committee get a sense of a chapter’s attitude towards IFC policies and their behavior in the alleged incident. This can provide the Committee with educational sanction ideas that will best help the chapter develop in the future. The questions are expanded upon in the next section.

**D. SAMPLE QUESTIONS**

This section includes additional sample questions to guide the Judicial Committee’s process for understanding a situation and determining both responsibility and the directions in which a chapter can best develop in the future. These questions may be directed towards the responding chapter, witnesses, or individual reporting the violation.

**Sample Questions**

What effect did the chapter’s actions (or behavior) have on others? On the community? On yourself?

- Who was impacted by the chapter’s behaviors?
- Explain what the chapter hoped to accomplish through its actions.
- What was the chapter thinking at the time?
- What was going on for the chapter when ___
- Who is responsible for the chapter’s behavior?

What other options were there for the chapter in this situation?

- What are ways the chapter can approach this situation in the future?
- What are preventative measures your organization can put in place?
What was the purpose of the chapter’s behavior?

How would the chapter feel if other chapters were engaged in similar behavior?

If the chapter could do something differently that night/day, what would it be?

What have you and other chapter leaders thought about since?

How have you as a leader been affected?

What are your obligations to the IFC and the chapter?

What would be the consequences to the community if every chapter engaged in similar behavior?

How was your chapter’s responsibility for adhering to community standards reflected or ignored in this situation?

How might you react as a president if such this situation were to come up again?

What is your understanding of the policy?

What was that like for you?

What do you think needs to be done to make things right?

Brainstorm some other questions below!
E. WEIGHING INFORMATION

| ✔  | Standard of Evidence |
|    | ✔  | Deliberation         |
|    | ✔  | Behaviors            |

“The possible solutions to a given problem emerge as the leaves of a tree, each node representing a point of deliberation and decision.”
- Niklaus Wirth

Standard of Evidence

The Interfraternity Council uses a “preponderance of the evidence” standard during the committee hearing process to determine responsibility. The term preponderance of evidence means the greater weight of information. Information is weighed to its opposition; it has more convincing force and is more probable, true, and accurate. The responding fraternity is found responsible when information indicates that it is found more likely than not that the violation(s) did occur.

Under IFC’s belief in fundamental fairness, a fraternity is never responsible until proven otherwise. In weighing the information on a scale, you must be more than 50% sure that the fraternity violated the policy to find them responsible. You do not have to be 100% or even 75% sure, just more than 50.0% sure that it was more likely than not the alleged behavior occurred. The image below shows the scale of evidentiary standards. ‘Clear and convincing,’ as well as ‘beyond a reasonable doubt’ are not the standards used by the Interfraternity council.
Deliberation

The deliberation process has two steps:

1. You must first deliberate to determine if the chapter is responsible or not for the violation(s) in question. When determining responsibility use the ‘more likely than not’ approach as standard of proof to make this decision.
2. If responsible, the appropriate sanctions will then need to be determined, taking into consideration any mitigating and aggravating factors.

Note: It is important that past offenses are not to be considered during deliberations of responsibility. However, past offenses and sanctions for those offenses may be considered in determining the assigning of sanctions.

Recognizing Common Group Behaviors That Occur During Deliberation

Task-Oriented Behaviors (TOBs)

Task-oriented behaviors ensure that the group’s task will be accomplished:

1. **Initiating.** For any group function or setting, someone must be willing to take some initiative and propose ideas or procedures. These can be seemingly trivial statements like, “Let’s write down everyone’s thoughts,” or, “It’s time we move on.” With little task-related activity, people would either sit in silence and/or develop side conversations.
2. **Seeking/giving information or opinions.** The clear and efficient flow of information, facts, and opinions is essential to task accomplishment. Giving-type statements, such as “My own opinion in this matter is...,” ensure decisions are based on full information.
3. **Clarifying and Elaborating.** Many useful inputs into group work get lost if this task-related behavior is missing. Clarifiers communicate a listening and collaborative stance.
4. **Summarizing.** At various points during a group’s work, it is very helpful for someone to summarize and pull together the discussion. This gives the group an opportunity to pause and see how far they have come.
5. **Consensus testing.** Eventually, a group’s work must result in a consensus decision. The statement “Have we made a decision on that point?” can be very helpful. It adds positive work tension into the group. This explores whether a group may be nearing a decision.

Maintenance-Oriented Behaviors (MOBs)

Maintenance behaviors ensure that good working relationships are maintained within the group.

1. **Gatekeeping.** Gatekeepers bring in others into the conversation, facilitate procedures, and generally keep communication open. An example is “Let’s give Joe a chance to finish his thought.” Without Gatekeeping, less assertive people get cut off, often dropping out because they possess no feeling of value during the conversation.
2. **Encouraging.** Encouraging ensures that all the potentially relevant and necessary information is shared and considered. A statement example could include “Before we move forward, Joe, do you have anything else to add?” This behavior is warm and responsive.

3. **Harmonizing/Compromising.** These two functions are important but their overuse or inappropriate use can reduce a group’s effectiveness. Harmonizing relieves tensions and reconciles differences, while compromising admits error and modifies position.

Self-Oriented Behaviors (SOBs)

Self-oriented behaviors tend to be more prevalent in the early life of a group. They also occur during time constraints and difficult tasks lead to stress in the group.

1. **Aggression.** Criticizing or blaming others, showing hostility towards the group or an individual.
2. **Blocking.** Interfering with the progress of the group by going off on a tangent, citing personal experiences unrelated to the problem, or arguing too much on a point while rejecting ideas without consideration.
3. **Seeking Sympathy.** Trying to induce other group members to be sympathetic to one’s own ideas to gain support.
4. **Manipulating.** Introducing or supporting ideas that meet one’s personal needs and interest regardless of whether they are in the best interest of the group.
5. **Clowning.** Joking or mimicking, disrupting the work of the group.
6. **Seeking attention.** Attempting to call attention to one’s self by loud or excessive talking, extreme ideas, or unusual behavior.
7. **Withdrawing.** Acting indifferent or passive, whispering to others, wandering from the subject.
8. **Competing.** Conscious or unconscious striving to rival others. Done in an effort to appear more competent, useful and more able than others in the group.
F. DETERMINING RESPONSIBILITY

✓ Preponderance of the Information
✓ Credibility
✓ Consensus

“Responsibility is the possibility of opportunity culminating in inevitable fulfillment.”

