

The
Judicial Review Board
of the
Inter-Fraternity Council
at
Shippensburg University of Pennsylvania

1. Name

The judicial process that governs the Inter-Fraternity Council (IFC) shall be called the Judicial Review Board (JRB).

2. Purpose

- a. The Judicial Review Board will be responsible for reviewing the cases involving chapters who have been alleged to have violated IFC policy and misconduct among fraternal organizations.
- b. The Judicial Review Board will determine responsibility and will suggest an appropriate action as determined by the Board.

3. Membership

- a. The Vice President of the IFC shall serve as chair of the Judicial Review Board.
- b. Two (2) Executive Board Members and three (3) At-Large Members of the IFC as selected by their chapters per year will comprise the board.
- c. The three (3) At-Large Members of the the Judicial Review Board will be on a rotating schedule as follows:

Year 1: Kappa Sigma, Pi Lambda Phi, Lambda Chi Alpha

Year 2: Theta Chi, Phi Sigma Kappa, Phi Delta Theta

Year 3: Theta Xi, Kappa Delta Phi, Tau Kappa Epsilon

- d. The rotation is a yearly rotation for the At-Large Members that starts and ends on the day of IFC Executive Board elections each year.
- e. The IFC Advisor will be in attendance of all meetings when reviewing a case.
- f. In the event that a Judicial Review Board member is hearing a case regarding their own chapter, he will recuse himself from the hearing. The rotation should be followed as found in section c, should additional board members be needed.

4. Duties

- a. The Vice President will:
 - i. Receive and review all cases and complaints pertaining to IFC judicial matters
 - ii. Schedule all hearings, present the information from the allegation, preside over all meetings and remain neutral throughout the hearing
 - iii. Maintain a record of the hearing
 - iv. Keep conversation moving during meetings and keep all matters and conversations during deliberation private.
- b. The Board Members will:

- i. Remain neutral throughout the hearing
- ii. Suggest an action to occur in response of the hearing including what the action is and timeline of the action
- iii. Maintain privacy through the entire hearing process

5. Powers

- a. The Judicial Review Board has the power to propose an action when:
 - i. Grievances have been brought forth by any member of an IFC fraternity.
 - ii. Grievances have been referred by an IFC Executive Board Member; IFC Advisor; or representative of Shippensburg University
 - iii. The Judicial Review Board has proper authority over all governing documents of IFC -- including the Constitution & Bylaws and all Standing Rules.
- b. The Judicial Review Board reserves the authority to make referrals to Shippensburg University offices.

6. Hearing Procedures

- a. Preliminary
 - i. The Vice President will receive a grievance for review
 - ii. The Vice President will provide a timely written notification to the president of the organization that a grievance has been filed
 - iii. The Vice President will notify all parties including the IFC Advisor, Judicial Review Board members and the chapter president of which the grievance has been filed to determine the date and time for a hearing to be scheduled.
 - iv. Once the date and time is confirmed, the Vice President will schedule a location.
- b. Hearing Procedure
 - i. The Vice President shall brief all involved parties on procedures and guidelines.
 - ii. The Vice President shall present the alleged grievance to the board.
 - iii. The chapter president has the right to speak on the alleged grievance.
 1. The chapter president may choose to bring up to two (2) other chapter members, each who would be given one (1) minutes to speak on the alleged grievance.
 - iv. Judicial Review Board Members will be allowed to ask questions of the chapter representatives for no more than ten (10) minutes.
 - v. Chapter president and members will be excused; and the Judicial Review Board will deliberate for no more than fifteen (15) minutes to determine responsibility and recommend a course of action.

1. The Judicial Review Board will use a simple majority to make determinations of responsibility.
 2. The Judicial Review Board will use a simple majority to approve a course of action.
 3. The Vice President will only vote in the event of a tie.
- c. Post-Hearing Procedure
- i. At the conclusion of the Hearing, the Vice President will notify the chapter president within two (2) days of the outcome and plan of action that was determined by the Judicial Review Board.
 - ii. The IFC Advisor must be attached or notified as well.
 - iii. The Vice President shall submit the vote and plan of action to the IFC Advisor to keep on record in the Office of Fraternity and Sorority Life.
- d. Appeals Process
- i. Appeals may be submitted by email to the Vice President and must be submitted within five (5) days of the announcement of the official plan of action.
 - ii. Appeals may be requested for the plan of action to be altered or eliminated as a result of one of the following conditions:
 1. Process outlined above was not followed
 2. Sanctions are not appropriate for the alleged violation
 - iii. All appeals will be reviewed by the full IFC Executive Board and determined by a $\frac{2}{3}$ vote of the IFC Executive Board.