

## ***THE FRATERNITY/SORORITY REVIEW BOARD of EASTERN ILLINOIS UNIVERSITY***

### **ARTICLE I: NAME**

This organization will be known as the Fraternity/Sorority Review Board (FSRB) of Eastern Illinois University.

### **ARTICLE II: PURPOSE**

Through self-governance, accountability and education, the FSRB will enforce the policies set forth by these Governing Documents, Interfraternity Council (IFC), Panhellenic (PHC), and National PanHellenic Council (NPHC) Constitutions and Bylaws; the Alcohol Policy: Guidelines for Fraternity/Sorority Use of Alcohol; EIU Hazing Policy for all Recognized Student Organizations (RSOs); and other related documents and forms.

### **ARTICLE III: JURISDICTION**

- Section 1. The FSRB has authority in dealing with violations of any of the above stated documents, unless their authority is superseded by a higher body (i.e. Student Life, Office of Student Standards, Vice President for Student Affairs).
- Section 2. Exception: Violations of PHC Recruitment Policies will be adjudicated using the procedures provided by the National Panhellenic Conference (NPC), as outlined in the NPC Manual of Information. The Fraternity/Sorority Review Board does not have jurisdiction over PHC recruitment violations.
- Section 3. Upon referral by the Office of Student Standards, the FSRB may handle cases of violations of the Student Code of Conduct involving chapters.
- Section 4. The FSRB will not adjudicate any cases of individual students violating the Student Code of Conduct.

### **ARTICLE IV: COMPLAINTS**

- Section 1. Any individual or organization may file a complaint with FSRB by filling out a "Complaint against an IFC Fraternity/PHC Sorority/NPHC Chapter" Form, or submitting either a hand-written or typed letter, signed and dated, as evidence of complaint. No anonymous complaints will be accepted. However, a chapter president or University staff member may serve as witness or informant for a member who wishes to remain anonymous.
- Section 2. Any legitimate complaint is reviewed by the FSRP Tri-Chairs and the FSRB advisors. If deemed necessary, a review will be scheduled.
- Section 3. Concerning all violations of the above stated documents, a person(s) having reasonable cause to believe a Fraternity/Sorority organization or a member has violated the provisions must notify the Office of Fraternity & Sorority Programs, or Office of Student Standards, within a reasonable time (preferably within three working days) after the incident occurred.
- Section 4. Complaints can only be filed against an organization. Complaints may not be filed against individual members. Complaints that indicate individual responsibility will be referred to the Office of Student Standards.

## ARTICLE V: MEMBERSHIP

- Section 1. **ADVISORS:** The Fraternity/Sorority Review Board Advisors (FSRB advisors) shall be designated by the Director of Fraternity & Sorority Programs.
- Section 2. The FSRB Tri-Chairs will be the IFC Vice President for Community Standards and the PHC Vice President for Standards, and NPHC Parliamentarian or other appointed NPHC executive member. These three shall act in the capacity as non-voting members. These are elected executive positions on each council.
- A. The Tri-Chairs shall be responsible for confirming arrangements of all necessary meetings/reviews. They are also responsible for notifying chapters that have violations, etc. via the “Notice to Appear” form. Written and oral communication of the review must be given to the board members, respondents and the Office of Fraternity and Sorority Programs.
- Section 3. The FSRB will be comprised of no more than one (1) member from each PHC, IFC and NPHC organization. Each chapter will nominate one member to serve on FSRB.
- B. Members of the FSRB must meet the following minimum requirements to serve on the Board:
- a. Must be an active member, in good standing, of their fraternity/sorority. May not serve on the board during their first semester of membership in their organization.
  - b. Must have a minimum 2.50 cumulative grade point average (GPA).
  - c. Must be in good disciplinary standing with the University.
  - d. Must be able to serve for the entire academic year.
  - e. Cannot serve as a Council Officer or as Chapter President at the time of appointment. If elected to one of those positions during the course of the year, the member must resign their position on FSRB and a new representative must be appointed from that chapter.
- C. Attendance is required at all meetings, including training sessions. Two (2) excused (prior approved) absences are allowed per justice. Exceeding the limit will be grounds for dismissal from the FSRB.
- D. Attire for FSRB meetings is business casual, attire for training is casual. “Pin attire” is appropriate for hearings.
- E. The FSRB materials binder, which a member of the board receives, is property of the Office of Fraternity & Sorority Programs. The binder is on loan to the FSRB member for the duration of time they serve on the board. In the event the binder is lost, destroyed or not returned, the FSRB member will be charged for the cost of the binder itself and the copying of its contents.
- Section 4. **Ex-Officio Members:** The ex-officio, or non-voting members may be, but are not limited to: 1) the FSRB advisors; and, 2) designated graduate assistants working with of the Office of Fraternity & Sorority Programs, or Office of Student Standards. All ex-officio members, with the exception of the FSRB advisors, wishing to attend a review must receive prior permission from the FSRB advisors.

