Shippensburg University Women's Panhellenic Association
Judicial Board Policy
Drafted/Approved: October 2007

The Shippensburg University Women's Panhellenic Association has established a Judicial Board policy for the limited purpose of handling member group infractions of NPC UNANIMOUS AGREEMENTS, College Panhellenic Constitution and/or Bylaws, Membership Recruitment rules/guidelines, Panhellenic Code of Ethics and College Panhellenic Standing Rules.

Member groups are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the following manner:

1.) The College Panhellenic Violation report form, available from the Director of Fraternity & Sorority Life, shall be completed and presented to the President of the Women's Panhellenic Association not more than 30 calendar days from the date of the alleged infraction (Including University breaks). If the Panhellenic President is not available or the violation is against her organization the form shall be presented to the Panhellenic Vice President or Panhellenic Advisor.
2.) The Panhellenic President and Advisor shall review the Report Form to ensure that is has been completed properly. An incomplete form will be returned to the reporting party for completion prior to an action.
3.) Infractions, excluding recruitment infractions, must be reported and signed by the President of a member group on behalf of her chapter. Recruitment infraction may be reported and signed by any of the following: President of a member group, Panhellenic Recruitment officer, Potential New Member, Panhellenic Advisor.

When a report of an infraction is properly received by the College Panhellenic, the accused member group shall be notified in writing by the Panhellenic President via the College Panhellenic Notice of Infraction Form. The College Panhellenic Notice of Infraction Form will be retained by the Panhellenic President or Advisor and is available on request from the accused member group. A copy is provided for the NPC Area Advisor within one week.

The College Panhellenic Notice of Infraction Form shall be delivered to the President of the accused fraternity within one week of the College Panhellenics receipt of the Violation Report Form. Record of the delivery should be noted on the form.

Upon receipt of the College Panhellenic Notice of Infraction Form the accused member group shall contact the Panhellenic President within one week to schedule mediation or choose to proceed directly to a judicial board hearing.

Mediation

1.) The purpose of mediation is to find a solution satisfactory to both the complaining party and the accused member group that is appropriate under NPC UNANIMOUS AGREEMENTS and the College Panhellenic Association Constitution, Bylaws, and rules.
2.) The Panhellenic President shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student. The Panhellenic Advisor may serve as mediator if she/he has not filed the violation.
3.) Mediation shall be closed to the public. The participants in the mediation shall be no more than three representatives from each member group involved, including a chapter advisor or the complaining party if other than a member group, the Panhellenic President, the Panhellenic Advisor and in cases of recruitment infractions, the Panhellenic Recruitment Chairman. If present, the chapter advisor will have no voice.

Judicial Board

In the event that mediation is not successful, a judicial board hearing shall be held. Judicial board hearings shall be closed to the public.

1.) In accordance with National Panhellenic Policy, the Judicial Board shall be composed of 5 appointed collegiate members in good standing and the Panhellenic Advisor.
2.) Members of the Judicial Board include the following officers serving in the following capacity:
    a. College Panhellenic Vice President, Chairman – voting member
    b. Education Chair, Vice Chairman – voting member
    c. Recording Secretary, Minute keeper– voting member
    d. Two Panhellenic delegates, serve on rotational basis – voting members
        - Each semester two College Panhellenic delegates will serve as members of the Judicial Board. Chapters delegates will serve on the Judicial Board on a rotating basis as outlined below
            - August 2007 – December 2007: ΑΟΠ & ΔΖ
            - January – December 2008: ΘΦΑ & ΑΣΤ
            - January – December 2009: ΦΣΣ & ΑΦ
            - January – December 2010: ΚΔΦ & ΑΟΠ
            - January – December 2011: ΔΖ & ΘΦΑ
            - January – December 2012: ΑΣΤ & ΦΣΣ
            - January – December 2013: ΑΦ & ΚΔΦ
            - January – December 2014: ΑΟΠ & ΔΖ
            - Follow rotation from this point on

    e. Panhellenic Recruitment Chairman, in cases of recruitment infractions – voting member
    f. Panhellenic Advisor , non-voting member

Judicial Board Hearing

Judicial Board hearings are conducted in the following order and manner, please refer to the National Panhellenic Conference Manual of Information College Panhellenic Judicial Procedures for additional information.

1.) Call to order by the Chairman
2.) Introductions
3.) Charges read by Chairman
4.) Opening statement by complaining party
5.) Opening statement by accused party
6.) Complaining party calls witnesses one at a time, accused may cross-examine
7.) Accused calls witnesses one at a time, complaining party may cross-examine witnesses
8.) Judicial Board members may, at any time, ask questions of the witnesses
9.) Closing statement by the complaining party
10.) Closing statement by the accused
11.) Judicial board members enter executive session for deliberation
12.) Chairman requests motion from members of the Judicial Board
13.) Discussion of motion
14.) Vote on motion
15.) A verdict of guilt requires a two-thirds vote of the Judicial Board members.
16.) If a chapter is found guilty of the charges, the Judicial Board must them determine sanctions appropriate to the severity of the violation. Reference the National Panhellenic Conference Manual of Information College Panhellenic Judicial Procedures for restrictions on penalties.
17.) The hearing is reconvened and the decision of the Judicial Board is then read to the complaining and accused parties – witnesses are not in attendance at this time.
18.) The verdict and/or sanctions must be put in writing on the College Panhellenic Record of Mediation or Judicial Board Hearing Form and signed by the parties listed on the form.
19.) Information regarding the appeals process must be provided using the College Panhellenic Notice of Appeal Form at the time the decision is read.

Appeals

1.) Judicial Board Decision. A decision of the College Panhellenic Association Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Chairman. An appeal should be filed with the College Panhellenic President using the College Panhellenic Notice of Appeal Form within 48 hours of the decision.
2.) NPC College Panhellenics Judicial Appeals Committee. If the NPC College Panhellenics Judicial Appeals Chairman is unable to resolve the appeal, the Chairman will be responsible for the further conduct of the case and shall submit

3.) Inter/National Presidents. If the Inter/National Presidents cannot resolve the case by discussion among themselves, the case may be referred by any Inter/National President involved to the NPC Executive Committee.
4.) NPC Executive Committee. If the NPC Executive Committee cannot resolve the case, it may be appealed either by the Inter/National President or by the NPC Executive Committee to the National Panhellenic Conference.
5.) National Panhellenic Conference. The decision of the National Panhellenic Conference shall be final.