



Delta Gamma  
1873

# Standards Pilot Handbook

*Updated August 2025*

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# Section 1

## Introduction to Standards Team

### Purpose of Standards Team

As an elected and representative body of the collegiate chapter, the team 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 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 a 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 women who have demonstrated their willingness and ability to uphold the responsibilities of membership.
- Be aware that the Standards Team's impact on the chapter will remain long after the board members have completed their collegiate journey.

### Risk Management Philosophy

Delta Gamma Fraternity seeks to empower its members to make informed decisions in high-risk situations based on our 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/new member has the responsibility to keep themselves, their sisters, their chapter, their campus and the overall international organization safe.

This 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, values and the well-being of the member/new member. A Culture of Care offers an intentional and purposeful catalog of educational programs and member services so that we can continue to do good.

The Standards Team strategy and discussion reinforces our Culture of Care through these practices:

### **C – CHAMPION**

Standards Team serves as a champion for sisters needing support

### **A – ACCOUNTABILITY**

Standards Team ensures alignment (compliance) with Fraternity policies and procedures

### **R – RESPONSIBILITY**

All discussion is geared towards reinforcing our commitment to a true sense of social responsibility

### **E – EDUCATION**

Standards Teams conversations are centered around an educational approach

## Confidentiality

Standards Team is a confidential entity. Its procedures are not secret, but the decision and outcomes of formal hearings must be kept confidential. The Regional Collegiate Specialist (RCS)/ Council Appointed Coordinator (CAC)/New Chapter Coordinator (NCC) has the authority to remove from office any Standards Team 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 Standards Team proceedings as a means of processing what occurred.

Standards Team cannot share private information with individuals of a member's support system (parents, close friends, etc.) All requests of this nature should be referred to the collegiate success specialist (CSS) or Executive Offices (EO) staff contact for follow-up as appropriate. EO staff do not have access to and cannot disclose confidential information related to Standards Team proceedings and will convey this message to the inquiring parties.

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

Standards Team 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, their experiences, social media content they posted or are tagged in, etc. to ensure transparency and honesty in the academic institution's process. In the role as a partner with the academic institution, EO staff may share action plans and ranges of sanctions to assure the institution of member accountability.

# Section 2

## Standards Team Members, Responsibilities and Roles

### Format of Collegiate Chapter Standards Team

Standards Team consists of the following five members:

- vp: standards (chair)
- president
- junior member
- sophomore member
- member-at-large
- chapter standards adviser (non-voting, except in the case of a tied vote during a formal hearing)

**NOTE:** Another adviser **may not** sit in on Standards Team proceedings in place of the chapter standards adviser. If the your adviser cannot attend a meeting or fulfill their duties, please contact your Regional Collegiate Specialist (RCS), Council Appointed Coordinator (CAC), or New Chapter Coordinator (NCC) so that they can request a Regional Standards Board member to attend the meeting in their absence.

Additional Standards Team 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 Standards Team, specifically. Their title is one of these three options depending on the current status of the collegiate chapter: RCS, CAC or NCC. No matter the official title, this alumna is a regional-level Cabinet member responsible for guiding, supporting and arbitrating the collegiate chapter Standards Team.

The RCS/CAC/NCC is the liaison between the Standards Team 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.

## **Responsibilities of Standards Team**

- Meets weekly for discussion of Standards Team matters
- Coordinates, attends, and completes applicable paperwork for CARE Conversations
- Educates chapter on Standards Team 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 and activities to CMT based on behavioral trends.
- Follows up on concerns within the chapter through an investigation with individual members and new members. If the concern is valid, the Standards Team member will encourage the individual voicing the concern to complete a Statement of Obligation Review
- 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 Standards Team**

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: standards**

- Serves as chair of Standards Team
- Schedules regular, weekly Standards Team meetings, including the monthly working meeting with vp: finance following the 10th of the month.
- Maintains regular contact with the chapter standards adviser and RCS/CAC/NCC regarding Standards Team operations
- Receives and processes SORs, Excused Status and Early Alumnae Status applications
- Coordinates an Allegations Assessment for every SOR or concern shared with Standards Team
- Coordinates all CARE Conversations and member status meetings, including rescheduling, if necessary, making every attempt to accommodate the chapter standards adviser, when appropriate
- Submits Standards Team Weekly Meeting Minutes to RCS/CAC/NCC within 24 hours via Anchorbase
- Submits applicable CARE Conversation minutes within three (3) days via Anchorbase
- Notifies vp: member education of concerns regarding new members
- Signs and submits resignation forms

- Directs and reviews progress of new member/member sanctions
- Notifies appropriate officer of new member/member completion of sanctions
- 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
- Directs and reviews progress of new member/member sanctions
- Informs Standards Team of activities, scholarship and attendance programs
- Informs pertinent CMT officers of resignations and expulsions
- Assists vp: standards with CARE conversations with members when appropriate

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

- Prepares minutes of weekly Standards Team meetings, CARE Conversations, and the vp: finance monthly working meeting minutes
- Meets with member to review Excused Status terms
- Directs and reviews progress of new member/member sanctions
- Assists vp: standards in conducting CARE conversations with members when appropriate

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

- Prepares minutes of weekly Standard Team meetings, CARE Conversations, and the vp: finance monthly working meeting minutes
- Meets with member to review Excused Status terms
- Directs and reviews progress of new member/member sanctions
- Serves as the chair of the Retention Committee
- Assists vp: standards in conducting CARE conversations with members when appropriate

### **vp: finance**

- Advises Standards Team of new members/members in poor financial standing
- Advises Standards Team of Excused Status affordability in conjunction with the chapter financial adviser (CFA)
- Participates in monthly working meeting with Standards Team
- Files Automatic Probation Notifications (APNs) in Anchorbase
- Directs and guides new members/members in completion of sanctions
- Files SORs on members/new members who do not meet financial obligations on Day 30
- Provide supporting documentation prior to hearings for finance related matters
- Attends formal hearings related to delinquent financial matters, as requested to provide context on situation and to answer any clarifying questions. Officer may only attend hearing prior to Standards Team's conversation with member/new member and may return to hear the recommended sanction(s) for transparency..
- Attends CARE Conversations, as necessary



**vp: member education**

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

**director of scholarship**

- Advises Standards Team of new members/members in poor scholastic standing
- Files Automatic Probation Notifications (APNs) on Anchorbase
- Directs reviews progress of new member/member sanctions
- Submits SORs on Delta Gamma member site as necessary for women that do not attend scholastic meetings
- May provide supporting documentation prior to hearings for scholastic related matters
- Assist with mid-term grade reviews as outlined in the chapter's Scholarship Enrichment Program
- Attends CARE Conversations, as necessary

**vp: communications**

- Is informed of attendance exceptions granted to members on Excused Status
- Advises Standards Team of new members/members with poor attendance/participation
- Directs new members/members in completion of sanctions
- Submits SORs on Delta Gamma member site for members/new members
- 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
- Attends CARE Conversations, as necessary

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

- Advises Standards Team of new members/members violating housing policies
- Files Automatic Probation Notifications (APNs) on Anchorbase
- Directs new members/members in completion of sanctions
- Submits SORs on Delta Gamma member site for members not meeting membership responsibilities as outlined in the chapter's BLSR
- May provide supporting documentation prior to hearings for housing related matters
- Attends CARE Conversations, as necessary

