

# **Bylaws for the Greek Standards Board of the Associated Students of the University of San Francisco**

(last revised October 2017)

## **ARTICLE I Name**

Section 1. The name of this body shall be the Greek Standards Board at the University of San Francisco (USF).

## **ARTICLE II Mission and Purpose**

Section 1. The mission of Greek Standards Board at USF is to create a system of accountability for both individuals and organizations within the Greek Community. Greek Standards Board will work in conjunction with Greek Council to ensure that the six pillars of success are being upheld: friendship, leadership, ritual, scholarship, service and social advancement.

Section 2. The purpose of this Board is to evaluate and address complaints against both chapters and individual members of the Greek Community. As members of the Greek Community, students are held to a higher standard. While the board has the ability to sanction, it is also meant to serve as a forum for concerns. Sanctions handed down by the Greek Standards Board are intended to educate, not to punish. This purpose does not contradict the University's mission or its Catholic, Jesuit character.

## **ARTICLE III Affiliation**

Section 1. Members of the Greek Standards Board are not affiliated with a local, state, or national organization.

## **ARTICLE IV Structure and Membership**

Section 1. The Greek Standards Board shall consist of three (3) Ex-Officio members and one (1) representative from each Regular Member Organization as defined by the Greek Council Constitution Article IV, Section 6.

- A. The Ex-Officio members will be the following members from the Greek Council Executive Board
  - i. Vice President of Standards
  - ii. Vice President of Internal Affairs
  - iii. Vice President of Membership Development

- Section 2. The Board shall be chaired by the Greek Council Vice President of Standards and will be referred to as the Chairperson. The Chairperson shall
- A. Be present at every formal conduct meeting and board meeting conducted by the Greek Standards Board.
  - B. Review all submitted complaints in a timely fashion.
  - C. Write all notifications to the participants involved.
  - D. Participate in informational meetings with the Greek Standards Board Advisor.
  - E. Oversee the formal conduct meetings and deliberations.
  - F. Waive his/her voting ability and not be present at deliberations if the case being heard involves his/her organization.
  - G. Report any necessary information to the board that will assist in determining appropriate sanctions if an individual or organization is found responsible.
  - H. Assist in the training of all members of the Greek Standards Board
  - I. Insure that participants receive the fairness and/or due process rights granted to them.

- Section 3. The Vice President of Internal Affairs shall
- A. Be present at every formal conduct meeting and board meeting conducted by the Greek Standards Board.
  - B. Keep impartial and thorough records of all minutes and proceedings of formal conduct meetings and board meetings.
    - i. These records will be kept confidential and held by the Advisor of the Greek Standards Board.
  - C. Accept responsibility for overseeing deliberations and voting in the case of a tie if the Chairperson is ineligible.

- Section 4. The Vice President of Membership Development shall
- A. Be present at every board meeting conducted by the Greek Standards Board.
  - B. Oversee that all sanctions are followed and completed.
  - C. Design positive reinforcement opportunities for members of the Greek community.
  - D. Accept responsibility of voting in the case of a tie if both the Chairperson and Vice President of Internal Affairs are ineligible.

- Section 5. There will be one (1) Advisor to the Greek Standards Board. The Advisor shall
- A. Be present at formal conduct meetings and board meetings conducted by the Greek Standards Board, when necessary.
  - B. Assist in the review process with complaints.

- C. Participate in informational meetings.
- D. Assist with any investigations into complaints.
- E. Assist with mediation, when necessary.
- F. Review and process any complaints that directly involve any member of the Greek Standards Board.

