



# Honor Board Handbook



Revised August 2024



**“We went to a local jeweler and had our pin made  
- the dear little letter H which stood for Hope, for  
we hoped for great results and have not been  
disappointed.”**

**- Mary Comfort Leonard**



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# Section 1: Introduction to Honor Board

## Purpose of Honor Board

As an elected and representative body of the collegiate chapter members, the board has the responsibility, authority and opportunity to:

- Be a vital and motivating force so the chapter may establish and live by high moral values.
- Maintain the honor of the chapter and the individual by enforcing the Statement of Obligation.
- Utilize Delta Gamma's automatic and standard procedures to enforce accountability.
- Be a champion and guiding light for every new member and member of the chapter with Culture of Care at the forefront in every situation.
- Be a guiding influence by promoting high ideals so women may appreciate and live by common values and contribute their maximum potential to the Fraternity and to society.
- Protect and support those women who have demonstrated their willingness and ability to uphold the responsibilities of membership.
- Be aware that Honor Board's impact on the chapter will remain long after the board members have completed their college educations.

## Risk Management Philosophy

Delta Gamma Fraternity's Risk Management Philosophy seeks to empower its members to make informed decisions in high-risk situations based on Delta Gamma Fraternity's purpose and organizational values, especially social responsibility and personal integrity. The Delta Gamma Risk Management Philosophy upholds the following:

- While adherence to Delta Gamma policy and local, state, provincial and federal laws is expected, the Fraternity recognizes its members making informed, fair and reasonable choices regarding their personal safety while always acting with social responsibility and personal integrity, even if in violation of Delta Gamma policy and/or local, state, provincial and federal laws.
- The Fraternity believes that risk management is everyone's responsibility. Every member has the responsibility to keep themselves, their sisters, their chapter, their campus and the overall international organization safe.

The Delta Gamma Fraternity Risk Management Philosophy promotes intentional education through multifaceted programming and well-informed individual decision-making by members resulting in doing good not only for their communities but also for themselves.

## Culture of Care

Delta Gamma continues to build a foundation of fostering high ideals of friendship, promoting educational and cultural interests, creating a true sense of social responsibility and developing the best qualities of character. A Culture of Care reinforces the directive of our Founders, fosters a healthy member experience and roots every decision in the Fraternity's mission and values and holistic well-being. A Culture of Care is grounded in ritual and Article II, offering an intentional and purposeful catalog of educational programs and member services so you can continue to do good.

## Confidentiality

Honor Board is a confidential space. The procedures are not secret, but the decision and outcomes of formal hearings must be kept confidential. The RCS/CAC/NCC has the authority to immediately remove from office any Honor Board member who breaks confidentiality. Members who break the confidentiality of this process may be subject to an additional Statement of Obligation Review. Members seeking support from a professional who provides a confidential space (licensed therapist, member of the clergy, etc.) may disclose details of their Honor Board proceedings as a means of processing what occurred.

Honor Board cannot share private information with individuals of a member's support system (parents, other family members, close friends, etc.) All requests of this nature should be referred to the Collegiate Development Specialist (CDS) or EO staff contact at Executive Offices for follow-up as appropriate. The CDS does not have access to and cannot disclose confidential information related to Honor Board and will convey this message to the inquiring parties.

If absolutely necessary, the chapter president or vp: social standards may disclose individual names to campus or institution administrators investigating an incident for which our members are being held accountable by Honor Board. If requested or required, the president may share the member's name but shall not share the decision and outcome of the member's Honor Board proceedings. Officers should consult with the CDS before disclosing information to school administrators for further guidance.

Honor Board proceedings should not impede campus or institution investigations or conversations with members. All members are expected to cooperate with their institution's proceedings fully and are trusted to comply with honesty and integrity. Members can freely speak to their involvement with an incident, including but not limited to concerns they witnessed, things they experienced, social media content they posted or are tagged in to ensure transparency and honesty in the academic institution's process. In the role as a partner with the academic institution, Executive Offices staff may share action plans and ranges of sanctions to assure the institution of member accountability.

## Section 2: Honor Board Members, Responsibilities and Roles

### Format of Collegiate Chapter Honor Board

Honor Board of collegiate chapters consists of the following five voting members:

- vp: social standards (chair)
- president
- junior member
- sophomore member
- member-at-large

In addition to the five elected collegiate members, the Honor Board adviser (HBA) is a member of Honor Board. Except in the case of a tied vote during a formal hearing, the adviser is a non-voting member of Honor Board.

**NOTE:** Another adviser may not sit on Honor Board in place of the Honor Board adviser. If the HBA cannot attend a meeting or fulfill their duties, the RCS/CAC/NCC should be informed to find an alternative.

Additional Honor Board Officers (non-voting:)

- vp: finance
- director of scholarship
- vp: communications
- director of house management or director of chapter property
- vp: member education

Every collegiate chapter has a volunteer that serves on the Fraternity Leadership Team that works directly with the chapter and their Honor Board, specifically. Their title is one of these three options depending on the current status of the collegiate chapter: Regional Collegiate Specialist (RCS), Council Appointed Coordinator (CAC), or New Chapter Coordinator (NCC). No matter the official title, this alumna is a regional-level Cabinet member who is responsible for guiding, supporting and arbitrating the collegiate chapter Honor Board.

The RCS/CAC/NCC is the liaison between Honor Board and the Fraternity Director: Standards. The Director: Standards serves as a subject matter expert relating to collegiate chapter accountability, policies and procedures. The Director: Standards is the liaison between both collegians and alumnae to Council.

### New Collegiate Chapter Honor Board

The Honor Board of new chapters shall consist of the following voting members:

- Honor Board adviser (chair)
- member education adviser
- adviser-at-large
- new chapter consultant

Collegiate chapter Honor Board members will be elected at the same time as collegiate officers. In the interim, pre-installation Honor Board members will be appointed by the RCS/CAC/NCC. If necessary, the RCS/CAC/NCC may appoint an alumna other than the Honor Board adviser to serve as the chair of Honor Board.

Upon chapter installation, the new chapter Honor Board will cease to exist and a new Honor Board, as described above for collegiate chapters, will begin serving their term. However, if any new chapter Honor Board matters are pending, the new chapter Honor Board must complete them before disbanding.

Only one set of procedures has been included in this manual. The procedures set forth in this manual should be used by all new chapters and collegiate chapters. In a new chapter Honor Board, the vp: social standards is replaced by the Honor Board adviser (who serves as the chair of a new chapter Honor Board).

CAC and NCC serve in the same role and have the same responsibilities and authority as the RCS for new chapters and chapters on their respective status.

## Responsibilities of Honor Board

- Meets weekly for discussion of Honor Board matters, including programming suggestions and formal hearings
- Educates members and new members about Honor Board procedures
- Review member requests for Excused Status and Early Alumnae Status
- Attest to member good standing
- Enforces the Fraternity Constitution, policies and procedures; Statements of Obligation; chapter bylaws and standing rules; institution regulations; and local, state, provincial and federal laws
- Recommends to the RCS/CAC/NCC the removal from office any officer who is not performing their duties
- Recommends educational programming to the CMT based on behavioral trends that may be noted as a result of Honor Board matters. Honor Board members are encouraged to suggest programming and activities to be included in the master calendar
- Follows up on concerns within the chapter through an investigation with individual members and new members.
- If the concern is valid, the individual voicing the concern is encouraged to complete a Statement of Obligation Review form
- Motivates and guides members and new members to conduct themselves in a manner whereby the ideals fostered by Delta Gamma are upheld

## Individual Officer Responsibilities to Honor Board

Officers who fail to file an Automatic Probation Notification (APN) or Statement of Obligation Review (SOR) on members/new members who fail to meet membership responsibilities or members who do not meet the probation sanction terms may be removed from office.

### **vp: social standards**

- Serves as chair of Honor Board
- Schedules regular, weekly Honor Board meetings, including one meeting to occur as soon as possible following the 10th of the month with vp: finance.
- Maintains regular contact with the HBA and RCS/CAC/NCC regarding Honor Board operations
- Receives and processes Statement of Obligation Reviews, Excused Status



#### Applications and Early Alumnae Status Request Packets

- Schedules the Allegations Assessment for every Statement of Obligation Review and coordinates rescheduling, if necessary
- Schedules all formal hearings and Excused Status Application meetings and coordinates rescheduling, if necessary, making every attempt to accommodate the HBA
- Submits Honor Board Weekly Meeting Minutes to RCS/CAC/NCC via Anchorbase
- Submits Honor Board Weekly Meeting Minutes to RCS/CAC/NCC within 24 hours via Anchorbase
- Submits formal hearing minutes and recommendation within three (3) days via Anchorbase
- Notifies vp: member education of concerns regarding new members
- Signs and submits Resignation forms
- Meets with member to review Excused Status terms
- Directs and guides new member/member in completion of sanctions
- Notifies appropriate officer of new member/member completion of sanctions
- Reviews progress of new member/member during sanction period
- Works closely with appropriate chapter officers to follow the Automatic Probation Procedure
- Informs the RCS/CAC/NCC of members whose probation terms have or have not been completed

#### **president**

- Signs Resignation forms
- Meets with member to review Excused Status terms
- Directs and guides new member/member in completion of sanctions
- Reviews progress of new member/member during sanction period
- Informs Honor Board of activities, scholarship and attendance programs
- Informs pertinent CMT officers of resignations and expulsions

#### **junior member and sophomore member**

- Prepares minutes of weekly Honor Board meetings, formal hearing minutes, and the vp: finance and Honor Board working meeting minutes
- Meets with member to review Excused Status terms
- Directs and guides new member/member in completion of sanctions
- Reviews progress of new member/member during sanction period

#### **member-at-large**

- Prepares minutes of weekly Honor Board meetings, formal hearing minutes, and the vp: finance and Honor Board working meeting minutes
- Meets with member to review Excused Status terms
- Directs and guides new member/member in completion of sanctions
- Reviews progress of new member/member during sanction period
- Serves as the chair of the Retention Committee

**vp: finance**

- Advises Honor Board of new members/members in poor financial standing
- Advises Honor Board of Excused Status affordability in conjunction with the chapter financial adviser
- Meets with Honor Board as close to the 10th of the month as possible, and brings documentation of members in poor financial standing
- Completes Automatic Probation Notifications (APNs) in greekbill
- Directs and guides new members/members in completion of sanctions
- Files Statement of Obligation Review on members in greekbill who do not meet financial obligations on Day 30
- May provide supporting documentation prior to hearings for finance related matters
- If deemed necessary by vp: social standards, the vp: finance may attend formal hearings related to delinquent financial matters. vp: finance attends beginning of formal hearing to give a snapshot of the situation and answer clarifying questions before dismissing themselves during Honor Board's conversation with the member/new member and during deliberation. vp: finance may return to the formal hearing if asked to do so by vp: social standards in order to hear the recommended sanction(s) for full transparency.

**vp: member education**

- Is notified and remains updated regarding concerns (including hearings) involving new members
- Attends formal hearings (as a non-voting participant) and serves as a resource to new members
- Participates in discussion and provides necessary documentation pertaining to new members
- Directs and guides new members in completion of sanctions

**director of scholarship**

- Advises Honor Board of new members/members in poor scholastic standing
- Files Automatic Probation Notifications (APNs) on Anchorbase
- Directs and guides new members/members in completion of sanctions
- Submits Statement of Obligation Review on Delta Gamma member site for members not meeting membership responsibilities as outlined in the chapter's bylaws and standing rules or sanctions.
- May provide supporting documentation prior to hearings for scholastic related matters
- Assist with mid-term grade reviews as outlined in the Scholarship Enrichment Program

**vp: communications**

- Is informed and remains updated regarding all attendance exceptions granted to members on Excused Status
- Advises Honor Board of new members/members with poor attendance/participation
- Directs new members/members in completion of sanctions
- Submits Statement of Obligation Review on Delta Gamma member site for members

not meeting membership responsibilities as outlined in the chapter's bylaws and standing rules or sanctions

- May provide supporting documentation prior to hearings for attendance/participation related matters
- Strikes a woman's name from the Chapter Roll Book in the case of resignation or expulsion

#### **director of house management/chapter property\***

- Advises Honor Board of new members/members violating housing policies
- Files Automatic Probation Notifications (APNs) on Anchorbase
- Directs new members/members in completion of sanctions
- Submits Statement of Obligation Review on Delta Gamma member site for members not meeting membership responsibilities as outlined in the chapter's bylaws and standing rules or sanctions
- May provide supporting documentation prior to hearings for housing related matters

*\*In chapters where a director of house management/chapter property is not appointed, the vp: finance assumes Honor Board responsibilities*

#### **vp: Panhellenic**

- Informs campus administration of membership changes

#### **Honor Board adviser (HBA)**

- Acts in accordance with the advisory philosophy of "guidance, not governance"
- Serves as a guide and resource for Honor Board
- Assists vp: social standards in choosing either Automatic or Standard Procedure
- Attends non-disciplinary meetings in person or virtually
- Attends formal hearings and Excused Status Application meetings
- Attends new member/member exit interviews
- Casts deciding vote in formal hearings to break a tie
- Reviews the Compliance Packet Report for all formal hearings via Anchorbase
- Meets with member to review Excused Status terms
- Meets with new member/member to review sanctions
- Directs new member/member in completion of sanctions
- Reviews progress of new member/member during sanction period
- Ensures Statement of Obligation Reviews are submitted on all members not meeting sanctions
- Signs Excused Status and Early Alumnae Status request forms
- Ensures that Honor Board follows the policies and procedures of the Fraternity
- Ensures that Honor Board follows the chapter bylaws and standing rules and guidance of chapter advisers
- Guide and assist officers in determining when Statement of Obligation Reviews need to be submitted in their area(s) of responsibility

## Programming & Support

Honor Board is responsible for maintaining the honor of the chapter and helping individual chapter members maintain their own honor. One of the ways Honor Board accomplishes this goal is by implementing its own programming and by recommending programming to other officers.

To meet the needs of the chapter and individual members, it is imperative to keep confidential all sensitive discussions. Honor Board should also anticipate that at times some members may require additional support due to personal problems. Honor Board may provide support by inviting the member to lunch, writing them a personal note or providing whatever assistance may be appropriate. Honor Board should consider developing **a process for checking-in with members** as outlined in the [Honor Board Supportive Programming](#) idea bank.

If an assessment of the chapter indicates a specific programming need that would be beneficial to the chapter as a whole, Honor Board should recommend such programming to the appropriate officer. It is important to recognize that the number of Statement of Obligation Reviews can be reduced through the thoughtful development of positive programming that addresses the recurring problems most commonly seen by Honor Board. Providing chapter members with the tools and resources to reach their full potential is an effort that will greatly benefit the chapter.

