

# Fraternity Action Plan for the Response to Fraternity Policy Violations

## **Preamble**

The process hereafter set forth is designed to assist undergraduate chapters in eliminating practices including, but not limited to:

- Activities that force consumption of alcohol and/or a controlled substance.
- Activities that place any person in a life-threatening situation.
- Activities that may produce emotional or physical harm, including but not limited to ridicule or humiliation.
- Activities that are abusive in nature to any individual or group of the opposite sex or racial or ethnic group.
- Activities that violate the alcohol policy of the Sigma Chi Fraternity.
- Activities that dishonor the Sigma Chi Fraternity and its individual members.

## **I. Accusation**

A. Grand Officer or Headquarters staff is informed of an alleged policy violation through direct observation or written communication from a chapter member, alumnus, university official, parent or other credible source.

B. Grand Officer or Headquarters staff is made aware of alleged violation through a phone call or unidentified source.

## **II. Investigation of Incident**

A. Once accusation is received, the director of chapter development sends the chapter a letter via certified mail. This letter, the seven-day letter, requires the chapter to draft a written response to the allegations—the response must be received by the director of chapter development within seven days. The chapter must provide the director of chapter development with a hard copy and an electronic copy of the letter. A copy will be provided to the Chapter Review Subcommittee (CRSC), Grand Praetor, chapter advisor, house corporation president, Executive Secretary, managing director of operations, Leadership Consultant, and when appropriate, the Greek advisor.

B. Upon receipt of the response to the seven-day letter, the director will work in concurrence with the Grand Praetor to initiate any disciplinary action deemed necessary. At this time, the Grand Praetor may exercise his right to issue a Formal Warning:

### Grand Praetor's Formal Warning (Statute 7.03)

A Grand Praetor's Formal Warning (Formal Warning) is a measure taken against a chapter by its Grand Praetor for any type of "unbecoming issue," that limits, prohibits or demands certain actions from the chapter. A Formal Warning is not a status, though the warning itself may contain certain stipulations. The CRSC will review any stipulations made in conjunction with a Formal Warning and endorse/amend as they deem necessary. The Formal Warning will be enforced alongside the CRSC's disciplinary decision.

C. If the chapter fails to respond to the seven-day letter within seven days, and the staff has solicited a response by phone, the chapter gives an implied plea of no contest.

### III. Implementation of Action Plan

A. With the exception of individual financial discipline, all alleged policy violations will be handled by the director of chapter development. Following the accusation and receipt of the seven-day letter from the chapter, the director of chapter development immediately seeks input from the Grand Praetor, chapter advisor, university and chapter officers to determine the type of violation and reports to the managing director of operations.

B. The director of chapter development is then charged with distributing all appropriate information to members of the CRSC, who will convene to decide what action (if any) should be taken to correct the chapter's culture and operations.

Possible courses include:

#### 1. Type A Violation: Immediate Probation

- *Causes*—minor alcohol/drug violations, conduct violations
- *Duration*—approximately six (6) months. Probation is in effect upon the decision of the CRSC and continues through the following semester's Review Meeting. Review Meetings will take place June 1 and Dec. 15 annually.
- *Progress Report*—The chapter must submit a progress report that is to be reviewed at the biannual meeting of the CRSC meeting which corresponds to the duration of its probation. This report must be based on Part II of the Reorganization Requirements and must also address the specific concerns mandated by the CRSC based on the cause of the chapter's probation. Additional stipulations and progress reports may be mandated by the CRSC.

*Any violation occurring during the probationary period may result in immediate Show Cause.*

#### 2. Type B Violation: Immediate Probation

- *Causes*—serious alcohol/drug violations, less than \$1,000 theft/property damage, mental hazing
- *Duration*—approximately 12 months. Probation is in effect upon the decision of the CRSC and continues through the following calendar year's Review Meeting. Review Meetings will take place June 1 and Dec. 15 annually.
- *Progress Report(s)*—The chapter must submit two progress reports that will be reviewed at the two Review Meetings of the CRSC that correspond to the duration of its probation. The first report must be based on Part I of the Reorganization Requirements and the specific violations that precipitated the probation, as determined by the CRSC. The second report should be based on Part II of the Reorganization Requirements. Additional stipulations and progress reports may be mandated by the CRSC.

*Any violation occurring during the probationary period may result in immediate Show Cause.*

3. **Type C Violation: Show Cause with continuation of chapter operations**
  - *Causes*—more than \$1,000 theft/property damage, physical hazing, major alcohol/drug violation, multiple policy violations
  - *Duration*—90 days. The chapter will have 90 days to show cause as to why the charter should not be suspended. If, once the 90 days has lapsed, the CRSC decides that the chapter has not shown cause, it may then place the chapter on 45-day suspension or recommend charter suspension to the Executive Committee. If the chapter successfully shows cause, it must then complete the requirements of a Type B Violation (see above).
  - *Progress Report*—in order to show cause, the chapter must submit a report that addresses Part I of the Reorganization Requirements as well as the specific violations that precipitated the probation, as determined by the CRSC. Additional stipulations and progress reports may be mandated by the CRSC.
  