## **ARTICLE VI: PROCESSING COMPLAINTS**

- Section 1. Upon receipt of a “Complaint against an IFC Fraternity/PHC Sorority/NPHC Chapter” Form, the FSRB Advisors and Tri-Chairs will meet to review the materials provided.
- Section 2. If the complaint lacks merit, or if the FSRB lacks jurisdiction, the complaint is dismissed and the complainant and accused chapter’s president and chapter advisor are notified in writing.
- Section 3. Under certain circumstances related to the severity or timeliness of the incident, the Advisors and Tri-Chairs reserve the right to send a complaint directly to a Hearing Board.
- Section 4. If the complaint meets the following criteria, a mediation process will be initiated.
- A. The complaint is properly prepared, and includes appropriate detail on the incident.
  - B. It is determined that a clause of one of the above-noted governing documents has been violated.
  - C. It appears that a violation has occurred.
- Section 5. The Mediation Process may end in one of three results:
- A. The organization admits responsibility for violating the stated policy. In that case, the mediation will seek to come to an agreement on sanctions. If an agreement is reached, the mediation agreement will go to the full FSRB for approval.
  - B. The organization admits responsibility for violating the stated policy. In that case, the mediation will seek to come to an agreement on sanctions. If an agreement on sanctions cannot be reached, the process of determining sanctions will be sent to a Hearing Board.
  - C. The organization does not admit responsibility for violating the stated policy. The case will be sent to a Hearing Board.
- Section 6. Adjudication of the complaint and/or the sanction will follow the Board Hearing Process.
- Section 7. If the nature of the alleged violation is of a serious nature that may involve individual safety or a threat to the community, the Director of Fraternity & Sorority Programs, in consultation with the Vice President of Student Affairs and Director of Student Standards, may immediately place the accused chapter on an interim suspension status.

## **ARTICLE VII. ENFORCEMENT and SANCTIONS**

- Section 1. The FSRB shall have authority to impose restrictions or limitations in all disciplinary reviews involving the Fraternity/Sorority chapter's adherence to those documents stated in Article II.
- Section 2. The FSRB will have power to impose limitations or restrictions on a chapter, if it is deemed necessary.
- Section 3. Previous violations of policies by the chapter can be considered in the sanctioning process. That information may not be considered in determining responsibility.
- Section 4. The FSRB will review the completion of sanctions and make final determination when all sanctions have been completed. Written notification will be sent to the chapter president and chapter advisor upon completion of all sanctions.

## **ARTICLE VIII. APPEALS**

- Section 1. Appeals must be made in writing to the Vice President for Student Affairs within seven (7) calendar days, signed and dated, after the receipt the Fraternity/Sorority Review Board's decision.
- Section 2. Appeals can be made only if the respondent feels any or all of the conditions below have been met:
- A. A substantial procedural error that unreasonably impaired either party.
  - B. An unduly harsh recommendation for restrictions or limitations against the accused chapter.
  - C. New evidence of a substantive nature not available at the original review.
  - D. Substantiated bias on the part of any judicial board member or administrative review officer.
- Section 3. Decisions of the FSRB that result in the possible suspension or expulsion of a chapter will be automatically sent to the Director of Fraternity and Sorority Programs and the Vice President of Student Affairs for appeal. The chapter will be given seven (7) calendar days to provide additional information.

## **ARTICLE IX. TRAINING**

- Section 1. Training will be presented by the FSRB Advisors at the start of each semester.
- Section 2. FSRB members may not participate in a Mediation or Hearing Process until they have completed training.

