



Alumnae Membership Review Process

A recommendation for alumnae membership review should be made only when a member's conduct, goals and/or attitude have precluded her from complying with her Statement of Obligation, and her interests are not consistent with those of the Fraternity.

When possible, every attempt should be made to work through the situation before a membership review is requested. In other cases, a membership review will be automatically warranted.

A request for review is not taken lightly, and it requires confidentiality be respected. A letter of concern or membership review status should not be discussed with anyone outside of those necessary in the process to obtain information. Those who do not appropriately respect and uphold the required confidentiality of this process will themselves be held accountable.

Review is warranted in the following circumstances, but not limited to violations of the Delta Gamma Fraternity Constitution, violations of the Statement of Obligation and violations of Delta Gamma policies and procedures. This includes acts of racism and discrimination, which is addressed in this [Inclusion & Accountability guide](#).

A Letter of Concern requesting a review may be submitted when a member in good standing has concerns that an alumna member's conduct is not representative of what is expected of a Delta Gamma.

New alumnae with pending collegiate Honor Board concerns will continue to follow the collegiate procedures for membership review as stated in the Honor Board Handbook. If the offense occurs after a new alumna has graduated, this process will be followed. Concerns regarding the performance of a Fraternity or Foundation volunteer or officer will go through the Progressive Leadership Volunteer Disciplinary Process.

There are three possible outcomes upon the conclusion of an alumnae membership review:

- **No Action** – a decision of no action means there was no determination of wrongdoing and no change to the alumna's membership status.
- **Warning** – a warning is a personalized sanction for an alumna whose violation or violations are determined to be less egregious in nature, not warranting an expulsion but still egregious enough to require they are addressed.
- **Expulsion** – an expulsion recommendation should be made when it appears the member's conduct, goals and/or attitude have precluded her from complying with her Statement of Obligation, and her interests are not consistent with those of the Fraternity.

The recommendation is made to Council, who has the ultimate authority in whether to expel a member.

STEP ONE: LETTER OF CONCERN

A member seeking review of another alumna member will begin the process by sending a Letter of Concern to her Regional Alumnae Specialist. The Letter of Concern should include the following information:

- Name and chapter of initiation of the member at issue
- Name and chapter of initiation of the member writing the letter
- A detailed summary or account of the concerns pertinent to the membership review

It should be noted that the member seeking review will not receive any communication regarding the eventual outcome of the process. While she may be contacted as part of the investigation in Step Two, she will not receive any information about the final determination in the case.

STEP TWO: INITIAL REVIEW

Upon receiving a Letter of Concern, the Regional Alumnae Specialist (RAS) should share the letter with her Regional Alumnae Specialist (RAS) partner. Together, they will determine if further investigation is warranted. To ensure a fair and thorough review, they may request additional information, supporting documents and/or resources pertaining to the concerns from the member seeking review, as well as the member services department at Executive Offices. If the two Regional Alumnae Specialists cannot reach a unanimous decision, then they should consult the Alumnae Development Consultant (ADC) assigned to their region to weigh in on whether a membership review is necessary.

If it is determined that no membership review is necessary, the matter will be deemed settled and closed. The RAS will send the Letter of Concern, along with any supporting documents and a statement confirming the RAS partners' recommendation of no action to the Director: Alumnae Resources. From there, the Director: Alumnae Resources will send a copy of the packet to the assistant director of member services and alumnae development at Executive Offices for her files. They have ten (10) days to complete their review and give their recommendation.

If it is determined that a membership review is warranted, the RAS will send a notification email to the member under review, sent to the email address on record in the Fraternity database. This email is referred to as the Initial Contact Letter. *A template for this email can be found at Appendix A.*

The Initial Contact Letter should contain the following information:

- Concerns, allegations and reason for review request (should not include the name of the member requesting the review)
- A request for any additional information, resources and/or back up documentation from the member under review to be submitted with the packet
- Notes that the letter serves as notification that a membership review has been requested and her membership will be reviewed by appropriate members of Cabinet and potentially Council should it be warranted

- Notes that the member under review has ten (10) days from the date of receipt of the Initial Contact Letter email to provide any relevant information to the RAS via mail or email, and may request a seven (7) day extension if needed

STEP THREE: MAKING A RECOMMENDATION FOR ACTION

Upon the expiration of the tenth (10) day after the Initial Contact Letter is sent (or the extended date confirmed by email), the RAS partners will review any information the member under review has submitted along with the information in the initial Letter of Concern and supporting documents. If the RAS partners cannot agree on a recommendation, the ADC assigned to their region should be included in the decision-making process to provide a third decision. There are three possible recommendations that can be made after reviewing an alumnae review packet:

- No Action
- Warning
- Recommendation of Expulsion

Once the RAS partners have agreed on a recommendation, they will email the member under review with an update, stating their recommendation and that it is being sent to the next level of review. *A template for this email can be found at Appendix B.* The packet will then be forwarded to the Director: Alumnae Resources (alumresources@deltagamma.org). At this point, the packet should include the following information:

- Letter of Concern requesting membership review
- Any additional information gathered during the initial review
- Initial Contact Letter from RAS to member under review
- Any correspondence or information supplied by member under review
- Letter from RAS with recommendation for action
- Per capita dues status

STEP FOUR: DIRECTOR REVIEW AND RECOMMENDATION

Director: Alumnae Resources will share the information received with the Director: Alumnae Development, Director: Lifetime Engagement, Director: Standards and Regional Director for further review. Along with these materials, they may request additional support or resources from the member services department at Executive Offices to supply any other pertinent Fraternity records or information concerning the alumna under review, including any previous warnings given. These directors may also ask the member under review for additional information. The directors have ten (10) days to complete their review and give their recommendation.

Upon completion of the director review, the member under review will receive an email with the decision from their review. The options here are no action, a warning, or a recommendation for expulsion that will go to Council for final determination. *Templates for these emails can be found at Appendix C, D and E.*

If the recommendation is no action, the member under review will receive an email from the Director: Alumnae Resources stating no action will be taken. This email, along with the packet, will be forwarded to the assistant director of member services and alumnae development for the member's record.

If the recommendation is a warning, the member under review will receive an email from the Director: Alumnae Resources stating that the member has received a warning and outlining the personalized sanctions that accompany that action. If necessary, the appropriate volunteers (regional teams, house corporation boards, alumnae group officers, collegiate advisory team if applicable) will be notified should the sanctions effect the operations or daily functions of those groups. This email, along with the packet, will be forwarded to the assistant director of member services and alumnae development for the member's record.

An alumna who receives two or more warnings at any time during her alumnae membership may be recommended for expulsion.

If the recommendation is for expulsion, the member under review will receive an email from the Director: Alumnae Resources stating that the member has been recommended for expulsion and that the packet is being forwarded to Council for a vote.

STEP FIVE: COUNCIL REVIEW AND VOTE ON RECOMMENDATION FOR EXPULSION

If the director level review puts forth a recommendation for expulsion, it will be submitted to the Council Trustee: Alumnae for a Council vote. At this point, the packet should include the following information:

- Letter of Concern requesting membership review
- Any additional information gathered during the initial review
- Initial Contact Letter from RAS to member under review
- Any correspondence or information supplied by member under review
- Letter from RAS and RD with recommendation for action
- Letter from Director: Alumnae Resources with recommendation for expulsion
- Per capita dues status
- Previous warnings received or previous membership review packets on file

Council Trustee: Alumnae will submit the packet to Council for review and a vote. If Council votes to expel the member under review, Council Trustee: Alumnae will notify the member of her expulsion via email. This letter will be sent by the assistant director of member services and alumnae development at Executive Offices on her behalf. If the now expelled member is a dues paying member of a local alumnae group, Council Trustee: Alumnae will also notify that alumnae group of the expulsion through the assistant director of member services and alumnae development at Executive Offices.

If Council chooses not to expel the member under review, Council Trustee: Alumnae may issue a warning with personalized sanctions to the member, to be monitored by the RAS. The packet may also be sent back to the Director: Alumnae Resources to determine with the other reviewing directors whether a warning is warranted. If the directors agree, the Director: Alumnae Resources will follow the notification steps as outlined in Step Four above.

The final outcome email, along with the packet, will be forwarded to the assistant director of member services and alumnae development for the member's record.

APPENDIX A - INITIAL CONTACT LETTER

Please use this template as a guide for the email you send to the member under review.

Subject: Delta Gamma Fraternity Alumnae Membership Review

Dear _____,

This email is to notify you that a request has been made to review your membership with Delta Gamma Fraternity. This email serves as notification that the Regional Alumnae Specialists, Regional Director, Director: Alumnae Resources, Director: Alumnae Development, Director: Lifetime Engagement, Director: Standards, and potentially Council will review your membership.