Honor Board is responsible for planning and executing the following programming:

- Educating the chapter on Honor Board procedures and responsibilities
- Creating an ongoing recognition and awards program to praise members and new members for their efforts and achievements
- Educating the chapter on the various Fraternity, regional and campus awards available to the chapter
- Educating the chapter about the Fraternity's alcohol policies and proper social conduct in cooperation with the vp: member education
- Preparing and presenting comprehensive officer onboarding for the incoming Honor Board and CMT regarding Honor Board's responsibilities

## Recognition Ideas/Suggestions

- **Recognition Night:** Members and new members who are involved in outside activities are spotlighted and given special recognition through the introduction and highlighting of their activities.
- **International Dinner:** Welcome members returning after a term abroad by having an international dinner. Serve foods from the countries visited and provide each returning member with an opportunity to share stories of their experiences.
- **DG Adviser Dinner:** Prepare and serve dinner to the chapter's advisory team and/or house corporation. Present each adviser with a letter telling them how much the chapter appreciates their time and assistance.

## Fraternity Collegiate Awards

The vp: social standards is responsible for educating the chapter about the Fraternity awards program and for working with appropriate chapter officers to complete all award applications (Fraternity, regional and institution) for the chapter. They should encourage the CMT and the chapter to use Fraternity, regional and institution award criteria in chapter goal setting and in program planning. Information on Fraternity awards may be found in the library.

Information about regional awards may be obtained from the chapter's RCS/CAC/NCC. The vp: social standards should contact the appropriate campus official for information regarding institution awards.

## Collegiate Chapter Recognition and Awards

Honor Board is responsible for coordinating and administering an ongoing chapter awards program. A well-designed and meaningful program will enhance the chapter's image of Honor Board and will contribute significantly to overall chapter morale. Chapter members and new members should be recognized and rewarded for their active involvement and achievement in chapter and community activities. Members and new members who are active in campus and community affairs enhance the chapter's public image and such involvement should be recognized both to honor the individual and to motivate others to also be active.

At the beginning of each term, Honor Board should review the awards given previously by the chapter's Honor Board and assess each award's appropriateness and effectiveness. Awards should be revised or replaced as necessary to meet the needs of the chapter. The purpose and significance of each award should be well known in the chapter in order to be meaningful; for this reason, creating new awards each term is not recommended. Honor Board should present ongoing, weekly awards, as well as annual or periodic awards. Honor Board may select the recipients of awards and recognition at its weekly meeting, and the recipients should be noted in the minutes.

Other CMT officers should be encouraged to nominate members and new members for recognition and awards. The Member Awards and Recognition Ideas resource in the library can be utilized when administering ongoing recognition and award programming.

## Alumnae Recognition and Awards

Honor Board also recognizes alumnae and holds appreciation events as appropriate. Chapter advisers and House Corporation officers should be recipients of recognition on at least an annual basis. Founders Day is a wonderful occasion for applauding the efforts and contributions of these women.

Founders Awards based on the Founders Candlelighting Ceremony:

- **Anna Boyd Ellington Award:** Given to the woman who best exemplifies the ideals of friendship.
- **Eva Webb Dodd Award:** Given to the woman who best exemplifies quality of loyalty.
- **Mary Comfort Leonard Award:** Given to the woman who best exemplifies the quality of honor.

## Special Chapter Awards

The chapter may establish awards named in honor of founding members, advisers or other alumnae who have had a significant impact on the chapter's development or who have served the chapter for many years.

A named award annually honors both the woman for whom the award is named and the recipient. When establishing such an award, Honor Board should define the characteristics of the woman for whom the award is named and develop award criteria to honor those characteristics (similar to the Founders Awards listed above) so the meaning of the award will not be lost in future years.

Another special way to honor a member, adviser or other alumnae is to contribute to the Delta Gamma Foundation in their name. This may be done in several ways:

- A gift to the Annual Loyalty Fund helps support Scholarships, Fellowships and Loans, Service for Sight grants, leadership programming, the Collegiate Development Consultant program, the Dorothy Garrett Martin Lectureships in Values and Ethics, Faculty Awards for teaching excellence, and Anchor Grants. The honoree receives a card letting them know of chapter's contribution in their name.
- Chapter may contribute to the Foundation in the form of a scholarship or fellowship in a member, adviser or other alumna's honor. Chapter may sponsor or co-sponsor (perhaps with your local alumnae group) a scholarship or fellowship to honor an outstanding member of the Fraternity.
- An endowed scholarship or fellowship may be funded in a variety of ways: in a lump sum, in multi-year installments or through a planned gift, and provides for the continued funding of the established scholarship or fellowship.
- Chapter may purchase a commemorative brick or tree to be placed at Executive Offices in Columbus, Ohio, in honor of a special member.

## Section 3: Honor Board Resources

### **General Resources:**

- [Barbara Nussa Boersma Library](#)
- [Culture of Care](#)
- [Enforcing DG Policies](#)
- [Positional Statement on Belonging, Equity Inclusion and Diversity](#)
- [Request for Housing Waiver/Release from Room Agreement](#)
- [Standards for Collegiate Chapters](#)
- [Honor Board Conversation Guide](#)
- [Honor Board Resource Committee \(HBRC\) FAQ](#)

### **Honor Board Procedures:**

- [Member Site](#)
- [Room Search Guidelines](#)
- [Member Status Guide](#)
- [Statement of Obligation Review Template \(to be submitted via member site\)](#)
- [Sanction Terms Guide](#)
- [Letter of Appeal Template Action Appeal \(to be submitted via member site\)](#)
- [Formal Hearing Minutes](#)
- [Notice of Rights](#)
- [Resignation of Membership](#)
- [Resignation of New Membership](#)
- [Guide to Honor Board in Anchorbase](#)
- [Navigating Honor Board Online](#)
- [Online Introduction Video](#)
- [Mock Honor Board Video](#)

### **Weekly Honor Board Meetings:**

- [Informal Meeting Minutes](#)
- [vp: finance and Honor Board Working Meeting Minutes](#)
- [Early Alumnae Status Request Packet](#)
- [Excused Status Application](#)

## Section 4: Detailed Guidance on Routine Processes and Procedures

### Weekly Honor Board Meetings

During weekly meetings, Honor Board should assess the morale, spirit and mood of the chapter and discuss any current issues facing the chapter. Honor Board should be known in the chapter as a confidential resource for friendship, empathy and assistance. To fulfill that responsibility, Honor Board needs to encourage members to come to Honor Board meetings to freely express their thoughts and concerns. To ensure that Honor Board is meeting the needs of chapter members, Honor Boards may designate meetings to focus on specific tasks. The weekly meeting agenda consists of the following sections:

- **General discussion:** Reflect on the past week and look to the week ahead – consider the morale, spirit and mood of the chapter.
- **Trends:** Evaluate common themes and trends – both positive and negative – that exist within the chapter and those that should be flagged with CMT and the advisory team.
- **Positive programming:** Consider programming that Honor Board can deliver to the chapter or recommendations for programming for other CMT officers to deliver.
- **Awards program:** Select members for recognition using the Fraternity and chapter awards.
- **Honor Board Weekly Activity Log update:** Review and complete the Outcome step of the Standard Procedure Workflow in Anchorbase, as applicable.
- **Allegation Assessment:** Review, deliberate and vote on every Statement of Obligation Review (SOR) that has been filed since the last weekly meeting.
- **Probation Status Review:** At the conclusion of each the probationary period for a member, Honor Board must review, deliberate and vote on whether the member successfully completed the terms of probation. Honor Board may return the member to good standing or file a Statement of Obligation (SOR) on the Delta Gamma member site for further review.

### Monthly Officer Working Meeting

Honor Board works closely with several officers, including but not limited to, the vp: finance, director of house management, director of scholarship, vp: communications to ensure members are being held accountable to the chapter's bylaws and standing rules in a timely manner. Attending a monthly working meeting with Honor Board supports this strong partnership and ensures current and reliable records.

- Chapter director of house management/chapter property, director of scholarship, vp: communications and other officers as requested by vp: social standards will attend a working meeting of Honor Board to ensure members are being held accountable to the chapter's bylaws and standing rules in a timely manner. Chapter vp: membership will meet with Honor Board during recruitment season, as needed, to share information between EVC and Honor Board especially related to attendance and behavior concerns.
- For vp: finance, specifically, a vp: finance and Honor Board Working Meeting will be held during the regularly scheduled weekly Honor Board meeting immediately following the 10th of each month in order to discuss finance poor standing updates.



Minutes of this specific meeting will be uploaded to Anchorbase by vp: social standards to be approved by the RFS and/or RCS.

- The vp: social standards will ensure the Honor Board Weekly Activity Log is updated as a result of this working meeting.

## Difference Between Automatic and Standard Procedures

Depending on the nature of the violation, members may be held accountable to their Statement of Obligation by the Automatic or Standard Procedure.

**Automatic Procedure** (for initiated members only) is used to assist Honor Board where it is undisputed that a specific violation has occurred and where the precise sanction for the violation is set forth in the chapter's bylaws and standing rules (BLSR). The form associated with Automatic Procedure is the Automatic Probation Notification (APN) and the contributing officer files the APN when a member contravenes Fraternity policy per the chapter's BLSR to notify the member of their probation status.

**Standard Procedure** is to be followed where the allegations are subjective in nature, there is a dispute as to whether a violation has occurred or where the sanction for the violation is discretionary in nature or may involve several areas of concern. All matters concerning a new member must be handled through the Standard Procedure. The form associated with Standard Procedure is the Statement of Obligation Review (SOR).

## Automatic Procedure and Automatic Probation

Specific grounds for automatic probation and placing a member on automatic probation include:

### Finance - financial delinquency handled by vp: finance

- Debt for over 10 days
- Dues and Fees Contract not signed by the due date
- Failure to pay fines by the due date

**Note:** An officer whose bill remains unpaid thirty (30) days after the invoice due date will be removed from office and will not be reinstated. The vp: finance will first issue an Automatic Probation Notification (APN) on day 11. If the invoice is unpaid by the officer on day 30, a Statement of Obligation Review (SOR) will be issued by the vp: finance and Honor Board will hold an allegation assessment to determine if a formal hearing will be held. Regardless of Honor Board's decision, the officer will be removed from office. The vp: finance will notify the chapter president and/or vp: social standards to complete the Update Officer task in Anchorbase to remove the officer's access (Roster> Tasks> Update Officers).

If the vp: social standards is the subject of the SOR that has been submitted, they will not be notified and only the HBA will receive notification. The HBA will be notified via email to remove the vp: social standards from their officer role in Anchorbase.

**Note: Financial APNs are the only type of APN that allow grace for officers to remain in their position. All other APNs result in an officer losing their position once issued.**

### **Transfer from Automatic to Standard Procedure**

- On Day 30, the vp: finance will complete a Statement of Obligation Review on members not meeting financial obligations.

### **Housing - standing rules and contractual violations handled by director of house management or director or chapter property**

- Failure to meet terms of Room Agreement or Member Housing Agreement

### **Scholastic - scholastic poor standing handled by director of scholarship**

- Failure to meet scholastic good standing per chapter bylaws and standing rules
- Failure to submit grades by the due date

\*The following scholastic violations result in Automatic Procedure and a SOR. The director of scholarship will also initiate Standard Procedure by filing a Statement of Obligation Review with Honor Board:

- Failure to meet the Constitutionally required 2.0 GPA cumulative for two or more semesters (not necessarily consecutive)
- Failure to meet the Constitutionally required 2.0 GPA cumulative

Honor Board should keep the following in situations related to scholarship in mind if they come up during conversation:

### **Learning Disabilities**

Honor Board may not use documented learning disabilities to recalculate a member's grades. A documented learning disability may qualify a student for specific accommodations in the classroom at the Institution's discretion. Honor Board's responsibility is to address behaviors such as poor scholarship, not diagnose nor evaluate learning disabilities. Honor Board should only accept the Institution transcript for purposes of good standing.

### **Re-Taking Courses and Negotiating with Professors**

Honor Board may only take into consideration the Institution transcript at the time of issue. If a member notifies Honor Board that they are re-taking a course or that they are negotiating a grade with their professor, the member is still in poor standing until they can supply a new Institution transcript, which verifies a new GPA that meets good standing requirements.

### **Terms of Probation**

When a member is on probation, they are considered to be in poor standing with the Fraternity and their chapter. Terms of probation must always include:

- Forfeiture of vote in chapter meetings with exception of voting during recruitment
- Loss of social privileges and may not attend social event with or without alcohol
- Forfeiture of elected or appointed office
- Must attend all anchored events
- Additional sanctions as listed in chapter bylaws and standing rules

The probation term must coincide with the Master Calendar, including holidays and breaks (e.g., if a probation term exceeds the number of days left in the Master Calendar, the probation term will pause at the conclusion of the Master Calendar and will resume again upon the next Master Calendar commencing).

A member is considered in good standing by Honor Board when they meet the terms of their probation. If the member does not meet the terms of their probation by the end of the specified time period, a Statement of Obligation Review should be initiated through the Standard Procedure by the appropriate officer or a member of Honor Board.

Terms of Probation specific to finance, housing and scholarship Include:

- Finance and Housing: member will remain in poor standing until dues or fees are paid in full or in accordance with the member's payment plan or until contracts are signed.
- Scholarship: member will remain in poor standing until they submit their grades, or in the case of failure to meet scholastic good standing, for the duration of the academic term.

Officers failing to submit Statement of Obligation Reviews on members not meeting sanction terms may be removed from office. The new Honor Board should be informed of all current automatic probations at the time of officer installation.

## Right of Appeal and the Appeal Process

A member may appeal Automatic Probation via the [Delta Gamma member site](#) within three (3) days of receipt of Automatic Probation Notification. Terms of probation will be in effect during an appeal.

### APN Appeal Process

1. Members must submit a copy of the original APN and their own letter detailing the rationale for the appeal of the APN via the member site within three (3) days of receiving the APN. Any additional documentation supporting the claim should be included in the submission.
2. The RCS/CAC/NCC will review the documents in order to make a final decision regarding the APN. The member, vp: social standards and the HBA will receive confirmation of the final decision via an automated email from Anchorbase.
3. If the decision is to grant the appeal, the vp: social standards will update the Weekly Activity Log by completing the Update APN step of the Automatic Procedure Workflow. Use the date the RCS/CAC/NCC decision is emailed as the effective date.

*Note: Until the RCS/CAC/NCC confirms the final decision, the member remains on probation.*

### Guidelines for Granting an Appeal

An APN appeal should be granted in cases of officer (or greekbill) error or extenuating circumstances. Examples of officer error include, greekbill recording the payment date incorrectly, attendance being recorded incorrectly, or Institution issuing a new/revised transcript.

