



Carnegie Mellon University All Greek Community Standards Board Policies and Procedures

Section 1 - Opening Statement:

This community standards board protocol is written with the intent to enforce the standards, rules and regulations set forth in the Panhellenic Association (PHA), Interfraternity Council (IFC), and Multicultural Greek Council (MGC) communities. The goal is to encourage the responsible decision making and behavior of chapters and colonies in the fraternity and sorority community and to outline the process of response when their decisions and behaviors do not meet the standards we have set for the fraternity, sorority, and university community. The community standards board protocol serves to promote accountability and encourage shared governance of organizations within the Carnegie Mellon University (CMU) community.

Section 2 - Scope of Authority

- I. The All Greek Community Standards board shall have the authority to adjudicate organization violations of the Carnegie Mellon University Community Standards.
 - a. In the case of administrative resolution, the CMU Resolution Review Board will approve all mediated outcomes.
 - b. In the case of a hearing, the Associate Dean of Students Affairs or his or her designee will confirm outcomes based on the board's recommendations.
- II. The All Greek Community Standards Board shall have the authority to adjudicate any violation of council policy by any fraternities or sorority recognized by a governing council PHA/IFC/MGC
 - a. All Panhellenic Formal Membership Recruitment violations shall fall under the jurisdiction of the PHA judicial board.
 - b. All decisions of the Board will be considered final unless the appeal process is enacted pursuant to the procedures below.

Section 3 - Important Definitions

All Greek Community Standards Allegation Review Board - comprised of the PHA Vice President of Community Standards, IFC Vice President of Community Standards, MGC Vice President of Standards, Greek Life Housefellows, and the CMU Coordinator for Community Standards.

Initial Reporter – The individual(s) or chapter(s) who complete the Incident Report Form

Complainant - The person or group bringing allegations forward.

Respondent - The group alleged to have violated community standards.

Resolution Review Board – comprised of university staff and officials as determined by Carnegie Mellon University.

Section 4 - Making an Allegation

- I. The following parties can submit an incident report:
 - a. Any member of the Carnegie Mellon Community, Faculty, Student, and Staff
 - b. Police (any legal report filed by a law enforcement officer/agency will be considered proper documentation)

- II. An Incident Report Form must be completed by the complainant when knowledge is of an alleged violation is received. This form must be submitted via the Fraternity and Sorority Life page on The Bridge within thirty (30) calendar days of the time the complainant learns of the alleged violation. If a report is submitted after thirty calendar days, allegations may still be filed if extenuating circumstances exist. The PHA Vice President of Community Standards, IFC Vice President of Community Standards, or the MGC Vice President of Standards shall determine if extenuating circumstances exist.

- III. The chapter facing allegations will receive notification of the allegations in the electronic format of an email between a representative of the organization and the PHA Vice President of Community Standards, the IFC Vice President of Community Standards, or the MGC Vice President of Standards within two business days of the incident report form being filed.

- IV. All Incident Report Forms will be reviewed by the All Greek Community Standards Allegation Review Board.
 - a. After reviewing the Incident Report Form, The Allegation Review Board will determine the appropriate process to resolve the allegation. Options include, but are not limited to:
 - i. Dismissal of the allegation due to insufficient evidence or no policy being violated
 - ii. Informal procedures to resolve the matter
 - iii. Administrative Resolution
 - iv. A hearing of the All Greek Community Standards Board
 - v. Referring the case to the CMU University Disciplinary Committee
 - b. In matters involving alleged violations of CMU policy, the recommended pathway for resolving the allegation must be approved by the Associate Dean of Student Affairs or his or her designee.

