

Inter-Greek Council  
Constitution

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## PREAMBLE

The educational experience of students consists of both academic efforts in the classroom and developmental opportunities through student groups and programs. The Greek System at Tufts University serves as a structure for services and programs that are necessary for students to pursue both non-academic and academic goals. It serves to promote the growth and development of students who choose to affiliate with it. In this way, the Greek System is an integral part of Tufts University. The following document defines the governing structure of the Greek System and the goals and standards of its member organizations.

## ARTICLE I: NAME

- I. The governing bodies, judicial board, sub-governing bodies, member organizations and committees of the Tufts University Greek System shall collectively be known as the Tufts University Inter-Greek Association (IGA).

## ARTICLE II: STRUCTURE AND PURPOSE

- I. The governing body of the IGA shall be the Tufts University Inter-Greek Council (IGC). The purpose of IGC shall be:
  - A. To govern the IGA.
  - B. To represent and promote the IGA in its relations with Tufts University faculty, staff, students, and the surrounding community.
  - C. To promote high scholarship standards among individual fraternities and sororities.
  - D. To advise the sub-governing Inter-Fraternity Council and Panhellenic Council on rush rules, hazing laws, and extension procedures including issues surrounding alcohol consumption, sexual harassment, date rape, etc...
  - E. To establish the general rush schedule.
  - F. To maintain high social standards among individual Greek organizations.
  - G. To establish policies, programs, and events for the positive development of the Greek System at Tufts University. These policies, programs, and events shall be initiated by a majority vote of the IGC.
- II. The Executive Board of the IGC shall consist of the President, Vice-President, Public Relations Coordinator, Treasurer, Social Chairperson, and Secretary (herein known as the Executive Officers). The purpose of the Executive Board shall be to set the goals and direction of the IGA.
- III. The judicial body of the IGA shall be the Tufts University Greek Judicial Board.
- IV. Member organizations of the IGA shall be all fraternity, sorority, and co-ed Greek student groups which maintain recognition by both the University and the IGC. The purpose of these organizations shall be:
  - A. To promote the fraternity/sorority experience as a productive and viable lifestyle on campus.
  - B. To promote an appreciation for different lifestyles, heritages, and backgrounds.
  - C. To promote student involvement in co-curricular activities and community projects.
  - D. To promote training in leadership as well as personal and social skills.
  - E. To promote intellectual, social, recreational, and moral development of their members.
  - F. To promote an “esprit de corp” among their members.
- V. The two sub-governing bodies of the IGC shall be the Inter-Fraternity Council (IFC) and the Panhellenic Council (PC). The IFC and PC shall organize their respective groups and develop policies, programs, and events that pertain to their groups. All IGC and University recognized organizations which are members of the National Inter-Fraternity Conference shall be members of the Tufts University IFC. All IGC and University recognized organizations which are members of the National Panhellenic Conference shall be members of the Tufts University PC.
- VI. The IGC shall govern the following committees: Order of Omega, Greeks Advocating Mature Management of Alcohol (GAMMA), and a Social Committee. The purpose of IGC committees shall be as follows:

- A. Order of Omega shall promote good scholarship within the IGA.
  - B. GAMMA shall develop programs to educate the IGA, especially new members, on alcohol use and abuse, sexual harassment and date rape, and other relevant topics.
  - C. The Social Committee shall assist the Social Chairperson with all IGC social events.
- VII. The IGC shall govern all associate member organizations. Associate membership is a one-year probationary period during which the prospective Greek organization will be a non-voting member of the IGC. The prospective group must participate in all IGC activities except rush.
- VIII. The Tufts University Faculty Committee on Social Fraternity and Sorority Life (CFS) is responsible for reviewing the IGA and making decisions on the recognition of prospective Greek organizations and de-recognition of IGC member organizations.