The burden of proof of error lies with the member. For example, if a member remitted payment before the deadline, then they should provide verification (e.g., a credit card statement demonstrating payment before the deadline). Note: This form of verification should be provided with the letter of appeal.

## Allegation Assessment for Automatic-to-Standard Procedure Cases

Fraternity policy requires a formal hearing to be held in specific cases where automatic procedure transfers to standard procedure. For these cases, an Allegation Assessment is not required.

Examples of cases where Automatic Procedure transfers to Standard Procedure include, but are not limited to:

- Multiple APNs filed against one member during the same probation period
- APN for finance violations with continued outstanding debt at the 30-day mark
- APN issued for failure to meet scholastic requirement for two or more terms
- APN issued for failure to meet Constitutionally-required 2.0 prior-term GPA

## Records and Reporting

- Any Honor Board member other than the vp: social standards and president may take minutes during Honor Board meetings. The sophomore member, junior member and member-at-large will rotate the responsibility of taking minutes at Honor Board weekly meetings and formal hearings.
- Written minutes should include the date and attendees of the meeting, all discussion, the vote, the sanctions recommended to the RCS/CAC/NCC, and the discussion of those recommendations with the new member/member. Consent to tape a hearing is not required if the tape recorder is clearly visible to the woman being reviewed. The tape recorder, if used, should always be placed in clear view of everyone in the room.

Honor Board is responsible for maintaining accurate and updated records, including timely submission of the following Anchorbase tasks:

- **Honor Board Weekly Meeting Minutes:** Submit within 24 hours of the Honor Board weekly meeting.
- **vp: finance and Honor Board Working Meeting Minutes:** Submit within 24 hours of the Honor Board weekly meeting.
- **Allegation Assessment:** Submit within 24 hours of the Honor Board weekly meeting.
- **Confirm Formal Hearing and Upload Formal Hearing Minutes:** Submit within three (3) days of the formal hearing date.

The Honor Board Adviser is responsible for maintaining and updating records, including:

- **Honor Board Adviser Approval:** Review the Compliance Packet Report for all formal hearings as soon as possible.

The RCS/CAC/NCC is responsible for maintaining accurate and updated records, including timely submission to the Director: Standards of the following items:

- **Compliance Packets:** Submit as soon as possible (Note: The Director: Standards and/or Council may ask the Honor Board to re-hold the hearing if an unreasonable lapse in time has occurred).

## Compliance

It is the responsibility of each new member/member to meet their membership responsibilities. When a new member/member fails to comply, disciplinary action may result, in accordance with the procedures of Delta Gamma. It is important such actions be taken in compliance with the rules and procedures of Delta Gamma and that members are afforded due process by providing:

- Fundamental fairness
- Notice
- Opportunity to be heard

## Standard Procedure

Standard Procedure can only begin after a Statement of Obligation Review (SOR) has been filed on a new member/member. The Statement of Obligation is a contract signed by all new members/members before Initiation, signifying acceptance of responsibilities of lifelong membership. Honor Board has the responsibility to take action in the event a member commits an infraction (or repeated infractions) of Delta Gamma Fraternity's Constitution, policies and procedures, chapter bylaws and standing rules, campus/institution rules and regulations or local, state, provincial and federal laws.

Standard Procedure is to be followed where the allegations are subjective in nature or there is a dispute as to whether a violation has occurred or where the sanction for the violation is discretionary in nature. If the allegations noted on the Statement of Obligation Review (SOR) are found to be true, sanctions may be imposed upon the new member/member. It is the responsibility of Honor Board to take action in the event a new member/member commits an infraction (or repeated infractions) of Delta Gamma Fraternity's Constitution, policies and procedures, chapter bylaws and standing rules, campus/institution rules and regulations or local, state, provincial and federal laws.

A hearing is scheduled if, after an Allegation Assessment has been conducted, there is reasonable cause to believe an infraction may have occurred. A new member/member is given the opportunity to be heard at the hearing. The Honor Board formal hearing process should be viewed as an opportunity for growth and development and to encourage members to accept personal responsibility for their actions. Ultimately, the conversations that take place in formal hearings should focus on Article II and maintain the value and integrity of the Fraternity.

## General Rules of Standard Procedure and Formal Hearings

- Any Statement of Obligation Review (SOR) submitted to the vp: social standards must be reviewed by Honor Board through the allegation assessment process.
- The sanction(s) resulting from a formal hearing are a recommendation only and must be approved by the RCS/CAC/NCC.
- Only the RCS/CAC/NCC has the authority to impose less severe or more severe sanctions than those recommended by Honor Board.
- Only the RCS/CAC/NCC may place a member on probation and recommend expulsion to Council for SORs that are not specifically covered by Automatic Probation.
- In extenuating circumstances, the RCS/CAC/NCC has the authority to impose sanctions pending the formal hearing and pending the three (3) day appeal period, following written approval by Director: Standards.
- The RCS/CAC/NCC forwards all recommendations of expulsion to the Director: Standards for their review prior to Council review/action.
- Director: Standards may review previous Compliance Packets for recommendation of subsequent Council review/action.
- The RCS/CAC/NCC has the authority to remove an officer from office without a formal hearing in extenuating circumstances, as noted in the Officer, Director/Removal Collegiate policy statement, and after consultation with Director: Standards. The RCS/CAC/NCC should share their decision with the vp: social standards, president, and HBA immediately prior to notifying the officer; a separate discussion between RCS/CAC/NCC and ATC should occur to ensure that confidentiality on the nature of the incident is upheld. The RCS/CAC/NCC should then notify the officer via email and copy the vp: social standards and HBA. Following notification, vp: social standards should initiate Standard Procedure on the member in question so that a discussion may occur regarding the RCS/CAC/NCC's decision.
- Honor Board may hold a formal hearing virtually, as needed.

## Attendance

- At least 4/5 of Honor Board members must be present for a formal hearing. The Honor Board adviser's presence or participation via conference call/video call is required.
- If the Honor Board adviser cannot be in attendance in person, via phone, or video call, the vp: social standards must contact the RCS/CAC/NCC for guidance prior to the formal hearing.
- In cases involving a new member, the vp: member education must be notified and attend hearings. The vp: member education does not have a vote and is bound by the same responsibilities of confidentiality as all members of Honor Board. The vp: member education must leave the formal hearing prior to vote.

## SOR Involving Honor Board Member(s) or Alumnae

### Statement of Obligation Review involving an Honor Board Member

- If an SOR is submitted on one Honor Board member, they will be suspended from their Honor Board duties during the Allegation Assessment. The remaining Honor Board members will complete the review.

- The suspension will remain in effect pending the outcome of the formal hearing and appeal process. Regardless of the outcome of their own review, if other chapter members are involved in the same incident, the suspended Honor Board member may not participate in any of their Honor Board reviews.
- Although a suspended member of Honor Board may not participate in any disciplinary proceedings, they should continue to attend weekly Honor Board meetings and may participate in other Honor Board activities involving awards, recognition and education.
- Should a member of Honor Board resign or be removed from office; any reviews in progress will continue with the remaining Honor Board members. All four remaining Honor Board members must be in attendance to maintain the required minimum 4/5 attendance.

### **Statement of Obligation Review involving Two or More Honor Board Members**

- If SORs are submitted on two (2) or more Honor Board members simultaneously due to their actions, behavior, involvement, or failure to intervene in a chapter incident, please refer to the Chapter Incident section of this handbook. Please contact your RCS/CAC/NCC and CDS for further guidance.
- If SORs are submitted on two (2) or more Honor Board members simultaneously not related to a chapter incident, replacement Honor Board members are appointed (as noted in the Collegiate Chapter Officers Manual under Chapter Organization). The following order will be followed: vp: finance, vp: communications, vp: programming, vp: member education, vp: membership, vp: Panhellenic, vp: Foundation.
- The newly appointed board members must serve in this dual capacity of CMT and Honor Board member until such time as the matter involving suspended Honor Board members is resolved. This may mean the new board will be required to handle other Honor Board hearings, whether related or unrelated to the original matter.
- If suspended Honor Board members are removed from office by the RCS/CAC/NCC, the new Honor Board members will be elected or appointed as outlined in the Collegiate Chapter Officers Manual and Election Handbook.
- If an SOR is filed on the vp: social standards, it will be automatically sent to the Honor Board adviser.

### **Statement of Obligation Reviews for Alumnae**

If a member graduates or leaves school without fulfilling their membership obligations to the chapter, Honor Board may initiate expulsion proceedings against them. In such instances the member must be notified of the proceedings that are being initiated. Notification must be provided in writing by the vp: social standards. All correspondence should be sent to the last address/e-mail on record. If the last address on record is that of the member's parent/guardian, a copy can be sent to them in care of their parent/guardian. Delta Gamma Executive Offices can be contacted for additional address information.

If it is not possible for the alumna to attend the formal hearing, they must be notified of the recommendation being made to the RCS/CAC/NCC as a result of the formal hearing.

## Standard Procedure Process – New Member

Standard Procedure is the only procedure used for a new member. The vp: member education will attend all hearings and discussion involving a new member. The vp: member education does not have a vote (unless they are an elected/appointed member of Honor Board) and is bound by the same responsibilities of confidentiality as all members of Honor Board.

1. A Statement of Obligation Review is completed by the new member/member making the allegation and given to the vp: social standards. Statement of Obligation Reviews are submitted electronically via the [Delta Gamma member site](#).

*Note: If an alumna or non-member submits a verbal report or written statement describing a violation, it should be regarded as an Honor Board matter and given to the vp: social standards. The vp: social standards notifies the Honor Board adviser of the allegations.*

2. Honor Board reviews the Statement of Obligation Review at the next weekly Honor Board meeting during the Allegation Assessment portion. At least 4/5 of the members of Honor Board must be present. The Honor Board adviser's attendance is strongly recommended, but not required. The new member/member making the allegation may be requested to attend the meeting to provide additional context but is not allowed to participate in discussion or voting.
3. Minutes must be taken during Honor Board meetings. The discussion and deliberation regarding the Statement of Obligation Review – including the vote to determine if a formal hearing is required – must be memorialized in the Honor Board Weekly Meeting Minutes.
4. If, by a majority vote, Honor Board finds that there is not reasonable cause to believe a violation has occurred, the allegations are dropped and no further action is taken (ignore steps 5-8).

*Note: if the Honor Board members are undecided or wavering in the decision, they should hold the formal hearing so that further information can be collected and the new member in question can share their perspective.*

5. If, by a majority vote or tie, the Honor Board finds that there is reasonable cause to believe a violation may have occurred, a formal hearing must be scheduled.
  6. Honor Board members must agree upon a date, time and location for the formal hearing – this is generally the same as the regularly scheduled weekly Honor Board meeting. Two alternative dates and times should also be selected in the event that the new member in question cannot accommodate the original proposed time. Honor Board should make all reasonable efforts to find a time that the Honor Board adviser can attend or participate virtually in the formal hearing.
  7. The vp: social standards completes the Allegation Assessment task in Anchorbase at least three (3) days in advance of formal hearing. Upon completion of this task, the new member in question will receive a Formal Hearing Letter and Notice of Rights with a hyperlink to view their Statement of Obligation Review via the [Delta Gamma member site](#).
- If three (3) days notice is not given to the new member in question, the formal hearing should not be held. If it is, the RCS/CAC/NCC will deem the hearing invalid and standard procedure will need to be re-initiated.



- If the new member cannot meet at the original proposed time, they must contact the vp: social standards at least 48 hours prior to the scheduled formal hearing date and time to determine an alternative. The rescheduled hearing should occur no later than five (5) days after receipt of the formal hearing letter. The vp: social standards will try to find a time that is convenient to all concerned (keeping in mind the two alternative dates agreed upon in step #6). The five (5) day period may be extended under extenuating circumstances, with the agreement of the new member in question, the Honor Board and the Honor Board adviser. The RCS/CAC/NCC has the authority to impose sanctions pending the formal hearing, should the hearing not take place in a timely manner. If the allegations involve a new member, the vp: member education must be notified. The vp: member education should be present at the formal hearing.

## Formal Hearing – New Member

A formal hearing is held only after an allegation assessment conducted by Honor Board confirms that there is reasonable cause to believe a violation may have occurred. Honor Board should make every effort to obtain pertinent records and information in advance of the formal hearing. If necessary, the officers who maintain such records may be asked to meet with Honor Board to provide records or information. Officers may also serve as witnesses for the member being reviewed.

### Attendance

- At least 4/5 of the members of Honor Board must be present at all formal hearings.
- The Honor Board adviser's presence or participation virtually is required for formal hearings. If the Honor Board adviser cannot attend the RCS/CAC/NCC should be contacted prior to the hearing for guidance on the matter.
- If the member does not appear at the hearing, Honor Board may hold the hearing in their absence.

### Steps

At the beginning of the formal hearing, the vp: social standards should read the statement (new chapters should read the second version of the statement) found in the Formal Hearing Minutes document in the library. If a tape recorder is within plain sight, permission to record the hearing can be assumed.

1. Read aloud the violations noted on the Statement of Obligation Review form and applicable policies, procedures, rules and laws.
2. The new member has the right to know the name(s) of the person who filed allegations against them. If they ask during the hearing, the new member must be told the name of the person requesting the review. This information is not to be provided at any time other than during the formal hearing.
3. New member may present their evidence and any written statements, if applicable. Written statements must be given to the vp: social standards no later than the beginning of the formal hearing. Honor Board members and the Honor Board adviser may meet prior to the formal hearing to review any written statements submitted in advance, so that appropriate questions may be asked during the formal hearing.
4. The vp: social standards should guide the discussion between the new member and Honor Board. Honor Board should ensure that the conversation is respectful and objective. Honor Board should reserve personal judgment while conducting the conversation.

*Note: The Honor Board adviser may ask questions and gently facilitate discussion. As presiding chair of Honor Board, the vp: social standards must lead the hearing.*

5. Once discussion concludes, the vp: social standards asks the new member in question to leave the room so that Honor Board may discuss the allegations and information presented. Honor Board must be thoughtful in their deliberation. After robust and thorough discussion, vp: social standards will conduct the vote.

