

# **Delta Sigma Pi**

## **Individual Discipline Policy Guide**

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Delta Sigma Pi Fraternity  
Central Office  
330 South Campus Avenue  
Oxford, OH 45056  
513-523-1907  
[www.dsp.org](http://www.dsp.org)

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## Description and Purpose

### Purpose

This manual outlines the policies and procedures for upholding the standards of Delta Sigma Pi and its members, as well as helpful information on how to navigate the accountability process properly.

### Reasons for Having a Discipline/Standards Policy

Upon becoming a brother, each member agrees to standards of attending meetings, helping with recruitment, paying debts owed to the Fraternity and actively supporting the Fraternity. We should expect each brother to honor these commitments, any policies, procedures, or bylaws applicable to their chapter while and refrain from conduct detrimental to the organization or its purposes.

While we are all brothers, sometimes brothers fail to live up to their commitment to Delta Sigma Pi. When that happens, we must assist them as best we can. Occasionally our help is ineffective or rejected, and the member continues to ignore the commitments they made upon initiation. That is when formal action is required to correct and redirect the member's behavior in accordance with the Ritual, Bylaws, and/or Policy and Procedure of Delta Sigma Pi.

Remember, holding each other accountable doesn't always mean a hearing or expulsion. Instead, we are telling brothers they are not living up to the oath they swore upon initiation.

When allegations are submitted, they should be thoroughly reviewed. There are times when illness, financial hardships, scholastic difficulties and/or personal problems can cause a member to neglect their obligations to the chapter. Our Ritual and the spirit of brotherhood urges us to understand the situation, work with it and provide help the member needs. The standards committee must determine when the reasons for a member's neglect are real versus excuses. Each situation must be reviewed and considered individually.

Allegations should be reasonable and factual. Respondents have the right to be informed of allegations, time to prepare a response, appear and respond for themselves, appeal the committee's actions and be treated fairly throughout the process. This process is designed to protect the rights of all members and needs to be strictly followed.

### Confidentiality of the Process

Any meeting where allegations are discussed must be held in a closed/private session. Administrative meetings are held between the Chancellor and Respondent only, while attendance at a hearing is limited to hearing participants, the hearing advisor (District Director, Assistant District Director, Receiver, etc.), Regional Vice Presidents, Board of Directors, and Central Office staff.

Alumni and pledges are only permitted to attend a collegiate hearing if they are called as witnesses and then can only stay during questioning except for the Hearing Advisor role. Hearing details should be discussed only with members who attended the hearing, executive committee members, and/or Fraternity

officials. This is strictly Fraternity business and must not be discussed outside the Standards Committee of the chapter except with those who have a right to know.

A chapter hearing is not a legal proceeding and cannot legally establish guilt of a Respondent. The hearing can only establish their responsibility for allegations of their conduct within the Fraternity. An institution official should contact the Central Office if they have questions/concerns about an action. If the hearing outcome is Suspension or Expulsion, the Chancellor discloses this to the chapter but only to the extent necessary to protect the chapter, the Fraternity and/or other organizations. However, no member has the right to share the allegation(s) or reveal any other details connected with the matter.

## Determine Who Can Review an Allegation and/or Conduct a Hearing

Only a Chapter or Provincial Standards Committee may review an allegation and host a hearing. A Chapter Standards Committee may only review allegations within that collegiate chapter. Alumni chapters cannot have a Chapter Standards Committee, may not conduct hearings and must refer any disciplinary issues to their Provincial Standards Committee Chair.

<i>Respondent Membership Type</i>	Who Reviews Allegations or Holds a Hearing?		
	Collegiate Standards Committee	Provincial Standards Committee**	National Standards Committee
<i>Alumni, Faculty, or Honorary Initiate</i>	NO	Review/Hearing	Appeal
<i>Collegian not affiliated with Complainant's chapter</i>	NO	Review/Hearing*	Appeal
<i>Collegian affiliated with Complainant's chapter</i>	Review/Hearing	NO	Appeal

\* The Province where the collegian's (Respondent's) affiliated chapter resides shall review the allegation.

\*\* The Provincial Standards Committee of the collegian's chapter will review any allegations submitted against a collegiate member by an alumni member.

## Terminology

- **Administrative Meeting:** Meeting between the Chancellor (Hearing Manager) & Respondent to:
  - Present the allegation(s) submitted involving the Respondent;
  - For the Respondent to accept or deny responsibility for any allegations;
  - Identify potential mutual meeting times should a hearing need to be scheduled.
- **Allegation (*previously “preferring charges”*):** An official written complaint, provided to the Chancellor (Hearing Manager), that alleges a member may have violated national or local Fraternity Ritual, bylaws, and/or Policy and Procedure.
- **Behavior Correcting Measures (*previously part of penalties*):** Any guidelines/terms/conditions, set by a Hearing Panel that may accompany a hearing outcome to remedy/address the root cause of an allegation.
- **Chapter Standards Committee:** Four or more (4+) trained individuals who may serve as members of a Hearing Panel.
- **Complainant (*previously “accuser”*):** The individual(s) who allege violations of Fraternity Ritual, bylaws, and/or Policy & Procedure have been committed by another member.
- **Hearing (*previously “trial”*):** Process conducted when a Respondent chooses to submit a response of “Not Responsible” to all allegations or who does not submit a response to an allegation.
- **Hearing Advisor:** The individual who serves as a coach for the Hearing Panel during a hearing. This individual should be the chapter’s District Director, Assistant District Director or Chapter Advisor. If none are available, an alumni member familiar with the hearing process may be appointed to support the Hearing Panel by the DD and/or RVP. This individual is not a collegiate member, nor will they have a vote in the process, or interfere with the process. They are present to ensure the Policy and Procedures are followed and the hearing is completed fairly and impartially.
- **Hearing Outcome(s) (*previously “penalties”*):** The Hearing Panel’s chosen course of accountability for those found responsible, per Fraternity bylaws (penalties), resulting from a Respondent being found responsible for an allegation.
  - **Reprimand:** A written notice to identify a violation and to correct a fault.
  - **Fine:** A sum of money paid by the member after being found responsible for a violation. The specific amount and due date for payment must be set during the hearing.
  - **Probation:** A period of time during which the member must meet certain specific obligations or requirements. The specific conditions of the Probation must be included in the motion approving a Probation. See the “Best Practices” section of this manual for potential behavior correcting measures.
  - **Suspension:** Temporary removal of the member from the chapter; the member is no longer recognized as a participating member and not allowed to attend any Fraternity function. The specific length of time of the Suspension must be stated. Should the member be serving in an officer role at the time of Suspension, they may return to office after the Suspension as long as the term has not been completed. National Fraternity dues are still owed for any brother on Suspension. See the “Best Practices” section of this manual for potential behavior correcting measures. (Note: should the chapter wish to

simply remove a member from office, they should reference the impeachment and recall section of the National Policy and Procedures Manual for those processes.)

- **Expulsion:** The Respondent is no longer a member of Delta Sigma Pi.
- **Hearing Panel:** The three (3) individuals that conduct a hearing, one (1) of which is the Chancellor.
- **National Standards Committee:** Committee of trained individuals appointed by the Board of Directors with the primary responsibilities of development of training for all standards committee levels and serve as an appellate to the Chapter or Provincial Standards Committee.
- **Provincial Standards Committee:** Committee of trained individuals appointed by each Provincial Vice President with the primary responsibilities of serving as a review and hearing body for allegations of alumni and collegiate allegations what may involve sexual harassment/misconduct/assault.
- **Respondent (*previously “accused”*):** The individual who is alleged to have violated Fraternity Ritual, bylaws, and/or Policy and Procedure.
- **Responsible/Not Responsible (*previously “guilty/not guilty”*):** Outcomes determined by a Hearing Panel regarding allegations. A Respondent has the opportunity to submit a response of Responsible or Not Responsible to allegations during the Administrative Hearing.
- **Support Person:** Brother permitted to attend a hearing as moral support to either the Complainant or Respondent. A Support Person may not speak on behalf of the party they are supporting.
- **Witness:** An individual who can provide an accurate recollection of an allegation.



## Policies for Discipline of an Individual

From [National Policy and Procedure](#): DISCIPLINE OF THE INDIVIDUAL

*Additional processes specific to reviewing allegations by a collegiate chapter or provincial standards committee can be found in their specific sections in this guide. Additionally, specific processes for appeals can be found in the Appeals section of this guide. Processes for the individual discipline of a member of the Board of Directors have been omitted from this guide and can only be found in the [National Policies and Procedures Manual](#).*

### DISCIPLINE OF THE INDIVIDUAL

Policy 1. This policy contains all policies and procedures related to the discipline of an individual. It is updated as often as needed.

Policy 2. If any member of the Fraternity is arrested by a law authority, the Board of Directors by a  $\frac{2}{3}$  vote can repeatedly suspend such a member for an amount of time up to six months as long as a conclusion to criminal proceedings is pending without conducting a hearing. Any additional discipline by the Fraternity must follow the processes set forth in this policy.

Policy 3. Collegiate chapters must establish a Chapter Standards Committee of no fewer than the Chancellor and three (3) additional initiated collegiate members trained per Fraternity guidelines. Collegiate chapters must maintain a Chapter Standards Committee at all times to ensure the integrity of this policy.

Policy 4. Allegations may be submitted for any of the following violations:

- A. Violating the oath of allegiance to Delta Sigma Pi or breaking the bylaws of this Fraternity or any chapter with which a member is affiliated.
- B. Acting in a manner unbecoming a member of this Fraternity.
- C. Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct.
- D. Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity.
- E. Non-participation in chapter events or meetings.

Policy 5. Should the chapter executive committee become aware of any organizational member involved in a conduct case being reviewed by the institution, any individual(s) involved with that conduct case may be excused from chapter meetings, events and obligations, without penalty, until the institutional process is resolved per their local policies and procedures.

Policy 6. Should sexual harassment/misconduct/assault allegation be submitted to a collegiate chapter, it will be forwarded to the Provincial Standards Chair for review by the Provincial Standards Committee.

Policy 7. Should the executive committee become aware of any organizational member involved in a sexual harassment/misconduct/assault allegation, the chapter should report the information to an institution conduct, Title IX, student activities and/or counseling office in addition to their Chapter Advisor and District Director.

Policy 8. In the event the Provincial Standards Committee must conduct a hearing, the Standards Committee Chair will serve as the hearing manager.

Policy 9. The Chapter Advisor and District Director must be included in all notifications to a Respondent or Complainant.

Policy 10. As part of a hearing, both the Complainant and Respondent are permitted one support person each. The support person may only be a brother of the Fraternity, who is not a lawyer, and may not participate in the hearing except to consult with the individual they are supporting.

Policy 11. Institutional recesses (fall break, Thanksgiving break, winter break, spring break, etc.) are not considered as days a collegiate chapter is conducting business for the purposes of required dates to complete processes. Standards Committees may choose to conduct any business virtually, even during institutional recesses, if mutually agreed upon by all parties involved.

Policy 12. Allegation Review Process for Collegiate Chapters

- A. All allegations can be made by any brother and submitted in writing to the chapter Chancellor.
- B. Should an allegation arise involving the chapter Chancellor, they may be directed to the Chapter President. In this instance, the Chapter President shall choose a member of the Chapter Standards Committee who is not in the role of Chancellor.
- C. The Standards Committee has up to 14 days to review the allegation to determine its validity.
- D. Should the allegation be determined to be valid, the Chancellor will have up to 14 days to schedule and conduct an administrative meeting with the Respondent following the allegation being validated. The Respondent will be presented with the allegation and have the opportunity to accept responsibility for all some, or none of the allegations.
- E. Should a Respondent not schedule an administrative meeting with the Chancellor or fail to appear at an administrative meeting, this will be considered as not accepting responsibility for any allegations.
- F. The Chapter Standards Committee has up to 21 days to conduct a hearing (if necessary) and/or determine hearing outcomes and/or develop behavior-correcting measures.
  1. A hearing panel will be selected from the Chapter Standards Committee to conduct the hearing.
  2. The hearing panel will be composed of three (3) members of the Chapter Standards Committee (the Chancellor plus two (2) additional members).
  3. A hearing advisor must be present for any hearing.
- G. Chapter Chancellor (or Chapter President) will report all hearing outcomes and behavior correcting measures within the Hub within two (2) days of the conclusion of the hearing.

- H. The Chapter Chancellor will report on any hearing outcomes and behavior-correcting measures at the next regularly scheduled chapter meeting following the notification of the Respondent and Complainant.