Section 6. Representative Membership

- A. Each organization will appoint two (2) individuals to represent the organization on the Greek Standards Board. One (1) of these individuals will serve as an alternate.
  - i. Selected members must be approved by the Ex-Officio members and Advisor.
- B. Board members
  - i. May not serve as their chapter's president or as a member of the Greek Council Executive Board during their time on Greek Standards Board.
    - a. Any organization with less than five (5) members is exempt from this restriction.
  - ii. Must be in good academic standing with their chapter and have a minimum of 3.0 GPA throughout their term.
  - iii. Must be active with their organization for at least one (1) semester before becoming eligible to serve on the Greek Standards Board.
  - iv. Must attend all trainings and board meetings.
- C. Members will serve a term of one (1) semester. Members may be reappointed for another term by their organizations.
  - i. The one (1) semester term will be in conjunction with the term of the executive board for each organization. A term may be either the academic or calendar year.

Section 7. Responsibilities of all members include

- A. Arrive on time and prepared for board meetings and formal conduct meetings.
- B. Review all materials thoroughly.
- C. Prepare open-ended questions.
- D. Approach each complaint with an open mind and consider all information presented.
- E. Withhold final judgment until all information has been presented and considered.
- F. Engage in meaningful discussion about whether policies have been violated once the formal conduct meeting has concluded.
- G. Be creative and thorough in discussions related to sanctioning.

- H. Keep all information discussed confidential. This includes formal conduct meetings, board meetings, deliberations, votes, and all other matters related to Greek Standards Board.

## **ARTICLE V Meetings**

- Section 1. All members of the Greek Standards Board are expected to attend each biweekly meeting.
  - A. This meeting time will also be used to run formal conduct meetings.
- Section 2. Any member unable to attend must notice the Chairperson no later than 48 hours before a meeting.
  - A. Unforeseen and emergency situations that arise within 48 hours of the meetings will be handled on a case by case basis.
  - B. Any long term concerns about the possibility of missing meetings must be discussed at the start of a board member's term.
- Section 3. If both appointed members from an organization cannot attend a meeting, that organization shall not be represented.
- Section 4. Two (2) unexcused absences shall lead to removal from the Greek Standards Board.
  - A. This organization must then appoint a new member within two (2) weeks. This member may not participate in a formal conduct meeting until training is received.

## **ARTICLE VI Filing a Complaint**

- Section 1. Any current student at the University of San Francisco, registered chapter advisor, university faculty or staff member may file a complaint with Student Leadership and Engagement (SLE).
- Section 2. Complaints may be filed online through or in the form of a written letter delivered to SLE.
- Section 3. Complaints may be submitted both anonymously or signed by the person/group submitting the complaint. If the complaint remains anonymous, an informational meeting and investigation may occur but no formal conduct meeting may take place unless the complaint is further substantiated through the investigation.
  - A. The person/group submitting the complaint will be known as the complainant.
  - B. The person/group who is alleged to have engaged in the action

discussed in the complaint will be known as the respondent.

- Section 4. Complaints may be filed against both individuals and entire organizations. The Chairperson and Advisor then have the right to decide whether actions will be taken against the individual or organization.
- Section 5. Once a complaint has been filed, the Chairperson and Advisor will have three (3) business days to review the complaint and decide on the proper course of action. If the complaint is unfounded, the Chairperson and Advisor have the ability to dismiss the complaint but keep it on file.
- A. Any complaints submitted during breaks in the school year may have the process delayed until classes resume at the discretion of the Chairperson or Advisor .

## **ARTICLE VII Informational Meeting**

- Section 1. Upon reviewing the complaint, the Chairperson and Advisor may decide to meet with the respondent to discuss the complaint.
- A. Notification will be sent electronically to the respondent's University email account. Notification will include
    - i. Date, time and location of meeting.
    - ii. Any other necessary information.
  - B. This meeting will be scheduled no sooner than two (2) business days after the email has been sent.
    - i. The respondent may request to reschedule the meeting if s/he is able to demonstrate an appropriate cause.
- Section 2. At this meeting, the Chairperson and Advisor will
- A. Explain the Greek Standard Board conduct process.
  - B. Answer any questions the respondent might have.
  - C. Listen to the respondent's statement if s/he wishes to give one.
  - D. Engage in a developmental discussion about the incident if necessary.
  - E. Allow the respondent to respond to the complaint.
  - F. Note any important information that would need to be shared with the Greek Standards Board in the case of a formal conduct meeting.
- Section 3. The Chairperson and Advisor must determine if the complaint is valid.
- A. If the complaint is determined not to be valid, the complaint may be dismissed at this time.
  - B. If the complaint is determined to be valid
    - i. The respondent may accept responsibility. Temporary

sanctions will be recommended until the following Greek Standards Board meeting where sanctions will be determined.