*Note: If, during the course of discussion, Honor Board determines further questions need to be asked, the new member being reviewed may be asked to return to the room. They should be asked to leave again after the additional questions have been asked.*

*Note: The Honor Board adviser may ask questions and gently facilitate deliberation. If only four (4) members of Honor Board are present at the formal hearing, the Honor Board adviser may cast the deciding vote in the case of a tie among Honor Board members.*

6. When, by a majority vote, Honor Board determines no violation has occurred, the new member is invited back into the room and they are notified. All documentation (including that related to the Allegation Assessment) should be included in the Compliance Packet and forwarded to the RCS/CAC/NCC within three (3) days of the formal hearing.
7. When, by a majority vote, Honor Board finds that there has been a violation, Honor Board must determine the appropriate action to recommend to the RCS/CAC/NCC. In determining the appropriate action, the Honor Board must consider both the severity and the nature of the violation. Recommended sanctions should be determined by majority vote. If only four (4) members of Honor Board are present at the formal hearing, the Honor Board adviser may cast the deciding vote in the case of any ties among Honor Board members.

*Note: All recommended sanctions must be approved by the RCS/CAC/NCC before they come into effect.*
8. The new member is invited back into the room and notified of Honor Board's recommendation. The vp: social standards should read the final statement of the formal hearing minutes, including the recommendation and ask the member to acknowledge that they understand the recommendation that the Honor Board is making to the RCS/CAC/NCC, along with their responsibility to uphold the Oath of Secrecy regarding this matter.
9. If the new member is not present for the formal hearing, they will be notified in writing of Honor Board's recommendation upon completion of the Confirm Formal Hearing step of the Standard Procedure Workflow in Anchorbase. The vp: social standards must complete this task within three (3) days of the formal hearing so the member has the opportunity to submit an appeal.
10. The member may appeal to the RCS/CAC/NCC and may request the assistance of any Honor Board member in preparing their appeal. All appeals must be completed via the [Delta Gamma member site](#) no later than three (3) days after the date of notification.
11. The RCS/CAC/NCC will review the Compliance Packet Report and render their decision. The vp: social standards and Honor Board adviser will be copied on any Anchorbase email correspondence from the RCS/CAC/NCC to the new member. The vp: social standards should inform Honor Board of the RCS/CAC/NCC's decision at their next meeting. The vp: social standards should immediately inform the vp: membership education of any decisions involving new members.

## Compliance Packet Requirements

A Compliance Packet must be completed for each Statement of Obligation Review which results in a formal hearing. All documentation must be included in the Compliance Packet. A Compliance Packet must be completed in the Standard Procedure Workflow in Anchorbase for the RCS/CAC/NCC within three (3) days of the date of the formal hearing. If the Compliance Packet is not sent within three (3) days, the RCS/CAC/NCC may dismiss the case and ask Honor Board to repeat the standard procedure. Repeated disregard for the three (3) days timeline and a new member's right to a timely decision may result in an officer's removal from office.

## Sanctions Option for New Members

### Warning

Honor Board may give a written warning to new members for a violation of the Statement of Obligation. If appropriate, a warning may be supplemented by a penalty. All recommended sanctions must be approved by the RCS/CAC/NCC before they come into effect.

### Penalty

A penalty should be recommended for a new member who commits repeated or multiple minor violations of the Statement of Obligation. All recommended sanctions must be approved by the RCS/CAC/NCC before they come into effect.

Specific sanctions that may be imposed as part of a penalty may include, but are not limited to:

- Educational presentation to Honor Board, to potentially be used for wider chapter use
- Research a relevant topic of interest suggested by Honor Board
- Attendance at a campus event, with a follow-up report presented to Honor Board

Any penalty assessed should be specific, measurable and reasonable. Guidelines and specific time limits must be included in the Honor Board recommendation. Compliance with the terms of the penalty must be monitored by Honor Board during the penalty period.

Honor Board should review the new member's compliance with the terms of the penalty before the end of the sanction period. This review should be initiated by Honor Board by filing another Statement of Obligation Review. If the new member has complied with all penalties, the Honor Board should notify the RCS/CAC/NCC that the member has complied with all penalties by completing the Outcome task step of the Standard Procedure Workflow in Anchorbase. If the member has not complied with all penalties, the Honor Board should make a recommendation to the RCS/CAC/NCC for further action.

### Delay of Initiation

When a new member fails to show an aptitude for Fraternity life, Honor Board may recommend a delay of initiation to the RCS/CAC/NCC.

- Minor violations can be handled through a formal hearing scheduled after initiation (at which point, sanctions for initiated members would be applicable). But if necessary, Honor Board should make the recommendation to delay initiation prior to week 6 of the new member pursuit, if possible. If all initiation requirements have been met and the violation is serious enough to question whether the new member should be initiated, the vp: social

standards must contact the RCS/CAC/NCC immediately. The Director: Standards must be consulted prior to preventing a new member from participating in initiation.

- Honor Board must include in its recommendation to the RCS/CAC/NCC an estimate of how long initiation is to be delayed. This recommendation should be included in the Compliance Packet in the formal hearing minutes.
- If Honor Board's recommendation to delay initiation is approved by the RCS/CAC/NCC, the vp: social standards must notify the vp: member education immediately.
- The vp: social standards must call a meeting with the new member, vp: member education, and Honor Board adviser to review any penalties recommended by Honor Board and approved by the RCS/CAC/NCC. Additional discussion should include adjustments to the new member period including any portions of the new member period that should be repeated during the delay of Initiation
- Before the end of the delay period, Honor Board should re-evaluate the new member's eligibility for initiation. This review should be initiated by Honor Board through the submittal of another Statement of Obligation Review. The vp: member education should attend this review. Honor Board may recommend the following actions:
  - New member be initiated at the next scheduled initiation
  - An extension of the new member's delay of initiation (time frame must be specified)
  - New member expulsion
  - Allow the expiration of new member bid

## Expulsion

A recommendation for expulsion should be made when it appears the woman's conduct, goals and/or attitude will preclude them from complying with their Statement of Obligation and that their interests are not consistent with those of the Fraternity. If appropriate, an expulsion recommendation may be supplemented with additional penalties that will remain in effect while the expulsion process is pending.

ARTICLE V. SECTION 1(B) (2) of the Delta Gamma Fraternity Constitution states: If the candidate has failed to show an aptitude for Fraternity life, their pledge may be canceled by Council.

Specific grounds for expulsion may include, but are not limited to:

- Conviction of a crime
- Hazing
- Alcohol abuse
- Illegal drug use or possession
- Financial negligence
- Disregard for rules, policies and procedures
- Inappropriate or questionable material posted on social media
- Poor scholastic standing
- Failure to meet penalty terms

Whenever Honor Board recommends expulsion to Council, the vp: social standards on behalf of Honor Board must complete the "Honor Board Letter with

Recommendation of Expulsion” section of the Compliance Packet Checklist and submit to the RCS/CAC/NCC via the Standard Procedure Workflow in Anchorbase. Information provided in this section should summarize the violations and reasons for recommending expulsion.

The RCS/CAC/NCC will review the Compliance Packet Report and will notify the new member of their approval or disapproval of Honor Board’s recommendation via completion of the RCS/CAC/NCC Sanction task step of the Standard Procedure Workflow in Anchorbase. The vp: social standards, vp: member education and Honor Board adviser will be copied on this correspondence.

The vp: social standards and Honor Board adviser must schedule a meeting with the new member and offer them the opportunity to resign their new membership voluntarily. Should they opt to resign voluntarily, at that time, the new member’s Pi Alpha pin should be secured. The new member should also be informed of the following:

- By National Panhellenic Conference (NPC) regulation, the new member shall not be permitted to join another NPC organization for a period of one calendar year from the time they signed their Membership Recruitment Acceptance Binding Agreement (MRABA or bid card).
- The new member is obligated to pay all their debts to the Fraternity. The date on which their affiliation with Delta Gamma is broken is the date on which new debts will cease to accrue. If their initiation fee has already been sent to Executive Offices, it will be refunded.

All documentation pertaining to the formal hearing will be forwarded by the RCS/CAC/NCC to the Director: Standards for their review. If the recommendation for expulsion is approved by the Director: Standards, the Compliance Packet will be submitted to Council for final review and decision. Council will review the request for expulsion and will notify the new member in writing of its decision. The president, Honor Board adviser and RCS/CAC/NCC will be copied on this correspondence.

If Council decides to expel the member, CMT officers complete the following steps:

1. The president notifies Honor Board of Council’s decision at the regular weekly meeting of Honor Board.
2. The president notifies CMT of Council’s decision at the next weekly meeting of CMT.
3. The vp: finance will make any necessary account adjustments for money owed after the status change has been pushed through from Anchorbase to greekbill.
4. The vp: communications will strike the woman’s name from Chapter Roll
5. The vp: Panhellenic will notify the campus Panhellenic of the new member’s expulsion.

If the Director: Standards decides not to expel the new member, Honor Board in conjunction with the RCS/CAC/NCC may consider the following options:

- Drop all actions against the new member
- Re-initiate expulsion proceedings (if Director: Standards’ was due to incomplete paperwork or incorrect procedure)
- Recommend a lesser sanction, such as a warning, penalty or probation
- Delay the new member’s initiation until the next scheduled initiation

If Council decides not to expel the new member, the new member's initiation will be delayed until the next scheduled initiation. Penalties approved by RCS/CAC/NCC will remain in effect. The conduct that prompted the Honor Board review and subsequent recommendation of expulsion may not form the basis for additional Honor Board action once the vote has been taken. Honor Board may only address new conduct or conduct that has not previously been addressed. Any questions should be posed to the Honor Board adviser or RCS/CAC/NCC.

### **Expiration of a Calendar Year**

When a continuing new member fails to show an aptitude for Fraternity life, the Honor Board may recommend to the RCS/CAC/NCC that the new membership be allowed to expire. This recommendation should only be made when the calendar year is close to expiration.

*NOTE: By National Panhellenic Conference (NPC) regulations, new membership automatically expires at the end of one calendar year from the acceptance of a Membership Recruitment Acceptance Binding Agreement ("MRABA" or "bid card").*

Upon approval by the RCS/CAC/NCC of Honor Board's recommendation to allow the expiration of the new membership, Honor Board will notify the vp: member education of the decision.

- The RCS/CAC/NCC will notify the new member in writing that their pledge to Delta Gamma will be allowed to expire
- The vp: social standards and vp: member education should secure the new member's Pi Alpha pin
- The new member should be informed that after the one-year anniversary of signing their MRABA or "bid card" their obligation to Delta Gamma will end and they are eligible to accept offers of membership from any other NPC organization

### **Voluntary Resignation of a New Member and Exit Interview**

When a new member expresses a desire to break their pledge and efforts to change their mind have failed, their wish to resign their new member status with Delta Gamma Fraternity should be honored after they have participated in an exit interview.

- The new member should notify the vp: member education or the vp: social standards of their intent to resign. If any other chapter officer, member or adviser is approached, they should direct the new member to the vp: social standards.
- The vp: social standards will schedule an exit interview with the new member, Honor Board, the vp: member education and the Honor Board). At least 4/5 of Honor Board should be present at the exit interview. As in disciplinary proceedings, all information shared with Honor Board should be considered confidential. The vp: social standards should obtain information regarding the new member's financial status from the vp: finance prior to the exit interview.

At the exit interview, Honor Board will meet with the new member to determine their reason(s) for wanting to resign and may advise them of possible alternatives to resignation.

- If the new member decides not to resign, Honor Board should assist them in implementing the alternatives discussed.
- If the new member still wishes to resign, the following ramifications should be explained:
  - They may not rejoin Delta Gamma Fraternity without the extension of another Membership Recruitment Acceptance Binding Agreement (“MRABA” or “bid card”), which must be approved by the RCS/CAC/NCC.
  - They may not join any other National Panhellenic Conference (NPC) organization for a period of one calendar year from the time they signed their MRABA or “bid card.” (NPC regulation).
  - They are responsible for all debts owed to the chapter. Debts will cease to accrue when their affiliation with Delta Gamma is severed. If their initiation fee has already been forwarded to Executive Offices, it will be refunded.
- If the new member still wishes to resign, the vp: social standards should obtain their signature on the Resignation of New Membership Form and ask them to complete the resignation questionnaire, which will be uploaded to Anchorbase.
- The vp: social standards and/or vp: finance should obtain payment for all debts owed to the chapter up through the end of the month in which they sign the Resignation of New Membership form.
- The vp: social standards and the vp: member education should obtain the new member’s Pi Alpha pin, their current mailing address and their permanent mailing address.
- The vp: social standards should upload the Resignation of New Membership Form and resignation questionnaire to Anchorbase.
- The vp: communications will remove the new member’s name from the New Member Roll Book, as outlined in the General Rules.

## Standard Procedure Process – Collegiate Member

The Standard Procedure should be used for every Statement of Obligation Review (SOR) that cannot be handled through the Automatic Procedure. The allegations may be subjective in nature, may involve either new members or initiated members, may involve several areas of concern or may require more information.

1. Statement of Obligation Review is completed by the new member/member making the allegation via the Delta Gamma member site. In the event that the charges are being brought against the vp: social standards, the Statement of Obligation Review will be automatically sent to the Honor Board adviser.
2. Honor Board reviews the Statement of Obligation Review at the next weekly Honor Board meeting during the Allegation Assessment portion. At least 4/5 of the members of Honor Board must be present. The Honor Board adviser’s attendance is strongly recommended, but not required. The new member/member making the allegation may be requested to attend the meeting to provide additional context but is not allowed to participate in discussion or voting.
3. Minutes must be taken during Honor Board Meetings. The discussion and deliberation regarding the Statement of Obligation Review – including the vote to determine if a formal hearing is required – must be memorialized in the Honor Board Weekly Meeting Minutes.

4. If, by a majority vote, Honor Board finds that there is not reasonable cause to believe a violation has occurred, the allegations are dropped and no further action is taken (ignore steps 5-8).  
*Note: if the Honor Board members are undecided or wavering in the decision, they should hold the formal hearing so that further information can be collected and the member/new member in question can share their perspective.*
5. If, by a majority vote or tie, the Honor Board finds that there is reasonable cause to believe a violation may have occurred, a formal hearing must be scheduled.
6. Honor Board members must agree upon a date, time and location for the formal hearing – this is generally the same as the regularly scheduled weekly Honor Board meeting. Two alternative dates and times should also be selected in the event that the member in question cannot accommodate the original proposed time. Honor Board should make all reasonable efforts to find a time that the Honor Board adviser can attend or participate by phone in the formal hearing.
7. The vp: social standards completes the Allegation Assessment task step of the Standard Procedure Workflow in Anchorbase at least three (3) days in advance of formal hearing. Upon completion of this task, the member in question will receive a Formal Hearing Letter and Notice of Rights with a hyperlink to view their Statement of Obligation Review via the [Delta Gamma member site](#).