As outlined in the Alumnae Membership Review process, an alumnae membership review may be warranted for violations of the Delta Gamma Fraternity Constitution, violations of the Statement of Obligation, and violations of Delta Gamma policies and procedures.

The specific violations that have been alleged against you are:

_____.

You have ten (10) days from receipt of this email to submit your appeal along with any information you deem relevant to address the violations alleged above. You may request a seven (7) day extension if you need more time to submit the requested materials. Please send your appeal via email to me at this email address.

If you have any questions, please feel free to reach out to me at the email address above or the Director: Alumnae Resources at alumresources@deltagamma.org.

Sincerely,

Name

[Issuing Volunteer Title]

APPENDIX B - SAMPLE STATUS NOTIFICATION

Please use this template as a guide for the email you send to the member under review.

Subject: Delta Gamma Alumnae Membership Review Process – In Progress

Dear _____,

I am writing in regard to your Delta Gamma Alumnae Membership Review status. Your membership review packet has been reviewed by the first level of volunteer officers and is moving on to the next level of review. We will keep you informed regarding your status as the process moves forward.

If you have any questions, please feel free to reach out to me at the email address above or the Director: Alumnae Resources at alumresources@deltagamma.org.

Sincerely,

Name

[Issuing Volunteer Title]

APPENDIX C - SAMPLE NO ACTION LETTER

Please use this template as a guide for the email you send to the member under review.

Subject: Delta Gamma Alumnae Membership Review – No Action

Dear _____,

I am writing in regard to your Delta Gamma Alumnae Membership Review status. After investigating the allegations brought forth and reviewing all submitted information during the membership review, it has been determined that no action will be taken.

No action means there is no change to your membership status in Delta Gamma at this time.

Although a decision of no action resulted from these allegations, we hope you have taken some time to reflect on what your membership in Delta Gamma Fraternity means. All members should strive to live by the high standards and ideals of sisterhood expected of a Delta Gamma.

If you have any questions, please feel free to reach out to me at the email address above or the Director: Alumnae Resources at alumresources@deltagamma.org.

We know the membership review process can be very stressful and we appreciate your candor and patience during this process. We hope you will continue to be an active, contributing member of Delta Gamma.

Sincerely,

Name

[Issuing Volunteer Title]

APPENDIX D - SAMPLE WARNING LETTER

Please use this template as a guide for the email you send to the member under review.

Subject: Delta Gamma Alumnae Membership Review - Warning

Dear _____,

I am writing in regard to your Delta Gamma Fraternity Alumnae Membership Review status. After investigating the allegations brought forth and reviewing all submitted information during the membership review, it has been determined that the sanction of warning is warranted.

A warning is a personalized sanction for an alumna whose violation is not egregious, is unique in nature, is a combination of several violations or simply may require a more personalized approach.

This warning is being issued because your recent conduct has violated the standards of the Fraternity and responsibilities of membership have not been upheld. Such conduct is not representative of what is expected of a Delta Gamma.

The specific allegations that were found to have merit are: _____

The following warning sanctions should be considered carefully: _____

Should you receive another warning at any time in your membership, you may be recommended for alumnae expulsion. Your Regional Alumnae Specialist will be following up with you to ensure any terms of your sanctions have been met.

If you have any questions, please feel free to reach out to me at the email address above or the Director: Alumnae Resources at alumresources@deltagamma.org.

Sincerely,

Name

Issuing Volunteer Name

APPENDIX E - SAMPLE RECOMMENDATION FOR EXPULSION LETTER

Please use this template as a guide for the email you send to the member under review.

Subject: Delta Gamma Alumnae Membership Review – Recommendation for Expulsion

Dear _____,

I am writing in regard to your Delta Gamma Fraternity Alumnae Membership Review status. After investigating the allegations brought forth and reviewing all submitted information during the membership review, it has been determined that you will be recommended for expulsion.

This recommendation is being made because your recent conduct has violated the standards of the Fraternity and responsibilities of membership have not been upheld. Such conduct is not representative of what is expected of a Delta Gamma.

The specific allegations that were found to have merit are: _____

Only Council can expel a member from the Fraternity. Council will receive all materials received throughout the process, including those that you submitted, in order to review your membership and make a decision regarding expulsion. Once Council has voted, you will receive a notification with their final decision.

If you have any questions, please feel free to reach out to me at the email address above or the Director: Alumnae Resources at alumresources@deltagamma.org.

Sincerely,

Name

Issuing Volunteer Name