

COLLEGIATE DIRECTOR QUICK GUIDE

Honor Board members-at-large

All chapter sizes should have a Honor Board sophomore member, junior member and member-at-large. Honor Board officers report to the vice president: social standards, and serve on both Honor Board and the joint chapter management team (JCMT). In addition to discussing and voting on Honor Board matters, the individual responsibilities of members-at-large include: preparing meeting/hearing minutes, meeting with members to review sanctions and guiding/reviewing members during the completion of their sanctions.

RESPONSIBILITY

RESOURCES

Enforcing DG Policies	All Policies and Positional Statements
Formal Hearings	Honor Board Handbook ; Formal Hearing Letter ; Notice of Rights ; Addressing Racism in Honor Board
Honor Board Procedures	Honor Board Handbook ; Statement of Obligation Review (SOR) ; Automatic Probation Notification (APN) ; search 'Honor Board' in the DG library for all resources
Taking Meeting Minutes	Meeting Minutes ; Formal Hearing Minutes
Positive Programming	Honor Board Handbook ; Member Awards and Recognition Ideas
Support Resources	Supporting Survivors of Sexual Violence Resource Guide ; Behavioral Threat Assessment Rubric ; How to Support a Sister Who Has Experienced Covert or Overt Racism ; Recommended Practices for Managing Mental Health or Emotional Concerns

AUTOMATIC PROCEDURE

(for initiated members only)

Used when 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.

STANDARD PROCEDURE

Followed when the allegations are subjective in nature, there is a dispute as to whether a violation has occurred or when 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.

MARK YOUR CALENDAR

- Attend JCMT meetings.
- Weekly Honor Board meetings.
- You will be copied on the vp: social standards newsletter every other week. Make sure you read this!
- Your chapter's events ... members need to see you participating!

LINKS TO BOOKMARK

- [Anchorbase](#) (for tasks to submit, adviser contacts, your regional team volunteers, etc.)
- Check out the [Collegiate Chapter Officers Manual \(CCOM\)](#) for details on your responsibilities.
- Uphold the [12 Fraternity Standards](#) in all that you do.
- 2020-2021 [Collegiate Chapter Resource Guide](#) (Changes Due to COVID-19)
- All [DG Policies](#) listing.

DIVE DEEPER

- Have concerns about a member's emotional or mental health? Follow our [Recommended Practices for Managing Mental Health or Emotional Concerns](#) guide.
- Questions? Reach out to your chapter's Regional Collegiate Specialist (or Council Appointed Coordinator/New Chapter Coordinator). Each chapter has one of these volunteers and their contact info is in Anchorbase.

Updated: August 2020