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

**vp: Panhellenic**

Informs campus administration of membership changes

### **chapter standards adviser**

- Acts in accordance with the advisory philosophy of “guidance, not governance”
- Serves as a guide and resource for Standards Team
- Assists vp: standards in choosing either Automatic or Standard Procedure
- Attends Standards Team weekly meetings in person or virtually and CARE Conversations, when appropriate
- Attends all formal hearings (Standards Team and Regional Standards Board), allegation assessments, and member 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
- Directs and reviews progress of new member/member sanctions
- Ensures SORs are submitted on all members/new members not meeting sanctions
- Signs Excused Status and Early Alumnae Status application forms
- Ensures that Standards Team follows the policies and procedures of the Fraternity, the chapter BLSR, and guidance of chapter advisers
- Assist officers in determining when SORs need to be submitted in their area(s) of responsibility
- Reviews Standards Team Weekly Meeting Minute in Anchorbase

## **Programming and Support**

Standards Team is responsible for maintaining the honor of the chapter and helping individual chapter members maintain their own honor. One way this is accomplished is implementation and recommendation of programming to other officers.

To meet the chapters needs, it is imperative to keep confidential all sensitive discussions.

- Standards Team should also anticipate that at times some members may require additional support due to personal circumstances.
- Standards Team may provide support by inviting the member to lunch, writing them a note or providing any appropriate assistance.
- Standards Team should consider developing a process for checking-in with members as outlined in the 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 the Standards Team 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 recurring chapter problems. Providing chapter members with the tools and resources to reach their full potential is an effort that will greatly benefit the chapter.

The Standards Team is responsible for planning and executing the following programming:

- Educating the chapter on Standards Team procedures and responsibilities
- Creating an ongoing recognition and awards program to praise members and new members for their efforts and achievements (i.e. recognition night, international dinner, adviser dinner).
- Educating the chapter about the Fraternity's alcohol policies and proper social conduct in collaboration with the vp: member education
- Preparing and presenting comprehensive officer onboarding for the incoming Standards Team and applicable officers regarding Standards Team responsibilities

## **Collegiate Chapter Recognition and Awards**

A well-designed and meaningful program will enhance the chapter's image of Standards Team and will contribute significantly to overall chapter morale. Members and new members should be recognized and rewarded for their active involvement and achievement in chapter and community activities.

**At the beginning of each term,** Standards Team should review the awards given previously and assess each award's appropriateness and effectiveness. 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. Standards Team should present ongoing, weekly awards, as well as annual or periodic awards. Standards Team may select the recipients of awards and recognition at its weekly meeting, and the recipients should be noted in the minutes.

Other 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.

## **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. Standards Team should develop award criteria to honor characteristics of the alumna 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

## Standards Team Resources

### General Resources:

- Barbara Nussa Boersma Library
- Culture of Care\*
- Policies and Positional Statements
- Positional Statement on Belonging, Equity Inclusion and Diversity\*
- Housing Accommodations\* (waivers)
- Fraternity Standards for Collegiate Chapters\*
- Honor Board Conversation Guide\*
- Regional Standards Board (RSB) FAQ

### Standards Team Procedures:

- [members.deltagamma.org](https://members.deltagamma.org)
- 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)
- CARE Conversation Level 1 Minutes
- CARE Conversation Level 2 Minutes
- Standards Team 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\*

### Weekly Standards Team Meetings:

- Informal Meeting Minutes
- vp: finance and Honor Board Working Meeting Minutes\*
- Early Alumnae Status Application\*
- Excused Status Application\*

*Note: Some resources will include Honor Board terminology until the pilot year has been completed.*

*\* Denotes resource in Delta Gamma library*

# Section 4:

## Detailed Guidance on Routine Processes and Procedures

### Weekly Standards Team Meetings

Standards Team should assess the morale, spirit and mood of the chapter and discuss any current issues. Standards Team should be known in the chapter as a confidential resource for friendship, empathy and assistance. To fulfill that responsibility, Standards Team needs to encourage members to come to meetings to freely express their thoughts and concerns. Standards Teams 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 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 Standards Team can deliver to the chapter or recommendations for programming for other CMT officers to deliver. Select members/new members for recognition for Fraternity and chapter awards.
- **Standards Team 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 and concern shared since the last weekly meeting. Standards Team will identify if a CARE Conversation level is warranted. They will also determine any appropriate follow up with the member that filed the SOR.
- **Probation Status Review:** At the conclusion of each the probationary period for a member, Standards Team must review, deliberate and vote on whether the member successfully completed the terms of probation. Standards Team may return the member to good standing or file an SOR for further review.

### Monthly Officer Working Meeting

Standards Team works closely with several officers, including but not limited to, vp: finance, director of house management, director of scholarship, and 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 Standards Team supports this strong partnership and ensures current and reliable records. Other officer connections include:

- vp: membership: This officer will meet with Standards Team during recruitment season, as needed, to share information between EVC and Standards Team especially related to attendance and behavior concerns.

- vp: finance: A vp: finance and Standards Team Working Meeting must be held during the regularly scheduled weekly Standards Team meeting immediately following the 10th of each month. Minutes of this specific meeting will be uploaded to Anchorbase by vp: standards to be approved by the Regional Finance and Housing Specialist (RFHS).
- The vp: standards will ensure the Weekly Activity Log is updated in Anchorbase 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 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 (BLSR). The form associated with Automatic Procedure is the Automatic Probation Notification (APN) and the contributing officer files the APN when a Fraternity policy is violated 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: 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.*

*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 Standards Team will hold an allegation assessment to determine if a CARE conversation will be held. Regardless of

Standards Team's decision, the officer will be removed from office. The vp: finance will notify the chapter president and/or vp: standards to complete the Update Officer task in Anchorbase to remove the officer's access (Roster> Tasks> Update Officers). If the vp: standards is the subject of the SOR that has been submitted, they will not be notified and only the chapter standards adviser will receive notification. The chapter standards adviser will be notified via email to remove the vp: standards from their officer role in Anchorbase.

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

- On Day 30, the vp: finance will complete SORs for 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 required meeting between the member and director of scholarship:

- 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

The director of scholarship will file an SOR for any member that does not attend their required meeting or if a member/new member continues to struggle to meet scholastic requirements. .

The following items should be kept in mind during scholastic conversations:

### **Learning Disabilities**

Standards Team 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. Standards Team responsibility is to address behaviors such as poor scholarship, not diagnose nor evaluate learning disabilities. Institution issued transcripts should be used only to determine good standing.

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

Standards Team may only take into consideration the Institution transcript at the time of issue. If a member notifies Standards Team 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 academic calendar, including holidays and breaks (e.g., if a probation term exceeds the number of days left in the calendar, the probation term will pause at the conclusion of the term calendar and will resume again upon the next term commencing).

A member is considered in good standing by Standards Team 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, an SOR should be filed to initiate Standard Procedure by the appropriate officer or a member of Standards Team.

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 SORs on members not meeting sanction terms may be removed from office. The new Standards Team 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 ([members.deltagamma.org](https://members.deltagamma.org)) within three (3) days of receipt of Automatic Probation Notification. Terms of probation will be in effect during an appeal.

1. Once signed into their Delta Gamma member account, members will navigate to the Submit Action Appeal task of the Honor Board section in the Tools and Resources tab.
2. 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.