Section 5 - Administrative Resolution Procedures

- I. The purpose of administrative resolution is to find a solution satisfactory to the initial reporter and/or complainant and the accused fraternity/sorority that is appropriate under Carnegie Mellon University Policies, PHA Policies, IFC Policies, or MGC Policies.
- II. Administrative Resolution Attendees
 - a. Respondent
 - i. A maximum of 3 representatives are permitted to attend the administrative resolution.
 - ii. The Respondent has the right to have one Chapter Advisor present, included in the three-person limit. The Chapter Advisor must be on file with the Student Life Office. The Chapter Advisor, if present, will not be permitted to participate in the proceedings, but may advise the Respondent.
 - b. Complainant
 - i. In cases of council policy violations, the appropriate representative of Respondent's council.
 1. PHA Vice President of Community Standards
 2. IFC Vice President of Community Standards
 3. MGC Vice President of Standards
 - ii. In cases of university policy violations, the CMU Coordinator for Community Standards.
 - iii. In cases of violations of both council policy and university policy both the appropriate council representative and the CMU Coordinator for Community Standards.
 - c. Initial Reporter
 - i. If desired, the Initial Reporter may be present during the administrative resolution to serve in a witness capacity.
 - ii. If the Initial Reporter chooses not to be an active participant in the administrative resolution process, the Complainant will represent them.
 - d. The Respondent Chapter Housefellow
 - i. The Respondent Chapter Housefellow shall serve as a neutral party mediator. If the advisor is serving as the complainant in the case, the Allegation Review Board will appoint a neutral party from the remaining Greek Housefellows to serve as mediator.
- III. Administrative Resolution shall be closed to the public and only those listed in Section 5, Article II shall be in attendance.
- IV. Administrative Resolution Terms
 - a. All parties should reach a shared understanding of the following terms:
 - i. What happened during the alleged infraction
 - ii. The infraction is a violation of the policy in question
 - iii. Appropriate outcomes
 - b. All outcomes associated with violations of University Policy shall be approved by the Resolution Review Board and upon approval are considered final.
 - c. All outcomes associated with violations of Council Policy are final upon signing the Administrative Resolution Summary Form.

- V. If the Respondent chooses not to participate in administrative resolution or if administrative resolution is unsuccessful, the matter will be referred to a hearing by the All Greek Community Standards Board

Section 6 – Hearing Participants

I. Presiding Officer

- a. Each All Greek Community Standards Board hearing will be moderated by one of the following members of the Greek community, who will serve as Presiding Officer:
 - i. PHA Vice President of Community Standards
 - ii. IFC Vice President of Community Standards
 - iii. MGC Vice President of Standards
- b. The Presiding Officer shall not serve on the same council as the Respondent.
- c. The Presiding Officer will not have a vote in the hearing, but will be responsible for organizing the hearing, contacting participants, conducting the hearing in a fair, orderly fashion consistent with stated procedures, and performing any and all necessary follow-up procedures once a decision has been rendered. The Presiding Officer has the ability to remove any individual from the hearing at any time for inappropriate behavior or failure to follow instructions.

II. Process Advisor

- a. This advisor (usually a Greek Housefellow) will be present to assist the hearing participants during and after the hearing.
- b. The advisor does not have voting rights and is present only as a knowledgeable resource for all parties involved and must remain impartial at all times.

III. Complainant

- a. A maximum of 3 representatives are permitted to attend the hearing.
- b. The Complainant has the right to have one advisor present, included in the three-person limit. If present, the advisor will not be permitted to participate in the proceedings, but may advise the complainant. The advisor shall not be the Housefellow of the Respondent.
- c. In cases of council policy violations, the complainant will be a representative (PHA Vice President of Community Standards, IFC Vice President of Community Standards, or MGC Vice President of Standards) from the council whose policy was allegedly violated. If this individual is a member of the Respondent organization, a proxy will be chosen from the Complainant's council executive board.
- d. In cases of a violation of university policies, the CMU Coordinator for Community Standards will serve as a representative of the University.
- e. In cases of a violation of council and university policies, the council representative and CMU Coordinator for Community Standards will serve as co-complainants.

IV. Respondent

- a. A maximum of 3 representatives are permitted to attend the administrative resolution.
- b. The Respondent has the right to have one Chapter Advisor present, included in the three-person limit. The Chapter Advisor must be on file with the Student Life Office. The Chapter Advisor, if present, will not be permitted to participate in the proceedings, but may advise the Respondent.