Policy 13. Allegation Review Process for Provincial Standards Committee

- A. All allegations can be made by any brother and submitted in writing to the Provincial Standards Committee Chair.
- B. The Provincial Vice President may appoint a Provincial Standards Committee Chair, as hearing manager, to oversee the review of the allegation.
- C. The Standards Committee has up to 30 days to review the allegation to determine its validity.
- D. Should the allegation be determined to be valid, the hearing manager will have up to 30 days to schedule an administrative meeting with the Respondent following the allegation being validated. The Respondent will be presented with the allegation and have the opportunity to accept responsibility for all, some, or none of the allegations.
- E. Should a Respondent not schedule an administrative meeting with the hearing manager or fail to appear at an administrative meeting, this will be considered as not accepting responsibility for any allegations.
- F. The Standards Committee has up to 60 days to conduct a hearing (if necessary) and/or determine hearing outcomes and/or develop behavior-correcting measures.
  - 1. A hearing panel will be selected from the Provincial Standards Committee to conduct the hearing.
  - 2. The hearing panel will be composed of three (3) members of the Provincial Standards Committee (the hearing management plus two (2) additional members).
- G. The hearing manager will report all hearing outcomes and behavior-correcting measures to the Central Office within seven (7) days of the conclusion of the hearing.

Policy 14. Appeals

- A. Either party, the Complainant or the Respondent, may appeal a decision, to be reviewed by the National Standards Committee, on any of the following conditions.
  - 1. The Chapter or Provincial Standards Committee did not follow proper procedure for the review of allegation(s) and/or conducting a hearing;
  - 2. New evidence has become available that was not available at the time of the original hearing;
  - 3. A demonstrable bias existed during a hearing
  - 4. The hearing outcome(s) and/or behavior-correcting measure(s) does not align with the violation for which the Respondent has been found responsible.
- B. If a Respondent has accepted responsibility for all allegations, either party may only appeal on the condition listed in part A.4. of this policy.
- C. All appeals must be submitted within 30 days of receiving a hearing outcomes notification to the Executive Director.
- D. The National Standards Committee has up to 60 days to review the appeal information and render a decision.
- E. The National Standards Committee may return one (1) of the following decisions:

1. Uphold the original hearing outcome(s) and/or behavior-correcting measure(s) of the Chapter or Provincial Standards Committee;
  2. Modify the behavior-correcting measure(s) of the Chapter or Provincial Standards Committee;
  3. Vacate the results of the Chapter or Provincial Standards Committee and render a new hearing outcome and (if applicable) behavior-correcting measures.
- F. The chair will report their decisions to the Central Office within seven (7) days of the conclusion of the committee's review.

Policy 15. Allegations involving a member of the Board of Directors must be submitted to the Executive Director.

Policy 16. The review of an allegation of a member of the Board of Directors will follow Policy 13. Allegation Review Process for Provincial Standards Committee with the following revisions:

- A. A hearing panel will be composed of the members of the Board of Directors who are not the Complainant, Respondent or serving as a Witness.
- B. The Grand President shall serve as the hearing manager. In the event the Grand President is ineligible to serve as the hearing manager, a hearing manager will be identified as the next eligible officer in the following order of succession:
  1. The immediate Past Grand President
  2. Vice President-Finance
  3. A Provincial Vice President selected by the Executive Director
- C. There is no appeal for a decision of the Board of Directors.

# Chapter Standards Committee and Hearing Panel

## Chapter Standards Committee

The Chapter Standards Committee is led by the Chancellor, who also serves as the Hearing Manager (*previously Trial Manager*). The Chapter Standards Committee should have several members trained and available to resolve conflicts should any allegation(s) arise which requires a hearing. All members interested in serving on the Standards Committee must complete the online [training module and quiz](#) at the completion of the training module. This online training and quiz is set by the National Standards Committee (NSC).

## Selecting the Hearing Panel

When an allegation (*previously “preferred charges”*) requires a hearing (*previously “trial”*), a Hearing Panel shall be assembled. The Hearing Panel will consist of three (3) members who have completed Fraternity-required training from the Standards Committee. The Chancellor, as the Hearing Manager, will be included in the count of three (3) members on the panel. A non-voting Hearing Advisor (typically a District Director or Chapter Advisor; see [Terminology section](#)) must also be present to observe and coach the panel, ensuring the hearing is conducted properly and impartially.

## Duties of the Chancellor

- Follow the step-by-step process outlined in the “Allegation Review Process” and “Hearing Process” within this guide.
- Confirm members of the Chapter Standards Committee are formally trained per Fraternity guidelines.
- Oversee all hearings and serve as a voting member of a Hearing Panel.
- Appoint members of the Standards Committee to serve on a Hearing Panel when appropriate.
- To formally document, submit and finalize all decisions made during a hearing.
- Should the Chancellor find themselves as part of an allegation, they are expected to recuse themselves from the Hearing Panel. The Chapter President will then appoint one of the Standards Committee members to the role of Hearing Manager for that hearing.

## Duties of the Chapter Standards Committee

- To uphold the National Fraternity Ritual, bylaws, and/or Policy and Procedure by chapter members.
- To confirm compliance to necessary training and practices related to the hearing process.
- To maintain the number of members trained in the standards process.

## Duties of the Hearing Panel

- To ensure a fair and bias-free environment to resolve conflicts or concerns between members.
- To review and determine proposed resolutions for a formal allegation submitted to the Chancellor.
- To keep all discussions and business transacted confidential.

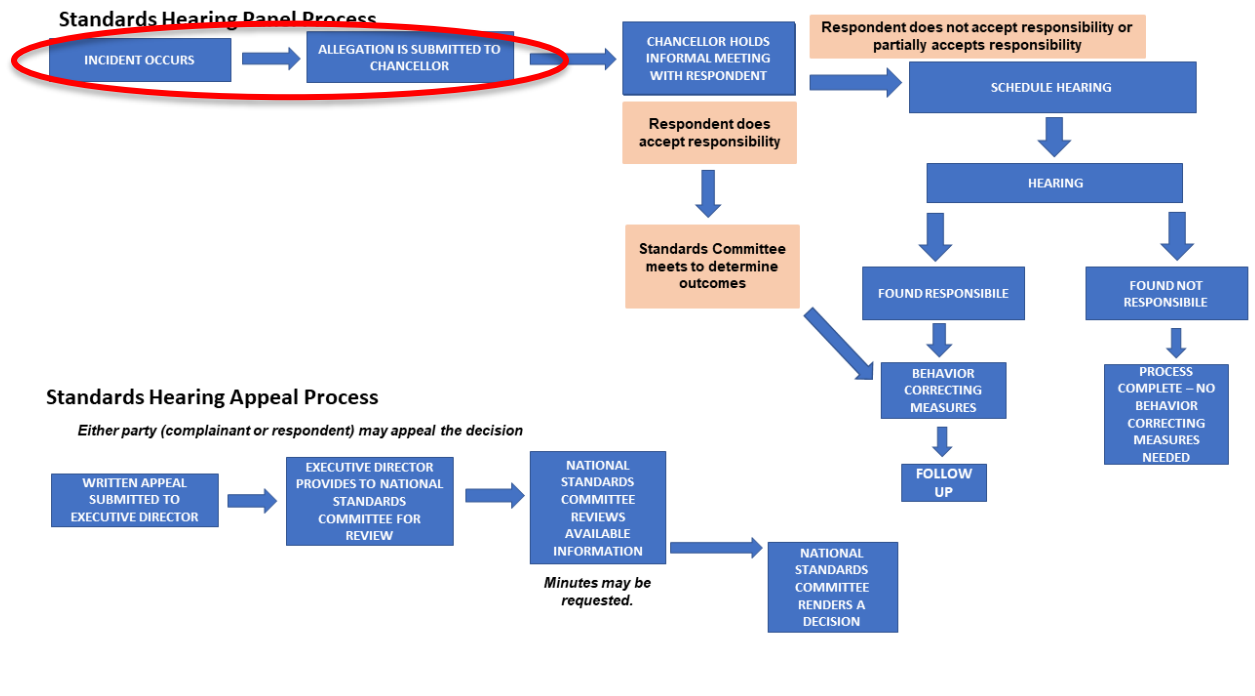
# Allegation Review Process for Chapter Standards Committee

From [National Policy and Procedure](#): DISCIPLINE OF THE INDIVIDUAL

Timeline for Chapter Standards Committees: The chapter has forty-nine (49) calendar days from the day the Chancellor receives an allegation to complete the Allegation Review Process. All notifications should be provided no less than seventy-two (72) hours prior to any scheduled meeting. Participants may choose to meet sooner if mutually agreed upon.

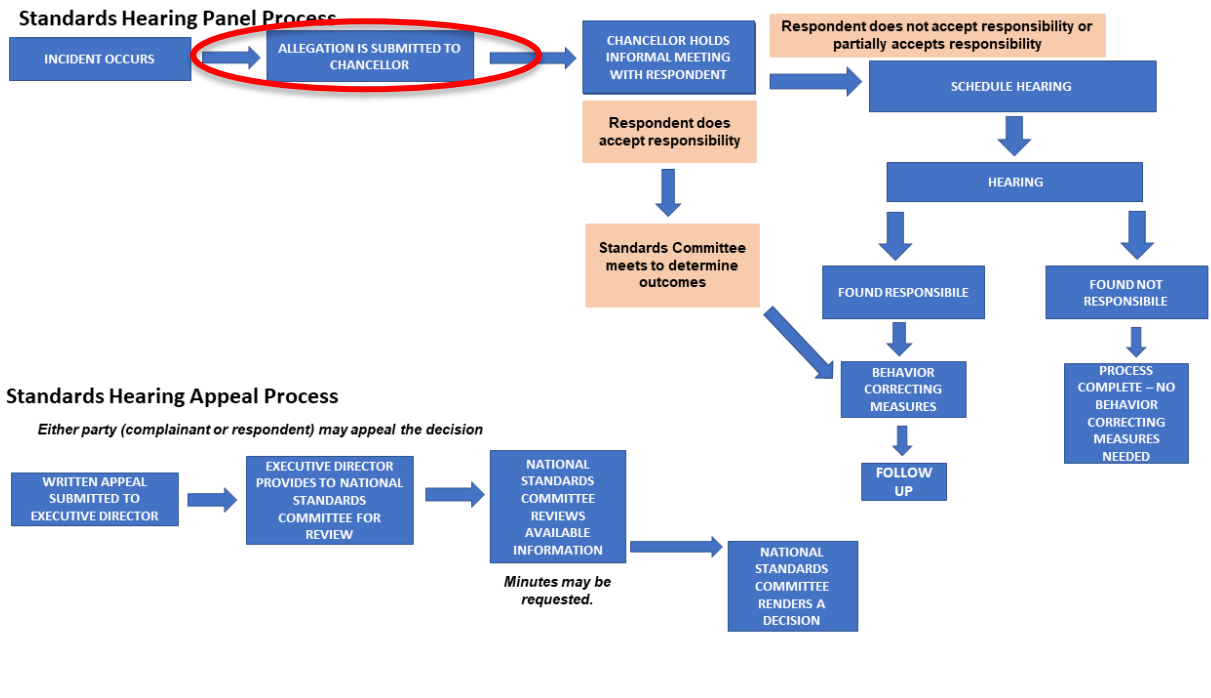
Action(s) taken	Timeframe to act
Allegation ( <i>previously “preferred charges”</i> ) submitted to Chancellor	
Allegation reviewed by Standards Committee for validity	Within 14 days of receiving allegation
Chancellor schedules and conducts administrative meeting	Within 14 days of allegation being validated
Standards Committee determines behavior correcting outcomes when appropriate  Hearing Panel selected and conducts a hearing ( <i>previously “trial”</i> ) when necessary	Within 21 days of administrative meeting being conducted
Hearing outcomes ( <i>previously “trial results”</i> ) and any behavior correcting measures ( <i>previously “penalties”</i> ) reported in Hub	Within 2 days of resolution
Chancellor reports results of hearing to chapter	At the next regularly scheduled chapter business meeting following the notification of the Complainant and Respondent
<p><b>Policy 11:</b> <i>Institutional recesses (fall break, Thanksgiving break, winter break, spring break, etc.) are not considered as days a collegiate chapter is conducting business for the purposes of required dates to complete processes. Standards committees may choose to conduct any business virtually, even during institutional recesses, if mutually agreed upon by all parties involved.</i></p>	