-Sri Chinmoy

In order to establish that a violation of the Interfraternity Council Constitution has occurred, there must be information which:

1. Establishes a violation of the Interfraternity Council Constitution
2. Substantiates the alleged behavior or action charged
3. Demonstrates that the accused fraternity is responsible for the IFC Constitution violation

A preponderance of the information presented establishes all three of the requirements. If there is a preponderance of the information presented, then two things must be found. These two things are: that there was a violation of the IFC Constitution, and that the fraternity is responsible for the violation. The Committee should be able to collectively decide what happened and describe how a decision was reached.

The IFC VP Judicial Affairs and Committee members may not consider:

1. Whether or not a fraternity knew they were violation the policy. Ignorance is not an excuse or defense.
2. If a fraternity representative makes a claim of diminished capacity due to alcohol or drugs.
3. Claim that the violation or behavior was driven by the unsubstantiated behavior of another as a legitimate defense.
4. Educational outcomes of the process.

In determining the responsibility of a chapter (i.e. individual versus organization), the Committee should establish the credibility of information presented during a hearing. Credibility may be influenced by the following:

1. Direct information. This is the recounting of an individual’s experience, and is generally very persuasive in nature. The Committee can typically determine the credibility of such information directly.
2. **Hearsay.** This information is second-hand, and may have inaccurate facts or context. In dealing with this information, the Committee should engage in further questioning of any conflicting information prior to entering deliberation.

3. **Circumstantial information.** This information does not contain all details of a situation, but provides contextual information that helps to conclude whether or not a person or organization committed an act.

4. **Documentary information.** This information is the most common evidence used in judicial hearings, and may include photographs, statements from witnesses, or other documents surrounding an incident.

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**Let’s Discuss!**

What are some reasons that the credibility of an individual’s report may be questioned?

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**How Consensus Works**

1. Formulate Opinions
2. Express Opinions
3. Listen to the Opinions and Feelings of all others
4. Avoid using “win-lose” techniques
5. Take the time to listen, consider other views, develop a thoughtful perspective, and be reasonable in reaching a group decision.

Consensus is achieved when every member can say, “I had an opportunity to express my views fully and they have been thoughtfully considered by the group. Even though this solution may not be the one I believed is optimal, I think it will work and I support it.” When everyone feels that they had a fair chance to impact the decision made by the Committee, the purpose of the Judicial Committee has been fulfilled.
G. EFFECTIVE SANCTIONING

✓ Purpose
✓ Factors to Consider
✓ Questions to Consider

Purpose of Sanctioning

The sanctioning process has many elements—deterrence, education and development, assistance (Saunders & Bente, 2013), and accountability. The sanction should work to deter organizations from engaging in similar behaviors again, in addition to providing an educational opportunity that invites the organization to reflect on the incident, consequences of behavior, and what they can do to prevent further violations. Sanctioning is designed to be educational and restorative for the community, allowing for growth and development of both new and current members. IFC may impose any sanctions that it deems appropriate.

Appropriate Sanctions and Explanations

A sanction must be in accordance with the violation. A sanction with a balanced educational purpose will more likely be accepted and perceived as fair by the chapter involved than a poorly assigned sanction. Sanctions must have an ethical basis that preserves the educational environment of both the Interfraternity Council and the University. Every sanction must be thoroughly explained to prevent confusion about both expectations for the successful completion of a sanction and any consequences that might follow a failure to finish them. By providing clear expectations and a definitive date of completion, a chapter will be more likely to take their own development into control.

Furthermore, all sanctions must be timely to the circumstances and the case. A reasonable sanction offers adequate time for completion and considers academic requirements of the student.

1. IFC Judicial Committee has the obligation to determine responsibility and levy appropriate sanctions.
2. All sanctions are up to the discretion of the IFC Judicial committee.
3. Sanctions may be appealed to the IFC President, and directed towards the general body of the Council.
Factors to Consider To Best Decide On Appropriate Sanctions

1. Conduct History: An isolated incident may lead to less-strict sanctions, whereas a pattern of incidents can display disrespect towards IFC policies. In the latter case, more serious sanctions and intervention may be necessary to get the chapter on the correct course and avoid future judicial hearings. Additionally, a chapter may already have sanctions from a previous violation, in which case it is important to assign sanctions that will keep the chapter active in their development. Sanctions should target the mindset that has led to behavior unbecoming of our community.

2. Context of the Violation: Once the specific policy violated has been identified, and the chapter has been found responsible, focus on the behavior displayed during the incident. For example, a chapter that violated “Recruitment Regulations” should have a sanction describing the violation as “distribution of alcohol to Potential New Members at a chapter Recruitment event.” This will provide the chapter with a sense of how their behavior violated policies, and how it could have been worse.

3. Mitigating Factors: These are defined as the chapter’s intent, circumstances, attitude, and understanding of the situation that led to a violation. Using the previous example, if a chapter had attempted to prevent alcohol at recruitment events, this should be taken into account (although not used as an excuse). Additionally, the attitude of a chapter during a hearing or any other correspondence with the Judicial Committee regarding the violation is important in creating a sanction. A confrontational chapter may require different types of sanctions if they appear unreceptive to learning from the incident.

Let’s Think!

How could sanctions be crafted for a chapter with repeat offenses when previous educational sanctions did not work effectively?

Questions to Consider

*Keep in mind these are not questions you ask chapters but use to assess the situation.

1. What was the intent of the IFC chapter? Was the policy violated intentionally? Were they aware of the possible consequences?

2. What were the consequences of the behavior? What were the effects of the behavior? Was there personal harm or physical damage? Was there community harm or damage?
3. **What were the potential consequences of the behavior?** If they had not been caught, would personal harm or physical damage have occurred? Could the chapter members or guests have suffered harm? Could the community have been harmed?

4. **Was alcohol or drugs involved in the incident?** To what degree?

5. **Are they willing to accept responsibility?** Did the chapter cooperate with police, instructors or conduct staff? Were they empathetic?

6. **Are there any instances of prior history?** Are there similar violations? What previous sanctions have been completed?

7. **What was the willingness of the chapter to engage in the process?**

8. **Does the chapter have access to the resources they need?**

9. **How will the chapter demonstrate that their choices must reflect a moral, ethical, and legal high ground?** Everyone is fallible, but it is important to ensure the chapter frequently meets expectations other than this incident. Is there a risk of more serious and frequent violations?