*Note: If three (3) days notice is not given to the member in question, the formal hearing should not be held. If it is, the RCS/CAC/NCC will deem the hearing invalid and standard procedure will need to be re-initiated.*

*Note: If the member cannot meet at the original proposed time, they must contact the vp: social standards at least 48 hours prior to the scheduled formal hearing date and time to determine an alternative. The rescheduled hearing should occur no later than five (5) days after receipt of the formal hearing letter. The vp: social standards will try to find a time that is convenient to all concerned (keeping in mind the two alternative dates agreed upon in step #6). The five (5) day period may be extended under extenuating circumstances, with the agreement of the member in question, the Honor Board and the Honor Board adviser. The RCS/CAC/NCC has the authority to impose sanctions pending the formal hearing, should the hearing not take place in a timely manner.*

## Formal Hearing – Collegiate Member

A formal hearing is held only after an Allegation Assessment indicates that there is reasonable cause to believe a violation may have occurred. Honor Board should make every effort to obtain pertinent records and information in advance of the formal hearing. If necessary, the officers who maintain such records may be asked to meet with Honor Board to provide records or information.

### Attendance

- At least 4/5 of the members of Honor Board must be present at all formal hearings.
- The Honor Board adviser's presence or participation virtually is required for formal hearings. If the Honor Board adviser cannot attend the RCS/CAC/NCC should be contacted prior to the hearing for guidance on the matter.



- If the member does not appear at the hearing, Honor Board may hold the hearing in their absence.

## Steps

At the beginning of the formal hearing, the vp: social standards should read the statement (new chapters should read the second version of the statement) found in the Formal Hearing Minutes document. If a tape recorder is within plain sight, permission to tape record the hearing can be assumed.

1. Read aloud the violations noted on the Statement of Obligation Review form and applicable policies, procedures, rules and laws.
2. The member has the right to know the name(s) of the person who filed allegations against them. If they ask during the hearing, the member must be told the name of the person requesting the review. This information is not to be provided at any time other than during the formal hearing.
3. Member presents their evidence and written statement, if applicable. Written statements must be given to the vp: social standards no later than the beginning of the formal hearing. Honor Board members and the Honor Board adviser may meet prior to the formal hearing to review any written statements submitted in advance, so appropriate questions may be asked during the formal hearing.
4. The vp: social standards should guide the discussion between the member and Honor Board. Honor Board should ensure that the conversation is respectful and objective. Honor Board should reserve personal judgment while conducting the conversation.

*Note: The Honor Board adviser may ask questions and gently facilitate discussion. As presiding chair of Honor Board, the vp: social standards must lead the hearing.*

5. Once discussion concludes, the vp: social standards asks the member in question to leave the room so that Honor Board may discuss the allegations and information presented. Honor Board must be thoughtful in their deliberation. After robust and thorough discussion, vp: social standards will conduct the vote.

*Note: If, during the course of discussion, Honor Board determines further questions need to be asked, the member being reviewed may be asked to return to the room. They should be asked to leave again after the additional questions have been asked.*

*Note: The Honor Board adviser may ask questions and gently facilitate deliberation. If only four (4) members of Honor Board are present at the formal hearing, the Honor Board adviser may cast the deciding vote in the case of a tie among Honor Board members.*

6. When, by a majority vote, Honor Board determines no violation has occurred, the member is invited back into the room and they are notified. All documentation should be included in the Compliance Packet and forwarded to the RCS/CAC/NCC within three (3) days of the formal hearing.
7. When, by a majority vote, Honor Board finds that there has been a violation, Honor Board must determine the appropriate action to recommend to the RCS/CAC/NCC. In determining the appropriate action, the Honor Board must consider both the severity and the nature of the violation. Recommended sanctions should be determined by majority vote. If only four (4) members of Honor Board are present at the formal hearing, the Honor Board adviser may cast the deciding vote in the case of any ties among Honor Board members. All recommended sanctions must be approved by the RCS/CAC/NCC before

- they come into effect.
8. The member is invited back into the room and notified of Honor Board's recommendation. The vp: social standards should read the final statement of the formal hearing minutes, including the recommendation and ask the member to acknowledge that they understand the recommendation that the Honor Board is making to the RCS/CAC/NCC, along with their responsibility to uphold the Oath of Secrecy regarding this matter.
  9. If the member is not present for the formal hearing, they will be notified in writing of Honor Board's recommendation upon completion of the Confirm Formal Hearing task step of the Standard Procedure Workflow in Anchorbase. The vp: social standards must complete this task within three (3) days of the formal hearing so the member has the opportunity to submit an appeal.
  10. The member may appeal to the RCS/CAC/NCC and may request the assistance of any Honor Board member in preparing their appeal. All appeals must be completed via the [Delta Gamma member site](#) no later than three (3) days after the date of notification.
  11. The RCS/CAC/NCC will review the Compliance Packet Report and render their decision. The vp: social standards and Honor Board adviser will be copied on any Anchorbase email correspondence from the RCS/CAC/NCC to the new member/member. The vp: social standards should inform Honor Board of the RCS/CAC/NCC's decision at their next meeting.

## Sanction Options for Collegiate Members

### Warning

Honor Board may give a written warning to members for a violation of the Statement of Obligation. If appropriate, a warning may be supplemented by a penalty. All recommended sanctions must be approved by the RCS/CAC/NCC before they come into effect.

### Penalty

A penalty may be recommended for a member who commits repeated or multiple minor violations of the Statement of Obligation. All recommended sanctions must be approved by the RCS/CAC/NCC before they come into effect.

Specific sanctions that may be imposed as part of a penalty may include, but are not limited to:

- Educational presentation delivered to Honor Board, for possible wider chapter use
- Researching a relevant topic of interest suggested by Honor Board
- Attendance at a campus event, with follow-up report presented to Honor Board.

Any penalty assessed should be specific, measurable and reasonable. Guidelines and specific time limits must be included in the Honor Board recommendation. Compliance with the terms of the penalty must be monitored by Honor Board during the penalty period.

Before the end of a penalty period imposed by the RCS/CAC/NCC, the Honor Board adviser and at least 4/5 of Honor Board members should meet to review the member's sanction. By a majority affirmative vote, Honor Board must decide upon one of the following recommendations:

- Member has completed the required penalty terms
- Member has not completed the required penalty terms

Honor Board will make one of the above decisions. If Honor Board affirms the completion of penalty terms the vp: social standards will notify the member in writing copying the Honor Board adviser. If Honor Board determines the member has not fulfilled their penalty terms, a Statement of Obligation (SOR) should be filed and a formal hearing held for further review.

## Probation

A recommendation for probation should be made when a member fails to uphold their Statement of Obligation and the severity of the violation cannot be properly addressed through warnings and/or penalties. When a member is on probation, they are considered to be in poor standing with the Fraternity and their chapter. Only initiated members may be placed on probation.

Specific grounds for probation may include but are not limited to:

- Conviction of a crime
- Hazing
- Alcohol abuse
- Illegal drug use or possession
- Financial negligence
- Disregard for and/or contravention of rules, policies and procedures
- Inappropriate or questionable material posted on social media
- Poor scholastic standing
- Failure to meet penalty terms
- Failure to meet attendance requirements

Terms of probation must always include, but are not limited to the following:

- Forfeiture of vote in chapter meetings with exception of voting during recruitment
- Loss of social privileges and may not attend social events with or without alcohol
- Forfeiture of elected or appointed office
- Must attend all anchored events

Additional terms of probation may include, but are not limited to the following:

- Additional sanctions as listed in chapter bylaws and standing rules
- Loss of eligibility to take a new little sister
- Loss of points on the chapter point system
- Educational presentation made to Honor Board, for potential chapter use
- Attending a campus or Greek function and reporting back to Honor Board

- Planning and implementing a positive public relations program
- Loss of parking privileges

Duration of probation term:

- The recommended length of probation should reflect the severity of the violation (30, 60, 90 days for example).

Only the RCS/CAC/NCC may place a member on probation (except for automatic probation for financial, scholastic or housing). They will notify the member in writing of their decision and copy the vp: social standards and the Honor Board adviser.

After the member has been notified by the RCS/CAC/NCC they have been placed on probation, the vp: social standards will review the terms of probation with the member. Honor Board may meet with the member during their probation period to evaluate their progress.

Before the end of a probationary period imposed by the RCS/CAC/NCC, the Honor Board adviser and at least 4/5 of Honor Board members should meet to review the member's probation status. By a majority affirmative vote, Honor Board must decide upon one of the following recommendations:

- Restoration to good standing within the Fraternity and full membership privileges
- Recommend probation status continues

Honor Board will make one of the above decisions. If Honor Board returns a member to good standing the vp: social standards will notify the member in writing copying the Honor Board adviser. If Honor Board determines the member has not fulfilled their probationary terms, a Statement of Obligation (SOR) should be filed and a formal hearing held for further review.

If the Honor Board does not review the member's compliance with probation terms prior to the end of the probationary period, the member's probation will automatically be extended until a review is held.

*Note: Probation imposed by the RCS/CAC/NCC may extend beyond the Honor Board's term of office provided the member and the vp: social standards have received a copy of the sanction letter indicating the RCS/CAC/NCC's approval of probation. The new Honor Board should be informed of the terms of the probation so they may monitor progress and compliance. The new Honor Board should not be informed of the details of the earlier review.*

## Expulsion

A recommendation for expulsion should be made only when it appears the woman's conduct, goals and/or attitude have precluded them from complying with their Statement of Obligation and their interests are not consistent with those of the Fraternity.

ARTICLE VII., SECTIONS 1 and 2 of the Delta Gamma Constitution states:

### **Authority for expulsion and resignation:**

The authority to expel a member or to accept a resignation from membership shall be vested in Council. A member who has been expelled shall never be readmitted.

**Grounds for expulsion:**

After due investigation, Council shall have the power to expel a member for dishonorable or immoral conduct, for failure to maintain the standards of the Fraternity or comply with its rulings; or when the best interests

Specific grounds for expulsion may include, but are not limited to:

- Conviction of a crime
- Hazing
- Alcohol abuse
- Illegal drug use or possession
- Sexual misbehavior
- Financial negligence
- Disregard for rules, policies and procedures
- Inappropriate or questionable material posted on social media
- Poor scholastic standing
- Failure to meet terms of probation

*Note: Honor Board may recommend expulsion without having previously recommended and/or placed a member on probation. Furthermore, the RCS/CAC/NCC may recommend expulsion to Council without Honor Board's recommendation. The Director: Standards may, too, recommend expulsion to Council without Honor Board or RCS/CAC/NCC's recommendation.*

Whenever Honor Board recommends expulsion to Council, the vp: social standards on behalf of Honor Board must complete the "Honor Board Letter with Recommendation of Expulsion" section of the Compliance Packet Checklist through completion of the Standard Procedure Workflow in Anchorbase, and submit to the RCS/CAC/NCC. Information provided in this section should summarize the violations and reasons for recommending expulsion.

The RCS/CAC/NCC will review the Compliance Packet Report and will notify the member of their approval or disapproval of Honor Board's recommendation via completion of the RCS/CAC/NCC Sanction task step of the Standard Procedure Workflow in Anchorbase. The vp: social standards, and Honor Board adviser will be copied on this correspondence.

The Compliance Packet will then be forwarded by the RCS/CAC/NCC to the Director: Standards for their review. If the recommendation for expulsion is approved by the Director: Standards, the compliance packet will be submitted to Council for final review and decision. Council will review the request for expulsion and will notify the member in writing of its decision.

Pending the member's expulsion (until Council either accepts or rejects the recommendation to expel), the member will be placed on probation. Council will review the request for expulsion and will notify the member in writing of its decision. The president, Honor Board adviser and RCS/CAC/NCC will be copied on this correspondence.

If either Director: Standards or Council decides not to expel the member, Honor Board in conjunction with the RCS/CAC/NCC may consider the following options:

- Drop all actions against the member
- Re-initiate expulsion proceedings (if Council's denial was due to incomplete paperwork or incorrect procedure)
- Recommend a lesser sanction, such as a warning, penalty or probation

If Council decides to expel the member, CMT officers complete the following steps:

1. The president notifies Honor Board of Council's decision at the regular weekly meeting of Honor Board.
2. The president notifies CMT of Council's decision at the next weekly meeting of CMT.
3. The vp: communications will strike the woman's name from Chapter Roll Book
4. The vp: Panhellenic will notify the campus Panhellenic of membership termination.

### **Compliance Packet Requirements**

A Compliance Packet must be completed for each Statement of Obligation Review which results in a formal hearing. All documentation must be included in the Compliance Packet. A Compliance Packet must be completed in the Standard Procedure Workflow in Anchorbase for the RCS/CAC/NCC within three (3) days of the date of the formal hearing. If the Compliance Packet is not sent within three (3) days, the RCS/CAC/NCC may dismiss the case and ask Honor Board to repeat the standard procedure. Repeated disregard for the three (3) days timeline and a new member's right to a timely decision may result in an officer's removal from office.

## Section 5: Member Status Changes and Room Agreements

### Excused Status

A member may apply for Excused Status one academic year following their Initiation, unless an extreme circumstance applies. **A member may be on excused status for a maximum of 3 semesters or 6 quarters.** This status may be granted for any of the following reasons:

- **Reduced Attendance:** To be granted to those needing to be excused from recurring chapter attendance requirements for a temporary period of time.
- **Non-Resident/Abroad:** To be granted to members studying abroad and/or in a program that takes them physically off-campus full-time for an entire academic term.
- **Academic/Professional:** To be granted to members participating in an academic/professional program that reduces their ability to participate in chapter/campus activities.
- **Financial:** To be granted in an emergency when a member is facing temporary financial hardship where their only other alternative would be resignation of membership.

### Excused Status Application

The member seeking Excused Status will begin the application process by submitting their Excused Status Application to the vp: social standards. If a member denotes that information on their application is of a highly sensitive matter, only the vp: social standards and chapter financial adviser will continue with the following process.

1. Excused Status Application is completed by the member and given to the vp: social standards. Excused Status Applications may be obtained from the vp: social standards can be found in the library.
2. Honor Board reviews the Excused Status Application at the next weekly Honor Board meeting and decides if the application warrants an in-person meeting with the requesting member for further consideration. The HBA's attendance is strongly recommended, but not required.

**Note: Members seeking Excused Status for non-resident/abroad or academic/professional reasons do not require a meeting with Honor Board.**

The discussion and deliberation regarding the Excused Status Application must be memorialized in the Honor Board: Meeting Minutes. The Honor Board: Meeting Minutes are forwarded to the RCS/CAC/NCC.

If Honor Board determines that the situation does not warrant further discussion, the vp: social standards will notify the member that the application has been denied and no further action is taken (ignore the following steps).

If Honor Board finds that this member may qualify for Excused Status, an in-person meeting with the applicant must be scheduled.