## Step 1: Allegation submitted by a member.



- Description/Action:
  - An allegation (*previously “preferred charges”*) is a written statement describing the actions which the Respondent (*previously “accused”*) conducted that may be a violation.
  - Without formal allegation(s) submitted, a review by a Standards Committee or its members may not take place. One or more members in good standing may submit allegation(s) against any other member(s) in the Fraternity. (To review the violations available, review [Policy 4 on page #8](#))
  - Should the allegation indicate sexual harassment/misconduct/assault, the Chancellor will forward the allegation to the Provincial Standards Chair and inform the Chapter Standards Committee and Executive Committee of a review taking place.
- Documents to retain: Copy of the allegation submission
- Reference(s): [Letter Alleging Violation\(s\) Sample](#) (page #38)

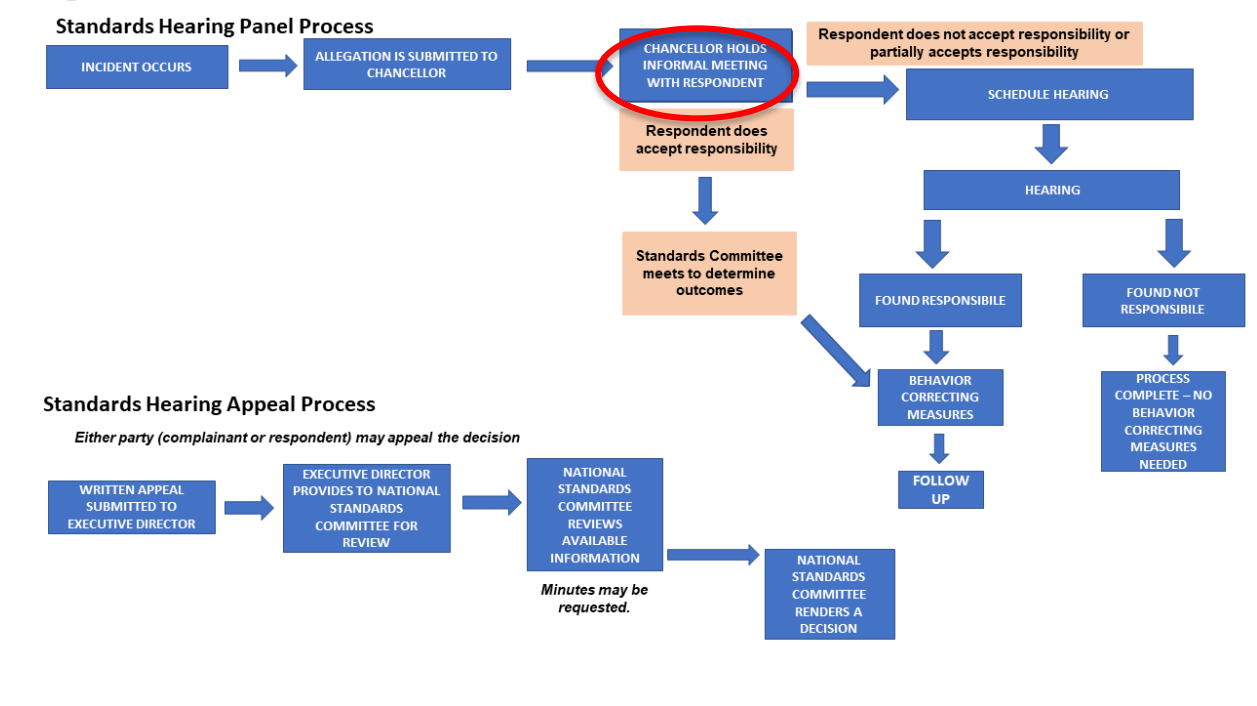
Step 2: Allegation is reviewed by the Chapter Standards Committee (CSC) to determine validity.



- Description/Action:
  - This meeting must be held within fourteen (14) calendar days of the allegation(s) being received.
  - If an allegation is determined to be invalid by the Chapter Standards Committee (CSC), the Complainant (*previously “Accuser”*) will receive written notice from the Chancellor as to why the allegation is invalid.
    - District Directors, Assistant District Directors and Chapter Advisors must be copied on this communication.
  - If an allegation is determined to be valid by the CSC the review process will move forward to Step 3.
- Documents to retain: Communication regarding invalid allegation (if applicable)
- Reference(s): [Letter Informing Complainant the Allegation is Incomplete](#) (page #39)



Step 3: The Chancellor schedules and conducts an Administrative Meeting with the Respondent.

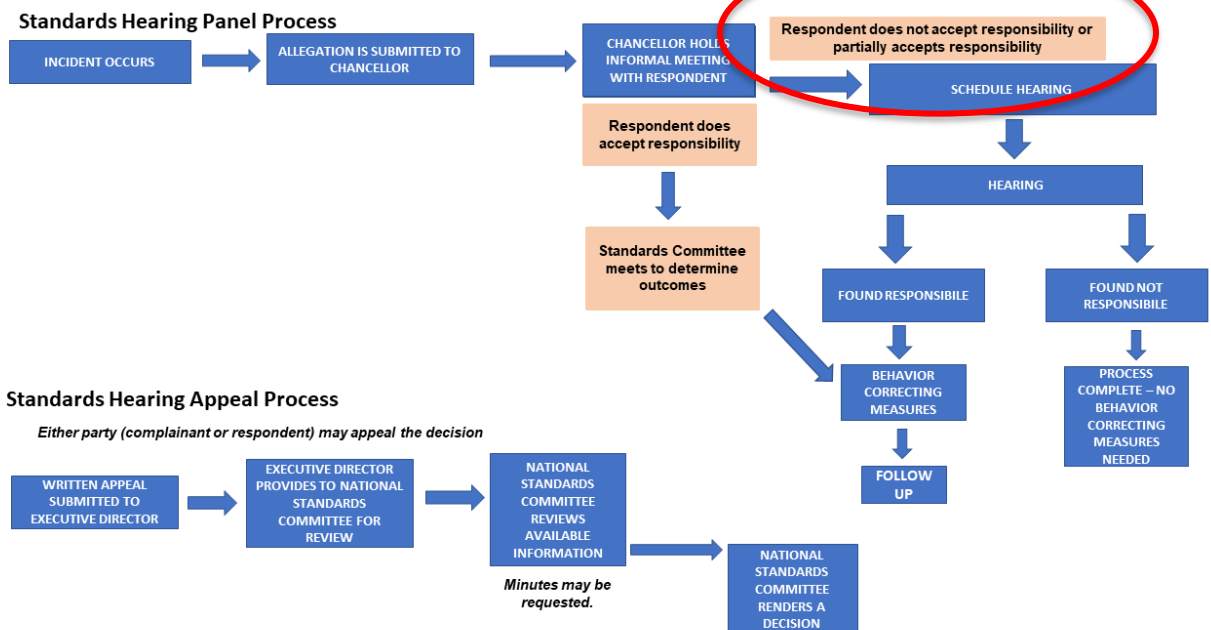


- Description/Action:
  - This meeting is held only between the Chancellor and Respondent (*previously “Accused”*) to inform the Respondent of the allegations and provide an opportunity for them to accept all, some, or no responsibility.
  - This meeting must be held within fourteen (14) calendar days of the allegation(s) being validated by the Chapter Standards Committee.
    - This meeting may be conducted via video conference to accommodate timelines.
  - The meeting notification must be sent via email to the Respondent copying the Complainant (*previously “Accuser”*), chapters president, District Director and Chapter Advisor. This message should also be sent with a read receipt.
  - If the Respondent does not schedule or does not appear at this meeting, the Chapter Standards Committee will assume a response of “Not Responsible” (*previously “Not Guilty”*) for all allegations and the deadline date for the Administrative Meeting will be used in determining a date of a hearing (*previously “trial”*).
  - During the meeting, the Chancellor will share the allegation(s) with the Respondent. The Respondent will have the opportunity to take responsibility for all, some or none of the allegations.
    - If the Respondent chooses to take responsibility for all of the allegations, this will be their opportunity to provide information to be considered by the Chapter Standards Committee when determining hearing outcomes

(previously “trail results”) and behavior correcting measures (previously “penalties”).

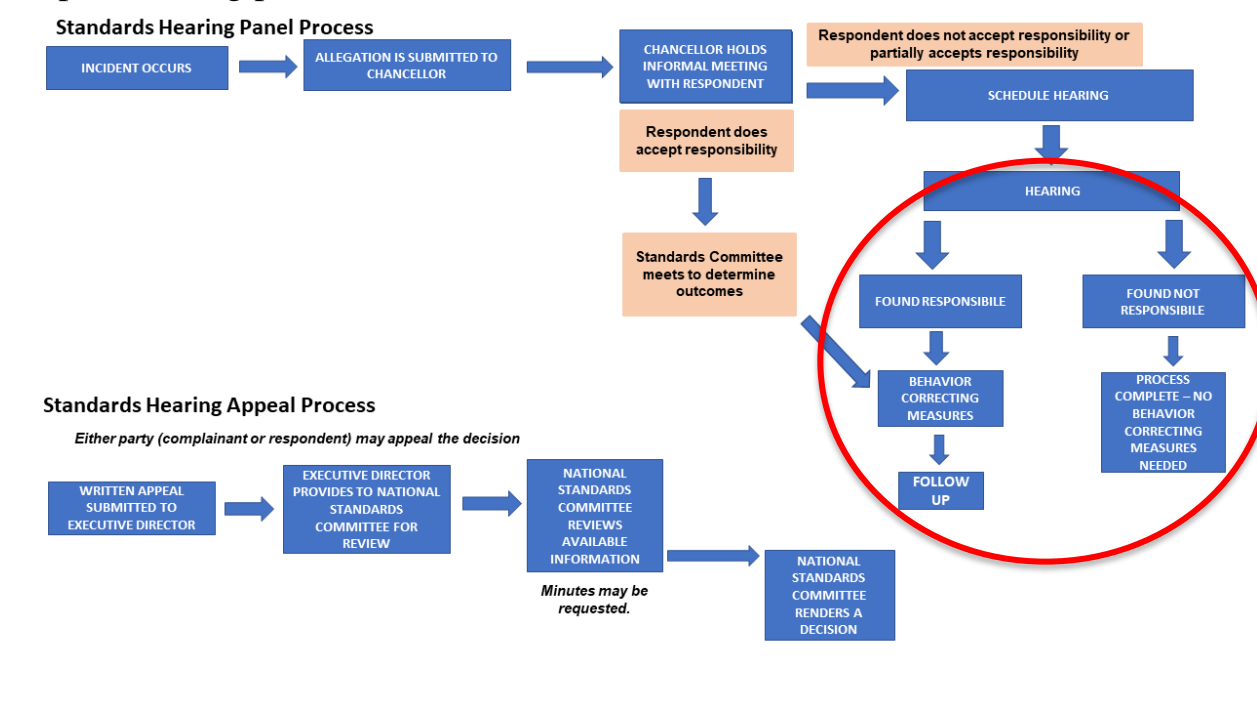
- The process will then proceed to step 5 ([Hearing Process Conducted](#)) (page #19, specifically bullet 3).
- If the Respondent chooses to not take responsibility for some or all allegations, the Chancellor should discuss possible dates/times with the Respondent for a hearing.
  - \*The Complainant should be consulted regarding their interest/availability to participate/attend the hearing. However, it is not necessary for the Complainant to be present as all information should be contained in the submitted allegation(s).
  - The process will then proceed to step 4 (Scheduling a Hearing).
- Ideas for Chancellors/Administrative Meetings
  - Administrative Meetings only require the Chancellor and Respondent to be in attendance. However, the Chancellor may request assistance/support from their Chapter Advisor, District Director, Assistant District Director or other appointed alumni. This may be helpful in the following ways:
    - Provide support to the Chancellor in what can be a tense situation
    - Reduce/prevent opportunities for bias through oversight
    - Better ensures procedure is being followed
- Documents to retain: Notes from meeting, Declaration of Responsible/Not Responsible
- Reference(s): Sample Letters - [Declaration of Responsible/Not Responsible](#) (page #39)

### Step 4: Chancellor schedules hearing to be conducted



- Description/Action:
  - Hearing (*previously “trial”*) is to be conducted within twenty-one (21) calendar days following Administrative Meeting
  - The Chancellor selects two (2) members of the Chapter Standards Committee to serve on a Hearing Panel at a mutually agreed upon time with the Respondent (*previously “Accused”*).
  - The Chancellor notifies Respondent of the date, time and location of the hearing (in-person or virtual format). This meeting notification must be sent via email to the Respondent and copied to the Complainant, Chapter President, District Director and Chapter Advisor. This message should also be sent with a read receipt.
- Documents to retain: Letter Notifying Respondent of Scheduled Hearing
- Reference(s): [Sample Letter Notifying Respondent of Scheduled Hearing](#) (page #40)