## ARTICLE III: INTER-GREEK COUNCIL MEMBERS AND RESPONSIBILITIES

- I. IGC Delegates
  - A. Each member organization shall elect one IGC delegate from its members to serve for one semester. In the event that the delegate cannot attend a meeting, an alternate member of the member organization must be sent to that meeting.
  - B. Each delegate shall be a voting member of the IGC.
  - C. The delegates shall act as a liaison between the IGC and their chapters' members.
- II. IGC Chapter Executive Board representatives
  - A. One member of each chapter's executive board shall attend all IGC meetings. In the event that the representative cannot attend a meeting, an alternate member of the chapter's executive board must be sent to that meeting.
  - B. The representative shall be an ex-officio, non-voting member of the IGC.
  - C. The representatives shall act as a liaison between the IGC and their chapters' executive board.
- III. Attendance
  - A. Each member organization shall be afforded one unexcused absence from IGC meetings.
  - B. If a member organization is absent for more than one meeting, it will be subject to a fifty dollar (\$50.00) fine for each additional missed meeting.
  - C. If a member organization is absent for more than half of the semester's meetings, it will be subject to probation for the following semester.
- IV. IGC Executive Officers
  - A. President
    - 1. The President of the IGC shall be the presiding officer of the IGC.
    - 2. The President is primarily responsible for ensuring that the duties of the Executive Board are carried out efficiently and effectively.
    - 3. The President shall decide upon a suitable meeting time to convene IGC meetings based on the schedule of the Executive Board. These meetings shall always be preceded by an Executive Board meeting, not less than one-half hour before the full council meeting.
    - 4. The President shall reserve a room in which to meet.
    - 5. The President shall have to power to convene and dismiss IGC meetings.
    - 6. The President shall have to power to call special meetings of the IGC, IGC Executive Board, or member organization Presidents.
    - 7. The President shall be the official representative of the IGC in all matters, particularly as the link to the administration and the student body of Tufts University.
    - 8. The President shall have the power to appoint a representative who is a member of the IGC to act on his or her behalf.

9. The President shall be a voting member of the Faculty Committee on Social Fraternity and Sorority Life (CFS).
  10. The President shall have to power to appoint the GAMMA chairperson.
  11. The President shall be an ex-officio member of GAMMA.
  12. The President shall be a non-voting member of the IGC.
- B. Vice President
1. The Vice President shall preside at all IGC Executive Board meetings and IGC general meetings in the absence of the President.
  2. The Vice President shall be an ex-officio member of all committees, unless that responsibility is specifically designated to the President by this document, or the IGC Executive Board.
  3. The Vice President shall be the chair of the IGC Judicial Board. This responsibility includes arranging for the training of the judicial board members, scheduling judicial board hearings, and convening and presiding over those hearings. The Vice President shall only vote during hearings in case of a tie.
  4. The Vice President shall act as the parliamentarian of the IGC. This shall require a fundamental understanding of Robert's Rule of Order.
  5. The Vice President shall run elections for new officers in November.
  6. The Vice President officiates over proposals to amend this constitution or its by-laws.
  7. The Vice President shall be a non-voting member of the IGC.
- C. Public Relations Coordinator
1. The public relations coordinator shall write articles promoting the IGC and about IGC news for submission to all Tufts University newspapers and newsletters, especially The Tufts Daily and The Observer.
  2. The public relations coordinator shall serve as an ex-officio member of GAMMA.
  3. The public relations coordinator shall be a voting member of the IGC.
- D. Treasurer
1. The treasurer shall keep all financial records of the IGC.
  2. The treasurer shall be responsible for the payment of all bills incurred by the IGC.
  3. The treasurer shall be responsible for the collection of all debts owed to the IGC.
  4. The treasurer shall advise all committees and the IGC on the feasibility of all expenditures. This will include a semesterly report to the IGC on proposed future expenses and past incurred expenses.