- ii. The respondent may not accept responsibility. The complaint will then move to a formal conduct meeting.
- iii. The Advisor or Chairperson may recommend mediation between the complainant and respondent.
  - a. Mediation must be agreed upon by both parties.
  - b. If either party rejects mediation, the complaint will then move to a formal conduct meeting.

Section 4. Should the respondent not attend the informational meeting, the complaint will be moved to a formal conduct meeting.

### **ARTICLE VIII Mediation**

Section 1. Should mediation be recommended and accepted by both parties, the process will be handled by a mediator.

Section 2. The mediation process can result in different outcomes.

- A. If a mediation decision is agreed upon by both parties, the terms will be written into an agreement and then signed by the participants. This agreement will be kept on file should a similar complaint arise between the participants.
- B. If no mediation decision is reached, the complaint will then be sent to the Greek Standards Board for a formal conduct meeting.

### **ARTICLE IX Pre-Formal Conduct Meeting Procedures**

Section 1. Upon deciding to proceed with a formal conduct meeting, the Chairperson will notify the respondent at least five (5) days prior to the meeting detailing the specific complaint(s) as well as the date, time, and location of the formal conduct meeting.

- A. Notices will be sent electronically to the student's University email account.
- B. Situations where the respondent cannot attend the designated time will be handled on a case by case basis.

Section 2. Both the complainant and respondent must provide a list of any witnesses to the Chairperson three (3) days prior to the meeting.

- A. A complete list will be sent to both parties two (2) days prior to the meeting.

- B. Both parties are responsible for their witnesses attending the meeting. If a witness does not attend, the meeting will continue without him/her.
- C. Both the complainant and respondent must submit a list of questions they would like asked to all witnesses one (1) day prior to the meeting.

## **ARTICLE X Rights of the Participants**

- Section 1. Both parties may be accompanied at the formal conduct meeting by an advisor. The advisor is not allowed to actively participate in the meeting and may not speak on the behalf of his/her respective party.
- Section 2. Both parties have the right to produce witnesses and evidence pertaining to the alleged complaint(s).
- Section 3. Both parties have the right to introduce and respond to evidence in the complaint.
- Section 4. Both parties will not be present during deliberations.
- Section 5. Both parties have the right to challenge for cause any member of the Greek Standards Board.
- Section 6. The respondent has the right to appeal the outcome.

## **ARTICLE XI Formal Conduct Meeting Procedures**

- Section 1. All board members will arrive thirty (30) minutes prior to the scheduled meeting.
  - A. At least four (4) voting board members must be in attendance.
  - B. Board members will use this time to review the complaint, information from the informational meeting, questions for witnesses and address the Chairperson about any concerns.
- Section 2. Once all participants involved arrive, the formal conduct meeting will begin.
  - A. If the respondent does not attend the formal conduct meeting without making previous arrangements with the Chairperson and/or Advisor, the respondent will be found responsible and the meeting will immediately go to deliberations. The respondent will not be able to appeal the decision.
- Section 3. Formal conduct meetings will only be open to the Greek Standards Board, Greek Standards Board Advisor, complainant(s), respondent(s), advisors for both parties, and any witnesses.