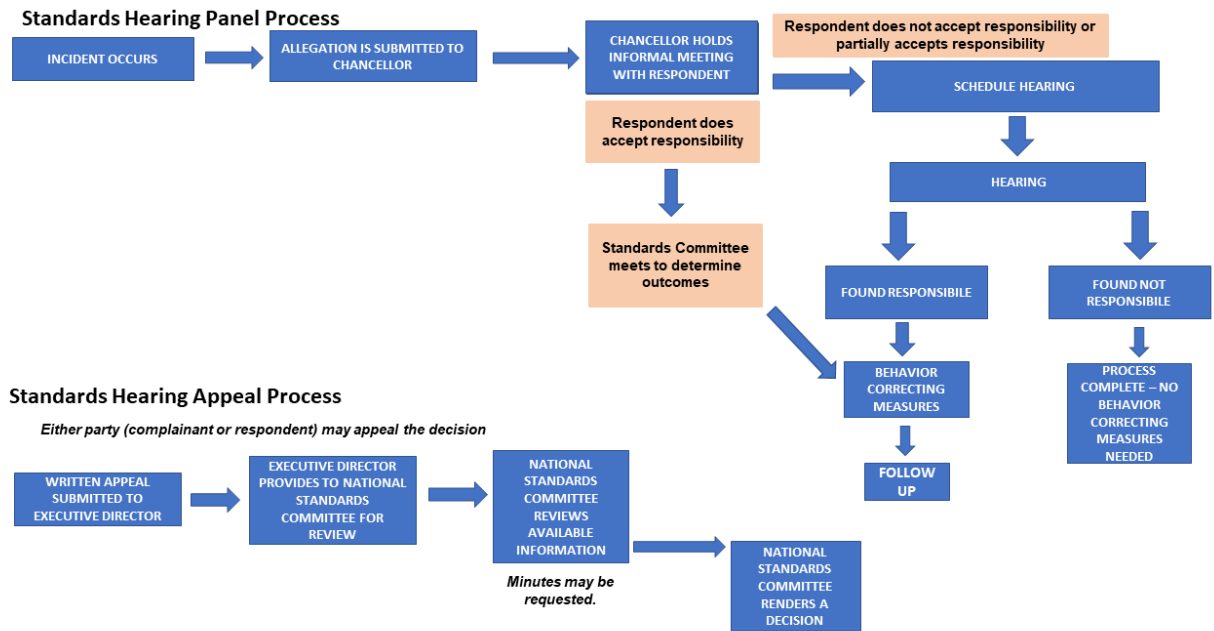
### Step 5: Hearing process conducted



- Description/Action
  - The Hearing Panel responsibility is first to determine a hearing outcome (*previously “trial result”*) by hearing the allegation (*previously “preferred charges”*) and evidence to determine if the Respondent (*previously “Accused”*) is responsible or not responsible (*previously “guilty/not guilty”*) for any of the allegations. See [“Hearing Process”](#) for guidelines of conducting a hearing beginning on page #26.
  - If the Hearing Panel finds the Respondent responsible for any allegation(s), they will determine the appropriate behavior correcting measures (*previously “penalties”*) for the Respondent. See [“Hearing Process”](#) for conducting a Hearing on page #27 (Step 12).

- Documents to retain: Hearing Meeting Notes
- Reference(s): [Hearing Process](#) (page #26); [Sample Hearing Script](#) (page #45); [Sample Hearing Notes](#) (page #48); [Ideas for Behavior Correcting Measures](#) (page #34)

## Step 6: The Chancellor reports the results of the Hearing



- Description/Action
  - Hearing Outcomes (*previously “trial results”*) and any behavior correcting measures (*previously “penalties”*) are reported for each allegation in The Hub. ([See steps for reporting](#))
  - The Chancellor will send the Respondent (*previously “Accused”*), and CC the Complainant (*previously “Accuser”*), chapter President, Chapter Advisor, and District Director, an email with the determination on each allegation and any behavior correcting measures. Additionally, they will receive information regarding an appeal process. See [“Appeal Process”](#) (page #31) for details.

After the Complainant and Respondent have been notified, the Chancellor will report hearing outcomes (e.g., allegations, responsibility, behavior correcting measures) at the next regularly scheduled chapter meeting. Details of the allegation(s) will not be reported.

- Documents to retain: Letter of Hearing Results
- Reference(s): [Sample Letters - Letter of Hearing Results](#) (page #42)

## Provincial Standards Committee and Hearing Panel

### Provincial Standards Committee (PSC)

The Provincial Standards Committee is led by the Chair, who also serves as the Hearing Manager (*previously “trial manager”*). The PSC must have a minimum of four (4) members maximum of six (6) members, one of which is designated as Chair, should any allegation(s) arise which requires a hearing. All members interested in serving on the Standards Committee must complete the [online training module and quiz](#) at the completion of the training module. This online training and quiz is set by the National Standards Committee (NSC).

### Selecting the Hearing Panel

When an allegation requires a hearing (*previously “trial”*), a Hearing Panel shall be assigned. The Hearing Panel will consist of three (3) members with Fraternity-required training. The Chair, as the Hearing Manager, will be included in the count of three (3) members on the panel.

### Duties of the Provincial Standards Committee (PSC) Chair

- Follow the step-by-step process outlined in the “Allegation Review Process” and “Hearing Process” within this guide.
- Confirm members of the PSC are formally trained per Fraternity guidelines.
- Oversee all hearings and serve as a voting member of a Hearing Panel.
- Appoint members of the Standards Committee to serve on a Hearing Panel when appropriate.
- To formally document, submit and finalize all decisions made during a hearing.

### Duties of the Provincial Standards Committee

- To uphold the National Fraternity Ritual, bylaws, and/or Policy and Procedure by members.
- To confirm compliance to necessary training and practices related to the hearing process.
- To maintain the number of rothers trained in the standards process.

## Allegation Review Process for Provincial Standards Committee

From [National Policy and Procedure](#): DISCIPLINE OF THE INDIVIDUAL

Timeline for Provincial Standards Committees: The committee has 120 days from the day the Chair receives an allegation (*previously “preferred charges”*) to complete the Allegation Review Process. All notifications must be provided no less than seven (7) days prior to any scheduled meeting. Participants may choose to meet sooner if mutually agreed upon.

Action(s) taken	Timeframe to take action
Allegation ( <i>previously “preferred charges”</i> ) submitted to Provincial Standards Committee Chair	
Allegation reviewed by Standards Committee for validity	Within 30 days of receiving allegation
Chair ( <i>previously “trial manager”</i> ) schedules and conducts administrative meeting	Within 30 days of allegation being validated
Hearing Panel selected and conducts hearing ( <i>previously “trial”</i> ) process	Within 60 days of administrative meeting being conducted
Hearing outcomes (previously “trial results”) and any behavior correcting measures ( <i>previously “penalties”</i> ) reported to Central Office staff	Within 7 days of hearing conclusion
<p><b><i>Policy 11: Institutional recesses (fall break, Thanksgiving break, winter break, spring break, etc.) are not considered as days a collegiate chapter is conducting business for the purposes of required dates to complete processes. Standards committees may choose to conduct any business virtually, even during institutional recesses, if mutually agreed upon by all parties involved.</i></b></p>	

### Step 1: Allegation submitted by a member.

- Description/Action:
  - An allegation (*previously “preferred charges”*) is submitted to the Provincial Standards Committee (PSC) Chair or forwarded from the Chapter Chancellor.
  - When an allegation is received, the PSC Chair must forward it to the Provincial Standards Committee for determination of validity.
  - All communication to collegiate members must also include the Chapter Advisor, District Director and Assistant District Director and should include the Chapter Chancellor.
- Documents to retain: Copy of the allegation submission
- Reference(s): [Letter Alleging Violation\(s\) Sample](#) (page #38)

## Step 2: Allegation is reviewed by the PSC to determine validity.

- Description/Action:
  - This meeting must be held within thirty (30) calendar days of the allegation(s) (*previously “preferred charges”*) being received.
  - If an allegation is determined to be invalid by the PSC, the Complainant (*previously “Accuser”*) will receive written notice from the Chair why the allegation is invalid.
  - If an allegation is determined to be valid by the PSC, the review process will move forward to Step 3.
- Documents to retain: Copy of the allegation submission
- Reference(s): [Letter Informing Complainant the Allegation is Incomplete](#) (page #39)

## Step 3: The Chair schedules and conducts an Administrative Meeting with the Respondent.

- Description/Action:
  - This meeting is held only between the Chair (*previously “Trial Manager”*) and Respondent (*previously “Accused”*) to inform the Respondent of the allegations (*previously “preferred charges”*) and provide an opportunity for them to take responsibility for any of the allegations or not.
  - This meeting may be conducted via video conference.
  - This meeting must be held within thirty (30) calendar days of the allegation(s) being validated by the Provincial Standards Committee.
  - This meeting notification must be sent via email to the Respondent and copied (CC) to the Complainant, Chapter’s Chancellor, District Director, Assistant DD and Chapter Advisor. This message should also be sent with a read receipt.
  - If the Respondent does not appear at this meeting, the Provincial Standards Committee will assume a response of “Not Responsible” (*previously “Not Guilty”*) for all allegations and the deadline date for the Administrative Meeting will be used in determining a date of a hearing (*previously “trial”*).
  - During the meeting, the Chair will share the allegation(s) with the Respondent. The Respondent will have the opportunity to take responsibility for all, some, or none of the allegations.
    - If the Respondent chooses to take responsibility for some or all allegations, this will be their opportunity to provide information to be considered by the Provincial Standards Committee when determining hearing outcomes (*previously “trial results”*) and behavior correcting measures (*previously “penalties”*).
      - The process will then proceed to Step 5 ([Hearing Process Conducted](#) [page #24, specifically bullet 3]).
    - If the Respondent chooses to not take responsibility for all of the allegations, the Chair then discusses possible dates/times with the Respondent for a hearing.
      - \*The Complainant (*previously “accuser”*) should be consulted regarding

their interest/availability to participate/attend the hearing. However, it is not critical the Complainant is present as all the relevant information should be in the submitted allegation(s).

- The process will then proceed to Step 4 ([Scheduling a Hearing](#)).
- Documents to retain: Notes from meeting, Declaration of Responsible/Not Responsible
- Reference(s): [Sample Letters - Declaration of Responsible/Not Responsible](#) (page #39)

#### Step 4: Chair schedules hearing to be conducted

- Description/Action:
  - Hearing (*previously “trial”*) to be conducted within sixty (60) calendar days following Administrative Meeting.
  - The Chair selects two (2) members of the Standards Committee to serve on a Hearing Panel at a mutually agreed upon time with the Respondent (*previously “accused”*).
  - The Chair notifies Respondent of date, time, and location of the hearing. This meeting notification must be sent via email to the Respondent and copied the Complainant (*previously “accuser”*). This message must also be sent with a read receipt.
    - If the hearing involves collegiate members, the District Director, Assistant District Director (if applicable) and Chapter Advisor must be copied. The Chapter Chancellor should also be copied.
- Documents to retain: Letter Notifying Respondent of Scheduled Hearing
- Reference(s): [Sample Letter Notifying Respondent of Scheduled Hearing](#) (page #40)

#### Step 5: Hearing process conducted

- Description/Action
  - The Hearing Panel’s responsibility isto hear allegations and evidence to determine if the Respondent (*previously “accused”*) is responsible or not responsible (*previously “guilty/not guilty”*) for any of the allegations. See [“Hearing Process”](#) for guidelines of conducting a hearing beginning on page #26.
  - If the Hearing Panel finds the Respondent responsible for any allegation(s), they will determine the appropriate behavior correcting measures (*previously “penalties”*) for the Respondent. See [“Hearing Process”](#) conducting a Hearing on page #27 (Step 12).
- Documents to retain: Hearing Meeting Notes
- Reference(s): [Hearing Process](#) (page #26); [Sample Hearing Script](#) (page #45); [Sample Hearing Notes](#) (page #48)

#### Step 6: The Chair reports the results of the Hearing

- Description/Action



- Hearing Outcomes (*previously “trial results”*) and any behavior correcting measures (*previously “penalties”*) are reported for each allegation (*previously “preferred charge”*) to Central Office staff.
- The Chair will send the Respondent (*previously “accused”*), and copy Complainant (*previously “accuser”*), an email with the determination on each allegation and any behavior correcting measures. Additionally, they will receive information regarding an appeal process. See [“Appeal Process”](#) on page #31 for details.
  - Should a hearing involve collegiate members, notification must be copied to the chapter District Director, Assistant District Director, Chapter Advisor, and Chapter Chancellor. After the Complainant and respondent have been notified, the Chapter Chancellor will report any hearing (and behavior correcting measures, if applicable) at the next regularly scheduled chapter business meeting. Details of the allegation(s) will not be reported.
- Documents to retain: Letter Notifying Respondent of Hearing Results
- Reference(s): [Sample Letters - Letter Notifying Respondent of Hearing Results](#) (page #42)

## Hearing Process Guidelines

Allegations of violations by alumni members will be directed to the Provincial Standards Committee via the Chair. A hearing process for an alumni member should follow a similar process, unless otherwise noted, as a collegiate chapter. For an Alumni Review Process, substitute the role of Chancellor with the Chair of the Provincial Standards Committee.