5. The treasurer shall be responsible for managing the creation of a budget and its presentation to the Tufts Community Union Senate Allocations Board. This budget must be created and approved by the IGC Executive Board.
  6. The treasurer shall be a voting member of the IGC.
- E. Social Chairperson
1. The social chairperson shall be responsible for organizing two block parties per year.
  2. The social chairperson shall be responsible for organizing the IGC Fall Formal.
  3. The social chairperson shall be responsible for organizing any other IGC sponsored social events.
  4. The social chairperson shall be a voting member of the IGC.
- F. Secretary
1. The secretary shall keep permanent record of all IGC meetings in the IGC office.
  2. The secretary shall record minutes of the IGC meetings.
  3. The secretary shall be responsible for keeping files of all motions passed by the IGC.
  4. The secretary shall provide all member organizations with weekly agendas prior to the IGC meetings.
  3. The secretary shall be responsible for the correspondence of the IGC.
  4. The secretary shall take attendance before all IGC meetings and keep track of the overall attendance records.
  5. The secretary shall be a voting member of the IGC.
- V. Executive Members of the IFC and PC (otherwise known as IFC and PC delegates)
- A. The IFC and PC delegates shall communicate rush activities and schedules from the IGC to their respective groups.
  - B. The IFC and PC delegates shall report the planning and occurrence of their councils' programs and workshops to the IGC.
  - C. The IFC and PC delegates shall express the views and opinions of their respective councils.
  - D. The IFC and PC delegates shall be ex-officio, non-voting members of the IGC.
- VI. IGC Committee Chairpersons
- A. The chairpersons of all standing committees shall be ex-officio, non-voting members of the IGC.
  - B. All committee chairpersons shall report the progress of their individual committees at IGC weekly meetings.
- VII. Associate Member Organizations Representation
- A. Associate member organizations shall be represented by two representatives from their organization. (See Article II Section VII for the definition of associate membership).
  - B. Associate member representatives shall be non-voting.

## ARTICLE IV: EXECUTIVE COMMITTEE MEMBERS AND RESPONSIBILITIES

- I. The Public Relations Coordinator, Treasurer, Secretary, and Social Chairperson make up the voting members of the Executive Board and shall also have a vote with the IGC.
- II. The Order of Omega President, GAMMA Chairperson, IFC President, and PC President shall be non-voting ex-officio members of both the Executive Board and the IGC.
- III. The officers shall be members of IGC member organizations.
- IV. Wherever possible, these officers should have experience working with IGC, either as a previous Executive Board member, as an IGC delegate, and/or as an IGC committee member.
- V. Wherever possible, anyone holding an IGC executive office should not also be the President of his/her own chapter because of the enormous time demands of both responsibilities.
- VI. No member organizations shall have more than one person on the Executive Board, unless there are no other qualified and willing candidates for the position in question.
- VII. The officers shall be elected by the members of the IGC according to Article XI.
- VIII. The officers shall serve for a term of one year. The term of office shall begin on January 1.
- IX. If an officer does not fulfill his/her responsibilities, the Board can vote to impeach him/her. A majority vote of the other voting members of the Board is required for removal from office. The President will open the vacant position to eligible members of the IGA at the next general meeting.
- X. The Executive Board members shall not act as representatives of their individual chapters while participating in and particularly while voting during IGC meetings.

## ARTICLE V: JUDICIAL BOARD MEMBERSHIP, RESPONSIBILITIES, AND PROCEDURES

- I. Board Member Selection
  - A. The Judicial Board, at a minimum, shall be comprised of one representative from each of two PC member organizations and one representative from each of five IFC member organizations.
  - B. The Judicial Board members shall be appointed confidentially by the member organizations' presidents within the first two weeks of the term.
- II. Meeting Requirements
  - A. The Judicial Board shall meet at the beginning of each term for training.
  - B. The Judicial Board shall conduct hearings on an as needed basis.
- III. All members of the Judicial Board, including the Chair, will be required to sign the following Code of Conduct at the start of each semester or before participating in Board meetings or hearings:
  - A. As a member of the Judicial Board, one must acknowledge the seriousness of the role he/she has assumed and the impact that it should have on his/her behavior. This responsibility of upstanding conduct includes the respect for moral and ethical principles, two major tenets on which the credibility and existence of the Judicial Board depends.
  - B. It is with agreement of existing members, that if a Judicial Board member (after formal discussion of the incident) is deemed responsible for any incident which violates one of these or the University's policies, he or she will resign from the Judicial Board.
- IV. Ethical Standards
  - A. It is the responsibility of each Judicial Board member to observe the following ethical standards:
    - 1. Information regarding any member organization's disciplinary status is not to be discussed with anyone outside Judicial Board meetings. Likewise, any information given in confidence at a Judicial Board hearing should not be discussed outside the meeting. (Note: What a member organization or any of its members choose(s) to disclose is not the Judicial Board's concern, Judicial Board members are not to disclose any information pertaining to any case.)
    - 2. The disciplinary record of any member organization is not to be disclosed or discussed outside of Judicial Board meetings.
    - 3. When speaking with a member organization or any of its members, Judicial Board members are to refrain from making accusations or statements of any kind which cannot be supported.
    - 4. In all disciplinary cases, the vote of each of Board member is confidential. The vote of the entire Board, however, is shared with the member organization when it is informed of the Board's decision. Information regarding majority and minority opinions may be shared with the member organization if desired by the collective Board in each case. At all times the number of votes for

the majority and for the minority will be recorded in the member organization's Judicial Board files.