3. The RCS/CAC/NCC will review the documents in order to make a final decision regarding the APN. The member, vp: standards and the chapter standards adviser will receive confirmation of the final decision via an automated email from Anchorbase.
4. If the decision is to grant the appeal, the vp: 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 re:Members) error or extenuating circumstances. Examples of officer error include, re:Members 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

## Records and Reporting

Any Standards Team member other than the vp: standards, president, or chapter standards adviser may take minutes during formal hearings. The sophomore member, junior member and member-at-large will rotate the responsibility of taking minutes.

- Written minutes should include the date and attendees of the meeting, all discussion, the vote, the sanction 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.

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

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

The Chapter Standards adviser is responsible for reviewing documentation:

- **Compliance Packets:** Review the Compliance Packet Report for all formal hearings via Social Standards> Honor Board> Tasks> Standard Procedure> radio button #3: HBA Approval. The RCS/CAC/NCC is responsible for maintaining accurate and updated records.

## 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 is utilized when allegations or behavior warrant more intentional support from Standards Team. The Statement of Obligation is a contract signed by all new members/members before Initiation, signifying acceptance of responsibilities of lifelong membership. Standards Team 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.

A CARE Conversation is scheduled if, after an allegation assessment has been conducted, there is reasonable cause to believe an infraction (or repeated infractions) may have occurred or additional support is needed.

A new member/member is given the opportunity to be heard during this conversation. The CARE Conversations should be viewed as an opportunity for growth and development and to encourage members/new members to accept personal responsibility for their actions, if applicable. Ultimately, these conversations should focus on Article II and maintain the value and integrity of the Fraternity.

If the allegations noted on the SOR are found to be true, sanctions may be recommended for the new member/member during a formal hearing.

## **General Rules of Standard Procedure**

- Any Statement of Obligation Review (SOR) submitted to or concern shared with vp: standards must be reviewed by Standards Team through the allegation assessment process.
- A CARE Conversation level is identified if appropriate during the allegation assessment.
- 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 or more severe sanctions than those recommended by Standards Team.
- 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: standards, president, and chapter standards adviser 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: standards and chapter standards adviser. Following notification, vp: standards should initiate Standard Procedure on the member in question so that a discussion may occur regarding the RCS/CAC/NCC's decision.
- Standards Team may hold CARE Conversations virtually, as needed.

## Standard Procedure Steps

*Note: 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 as a non-voting officer (unless they are an elected/appointed member of Standards Team).*

1. A Statement of Obligation Review (SOR) is submitted within the Delta Gamma member site or a concern about a member/new member is shared with Standards Team.
2. Standards Team discusses the SOR or concern at the next weekly Standards Team meeting during the Allegation Assessment portion of the meeting. At least 4/5 of the members of Standards Team must be present including the chapter standards adviser. 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 Standards Team meetings. The discussion and deliberation regarding the SOR or concern – including the vote to determine if a CARE Conversation level is appropriate– must be memorialized in the Standards Team Weekly Meeting Minutes. An example of the Allegation Assessment table from the Standards Team Meeting Minutes can be viewed below:

*Note: An Allegation Assessment should occur for all SORs filed in addition to any concerns shared with or provided by Standards Team involving a member/new member.*

Name of Member/New Member	Brief description of SOR or concerns	Policy/bylaw/ Article II violation? Y/N	Identify Level (1-3) or No Action (Include team vote - ex: 4/5 yes)	CARE Conversation direction (Champion, Accountability, Responsibility, or Education)	SOR Confirmation Email sent to member/new member that filed SOR
-----	-----	-----	Level: Vote: __/5 for yes Date of CARE Conversation:	-----	Date sent: Standards Team member to send email:
-----	-----	-----	Level: Vote: __/5 for yes Date of CARE Conversation:	-----	Date sent: Standards Team member to send email:

4. If, by a majority vote, Standards Team 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). If this alleged violation originated from an SOR, vp: standards will complete the Allegation Assessment Task in Anchorbase (*Honor Board > Tasks > Standard Procedure*

Workflow).

**Note: if the Standards Team 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 Standards Team finds that there is reasonable cause to believe a violation may have occurred, a CARE Conversation level is identified.

## **CARE Conversation Level 1: Member/new member needs additional support, but a formal hearing is not warranted at this time**

### **1. Informal Conversation**

#### **a. Conversation Options:**

- » vp: standards and one or more additional members of Standards Team OR
- » Applicable officer and one or additional members of Standards Team (ex: financial delinquency - vp: finance and one or additional members of Standards Team)
- » Entire Standards Team

*Reminder: the chapter standards adviser is a member of the Standards Team and can be utilized to assist with the smaller or full team informal conversations.*

#### **b. This level should be utilized for the following scenarios:**

- » Health and safety concerns (i.e. check in)
- » Minor behavioral violations or concerns (i.e. first offense social media violation, alleged isolated member behavior)
- » Attendance and engagement issues or concerns
- » Financial delinquency - opportunity to interfere between Days 11 and 30 of an APN to offer more support and guidance
- » Roommate, small group, or isolated behavior in which Standards Team can offer support to resolve issues and tension

#### **c. If this alleged violation originated from an SOR, vp: standards will complete the Allegation Assessment Task in Anchorbase (*Honor Board> Tasks> Standard Procedure Workflow*) noting that a formal hearing was not necessary.**

#### **d. The determined Standards Team member contacts the member/new member to coordinate the CARE Conversation.**

#### **e. During the conversation, a Standards Team member completes the CARE Conversation Level 1 Minutes. Following the conversation that member uploads the minutes to Anchorbase **within (three) 3 days of the conversation** to be reviewed by the chapter standards adviser and RCS/CAC/NCC (*Honor Board> Tasks> CARE Conversations*).**

*Note: Level 1 minutes can be completed by vp: standards if they are the only Standards Team member present for the informal conversation with the member/new member and another applicable CMT/JCMT officer.*

## CARE Conversation Level 2: Elevated Standards Team Action:

1. **Mediation between members** - vp: standards, chapter standards adviser, and at least one other member of the Standards Team
  - a. This level should be utilized for the following scenarios:
    - » Interpersonal conflict between two or more members
  - b. If this alleged violation originated from an SOR, vp: standards will complete the Allegation Assessment Task in Anchorbase (*Honor Board > Tasks > Standard Procedure Workflow*) noting that a formal hearing was not necessary.
  - c. The determined Standards Team member contacts the member/new member to coordinate the CARE Conversation.
  - d. A Standards Team member other than vp: standards completes the CARE Conversation Level 2 Minutes and uploads it to Anchorbase **within (three) 3 days of the conversation** to be reviewed by the chapter standards adviser and RCS/CAC/NCC (*Honor Board> Tasks> CARE Conversations*).

## 2. Formal Hearing

- a. This level should be utilized for the following scenarios:
  - » Repeated policy violations
  - » Situations in which there is a heightened concern for a member/new member's conduct or behavior
  - » Financial delinquency for 30+ days
  - » Conviction of a crime
  - » Hazing
  - » Alcohol abuse
  - » Illegal drug use or possession
  - » Inappropriate or questionable material posted on social media
  - » Poor scholastic standing
  - » Failure to meet penalty or probation terms
- b. The vp: standards will complete the Allegation Assessment Task in Anchorbase (*Honor Board > Tasks > Standard Procedure Workflow*) noting that a formal hearing was not necessary.