- c. In the event that a representative of the Respondent is not present for the hearing, the Presiding Officer has the right to continue the hearing in the absence of the representative. The Presiding Officer shall make this determination upon finding that reasonable efforts were made to schedule the proceeding when a representative was able to be present.
- d. PHA/IFC/MGC Executive Board members may not speak on behalf of the chapter(s) facing allegations unless authorization is granted 48 hours prior to the hearing by the PHA Vice President of Community Standards, the IFC Vice President of Community Standards, MGC Vice President of Standards and the Process Advisor.

V. Hearing Board

- a. 5 student delegates will be selected based on the criteria as follows:
 - i. Delegates need to remain an active member of their chapter to be able to serve on the board.
 - ii. Delegates need to be in good standing within their chapter to be able to serve on the board.
 - iii. Delegates need to be in good standing with the University and not have a past violation of any kind on file with the University.
 - iv. Delegates must have a minimum cumulative QPA of 2.8.
 - v. Delegates must not have any current or prior community standards violations.
 - vi. The Process Advisor must certify each applicant to be an active board member.
 - vii. Should a student delegates no longer meet the criteria to be a board member, the delegates will be removed from the list of active board members until they do reach the criteria.
- b. The Hearing Board will be made up of one member from each council (PHA, IFC, and MGC), one additional member from the same council as the Respondent, and one student member appointed by the Allegation Review Board.
- c. Should a governing council not have appropriate representation of membership, the Allegation Review Board will appoint someone from a different council.
- d. All Hearing Board members must agree to a confidentiality statement (Appendix A) that restricts any member from discussing any of the hearing procedure outside of the hearing. If a board member is known to have broken the confidentiality agreement they may have their membership as an All Greek Community Standards Board delegate revoked.
- e. A member of the Respondent chapter, Complainant chapter, or a chapter with a member as seen as witness will not be eligible to serve on the board being convened to review his/her chapter's case.
- f. The board membership will come from a trained pool of individuals. The board membership will be selected by the three Vice Presidents of Community Standards from the respective councils based upon board member availability, chapter affiliation, and the approval by the Process Advisor.

Section 7 – Hearing Preparation

- I. Prior to any hearing, the Process Advisor will ensure that all participants are properly informed of the circumstance of the case, and the procedures of the Hearing.

- a. The Process Advisor will meet independently with the Complainant and the Respondent.
- b. The Process Advisor and the Presiding Officer will meet with the selected Hearing Board Members in advance of the hearing.
- II. At least two days prior to a hearing, all hearing participants will be provided with a pre-read packet.
 - a. Packets may include, among other related items: the initial Incident Report Form, investigation reports, evidence gathered, relevant policies, witness statements, and statements from the Complainant and Respondent directed to the Hearing Board.
 - b. Information contained in these packets may not be duplicated, nor utilized for any other purpose.
 - c. All packets must be returned, in full, to the Process Advisor following the hearing.
- III. Witnesses must be registered at least five days in advance of the hearing.

Section 8 – Scheduling a Hearing

- I. The date, time and location of the hearing will be chosen by the Presiding Officer.
- II. The minimum notice of the hearing date is seven days in advance.
- III. In the event that one of the Respondent’s representatives has a legitimate scheduling conflict with the chosen date and time, the Presiding Officer will attempt to accommodate all parties involved. If this is impossible to do in a timely manner, the hearing will be scheduled in accordance with the availability of the greatest number of people involved.
- IV. Any extenuating circumstances in establishing the time, date, or location of the hearing must be approved by the Presiding Officer, in collaboration with the Process Advisor.

Section 9: Hearing Format and Procedures

Please see Appendix A for the full hearing script.

- I. Procedures
 - a. The Presiding Officer will state the purpose of the hearing in accordance to the stated purpose, Carnegie Mellon University Code, and the Mission Statement of the All Greek Community contained at the beginning of this document.
 - b. State the date, time, and location for the record
 - c. The Presiding Officer will introduce herself or himself and proceed with the introduction.
 - d. State why the proceeding was convened and the case in question.
 - e. State that the hearing is held in accordance with the process for self-governance outlined by the PHA/IFC/MGC and University community
 - f. State that the hearing is not a criminal trial.
 - g. State the role of the board
 - h. State that all participants are expected to treat each other with courtesy and respect
 - i. Ask all participants to introduce themselves.