4. **Type D Violation: Show Cause with a 45-day suspension of chapter activities**
  - *Causes*—physical hazing, egregious misconduct, multiple policy violations
  - *Duration*—45 days. If the Executive Committee's CRSC deems the accusation serious enough, it may immediately suspend the chapter's fraternal operations (social, intramural, pledge education, recruitment and Initiation) for a period not to exceed 45 days pending the outcome of an investigation and ruling by the CRSC. *NOTE:* Suspension of fraternal operations does not include closing the chapter house, serving meals or conducting chapter meetings.
  - Once the 45 days have lapsed and the stipulations have been met, the chapter must then complete the requirements associated with a Type C Violation.
  - *Membership Review*—Corresponding to the 45 day suspension of chapter activities, the CRSC may also prescribe that a chapter undergo a membership review. This is a procedure that utilizes specific criteria to determine which brothers are still worthy of serving as active undergraduate brothers in the chapter. Once a membership review has been called for, each brother is immediately placed on alumni status and must petition to be reinstated. The board that will hear these petitions is an Alumni Review Board, which is assembled by the Grand Praetor and confirmed by the CRSC. With the assistance of the undergraduate chapter's executive committee, this committee will conduct individual interviews with each brother desiring to be re-activated. The Alumni Review Board will request certain pre-interview materials and determine the content of the topics to be discussed during the interview.

*A suggested format for the interviewers to use follows on the next page.*

Suggested format for membership review interviews:

Brother	John Doe
Pre-interview Information	Score (0-3)
1. GPA	(0-3)
2. Campus Activity	(0-3)
3. Discipline Issues	(0-3)
4. Financial Responsibility	(0-3)
5. Chapter Attendance	(0-3)
Total (15)	
Interview Specific Topics	Score (0-3)
1. Pledge Programming	(0-3)
2. Alcohol & Drug Policy	(0-3)
3. Philanthropy	(0-3)
4. Chapter Operations	(0-3)
5. The Ritual	(0-3)
Total (15)	

**5. Type F Violation: Charter Suspension**

*The CRSC cannot suspend a charter. It can only make recommendations to the Executive Committee, which decides if a charter is to be suspended.*

- *Causes*—Suspension of activities by host institution, consistent chapter behavior that is unbecoming of Sigma Chi
- *Duration*—Indefinite
- *Procedures for the suspension of an undergraduate chapter:*

1. The Executive Secretary or his designee will immediately (within 48 hours) teleconference with the Grand Praetor, chapter advisor and house corporation president to inform them of the decision and to discuss the following:
  - How and when to inform the undergraduate chapter and the university/college
  - Securing the chapter house (if applicable)
  - How to, and who will, handle calls from alumni/parents
  - Accounting for and securing Ritual paraphernalia
  - Disposition of pledges
2. Executive Secretary or his designee will inform the chairman of the Risk Management Foundation, Constantine Capital Inc., and/or Sigma Chi Foundation if applicable.
3. A letter will be mailed to all chapter alumni under the Executive Secretary's signature within five days.
4. Grand Praetor or member of the Headquarters staff will travel to the chapter to obtain Ritual paraphernalia and return it to Headquarters.
5. File set up at Headquarters by Executive Secretary or his designee for

future use if and when a reactivation process is begun. File should include:

- Chapter financial obligations to the Fraternity at time of suspension
- Location of chapter's Ritual paraphernalia and charter
- Case history of the chapter
- Specific reactivation/suspension requests of university
- Telephone numbers of local contacts.

#### 6. No Action

*In some cases, the CRSC will decide that no action should be taken.*

### **IV. Chronology and documentation**

A chronology of events will be maintained by the director of chapter development.

### **V. Chapter Review Subcommittee**

The Chapter Review Subcommittee (CRSC) is composed of the Grand Consul, Past Grand Consul, Grand Pro Consul, Grand Praetor representative to the Executive Committee and one to three other Executive Committee members appointed by the Grand Consul. The Executive Secretary will be an ex-officio member of the CRSC.

This body is charged with the following responsibilities:

A. Reviewing all accusations brought forth by the director of chapter development.

- The CRSC is mandated to meet twice annually to review accusations and review chapters in the various stages of probation. These meetings will take place within five days of June 1 and Dec. 15.
- In case an accusation requires immediate action, the CRSC may deliberate via teleconference. The director of chapter development will determine if there is sufficient information upon which the subcommittee can deliberate and shall present all information to the subcommittee.
- If there is not enough information, then the subcommittee shall instruct a senior member of the Headquarters staff or other alumni member designee to serve as an investigator and conduct a fact-finding investigation.