## Confidentiality of Hearings

A hearing and any part of a meeting where allegations are read or voted upon must be held in a closed session. Additionally, attendance at a hearing is limited to hearing participants, the hearing advisor, the chapter's local leadership (District Director, Assistant District Director, Chapter Advisor, Receiver, etc.) national officers, and/or Central Office staff.

Alumni and pledges are only permitted to attend a collegiate chapter hearing if they are called as witnesses and then can only stay during questioning, unless serving as the Hearing Advisor. The details of a hearing are strictly Fraternity business and must not be discussed outside of the hearing except with those who have a right to know. The details of the hearing should be discussed only with: Brothers who attended the hearing, Executive Committee members, and/or Fraternity officials. The outcome of hearings should be shared by the Chancellor at the next regularly scheduled chapter meeting if the hearing resulted in Suspension or Expulsion.

A chapter hearing is not a legal proceeding and does not legally establish the guilt of the Respondent, as understood in a court of law; it can only establish their responsibility for allegations affecting the chapter's or Fraternity's judgment of their conduct as a member. An institution official should contact the Central Office if they have questions/concerns about an action. If the hearing outcome is Suspension or Expulsion, the chapter may disclose this fact, but only to the extent necessary to protect the chapter, the Fraternity and/or other organizations. However, neither the chapter, nor any brother, has the right to make public the allegation(s) or to reveal any other details connected with the matter.

While the following steps are not considered policy they provide an outline for conducting a hearing. Additionally, a [sample script](#) that follows these steps can be found in the appendix of this guide (page #45).

- Step 1: Chancellor calls the hearing to order.
- Step 2: Chancellor introduces Hearing Panel members and Hearing Advisor.
- Step 3: Chancellor acknowledges the presence/non-presence of Complainant.
  - If present, the Complainant will introduce themselves and support person (if applicable).
- Step 4: Chancellor acknowledges the presence/non-presence of the Respondent.
  - If present, the Respondent will introduce themselves and support person (if applicable).
- Step 5: Chancellor reads the allegation(s) aloud and the results of the Administrative Meeting.
  - If the Respondent has accepted responsibility for any of the allegations, the Chancellor will acknowledge those acceptances.
  - If the Respondent is not present, proceed to step 11.
- Step 6: Respondent presents their response(s) to the allegation(s).

- Step 7: Complainant presents any applicable witnesses.
  - If there are no witnesses, proceed to the next step (8).
  - It is the responsibility of the Chancellor to instruct the Hearing Panel to disregard any information not relevant to this hearing, such as prior allegations or hearings. Witnesses will present their knowledge of the allegation(s).
  - Complainant will ask, through the Chancellor, any relevant questions of the Witness.
  - Respondent will ask, through the Chancellor, any relevant questions of the Witness.
  - Hearing Panel will ask any relevant questions of the Witness.
  - This sequence will continue until all witnesses of the Complainant have been exhausted.
- Step 8: Respondent presents any applicable witnesses.
  - If there are no witnesses, proceed to step 9.
  - It is the responsibility of the Chancellor to instruct the Hearing Panel to disregard any information pertaining to prior allegations or hearings, or not relevant to this hearing. Witness will present their knowledge of the allegation(s).
  - Respondent will ask any relevant questions of the Witness.
  - Complainant will ask, through the Chancellor, any relevant questions of the Witness.
  - Hearing Panel will ask any relevant questions of the Witness.
  - Hearing Panel will excuse the Witness(es).
  - This step will repeat until all witnesses have been exhausted.
- Step 9: Hearing Panel will ask any final questions of Complainant.
- Step 10: Hearing Panel will ask any final questions of Respondent.
- Step 11: Chancellor thanks and excuses Complainant and Respondent and notifies them results will be reported within forty-eight (48) hours of the hearing.
- Step 12: Hearing Panel determines if the Respondent is responsible or not responsible for the allegation(s).
  - Chancellor states the question to be voted on as, “Is the Respondent responsible or not responsible for the allegation(s) presented?”
    - If there are multiple allegations, each must be voted on separately.
    - This step is skipped if the Respondent has already accepted responsibility.
  - Chancellor announces the possible hearing outcomes - as provided in National Bylaws (penalties)  
(Votes of Hearing Panel needed for outcomes in *italics*)
    - Reprimand (*Majority*)
      - Notification the Respondent has been found responsible and made aware their actions are not aligned with the Fraternity and/or chapter Ritual, bylaws, and/or Policy and Procedure. This serves as a Warning to the individual to correct their behavior.
    - Fine (*Majority*)
      - Fines are permitted as a hearing outcome. As an alternative to fines, however, consider options that can be agreed upon between the hearing panel and the individual. Fines levied as restitution for damage should not exceed the value of the damage to be compensated for.
    - Probation (*Majority*)

- This may include specific behavior correcting measures to assist the individual in being more congruent with the values, policies, procedures, and bylaws of the Fraternity.
    - Everything regarding the Probation should be included when sent to the Respondent, including the timeframe and all expected actions related to the Probation. This should be included in the email.
  - Suspension (*Majority*)
    - This may include specific behavior correcting measures to assist the individual in being more congruent with the values, policies, procedures, and bylaws of the Fraternity.
    - All information regarding the Suspension must be included in the information sent to the Respondent, including the length, that they are still responsible for National dues (if not chapter dues) during their Suspension and any other pertinent information.
  - Expulsion (*Unanimous*)
    - The Respondent is no longer a member of Delta Sigma Pi.
- A simple majority is required to be found responsible (two out of the three Hearing Panel members)
- Should the Hearing Panel find the Respondent responsible for any allegations, the Hearing Panel will then move into determining appropriate behavior correcting measures.
- Step 13: Chancellor reports the results of the hearing as well as any applicable hearing outcomes and behavior correcting measures in the Hub. The hearing process will not be recognized until it is reported in the Hub (for more details see the [“Reporting”](#) section of this guide [page #30]).
  - Reprimand
  - Fine
    - Amount of fine and date by which it is to be paid to the Vice President-Finance must be available when reporting the hearing.
  - Probation
    - Any behavior correcting measures and length of Probation must be available when reporting the hearing.
  - Suspension
    - The behavior correcting measures and length of Suspension must be available when reporting the hearing.
  - Expulsion
    - All badges held by any member who is expelled are to be returned to the Central Office. Any badges returned to the chapter are to be forwarded to the Central Office. The Executive Director may, on behalf of Delta Sigma Pi, take legal action to ensure the return of the badge of anyone expelled. All badges have been leased, not purchased, and always remain the property of Delta Sigma Pi.

## Hearing Notes

The chapter should keep detailed minutes of each hearing. The hearing minutes should include the following information (For a [detailed sample](#), see page #48):

- Date of hearing
- Complainant's First and Last Name
- Respondent's First and Last Name
- Names and Role on Standards Committee of Hearing Panel Members
- Whether Complainant was present or absent
- Whether Respondent was present or absent
- Names of support person(s) and Witness(es), if any
- Allegation(s) submitted by Complainant
- Respondent's Acceptance/Denial of responsibility for each allegation
- Brief Summary of specifics provided by Complainant
- Brief Summary of Respondent's position
- Brief Summary of additional discussion
- Results of responsibility vote for each allegation
- Details of hearing outcomes
- Behavior correcting measure(s) assessed, if any

It is suggested the chapter maintain all hearing documents for at least six months. Hearing minutes will be provided to all hearing participants and Fraternity leaders upon request.

# Reporting

The hearing and outcomes cannot be recognized by the Fraternity until hearing information is received by the Central Office. This is especially important in the case of an expulsion - the expelled person will continue to be recognized as a brother until the required hearing information is received. If the chapter does not submit hearing results, the panel's decision will not be accepted or processed by the Fraternity.

Hearing information is submitted online through the Members Module of the Hub within two (2) calendar days following a hearing or administrative meeting (where the Respondent accepts responsibility for all allegations). The chapter is still responsible for national dues of a brother if they are expelled after dues are due to Central Office. However, if they are expelled prior to the deadline for dues, the national dues are credited back to the chapter. Refer to the [Policy and Procedures](#) manual.

After the Complainant and Respondent have been notified, the Chancellor will report any hearing outcomes and behavior correcting measures, if applicable, at the next regularly scheduled chapter business meeting. Details of the allegation(s) or what was said during the hearing will not be reported.

## Reporting a Standards Committee Resolution



Members



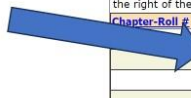
First, the Chancellor logs into The Hub and clicks on the Members button to pull up the chapter roster.

Next, find the member you need to report a resolution for and select the edit button next to their name.

**Membership List for Test Chapter 2. 6 members found.**

Below is the list of members currently on your chapter roster. Included on this list are any recruits entered, and pledges. You can change a person's status using the link above. Certain chapter officers can update a member's contact information by clicking the edit button to the right of the person's name. If you would like to export a listing of chapter members into Excel, please go the Reports Module.

Chapter-Roll #	Member Name	Preferred Phone	Email Address	Membership Type	Select
1	Levinex, 727	1-33-333-5676	levinex@test.com	Recruit (In Good Standing)	
5	Test, Barbara			Collegiate (In Good Standing)	
	Test1, Betty	000-000-0000	email2@dsp.org	Collegiate (In Good Standing)	
	Test1, Jenny	000-000-0000	email3@dsp.org	Collegiate (In Good Standing)	
	Test1, Sally	000-000-0000	email@dsp.org	Collegiate (In Good Standing)	
	Testing, DEI	513-523-1907	schluemr@gmail.com	Recruit (Pending Validation)	



# Reporting a Standards Committee Resolution

**Barbara Test** Return to List

[Report Standards Committee Resolution](#)

Member Name Information		Member Preferred Contact Information	
First Name:	Barbara	Type:	College Address
Preferred First:	Barb	Status:	Good Address
Middle Name:		Line 1:	330 S Campus Ave
Last Name:	Test	Line 2:	
Full Name:	Barbara Test	City:	Oxford
Parent's Names:	Barb	State:	OH
<b>Important Member Data Information</b>		Zip:	45056-2405
Pledge Date:	2/5/2019	Country:	USA
Initiation Date:		<b>Telephone and Email Information</b>	
Grad Date:	1/1/2021	Home Telephone:	
		Cell Telephone:	513-255-2219
		Email Address:	

This will bring you to this member's profile. You will then click on "Report Standards Committee Resolution"

After clicking that, the system will ask you what your reporting needs are.

**New Resolution Report for Barbara Test**

Which Best Describes Your Reporting Needs:

- Administrative Meeting: Respondent Accepted All Responsibility
- Administrative Meeting: Hearing Has Not Yet Happened
- Administrative Meeting: Hearing Held & Needing Reported

## Respondent Accepts all Responsibility at Administrative Meeting

**Barbara Test** Return to List

[Report Standards Committee Resolution](#)

Member Name Information		Member Preferred Contact Information	
First Name:	Barbara	Type:	College Address
Preferred First:	Barb	Status:	Good Address
Middle Name:		Line 1:	330 S Campus Ave
Last Name:	Test	Line 2:	
Full Name:	Barbara Test	City:	Oxford
Parent's Names:	Barb	State:	OH
<b>Important Member Data Information</b>		Zip:	45056-2405
Pledge Date:	2/5/2019	Country:	USA
Initiation Date:		<b>Telephone and Email Information</b>	
Grad Date:	1/1/2021	Home Telephone:	
		Cell Telephone:	513-255-2219
		Email Address:	

Click "Administrative Meeting: Respondent Accepted all Responsibility"

**New Resolution Report for Barbara Test**

Which Best Describes Your Reporting Needs:

- Administrative Meeting: Respondent Accepted All Responsibility
- Administrative Meeting: Hearing Has Not Yet Happened
- Administrative Meeting: Hearing Held & Needing Reported

# Respondent Accepts all Responsibility at Administrative Meeting

**New Resolution Report for Barbara Test**

Administrative Meeting Date:

Primary Email Address of Respondent:

Secondary Email Address of Respondent:

The system will ask you to enter the date of the Administrative Meeting and email address(es) of the Respondent (Accused).