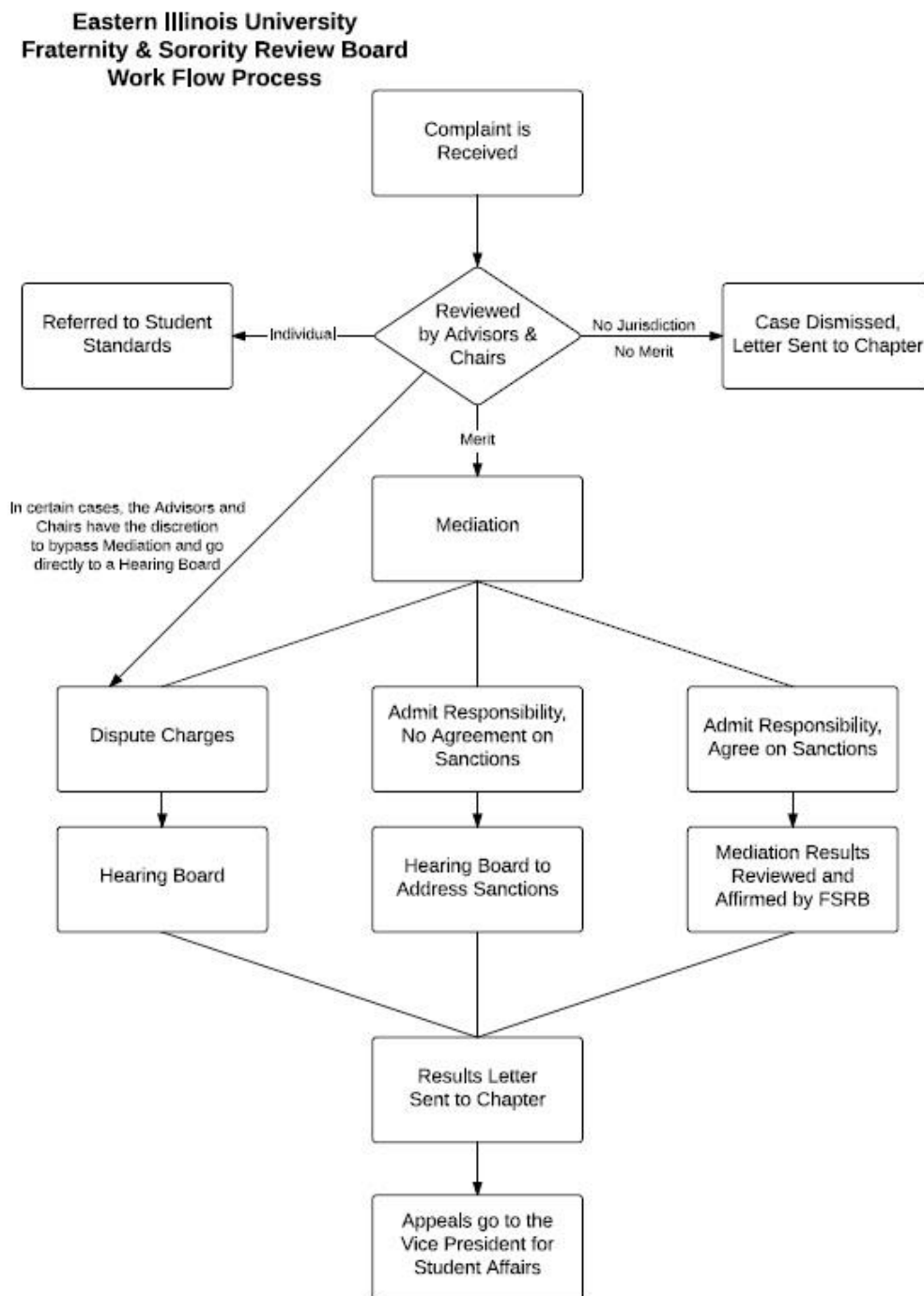
## **ARTICLE X. MEETINGS**

- Section 1. The FSRB has a pool of approximately 26 members which includes students affiliated with the social fraternity and sorority community. Therefore, how often the FSRB meets is dependent on case load and delegate availability.
- Section 2. A quorum of four board members is required to conduct a hearing or take any votes.