10. **How will sanctions balance both the welfare of the community and the needs of the chapter?**
VI. PROCESS FOR REVIEWING REPORTS

✓ Reporting and Notice
✓ Timeline

“If you are building a culture where honest expectations are communicated and peer accountability is the norm, then the group will address poor performance and attitudes.”

-Henry Cloud

Reporting & Notice of Charge

1. Prior to any Judicial hearing, a complaint against an IFC chapter must be filed with the IFC Vice President Judicial Affairs, using the incident report form.

2. The Vice President Judicial Affairs is responsible for reviewing the report and for conducting further investigation to determine credibility of the report. Upon receiving a report, the IFC VP Judicial Affairs goes through the following process prior to holding a hearing:
   i. Step 1: IFC VP Judicial Affairs conducts an individual investigation into the alleged violation and collects evidence. This may include reaching out to the individual that reported the violation for more information.
   ii. Step 2: The legitimacy of the complaint or allegation is determined, based on both the initial report and the investigation conducted by the IFC VP Judicial Affairs. The following questions may be analyzed in determining the legitimacy of a case, or in the referral process:
      a. Is the complaint credible? Is there enough evidence of an infraction?
      b. Does IFC have jurisdiction in this case?
      c. Cases that involve allegations of violations of the Code of Student Conduct must be referred to SCCS.
      d. What is the complainant requesting?
   iii. Step 3: If a report is deemed not credible or does not violate any IFC Bylaws, University Code of Student Conduct, the IFC VP Judicial Affairs does not proceed with the case. If a report is credible and violates IFC Bylaws, a hearing time and date is selected and committee members are assigned. If the incident violates the Code of Student Conduct, or Oregon state or Federal law, the case will be referred to the Office of Student Conduct and Community Standards.
   iv. Step 4: The chapter is notified with at least five (5) day notice of a hearing. An exception is made during Recruitment period, when a hearing is to be held at the soonest possible time after delivery of the hearing letter, which may be within 24 hours of the letter.
3. If a report is deemed credible, a Notice of Charge letter will be sent by the IFC VP Judicial Affairs to the accused fraternity on behalf of the IFC Judicial Committee, and shall state or include the following:

   i. A detailed explanation of the act or acts of the accused fraternity allegedly responsible for the charges, including information of any incident reports or other documents pertaining to the challenges. This will account all of the alleged behaviors to have occurred.

   ii. The specific article and section of the Interfraternity Council Constitution, Bylaws, or Recruitment Regulations that are allegedly violated.

   iii. The time and date of the hearing, which shall be at least five (5) days after the postmarked date on the letter to the accused, with the exception of Recruitment week, during which the hearing will be held at the soonest possible time after delivery of the letter.

   iv. The names and chapters of the members of the Judicial Committee who will serve at the hearing.

*Note: The incident report form can be found on the IFC website under “Current Members” and “Social Event Information”. An example can also be found in Appendix E of this manual. The form can be utilized for a violation of any kind, and is not limited to social functions.

Let’s Discuss!

What kind of evidence might the VP Judicial Affairs discover to deem a report credible?

Timeframe for reporting alleged violations

1. Within six (6) calendar months after the date of the potential violation if pertaining to pledging or initiation regulations.
2. Within three (3) calendar months after the date of the potential violation for other matters, if the potential violation occurs during the fall or winter terms of the school year. For spring or summer term, charges shall be filed within six (6) calendar months after the date of the potential violation.
i. In the event of a stolen property, this timeframe begins upon the return of the stolen property, and not on the date stolen. If the property is not returned, this timeframe will begin on the date stolen.

3. Any challenges against members of the Judicial Committee must be filed in written form at least 2 days prior to the hearing. The challenge must be filed with the VP Judicial Affairs, who will give fair consideration to each challenge. The challenge must conform to the following:
   i. Challenges may be filed against up to, but no more than two (2) members of the Committee.
   ii. For fair consideration, the challenge must identify bias.
   iii. The Judicial Vice President shall select alternate members of the Judicial Committee to fill any vacancies created by the challenge.
   iv. If challenges are found to be frivolous or false, the Vice President Judicial Affairs is to notify the challenger prior to the hearing, as well as provide written reasoning. If the challenger wishes to pursue the manner further, he shall file the challenges with the IFC President and request a hearing delay.
VII. HEARING PROCEDURES

✓ Participants
✓ The Hearing Process

“I don’t know that there are any short cuts to doing a good job.”
-Sandra Day O’Connor

Attendance
Four (4) members of the Judicial Committee, not including the Vice President Judicial Affairs, must be present for all Judicial Committee hearings.

The following individuals may attend an IFC Judicial Committee hearing:

1. A representative from the Center for Fraternity and Sorority Life
2. A representative from the office of Student Conduct and Community Standards
3. Up to three (3) members of the fraternity responding to the allegations*
4. The IFC VP Judicial Affairs will reserve the authority to regulate the attendance of and participation in Judicial hearings beyond the required minimum by members of the IFC Judicial Committee, representatives of the Office of Fraternity and Sorority Life, representatives of the office of Student Conduct and Community Standards, representatives of the fraternity responding to the allegations, and any other observers the IFC VP Judicial Affairs determines appropriate.

The IFC VP Judicial Affairs or a Judicial Committee member will be recused from a hearing if:

1. The IFC VP Judicial Affairs or a Judicial Committee Member is a member of the chapter responding to allegations.
   i. If the IFC VP Judicial Affairs is not eligible to preside, he shall appoint one member of the Judicial Committee to fill the position for the hearing. If he feels necessary, he may have the IFC President preside unless also not eligible to preside.

The following procedures will be followed at all IFC Judicial hearings*:

1. The responding fraternity may designate any member of the fraternity to represent them.
2. The Vice President Judicial Affairs shall introduce the members of the Judicial Committee to the representatives of the responding chapter.
3. The Vice President Judicial Affairs shall read the following statement of policy:

   “The procedures for this hearing are not intended to be conducted as in a court of law. The Judicial Committee is to serve as the investigative body of the IFC to determine the degree of responsibility and to levy a sanction consistent with the violation.”