**New Resolution Report for Barbara Test**

Panel Member A:

It will then ask who conducted the Administrative Meeting.

*This will typically be the Chancellor.*

**Administrative Meeting Results for Barbara Test**

Identify the alleged violations included in the submission and presented to the respondent during the administrative meeting.

Allegation	Presented in Administrative Meeting?
Non-participation in chapter meetings or events	<input type="checkbox"/>
Delinquency on monies owed	
Violating the oath	
Acting in a manner unbecoming of a member	
Act or acts of disloyalty or conduct	

# Respondent Accepts all Responsibility at Administrative Meeting

**Administrative Meeting Results for Barbara Test**

Identify the alleged violations included in the submission and presented to the respondent during the administrative meeting.

Allegation	Presented in Administrative Meeting?	Response	Resolution Outcome
Non-participation in chapter meetings or events	<input type="checkbox"/>	<input type="text" value="Responsible"/>	<input type="text" value="Responsible"/>
Delinquency on monies owed	<input type="checkbox"/>	<input type="text" value="Responsible"/>	<input type="text" value="Responsible"/>
Violating the oath	<input type="checkbox"/>		
Acting in a manner unbecoming of a member	<input type="checkbox"/>		
Act or acts of disloyalty or conduct	<input type="checkbox"/>		

Next, the allegations get reported.

Depending on the Behavior Correcting Measures, additional information may be needed.

When submitted the message below will appear.

**Measures Selected To Address Responsibility**

Measure Selected:

Length of Probation (days):

Terms of Probation:

**Your Administrative Meeting has been submitted**

Thank you. Your Administrative Meeting has been submitted.

 The Complainant or Respondent have the right to appeal the decision(s) of the Standards Committee. The process for appealing can be found in the [Individual Discipline Policy Guide](#). Should either wish to appeal, it is expected the Chancellor assist them in making that happen. All appeals are to be sent to the Fraternity Executive Director at [DeltaSigmaPI@dsp.org](mailto:DeltaSigmaPI@dsp.org) for review by the National Standards Committee.

[Click Here to Continue](#)



# Respondent Accepts Some or No Responsibility at Administrative Meeting

**Barbara Test** Return to List

[Report Standards Committee Resolution](#)

Member Name Information	Member Preferred Contact Information
First Name: Barbara	Type: College
Preferred First: Barb	Status: Good
Middle Name:	Line 1: 330
Last Name: Test	Line 2:
Full Name: Barbara Test	City: Oxford
Parent's Names: Barb	State: OH
Important Member Date Information	Zip: 45056-2405
Pledge Date: 2/5/2019	Country: USA
Initiation Date:	Telephone and Email Information
Grad Date: 1/1/2021	Home Telephone:
	Cell Telephone: 513-255-2219
	Email Address:

**New Resolution Report for Barbara Test**

Which Best Describes Your Reporting Needs:

- Administrative Meeting: Respondent Accepted All Responsibility
- Administrative Meeting: Hearing Has Not Yet Happened
- Administrative Meeting: Hearing Held & Needing Reported

Next

**New Resolution Report for Barbara Test**

Thank you for reporting this information. Please remember to return after completing the hearing to finalize of the reporting process. If you have any questions, please direct those to [hub@dso.org](mailto:hub@dso.org).

# Respondent Accepts Some or No Responsibility at Administrative Meeting

**Barbara Test** Return to List

[Report Standards Committee Resolution](#)

Member Name Information	Member Preferred Contact Information
First Name: Barbara	Type: College Address
Preferred First: Barb	Status: Good Address
Middle Name:	Line 1: 330 S Campus Ave
Last Name: Test	Line 2:
Full Name: Barbara Test	City: Oxford
Parent's Names: Barb	State: OH
Important Member Date Information	Zip: 45056-2405
Pledge Date: 2/5/2019	Country: USA
Initiation Date:	Telephone and Email Information
Grad Date: 1/1/2021	Home Telephone:
	Cell Telephone: 513-255-2219
	Email Address:

**New Resolution Report for Barbara Test**

Which Best Describes Your Reporting Needs:

- Administrative Meeting: Respondent Accepted All Responsibility
- Administrative Meeting: Hearing Has Not Yet Happened
- Administrative Meeting: Hearing Held & Needing Reported

Next

# Respondent Accepts Some or No Responsibility at Administrative Meeting

Similar information to the previous reporting is required. The difference here is needing to add the date of the Hearing.

Also similarly, the Hearing Panel members must be reported. "Panel Member A" will typically be the Chancellor.

# Respondent Accepts Some or No Responsibility at Administrative Meeting

Allegation	Presented in Hearing?	Response	Resolution Outcome
Non-participation in chapter meetings or events	No		
Delinquency on monies owed	No		
Violating the oath	Yes	Not Responsible	Responsible
Acting in a manner unbecoming of a member	Yes	Not Responsible	Responsible
Act or acts of disloyalty or conduct	Yes	Responsible	Responsible

**Measures Selected To Address Responsibility**

Measure Selected: Suspension  
 Length of Suspension (days): 365

Next, the allegations and hearing results get reported.

Depending on the Behavior Correcting Measures, additional information may be needed.

When submitted the message below will appear.

# Respondent Accepts Some or No Responsibility at Administrative Meeting

New Resolution Report for Barbara Test	
Panel Member A:	<input type="text" value="Sally Test1"/> ▾
Panel Member B:	<input type="text" value="Betty Test1"/> ▾
Panel Member C:	<input type="text" value="Jenny Test1"/> ▾

# Appeal Process

From [National Policy and Procedure](#): DISCIPLINE OF THE INDIVIDUAL

The appeal process is designed for the Complainant or the Respondent to dispute the results of a hearing. Any hearing appealed is reviewed by the National Standards Committee (NSC). In the event a hearing is appealed, the Standards Committee, Chapter or Provincial, may be requested to provide additional supporting hearing documents.

Either party, Complainant or Respondent, may only appeal on any of the following conditions:

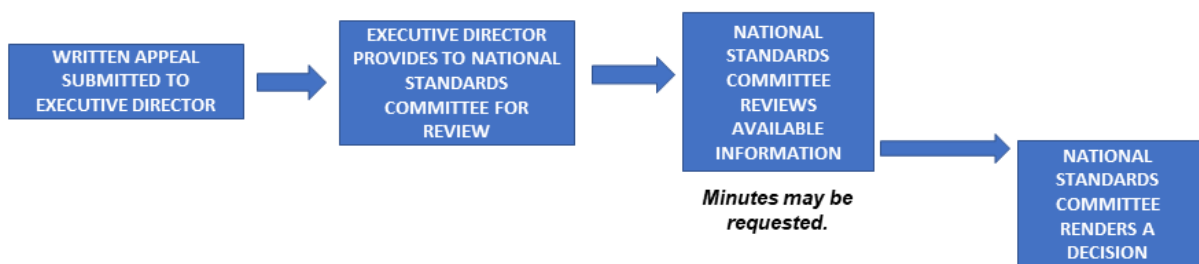
1. The Chapter or Provincial Standards Committee did not follow proper procedure for the review of allegation(s) and/or conducting a hearing.
2. New evidence has become available that was not at the time of the original hearing.
3. A demonstrable bias existed during a hearing.
4. The Hearing Outcome(s) and/or Behavior Correcting Measure(s) does not align with the violation for which the Respondent has been found responsible.

Either party has up to thirty (30) calendar days from the date of the decision notification to submit an appeal to the Executive Director.

The NSC may return one of the following decisions:

1. Uphold the hearing outcome and behavior correcting measures of the Standards Committee.
2. Modify the behavior correcting measures of the Standards Committee.
3. Overturn the results of the Standards Committee and render a new hearing outcome, including behavior correcting measures if needed.

The NSC has up to sixty (60) calendar days to review the previous Standards Committee information and decide their outcome(s).



## Appendix 1. Best Practices

### Allegation/Hearing Alternatives

The best alternative to hearings is to resolve them amicably between the members. This does not begin with your current membership, but instead starts with recruiting members and continues during the pledge education process. All potential members need to understand the commitments they will be asked to agree to during initiation before they are initiated into the Fraternity. Once members accept these commitments, it is then the responsibility of the chapter to hold members accountable.

The most common alleged violations are:

- Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
- Non-participation in chapter events or meetings

The best ways to ensure members pay all financial obligations are:

- Make them affordable for all members
- Ensure the cost of membership is fully explained to potential members
- Fundraise, Fundraise, Fundraise
- Request financial assistance from your business school and/or institution for programming
- Ask for donations from alumni members for attending events eligible for you to use your CLF
- Create a payment plan for members for large expenses that would benefit both parties

The best ways to ensure members attend chapter events are:

- Avoid chapter attendance policies that can only be enforced by hearings.
  - Some chapters set up incentive programs to reward or recognize members for reaching attendance goals instead of focusing on punishing those for non-attendance.
  - Motivate members to attend chapter & required events.
- Offer events interesting to the majority of the chapter.
- Delegate responsibilities to every member in the chapter.
- Call members to personally invite them to events.
- Host discussions with members who are not participating actively in events. Chapter members might be able to help others with time management and scheduling
- Combine chapter events so members do not have to make as many commitments for chapter events. A few examples include:
  - Having a professional speaker at a chapter meeting
  - Donating a percentage of proceeds from a fundraiser to a charitable organization
  - Asking alumni to present a professional topic
- Host alternative events that can be used as ‘make up’ events for some required events.
  - If your chapter requires members to attend three community service events per semester, ensure you host four to six events per term to allow for members to ‘make up’ events.

There is no “sure fire” method to avoid allegations that will work in all situations or for all chapters. With experience you will be able to determine which approach is most effective with your chapter membership.

Although some chapter members may feel allegations are in opposition to the ideals expressed in our Ritual, it is important to remember each of us assumed very definite obligations of membership at the time of initiation.

## Selecting Members of the Standards Committee

The selection of Standards Committee members will be at the discretion of each chapter. Some chapters may consider the minimum of four (Chancellor + three additional members), others may consider more to have a larger pool available for scheduling hearings. Additionally, chapters have the option to decide if members of their Chapter Standards Committee will be elected as part of the chapter's regular election cycle or if they will be appointed. If they are appointed, who is responsible for appointing members to the Standards Committee? Each collegiate chapter is expected to include how they are managing the Chapter Standards Committee in their chapter Bylaws or Policy & Procedures.

Here are a few things to consider when developing your Chapter Standards Committee:

1. The Chapter Standards Committee must, per policy, have **at least** three (3) initiated members in addition to the Chancellor. This would ensure the minimum number of members required to hold a hearing.
2. The more individuals serving the more difficult it becomes to schedule weekly meetings and training.
3. Identify a selection process that allows for the committee to have a diverse cross section of the chapter, including experience within the chapter, participation in National events, understanding of National Ritual, National bylaws and Policies & Procedures, as well as the chapter's Bylaws and Policy & Procedure.

Some characteristics and/or abilities Standards Committee members should possess that will greatly assist them in performing the role successfully:

- Keen sense of detail
- Listen to occurrences unbiasedly and without prejudice
- Display empathy toward participants
- Display complex and analytical thinking
- Desire to hold members accountable to their oath

## Selection of a Hearing Panel

A Hearing Panel is a subset of three (3) individuals of the Chapter Standards Committee (the Chancellor and two (2) additional members selected by the Chancellor) to oversee a particular hearing. The two (2) Hearing Panel members selected by the Chancellor should:

- Not have a conflict of interest or any real/perceived biases for/against either party involved.
- Be available for the scheduled hearing.
- Have opportunities to be part of a Hearing Panel on a rotating basis (for chapters that choose to have committees larger than the minimum).

## Factors to Consider When Determining Hearing Outcomes and Behavior Correcting Measures

When deciding on an outcome or corrective measures it is important to consider if the behavior correcting action will have the desired result on the Respondent’s behavior. It is important that the behavior correcting action works for the member(s), as well as it matching the violation. It is suggested chapters develop “Recommended Outcomes and Corrective Measures” for common allegations to help guide the Chapter Standards Committee in suggesting outcomes and corrective measures for discussion and vote.

If a brother has not paid their dues, it might not make sense to issue a fine as they might not be able to pay the fine as well. Instead, potentially issuing a Probation that requires the brother to fulfill a payment plan to ensure dues are paid is a better behavior correcting action. If a brother misses events but has paid dues, it might be best to issue a reprimand first. If they continue to miss events, the chapters might consider Probation where they ask the member to plan and host an event for the chapter.