*Note: If this CARE Conversation level did not originate from an SOR, one must be submitted to complete the Standard Procedure Workflow to initiate the automated formal hearing notice email to the member/new member.*

- c. Formal hearing minutes are uploaded to Anchorbase **within three (3) days of the hearing** (*Honor Board> Tasks> Standard Procedure*).

## CARE Conversation Level 3: RCS/CAC/NCC Determination

- a. vp: standards and/or chapter standards adviser contacts RCS/CAC/NCC to determine next steps out of the following options:
- b. Standards Team should utilize Levels 1 or 2
- c. SOR or CARE conversation is referred to the Regional Standards Board (alumnae volunteers that assist as necessary)
  - » Appropriate examples of referral include but are not limited to:
    - Extreme cases of bullying
    - Title IX, following the conclusion of institution and/or police investigations
    - Threats have been made against members of Standards Team or of self-harm
    - Standards Team is unwilling or unable to preside over the SOR
      - Institutional cease and desist and/or Temporary Chapter Restriction Status (TCRS)
      - Standards Team member involvement
      - Lack of impartiality/bias

## CARE Conversation Scheduling

1. Standards Team members determine a date, time and location for the CARE Conversation. If a formal hearing is necessary, a meeting time must be identified when the chapter standards adviser can attend or participate virtually - typically during the weekly Standards Team meeting.
2. If this alleged violation or concern originated from an SOR, vp: standards will complete the Allegation Assessment Task in Anchorbase (*Honor Board > Tasks > Standard Procedure Workflow*).
  - a. Informal Conversation and Mediation:** vp: standards will mark 'No' - a formal hearing isn't necessary. The determined Standards Team member contacts the member/new member to coordinate the CARE Conversation.
  - b. Formal Hearing:** vp: standards will mark 'Yes' to the hearing. Upon completion of this task, the new member/member in question will receive an automated Anchorbase email about their hearing. This task must be completed four (4) days prior to the formal hearing so that the member receives their Formal Hearing Letter and the Notice of Rights with a hyperlink to view the SOR at least three (3) days prior to the hearing.
3. Within three (3) days of the allegation assessment, if appropriate, an **SOR Confirmation Email** is sent to the member/new member that filed the SOR by a member of Standards Team. This email notifies the individual that the SOR is being reviewed and appropriate action will occur. This step allows members/new members to receive submission confirmation and be notified that further action is being considered. No confidential information is shared.



### **Confirmation of SOR Email template:**

*Hi member/new member name,*

*Thank you for submitting your concerns to the CHAPTER NAME Standards Team. We have received your Statement of Obligation Review (SOR) and will be moving forward with (choose 1) no action or our Standard Procedure process. As a reminder, this information is confidential and should not be shown to or discussed with anyone..*

*ITB,*

- If the new member/member cannot meet at the proposed time, they must contact the vp: standards at least 48 hours prior to the scheduled CARE Conversation date and time to determine an alternative. A rescheduled formal hearing should occur no later than five (5) days after receipt of the formal hearing letter. The five (5) day period may be extended under extenuating circumstances, with the agreement of the new member/member in question and Standards Team (including the chapter standards adviser). The RCS/CAC/NCC has the authority to impose sanctions pending a formal hearing, should the hearing not take place in a timely manner.

### **Informal Conversation**

During an allegation assessment, the Standards Team may decide a level one CARE Conversation is necessary. Informal Conversations are the first step in addressing minor policy infractions or behavioral concerns within the chapter. These conversations are designed to be low-stakes, supportive discussions that promote accountability, understanding, and personal growth without escalating to formal disciplinary action.

### **Attendance:**

- Small Group Options:
  - Applicable CMT/JCMT officer and one member of Standards Team
  - Multiple members of Standards Team
  - Entire Standards Team
  - Member/new member involved in allegation/concerns

*Reminder: the chapter standards adviser is a member of the Standards Team and can be utilized to assist with the smaller or full team informal conversations.*

### **Conversation Steps:**

Utilizing the CARE Conversation minutes, Standards Team members should model conversations off of the following format:

1. **Set the tone:** Begin with a warm, non-confrontational greeting. Make it clear that this is a conversation, not a punishment. The goal is growth, support, and understanding.

2. **State the Concern Clearly and Factually:** Address the behavior, not the person. Avoid judgmental and comparative language.
3. **Listen and Understand:** Allow the member to explain and practice active listening. Ask any clarifying questions if needed.
4. **Connect to Fraternity Values and Member Expectations:** Remind the member how the behavior does not align with Article II, the Statement of Obligation, Bylaws and Standing Rules (BLSR) or Fraternity or university/college policies. Discuss why congruent behaviors matters to the member, chapter, Fraternity, and campus community. This step should be utilized only for conversations pertaining to behavior.
5. **Offer Support and Collaborate on a Solution:** Determine if the member needs support, and brainstorm ways to avoid similar situations. This could include sharing Fraternity or campus resources. Reminder: Standards Team should only offer support within their capabilities. Standards Team members should consider their own health and wellbeing before offering heightened support to members/new members.
6. **Summarize and Close on a Positive Note:** Recap what was discussed, thank them for their time, and reaffirm their value to the chapter.
7. **Upload the CARE Conversation Level 1 Minutes to Anchorbase** (*Honor Board > Tasks> CARE Conversations*).

*Note: These conversations are not used for serious or repeated issues—those should move to a Level Two or Three CARE Conversation.*

## Mediation

When interpersonal conflict arises between two or more members, the Standards Team may decide a mediation is needed. This CARE Conversation is utilized when conflict impacts individual relationships, group dynamics, or the entire chapter. These conversations provide a structured, respectful space for members to voice concerns, understand each other's perspectives, and work toward resolution and restored trust. This process is not a punitive measure—it's a proactive, values-driven approach to conflict resolution, grounded in communication, empathy, and accountability.

### Attendance:

- vp: standards
- chapter standards adviser
- At least one additional member of Standards Team
- Member(s)/new members(s) involved in conflict/allegations

## Steps:

At the beginning of the mediation, the vp: standards should read the statement found in the Level 2 Mediation Minutes resource.

1. Read aloud the concerns that have been shared with the Standards Team or have been noted in the SOR along with applicable policies, procedures, rules and laws.
2. Each member involved in the mediation may present their evidence and any written statements, if applicable. Allow each member a maximum of 5 minutes to speak on their viewpoints before any additional discussion occurs
3. The vp: standards or president, with the support of the other Standards Team members present, should guide the discussion between the members. Standards Team should ensure that the conversation is respectful and objective. Standards Team should reserve personal judgment while conducting the conversation and remain a neutral party within the conversation.
4. Once the conversation is concluded, a Standards Team member uploads the mediation minutes to Anchorbase.

## Formal Hearing

These are held after an allegation assessment is conducted and Standards Team confirms that there is reasonable cause to believe a violation occurred and that a level 2 CARE Conversation is necessary. Standards Team should make every effort to obtain pertinent information prior to the formal hearing. If necessary, the officers who maintain such records may be asked to meet with Standards Team to provide relevant information. Officers may also serve as witnesses for the member being reviewed.