Honor Board members must agree upon a date, time and location for the in person meeting– this is generally the same as the regularly scheduled weekly Honor Board meeting. Honor Board should make all reasonable efforts to find a time that the HBA can attend or participate by phone. **If the member requires any financial accommodation, Honor Board will invite the vp: finance to discuss the**

**chapter's ability to afford these accommodations.** The role of the vp: finance, in conjunction with the chapter financial adviser, is to assess chapter affordability, not merit.

*Note: The decision of all Excused Status terms ultimately lies with Honor Board.*

## **In-Person Meeting**

An in-person meeting is held only after Honor Board has fully reviewed the member's Excused Status Application.

1. Member presents any additional documentation and information to be considered for the approval of Excused Status.
2. The vp: social standards should guide the discussion between the member and Honor Board. For additional guidance on how Honor Board should conduct this intentional and empathetic conversation, please refer to the Excused Status Conversation Guide found in the library.

*Note: The HBA may ask questions and gently facilitate discussion.*

If the member has requested Financial excused status, collaborate with the vp: finance to discuss what the member would be able to afford to pay beginning with Financial Level 1 and utilizing Levels 2-4 as necessary:

### **Financial Excused Status Levels:**

**Note: Before approving excused status for financial reasons, Honor Board will offer a 10 or 11-month payment plan (depending on initial billing month) to extend payments through June 1. Contact vp: finance to work with your greekbill representative to formalize any payment plans in greekbill with a signed dues and fees agreement.**

The financial implications of this status are outlined below:

Financial Level 4: Emergency Hardship - A chapter member can only be on this status for 1 semester or 2 quarters. An extension of this status beyond 1 semester or 2 quarters requires RFS and RCS/CAC/NCC approval.

Financial Level 3: Total Dues/Fees minus socials plus 25% of chapter dues

Financial Level 2: Total Dues/Fees minus socials plus 50% of chapter dues

Financial Level 1: Total Dues/Fees minus socials plus 75% of chapter dues.

3. Once discussion concludes, the member will be dismissed, and Honor Board may further discuss the information presented. Honor Board must be thoughtful in their deliberation. After robust and thorough discussion, Honor Board will determine whether Excused Status should be granted.

Note: If Honor Board determines that the situation does not warrant Excused Status, the vp: social standards will notify the member that the application has been denied and no further action is taken (ignore the following steps).

**Note: If Honor Board determines that the situation does warrant Excused Status, the vp: social standards will discuss Excused Status terms. It is important to remember that the Member Housing Agreement (MHA) or Room Agreement (RA) are separate documents under the supervision of the Office of Housing. A member requesting Excused Status/Financial Hardship needs to submit a Waiver Request to the Housing Waiver Board once the chapter Honor Board has addressed any changes to chapter dues and fees.**



## Excused Status Approval

Once it is determined that the circumstances justify Excused Status and the overarching reason for the application (financial hardship, attendance, non-resident/abroad, academic/professional, special circumstances) has been identified, Honor Board will decide the Excused Status terms.

- **Financial Hardship:** Required attendance at all “anchored events”, however, cannot pay to attend events with additional costs, such as elaborate sisterhood events and date functions.
- **Reduced Attendance:** Attendance expectations will be unique to the member’s situation and agreed to with Honor Board, as the goal is for the member to attend as much as they are able.
- **Non-Resident/Abroad:** Excused from all anchored events and not allowed to attend any events during the effective term of this status.
- **Academic/Professional:** May attend any “anchored events” they are able, however, cannot pay to attend events with additional costs, such as elaborate sisterhood events and date functions. Allowing members to attend a high-cost Founders Day (which may be “anchored”) or as dates to.

Delta Gamma social events attendance guidelines while granted Excused Status is addressed in the FAQ in the Member Status Guide for Chapter Members found in the library.

1. If the member requires accommodation only for attendance, Honor Board will decide all Excused Status terms (ignore steps 2-3).
2. Once the financial impact has been discussed with the vp: finance, in conjunction with the chapter financial adviser, Honor Board will decide all terms.
3. After Honor Board has deliberated, the vp: social standards will notify the member of the approved Excused Status terms and update the Anchorbase roster accordingly. For more information on roster changes, please refer to the How to Update Your Anchorbase Roster resource in the library.
4. When the member has been notified by the vp: social standards that they have been granted Excused Status, the vp: social standards will notify the RCS/CAC/NCC of this approval by updating the Honor Board Weekly Activity Log.

*Note: The vp: social standards will need to notify the vp: communications of any terms that affect “anchored event” attendance and the vp: finance of any terms with a financial impact.*

5. The HBA will notify the ATC of this approval by updating the Honor Board Adviser Weekly Activity Log.

## Reorientation

In the last few weeks of their approved term, the member will be sent an automated email alerting them of the approaching status expiration date and informing them of their options. Should the member return to the chapter, they shall be welcomed back by at least one member of Honor Board in a large group orientation meeting. For members who were granted Excused Status for sensitive reasons, one-on-one meetings with Honor Board will be held instead. In those conversations, members can be reoriented to what is going on in the chapter and discuss their options should they want to reapply for Excused Status.

## Early Alumnae Status

Early Alumnae Status (EAS) is for members who have experienced a significant and sustained-extreme circumstance that directly impacts the ability to meet the attendance and/or financial responsibilities of their Delta Gamma membership. Only Delta Gamma's international Council, or their designees, may grant Early Alumnae Status. Examples of extreme circumstances may include, but are not limited to:

- An immediate family member of the member requesting this status is diagnosed with a terminal or severe illness.
- A natural disaster directly impacts the member's personal ability to meet financial responsibilities.
- The member herself is diagnosed with a severe physical or mental illness.
- A member gets married or becomes pregnant.

In the event a member's request for Early Alumnae Status is approved, their dues will be prorated through the month of application.

*Note: Circumstances that fall under criteria specified under Excused Status most likely do not qualify for Early Alumnae Status.*

## Early Alumnae Status Application

The member seeking Early Alumnae Status will begin the application process by submitting their Early Alumnae Status Request Packet to the vp: social standards.

1. Early Alumnae Status Request Packet is completed by the member and submitted to the vp: social standards. Early Alumnae Status Request Packet may be obtained from the vp: social standards or accessed by the member in the library.
2. Honor Board reviews the Early Alumnae Status Request Packet at the next weekly Honor Board meeting and determines if the request packet warrants consideration for the status.
3. The discussion and deliberation regarding the Early Alumnae Status Request Packet must be memorialized in the Honor Board: Meeting Minutes. The Honor Board: Meeting Minutes are forwarded to the RCS/CAC/NCC.
4. If Honor Board determines that the member's request does not warrant further discussion, the vp: social standards will notify the member that the request has been denied and no further action is taken (ignore the following steps).
5. If the member chooses to appeal Honor Board's decision, the process for appealing the denial is outlined in the Early Alumnae Status Request Packet.
6. If Honor Board finds that this member may qualify for Early Alumnae Status, an in-person meeting with the applicant must be scheduled.
7. Honor Board members must agree upon a date, time and location for the in-person meeting– this is generally the same as the regularly scheduled weekly Honor Board meeting. Honor Board should make all reasonable efforts to find a time that the Honor Board adviser can attend or participate virtually.

## In-Person Meeting

An in-person meeting is held only after Honor Board has fully reviewed the member's Early Alumnae Status Request packet.

1. During their meeting with Honor Board, the member may present any additional documentation and information to be considered for the approval of Early Alumnae Status.
2. The vp: social standards should guide the discussion between the member and Honor Board. For additional guidance on how Honor Board should conduct this intentional and empathetic conversation, please refer to the Member Status Guide for Chapter Members in the library.  
*Note: The Honor Board adviser may ask questions and gently facilitate discussion.*
3. Once discussion concludes, the member will be dismissed, and Honor Board may further discuss the information presented. Honor Board must be thoughtful in their deliberation. After robust and thorough discussion, Honor Board will determine whether Early Alumnae Status should be granted.  
*Note: If Honor Board determines that the member's request does not warrant Early Alumnae Status, the vp: social standards will notify the member that the application has not been approved and no further action is taken (ignore the following steps).*

## Packet Submission

Once Honor Board determines that Early Alumnae Status is warranted, the vp: social standards will upload the request packet along with member's personal statement and any supporting documentation to Anchorbase for RCS/CAC/NCC review. If approved by the RCS/CAC/NCC, the packet will be reviewed by the Director: Standards, who acts as a Council designee for the final decision. The member will be notified in writing by Council of a final determination.

## Voluntary Resignation of Membership Process

At any point during their time as a new member or member, a woman may express their desire to terminate their membership with the Fraternity. Resignation of membership should be a last resort; Honor Board shall work with the member to attempt to accommodate the member's needs, potentially with the statuses outlined above, and endeavor to address their concerns or reservations with membership.

1. The member should notify the vp: social standards in writing of their intent to resign. If any other chapter officer, member or adviser is approached, they should direct the member to the vp: social standards.
2. In order to discuss potential alternatives and the resignation process, the vp: social standards will schedule an exit interview with the member, Honor Board and the HBA.

## Exit Interview

During the exit interview, Honor Board will meet with the member to determine their reason(s) for wanting to terminate their membership and to advise them of possible alternatives to resignation.

1. At least 4/5 of Honor Board should be present at the exit interview. As in disciplinary proceedings, all information shared with Honor Board should be considered confidential.
2. The vp: social standards should obtain information regarding the member's financial standing from the vp: finance prior to the exit interview.
3. If the member chooses not to resign their membership, Honor Board should assist them in implementing the alternatives discussed. The following steps can be ignored.
4. If the member still wishes to resign their membership, the following ramifications are explained:
  - o They may never join any other National Panhellenic Conference organization.
  - o They are responsible for all chapter debts as outlined in the Dues and Fees contract.
  - o They must return their membership certificate and badge to the chapter and both will be sent to Executive Offices.
5. The vp: social standards shall ask the member to complete and sign the first page of the Resignation of Membership, or Resignation of New Membership, form and ensure they complete the Membership Experience Questionnaire.

## Submission of Resignation of Membership Forms

1. The vp: social standards will coordinate with the chapter president, vp: finance, ATC, to complete the officer portion of the form. The vp: social standards shall indicate if the member has pending Honor Board action and the vp: finance shall indicate if the member or new member is in good financial standing with the chapter.
2. Once the form has been completed by both the member resigning and all necessary chapter officers and advisers, the vp: social standards will complete the resignation member status change and upload the form in Anchorbase. Please refer to the How to Update Your Anchorbase Roster resource in the library for specific instructions on how to complete this roster change.
3. The vp: communications shall strike the member's name from the Chapter Roll Book.

## Room Agreement Waiver Process

A member may request to be excused from a Room Agreement (RA). This request must be made to the Housing Waiver Board. The Waiver Board is comprised of three members: Member-at-Large/Fraternity Housing Corporation, Member-at-Large/Fraternity Management Corporation, and a recent alumna.

- The Waiver Board may consult key chapter stakeholders including the HBA, vp: finance, CFA, ATC prior to making a final determination. A description of the review process is as follows:
- The member must submit the request form to be excused from a Room Agreement to the Housing Waiver Board. This can be accomplished through the use of the online form found in the Housing Waiver Handbook in the website Library. The member is encouraged to be as transparent as possible regarding her need to have the RA waived. She needs to include all information and supporting documentation for consideration.
- Waiver Board members review the submission online. Should they need to discuss the application with the member, they will contact her.
- Waiver Board members have chapter housing financials available and so are able to ascertain how an excused RA would impact the housing budget.
- Once the fiscal impact has been ascertained, the Board will determine if the member may be excused from her signed RA. The Board will notify the member and stakeholders – president/vp: finance/director of house management/ATC/CFA – in writing with the decision.
- The member may appeal this decision within five (5) days to request an in person Zoom call during which she may present **additional pertinent information**.

View the Request for Housing Policy Waiver Release from Room Agreement found in the Housing Waivers Manual in the library.

## Section 6: Unique Situations

### Chapter Incident

A chapter incident may occur at a Delta Gamma event, at an event not sanctioned by the Fraternity or even as a result of actions of one or two members whose behavior may be perceived as being related to the Fraternity. A chapter incident may involve:

- A safety issue involving a policy violation(s) at a Delta Gamma event that could result in physical harm or property damage.
- A risk management violation [including but not limited to hazing allegation, event guideline procedure violation, policy violation, bullying, harassment, unsanctioned event, etc.] involving new member(s), member(s) or the chapter.
- Any occurrence that requires police (i.e. campus, city, state, provincial, federal, etc.) or any other public safety (fire, EMS, etc.) involvement or response because of a violation of Delta Gamma policy, campus policy, or city, state, provincial or federal law that involves multiple new members, members or the chapter within the same occurrence.
- Any occurrence that is reported by campus officials to Delta Gamma Executive Offices involving new member(s), member(s) or the chapter.

If you believe that a chapter incident may have occurred, please contact your RCS/CAC/NCC and CDS, who will provide further guidance. If it is determined that a chapter incident has occurred at your chapter, the Fraternity will follow the Chapter Incident Procedure to determine the next steps for your Honor Board and chapter.

### Honor Board Resource Committee (HBRC)

If an Honor Board is unable to function (due to a cease and desist, special circumstances, or involvement of Honor Board members), the Honor Board Resource Committee (HBRC) will assume the duties of Honor Board for a limited period of time.

Statement of Obligation Reviews (SORs) will also be referred to the HBRC as a result of an investigation (where the chapter has been unable to act) or as the result of the recommendation of individual member accountability from one of the Fraternity support programs (Anchoring Team Visit or Article II Alignment Conversations) or following the Chapter Incident Procedure. Additionally, the RCS/CAC/NCC will assist the HBA and vp: social standards in reviewing individual cases, which may benefit from escalation to the HBRC rather than being heard by the chapter's Honor Board.

The HBRC is a standing committee of alumnae volunteers. They are selected by the Director: Standards for their expertise and commitment to providing a culture of care in even the most sensitive circumstances. The committee members are selected for a one- year term, with the option to request an extension each year for up to four years.

Reference the Honor Board Resource Committee FAQ in the library.

# Campus Security Authorities

## Positional Statement

The Clery Act is a federal law that requires colleges and universities to publish data about their security policies and crimes occurring on their campuses. One vehicle for data gathering under the Act is for Campus Security Authorities (CSAs) to report any crimes they become aware of to the campus or institution. While campus employees are often mandatory CSAs, many campuses are mandating that students, fraternity and sorority chapter advisers and/or house directors become CSAs and participate in mandatory CSA training, though this is not provided for in the Act or its related definitions.