For members who violate the risk management and conduct policy, Suspension might be the chapter’s best outcome, removing the brother from potential further violation. Expulsion should only be used in extreme circumstances, such as those that commit serious violations of risk management or personal misconduct. Other outcomes or corrective measures and motivation should be tried first before moving to expulsion.

### Ideas for Behavior Correcting Measures

The purpose of behavior correcting measures is to assist the Respondent, when found responsible for an allegation. Behavior correcting measures can be requirements a Respondent must complete as part of a Probation and designed to specifically address the allegations for which they have been found responsible. If the Respondent does not complete requirements during the specified time frame, the Chapter Standards Committee should hold the individual accountable for not completing the requirements as set forth in the hearing outcomes. These requirements may also be utilized in such a way that a Respondent must complete them prior to their membership status returning to good standing.

The following are examples of behavior correcting measures that align with the allegation for which the brother me be found responsible.

<b>Responsible for...</b>	<b>Behavior Correcting Measures (Examples)</b>
Non participation	<ul style="list-style-type: none"> <li>- Organize a chapter event within the next 2 months.</li> <li>- Attend X events in X weeks/months to demonstrate a change in mindset</li> </ul>
Financial Delinquency	<ul style="list-style-type: none"> <li>- Pay past due balance through a payment plan</li> <li>- Organize a fundraiser to help pay debt</li> <li>- Pay reasonable late fee for delinquent funds</li> <li>- Pay past due amount plus late fee assessment</li> <li>- Unable to attend social events until paid in full</li> </ul>

	<ul style="list-style-type: none"> <li>- Create and send letters to alumni to ask for donations to Chapter Leadership Fund</li> <li>- Organize a personal finances/financial literacy event for the chapter</li> </ul>
Conduct unbecoming of a member of the organization (fraudulent activity)	<ul style="list-style-type: none"> <li>- Organize a fundraiser for the chapter (under supervision of the Vice President-Finance or President)</li> <li>- Organize a risk management event</li> <li>- Perform X hours of community or chapter service (e.g., working at a chapter event)</li> </ul>
Violation of the Oath of this Fraternity (pledge education program deviations)	<ul style="list-style-type: none"> <li>- Organize a risk management event</li> <li>- Write a letter of apology to persons affected</li> </ul>
Conduct unbecoming of a member of the organization (destruction of property)	<ul style="list-style-type: none"> <li>- Spend X hours performing beautification-related community service (e.g., picking up litter).</li> </ul>
Violation of Oath (disclosure of executive session information/discussions)	<ul style="list-style-type: none"> <li>- Write a letter of apology to persons affected</li> <li>- Attend XX session at LEAD, if unable to attend LEAD create &amp; send letters to alumni to ask for donations to Chapter Leadership Fund</li> </ul>

If you need additional ideas, we encourage you to reach out to your local volunteers, Central Office staff as well as campus resources such as your Office of Student Conduct, Alcohol and Other Drugs, Student Activities/Involvement, Career Services, Dean of the College of Business, Cultural Centers, etc.



## Appendix 2. Sample Letters

### Letter Alleging Violation(s)

The allegation(s) must be in writing including specific dates, times, locations, amounts, details, and/or names. Please update the items in parenthesis with actual information to submit.

**Note:** The document should be addressed to the Chapter's Chancellor. In those cases where jurisdiction lies with the Provincial or National Standards Committee, the document should be addressed to the Provincial Chair or Executive Director at the Central Office respectively.

(Date)

(Full Name), Chancellor

Submitted via email to: (Chancellor email address)

Dear Brother (Chancellor Last Name):

This is to inform you, I believe Brother (First and Last Name) of the (Chapter Name) Chapter violated the following national and/or chapter Ritual, bylaw and/or Policy & Procedure:

- Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated.  
*Specifics:*
- Acting in a manner unbecoming of a brother in this Fraternity.  
*Specifics:*
- Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct.  
*Specifics:*
- Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity.  
*Specifics:*
- Non-participation in chapter events.  
*Specifics:*

Please read these allegations at the next regular meeting of the Standards Committee. Contact me if you have any questions.

Fraternally yours,

(Submitter's First and Last Name)  
(Title, if applicable)  
(Submitter's Email Address)  
(Submitter's Phone Number)

## Letter Informing Complainant the Allegation is Incomplete

(Date)  
(Complainant Full Name)  
(Email Address)

Dear Brother (Last Name):

The (CHAPTER NAME) Standards Committee has received the allegations you submitted regarding (RESPONDENT FULL NAME). The Standards Committee has determined there is not enough information to enact the review process outlined in the [Delta Sigma Pi Individual Discipline Policy](#) at this time.

You are welcome to resubmit these allegations with additional information, if available, and allegations may be reconsidered. If you have any questions or would like to resubmit, please send that directly to me.

Fraternally,  
(FULL NAME)  
Chancellor  
(CHAPTER NAME) Chapter  
(Email)  
(Phone)

## Letter Informing Respondent of Allegation/Request for Administrative Meeting

(Date)

(Respondent Full Name)

(Email Address)

Dear Brother (Last Name):

As you recall, when you were initiated you assumed the obligations of membership in this Fraternity and promised to live up to these commitments. The Standards Committee received allegations you may not have fulfilled some of the membership obligations, and after reviewing the allegations, it has been determined there may be validity to these allegations and therefore needs further exploration.

I am requesting an Administrative Meeting with you by (Date - FOURTEEN (14) CALENDAR DAYS FROM VALIDITY WITH THE COMMITTEE). An Administrative Meeting is an opportunity to review the allegation(s) submitted, allow you the opportunity to accept or not accept responsibility for each allegation and identify common times a hearing may be conducted if necessary.

The Administrative Meeting IS NOT a hearing. This meeting is not for you to respond to the allegations other than to accept or not accept responsibility for each of them. You will have the opportunity to present a full response to the allegations during a hearing if deemed necessary.

If you do not schedule this meeting with me, the Chapter Standards Committee will assume a Response of "Not Responsible" for the allegations and will schedule a hearing to be held within fourteen (14) days following the Administrative Meeting deadline mentioned above (Date - SEVEN (7) CALENDAR DAYS FROM RECEIVING THE ALLEGATION), but no sooner than three (3) days following said deadline. Please feel free to contact me via the information below.

Fraternally,

(Full Name)

Chancellor

(Chapter Name) Chapter

(Email Address)

(Phone Number)

CC: NAME, Complainant  
NAME, Chapter Advisor  
NAME, District Director  
NAME, Assistant District Director (if applicable)

## Declaration of Responsible/Not Responsible

This declaration states the Respondent has received notice of the allegation(s), understands the allegation(s), knows the possible outcomes if accepting responsibility for some or all allegation(s), understands the hearing process if not accepting responsibility for some or any allegation(s), has provided known availability for a hearing should it need to be conducted.

TO THE MEMBERS OF DELTA SIGMA PI:

I, **(RESPONDENT FULL NAME)**, hereby declare:

1. I am a duly initiated member of the **(Chapter Name)** Chapter of the International Fraternity of Delta Sigma Pi, Inc.
2. I have received a timely notification of allegations.
3. I have read and understand the alleged violations contained in the notification. I understand the purpose of a hearing is to review the reasons for the charge(s) and determine if I am responsible for the allegations.
4. I know I have the right to attend this hearing and present my response to the allegations.
5. I hereby accept responsibility for violating the following alleged against me:
  - Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated
  - Acting in a manner unbecoming a member of this Fraternity
  - Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct
  - Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
  - Non-participation in chapter events or meetings
6. I fully understand that, as a result of this acceptance, any one or more of the following behavior correcting measures may be imposed: Fine, Reprimand, Probation, Suspension, or Expulsion.
7. I fully understand that, for any allegations I choose to not take responsibility for during an Administrative Meeting, a hearing will be scheduled to present my response for those allegations alone.

I MAKE THIS DECLARATION FREELY AND WITHOUT ANY PERSUASION, RESERVATION, COERCION OR OTHER PRESSURE FROM ANY MEMBER OF THE INTERNATIONAL FRATERNITY OF DELTA SIGMA PI. THESE DECLARATIONS ARE MADE SOLELY FOR THE PURPOSE OF ANSWERING THE ALLEGATIONS IN THE NOTIFICATION AND FOR NO OTHER PURPOSE.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Letter Notifying Respondent of Scheduled Hearing

The letter must be in writing and contain:

- The correct date, time and location of the hearing.
- The alleged violation of the Respondent with specific details of the allegation.
- A statement the accused has the right to appear and present their response to the allegation(s).
- If the Respondent does not appear and/or do not accept responsibility during the Administrative Meeting, the Hearing Panel will assume they do not accept responsibility for the allegations.
- A statement they may have a support person during the hearing
- A description of the possible hearing outcomes that may be imposed if the Respondent is found responsible.

(Date)

(Respondent Full Name)

(Email Address)

Dear Brother (Last Name):

As you recall, when you were initiated you assumed the obligations of membership in this Fraternity and promised to live up to these commitments. It has been brought to the Standards Committee's attention that you may not have fulfilled some of the membership obligations to which you promised and after reviewing the allegations with you, you opted to not take responsibility for some or all of these allegations. At that time you were informed a hearing would be scheduled to allow you the opportunity to fully respond to these allegations. This message serves as an official notification of that hearing.

YOU ARE HEREBY NOTIFIED THAT the Standards Committee of the (Chapter Name) Chapter of the International Fraternity of Delta Sigma Pi has scheduled a hearing for you regarding the following allegation(s):

ALLEGATION: Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated

Specifics:

ALLEGATION: Acting in a manner unbecoming a member of this Fraternity

Specifics:

ALLEGATION: Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct

Specifics:

ALLEGATION: Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity

Specifics:

ALLEGATION: Non-participation in chapter events or meetings  
Specifics:

THE HEARING WILL BE HELD ON (Day of Week), (Date) at (Time) in (Place) and you are strongly encouraged to appear. You may appear in person and present your response to the allegations to the three (3) person Hearing Panel. If you do not attend, all allegations will be assumed as “Not Responsible”. You may also have one member (initiated brother), who is not a lawyer, attend the hearing with you to provide support. This individual may not speak or participate in the hearing in any manner other than to privately consult with you during the process.

During the hearing, you may present evidence, including the testimony of witnesses, which are relevant to the charge(s). If found responsible, you may be subject to any of the following hearing outcomes: Fine, Reprimand, Probation, Suspension or Expulsion.

You are responsible to inform any Witness of the date, time, and location of the hearing. Witness should be presenting their account of the alleged violation and not your character.

The [Individual Discipline Policy](#) provides you seven (7) calendar days from when you receive notification of hearing outcomes to appeal the decision of the Hearing Panel to the National Standards Committee. Your appeal must be sent to the Fraternity’s Executive Director to be reviewed by the National Standards Committee. And decisions of the National Standards Committee are considered final.

Please contact me if you have any questions about this hearing.

Fraternally,

(Full Name)

Chancellor

(Chapter Name) Chapter

(Email Address)

(Phone Number)

CC: NAME, Complainant  
NAME, Chapter Advisor  
NAME, District Director  
NAME, Assistant District Director (if applicable)

## Letter Notifying Respondent of Hearing Results - Responsible

The letter should be dated and contain: Decision of Responsible, the hearing outcome, any behavior correcting measures and rights to appeal. Send to the Respondent, Complainant, Chapter Advisor, District Director and Assistant District Director (if applicable).

(Date)

(Respondent's Full Name)

(Email Address)

Dear (First Name):

In accordance with the notification sent to you on (date hearing notification was sent), the (Chapter Name) Chapter Standards Committee of the International Fraternity of Delta Sigma Pi conducted a hearing for you on (hearing date).

This is to inform you that you were found Not Responsible for the following allegations and specific details:

- List any allegations and specifics from the hearing Notification Letter the Respondent was found not responsible for.
- If found responsible for all allegations, list "NONE"

This is to inform you that you were found Responsible for the following allegations and specific details:

- List all allegations and specifics from the hearing Notification Letter the Respondent was found responsible for.
- If found not responsible for all allegations, list "NONE"

The Hearing Panel has determined the appropriate outcome for your hearing is (REPRIMAND, FINE, PROBATION, SUSPENSION or EXPULSION).

*For hearings with outcomes other than EXPULSION:*

The Hearing Panel has determined the appropriate behavior correcting measures for you:

- List behavior correcting measures including objective, acceptable proof of completion, and date to be completed by

*For hearings with EXPULSION as the outcome:*

You are hereby notified that, effective immediately, you are no longer a member of the International Fraternity of Delta Sigma Pi. In accordance with Fraternity Law, we request that you **return your badge, membership card, and certificate immediately to the Executive Director at the Central Office of Delta Sigma Pi, 330 S. Campus Ave, Oxford, Ohio 45056**. Relevant hearing information has been forwarded to the Central Office staff. They will reconfirm this action by sending you an official notice.