5. All majority decisions of the Board must be upheld by all members of the Board, even though there may be dissenting opinions.

B. If a member of the Judicial Board is charged with violating an established regulation:

1. That member will not sit as a voting member on any hearing until such time as a decision is made regarding the responsibility for the violations and sanctions, if any.

2. The Judicial Board will then discuss the incident in a closed session with the member to determine if the violation would affect the credibility of the Board of the Judicial Process. One of the following actions may be taken:

a. The Board may issue the member a "Warning" that being found responsible for any future violations of regulations may result in removal from the Board.

b. The Board may remove the member from the Board. Members removed will be ineligible for service on the Board from that point forward.

c. The Board may decide that the matter does not warrant consideration and take no action against the member in question.

3. For reasons of excessive absence or a breach of the Ethical Standards outlined in Section IV, a member may also be asked by the members of the Board to discuss the problem, following set procedures.

4. Any member of the Board may raise questions concerning the failure of a member to follow the Ethical Standards and call for a formal discussion about the matter. This does not limit the provisions of the IGC Constitution relating to the impeachment of Judicial Board members.

V. Judicial Board Procedures are described in the IGC Bylaws.

VI. Chapters appearing before the Judicial Board will be afforded the following rights:

A. An opportunity to read all written reports regarding the circumstances and allegations of their case.

B. An opportunity to give the Chapter's reaction to the report(s) and to offer any additional information that might be helpful in resolving their case.

C. The right to choose whether the Chapter's hearing will be open or closed. An open hearing is open to anyone who wishes to attend. A closed hearing is limited to the collective defendant, any advocates, the IGC Judicial Board, and an advisor.

D. The right of the entire brotherhood/sisterhood to be present for the hearing, regardless of whether the hearing is closed or not. However, one person must be selected to be the spokesperson. Witnesses cannot sit

through any testimony until the board decides it has no further questions for that individual.

- E. The right to not answer any question(s) which may be asked during the judicial hearing, and the assurance that a choice to remain silent will not be taken as an admission of guilt.
  - F. The right to hear any testimony related to the case that may adversely affect the Chapter, and the right to question people giving such testimony.
  - G. The right to present witnesses on the Chapter's behalf to substantiate circumstances related to the case.
  - H. The right to be accompanied by an advisor of the Chapter's choice who is not a party to the case.
  - I. The right to contest any decision reached by the Judicial Board by requesting a hearing with the Committee on Student Life. Appeals must be filed within three working days of the IGC Judicial Board's decision.
- VII. As IGC Vice President, the Judicial Board Chair will have the following responsibilities:
- A. Communication with the Judicial Board Advisor, Dean of Students Office, Police Department, etc. and the subsequent review of Incident Reports.
  - B. Author the charge letter.
  - C. Inform members about the date, time, and location of the meeting.
  - D. Insure that the chapter charged and any additional witnesses are informed about the date, time, and location of the meeting.
  - E. Organize and oversee the Judicial Board's training and familiarization with Judicial procedures and philosophy. This should include distribution of related materials prior to training sessions.
  - F. Serve as a spokesperson for the Board. In this role, the following expectations should be met.
    - 1. Introductions of all present at hearings, and explanation of hearing process.
    - 2. Compilation of Judicial Board' collective sentiment when vocalizing decisions to charged chapters.
    - 3. Entertain all questions from the press, and respond appropriately on behalf of the Judicial Board.
    - 4. Act in the Judicial Board's stead as its representative to the Committee on Social Fraternity and Sorority Life during its annual Chapter Review process.
  - G. Insure that all of the Board's operational procedures are followed.
  - H. Author the decision letter
  - I. Act as the logistical coordinator for Board meeting times, hearing times, locations, member contact information, etc.
- VIII. Judicial Board Liaison
- A. The Judicial Board Liaison shall be one member of the Board who is available to the charged chapter prior to the hearing in order to explain the process and answer questions related to the process and to the chapter's rights.