## **ARTICLE XI: AMENDMENTS**

- Section 1. The Fraternity/Sorority Review Board Governing Documents may be amended by a majority vote of all chapter representatives serving on the FSRB or by the Director of Fraternity and Sorority Programs, the Vice President for Student Affairs, and the Office of Student Standards.
- Section 2. Amendments may not supersede any policies within the IFC/PHC/NPHC Constitutions and Bylaws, the Student Code of Conduct, and the policies and guidelines set by the Office of Fraternity and Sorority Programs.

APPENDIX A – FSRB WORK FLOW PROCESS



## **APPENDIX B – THE MEDIATION PROCESS**

### **Section 1. Notification**

- A. In the case of a mediation, the Tri-Chair for the respective council shall present written notice to the chapter(s) at least seventy-two (72) hours or three (3) days prior to the hearing.
- B. The “Notice to Appear” issued by a Tri-Chair must include the following:
  - 1) Name of complainant.
  - 2) Date, place and nature of incident.
  - 3) Document(s) violated and specific violation(s).
  - 4) Procedure for mediation.
  - 5) Date, time and place of mediation.
  - 6) Statement regarding the right of the respondent to review the file prior to the review.
- C. Once the “Notice to Appear” has been issued, the Tri-Chair will place it in a sealed envelope labeled “confidential,” to be picked up from the Office of Fraternity & Sorority Programs. The Tri-Chair will also email the chapter president to notify them of its location. The letter will only be released to the chapter’s president, chapter advisor, or faculty/staff advisor. They will be required to sign a receipt upon accepting the letter.

### **Section 2. Mediation Meeting**

- A. The mediation meeting will be facilitated by one of the FSRB Advisors.
- B. The FSRB will be represented by the Tri-Chair affiliated with the council of the accused chapter, along with four representatives of the FSRB. If the Tri-Chair’s chapter is scheduled for review, they will defer presentation to one of the other Tri-Chairs.
- C. The accused chapter shall be represented by no more than three individuals. It is mandatory that this include the chapter president and chapter advisor. If chapter advisor cannot physically be in attendance, virtual attendance is acceptable. If the chapter advisor is unavailable, the faculty/staff advisor can attend in their place.
- D. The FSRB Tri-Chair will present the case on behalf of the complainant. This will include the date, place and nature of the incident; any appropriate documents or details regarding the incident; and the specific policies violated by the incident.

### **Section 3. Recording**

- A. The mediation process will be audio recorded. This recording is confidential, and will remain in the accused chapter’s closed FSRB file. The FSRB files may only be accessed by the Tri-Chairs, the FSRB Advisors, and Senior University Administrators, as needed.
- B. The recording and the FSRB files are maintained by the Office of Fraternity & Sorority Programs and Office of Student Standards for a period of three (3) years.

## **APPENDIX C – THE HEARING BOARD PROCESS**

### **Section 1. Notification**

- A. In the case of a hearing, the Tri-Chair for the respective council shall present written notice to the chapter(s) at least seventy-two (72) hours or three (3) days prior to the hearing.
- B. The “Notice to Appear” issued by a Tri-Chair must include the following:
  - 1) Name of complainant.
  - 2) Date, place and nature of incident.
  - 3) Document(s) violated and specific violation(s).
  - 4) Procedure for hearing.
  - 5) Date, time and place of hearing.
  - 6) Witnesses for respondent.
  - 7) Witnesses for complainant, requested by FSRB.
  - 8) Statement regarding the right of the respondent to review the file prior to the review.
- C. Once the “Notice to Appear” has been issued, the Tri-Chair will place it in a sealed envelope labeled “confidential” to be picked up from the Director of Fraternity & Sorority Programs. The Tri-Chair will also email the chapter president to notify them of its location. The letter will only be released to the chapter’s president, chapter advisor, or faculty/staff advisor. They will be required to sign a receipt upon accepting the letter.

