

## **Section 1. PURPOSE**

A. The IFC Judicial Board shall enforce the Interfraternity Council (IFC) Constitution and Bylaws.

## **Section 2. JURISDICTION**

A. The jurisdiction of the IFC Judicial Board shall encompass all violations of the above stated policies or documents and shall be held intact unless superseded by a higher governing body or university official.

B. The IFC Judicial Board reserves the right to hold a chapter accountable for the actions of an individual member of that chapter.

C. The IFC Judicial Board shall have the power to impose sanctions as it deems necessary and appropriate.

D. The IFC reserves the right to bring any sanctions and hearing related information to the attention of the Associate Dean of Student Affairs.

## **Section 3. MEMBERSHIP & OFFICERS**

### **A. Voting Members**

1. The voting members of the IFC Judicial Board shall consist of IFC Representatives from each member chapter of the IFC.

2. Each member chapter is allowed one voting member on the IFC Judicial Board.

3. Each voting member shall have one vote during all hearings, except when the case being heard pertains to his/her chapter.

4. Attendance of either the president or vice president of the chapter under the alleged violation is required at all hearings.

### **B. Cabinet Director**

1. The Cabinet Director shall serve as chairman of the IFC Judicial Board.

2. The Cabinet Director shall serve as an ex-officio member of the IFC Judicial Board and shall not vote during hearings except in the case of a tie vote of the regular voting members.

3. The chairman, with the assistance of the advisor, shall be responsible for the notification of the hearing and for the completion of all hearing related documentation.

### **C. Advisor**

1. One advisor to the IFC shall also serve as advisor to the IFC Judicial Board.

2. The advisor shall serve as an ex-officio member and shall have no vote during hearings, but shall have advisory authority.

3. The advisor shall oversee and assist the chairman in the implementation of the notification of the hearings system and the completion of all hearing related documentation.

D. Only voting members and those officers described herein, along with any witnesses who are asked to be present, may attend a hearing of the IFC Judicial Board.

## **Section 4. FILING OF COMPLAINT**

- A. Complaints must be filed through an official complaint form, which may be obtained in the Office of Greek Life.
- B. Forms must be signed by the person making the complaint, however his/her name will not be revealed to anyone except the IFC Advisors unless he/she chooses to do so.
- C. Only students or employees of Keene State College may file official complaint forms.
- D. Official complaint must be submitted to the IFC Advisors no later than thirty (30) days after the alleged violation took place.

## **Section 5. NOTIFICATION OF HEARINGS SYSTEM**

- A. The president of an accused chapter shall be notified by the Cabinet Director or IFC Advisors that his chapter is under investigation as soon as an official written complaint has been filed.
- B. After the official complaint has been filed and the president of the accused chapter has been notified, a maximum of ten (10) days during which school is in session shall be allowed for the investigation to take place. The hearing must be scheduled within ten (10) days during which school is in session after the president has been notified of the official complaint (not after the alleged violation took place).
- C. The Cabinet Director shall present written notification of the scheduled hearing to all parties at least 72 hours prior to the time at which the hearing will be held.
- D. The written notification of a hearing must include the following information.
  - 1. The date, time, location, and type of alleged incident.
  - 2. The specified policy and/or document allegedly violated.
  - 3. The date, time, and location of the IFC Judicial Board hearing.
  - 4. A review of the established IFC Judicial Board hearing procedure as outlined in Section 6.
- 5. Procedure if there is a conflict with date or time of hearing.