- j. Read the allegations.
 - k. Respondents should enter a plea. The following pleas may be entered by the chapter representatives in response to the alleged violations:
 - i. NOT RESPONSIBLE: The chapter feels under the circumstances of this specific situation and alleged violations that it is not responsible.
 - ii. RESPONSIBLE: The chapter feels that it is responsible for the alleged violations and wishes to admit its responsibility.
- II. Complainant and Respondent Opening Statements
- a. Ask the Complainant and the Respondent to offer opening comments.
 - b. Opening comments may not be longer than 5 minutes.
- III. Questioning
- a. Board Members - May ask questions to the Complainant and Respondent
 - b. Respondent - May pose questions to the board to consider asking the Complainant but questions must be asked through the board.
 - c. Complainant - May pose questions to the board to consider asking the Respondent but questions must be asked through the board.
- IV. Identify Witnesses
- a. Ask the Complainant and Respondent to identify each of their registered witnesses, and the relevancy of his/her testimony.
 - b. It is up to the board's discretion which witnesses will be called upon to testify. The board is encouraged to be liberal about calling pertinent witnesses to share information.
- V. Complainant's Witnesses
- a. Witnesses are called one at a time
 - b. Ask each to affirm that the testimony they are about to offer is truthful.
 - c. Ask each witness to provide a narrative account of what they know about the allegations.
 - d. The specific allegation may be shared with the witness.
 - e. The board members may ask relevant questions.
 - f. Complainant and Respondent may pose questions to the board to consider asking the witness, Complainant, or Respondent but questions must be asked through the board.
- VI. Respondent's Witnesses
- a. Witnesses are called one at a time
 - b. Ask each to affirm that the testimony they are about to offer is truthful.
 - c. Ask each witness to provide a narrative account of what they know about the allegations.
 - d. The specific allegation may be shared with the witness.
 - e. The board members may ask relevant questions.
 - f. Complainant and Respondent may pose questions to the board to consider asking the witness, Complainant, or Respondent but questions must be asked through the board.
- VII. Final Questioning
- a. Board may ask questions to Complainant or Respondent

- b. Complainant and Respondent may pose questions to the board to consider asking the Complainant or Respondent but questions must be asked through the board.

VIII. Closing Statements

- a. Ask the Complainant to offer a closing statement.
- b. Ask the Respondent to offer a closing statement.
- c. Each closing statement may be no longer than 5 minutes.

IX. Adjourn for deliberation

- a. Announce adjournment. Will ask the respondent and complainant to leave. Record the end time of the meeting and explain to the respondent that they will be notified by a written statement stating the decision on the case.
- b. The purpose of deliberation is for the board to agree about their majority understanding of the situation, determine if a violation has occurred, and determine if the organization is responsible for the violation and, if so, recommend an outcome.
- c. The Board's decision must be a majority to make a recommendation.
- d. Chapter shall be notified of the final outcomes within 5 business days of adjournment by written statement from the Presiding Officer-

X. Dismiss all parties

XI. Recording Policy

- a. All hearings will be audio recorded
- b. Hearing Board deliberations will not be recorded
- c. Purpose of recording each individual hearing
 - i. To allow board members to listen again to the hearing during deliberation
 - ii. To allow the Associate Dean of Student Affairs to review the hearing while reviewing the board's recommendations related to alleged violations of university policy
 - iii. To allow the appeal officer or appeal board to review the hearing during the appeal process
- d. All recordings will be saved and stored in the Student Life Suite for a period of seven (7) years.

Section 10 – Outcomes and Recommendations

- I. Following the determination of responsibility, four years of prior judicial records and any pending cases of the Respondent will be provided to the Hearing Board to be taken into consideration when the board is deciding appropriate outcomes.
- II. Outcomes can include and not limited to:
 - a. Fines – Appropriate fines can be issued in congruence with the allegation.
 - b. Restitution – Complete restitution for damaged or loss of property.
 - c. Programming – Mandatory participation in relevant alcohol and/or other education programming.

