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**Honor Board of**      **Chapter**

**Formal Hearing Minutes**

**Date:**

**Time:** Begin

 Adjourn

**Members Present:**

vp: social standards:

president:

junior member:

sophomore member:

member at large:

officer providing additional documentation (as necessary): Name:       Office:

officer providing additional documentation (as necessary): Name:       Office:

officer providing additional documentation (as necessary): Name:       Office:

Honor Board Adviser:

**Opening Statement to be read by vp: social standards:**

*This is the       chapter of Honor Board hearing for       (member/new member’s name). Today’s date is       at       (time). Present are      , vp: social standards, chair of Honor Board;      , president;      , junior member;      , sophomore member;      , member-at-large; and      , Honor Board Adviser. The Honor Board has asked you to come to this hearing in order to discuss your Statement of Obligation Review, which you received at the time that you were notified of this hearing. For your privacy and the privacy of others involved, the discussion and outcome of this hearing are confidential. The board will be discussing these proceedings only with the necessary officers and advisers for direction and assistance.       (member/new member’s name), do you verify that you have received a Notice of Rights?       (member/new member’s name), do you have any written statements that you would like to present? If so, please provide us with your written statement at this time.*

**Statement of Obligation Review to be read by vp: social standards**

vp: social standards reads aloud the Statement of Obligation Review, and then opens the floor to discussion.

**Discussion**

**Deliberation by Honor Board:**

Following discussion, vp: social standards asks member/new member to depart the hearing at      (time) for Honor Board to deliberate and vote on a sanction.

**Vote by Honor Board:**

Following the vote, vp: social standards invites the member/new member to return to the hearing at      (time).

**Closing Statement to be read to the member/new member by vp: social standards:**

*Based on our discussions and evidence presented here, Honor Board has voted to recommend       as a sanction to our Regional Collegiate Specialist (RCS)/Council Appointed Coordinator (CAC)/New Chapter Coordinator (NCC). You have three (3) days to send an appeal to the RCS/CAC/NCC. Any member of Honor Board or the Honor Board adviser may assist you in writing your appeal. Please note that the confidentiality of this process still applies, and as previously stated, the discussion and outcome of this hearing are confidential. Breaches in confidentiality could result in another Statement of Obligation Review. Do you,       (member/new member’s name), understand the recommendation that we will be making to the RCS/CAC/NCC and your responsibility in upholding the Oath of Secrecy in this matter?*

Respectfully submitted,

Electronic signature of minute taker

Formal hearing minutes endorsed by:

vp: social standards

Honor Board Adviser

**Honor Board Letter with Recommendation of Expulsion:**

Dear Council of Delta Gamma:

On behalf of the Honor Board of the       chapter of Delta Gamma, I recommend that       be expelled from Delta Gamma Fraternity.       has violated her Statement of Obligation and has failed to fulfill her membership responsibilities in the following areas:

Honor Board does not make this recommendation lightly, but believes it to be appropriate in light of all facts.

Sincerely,

vp: social standards president Honor Board adviser