4. The VP Judicial Affairs presents the charge(s).
5. The VP Judicial Affairs shall present the evidence in the following order:

   i. State the acts of the respondent chapter that constitute the alleged violation(s) and relate them to the regulation(s) stated above.
   ii. Cite the specific article and section of the IFC Constitution, Bylaws, or Recruitment Regulations which have allegedly been violated.

6. Introduce any witnesses and written statements that pertain to the charges.

7. The responding chapter’s representatives, who are to remain in the room during the course of the hearing, will then present evidence, explanations, and witnesses. All material should relate directly to the charges.

8. There shall be a question and answer period which will conform to the following standards:

   i. Any member of the Judicial Committee may pose questions to the responding chapter, or to any witnesses brought before the committee.
   ii. The responding chapter may pose questions to the Vice President Judicial Affairs concerning the methodology of the investigation.
   iii. The Vice President Judicial Affairs may pose questions to the representatives of the responding chapter and their witnesses.
   iv. Questions to representatives of the responding chapter shall pertain to the alleged violations only. The representatives of the responding chapter maintain the right to not answer any question pertaining to potential violations beyond those detailed in their hearing letter.
   v. The Vice President Judicial Affairs has the right to offer guests the opportunity to pose questions. However, guests may only pose their question to the IFC VP Judicial Affairs.

9. Following the question and answer period, the Vice President Judicial Affairs shall dismiss the responding chapter, their representatives, all witnesses, and any guests. The Judicial Committee shall then determine, in closed session, the finding of responsibility of the defendant chapter. Responsibility must be determined by at least a majority vote of the judicial committee members, with the Vice President Judicial Affairs’ vote only used in the event of a tie. In the event the responding chapter is found responsible, the Judicial Committee members hearing the case shall determine the sanction or sanctions.

10. When the decision has been reached, the Vice President Judicial Affairs shall notify the responding chapter’s representatives of the Committee’s decision via a decision letter to be sent within three (3) days of the hearing’s conclusion. A copy of the decision may be sent to the fraternity headquarters of the respondent chapter.
11. Any appeals to the Judicial Committee’s decision may be filed in writing with the IFC President, who will then direct it to the Council delegation. More information on the appeals process may be found in Section IX of this Judicial Manual.

*The hearing script used by the VP Judicial Affairs during hearings can be found in Appendix B.
*If the responding chapter does not reschedule or attend the hearing, the judicial committee will proceed without the benefit of their input.
VIII. HEARING OUTCOMES

✓ Sanctioning Philosophy
✓ Sanctioning Standards and Suggestions
✓ Case Study

“Sanctions and negotiations can be very ineffective, and indeed foolish, unless the people you are talking with and negotiating with and trying to reach agreements with are people who can be trusted to keep their word.”

-Caspar Weinberger

Sanctioning Philosophy

If the Judicial Committee determined that a responding chapter is responsible for the alleged violation(s), the Judicial Committee will then determine sanctions appropriate to that finding. The Interfraternity Council utilizes an educational and restorative sanctioning process in which sanctions applied are proportionate with the violation committed. Repeated violations result in progressively more demanding or severe sanctions, such as probation or suspension of a chapter from the IFC. The completion of sanctions will be tracked by the IFC VP Judicial Affairs. Potential sanctions for a variety of violations are outlined in this section. This section includes only recommended sanctions; the final decisions will be made by the Judicial Committee on a case-by-case basis and may include all, some, or none of the potential sanctions mentioned here, and/or new sanctions. It is recommended that the Committee seek out educational sanctions as frequently as possible.

Let’s Discuss!

What are some of your favorite sanctions?

What are your least favorite sanctions?
IFC Sanctioning Standards

For information on the standards set forth by the Interfraternity Council, the IFC Bylaws can be accessed on the Center for Fraternity and Sorority Life website.

A. Grade Point Average Infractions

II. IFC Minimum Chapter Grade Point Average First Infraction: Failure to meet the minimum IFC GPA requirement of 2.70 will result in the following action:
   1. In the case of a first offense, the chapter in question will be placed on academic probation. Academic probation will require the fraternity to draft and implement an academic success program that will be submitted to the IFC Vice President of Scholarship for review and acceptance.
   2. The chapter must also schedule an educational presentation with the Academic Success Center, with 80% minimum chapter attendance. Both the presenter and the Vice President of Scholarship must verify attendance.
   3. Failure to meet any of the Academic Probation requirements will result in a $350 fine each to the chapter.

III. IFC Minimum Chapter Grade Point Average Second Infraction: Failure to meet the minimum IFC GPA requirement of 2.70 will result in the following action:
   1. IFC Probation: loss of voting privileges at all IFC meetings.
   2. All stipulations placed on a chapter for the first infraction.

IV. IFC Minimum Chapter Grade Point Average Third Infraction: Failure to meet the minimum IFC GPA requirement of 2.70 will result in the following action:
   1. IFC Probation shall entail:
      i. Loss of IFC voting privileges
      ii. May host only one (1) Philanthropy for 2016-17 school year (optional)
      iii. May participate in only one (1) Philanthropy per term for 2016-17 school year
   2. Social Probation shall entail:
      i. Loss of hosting privileges at all chapter properties
      ii. Loss of social co-host privileges with any and all IFC member fraternities
   3. IFC Probation and social probation shall end following the completion of the following terms past when sanctions were imposed:
      i. 3 out of 3 terms (one full school year) achieving IFC minimum grade requirement of a 2.70
      ii. 3 out of 3 terms (one full school year) fulfilling mandatory attendance requirements of all IFC bi-weekly meetings, officer roundtables, and mandatory educational programs
      iii. 3 out of 3 terms (one full school year) fulfilling all other IFC obligations (i.e. community service/SLI registration/paying dues)
4. The following will result in immediate expulsion from IFC for 1 year(s):
   i. Failure to make the minimum grade requirement of a 2.70 for any subsequent terms
   ii. Failure to abide by social probation for any subsequent terms

5. Educational Requirement:
   i. Chapter is to complete and submit an academic success plan
   ii. Host a representative of the Academic Success Center (ASC) to conduct a workshop with your chapter, with 80% minimum chapter attendance
   iii. Failure to meet the educational requirements above will result in a $350 fine (for each missed requirement) to be paid to the IFC

B. Community Service Infractions: The Judicial Committee may require a percentage or specific body of a chapter to complete a designated amount of additional community service hours. This may be determined per man, or total for the chapter at the Judicial Committee’s discretion. Additional consequences for failing to meet community service stipulations or requirements will result in a fine equal to $10 per member per hour of the chapter. This fine will be applied to the subsequent billing cycle, with at least a 30-day grace period.