Delta Gamma Fraternity rejects the classification of collegiate members, chapter advisers and house directors as Campus Security Authorities based upon their relationship to Delta Gamma. Collegiate members, advisers and house directors should not assume the position of CSA on a campus nor should they attend any mandatory training. Advisers and house directors who are also employed by the institution and therefore CSAs due to their employment shall disclose their position as CSA to the chapter each term and explain how their potential obligation to the institution affects collegiate chapter members. Please reference the attached Sample Statement for CSAs Working with Chapters for guidance on how to talk to the chapter about being a CSA.

If you are presented with a mandate from your institution for collegiate members, chapter advisers and/or house director to become a CSA, please contact Executive Offices for further guidance. You may reference the attached flow chart to learn more the process once you contact Executive Offices.

## Sample Statement for CSAs Working with Chapters

If you are employed by the institution where you advise or work as a House Director for a Delta Gamma chapter and are a certified Campus Security Authority (CSA), you are required to disclose your position to the chapter each term. Please make a statement consistent with the following at a chapter meeting at the start of the term:

“Because of my position with the institution, I am a designated Campus Security Authority or CSA. As a CSA, I am required to report any crimes or possible criminal activity to the institution. This applies to information I hear about victims or perpetrators of criminal activity. So if you have engaged in potentially criminal activity, have seen someone else engage in potentially criminal activity, are the victim of a crime or know someone else who is the victim of a crime and talk about it with me or in front of me, I must report that information to the institution. I will not actively seek out this information but want to disclose what would happen if I receive any information.

## Process for Handling Campus Security Authority Training

- A. If you are asked to become a Campus Security Authority:
  1. Request is sent from institution
  2. Forward request to Collegiate Development Specialist
  3. Do not participate in training
  4. EO General Counsel contacts institution
  5. Await further instruction from General Counsel
- B. If your employment requires you to be a Campus Security Authority:
  1. Contact your Collegiate Development Specialist (CDS).
  2. Attend required training, if not already trained.
  3. Read statement to chapter each term.

## Section 7: Sensitive Matters

### Sensitive Matters

There are certain types of conduct that must be handled carefully. If Honor Board has reason to believe these behaviors are prevalent among chapter members and new members, a concerted effort must be made to find and schedule programming that will educate our women about these health and behavior issues. It is inappropriate for Honor Board to contact a woman's parents, family, etc. as it would be a breach of their privacy. As needed, SORs involving sensitive matters will be referred to the Honor Board Resource Committee (HBRC) who will assume the duties of Honor Board for a limited period of time.

### Positional Statement on Belonging, Equity, Inclusion & Diversity (BEID)

Delta Gamma Fraternity is committed to cultivating an inclusive and equitable environment through experiences that foster belonging with care and connection, aligning with our values outlined in Article II. We believe cultivating a culture of Belonging, Equity, Inclusion and Diversity (BEID) allows members, future members and friends of the anchor to be seen and heard for their authentic whole selves without a need to suppress aspects of who they are and their lived experiences.

- We recognize that a dedication to BEID is a continuous, evolving process for intentionally doing good in the promotion of lasting change.
- We are devoted to fostering a community of acceptance, openness and freedom of expression.
- We commit to view ourselves and others through the lens of contextual understanding, recognizing the impact that oppression and structural barriers have on membership involvement.
- We acknowledge there are structural barriers in spaces that oppress certain populations and strive to address any similar barriers within our organization.
- We encourage cultural humility through ongoing dialogue, education and advocacy.

### Possession without Permission

The words "theft" and "stealing" are legal terms that are used in a court of law. Delta Gamma prefers that the words "possession without permission" be used when Honor Board deals with such a problem. If a member or new member believes such an act has occurred, they should report it to Honor Board. This should be handled on an individual basis after consulting with the RCS/CAC/NCC for a course of action. Honor Board should advise them that such an accusation must be filed with the proper prosecuting authority in that city, state and/or province. Honor Board cannot accuse a member or new member of theft or stealing, for if that person is wrongly accused, Honor Board members may be liable for damages.

When a Delta Gamma member or new member is in "possession" of another person's property without the owner's permission, then Honor Board may properly deal with this matter and ask them to attend an Honor Board hearing in accordance with Standard Procedure.



## Addressing Racism in Honor Board

Delta Gamma is committed to creating an inclusive environment for all members. Racism and discrimination have no place in our sisterhood. As a predominately White organization, we must recognize the role we have played in institutional racism. Addressing this is difficult work, and Honor Board plays a critical role in progressing our chapters to be inclusive spaces for all members and new members. Drawing from Article II of the Fraternity Constitution and Delta Gamma's Positional Statement on Inclusivity, members are honor bound to uphold the high ideals of sisterhood throughout all aspects of life. Review the full guidelines on how to facilitate conversations about racism using the [guidelines in Appendix A](#).

## Eating Disorders

Eating disorders such as anorexia and bulimia are among the most complicated and personal conditions because they are embedded in one's whole psychological being. The very best psychiatrists have difficulty treating bulimia and anorexia and the multitude of combinations in which they appear; Honor Board should not attempt to diagnose a member or a new member as having either condition.

Honor Board can, however, deal with the behavior of that member or new member if their actions and/or personal hygiene are disruptive to group living. For example, if eating habits are disturbing other women at meals or if diarrhea or vomiting are making the chapter house bathrooms unpleasant, or if excessive exercising is disturbing the study or sleep of resident members, that behavior must be addressed via the standard Honor Board procedure. A member may be placed on probation with a timeline during which improvement needs to be observed.

While Honor Board may not prescribe counseling as a term of probation, resources and printed material may be made available so that they may get help if they choose. While disruptive behavior must be confronted, every effort should be made to show loving concern for their wellbeing. More information regarding eating disorders is available through various campus counseling services. Independent of any Honor Board involvement, individual chapter members are encouraged to speak to the members about concerns, fears or observations suggesting disordered eating.

## Emotional and Mental Health

Indicators of emotional problems may include excessive crying, depression, threats or talk of suicide, escalating episodes of fear and/or anger, abrupt mood swings and a loss of interest in daily activities. These behaviors are also considered personal in nature.

Honor Board should address behaviors that are disruptive to the chapter or inform the member/new member chapter members have concern for the well-being of the member/new member. Honor Board should not attempt to diagnose a suspected mental illness but can address demonstrated disruptive behaviors via the standard Honor Board procedure. When observing ongoing significant mental health concerns, Honor Board can assess whether campus resources should be contacted so that the appropriate professional expertise is offered to ensure the well-being of the member/new member. For assistance in determining if additional resources are needed, please refer to the Behavioral Threat Assessment Rubric, which you can find in the library.

## Substance Abuse

Misuse of alcohol is a pervasive issue on many campuses and one that is too often dismissed as “normal” or “acceptable.” Honor Board should respond to the misuse of alcohol in a consistent manner and ensure that alcohol and other drug education is relevant and meaningful.

When responding to issues of substance abuse, Honor Board must refrain from using labels such as “alcoholic,” which suggest a diagnosis. Honor Board should address behaviors and violations of applicable laws via the standard procedure. Honor Board may not recommend counseling as a term of disciplinary action, but the member/new member may be informed of resources available on campus and in the community.

Independent of any Honor Board involvement, individual chapter members are encouraged to speak to the member about concerns, fears or observations from a place of care.

## Sexual Behavior

If a new member/member’s sexual actions, whether homosexual or heterosexual, cause public embarrassment to the chapter, Honor Board may address that public behavior. Honor Board must refrain from making value judgments on private behavior. It should respond to public behavior on a pattern of overt personal behavior that suggests a woman’s choices are a threat to their own reputation or that of the chapter. Honor Board should also promote programming that equips women to be morally responsible and enables them to make good decisions regarding their sexuality, sexual health and intimate relationships.

## Abuse

Any behavior resulting in mistreating another person may be described as abuse. Five major kinds of abuse are described below. In most abusive relationships, many forms of abuse are involved or employed.

### Physical Abuse:

Actions that injure, damage, endanger and cause physical pain to constitute physical abuse. Beatings, backhanded slaps, thrown objects, physical restraint, shoving and rough pulling or pushing are examples of this type of abuse. Bruises, broken bones and lacerations are often associated with physical abuse. Physical marks often occur on the back or shoulders and in areas of the body that are not commonly visible.

### Emotional Abuse:

Emotional abuse involves consistent or repeated actions and/or comments that are intended to shame, injure, embarrass, demean, belittle or mentally hurt another. Name-calling, loud arguments, insults and blame are often characteristics of the interaction between people involved in an emotionally abusive relationship or friendship.

### Sexual Abuse:

Sexual abuse entails forcing someone to engage in a sexual act against their will to their displeasure, to their embarrassment or to the point of discomfort or pain.

## **Social Abuse:**

The act of controlling, attempting to control or demeaning a person's behavior or role in society is known as social abuse. The aggressor may attempt to control another person by taping conversations, dictating orders, controlling their finances, isolating them from friends and/or activities or stalking the person. Not every fight between friends, relatives or roommates is considered social abuse; it is important to remember that social abuse consistent, harmful actions and activities.

## **Spiritual Abuse:**

Spiritual abuse involves the denial, ridicule or minimization of spiritual beliefs. Questioning the motivation of just about any action, discounting one's sense of right and wrong, questioning the sense of reality and denying the right to participate in religious or spiritual activities are examples of spiritual abuse.

When considering a new member/member who is suspected of being in an abusive situation, Honor Board must remember that a professional best handles intervention. Support and trust become very important to such individuals. People who have suffered some type of abuse may exhibit a wide range of behavioral and psychological patterns. If the new member/member is the aggressor in a perceived abusive situation, they may become defensive and hostile towards those who bring it to their attention. Honor Board is not designed to handle such matters and should leave counseling to professionals.

Although Honor Board may not intervene when abuse is suspected, Honor Board must deal with actions that are disruptive to the chapter. Acts of hazing, as defined by Delta Gamma and local, state and federal laws, can involve one or more of the above-stated forms of abuse and will not be tolerated and must be addressed through Honor Board Standard Procedures. Other abusive actions must also be addressed when the behavior impacts the chapters. It is important for Honor Board to realize that it can only address the disruptive behavior (e.g., embarrassing or demeaning remarks made at chapter events or within the chapter home, physical assault, etc.) and may not diagnose or label the behavior as abusive. Honor Board may not require counseling or professional intervention.

Honor Board might plan and have the vp: member education coordinates a speaker on abusive relationships from the campus counseling center or local women's shelter to raise awareness of the possible situations facing chapter members and of the solutions and options available in the local area.

It is important to educate with facts and possible resources. Singling out a certain person or situation is not the responsibility of Honor Board or its area of expertise. Living the Oath of Friendship means supporting a sister in their pursuit, not 'fixing' a situation for them.

Organizations that offer helplines, licensed professionals (medical and otherwise) and local law enforcement can best handle the counseling and management of abusive relationships. It is recommended that Honor Board ensure that information concerning available resources is readily available to all chapter members at all times.

## **Title IX & Sexual Assault**

Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Institutional Title IX offices have obligations to foster an environment free of discrimination and investigate issue areas including but not limited to: treatment of students and sex-based harassment, which encompasses sexual assault and other forms of sexual violence.

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. If a survivor of sexual assault discloses to Honor Board and/or has the courage to share their story, we have an obligation to follow through and uphold our responsibility to protect and support our members who have demonstrated their willingness and ability to uphold the responsibilities of membership.

When a member is sexually assaulted by a non-member, we respond from a support perspective. When a member is allegedly sexually assaulted by another member, we respond from a support and accountability perspective.

Several accommodations are available for survivors of sexual assault.

Accommodation options should be reviewed by a member of Honor Board with the survivor. When discussing their options, please refer to the Accommodations and Resources for Survivors of Sexual Violence, which you can find in the website library and can be found in the library.

### **Member-on-Member Sexual Assault:**

Member-on-member sexual violence should be responded to differently than if a member is sexually assaulted by a non-member. While Honor Boards should not be charged with determining whether or not a sexual assault occurred under the law, institution policy, etc., they should focus accountability on whether or not a violation of Article II and Delta Gamma values has occurred.

Honor Board's response to alleged member-on-member sexual violence shall operate using a "survivor driven" model. This means that the survivor of the alleged assault drives all decisions related to their assault as appropriate.

In order to ensure a "survivor-driven" model is utilized, we acknowledge that a SOR may be written by someone other than the survivor, perhaps a witness to the assault or a friend they have confided in. The vp: social standards should speak with the survivor privately to ensure that the survivor wishes for the SOR to be pursued by Honor Board. If the survivor does not want the allegations to be pursued by Honor Board, the process ends there, and the rest of Honor Board remains unaware of the allegations. If the survivor is comfortable with the allegations being pursued, standard Honor Board procedure shall be followed. Members of Honor Board who are also survivors or are uncomfortable participating in the Allegation Assessment or Formal Hearing may recuse themselves from participation if they so choose.

Several accommodations are available for survivors of sexual assault.

Accommodation options should be reviewed by a member of Honor Board with the survivor. When discussing their options, please refer to the Accommodations and Resources for Survivors of Sexual Violence, which you can find in the website library and can be found in the library.

### **Other Factors to Consider:**

**Retaliation:** if there is an alleged assault between two members or even an assault by a non-member who is generally well-liked/well known, it's unfortunately not uncommon for retaliation to occur. If so, Honor Board should address the retaliation behaviors via Standard Procedure.

**Re-entry:** if a survivor requests Excused Status for chapter activities as an accommodation, the member in question should be asked to meet with Honor Board upon their return to discuss reacclimating to the chapter and ensure they are welcomed with kindness.

**Sensitivity of evidence:** if evidence (photo, video, text, etc.) regarding the assault in question is submitted to Honor Board, that information shall be treated with the utmost sensitivity. Evidence of this kind should only be reviewed by Honor Board in person and not distributed to the members of Honor Board via any electronic means. This is intended to avoid the sharing of highly sensitive content, intentionally or unintentionally.

## Section 8: Officer Onboarding & Chapter Education

### Onboarding & Chapter Education

The time and effort spent transitioning a new Honor Board or new Honor Board members will benefit the entire chapter, not just Honor Board. If the chapter's Honor Board has been functioning well, a strong and thorough transition can ensure a seamless transfer of responsibilities to the newly elected members. If the chapter's Honor Board has not been functioning as well as it could, a well-guided transition can assist the new Honor Board in making necessary changes.

The vp: social standards chairs Honor Board, and their understanding of the functions, responsibilities and procedures of Honor Board is critical. The outgoing vp: social standards should meet individually with the newly elected vp: social standards to review their responsibilities to Honor Board, social programming and etiquette.