- d. Probation – Probation may be imposed for any length of time and may carry a combination of stipulation. (Including but not limited to the opportunity to host social events.)
- e. Chapter Closure – Closure may be imposed for any length of time and may carry any combination of stipulation.
- f. Any outcomes recommended in applicable council policies.

III. Notification of Outcomes

- a. Outcomes associated with alleged violations of university policy will be recommended by the hearing board to the Associate Dean of Student Affairs. The outcome letter will be sent out to the president of the Respondent chapter within 5 business days of the final decision by the Associate Dean of Student Affairs. Final outcomes (if any) begin upon notification to the Respondent.
- b. Outcomes associated with alleged violations of Council Policy will be determined by the hearing board. Any outcomes will begin immediately upon notification of the president of the Respondent chapter by the Presiding Officer.
- c. A copy of all outcome notifications will be sent to the following entities:
 - i. The Respondent chapter's (inter)national headquarters
 - ii. The Respondent chapter's primary advisor
 - iii. The Respondent chapter's Housefellow
 - iv. The Complainant(s)

- IV. Based on statements and evidence presented during the hearing, the hearing board may recommend that individuals or organizations who may have violated university policy should be referred for review through the community standards process.

Section 11 - Appeals

- I. In cases of successful Administrative Resolution, the outcomes are final with no appeal process.
- II. Grounds for an appeal following a hearing shall include:
 - a. Disproportionate punishment in correlation with the offense.
 - b. Specific procedural errors or errors in the interpretation of regulations so substantial as to deny the respondent a fair hearing.
 - c. New and significant evidence became available which could not have been discovered by a properly diligent respondent before or during the original hearing.
 - d. A determination that the Hearing Board's recommendations were arbitrary and capricious.
- III. Appeals Process
 - a. In cases related to violation of council policy, the Respondent or Complainant must present their formal appeal to a three person appeal board consisting of the President of the Complainant's Council, and the two Vice Presidents for Community Standards of the other governing councils. If the Complainant's Council President is a member of the Respondent organization, a proxy will be determined from the remaining Complainant's council's executive board.

- i. The organization filing for an appeal has up to 7 days following notification of the outcomes to submit a written appeal to the appeal board
 - ii. The appeal board will have the following options related to the appeal:
 - 1. Reject the appeal
 - 2. Revise the finding of responsibility and/or outcomes
 - 3. Reject the case in its entirety
 - 4. Remand the case to a new hearing of the All Greek Community Standards Hearing Board
- b. In cases related to violation of university policy, the Respondent must present their formal appeal to the Dean of Student Affairs in writing or electronically.
 - i. The organization filing for an appeal has up to 7 days following notification of the outcomes to submit an appeal to the Dean of Student Affairs.
 - ii. The Dean of Student Affairs or his or her designee will serve as appeal officer and have the following options related to the appeal:
 - 1. Reject the appeal
 - 2. Revise the finding of responsibility and/or outcomes
 - 3. Dismiss the case in its entirety
 - 4. Remand the case to a new hearing of the All Greek Community Standards Hearing Board
 - 5. Refer the case to a hearing of the Carnegie Mellon University Disciplinary Committee
- c. Unless otherwise indicated by the appeal board or appeal officer, any outcomes associated with the original decision will be deferred during the pendency of the appeal process.
- d. Cases that are remanded to a new hearing of the All Greek Community Standards Board or the Carnegie Mellon University Disciplinary Committee will be heard as an independent matter in that no information regarding the decision from the original hearing will be offered in the new hearing. This being the case, the new hearing may result in a final decision that varies (perhaps significantly) from the original decision.

Appendix A

Carnegie Mellon University All Greek Community Standards Board

Script for All Greek Community Standards Board Hearing

The text in non-italics should be spoken and the text in italics will serve as a guide for when to use the script.