C. Monetary fine: The Judicial Committee may administer a monetary fine against a chapter if they feel necessary. Fine must be paid within 30 days of issue, after 60 days, that fine is considered delinquent and the Judicial committee may decide to suspend or expel the chapter from IFC.
   1. Failure to attend IFC bi-weekly Business Meetings will result in a $50 fine for each violation, as outlined in the IFC Bylaws Article VII, Section 3.1
   2. Failure to meet sanctions within the given time period will result in a fine of $100 per unfulfilled sanction.

D. Recruitment Infractions: The Judicial Committee may respond to Recruitment violations with one or more of the following sanctions:
   1. Social probation or IFC probation for a length of time determined by the Judicial Committee and proportionate to the number of Potential New Members present during the violation.
   2. Meeting with the Vice Presidents of Recruitment.
   3. Monetary fine of up to $100 per PNM present at the time of the incident.
   4. Exclusion from Jump Day participation.
   5. Loss of consideration for annual IFC awards.
   6. Revised or enhanced Chapter Recruitment Plan will be implemented with the help of the IFC Vice Presidents of Recruitment.
   7. Development and hosting of a values-based Recruitment workshop for the IFC community.
   8. Per the IFC Bylaws Article XI, Section 5, Subsection D, “The recommended sanctions for any infractions involving 4 or more PNMs will be a suspension from IFC for no less than

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1 A violation regarding Business Meetings will typically be considered administrative review, and an automatic $50 fine will be assessed to the chapter without a hearing. This fine may still be appealed to the IFC General Body.
one (1) year, loss of jump privilege for Jump for one (1) year, and at least one (1) term social probation. The Judicial Committee has the right to adjust sanctions as they see fit.”

E. **Probation**: The Judicial Committee may place a chapter on probation. This probation may include the following but is not limited to:
   1. Loss of right to vote at IFC delegation meetings.
   2. Loss of right to participate in IFC and IFC sponsored events.
   3. Loss of IFC committee membership.
   4. Loss of rights to fraternity interest list.
   5. Loss of right to participate in Sing.
   6. **Social Probation**: Chapters may be sanctioned with social probation. Social probation is intended to be used as a disciplinary action for intermediate offenses and offenses related to social events not following the guidelines of this, the IFC Constitution, or any law, code, or rule that presides over the city of Corvallis, including but not limited to failure in registering social events with the Corvallis Fire Department. Social probation includes, but is not limited to, social events both reported and unreported, hosting fifty or more people, which include alcohol being consumed, and/or an event that occurs past 9:00 p.m. Participation in philanthropies and community service may be permitted by rule of the Judicial Committee. Social Probation may be appealed to the IFC general body once the stipulations of the disciplinary actions have been fulfilled.

F. **Suspension or Expulsion**: Suspension or expulsion from IFC forbids the participation of the chapter from IFC delegation meetings or participation. This includes the removal of any member of the expelled chapter from the IFC executive council, as well as from any IFC committee (Greek Week, Judicial, Bylaws, etc.). The chapter will lose the right to vote, the right to the fraternity interest list, and the right to participate in all IFC related events. The chapter will have no affiliation with IFC in any manner. The length of suspension is to be determined by the judicial committee, depending on the severity of the violation(s) by the alleged chapter.

G. **Additional sanction possibilities for various infractions:**
   1. Letter of apology
   2. Restitution
   3. Educational programming
   4. Public Service to the campus or community
   5. Meetings with campus offices/departments
   6. Loss of social event and/or campus event privileges
   7. Loss of eligibility for IFC Awards
   8. Censure
   9. A written proposal and oral presentation of an amendment to the IFC Bylaws
Case Study
An IFC chapter holds a social event that was not reported to IFC. The social event did not have a guest list, and drinking games were a central part of the event. The report states that at least 20 chapter members were present, and that alcohol was open-source.

What are the first steps after this incident is referred to a hearing?

Let’s Think!

Who is the complainant?
Who is the respondent?
What would make a committee member unable to serve on this case?

Assuming the chapter is found responsible, what kind of sanctions should be proposed?
Consider: Is this the chapter’s first offense of this nature? Should the chapter face educational or punitive sanctions?
IX. **APPEAL PROCESS**

- How to File an Appeal
- Case Study

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“*The supreme need of the world is peace and good will among men. It must be peace founded upon justice and fairness, the righting of the past and wrong, and the securing of the future as far as possible against the evils of the past.*”

-Charles M. Schwab

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**Appeals**

A four-fifths vote will be required to approve an appeal, and a simple majority vote required to dismiss or reduce any sanctions imposed by the IFC Judicial Committee.

Any sanctions imposed by the IFC Judicial Committee will be in full effect during the appeals process.

2. Appeals must be submitted in writing (i.e. email) to the IFC President within thirty (30) days of the date of the Vice President Judicial Affairs' decision notification to the responding chapter.

3. The request for an appeal of the Judicial Committee’s decision must include specific justification, including: errors, failure to consider all of the evidence presented, or any other action; including any new evidence not known at the time of the original hearing, which denied the IFC responding chapter a full hearing. Appeals that do not meet these bases may not be considered by the IFC President.

4. Upon notification from the IFC President, the Vice President Judicial Affairs shall submit a record of the hearing, which will include the following:
   i. The circumstances that initiated the hearing.
   ii. The findings of the Committee
   iii. Comments of the Committee pertinent to the case
   iv. Reasoning for the decision reached.

5. The IFC President will submit the appeal to the IFC Council for review at the next scheduled meeting. Neither the responding chapter nor anyone who served on the Judicial Committee or was a witness during the hearing may vote on the appeal. After a simple majority vote to determine if any of the bases for an appeal were met, the Council will review the records involved with the appeal, as well as ask any additional questions of the IFC VP Judicial Affairs. During deliberations, all involved parties will be dismissed. The Council will then deliberate and recommend one of the following*:
i. The IFC Council will be given the power to deliberate an open hearing and make any changes to the sanctions as they see fit. Changes in sanctions will require a simple majority approval of the Council.
ii. Following deliberation, the IFC President will ask all excused members of the Council to return and will present the final decision.
iii. The case will stand as originally heard.
iv. Additional sanctions or reprimands will be given.
v. A re-hearing may be recommended, but with different members on the Judicial Committee.