## Attendance

- At least 4/5 of Standards Team members must be present for a formal hearing. The chapter standards adviser's presence or participation via conference call/video call is required.
- If the chapter standards adviser cannot be in attendance in person, via phone, or video call, the vp: 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 the hearing.** They do not have a vote and must maintain Standards Team confidentiality. They must leave the formal hearing prior to Standards Team voting.
- If three (3) days notice is not given to the new member/member in question, a 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 member does not appear at the hearing, Standards Team may hold the hearing in their absence.

## Formal Hearing Steps

The vp: standards should begin by reading the introduction statement found in the Formal Hearing Minutes document. If a tape recorder is within plain sight, permission to record the hearing can be assumed.

1. Read aloud the violations noted on the SOR form.
2. The new member/member has the right to know the name(s) of the person who filed allegations against them. If they ask during the hearing, they must be told the name of the person requesting the review. This information is confidential and will not be provided at any time other than during the formal hearing.
3. New member/member may present their evidence and any written statements, if applicable. Written statements must be given to the vp: standards no later than the beginning of the formal hearing. Standards Team members and the chapter standards 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: standards should guide the discussion between the new member/member and Standards Team. Standards Team should ensure that the conversation is respectful and objective, and Standards Team should reserve personal judgment while conducting the conversation.

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

5. Once discussion concludes, the vp: standards asks the new member/member in question to leave the room so that Standards Team may discuss the allegations and information presented. After robust and thorough discussion, vp: standards will conduct the vote. *Note: If, during the course of discussion, Standards Team determines further questions need to be asked, the new member/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: If only four (4) collegiate members of Standards Team are present at the formal hearing, the chapter standards adviser may cast the deciding vote in the case of a tie.*

6. When, by a majority vote, Standards Team determines no violation has occurred, the new member/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 (Confirm: Formal Hearing task) and submitted to the RCS/CAC/NCC within three (3) days of the formal hearing.

7. When, by a majority vote, Standards Team finds that there has been a violation, Standards Team must determine the appropriate action to recommend to the RCS/CAC/NCC. Standards Team must consider both the severity and the nature of the violation. Recommended sanctions are determined by majority vote. The chapter standards adviser may cast the deciding vote in the case of any ties among Standards Team members.

**Note: Recommended sanctions must be approved by the RCS/CAC/NCC before they go into effect.**

8. The new member/member is invited back into the room and notified of Standards Team's recommendation. The vp: standards should read the final statement of the formal hearing minutes, including the recommendation and verify the member/new member's understanding of the recommendation that the Standards Team is making to the RCS/CAC/NCC, along with their responsibility to uphold the Oath of Secrecy.
9. If the new member/member is not present for the formal hearing, they will be notified in writing of Standard Team's recommendation upon completion of the Confirm Formal Hearing step of the Standard Procedure Workflow in Anchorbase. The vp: 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/new member may appeal to the RCS/CAC/NCC and may request the assistance of any Standards Team member in preparing their appeal. **All appeals must be completed no later than three (3) days after the date of notification.**

## Appeal Process

A member/new member may appeal Standard Team's recommended sanction via the Delta Gamma member site ([members.deltagamma.org](https://members.deltagamma.org)).

- Once signed into their Delta Gamma account, members/new members will navigate to the Submit Action Appeal task of the Honor Board section in the Tools and Resources tab.
- Members/new members must submit a letter detailing the rationale for the appeal of the recommended sanction. Any additional documentation supporting the claim should be included in the submission.
- The RCS/CAC/NCC will review the documents and the Compliance Packet Report in order to make a final decision regarding hearing sanction. The member, vp: standards and the chapter standards adviser will receive confirmation of the final decision via an automated email from Anchorbase.
- The vp: standards should inform Standards Team of the RCS/CAC/NCC's decision at their next meeting. The vp: standards should immediately inform the vp: member education of any decisions involving new members.

## Compliance Packet Requirements

A Compliance Packet must be completed for each SOR which results in a formal hearing. All documentation must be included in the Compliance Packet which is completed via the Confirm Formal Hearing step via 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 Standards Team to repeat the standard procedure. Repeated disregard for the three (3) days timeline and a new member/member's right to a timely decision may result in an officer's removal from office.

## Formal Hearing Sanction Options

### Warning

This may be a recommended sanction 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/member who commits repeated or multiple minor violations of the Statement of Obligation. Specific sanctions that may be imposed as part of a penalty may include, but are not limited to:

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

Any penalty assessed should be specific, measurable and reasonable. Guidelines and specific time limits must be included in the Standards Team recommendation. Compliance with the terms of the penalty must be monitored by Standards Team throughout penalty period. This review should be initiated by Standards Team by filing another SOR. If the new member has complied with all penalties, the Standards Team should notify the RCS/CAC/NCC by completing the Outcome task step of the Standard Procedure Workflow in Anchorbase. If the member has not complied with all penalties, the Standards Team should make a recommendation to the RCS/CAC/NCC for further action.

## Delay of Initiation - Member ONLY

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

- Minor violations can be handled through a CARE Conversation scheduled after Initiation (at which point, sanctions for initiated members would be applicable). But if necessary, Standards Team 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: standards must contact the RCS/CAC/NCC immediately. The Director: Standards must be consulted prior to preventing a new member from participating in Initiation.

- Standards Team 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 Standards Team's recommendation to delay Initiation is approved by the RCS/CAC/NCC, the vp: standards must notify the vp: member education immediately.
- The vp: standards must call a meeting with the new member, vp: member education, and chapter standards adviser to review any penalties approved by the RCS/CAC/NCC. Additional discussion should include adjustments to the new member period including any portions that should be repeated during the delay.
- Before the end of the delay period, Standards Team should re-evaluate the new member's eligibility for Initiation. This review should be initiated through the submittal of another SOR. The vp: member education should attend this review. Standards Team 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)
  - Expulsion
  - Allow the expiration of new member bid

## **Expiration of a Calendar Year - New Members ONLY**

When a new member fails to show an aptitude for Fraternity life, the Standards Team may recommend to the RCS/CAC/NCC that their 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").*

If this sanction is approved by the RCS/CAC/NCC, Standards Team 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: 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

## Probation - Initiated Members ONLY

This recommendation should be made when an initiated member fails to uphold their Statement of Obligation and the severity of the violation cannot be properly addressed through other formal hearing sanctions or CARE Conversations. 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
- Educational outcome (ex: presentation submitted to Standards Team for potential chapter use, attending a campus program, etc.)

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: standards and the chapter standards adviser.

After the member has been notified of their probation, a Standards Team member will review the terms of probation with the member. Standards Team 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 chapter standards adviser and at least 4/5 of Standards Team members should meet to review the member's probation status. By a majority affirmative vote, Standards Team must decide upon one of the following recommendations:

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

If Standards Team returns a member to good standing the vp: standards will notify the member in writing copying the chapter standards adviser.

If Standards Team determines the member has not fulfilled their probationary terms, an SOR should be filed and a formal hearing held for further review. If the Standards Team 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 Standards Team's term of office. The new Standards Team should be informed of the terms of the probation so they may monitor progress and compliance. The new Standards Team should not be informed of the details of the earlier review.*

## Expulsion

This recommendation should be made when it appears a member or new member'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.