### **Section 2. The Hearing Board**

- A. The Hearing Board shall consist of a minimum of four (4) members chosen from the body of all trained FSRB members.
- B. The Hearing Board will be advised during the process by one of the FSRB Advisors.
- C. Each member is required to keep the content of the hearing confidential. Breaking this confidence is grounds for immediate dismissal upon proof provided by the Tri-Chairs, and confirmed in writing by the FSRB advisor.
- D. In the event any active FSRB member's chapter is involved in a violation, that member will not be called to the hearing and may not serve as a witness. The FSRB member has the option of sending a written statement with the chapter representative to the hearing, if the information the FSRB member possesses is relevant.

### **Section 3. Presenter(s) of Information**

- A. The presenter(s) of information regarding the violation will be the FSRB Tri-Chairs, depending on which documents/policies have been violated. The presenters of information reserve the express right to request the presence of witnesses, additional chapter members, etc.
- B. If the presenter’s chapter is scheduled for review, they will defer presentation to their counterparts.
- C. The presenter(s) of information will be assisted by one of the FSRB Advisors. That FSRB Advisor will also be responsible for facilitating the



hearing according to the designated procedures.

- D. The FSRB can request a chapter member to be present at a FSRB review. Failure to appear may result in further judicial action against the respondent.

#### Section 4. Recording

- A. The mediation process will be audio recorded. This recording is confidential, and will remain in the accused chapter's closed FSRB file. The FSRB files may only be accessed by the Tri-Chairs, the FSRB Advisors, and Senior University Administrators, as needed.
- B. The recording and the FSRB files are maintained by the Office of Fraternity & Sorority Programs for a period of three (3) years.

#### Section 5. Review Procedures

- A. Mediation of the incident will occur on the part of the Director of Fraternity & Sorority Programs, the Tri-Chairs, the chapters' president and any other appropriate parties.
- B. At this time, the Director of Fraternity & Sorority Programs and the Tri-Chairs may recommend restrictions or limitations to the chapter.
- C. The decisions by the parties involved during the arbitration will be documented and signed, thereby becoming a binding agreement.
- D. If the chapter will not accept the measures suggested during the mediation, they reserve the right to request a review by their peers (FSRB).
- E. A review will not be suspended due to the absence of a respondent unless upon good cause shown.
- F. The FSRB, by a majority vote of members present may agree to suspend or discontinue the review of a chapter.
- G. The hearing and order of testimony shall follow "The Fraternity/Sorority Review Board Hearing Procedure" document.
- H. Each party is limited to no more than five (5) witnesses and no more than two (2) non-speaking individuals per hearing.
- I. Counsel secured by the respondent may be present at the review. This individual may counsel but not represent the chapter. Furthermore, counsel may speak only when directly asked questions by the FSRB representatives, Tri-Chairs, or FSRB Advisors.
- J. This is a hearing of peers; and, therefore, legal counsel or representation is not permitted for either the complainant or the respondent during the hearing, whether oral or written.
- K. One conference session, lasting no more than ten (10) minutes each, will be allowed for both the respondent and complainant.

## Section 6. Discussion

- A. The FSRB shall discuss the reviews proceedings in closed session with both voting and non-voting (ex-officio) members present in order to impose restrictions or limitations.
- B. The discussion session should proceed as follows:
  - 1. Review the facts;
  - 2. Determine whether respondent's conduct constitutes a violation of any relevant documents. This is done by a simple majority vote of the FSRB members present, in which abstentions are prohibited;
  - 3. Any restrictions or limitations imposed against the respondent that are in accordance with "The Fraternity/Sorority Standards Board Code of Ethics" document;
  - 4. The FSRB Advisors have advisory authority in all judicial proceedings, but does not have a vote;
  - 5. Contact between any FSRB member and the respondent is strictly prohibited. Violations thereof could include immediate dismissal of any FSRB member and/or restrictions/ limitation levied against the respondent.
  - 6. The FSRB Advisors and/or the Director of Fraternity & Sorority Programs shall be notified in writing of any and all restrictions or limitations involving FSRB; and,
  - 7. The FSRB Advisors shall meet with the FSRB when necessary to discuss any matter pertaining to interpretation of any and all documents named in Article II.
  - 8. The decision reached during the discussion session will be placed in the chapters' mailbox in the Student Life Office within 5 (five) working days after the review concludes.