6. Alternatively, an appeal of the IFC’s decision by the defendant chapter will be made through the Center for Fraternity and Sorority Life.
   i. Any appeals made through the CFSL are out of the jurisdiction the IFC delegation and Judicial Committee.
XI. WORKING WITH CHAPTER PRESIDENTS

The Interfraternity Council and Judicial Committee are cognizant of the stress that may be created during the judicial process. The following tips aim to aid in facilitating an equitable, smooth, and developmental process for all:

i. First and foremost, IFC judicial hearings are meant to gather information, and should be conversational in nature. The VP Judicial Affairs will monitor this and maintain a positive environment at all hearings. It is recommended that responding chapter representatives come in with a positive mindset and willingness to improve in the future. Negative behavior during hearings will not be tolerated, and if severe, may lead to further actions taken by the Judicial Committee due to Conduct Unbecoming of a Chapter.

ii. If so desired, the VP Judicial Affairs will make every effort to meet with the responding chapter representatives prior to a hearing to discuss the process and to answer any questions the responding chapter may have. This meeting often makes a hearing go more smoothly, as both sides will have a better understanding of the situation prior to a hearing, and can therefore focus more fully on the educational outcomes of the judicial process.

iii. It is recommended that a responding chapter bring evidence of their own* to a hearing in order to provide as much information as possible. Examples of this evidence may be as follows:

   b. Guest lists from social functions
   c. Registration of social functions with the Corvallis Fire Department
   d. A lease agreement in cases involving live-outs
   e. Chapter rosters indicating certain members are no longer active
   f. Chapter meeting minutes
   g. Posts by members on a chapter’s group message

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

- John Adams
*Any attempt to fabricate evidence will result in the Judicial Committee’s consideration of “Conduct Unbecoming of a Chapter” as an alleged violation in addition to the initial alleged violation.

**Chapter Rights and Fundamental Fairness**

Through Fundamental Fairness, the IFC judicial process meets the following standards:

1. All proceedings will be facilitated with a Fundamental Fairness philosophy:
   i. Fundamental fairness will be achieved by:
      a. Providing responding chapters with notice of the allegations and the proceedings to address the allegations.
      b. Giving responding chapters the opportunity to be heard before the IFC Judicial Committee.
      c. Facilitating a process free from known biases.
      d. Ensuring that a responding chapter does not receive an arbitrary decision or unreasonable sanctions.

**Rights of the Complainant**

Complainant’s rights are, but not necessarily limited to, the following:

1. To have his/her complaint heard by the Judicial Committee or the VP Judicial Affairs.
2. To be provided with a written notice of the time, date, and location of the hearing.
3. To be present at the hearing and be allowed to testify. In addition, the complainant has the right to have an advisor present with them.
4. To confront any witnesses appearing or evidence presented against him/her.
5. In certain circumstances, the complainant has a right to know the outcome of a hearing. The privacy of decisions will be at the discretion of the VP Judicial Affairs.

**Rights of the Accused**

A member chapter alleged to have violated the IFC’s Constitution is entitled to certain rights to insure a fair and impartial hearing. Member chapters have the right to:

1. Receive advance notice of the alleged violations(s), as well as the name of the person to contact for a pre-hearing meeting, the location of that meeting, and the date by which that contact must be made.
2. Present their or the chapter’s version of the events in question.
   a. Have witnesses present (no character witnesses). The VP Judicial Affairs will decide the number of witnesses allowed at the hearing. Only relevant fact witness should be in attendance.
3. Accompaniement by one advisor. The role of the advisor during the conduct hearing is limited. An advisor may not question witnesses or make statements before the Judicial Committee unless questioned by the committee. The role of the advisor is to provide advice to the chapter representative who has requested his/her presence in a manner that does not disrupt the proceedings of the hearing. In other words, the advisor cannot be a part of the case. If an advisor fails to act in accordance with these procedures, they will be asked to leave the hearing.

4. Refuse to participate in or answer questions during a hearing.

5. Question statements or witnesses.

6. Notification, in writing, of all findings and sanctions imposed, as outlined in the Bylaws.

7. Appeal the decision of the Judicial Committee and have the right to one appeal to the IFC President, which is then directed to the IFC general body.
A. Hearing Letter Template

<<<<<DATE LETTER IS SENT>>>>>

Dear <<<<<CHAPTER PRESIDENT NAME>>>>>,

My name is <<VP JUDICIAL AFFAIRS’ NAME>>> and I am the IFC VP Judicial Affairs. I am contacting you because on <<<<<DATE>>>>>, the IFC received a report regarding an alleged violation(s) of IFC bylaws by <<<<<CHAPTER NAME>>>>. As the IFC VP Judicial Affairs, I investigate and respond to these reports. The violation summary is as follows:

<<<<DESCRIPTION AND DATE OF VIOLATION>>>>

This information suggests that your chapter may have violated the following Interfraternity Council constitution:

<<<<SPECIFIC SECTION OF BYLAWS CITED>>>>

An investigation into the alleged violation led to the discovery of the following evidence:

<<<<DESCRIPTION OF EVIDENCE>>>>

Based on the information above, your chapter is being brought before the Interfraternity Council Judicial Committee to review this alleged violation. An advisor and up to two witnesses may accompany you for this hearing. Your chapter has been scheduled for an IFC Judicial Committee hearing at the following date, time, and location:

<<<<DATE, TIME, AND LOCATION>>>>

The following individuals will be serving on the Judicial Committee:

<<<<NAMES OF PRIMARY COMMITTEE OR ALTERNATES>>>>
If this hearing time and date needs to be rescheduled, please contact me at IFC.VPJudicial@oregonstate.edu by <<DATE, 3 DAYS FROM NOTICE LETTER>>>. If you fail to reschedule or attend this hearing, the IFC Judicial Committee will proceed without the benefit of your input.

I am happy to answer any of your questions or meet with you prior to the hearing to discuss the process.