**New Member:** 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.

**Member:** 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.

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 Standards Team recommends expulsion, the vp: standards on behalf of Standards Team must complete the “*Standards Team 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/member of their approval or disapproval of Standards Team’s recommendation via completion of the RCS/CAC/NCC Sanction task step in Anchorbase. The vp: standards and chapter standards adviser will be copied on this correspondence.

All documentation pertaining to the formal hearing will be forwarded 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/member in writing of its decision. The president, chapter standards adviser and RCS/CAC/NCC will be copied on this correspondence. If Council decides to expel the new member/member, CMT officers complete the following steps:

1. The president notifies Standards Team of Council’s decision at their regular weekly meeting.
2. The president notifies CMT of Council’s decision at the next CMT meeting.
3. The vp: finance will make any necessary account adjustments, if applicable, for money owed after the status change has been processed in Anchorbase and re:Members.
4. The vp: communications will strike the woman’s name from Chapter Roll Book
5. The vp: Panhellenic will notify the campus Panhellenic of the expulsion.

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

- Drop all actions against the new member/member
- Re-initiate expulsion proceedings (if denial 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

Penalties approved by RCS/CAC/NCC will remain in effect. The conduct that prompted the Standards Team review and subsequent recommendation of expulsion may not form the basis for additional Standards Team action once the vote has been taken. Standards Team may only address new conduct or conduct that has not previously been addressed. Any questions should be posed to the chapter standards adviser or RCS/CAC/NCC.

**New Members ONLY:** The vp: standards and chapter standards adviser must schedule a meeting with the new member and offer them the opportunity to resign their new membership after an expulsion recommendation is made by Standards Team. 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, they 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).
- They are 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 paid, it will be refunded.

## **SOR Involving Standards Team Member(s) or Alumnae**

### **SOR Involving Standards Team Member**

- If an SOR is submitted on one Standards Team member, they will be suspended from their duties during the Allegation Assessment. The remaining Standards Team members will complete the review.
- The suspension will remain in effect pending the outcome of the formal hearing and appeal process, if applicable. Regardless of the outcome of the Allegation Assessment, if other chapter members are involved in the same incident, the suspended Standards Team member may not participate in any of their CARE Conversations.
- Although a suspended member of Standards Team may not participate in any disciplinary proceedings, they should continue to attend weekly meetings and may participate in other Standards Team activities involving awards, recognition and education.
- Should a member of Standards Team resign or be removed from office; any CARE Conversations in progress will continue with the remaining Standards Team members. All four remaining Standards Team members must be in attendance to maintain the required minimum 4/5 attendance for any formal hearings.

## **SOR involving Two or More Standards Team Members**

- If SORs are submitted on Standards Team members simultaneously due to their actions, behavior, or failure to intervene in a chapter incident, please contact your RCS/CAC/NCC and Collegiate Success Team member at EO for further guidance. Refer to the Chapter Incident section of this handbook for more information..
- If SORs are submitted on Standards Team members simultaneously not related to a chapter incident, replacement 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 team members must serve in this dual capacity of CMT and Standards Team member until such time as the matter involving the suspended officers is resolved. This may mean the new board will be required to handle other CARE Conversations, whether related or unrelated to the original matter.
- If suspended Standards Team members are removed from office by the RCS/CAC/NCC, new Standards Team members will be elected or appointed as outlined in the Collegiate Chapter Officers Manual and Elections Handbook.
- If an SOR is filed on the vp: standards, it will be automatically sent to the chapter standards adviser.

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

If a member graduates or leaves school without fulfilling their membership obligations to the chapter, Standards Team 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: 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.

# 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 application to the vp: standards. If a member denotes that information on their application is of a highly sensitive matter, only the vp: standards and chapter standards adviser will continue with the following process.

1. **Excused Status Application** is completed by the member and given to the vp: standards. The application may be obtained from the vp: standards can be found in the library.
2. Standards Team reviews the Application at the next weekly Standards Team meeting and decides if the application warrants an in-person meeting with the requesting member for further consideration. The chapter standards adviser'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 Standards Team.*

The discussion and deliberation regarding the Excused Status Application must be memorialized in the Standards Team Meeting Minutes.

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

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

Standards Team must agree upon a date, time and location for the in person meeting– this is generally the same as the regularly scheduled weekly Standards Team meeting. Standards Team should make all reasonable efforts to find a time that the chapter standards adviser can attend or participate by phone. **If the member requires any financial accommodation, Standards Team 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 Standards Team.*

## **In-Person Meeting .**

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

*Note: The chapter standards adviser 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, Standards Team 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 Standards Team may further discuss the information presented. Standards Team must be thoughtful in their deliberation. After robust and thorough discussion, Standards Team will determine whether Excused Status should be granted. Note: If Standards Team determines that the situation does not warrant Excused Status, the vp: standards will notify the member that the application has been denied and no further action is taken (ignore the following steps).

*Note: If Standards Team determines that the situation does warrant Excused Status, the vp: 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 Standards Team 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, nonresident/abroad, academic/professional, special circumstances) has been identified, Standards Team 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 Standards Team, 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, Standards Team 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, Standards Team will decide all terms.

3. After Standards Team has deliberated, the vp: 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: standards that they have been granted Excused Status, the vp: standards will notify the RCS/CAC/NCC of this approval by updating the Standards Team Weekly Activity Log. Note: The vp: 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 chapter standards adviser will notify the ATC of this approval by updating the 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 Standards Team in a large group orientation meeting. For members who were granted Excused Status for sensitive reasons, one-on-one meetings with Standards Team 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 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 EAS. 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 EAS 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 EAS.*



## Early Alumnae Status Application

The member seeking EAS will begin the application process by submitting their **Early Alumnae Status application** to the vp: standards. EAS applications may be obtained from the vp: standards or accessed by the member in the library.

1. Upon submission, Standards Team reviews the EAS application at the next weekly meeting and determines if the application warrants consideration for the status.
2. The discussion and deliberation regarding the EAS application must be memorialized in the Standards Team Meeting Minutes.
3. If Standards Team determines that the member's request does not warrant further discussion, the vp: standards will notify the member that the request has been denied and no further action is taken (ignore the following steps).
4. If the member chooses to appeal Standards Team's decision, the process for appealing the denial is outlined in the EAS application.
5. If Standards Team finds that this member may qualify for EAS, an in-person meeting with the applicant must be scheduled.
6. Standards Team members must agree upon a date, time and location for the in-person meeting– this is generally the same as the regularly scheduled weekly meeting. All reasonable efforts should be made for the chapter standards adviser to attend the meeting or participate virtually.

## In-Person Meeting

1. During the meeting, the member may present any additional documentation and information to be considered for EAS approval.
2. The vp: standards should guide the discussion. For additional guidance on how to conduct this intentional and empathetic conversation, please refer to the Member Status Guide for Chapter Members in the library.

*Note: The chapter standards adviser may ask questions and gently facilitate discussion.*

3. Once discussion concludes, the member will be dismissed, and Standards Team may further discuss the information presented with a robust and thoughtful discussion., Standards Team will determine whether EAS should be granted.

*Note: If Standards Team determines that the member's request does not warrant EAS, the vp: standards will notify the member that the application has not been approved and no further action is taken (ignore the following steps).*

## Packet Submission

If EAS is approved, the vp: standards will upload the signed application along with the 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; Standards Team 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: 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: standards.
2. In order to discuss potential alternatives and the resignation process, the vp: standards will schedule an exit interview with the member and Standards Team (including the chapter standards adviser).