*[The Liaison is not to be viewed as or used as a means of helping the charged chapter prepare the content of their case.]*

- B. The Board member who serves as Judicial Board Liaison and meets with the charged chapter may not participate in the charged chapter's hearing.
- C. The Liaison is responsible for meeting with the representatives of the charged chapter at least two class days prior to the hearing; and for explaining the process of the conference, the chapter's rights, and the Judicial Board's operational procedures. The Liaison shall also inform the chapter representative that he/she may also be given access to the Judicial Board Manual located in the IGC office.

## ARTICLE VI: IFC AND PC RESPONSIBILITIES

- I. The IFC and PC shall establish policy and procedures for both rush and extension of the Greek System. All policies and procedures must be consistent with both IGC and University policy, as well as state laws regarding hazing.
- II. The IFC and PC shall be responsible for addressing the issue of hazing within their respective groups.
- III. The IFC and PC shall develop programs for education on the issue of hazing for their respective groups.
- IV. The IFC and PC shall follow the policies of their respective national organizations: The National Inter-Fraternity Conference (NIFC) and The National Panhellenic Conference (NPC). University and IGC policy shall precede NIFC and NPC policy when there is a conflicting issue.

## ARTICLE VII: MEMBER ORGANIZATIONS AND MEMBERS

- I. Any Greek organization of Tufts University currently recognized by the IGC and the University, in particular, by the Faculty Committee on Social Fraternity and Sorority Life, shall be a full voting member of the IGC on the day on which this constitution is ratified.
- II. All individuals being considered for membership in a Greek organization and all individuals within organizations applying for recognition by the IGC must be in good standing according to the University.
- III. Greek member organizations shall have the right to choose their members.
- IV. No first semester students are eligible for membership.
- V. Members of Greek organizations are life-long members, unless the individual of the organization chooses to disassociate.

## ARTICLE VIII: MEMBER ORGANIZATION STANDARDS AND RESPONSIBILITIES

- I. Each member organization must have an individual, within the chapter, whose responsibilities shall be to monitor the scholastic standing of that chapter's members. This person shall be responsible for the development of programs to enhance individual chapter members' knowledge and understanding of the skills essential for academic success. These activities should work to increase the students' potential for academic achievement.
- II. The IGA, the IGC, and the Greek judicial Board will not tolerate any form of sexual misconduct. Let it be known that the IGC has the power to bring before the Greek Judicial Board any organization that is suspected of advocating, failing to discourage, or doing any such behavior. Sexual misconduct is defined as sexual advances as well as any verbal or physical conduct of a sexual nature that is offensive or unwelcome.
- III. The IGA has taken a role as the social leader at Tufts. For this reason, Greek members must work to be exemplary in this facet of student life. It is important that each individual in the IGA demonstrate responsible decision making in regards to alcohol use. In order to ensure that this education is complete, each new member of the IGA shall participate in an educational program, seminar, or workshop concerning responsible alcohol use which will be sponsored and conducted by GAMMA.
- IV. The IGA is an established permanent resident of the Tufts, Medford, and Somerville communities. It is the responsibility of each chapter to become active benefactors of these communities. Chapters should be frequently involved in charity work and community service. In this way, Greeks can be positively contributing citizens in their communities.
- V. Greek member organizations shall conduct all of their activities in accordance with the regulations and policies of Tufts University and the Commonwealth of Massachusetts including policies on hazing and rights of individual members and polices on non-discrimination on the basis of race, religion, national origin, disabilities, or sexual preference.
- VI. Greek organizations shall develop an educational program about their organization as well as about fraternity/sorority life and its responsibilities for their new members.
- VII. Greek organizations shall work with their alumni for financial and administrative support.