Sincerely,

<<VP JUDICIAL AFFAIRS’ NAME>>, VP Judicial Affairs

IFC.VPJudicial@oregonstate.edu

CC:

<<IFC PRESIDENT’S NAME>>, President – Interfraternity Council

Leslie Schacht Drey, Director of Center for Fraternity and Sorority Life

Carol Millie, Director of Student Conduct and Community Standards

B. Interfraternity Council Judicial Committee Hearing Script

**IFC VP:** Introductions

Good afternoon/morning, my name is (IFC Vice-President of Judicial Affairs/or designee) and as the IFC Vice-President of Judicial Affairs, I will be serving as the presiding officer for today’s hearing.

At this time, I would like to facilitate introductions for all those who will be participating in today’s hearing,

Members of the Judicial Committee would you please introduce yourselves?

**Committee:** (introduce self, name, etc.)

**IFC VP** Would the Representative for (insert Accused Chapter name) introduce yourself and state the role you have in the fraternity, and please
introduce any chapter members that are present with you today, and state their role in the fraternity.

Chapter (Introduce self and accompanying members)

IFC VP Would the individuals who are here today as possible witnesses introduce themselves?

Witnesses (introduce self)

IFC VP Overview of the process

I anticipate that there might be questions about the process we will be following here today. I am hopeful that many of your questions may be answered as I walk through the format of the hearing. As a result, I ask that you hold your questions until after I have gone through this overview of the process in its entirety.

The purpose of today’s hearing is to provide an opportunity for the accused chapter to respond to the charges, to clarify information provided in the complaint, and provide the Committee with information, explanations and witnesses the accused chapter feels are relevant to the matter being discussed during today’s hearing,

The procedure for this hearing is not intended to be conducted as in a court of law. The Judicial Committee is to serve as the investigative body to determine the degree of responsibility and to levy a sanction consistent with the violation.

The format will go as follows-

1. Reading of the charges
2. Accused Chapter’s response to the charges
3. Accused Chapter’s opening statement and presentation of information
4. Committee Questions
5. Witness testimony
6. Committee Questions of witnesses
7. Accused Chapter’s Closing remarks
8. Hearing will be closed and all participants, outside of committee, will be asked to leave the hearing room
9. Committee deliberations
10. A Notice of Decision will be sent to the Accused Chapter President

**IFC VP**

Do you have any questions as to how the hearing will proceed?

**Chapter**

(questions)

**IFC VP**

With no questions, I will now open the hearing

****

**IFC VP**

Under the Oregon State Interfraternity Council constitution, (insert Chapter name) has been charged with the following violations:

(read charges)

Would the Chapter please provide the committee with a response to these charges?

**Chapter**

(Response)
IFC VP With that response in mind, would the accused Chapter representative please present for the committee their opening remarks in regards to the charges and the circumstances that led to today’s hearing

Chapter (Provide opening remarks with overview of the matter in question)

IFC VP Does the committee have any questions for the Chapter?

Committee (Questions)

IFC VP Does the Chapter have any witnesses present?

Chapter (Witness statements)

IFC VP Does the Committee have any questions for the witness?

Committee (Ask questions)

IFC VP Does the chapter have any other information they would like to share with the committee?

Chapter (presentation of documentary information)

IFC VP Does the Committee have any questions for the chapter about this information?

Committee (Ask questions)
At this time, I ask that the Chapter make their closing remarks to the committee.

(Provide closing remarks)

Does the committee have any final questions for the Chapter?

(Asks final questions)

(Chapter representative name), I would like to thank you very much for taking the time to participate in today’s hearing. As all relevant information has been presented to the committee, I am closing today’s hearing. At this time, I ask that all individuals outside of the committee members and the committee’s advisor leave the hearing room so that the members of the Committee may deliberate in private. These deliberations will focus on determining, by a preponderance of the evidence, whether (Chapter name) is responsible for any of the violations alleged. The committee’s decision will be sent to the Chapter president within 48 hours of today’s hearing.

I would like to take a moment to remind everyone participating in today’s hearing to respect the privacy of the all involved, and caution you not to discuss this matter with anyone. Thank you very much for your participation.
C. Interfraternity Council Decision Letter (Responsible)

Interfraternity Council
Oregon State University
306 Student Experience Center
Corvallis, Oregon 97331
P 541-737-5432
http://stuorgs.oregonstate.edu/ifc

Re. Notice of IFC Decision

Dear <<<<CHAPTER PRESIDENT NAME>>>>,

As you are aware, on <<<<DATE OF HEARING>>>>, the Interfraternity Council Judicial Committee met to review allegations that <<<<CHAPTER NAME>>>> violated IFC Bylaws. The purpose of the hearing was to provide an equitable forum for the review of the allegation that <<<<CHAPTER NAME>>>> <<<<DESCRIPTION AND DATE OF ALLEGED VIOLATION>>>>

As President of <<<<CHAPTER NAME>>>>, you represented the Chapter and actively participated in the hearing. <<<<At your request, up to two additional chapter representatives participated in the hearing (keep or remove dependent on each individual hearing)>>>. During the hearing, you were given the opportunity to give <<<<CHAPTER NAME’S>>>> account of what happened, to present evidence and to discuss the evidence presented about your chapter.

After careful review and consideration of the relevant evidence presented to the Committee, the Committee found, by a preponderance of the evidence, <<<<CHAPTER NAME>>>> responsible for the following violation(s) of Interfraternity Council Constitution:
For all allegations, the Committee considered your statement that 

When the Committee combined all of the available relevant information, the Committee found by a preponderance of the evidence that the above-referenced alleged violation occurred.

After reaching its decision, the Committee then reviewed the chapters previous conduct history. In contemplation of that history and in consideration of the mitigating factors you stated were associated with the Chapter’s actions the Committee assigned the following sanctions:

- **Educational and Specified Sanctions**

Failure to meet the expectations of these sanctions will result in another hearing with the IFC Judicial Committee.

If would like to appeal this decision, must submit an appeal within thirty (30) days of this letter, which would be by . Appeals will be directed to , the IFC President, and will be presented to the general body of the Interfraternity Council.

Please contact me at ifc.vpjudicial@oregonstate.edu if you have any questions about this decision or these sanctions.