B. Determining if violation(s) occurred.

- If the CRSC determines that a violation did not occur, the investigation will be discontinued. The subcommittee will declare the chapter to be in good standing and instruct the director of chapter development to inform all involved parties as such.
- If an accusation is confirmed, the CRSC will act in accordance with Executive Committee Regulations 6.02-f-3, 7.03-1, other pertinent governing laws and the stipulations outlined in Type A-F violations.
- Other stipulations include but are not limited to the following:
  - Mandatory use of the Preparation for Brotherhood Series
  - Appointment of an alumni advisory committee
  - Appointment of a Parent's Council
  - Mandatory 1-week visit

C. Follow-up letter(s) advising of CRSC decision will be sent to the chapter, and copied to the Executive Committee, Grand Praetor, chapter advisor, house corporation president, Executive Secretary, managing director of operations, Leadership Consultant, and Greek advisor if appropriate, by the director of chapter development.

D. The Executive Committee shall review and may revise the actions of the CRSC.

## **VI. Reorganization Requirements**

### **Part I Reorganization Requirements**

#### **1. Fraternity Statistics**

- a) The number of men initiated must be at least 75 percent of those pledged.
- b) Total active undergraduate membership must be 20 or greater, and the list of names must be verified by university.

#### **2. Scholarship**

- a) The chapter must maintain a B average *OR* the chapter GPA must be above the all men's average.
- b) A brief explanation should be included to outline the scholastic programs conducted by the chapter for pledges and actives. This explanation should make specific mention of who participated in the programs and how they were conducted.
- c) Grade statistics for completed semester(s)/quarters(s) must be reported. These statistics must be compiled and verified by the host institution. If the university or college will not release grade statistics, the chapter must submit a letter from the dean of students or Greek advisor stating that they do not release grades, and the chapter must provide the GPA of each brother in order to determine the chapter's scholastic standing.

#### **3. Finances**

- a) The chapter must have an operating profit for the current year budget.
- b) Delinquent accounts receivable must be less than five percent of the chapter's total members' charges (room, board, dues, etc.).
- c) The chapter must promptly and accurately submit all financial statements.
- d) The chapter must submit a yearly budget within the first month of classes or two semester budgets submitted within the first month of a given semester.
- e) Accounts payable must be less than five percent, which should be explained in practical business terms.

#### **4. Recruitment**

- a) The chapter must submit a documented recruitment program. The program should consist of a step-by-step description of the recruitment process.
- b) The chapter must submit an accompanying list of recruitment goals.

#### **5. Pledge Education**

- a) The chapter must submit a detailed, documented pledge education program. The program should consist of a step-by-step description of all activities associated with pledgeship.
- b) The chapter must submit a list of goals to accompany this section.

**6. Administration**

- a) The Grand Praetor, director of chapter development or Leadership Consultant must verify that the chapter has a functioning Executive Committee. The Pro Consul is responsible for maintaining officer manuals for each Executive Committee member. These must be made available for inspection at the request of the director of chapter development or Grand Praetor.
- b) Include a copy of the chapter bylaws that are current and consistent with Fraternity Governing Laws.

**7. Appointment of/and visitation by Alumni Review Officer**

The CRSC shall appoint an alumnus to serve as the alumni review officer. The alumni review officer should be removed from the chapter both emotionally and geographically and shall visit the chapter within 21 days of appointment. The alumni review officer will evaluate the group's performance and report on the following criteria:

- a) The chapter's plan for moving forward (next year's budget, goals and action plans)
- b) The quality of existing membership
- c) The degree of local Sigma Chi alumni support
- d) The chapter's approach and attitude toward social programs and alcohol issues
- e) The relationship that exists between the campus administration and the chapter

*All costs associated with this visit (travel, lodging, food etc.) will come at the expense of the chapter.*

**Part II Reorganization Requirements**

**1. Updated Chapter Statistics Page**

- a) The number of men initiated must be at least 75 percent of those pledged.
- b) Total active undergraduate membership must be 30 or greater, and the list of names verified by university.

**2. Public, Campus and Community Relations**

- a) Must conduct at least three projects of service to the campus, community, etc. which achieve a significant result.
- b) Evidence (news releases, etc.) must be provided of the chapter's efforts to obtain favorable mention in college or community print or broadcast media.

**3. Campus Activities and Leadership and Faculty Relations**

- a) A list of each member and their extracurricular activities must be enclosed.
- b) The chapter must hold a faculty reception or dinner for the purpose of social, cultural or scholastic association with school representatives.

**4. Alumni Relations**

- a) The chapter must publish and mail a newsletter to their alumni during each semester. The newsletter must be more than a one-page announcement and include information pertaining to alumni.
- b) The chapter must conduct a formal program for inviting alumni to return for local chapter ceremonies and participation in special alumni-oriented events.

**5. Personal Responsibility**

- a) The chapter must not be placed on any additional university probation at any time during the school year.
- b) Include a letter from the dean of men or fraternity advisor stating that the group and its members enjoy a campus reputation that reflects positively upon Sigma Chi.

**6. Alcohol and Drug Awareness**

- a) The chapter must have an alcohol and drug awareness program for both members and pledges.
- b) Non-alcoholic beverages, as well as food, must be available at all social functions where alcohol is available.
- c) Include a written outline of the alcohol and drug awareness program.