## Exit Interview

Standards Team 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 Standards Team should be present. All information shared with Standards Team should be considered confidential.
2. The vp: 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, Standards Team 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:
  - **Initiated Members ONLY**
    - » They may never join any other National Panhellenic Conference organization.
    - » They are responsible for all debt owed to the chapter.
    - » They must return their membership certificate and badge to the chapter and both will be sent to Executive Offices.

- **New Members ONLY**

- » 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. The vp: finance will credit their re:Members account for the Initiation fee and/or process a refund. .
- » They must return their Pi Alpha pin

5. The vp: standards shall ask the member to complete and sign the first page of the **Resignation of Membership (or New Membership)** form and ensure they complete the Membership Experience Questionnaire.

## **Submission of Resignation of Membership Forms**

1. The vp: standards will coordinate with the chapter president, vp: finance and ATC, to complete the officer signature portion of the form. The vp: standards shall indicate if the member has pending Standards Team action and the vp: finance shall indicate if the member or new member is in good financial standing.
2. Once the form has been completed, the vp: standards will 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 or the new member’s name from the Pi Alpha 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 Accommodations Board. The board is comprised of alumnae members. The Board may consult key chapter stakeholders including officers and advisers prior to making a final determination. A description of the review process is as follows:

- The member must submit a request form to be excused from a Room Agreement to the Housing Accommodations Board. This can be accomplished through the use of the online form found in the **Housing Accommodations resource in the website Library**. The member is encouraged to be as transparent and thorough as possible in their application.
- Board members review the submission. If needed, they will contact the member for further discussion.

- Once the fiscal impact has been reviewed, the Board will determine if the member may be excused from their RA. The Board will notify the member and stakeholders in writing with the decision.
- The member may appeal this decision within **five (5) days** by requesting an in person Zoom call during which they may present **additional pertinent information**.

# Section 6:

## Unique Situations

### Chapter Incident

A chapter incident may occur at a Delta Gamma event, an event not sanctioned by the Fraternity or even as a result of actions of one or more 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 CSS, who will provide further guidance. If it is determined that an incident has occurred, the Fraternity will follow the **Chapter Incident Procedure** to determine next steps.

### Regional Standards Board (RSB)

The Regional Standards Board (RSB) 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. RSB volunteers can be utilized to attend a meeting or CARE Conversation if the chapter standards adviser is unable to do so and assist with formal hearings when appropriate.

If Standards Team is unable to function (due to a cease and desist, special circumstances, or involvement of Standards Team members) or the nature of a situation warrants additional support, the Regional Standards Board (formerly Standards Team Resource Committee or HBRC) will assume the formal hearing duties of the Standards Team for a limited period of time.

Statement of Obligation Reviews (SORs) will also be referred to the Regional Standards Board 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. The RCS/CAC/NCC will assist the chapter standards adviser and vp: standards in reviewing individual cases, which may benefit from escalation to the RSB rather than being heard by the chapter's Standards Team.

If you believe assistance from the RSB is needed, contact your RCS/CAC/NCC. Reference the Regional Standards Board FAQ in the Resource Google Drive for more information.

## **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 to report any crimes they become aware of to the institution. While campus employees are often mandatory Campus Security Authorities, many campuses are mandating that students, chapter advisers and/or house directors become Campus Security Authorities and participate in mandatory training, though this is not provided for in the Act or its related definitions.

Delta Gamma Fraternity rejects the classification of collegiate members, 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 Campus Security Authority on a campus nor should they attend any mandatory training. Advisers and house directors who are also employed by the institution and therefore Campus Security Authorities due to their employment shall disclose their position to the chapter each term and explain how their potential obligation to the institution affects collegiate chapter members. Please reference the Sample Statement for Campus Security Authorities working with Chapters for guidance below, if needed.

If you are presented with a mandate from your institution for collegiate members, chapter advisers and/or house director to become a Campus Security Authorities, please contact Executive Offices for further guidance.

### **Sample Statement for Campus Security Authorities Working with Chapters**

If you are employed by the institution where you advise or work and are a certified Campus Security Authority, 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:
  - Request is sent from institution
  - Forward request to Collegiate Success Specialist ([CollDept@deltagamma.org](mailto:CollDept@deltagamma.org))
  - Do not participate in training
  - EO General Counsel contacts institution
  - Await further instruction from General Counsel
- b. If your employment requires you to be a Campus Security Authority:
  - Contact your Collegiate Success Specialist (CSS).
  - Attend required training, if not already trained.
  - Read statement (above) to chapter each term.

# Section 7:

## Sensitive Matters

### Sensitive Matters

If Standards Team has reason to believe that certain behaviors are prevalent among the chapter, 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 Standards Team 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 Regional Standards Board (RSB) who will assume the duties of Standards Team for a limited period of time.

### Positional Statement on Belonging, Equity, Inclusion and 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 Standards Team deals with such a problem. If a member or new member believes such an act has occurred, they should report it to Standards Team. This should be handled on an individual basis after consulting with the RCS/CAC/NCC for a course of action. Standards Team should advise them that such an accusation must be filed with the proper prosecuting authority in that city, state and/or province. Standards Team cannot accuse a member or new member of theft or stealing, for if that person is wrongly accused, Standards Team 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, this behavior may be addressed using Standard Procedure.

## **Addressing Racism**

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 Standards Team 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 of this Handbook.

## **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; Standards Team should not attempt to diagnose a member or a new member as having either condition.

Standards Team 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 behavior is making the chapter bathrooms unpleasant, or if excessive exercising is disturbing the study or sleep of resident members, that behavior must be addressed by Standards Team. A member may be placed on probation with a timeline during which improvement needs to be observed.

While Standards Team may not prescribe counseling as a term of probation, resources 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 Standards Team, individual chapter members are encouraged to speak to 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.

Standards Team should address behaviors that are disruptive to the chapter or inform the individual of the concerns for their well-being. Standards Team should not attempt to diagnose a suspected mental illness but can address demonstrated disruptive behaviors via Standard

Procedure. When observing ongoing significant mental health concerns, Standards Team can assess whether campus resources should be contacted so that the appropriate professional expertise is offered to ensure the wellbeing 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.” Standards Team 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, Standards Team must refrain from using labels such as “alcoholic,” which suggest a diagnosis. Standards Team should address behaviors and violations of applicable laws via Standard Procedure. Standards Team 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.

Individual members are encouraged to speak to the member(s) about their 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, Standards Team may address that behavior. Standards Team must refrain from making value judgments on private behavior. Action should respond to behavior if it is a threat to their own reputation or that of the chapter. Standards Team should also promote programming that equips women to be morally responsible and enables them to make good decisions regarding their sexuality, 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 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

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 an emotionally abusive relationship or friendship.

## Sexual Abuse

Entails forcing someone to engage in a sexual act against their will to their displeasure, 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. 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 is consistent, harmful actions and activities.

## 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.

When considering a new member/member who is suspected of being in an abusive situation, Standards Team 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. Standards Team should leave counseling to professionals.

Although Standards Team may not intervene when abuse is suspected, they must deal with disruptive actions within 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. These actions will not be tolerated and must be addressed through Standard Procedure. Other abusive actions must also be addressed when the behavior impacts the chapters. Standards Team 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. Standards Team cannot require counseling or professional intervention.