## ARTICLE IX: RECOGNITION

- I. The first step in the recognition process shall be that the IGC recommend the prospective Greek organization to the CFS.
- II. Any prospective Greek organization applying for admittance into the IGC must first be recognized by CFS as a prospective Greek organization. Then, the prospective Greek organization must apply to IGC for associate membership.
- III. Any prospective Greek organization requesting associate membership in IGC must receive a three-quarter affirmative vote of all IGC member organizations to obtain associate membership in IGC.
- IV. Upon being recognized by CFS and being approved for associate membership status, the prospective Greek organization must complete a one-year non-voting probationary period. At any time before the end of the one-year period, the IGC has the power to withdraw the prospective Greek organization's associate membership status by a three-quarter affirmative vote.
- V. Any prospective Greek organization that has maintained its associate status in good faith for a full one year period may then apply for full member status in IGC. This is obtained by receiving a three-quarter affirmative vote from the current full members of IGC and approval by CFS.

## ARTICLE X: ELECTIONS

- I. The Vice President shall preside over all election procedures.
- II. Once the election date has been set, nominations for all Executive Board positions will take place at the IGC meeting two weeks prior to elections. There will be an additional call for nominations at the IGC meeting one week prior to elections. After this time, no further nominations may be made.
- III. Individuals may nominate themselves or be nominated by members of the IGA. All nominations require a second. Nominees will then be asked to accept.
- IV. If someone is nominated for one position, but is interested in an additional position, he/she may be nominated for each office.
- V. After nominations are officially closed, nominees must complete an application for office.
- VI. Then nominees must sign up for interviews. These interviews will involve the six Executive Officers.
- VII. All interviews will take place one week prior to elections. Any current Executive Board officer who is running for office will be ineligible to participate in interviews of other candidates for the same office.
- VIII. The slate will consist of one candidate for each office and will represent a majority opinion of the interviewers.
- IX. Elections will begin with the candidates for the office of President. Each candidate will give a speech of not longer than three minutes to the entire IGC. The order of candidates will be alphabetical by last name.
- X. After all of the speeches for President have been made, the candidates will be asked to leave the room.
- XI. Members of the IGC may move to discuss the candidates in the following manner: Pro-Con-Pro-Con-Con-Pro.
- XII. The outgoing officer will announce the Executive Board's slated recommendation.
- XIII. Members of the IGC will then move to vote.
- XIV. Each IFC member organization vote will receive one (1) point. Each PC member organization vote will receive two (2) points. The slate will receive ten (10) points.
- XV. Candidates will re-enter the meeting and the Vice President shall announce the results.
- XVI. Candidates who were not elected President may drop down and run for other offices.
- XVI. The order of elections shall be: President, Vice President, Public Relations Chair, Treasurer, Social Chair, and Secretary.
- XVII. If the slated nominee is not elected, then the slate can be modified to account for dropping down.

## ARTICLE XI: AMENDMENTS

- I. Any member of the IGC may propose an amendment to the constitution during a general meeting.
- II. A quorum of half plus one of the member organizations must be present.
- III. After debate, the IGC delegate from each member organization and each member of the Executive Board shall receive one vote.
- IV. A two-thirds (2/3) majority is required for the ratification of the amendment.
- V. The Vice-President shall officiate over proposals to amend the constitution.
- VI. All proposed amendments must be approved by the Inter-Greek Council Judiciary.

# IGC BYLAWS

## I. Judiciary Board Procedures

A. Upon issuing his/her/their letter of complaint, the complainant(s) may furnish the Judicial Board Chair with a list of requested witnesses. The charge letter then written to the chapter, may request that these individuals be present at the hearing. This will be at the Chair's discretion as he/she agrees with the complainant(s) regarding the relevance of each, i.e. they were present, involved, etc...

B. Roles of the Judicial Board, defendant, complainant(s), witnesses, and advocates:

1. Introduction of those present and in what capacity they appear: All
2. Introduction of general Board purposes and goals: Chair
3. Description of procedures, rules, protocol, etc.: Chair
4. Statement of determination of open or closed hearing: Defendant or complainant. They can do so verbally at any time between issuing of the charge letter and the start of the actual hearing. If pre-established, the Chair may simply announce the determination of open or closed at the request of which party.

*[In an open hearing, individuals not part of the Tufts community, including outside media are not permitted to attend. Exceptions to this include: those acting as advocates, being called as witnesses, or parents of the students involved. A closed hearing means that only the principals (complainant(s), defendant, Board), their witnesses, advocates, parents, the IGC President, and the Judicial Board Advisor or representative from the Dean of Students office may be present.]*

C. Chair reads the charge letter.

D. Defendant agrees or disagrees with each separate charge.

E. If defendant chapter wishes to agree to all charges unconditionally, their spokesperson may offer closing comments before the defendant, complainant(s), witness, and advocates are asked to leave the room by the Chair.