Introduction:

My name is ____ (Officer Name) and I will be the Presiding Officer of today's proceedings. We are in room ____ (Location). The date is ____ (Date) and the time is ____ (Time). My role is to fairly and impartially guide these proceedings to an equitable and just conclusion. Today's proceeding has been convened to consider the case of _____ (Complainant against (Fraternity/Sorority, Chapter Designation)), henceforth referred to as ____ (Fraternity/Sorority)

This proceeding is being convened and held in accordance with the process for self-governance outlined by the Panhellenic, Interfraternity, and Multicultural Greek Councils, and the Carnegie Mellon University Community Standards. It is not comparable to a criminal trial. The board's role is to determine the facts of the case, to determine if those facts lead the board to believe that a violation of our standards, rules and regulations has been committed by the Respondent(s) and if so, to decide upon appropriate outcomes. All participants are expected to treat each other with courtesy and respect.

Before we begin, we would like to identify a few key elements of the room and the proceedings. As you will notice at the front table there is a voice-recording device which will remain on through the duration of these proceedings. Secondly, if at any point the Complainant or Respondent would like to request a brief recess, you may do so. Thirdly before speaking, please re-state your name for the recording. Finally, I would like everyone in the room to state their names, affiliations with the university, and roles in today's hearing.

Wait for everyone in the room to introduce themselves. Once complete, please continue with the script.

Purpose:

The purpose of this hearing is to explore and investigate the incident giving rise to the appearance of the violation of the _____ (PHA/IFC /MGC or university) policy. In keeping with the ultimate premise and justification of academic life, the duty of all persons at a proceeding is to assist in a thorough and honest exploration of all related facts. The basic tenants of scholarship- full and willing disclosure, accuracy of statement, and intellectual integrity in hypothesis, in argument and in conclusion- must always take precedence over the temptation to gain a particular resolution of the case. A board process is unique to the community of fraternity and sorority life that comprise Carnegie Mellon University.

Does anyone in the room have any questions about the purpose of this hearing?

If no questions, continue on with the script. If questions, please answer them.

Reading of the Allegation(s):

_____(Respondent) , we are considering the following incidence ____description of incident____ which is in alleged violation of _____section(s) of PHA/IFC/MGC/University policy.

The allegation description should include date, time, location, as well as reading in of the PHA/IFC/MGC/University policy of which the incident is allegedly in violation.

Do you understand the allegations against you? The response should be yes or no.

Wait for a response from the respondent. If the response is yes, please continue on in the script. If the answer is no, please re-read the allegations. Repeat this process in the event of multiple allegations. For short-hand they may be referred to by letter (A, B, C, etc.)

Entering a Plea:

You will now be asked to enter a plea of not responsible or responsible. A plea of not responsible means you feel that under the circumstances of this specific situation and concerning these alleged violations, your chapter is not responsible. A plea of responsible means that you feel that your chapter is responsible for the alleged violations and voluntarily wishes to admit responsibility.

Do you understand the plea options? The response should be yes or no.

Wait for a response from the respondent. If the response is yes, please continue on in the script. If the answer is no, please re-read the explanations of the plea. In the event of multiple policy violations, consider each one separately. The complainant should respond to each alleged policy violation for each incident, rather than the event as a whole.

As it pertains to the allegation of violation of _____(policy), how does _____(Respondent) plea?

Wait for a response from the respondent before continuing. If multiple violations are being considered, repeat this process for each policy violation.

Complainant and Respondent Opening Statements:

Now we will begin with complainant and respondent opening statements. Each statement must be no more then 5 minutes long. The complainant will begin followed by the respondent.

_____(Complainant) please begin your opening statement.

Allow the complainant to give the opening statement of no more then 5 minutes. When 5 minutes have elapsed, continue with the script.

_____(Complainant) your time has expired. Thank you for your opening statement.

_____(Respondent) please begin your opening statement.

_____(Respondent) your time has expired. Thank you for your opening statement.

Thank you for your opening statements. We will now move on to the Questioning portion of the proceedings.

Questioning:

Board, you now have the opportunity to pose questions to the complainant and respondent. You have all the time that you need to exhaust your questions, before the complainant and respondent are given the opportunity to pose questions to the Board for your consideration.

Please wait until the board has finished asking all questions and hearing the answers before continuing.

_____(Respondent) and _____(Complainant) you have the opportunity to pose questions to the Board for them to consider asking the other party or yourselves, but you may not personally ask the other party. All questions must be asked through the Board.