## **Section 6. HEARING PROCEDURE**

- A. There must be 100% attendance of all officers and voting members for the IFC Judicial Board to hear a complaint and render a decision.
  - 1. If attendance is not possible, notification must be made to the Cabinet Director twenty-four (24) hours prior to the hearing.
- B. The hearing shall proceed as follows.
  - 1. Review of IFC Judicial Board purpose and jurisdiction by the chairman.
  - 2. Reading of the official complaint by the chairman.
  - 3. Admission or denial of alleged violation by president of accused chapter.
  - 4. Review of results of investigation of complaint and presentation of evidence by advisor and witnesses/complainant if possible.
  - 5. Presentation of testimony, statements or documents by president of accused chapter and any relevant witnesses.
  - 6. Posing of questions to advisor and witnesses regarding evidence and/or results of investigation.
  - 7. Posing of questions to president of accused chapter and witnesses regarding any

testimony given or statement provided.

8. Final statement by president of accused chapter.

9. Dismissal of president of accused chapter by the chairman.

## **Section 7. DELIBERATION PROCEDURE**

A. The IFC Judicial Board shall deliberate in closed session with only voting and ex-officio members present.

B. The deliberations shall proceed as follows.

1. Review of facts presented during the hearing by chairman.

2. Vote to determine whether or not the accused chapter is guilty of a violation

a. The vote shall be by secret ballot.

b. A simple majority vote shall be required to render a decision.

c. Abstentions shall be prohibited.

3. Review of established sanctions by chairman.

4. Discussion of possible sanctions by all members present.

5. Recommendation of specific sanctions by any voting member.

6. Vote to accept recommended sanctions by voting members.

a. The vote shall be cast by secret ballot.

b. A simple majority vote shall be required to render a decision.

c. Abstentions shall be prohibited.

7. Review and verification of established sanctions by chairman.

8. Reminder of expectation of confidentiality of proceedings by the chairman.

## **Section 8. NOTIFICATION OF HEARING RESULTS**

A. The president of the accused chapter shall be notified informally of the results of the hearing immediately following its conclusion.

B. Official written notification of hearing results and sanctions shall be issued to the president of the accused chapter no later than twenty four (24) hours following the conclusion of the hearing.

C. The official notification of hearing results must include the following information.

1. The date and time of the IFC Judicial Board hearing.

2. The specific policy or document violated.

3. A detailed outline of all sanctions, including dates for completion.

4. An explanation of the grounds and process for appeal.

5. A request that questions regarding the IFC Judicial Board decision are to be directed to the chairman (Cabinet Director).

6. Signatures of both the Cabinet Director as well as the IFC Judicial Board advisor.

D. Copies of the official hearing results shall be distributed to the following.

1. Voting members of the IFC Judicial Board.

2. Associate Dean of Student Affairs.

3. Advisor of accused chapter.

4. President of the accused chapter.

E. Copies of official hearing results shall be kept in the IFC Judicial Board File as well as the accused chapter's file in the Office of Greek Life.

## **Section 9. APPEALS**

- A. The only grounds for an appeal of the IFC Judicial Board decision are as follows.
  - 1. Lack of due process, as it is established in this document.
  - 2. The discovery of new and substantive information pertaining to the violation, as deemed to be so by the IFC Chairman.
- B. All appeals of the decisions of the IFC Judicial Board shall be directed to the IFC Chairman (President).
- C. Appeals of official hearing results must be filed within five (5) days during which school is in session following the receipt of the official notification of hearing results.
- D. Appeals must be submitted in writing.

## **Section 10. FAILURE TO COMPLY**

- A. Sanction Contracts shall be prepared by the Cabinet Director and shall include the following.
  - 1. Description of the sanction.
  - 2. Name of the person/people supervising the sanction.
  - 3. Date when the sanction must be completed.
  - 4. Statement regarding the consequences of an uncompleted sanction.
  - 5. Signatures from the following people.
    - a. IFC Judicial Board Advisor.
    - b. The person/people supervising the sanction.
    - c. The president of the chapter involved.
    - d. The Cabinet Director.
- B. If a sanction is not completed or is violated in any way, a complaint should be filed and the accused chapter will reappear in front of the IFC Judicial Board.
- C. If multiple acts of non-compliance occur, the IFC Judicial Board may refer the matter to the Associate Dean of Student Affairs.