The [Individual Discipline Policy](#) provides you with seven (7) calendar days from the date you receive notification of hearing results to appeal the decision of the Hearing Panel to the National Standards

Committee. Your appeal must be sent to the [Fraternity's Executive Director](#). Any decision(s) made by the National Standards Committee on appeals are final.

Sincerely yours,

(Full Name)

Chancellor

(Chapter Name) Chapter

(Email Address)

(Phone Number)

CC: NAME, Complainant

NAME, Chapter Advisor

NAME, District Director

NAME, Assistant District Director (if applicable)



## Letter for Appeal

The letter should be sent to the [Executive Director](#) of Delta Sigma Pi.

(Date)

(Executive Director Full Name)

(Email Address)

Dear (Executive Director First Name):

A hearing was held on **DATE OF HEARING** for alleged violations of Fraternity Ritual, bylaw, and/or Policy and Procedure, and I would like to appeal the hearing decision and/or behavior correcting measures on the following grounds:

- The Chapter or Provincial Standards Committee did not follow proper procedure for the review of allegation(s) and/or conducting a hearing;
- New evidence has become available that was not available at the time of the original hearing;
- A demonstrable bias existed during a hearing
- The hearing outcome(s) and/or behavior correcting measure(s) does not align with the violation for which the Respondent has been found responsible.

The rationale for my appeal includes:

**DESCRIBE REASONING FOR APPEAL**

The [Individual Discipline Policy](#) provides me with seven (7) calendar days from the date I receive notification of hearing outcomes to appeal the decision of the Hearing Panel to the National Standards Committee. I understand the decision of the National Standards Committee on appeals is final.

Sincerely yours,

(Respondent/Complainant Full Name)(Email Address)

(Phone Number)

## Appendix 3. Sample Hearing Documents

### Sample Hearing Script

Good (morning/afternoon/evening), today is [DAY DATE YEAR] and as Chancellor of the [CHAPTER NAME] Chapter of Delta Sigma Pi, I call this hearing to order at [TIME AM/PM]. This hearing is to determine the responsibility for allegations submitted regarding a member of this chapter. A chapter hearing is not to determine “beyond a reasonable doubt” if an individual is responsible for the alleged violations, but to review the evidence in order to determine if the individual is more likely than not to have violated the National Ritual, National or Chapter Bylaws and/or Policies & Procedures, of this Fraternity.

Before proceeding into the agenda for the hearing, I would like to acknowledge the individuals serving on today’s Hearing Panel. Each of these individuals has received training to conduct a hearing. I am [STATE FIRST AND LAST NAME] and I am the Chancellor for this chapter and will oversee the proceedings. Additionally, today’s panel includes [STATE FIRST AND LAST NAME OF PANELIST 1] and [STATE FIRST AND LAST NAME OF PANELIST 2]. Supporting the Hearing Panel today is [STATE FIRST AND LAST NAME OF HEARING ADVISOR] as Hearing Advisor. The Hearing Advisor is present to serve as a coach to the Hearing Panel to ensure the prescribed process is adhered to and discussion is focused on the allegations for which we are here today. This hearing will focus on the information presented for these allegations only and prior allegations will not be considered while deliberating if the Respondent is responsible or not for the alleged violations.

The submitter(s) of the allegation(s) will be referred to as the Complainant.

- If the Complainant is present, the Chancellor should say: *Please state your first and last name for the Hearing Panel.*
- If the Complainant is not present, Chancellor should note:  
“[FIRST NAME LAST NAME] is identified as the Complainant and is not present for this hearing.”

The member alleged to have violated Ritual, National or local Bylaws and/or Policy & Procedures will be referred to as the Respondent.

- If the Respondent is present, the Chancellor should say: *“Please state your first and last name for the Hearing Panel.”*
- If the Respondent is not present, Chancellor should say:  
“[FIRST NAME LAST NAME] is identified as the Respondent present for this hearing. When a Respondent is not present for a hearing, the Hearing Panel will not consider this an admission of responsibility.”

The proceedings for this hearing will be as follows:

1. The Chancellor will read aloud the allegations submitted by the Complainant. The Respondent previously participated in an Administrative Meeting with the Chancellor. During this meeting, the Respondent may have accepted responsibility for some of the allegations. If this is the case, the Chancellor will let those be known.

2. The Respondent will be provided the opportunity to respond to any allegations they have not accepted responsibility for.
3. The Complainant may present any witnesses. The Witness will present their information. The Complainant will have the opportunity to ask any clarifying questions of their Witness. The Respondent will then have the opportunity to ask any relevant questions, through the Chancellor, of the Witness. Finally, the Hearing Panel will have the opportunity to ask any relevant questions of the Witness. This process will continue until all witnesses of the Complainant have been exhausted. There will be no direct questioning of the Respondent to a Witness. All questions from the Respondent must be directed through the Chancellor. It will be the responsibility of the Chancellor to call any irrelevant questions out of order.
4. The Respondent may present any witnesses. The Witness will present their information. The Respondent will have the opportunity to ask any clarifying questions of their Witness. The Complainant will then have the opportunity to ask any relevant questions, through the Chancellor, of the Witness. Finally, the Hearing Panel will have the opportunity to ask any relevant questions of the Witness. This process will continue until all witnesses of the Respondent have been exhausted. There will be no direct questioning of the Complainant to a Witness. All questions from the Complainant must be directed through the Chancellor. It will be the responsibility of the Chancellor to call any irrelevant questions out of order.
5. The Hearing Panel will ask any final questions of the Complainant.
6. The Hearing Panel will ask any final questions of the Respondent.
7. The Complainant and Respondent will be dismissed while the Hearing Panel reviews the information provided in the hearing and determines if the Respondent is responsible or not responsible for the alleged violation(s).

*[COMPLAINANT FIRST NAME], do you have any questions about these proceedings?*

*[RESPONDENT FIRST NAME], do you have any questions about these proceedings?*

*[COMPLAINANT FIRST NAME], will you be presenting any witnesses during this hearing?*

*[RESPONDENT FIRST NAME], will you be presenting any witnesses during this hearing?*

*Thank you, I will now read the allegations submitted by the Complainant.*

- The Chancellor will read aloud verbatim the submitted allegations.

*[RESPONDENT FIRST NAME], these are the allegations submitted. How do you respond?*

- The Chancellor will motion to the Respondent to present their response to the allegations.
- Once the Respondent concludes their response the Chancellor will continue the proceedings.

*Thank you.*

*FOR HEARINGS WITH WITNESSES:*

*We will now move into the presentation of any Witnesses for the Complainant.*

- *If the Complainant has witnesses: [COMPLAINANT FIRST NAME] please present your first (if there are multiple) Witness.*
- The Chancellor will then ask the Witness to state their name and what they witnessed.
- The Chancellor will ask the Complainant if they have any clarifying questions for the Witness.
- The Chancellor will ask the Respondent if they have any relevant questions for the Witness.
- The Hearing Panel will ask any relevant questions of the Witness.
- The Witness will be dismissed.

This process will repeat until all Complainant witnesses have been exhausted.

*We will now move into the presentation of any witnesses for the Respondent.*

- *If the Respondent has witnesses: [RESPONDENT FIRST NAME] please present your first (if there are multiple) Witness.*
- The Chancellor will then ask the Witness to state their name and what they witnessed.
- The Chancellor will ask the Respondent if they have any clarifying questions for the Witness.
- The Chancellor will ask the Complainant if they have any relevant questions for the Witness.
- The Hearing Panel will ask any relevant questions of the Witness.
- The Witness will be dismissed.

This process will repeat until all Respondent witnesses have been exhausted.

*The Hearing Panel will now ask any questions of the Complainant.*

- The Chancellor will allow the Hearing Panel to ask any relevant questions of the Complainant.
- Once all questions have been asked, the Chancellor will continue the proceedings.

*The Hearing Panel will now ask any questions of the Respondent.*

- The Chancellor will allow the Hearing Panel to ask any relevant questions of the Respondent.
- Once all questions have been asked, the Chancellor will continue the proceedings.

*This concludes the process for this hearing. I want to thank all involved for their cooperation and participation. The Hearing Panel will now consider all the information provided in this hearing. A decision of the Respondent's responsibility for the allegation(s) will be rendered and reported. Should the Respondent be found responsible and behavior correcting measures will be reported with the decision. This decision will be reported within two (2) days and participants will be notified shortly thereafter. As part of the decision notification, both parties will be provided with information should they wish to appeal the decision(s).*

The Chancellor will dismiss the Complainant and Respondent and the Hearing Panel will discuss if the Respondent is responsible or not for the allegations. Once a hearing outcome has been determined, the Hearing Panel will then discuss appropriate behavior correcting measures if Respondent is found responsible.

## Sample Hearing Notes

How to Use These Notes:

This is a guide to help you write your hearing notes. Items underlined should be filled in by the chapter. Where choices are provided, include only the applicable choices in your minutes. Instructions are listed in italics.

Date:

Hearing Begin Time:

Hearing Conclude Time:

Deliberation Start Time:

Deliberation End Time:

Chancellor:

Panelist 1 (Note Taker):

Panelist 2:

Hearing Advisor:

Complainant(s):

Complainant Support Individual:

Complainant(s) Witness(es):

Respondent:

Respondent Support Individual:

Respondent Witness(es):

- The Chancellor called the hearing to order and read through the purpose and procedures of a hearing as outlined by the Individual Discipline Policy.
- The Chancellor then identified all participants of the hearing including the Hearing Panel, Hearing Advisor, Complainant, Respondent, and support individuals
  - Hearing Advisor Present (Yes/No)
  - Complainant Present (Yes/No)
  - Respondent Present (Yes/No)
- The Chancellor allowed for any questions of the procedures of the hearing.
- The Chancellor asked if either the Complainant or Respondent would be presenting any witnesses
- The Chancellor then read the allegations submitted by the Complainant
  - **ALLEGATION: Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated**  
*Specifics: (list specifics as stated in allegation letter )*  
*Accepted Responsibility/Found Responsible/Found Not Responsible*
  - **ALLEGATION: Acting in a manner unbecoming a member of this Fraternity**  
*Specifics: (list specifics as stated in allegation letter)*  
*Accepted Responsibility/Found Responsible/Found Not Responsible*

- **ALLEGATION: Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct**  
Specifics: (list specifics as stated in allegation letter)  
Accepted Responsibility/Found Responsible/Found Not Responsible
- **ALLEGATION: Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity**  
Specifics: (list specifics as stated in allegation letter)  
Accepted Responsibility/Found Responsible/Found Not Responsible
- **ALLEGATION: Non-participation in chapter events or meetings**  
Specifics: (list specifics as stated in allegation letter)  
Accepted Responsibility/Found Responsible/Found Not Responsible
- The Chancellor allowed the Respondent to present their response to the allegations.
  - Provide details of response
- The chancellor allowed witnesses of the Complainant to present what they witnessed (*if there are no Complainant witnesses delete these bullets*). This was followed by questions from the Respondent and questions from the Hearing Panel
  - Provide details from Witness presentation(s) and questions
  - Include Witness Name (if multiple)
  - Include “Respondent” or “Panel” to identify who asked relevant questions and the Witness response.
- The Chancellor allowed witnesses of the Respondent to present what they witnessed (*if there are none delete these bullets*). This was followed by questions from the Complainant and questions from the Hearing Panel
  - Provide details from Witness presentation(s) and questions
  - Include Witness Name (if multiple)
  - Include “Complainant” or “Panel” to identify who asked relevant questions and the Witness response.
- The Hearing Panel then asked any final questions of the Complainant and Respondent.
- The Chancellor reported the Hearing Panel would deliberate the accusations and information provided. Both parties were told they would be notified of the results within two (2) days of the hearing and would contain information on appealing should either feel the need to appeal.
- The Chancellor dismissed the Complainant and Respondent, leaving only the Hearing Panel and Hearing Advisor for deliberations.
- The Hearing Panel determined if the Respondent is responsible or not responsible for the alleged violations.
- Finally, the Hearing Panel determined the outcomes and any behavior correcting measures for any violations the Respondent was found responsible. They are as follows:
  - Hearing Outcome: List allegations Respondent is responsible for
  - Behavior Correcting Measure(s):  
REPRIMAND/FINE/PROBATION/SUSPENSION/EXPULSION  
(List in bulleted form below)
    - Corrective Measure
      - Evidence of Completion
      - Completion Deadline