*[An advocate is defined as an individual chosen to advise or provide support to the student. It is not necessary that this person be an attorney. However, students accused of acts for which there is potential legal culpability may wish to have a lawyer present. Participation of the advocate is limited to consulting with the spokesperson, and does not include addressing the Board or questioning any witnesses. If either party plans to have legal counsel as an advocate, then they are required to notify the Judicial Board Chair no later than 48 hours before the scheduled hearing.]*

F. The Board then convenes privately and determines the sanction(s) and rationale for the sanction(s).

G. If the deliberations are minimal, both the sanction(s) and rationale may be verbally announced to the defendant, complainant(s) witnesses, and

advocates by the Chair after the decisions are made. Otherwise, all parties will be excused and notified in writing.

*[Witnesses are defined as persons either: part of the collective complainant other than their spokesperson, members of the collective defendant who will be called to speak other than their spokesperson, and additional individuals called by the Board, complainant(s) or defendant.]*

- H. If the defendant disagrees with any charges, the hearing continues.
- I. The Chair asks all witnesses to leave the room. Witnesses are instructed to remain in outer waiting area for the entire hearing, (or until such a time as the Judicial Board, defendant, and complainant(s) feel certain they will have no further questions for that particular witness.)
- J. The complainant(s) will be present for the opening statements. If there is more than one complainant present, then only their designated spokesperson will be allowed to remain for the uninterrupted duration of the hearing, and question the defendant's witnesses. All other persons part of the complainant will be treated as witnesses and asked to join the other witnesses in the outer area. They will be given an opportunity to address the Board during their testimonies.  
*[The role of the complainant is understood to apply only when one is available and present. In the absence of a person, the opening statements shall comprise of the charge letter, police report , or other submitted document. The Board will proceed with the hearing, and the procedural references to complainant will be disregarded appropriately. The defendant's lack of opportunity to question the complainant will be taken into account by the Board.]*
- K. In the likely case where an entire house is the defendant, that house is entitled to one, and only one, spokesperson who will be allowed to remain for the uninterrupted duration of the hearing, and thus question the complainant's witnesses. Members of the collective defendant who will not be called as witnesses are also allowed to remain for the duration of the hearing, though their only means of vocalizing sentiment must be done through the chapter's spokesperson.
- L. No witnesses with further information to contribute may be present for another witness's testimony. Potential witnesses are urged to take this into account when deciding whether to remain present as observers (if this is an open hearing), or as part of the collective defendant. This is particularly important because such action disqualifies them from presenting any testimony to the Judicial Board. After testifying, the witness may inquire if he/she must remain in the waiting area for potential further questioning. That decision is made at the discretion of the Chair upon consulting with members of the Board, defendant, and complainant. If he/she is dismissed he/she may remain. (In the case of a closed hearing, no dismissed witness may enter the hearing unless he/she is also a member of the collective defendant.) From that point on, he/she is an observer and his/her only mode of expressing additional information is, like all silent observers, through the spokesperson.