The Honor Board information discussed during this meeting does not need to cover more than an explanation of the vp: social standards' administrative duties: scheduling regular Honor Board meetings, ensuring that Honor Board implements positive programming, etc. The details of Honor Board operation and procedures may be left for the transition meetings with the outgoing and newly elected Honor Board members.

It is recommended that the outgoing Honor Board meet with the newly elected Honor Board on at least two occasions to transition the new board. The first of these meetings should occur before the end of the fall term and the second should occur before the first chapter meeting of the winter/spring term.

As with CMT, these meetings will have to be scheduled outside of the general transition workshops because the president and vp: social standards, and possibly other Honor Board members, will be participating in those transition workshops with a focus on their responsibilities outside of Honor Board. If time permits, the transition Honor Board meetings may be scheduled at the same time as the regular weekly Honor Board meeting. The Honor Board adviser should be present at the transition sessions. The outgoing Honor Board may not conduct disciplinary procedures while the newly elected Honor Board members are present.

**The following items should be covered during Honor Board transitions, with additional topics to be added as needed:**

- Composition, philosophy and purpose of Honor Board
- Layout and organization of the Honor Board Handbook
- Honor Board Resources and use of Anchorbase
- Responsibilities of Honor Board members
- General Honor Board guidelines and the importance of confidentiality
- Responsibilities of other chapter officers and directors (involve those officers/directors)
- Fraternity policies and chapter standing rules and bylaws
- Automatic Procedure
- Standard Procedure
- Sensitive Matters
- Resignation of Membership
- Early Alumnae Request
- Excused Status
- Positive programming
- The Pursuit learning management system
- Review of Honor Board cases to be monitor

Confidentiality must be upheld between outgoing and incoming Honor Boards. Individual cases, including personal identifiers and specific scenarios, may not be shared except for the Honor Board Summary Activity Log.

*Note: The length of penalties, probation, delay of Initiation, etc. may extend from one elected Honor Board to the next. The terms of any continuing cases should be given to the new Honor Board for monitoring purposes. The new Honor Board should not be informed of the details of the earlier proceedings.*

*Note: If an incident occurs at the end of the Honor Board's term, the vp: social standards, with the permission of the RCS/CAC/NCC, may refer the Statement of Obligation Review to the new Honor Board. If the RCS/CAC/NCC permits this referral, the outgoing Honor Board should not proceed with any aspect of the Statement of Obligation Review. The Statement of Obligation Review should be given to the incoming vp: social standards once they have taken the Oath of Office.*

# Appendix A: Inclusion & Accountability

## Addressing Racism in Honor Board

### Our Commitment to Delta Gamma's Values

Delta Gamma is committed to creating an inclusive environment for all members. Racism and discrimination have no place in our sisterhood. As a predominately White organization, we must recognize the role we have played in institutional racism. Addressing this is difficult work, and Honor Board plays a critical role in progressing our chapters to be inclusive spaces for all members and new members. Drawing from Article II of the Fraternity Constitution and Delta Gamma's Positional Statement on Inclusivity, members are honor bound to uphold the high ideals of sisterhood throughout all aspects of life. As a reminder, both are listed below as a reference:

#### The Delta Gamma Constitution, Article II states:

The objects of the Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character.

#### Positional Statement on Belonging, Equity, Inclusion & Diversity (BEID)

Delta Gamma Fraternity is committed to cultivating an inclusive and equitable environment through experiences that foster belonging with care and connection, aligning with our values outlined in Article II. We believe cultivating a culture of Belonging, Equity, Inclusion and Diversity (BEID) allows members, future members and friends of the anchor to be seen and heard for their authentic whole selves without a need to suppress aspects of who they are and their lived experiences.

- We recognize that a dedication to BEID is a continuous, evolving process for intentionally doing good in the promotion of lasting change.
- We are devoted to fostering a community of acceptance, openness and freedom of expression.
- We commit to view ourselves and others through the lens of contextual understanding, recognizing the impact that oppression and structural barriers have on membership involvement.
- We acknowledge there are structural barriers in spaces that oppress certain populations and strive to address any similar barriers within our organization.
- We encourage cultural humility through ongoing dialogue, education and advocacy.

### Scenarios and Helpful Talking Points

Honor Board is responsible for facilitating difficult conversations regarding racism and discrimination and holding members accountable for actions that do not align with the principles of Delta Gamma. One way to encourage transparent, inviting conversation is to frame the discussion using open-ended questions. Examples are listed below to guide conversation. Keep in mind that these tools are meant to enhance conversation but do not replace Honor Board policy and the use of Standard Procedure.

After reciting the Honor Board opening statement in a formal hearing, open the discussion with a statement that fosters an inviting dialogue while recognizing that the conversation may be difficult: "This may be a hard conversation to have. However, we are here to talk it through together." You may want to read aloud the above statement on racism and Article II and Delta Gamma's Positional Statement on Inclusivity.



**Utilize the questions below to frame your conversation in Honor Board:**

If you are addressing a specific action/comment/social media post:

- Can you help me understand why you did/said/posted this?
- We just reminded you of \_\_\_\_ (Article II or Positional Statement on Inclusivity). Can you share how this action does not align with our Delta Gamma values?
- How might members of our organization have perceived this?
- How might others, including our Black sisters, sisters of color, students at our institution, and others in and outside the Sorority & Fraternity community experience your post/action?
- How do you think your actions further marginalized Black people/people of color?
- How do you think your actions further created an unsafe space for a Black student/member or person of color?
- How might your post make your Black sisters or sisters of color feel?
- In what ways might others attribute your views to Delta Gamma as a whole?

If a member does not realize the impact or states it was not their intent to do something racist:

- Do you understand the difference between intent and impact?  
*Note for Honor Board: When a person acts in a way that diminishes another person's humanity and identity - in this case, racism - intent, whether good or bad, is not what matters. Rather, the impact experienced by the person who is being oppressed must be the focus of the conversation.*

It is important to connect back to Delta Gamma's values:

- Can you share with me your understanding of what the Delta Gamma values are?
- Talk to us about some of the reasons you joined Delta Gamma.
- Do you think your actions align with the values of Delta Gamma or with the reason you joined this organization?
- If so, how? If not, how?

If a member starts to shut down during the conversation:

- I see this is very challenging for you. Can you tell me what you are feeling?
- Do we need to take a five-minute break and then reconvene?

If a member says that their actions align with the way they were raised or points to a cultural norm for the reasoning behind their actions:

- Are you aware that your actions, though they may be considered the norm to you/your family/your community, are not in alignment with Delta Gamma's values?
- Now that you have learned that your behavior does not align with Delta Gamma's values, are you willing to change your behavior?
- In what ways can we assist you in learning about \_\_\_\_ (racism, discrimination, etc.) to then lead to changed behavior?

If a member is unwilling to acknowledge wrongdoing or try to make a change:

- It sounds like your values are not aligning with Delta Gamma's. Do you still believe this is an organization that you want to be a part of?
- If the member says no, please let them know the process for resigning their membership.

- If the member says yes, state: You are saying you believe Delta Gamma is still an organization you want to be a part of, and you are saying that you are unwilling to acknowledge the harmful impact of your actions. We cannot tolerate having a member who is unwilling to live by our values. Again, are you willing to acknowledge the impact of your action(s)? If still yes, then remind them of their right to resign and/or note this in the formal hearing minutes and consider recommending expulsion.

## Tips for Helping Honor Board to Create a Space for Open Dialogue

Given the nature of the conversation, it is likely to be emotional and challenging. Though it will be difficult, there are ways that Honor Board can make sure that they are creating an environment that will better facilitate open conversations, empathy, care and sustainable change. Remember, this is your sister. It is your duty to hear the perspective of your sisters, be an empathetic and caring listener, and hold your sisters accountable. Although we want to be firm in supporting our stance on inclusivity and holding one another accountable, it is important to create a space for open dialogue so you can seek to understand:

- Do not rush the hearing. It is important to allow time for the conversation.
- If you are summarizing a conversation, check to ensure you got it right and do not assume you know what they want or are feeling.
- If you meet virtually, recognize that authentic conversation can be awkward and uncomfortable. Allow members to turn off video or take a short break if the conversation becomes emotionally charged.
- If you meet in person, set the space to enhance the discussion. Some ideas could include sitting in a circle or being aware of where the adviser is seated in relation to the member. It is preferred that the adviser not sit across from the member who has come into Honor Board, as we want this to be a peer-led environment.
- If the conversation feels unsafe for a member, or they do not believe they can offer an empathetic and impartial perspective, they should remove themselves from the meeting.
- Consider which member(s) of Honor Board might be best to lead this conversation. It is not the sole responsibility of the vp: social standards to facilitate discussion.
- Make sure the member knows they can take a break anytime.
- Let the member know you genuinely care about them and want to help them to succeed. As Honor Board, you are there to support this person, regardless of your feelings for them. Seek to be compassionate at all times. If you feel like you cannot do that, remove yourself.
- Practice self-care and encourage self-care for one another. Use each other as support.
- Utilize your resources! Remember: you are not diversity, equity and inclusion professionals, nor are you expected to be! Your campus has many resources available to you (check your Campus Resources Worksheet).

## Sanctions and Accountability

We believe in education, character development and opportunities to learn and grow in Delta Gamma. However, severe offenses may necessitate probation or expulsion recommendations.

### How does accountability look at the end of the hearing or discussion?

- [Restorative Practices](#)/Improve relationships and repair harm
  - Whenever possible, if the racist act involved harm against any other person, Honor Board should work to center the voice of the person who experienced the harm. If appropriate and would not cause further harm, ask the person who experienced the harm if they are willing to suggest sanctions or other outcomes that would help restore the harm that was caused. If they are willing to suggest sanctions, **please remind them that the Honor Board hearing and any related outcomes remain confidential**, and they will not know the outcome of the hearing.
- If the member is open to change and to learning, and is truly apologetic for their actions:
  - If believed appropriate, an educational opportunity would be a reasonable response from Honor Board. Offer the member access to educational resources (in the Resources section of this document) and talk about what resonates with them. Allow them to select what resource they would like to explore.
    - Remember, involving the member in the sanctioning process can give their agency and, therefore, lead to sustainable change.
  - Set an expectation for the member to watch/read/listen to the selected resource. Decide together what an appropriate follow-up may be.
    - A follow-up could be a discussion about the resource, developing a small presentation or creating a piece of art, poetry, written reflection or another agreed medium.
    - Honor Board and the member should also agree on a plan for follow-up, including time, place and parties involved. This can include one or two members of Honor Board, the entire board or the Honor Board adviser.
    - Please note: It is important that with education we do not put the responsibility to educate on the person(s) who were harmed or other members/new members of color unless the person(s) harmed or member/new member of color wants to be involved.
- Severe Offense
  - Given the severity of the offense, expulsion may be necessary. Honor Board should consider expulsions if the member is involved in any of the following:
    - Patterns of racist or discriminatory behavior
    - Hate crimes (include threats or causes someone to fear for their safety)
    - Premeditated acts of racism or hate (e.g., Blackface or mocking the killing of someone)
    - Behaviors that threaten someone
    - Behaviors that target another person

Through discussion with Honor Board, the member may admit that their values do not align with Delta Gamma. In that case, Honor Board should offer voluntary resignation to the member. If the member is unwilling to resign voluntarily, recommending expulsion is the preferred course of action.

## **Additional Resources**

[Restorative Practices video](#)

This video provides a brief introduction to the Restorative Practices method. Restorative practices are a technique to restore and rebuild relationships between people and communities. The purpose is to build healthy communities and place folks who have been harmed at the center of the restoration. This is the preventative end of restorative justice.

[Education Resource List](#)

[Anti-Racism for Beginners](#)

[Racial Equity Tools](#) Glossary of Terms

Conscious and thoughtful use of language will further enhance Honor Board discussion surrounding race and discrimination. The glossary is suggested as a tool to improve the education of members and the quality of dialogue and engagement.

Honor Board Supportive Programming (DG Library)

Behavioral Threat Assessment Rubric (DG Library)

## Appendix B: Supportive Programming Suggestions

All of our members are currently navigating much change, and they may be experiencing and engaging with Delta Gamma in a very different context. Realistically, there may not be much that Honor Board can do to address or alleviate their most pressing concerns except to be compassionate and understanding and lead with a Culture of Care. So while we can anticipate that many of our members are struggling right now, there may be smaller populations within your chapter that are experiencing unique challenges that can be addressed with intentional outreach and programming.

Each week Honor Board should spend time identifying key group(s) of members who can benefit from this targeted outreach and make a commitment to engage with that group during the week. The responsibility of engagement does not rest solely with the vp: social standards. Be mindful of the role the members-at-large can play in this process and how to utilize their time and skills to enhance this programming effort.

Here are some ideas in which Honor Board can provide support and show care on an ongoing basis:

AUDIENCE	POSSIBLE OUTREACH
Members expressing the need to talk to Honor Board	Honor Board should continue to hold regular weekly meetings and share the schedule with the chapter. Members may request a meeting time, either virtual or in person as allowed by the institution, to engage with Honor Board.
Members missing two or more events	Select an Honor Board member to check-in and see how the member is doing and what support Honor Board/chapter can provide.
Members with a GPA below a 2.0 or who have expressed challenges with distance learning	Honor Board working in conjunction with the director of scholarship and member to develop a supportive plan which may include, but is not limited to, identifying campus resources, scheduling study dates or pairing up women as accountability partners.
Members returning from study abroad	Honor Board should think creatively on how to reengage members who are returning from an absence to a virtual setting.
New members or newly-initiated members	Working in conjunction with the vp: member ed, look for ways to integrate your newest members into chapter activities.

Members who are struggling financially and are unable to meet financial obligations	Work in conjunction with vp: finance to provide support and options (such as Sisters Helping Sisters grants) to assist these members.
Mental health concerns	Honor Board can consider setting up 1:1 check-ins with members who have previously voiced mental health struggles.
Confronting racism	Honor Board can offer educational resources or connect members with campus/community organizations. See the new Honor Board Resource Guide: Addressing Racism in Delta Gamma (also in Appendix A of the Honor Board Handbook) for educational resources and Delta Gamma's Connected for Good webpage for related webinars.
Members expressing a lack of connection within the chapter	Honor Board could identify activities within current chapter programming that the member may benefit from attending or identify another member (big sister, current/former leader, close friend) to initiate a deeper conversation on the value of sisterhood.
Joint chapter management team (JCMT)	Facilitate conversations surrounding accountability as chapter leaders, set goals, and develop partnerships to further enhance chapter programming initiatives.
Overall Engagement	Creating a personal connection with the member and spending time in transparent and meaningful conversation to determine how to enhance or increase chapter participation and engagement.