

HOW TO FILE AN INFRACTION

If the informal discussion is unsuccessful, the judicial process will be set in motion when one of the designated individuals allowed to file infractions files a violation report form for the alleged infraction. All report forms are available on the NPC website or from the College Panhellenic. Complete and present the College Panhellenic Violation Report in a timely manner but not more than 30 days from the date of the alleged infraction. Notify the accused chapter in writing within seven days of receiving the violation report form by using the College Panhellenic Infraction Notice form.

There are six forms involved in this process:

- College Panhellenic Violation Report
- College Panhellenic Infraction Notice
- College Panhellenic Mediation Summary Report
- College Panhellenic Judicial Board Hearing Summary Report
- College Panhellenic Judicial Board Hearing Minutes
- College Panhellenic Appeal Notice

These forms are available to download from npcwomen.org and in the Resource Information section of this manual.

The proper reporting authority to file any infraction, other than a recruitment infraction, is:

- The chapter president on behalf of her chapter.
- A chapter executive officer/board member on behalf of her chapter.
- A College Panhellenic officer.
- The fraternity/sorority advisor.

The proper reporting authority to file a recruitment infraction is:

- The chapter president on behalf of her chapter.
- The College Panhellenic officer in charge of recruitment or a recruitment counselor.
- A potential new member.
- The fraternity/sorority advisor.

Upon receiving the College Panhellenic Infraction Notice, the accused sorority contacts the College Panhellenic president within seven days to schedule mediation. Hold mediation unless the accused chapter chooses to proceed directly to a judicial hearing.

PANHELLENIC MEDIATION PROCESS

The purpose of mediation is to find a solution satisfactory to the party who filed the infraction and the accused sorority. Mediation is an off-the-record attempt to settle a dispute. In essence, it is a facilitated negotiation. Mediation is closed to the public, and all participants in the mediation process must keep strict confidentiality — including the outcomes. Sign and complete the proper documentation and forms (available on the NPC website) indicating the outcomes of the mediation session, and distribute as indicated on the forms.



Mediator

The mediator is a neutral person with a clear understanding of the mediation process. It should not be an undergraduate student. Although it is preferable that the fraternity/sorority advisor not serve as the mediator, the advisor can serve if he/she did not file the infraction or has not been involved with the reported incident. The mediator is not a decision maker but must control the process. The parties need to agree to this prior to starting mediation. The mediator sets the tone: somewhat informal but structured. The mediator can assist the parties in understanding the issues and in reaching a satisfactory resolution – or in deciding that the matter cannot be resolved without further action. The mediator must not have a vested interest in the outcome of the case.

Parties involved

Both the accused and the accuser must be willing to be open and candid. All records pertaining to the action should be available for both parties to review. The parties must be willing to work toward an agreement.

Who may attend

The persons attending representing each chapter must be able to make decisions for their organization. Likely attendees are the chapter president and in the case of a recruitment infraction, the recruitment chairman. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority at mediation. The chapter advisor has the benefit of knowledge and experience beyond the undergraduate members and could be a benefit to both parties.

There may be some instances when more than one chapter files an infraction on another chapter. If there are multiple accusing parties, the accusing parties can choose no more than three people to represent all accusing parties filing infractions (including a chapter advisor).

In cases of infractions for which a College Panhellenic officer or another individual has information and did not file the infraction, then the person attends the mediation only for the purpose of presenting the information, after which he/she shall be excused from the mediation.

Mediation is most effective if the parties involved tell their versions of the event, and the chapter advisor acts as an advisor. In other words, the college women representing their respective chapters need to do the talking but should have the benefit of conferring with their chapter advisor when they believe it is necessary.

Setting

It is most important that both parties believe that the mediation is held in a neutral place. An oval or rectangular table with the parties facing one another and the mediator at the head of the table gives reassurance that this is a serious forum.

Process

Mediation outcomes should not be determined in advance by the Panhellenic. The mediator begins by setting the ground rules regarding the behavior of all involved in the mediation. Each side should be allowed to tell its version of the events in an uninterrupted, civil manner. Each party is encouraged to take notes so that if questions arise that need answers, those questions can be asked later after each side has had the opportunity to give information. The parties should be advised that it might be necessary for the mediator to meet with the parties individually to reach an agreement. In the individual meetings, also called caucuses, the parties may give the mediator information that she/he cannot divulge to the other party without specific clearance. The mediator may need to meet with the parties separately more than once and may spend different amounts of time with each side.



COLLEGE PANHELLENIC JUDICIAL PROCEDURE FORMS

College Panhellenic Violation Report

Complete and submit to the College Panhellenic president or fraternity/sorority advisor within 30 calendar days from the date of the alleged infraction (including university/college breaks).

University/college: _____

Against [name of sorority]: _____

For violating: _____

List specific rule, code of ethics, NPC Unanimous Agreement, etc.

Recruitment violation reported by (reports may be filed only by one of the people listed below):

- Chapter president Panhellenic officer in charge of recruitment
- Recruitment counselor Potential new member Fraternity/sorority advisor

Non-recruitment violation reported by (reports may be filed only by one of the people listed below):

- Chapter president Chapter executive officer/board member
- College Panhellenic officer Fraternity/sorority advisor

Date/time/location of alleged infraction: _____

Witness(es) to the incident; include affiliation/Panhellenic office and phone numbers: _____

Description of the incident; use additional sheets if necessary: _____

Names and affiliation of cited individuals and sorority involved: _____

Names, addresses and phone numbers of individuals/sorority reporting incident: _____

Signed by: _____

Name and position

Date

Completed by the College Panhellenic president or fraternity/sorority advisor

Date submitted: _____

Report properly submitted? Yes No If no, briefly explain: _____

College Panhellenic Violation Report sent to: Accused sorority Date: _____

Fraternity/sorority advisor Date: _____

NPC area advisor Date: _____