Sincerely,

, IFC VP Judicial Affairs

IFC.VPJudicial@oregonstate.edu

CC:

, President – Interfraternity Council

Leslie Schacht Drey, Director of Center for Fraternity and Sorority Life

Carol Millie, Director of Student Conduct and Community Standards
Re. Notice of IFC Decision

Dear <<<CHAPTER PRESIDENT NAME>>>,

As you are aware, <<<DATE OF HEARING>>> the Interfraternity Council Judicial Committee met to review allegations that <<<CHAPTER NAME>>> violated IFC Bylaws. The purpose of the hearing was to provide an equitable forum for the review of the allegation that <<<CHAPTER NAME>>> <<<DESCRIPTION AND DATE OF ALLEGED VIOLATION>>>.

As President of <<<CHAPTER NAME>>>, you represented the Chapter and actively participated in the hearing. <<<At your request, up to two additional chapter representatives participated in the hearing (keep or remove dependent on each individual hearing)>>>. During the hearing, you were given the opportunity to give <<<CHAPTER NAME’S>>> account of what happened, to present evidence and to discuss the evidence presented about your chapter.

After careful review and consideration of the relevant evidence presented to the Committee, the Committee found, by a preponderance of the evidence, <<<CHAPTER NAME>>> not responsible for the following violation(s) of Interfraternity Council Constitution:

<<<SPECIFIC SECTION OF IFC BYLAWS CITED>>>.

For all allegations, the Committee considered your statement that <<<CHAPTER RESPONSE OF RESPONSIBLE OR NOT RESPONSIBLE, AND DESCRIPTION OF THE DEFENSE/VIOLATION>>>.

After reaching its decision, the Committee considered the mitigating factors you stated were associated with the Chapter’s actions. In an effort to support the chapter’s growth from this experience, the Committee is making the following suggestions moving forward:

<<<CHAPTER NAME>>> – Suggestions for Best Practices
Please contact me at IFC.VPJudicial@oregonstate.edu if you have any questions about this decision or these sanctions.

Sincerely,

<<<VP JUDICIAL AFFAIRS’ NAME>>>, IFC VP Judicial Affairs
IFC.VPJudicial@oregonstate.edu

CC:

<<<IFC PRESIDENT’S NAME>>>, President – Interfraternity Council

Leslie Schacht Drey, Director of Center for Fraternity and Sorority Life

Carol Millie, Director of Student Conduct and Community Standards
E. Interfraternity Council Infraction Report Form

The Infraction Report Form can be found at the following link, or on the Oregon State University IFC Website under “Current Members” and “Social Event Information”:

https://oregonstate.qualtrics.com/jfe/form/SV_0B8EIgIvZv1YIkd

2. Violation Reported By:
   - Chapter President
   - Chapter Advisor
   - Chapter Member
   - Potential Member
   - OSU Faculty / Staff
   - Corvallis Community Member
   - Other

3. When did this incident occur? (Date, Time, and Location)

4. Who was involved in this incident? (Which chapter(s), individuals, affiliations)

5. Describe what happened in this alleged violation/incident:

6. List witness(es) to the incident:

7. Describe the reason you believe this violates IFC Constitution/policy:

8. Name, email, phone number of all individuals reporting the incident (or anonymous):

*Following a report, the IFC VP Judicial Affairs will likely contact the individual that reported the event for further information.
F. Interfraternity Council Judicial Committee Memorandum of Understanding

Prior to participating in their first hearing, members of the Judicial Committee should sign the following Memorandum of Understanding:

**IFC Judicial Committee Member Memorandum of Understanding**

I have participated in and completed the training that prepares me to be an active participant at IFC Judicial hearings. I understand that I assume the following responsibilities as an IFC Judicial Committee member:

1. As a member of the IFC Judicial Committee, I will respect all students’ and chapters’ rights to privacy and avoid unwarranted disclosures of private information.

2. As a member of the IFC Judicial Committee, I will have access to details about IFC hearings including names and addresses. I will not share these pieces of information or any other details regarding the incidents I review with anyone outside of the meeting except for professional staff members of the CFSL or the Office of Student Conduct and Community Standards.

3. As a member of the IFC Judicial Committee, I understand that I can only share the information in a student’s file with her/him, and only at the time of the hearing.

4. As a member of the IFC Judicial Committee, I am responsible for securing the safety and privacy of written information when it is in my possession and will leave all hearing evidence documents with the VP Judicial Affairs after the conclusion of every hearing.

5. As a member of the IFC Judicial Committee, if I feel a student’s or chapter’s personal safety is in jeopardy, I will break privacy and inform the appropriate authorities.

6. I will serve as a role model by displaying appropriate conduct in the classroom, on campus, at all fraternity and sorority life events, and in any residential hall community.

7. When participating in a hearing, I will dress appropriately and professionally (i.e. no jeans or t-shirts; collared shirts okay). I will arrive on time and understand that to ensure focus and attention, the use of cellular devices or other electronics is not permitted during the hearing.

8. I will inform the VP Judicial Affairs immediately if I believe I may be biased or have a conflict of interest at any given hearing.

I have read and understand the above responsibilities and Section V of Judicial Manual regarding the Expectations and Ethics of committee members. I agree to be a member of the Committee and uphold the expectations above. My failure to do so will result in removal from the IFC Judicial Committee.

_______________________________________________
Print Name

_______________________________________________
Committee Member Signature

Date

_______________________________________________
VP Judicial Affairs Signature

Date

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Terms and Definitions

**Respondent** – the organization that is being charged

**Advisor** – a non-undergraduate that may advise the organization in the judicial process by their request

**Complainant** – the organization and/or individual that filed a report of charges against another organization

**Ex-officio members** – advisors or council members that may be present at judicial proceedings, but do not have voting rights

**CFSL** – Center for Fraternity and Sorority Life

**Governing council** – any organization (i.e. IFC, Panhellenic, NPHC, UGC, CGC) that governs recognized fraternity and sorority chapters

**IFC** – Interfraternity Council

**PHC** – Panhellenic Council

**NPHC** – National Pan-hellenic Council, Inc.

**UGC** – United Greek Council

**CGC** – Collective Greek Council

**Preponderance of Evidence** – the judicial committee needs to determine with at least 51% confidence that an organization violated policy in order to find them responsible

**SCCS** – Student Conduct and Community Standards

**Academic term** – the time spanning from the first week of each academic term through the end of finals period (11 weeks total)

**University** – Oregon State University

**NOC** – Notice of Charge, also known as the hearing letter sent to chapter presidents