Standards Team can collaborate with vp: member education to coordinate a speaker 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.

Living the Oath of Friendship means supporting a sister in their pursuit, not 'fixing' a situation for them or singling them out.

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 Standards Team ensure that information concerning available resources is readily available to all chapter members at all times.

## **Title IX and Sexual Assault**

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 Standards Team 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 Standards Team with the survivor. Refer to the Sexual Misconduct Prevention and Survivor Support Resource Guide in the website library.

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

While Standards Teams 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.

Standards Team'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: standards should speak with the survivor privately to ensure that the survivor wishes for the SOR to be pursued by Standards Team. If the survivor does not want the allegations

to be pursued, the process ends there, and the rest of Standards Team remains unaware of the allegations. If the survivor is comfortable with the allegations being pursued, Standard Procedure shall be followed. Members of Standards Team 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 and should be reviewed by a member of Standards Team with the survivor. When discussing their options, please refer to **Sexual Misconduct Prevention and Survivor Support Resource Guide**.

### **Other Factors to Consider**

**Retaliation:** if there is an alleged assault between members or assault by a non-member who is generally well-liked/well known, it's unfortunately not uncommon for retaliation to occur. If so, the retaliation behaviors should be addressed 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 Standards Team 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 Standards Team, that information shall be treated with the utmost sensitivity. Evidence of this kind should only be reviewed by Standards Team in person and not distributed to the members of Standards Team via any electronic means. This is intended to avoid the sharing of highly sensitive content, intentionally or unintentionally.

# Section 8:

## Officer Onboarding and Chapter Education

### Onboarding and Chapter Education

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

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

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

It is recommended that the outgoing Standards Team meet with the newly elected Standards Team 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 must be scheduled outside of the general onboarding workshops because the president and vp: standards, and possibly other Team members, will be participating in those workshops with a focus on their responsibilities outside of Standards Team. If time permits, the onboarding meetings may be scheduled at the same time as the regular weekly Standards Team meeting. The chapter standards adviser should be present at the onboarding meetings. The outgoing Standards Team may not conduct disciplinary procedures while the newly elected Standards Team members are present.

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

- Composition, philosophy and purpose of Standards Team
- Layout and organization of the Standards Handbook
- Standards Team Resources and use of Anchorbase
- Responsibilities of Standards Team members
- General Standards Team 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
- Member Statuses (i.e. EAS, Excused status, registration, etc.)
- Positive programming
- The Pursuit learning modules
- Review of Standards Team cases to monitor

Confidentiality must be upheld between outgoing and incoming Standards Teams. Individual cases, including personal identifiers and specific scenarios, may not be shared except for the Summary Activity Log in Anchorbase.

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

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

# Appendix A:

## Inclusion and Accountability

### Addressing Racism in Standards Team

#### 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 Standards Team 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 Belonging, Equity, Inclusion and Diversity (BEID), 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.

#### Scenarios and Helpful Talking Points

Standards Team is responsible for facilitating difficult conversations 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 Standards Team policy and the use of Standard Procedure.

After reciting the formal hearing opening statement, 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 our commitment to Delta Gamma's values, Article II, or Positional Statement on Belonging, Equity, Inclusion and Diversity (BEID).

#### Utilize the questions below to frame your conversations:

*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 BEID). 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 sisters of color, students at our institution, and others in and outside the Sorority and Fraternity community experience your post/action?



- How do you think your actions further marginalized people of color?
- How do you think your actions further created an unsafe space for a person of color?
- How might your post make your 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: When a person acts in a way that diminishes another person's humanity and identity - 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, explain 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 Create a Space for Open Dialogue

Some conversations may be emotional and challenging. While difficult, there are ways that Standards Team can make sure that they are creating an environment that will better facilitate open conversations 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 accountability, 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 appropriate.
- If in-person, set the space to enhance the discussion. This 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, as we want this to be a peer-led environment.
- If the conversation feels unsafe for a member, or an officer does not believe they can offer an empathetic and impartial perspective, they should remove themselves from the meeting.
- Consider which member(s) of Standards Team might be best to lead this conversation. It is not the sole responsibility of the vp: standards to facilitate discussion.
- Let the member know you genuinely care about them and want to help them to succeed. As Standards Team, you are there for support, regardless of your feelings for them. Seek to be compassionate at all times.
- Practice self-care and encourage it for one another.
- Utilize your resources! Remember: you are not diversity, equity and inclusion professionals, nor are you expected to be! Your campus and Delta Gamma have many resources available (i.e. 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, Standards Team 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 Standards Team 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 appropriate, an educational opportunity would be a reasonable response from Standards Team. 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 foster buy-in and, therefore, lead to sustainable change.
  - Set an expectation for the member to watch/read/listen to the selected resource. Decide on appropriate follow-up with the member.
    - » A follow-up could be a discussion about the resource, developing a small presentation or written reflection or another agreed medium.
    - » Follow-up could include the member meeting with one or two members of Standards Team, the entire Team, or the Campus Security Authorities.
    - » *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. Standards Team should consider expulsion if the member is involved in any of the following:
      - Patterns of racist or discriminatory behavior
      - Hate crimes (e.g., threats or causes others to fear for their safety)
      - Premeditated acts of racism or hate (e.g., Blackface or mocking the killing of someone)
      - Behaviors that threaten or target someone

Through discussion, the member may admit that their values do not align with Delta Gamma. In that case, Standards Team should offer voluntary resignation to the member. If the member is unwilling to resign, 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

### Racial Equity Tools Glossary of Terms

Conscious and thoughtful use of language will further enhance Standard Team 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\*

Behavioral Threat Assessment Rubric\*

\* Indicates resource in the Delta Gamma library

## Appendix B:

### Supportive Programming Suggestions

Members may be experiencing and engaging with Delta Gamma in different contexts. Realistically, there may not be much that Standards Team can do to address or alleviate their most pressing concerns except to be compassionate and understanding and lead with a Culture of Care. Some members may be experiencing unique challenges that can be addressed with intentional outreach and programming.

Each week Standards Team 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: 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 to provide support and show care on an ongoing basis:

AUDIENCE	POSSIBLE OUTREACH
Members expressing the need to talk to Standards Team	Standards Team should share their weekly meeting schedule with the chapter. Members may request a meeting time, either virtual or in person to engage with Standards Team.
Members missing two or more events	Select an Standards Team member to check-in and see how the member is doing and what support the chapter can provide.
Members with a GPA below a 2.0	Standards Team can collaborate 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	Standards Team should think creatively on how to reengage members who are returning to the chapter

New members or newly-initiated members	Collaborate with vp: member ed to explore ways to integrate your newest members into chapter activities.
Members who are struggling financially and are unable to meet financial obligations	Collaborate with vp: finance to provide support and options (such as Sisters Helping Sisters grants) to assist these members.
Mental health concerns	Consider setting up 1:1 check-ins with members who have previously voiced mental health struggles.
Confronting racism	Offer educational resources or connect members with campus/community organizations. See the Addressing Racism in Honor Board resource (also in Appendix A of this handbook) for educational resources and Delta Gamma's Inclusion webpage.
Members expressing a lack of connection within the chapter	Standards Team can 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.