- Section 4. Procedure for the formal conduct meeting will be as follows
- A. Recording device is turned on.
    - i. If a recording device is unavailable, minutes will be taken by the Vice President of Internal Affairs.
  - B. Introduction of everyone present.
  - C. Explanation of the formal conduct meeting process.
  - D. Any participant may challenge the presence of a board member with just cause.
    - i. The Chairperson and/or Advisor have the final say on the removal of any board member.
  - E. Witnesses are excused until questioning.
  - F. Explanation of the complaint and any other relevant information.
  - G. The complainant and respondent are both asked to provide a description of the events.
  - H. The board questions all appropriate parties (complainant, respondent, witnesses, etc.).
    - i. Any additional questions from the complainant or respondent must be directed towards the Chairperson who will decide if they are relevant.
  - I. Both the complainant and respondent will be able to make final comments to the board.
  - J. Formal conduct meeting ends.
  - K. Recording device is turned off.
- Section 5. Deliberations will commence directly after the formal conduct meeting.
- A. Deliberations are only open to Greek Standards Board members and their Advisor
  - B. All parties involved may choose to wait for a decision or be notified via University email.
- Section 6. Once deliberations are completed, the board will make a decision of responsible or not responsible.
- A. Responsibility is defined as “preponderance of the evidence” meaning it is more likely than not.
  - B. If the respondent is found not responsible, no sanctions will be made.
  - C. If the respondent is found responsible, the board will then determine sanctions immediately after deliberations.
- Section 7. Upon completing deliberations and sanctions (if necessary), the Chairperson will inform all necessary parties of the decisions.

## **ARTICLE XII Sanctions**

Greek Standards Board Bylaws (Amended 7/13)

- Section 1. Sanctions can include any of the following
- A. Written warning
    - i. This warning will go on record and be referenced in case of any future complaints.
  - B. Educational programming
    - i. Online activities must be completed by a certain percentage of individuals in the organization.
    - ii. The organizations must host an educational workshop for its members or the Greek community as a whole. This workshop can include a third party to facilitate or speak.
  - C. Community service/ Service project
    - i. The board can determine a project or number of service hours to be completed by an individual or organization.
  - D. Written assignment
    - i. A paper of a specified length that fits with the specific complaint.
  - E. Loss of privileges
    - i. This can include loss of facility usage, social suspension, alcohol restriction on events, or any other privileges.
  - F. Probation
    - i. This can include restrictions as well as being required to fulfill specific conditions.
    - ii. Any validated complaints while on probation can result in further sanctions.
  - G. Restitution
    - i. Reimbursement for damage can be in monetary form or appropriate services.
  - H. Recommendation for membership termination
    - i. The board may recommend to an organization that a member be removed from that organization.
    - ii. This is only reserved for extreme cases or multiple violations.
  - I. Recommendation for charter termination.
    - i. The board may recommend to Student Leadership and Engagement that an organization loses its charter and recognition at the University.
    - ii. This is only reserved for extreme cases or multiple violations.

Section 2. Any sanction will be given a specific length of time to be enforced or completed. Length of time will be determined at the time of sanctioning.

Section 3. Other sanctions may be given as deemed appropriate.

### **ARTICLE XIII Appeals**

Section 1. An appeal can only be made by the respondent.

Section 2. An appeal must be made in writing to the Chairperson within five (5) business days after the initial decision.

Section 3. An appeal may only be made under certain conditions.

- A. Violation of the meeting process outlined in the bylaws.
- B. Presentation of new evidence.
- C. Reasonable claim is made that the sanctions imposed were unjust.

Section 4. All appeals will be handled by the University Appeal Board.

Section 5. All parties involved will be informed of the appeal decision within ten (10) business days of the appeal being filed.

- A. The University Appeal Board may deny the appeal and uphold the original decision and sanctions.
- B. The University Appeal Board may grant the appeal.
  - i. The decision may be upheld with modified sanctions.
  - ii. The decision may be fully overturned.

Section 6. An appeal can only be filed once and any decision made by the University Appeal Board is final.