Board members, you can consider questions posed by the respondent and the complainant, but you are not required to do so. Additionally, if at any point you have additional questions, you may ask them.

Please wait until the board has finished asking all questions and hearing the answers before continuing.

Thank you and we will continue on to witnesses.

Identify Witnesses:

_____(Complainant) please identify the witnesses that you plan on calling before the Board, identify to which allegation they are serving as a witness, explain the relevancy of each witnesses' testimony, and clarify whether they are here to testify in person, or if a written statement has been provided.

Board, it is up to your discretion to decide which witnesses will be called to testify. I encourage you to be liberal in calling pertinent witnesses to share their information. You have the right to not call any witness you feel does not pertain to this hearing. Please note that written statements will be read aloud by the Presiding Officer. Based on the content of the witness statements, you may ask questions to either the Complainant or Respondent.

_____(Respondent) please identify the witnesses that you plan on calling before the Board, identify to which allegation they are serving as a witness, explain the relevancy of each witnesses' testimony, and clarify whether they are here to testify in person, or if a written statement has been provided.

Board, it is up to you discretion to decide which witnesses will be called to testify. I encourage you to be liberal in calling pertinent witnesses to share their information. You have the right to

not call any witness you feel does not pertain to this hearing. Please note that written statements will be read aloud by the Presiding Officer. Based on the content of the witness statements, you may ask questions to either the Complainant or Respondent.

Complainant's Witnesses:

At this point, the Board may select which, if any, of the Complainant's witnesses they would like to hear.

Wait for the Board to choose a witness before moving on with the script.

At this time, _____(Complainant) you may call forward your ____ (witness number) witness.

Allow the Complainant to call their witness. Address the witness.

Please state your name.

Do you affirm that all testimony that you are about to offer is truthful?

_____(witness), at this point we will share with you the specific allegations that are being addressed. _____(Respondent) has been accused of _____(allegations) by the _____(Complainant)

Please provide the Board with a narrative account of what you know about the allegations.

Wait until the witness has completed their narrative account.

Board members, you now have the opportunity to ask questions of the witness.

Respondent and Complainant you have the opportunity to pose questions to the Board for them to consider asking the other party or yourselves, but you may not personally ask the other party. All questions must be asked through the Board. Complainant will go first followed by Respondent.

Please wait until the board has finished asking all questions and hearing the answers before continuing.

_____(witness), thank you for your time, you are dismissed.

Repeat this process until the Complainant has called all of their witnesses.

Respondent's Witnesses:

At this point, the Board may select which, if any, of the Respondent's witnesses they would like to hear.

Wait for the Board to choose a witness before moving on with the script.

At this time, _____(Respondent) you may call forward your ____ (witness number) witness.

Please state your name.

Do you affirm that all testimony that you are about to offer is truthful?

_____(witness), at this point we will share with you the specific allegations that are being addressed. _____(Respondent) has been accused of _____(allegations) by _____(Complainant)

Please provide the Board with a narrative account of what you know about the allegations.

Wait until the witness has completed their narrative account.

Board members, you now have the opportunity to ask questions of the witness.

Respondent and Complainant you have the opportunity to pose questions to the Board for them to consider asking the other party or yourselves, but you may not personally ask the other party. All questions must be asked through the Board. Complainant will go first followed by Respondent

Please wait until the board has finished asking all questions and hearing the answers before continuing.

_____(witness), thank you for your time, you are dismissed.

Repeat this process until the Respondent has called all of their witnesses.

As there are no more witnesses the Board would like to hear, we will move on to the Final Questioning Period.

Final Questioning:

Board, you now have the opportunity to pose questions to the complainant and respondent. You have all the time that you need to exhaust your questions, before the complainant and respondent are given the opportunity to pose questions to the Board for your consideration.

Please wait until the board has finished asking all questions and hearing the answers before continuing.

_____(Respondent) and _____(Complainant) you have the opportunity to pose questions to the Board for them to consider asking the other party or yourselves, but you may not personally ask the other party. All questions must be asked through the Board.

