

Formal Standards Board Process

“A Fundamental Obligation to do the Right Thing”



Description:

This resource was developed to provide Chapters and Officers a clear, equitable, and fair accountability process that aligns with The Standards of DKE to use locally.

Goals:

- To assist Chapters in practicing self-governance
- To assist Chapters in Chapter Operations
- To assist members in holding each other accountable in a meaningful way.

Competencies Addressed:

- Self-Governance
- Dignity
- Morality
- DKE Knowledge
- Organizational Leadership

Additional Resources: :

- International Fraternity Staff
- Institution Conduct Office
- Institution Dean of Students
- Advisors
- Institution Office of Fraternity & Sorority Life

Board Structure

Each Standards Board is to have at least six members, consisting of the following positions:

- Vice President/Brother Sigma
 - Is the Investigator of any allegations or reports submitted to the Standards Board.
 - Is to compile the investigation report.
 - Is to present the case and all evidence to the Standards Board or Chapter.
- Sergeant at Arms
 - Serves as the chairman of the Standards Board.
 - The chairman is a non-voting member, unless there is a tie that needs to be broken.
 - He is responsible for the administration of the fair and equitable process.
- Scribe
 - The scribe is a voting member that is responsible for maintaining minutes of each process and any required documentation. This includes the Notice Letter, Minutes of the Meeting, and the Notice of Outcome.
- Three members at large
 - The members at large are voting members and should represent the many viewpoints of the Chapter.





Board Process

The Standards Board case typically consists of the following procedures:

- Complaint is filed with the Sergeant at Arms.
 - Any member may file a complaint against any member.
 - If the responding member is the Sergeant at Arms, the Organizations Vice President will receive the complaint and oversee the process, and a member will be appointed as an Investigator and present the case.
- Respondent is given notice of hearing.
 - The Standards Board's Scribe will send notice of the complaint, and the details of the hearing to the accused member.
 - The accused member must be given a minimum of twenty four hours of notice prior to the hearing.
- Evidence is gathered.
 - The Sergeant at Arms, or other member as outlined above, will conduct a fair and impartial investigation and compile the information into an investigation report.
- Standards Board conducts a hearing.
 - The hearing script should be read and followed.
 - Hearing Process
 - Hearing will be called to order by the Chair
 - Introductions of hearing participants including Board members, witnesses, and the respondent.
 - The Investigator will present the facts of the case including:
 - Reading of the complaint form
 - Presentation of witnesses (if any)
 - Witnesses will answer questions from the Board
 - Witness will answer questions from the Investigator
 - Witnesses will answer questions from the respondent
 - Presentation of evidence such as photos, outside reports, or written statements from individuals not present at the hearing
 - Respondent's Presentation:
 - Presentation of witnesses (if any)
 - Witnesses will answer questions from the Board
 - Witnesses will answer questions from the respondent
 - Witness will answer questions from the Investigator
 - Period of final questions
 - The Board member may ask any final questions of the Investigator or the Respondent.
 - The Investigator will make a closing statement.
 - The Respondent will make a closing statement.





- The Board will adjourn to an executive session for deliberation of responsibility.
 - All members except the Chairman and the voting members of the Board are to leave the room.
 - The Board will first decide if the Respondent is Responsible
 - ONLY AFTER the Board determines a Respondent is Responsible may they deliberate on and deliver sanctions.
 - Statements made in the executive session are private and confidential.

Additional Information

- The standard of evidence must be preponderance of the evidence. Meaning, that the allegation is more likely than not to have occurred.
- Standards Boards are not permitted to expel any member, or remove an officer from his position. However, a recommendation to the Chapter for such action is appropriate.
- The Board will vote by simple majority if the Respondent is Responsible or Not Responsible.
- If the Board finds the Respondent Responsible, the Board will ONLY THEN develop sanctions.
- The Scribe shall inform the Respondent of the outcome in writing no less than twenty-four hours after the decision is made.
- If the Chapter/Standards Board desires to expel a member, suspend a member, or remove an officer from office, it is STRONGLY encouraged to contact the International Fraternity Staff for advice and support to ensure due process is provided.