- M. Chair asks complainant to make a brief opening statement. The spokesperson will be asked to include a reading of the previously submitted letter of complaint.
- N. Chair asks defendant to make a brief opening statement.
- O. Chair invites the defendant to question the complainant. If the defendant cannot politely, respectfully, and relevantly question the complainant, Chair will call a recess. Chair will then ask defendant to submit, in writing, all questions of the complainant. For the remainder of this testimony, the Chair will relay defendant's question to complainant.
- P. Chair invites the complainant to question the defendant. If the complainant cannot politely, respectfully, and relevantly question the defendant, Chair will call a recess. Chair will then ask complainant to submit, in writing, all questions of the defendant. For the remainder of this testimony, the Chair will relay complainant's question to defendant. *[If O or P prove to be a problem, the offending side may lose the opportunity to question the other side or any future witnesses. This is to be decided at the discretion of the Chair upon consultation with the Board.]*
- Q. Chair invites Board to question complainant.
- R. Chair invites Board to question defendant.
- S. If there are additional persons as part of the complainant, Chair asks their spokesperson to call them one at a time from the outer area. Procedures M, O, and Q are repeated. Chair will also ask the complainant spokesperson if they have any question of this person. When all parties have had an opportunity to question him/her, this person will be asked to leave the room and wait in the outer area. His/her ability to remain is outlined in L.
- T. If there are witnesses for the complainant, not part of the actual complainant, Chair asks their spokesperson to call them one at a time from the outer area. Chair will invite the complainant spokesperson if they have questions of their witness. Then procedures O and Q are repeated. After all questioning, the witness will be asked to leave the room and wait in the outer area. His/her ability to remain is outlined in L.
- U. If there are witnesses for the defendant, not part of the actual defendant, Chair asks their spokesperson to call them one at a time from the outer area. Chair will invite the defendant spokesperson if they have questions of their witness. Then procedures P and R are repeated. After all questioning, the witness will be asked to leave the room and wait in the outer area. His/her ability to remain is outlined in L.
- V. Following the exit of each witness, and prior to the entry of the next, the Board may question the defendant, or the complainant.
- W. When all witness have been called once, Chair pauses to ask Board, complainant, or defendant if they wish to recall anyone for further questions. If there is no one to be recalled they move to Z. If there is, then...

- X. Chair calls the first of those requested. That witness is addressed first by the Board, then if either defendant or complainant have questions for them, they may ask as recognized by the Chair. When all parties have had an opportunity to question him/her, this person will be asked again to leave the room and wait in the outer area. His/her ability to remain is outlined in L.
- Y. Chair proceeds to individually call others requested. They are addressed in the same fashion as above. This continues until all parties no longer wish to recall any of the witnesses for further questioning.  
*[There is no set limit to the number of times a particular witness may be recalled.]*
- Z. Chair pauses to allow Board to collect their thoughts for any final questions of either complainant or defendant.
- AA. Board asks final questions of complainant and defendant.
- BB. Chair pauses to allow both sides to compile an optional brief closing statement.
- CC. Chair invites complainant to make closing statement.
- DD. Chair invites defendant to make closing statement.
- EE. Chair reiterates that the defendant and complainant will be officially notified of the Board's decision by letter within three working days of the final decision.
- FF. Chair reiterates the appeals procedures as follows:
  - 1. The defendant may appeal the Judicial Board's decision on any of these grounds:
    - a. the basis of new evidence
    - b. a procedural irregularity in the judicial process
    - c. the severity of the penalty
  - 2. The complainant may appeal the Judicial Board's decision on any of these grounds.
    - a. the basis of new evidence
    - b. a procedural irregularity in the judicial process.
  - 3. Anyone wishing to appeal is instructed to:
    - a. consult with the chairperson of the Committee on Fraternities and Sororities within ten calendar days of the decision
    - b. provide 25 copies of a written statement clearly describing the nature of the appeal by 9:00 AM on the morning of the appeal.
    - c. consult the *Pachyderm* for a more detailed discussion of the University's appeal procedures.
- GG. Chair reinforces that outside discussion of this hearing by the Chair or other members of the IGC Judicial Board, in particular, anything relating to the decision process, is limited to the Board, the IGC President, the Greek Advisor, and the Dean of Students. Of the Board members, only the Chair will entertain, and selectively answer, questions from the media.

- HH. Chair reiterates that the campus media will receive a press release, as they do in all IGC Judicial Board cases involving a violation of University regulations), that will include the following information: the Chapter's name, the date of the incident, the resulting charge as worded in the Chair's charge letter, the date of the hearing, responsibility or non-responsibility found for the charge(s), and sanctions (if any)
- II. Chair calls the hearing to a close, and all parties are asked to leave.
- JJ. At this point the Board determines whether to meet immediately following, or schedule a time to reconvene in order to deliberate.
- KK. Once the Board has decided responsibility, the Board makes a decision on what sanctions, if any, the defendant will receive based on the severity of the defendant's actions and taking prior violations/causes into consideration (particularly if they are similar in nature). This deliberation is moderated by the Judicial Board Chair. A majority vote is needed to finalize decisions. The breakdown of that vote is entirely confidential.
- LL. The outcome of the hearing will be communicated in writing within three (3) working days of the decision to both parties by the Chair.