Board members, you can consider questions posed by the respondent and the complainant, but you are not required to do so. Additionally, if at any point you have additional questions, you may ask them.

Please wait until the board has finished asking all questions and hearing the answers before continuing.

Thank you. Before moving on, would any party like to take a brief recess to gather their thoughts?

Wait for responses; you can consider a 5-15 minute break. When all parties return, continue with the script.

Closing Statements:

Now we will conclude with complainant and respondent closing statements. Each statement must be no more than 5 minutes long. The Complainant will begin followed by the Respondent.

_____(Complainant) please begin your closing statement.

Allow the complainant to give the closing statement of no more than 5 minutes. When 5 minutes have elapsed, continue with the script.

_____(Complainant) your time has expired. Thank you for your closing statement.

_____(Respondent) please begin your closing statement.

Allow the respondent to give the closing statement of no more than 5 minutes. When 5 minutes have elapsed, continue with the script.

_____(Respondent) your time has expired. Thank you for your closing statement.

Adjourn For Deliberation

The Board will now adjourn for deliberation. _____(Complainant) and _____(Respondent) , you will both be notified of the decision in the case through procedures laid out in the All Greek Community Standards Board Policies and Procedures.

At this time we ask that and Respondent please leave.

Allow for the Complainant and Respondent to leave. Address the board.

The purpose of deliberation is for you as a board to have a majority agreement of the determination of: if a violation has occurred, if the organization is responsible for the violation, and if so, what is the recommended outcome. There must be a majority decision to make a recommendation. The recording of the hearing is available for your reference should you need it.

You will present your decision in the following format:

After deliberation, the board has reached the decision that _____(Respondent) is _____(responsible or not responsible) of a CMU Community Standards Violation or PHA/IFC/MGC Council Policy Violation. The Board's recommendation(s) is _____(recommendation(s)).

If you reach a decision of responsibility for the allegation(s), you will be provided with a record of the complainants previous 4 years of judicial history, as well as any pending charges against the organization. The purpose for this information is to inform your recommendation of outcomes.

We will now give you time to reach a decision and if necessary recommend an outcome. Should you have any questions, please ask _____ (Presiding Officer) and/or _____ (Process Advisor). At this time we will turn off the voice recording for the duration of your deliberation on the responsibility of the Respondent.

Before turning off the voice recorder, indicate the time at which you are turning it off.

Allow time for the Board to reach a decision on responsibility. They should not be discussing outcomes at this time. After turning on the voice recorder and reintroducing the situation, address the Board.

Have you come to a majority decision on all allegations?

If yes, continue with the script. If no, the board continues with deliberation.

At this point, please present your decision of responsible or not responsible for the alleged policy violations.

In regards to allegation of ____, (*PHA, IFC, MGC, CMU Policy*) what is your decision?

Repeat this process for all allegations. Wait for each decision, then continue on with the script.

- (*If found responsible for any violation*) Thank you, we will now ask for you to recommend outcomes for any policy violations for which the Respondent was found responsible. Please continue your deliberations as to what outcomes you feel are most appropriate for these violations. (*continue with script below*)
- (*If found not responsible for any violations*) Thank you for your time and cooperation. At this time, all parties are dismissed from today's hearing. (*Turn off voice recorder.*) (*End Script*)

(If found responsible for any violation) At this time we will turn off the voice recording for the duration of deliberation.

Before turning off the voice recorder, indicate the time at which you are turning it off. At this time, share any judicial record of the complainant with the Board.

After turning on the voice recorder and reintroducing the situation, address the Board.

Have you come to a majority decision on your recommended outcomes?

If yes, continue with the script. If no, the board continues with deliberation.

What is your recommended outcome(s).

Please wait for each outcome, then continue on with the script.

At this point, I would like to remind you of the confidential nature of today's process. While your findings of responsibility and outcome recommendations will be made public, the remainder of today's hearing should be kept confidential. Specifically, it is your responsibility not to divulge any information related to information provided by the Complainant or Respondent, witness testimony, or hearing board deliberations.

Thank you for your time and cooperation. At this time all parties are dismissed from today's hearing.

Before turning off the voice recorder, indicate the time at which you are turning it off.