



Discipline Manual

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All information contained herein is strictly confidential and is not to be used for solicitations.*

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GENERAL STATEMENTS

PURPOSE OF THE DISCIPLINE PROCESS

The discipline process must exist and function in every Phi Mu chapter in order to uphold and protect the integrity and prestige of the Fraternity. Holding our members accountable for their actions furthers our commitment to seek to develop noble women.

The discipline process is the vehicle for aiding in the refinement and adjustment of behavioral patterns that are not in accord with Phi Mu values or standards. While maintaining due process, fairness and confidentiality, the Discipline Committee will hold members accountable for their actions and help them understand the impact of their choices.

The Phi Mu approach to discipline is to provide a method of enforcing the values and standards of the Fraternity, which embody the meaning of being a Phi Mu. Through this supportive and confidential process, it is the intent of the Fraternity to assist members to become better women by instilling integrity and making better decisions and life choices.

Discipline is defined as a system of rules that governs conduct or activity. There is no reference to punishment in our definition.

PURPOSE OF THE DISCIPLINE COMMITTEE

The Discipline Committee is charged with upholding the standards of the Fraternity through a system of rules based upon and in accordance with the *Phi Mu Fraternity Constitution and Bylaws, Standing Rules and Procedures* and the chapter's bylaws and code of standards, all while assuring fairness and due process to everyone involved.

The chapter member's perception of the Fraternity and its discipline process is directly attributable to the attitude and approach of the Discipline Committee in educating the chapter about its function, purpose and treatment of members during the process. A sisterhood carries with it an obligation of accountability for yourself and to your sisters—for the good of the sister and of our bond.

In its efforts, the Discipline Committee must:

1. Uphold the integrity of the chapter, its members and themselves.
2. Adhere to all policies and procedures of the discipline process.
3. Respect the privacy of the member in question and the chapter.

Information regarding any discipline proceeding may only be shared with an National or Area Officer, the national discipline chairman, the National Executive Committee and/or Headquarters staff members who work directly with the chapter.

In its efforts, the Discipline Committee may NOT:

1. Disclose information regarding a discipline proceeding to other members, parents, attorneys, college/university administrators, etc.
2. Meet without the chapter adviser or her approved substitute present.
3. Take any disciplinary action without notifying both the member involved and the National or Area Officer.

4. Force a member to relinquish her badge and/or certificate of membership.
5. Take a member's personal belongings, even if they have the Phi Mu crest and/or letters on them.
6. Dismiss a member. Only the National Executive Committee can dismiss a member and "dismiss" is the only proper term for such action.
7. Omit any steps in the discipline process.

It is important to note that no chapter officer—including the chapter president, Discipline Committee chairman or the chapter adviser, can take any disciplinary action against any member on her own.

Disciplinary action may only be taken by the Discipline Committee, initially and by the chapter as a whole; under certain circumstances, disciplinary action can be taken by a National or Area Officer.

HOW DOES THE DISCIPLINE PROCESS WORK?

Violations of Fraternity policy or procedure should be communicated to the Discipline Committee so that they may work with the member to address the concern(s). The Discipline Committee shall review the concern(s) and meet with the member directly to follow up with her.

The Discipline Committee shall determine from that point whether or not probation is necessary and will follow up with the member to provide a plan for support and adjustment.

For a step-by-step review of the process, please see the section – The Discipline Process on page 11.

COMMITMENT TO INTEGRITY AND FAIR TREATMENT

The discipline process must be conducted with dignity and respect to all members involved. The policies and procedures laid out in this manual as well as in the *Phi Mu Fraternity Constitution and Bylaws, Standing Rules and Procedures* and the chapter's bylaws and code of standards are to be adhered to completely.

A member is to be treated with respect and afforded due process regardless of the severity of the alleged offense or violation.

Meetings shall be conducted fairly and without prejudice.

REASONS A MEMBER MAY BE CALLED TO MEET WITH THE DISCIPLINE COMMITTEE

Per the *Phi Mu Fraternity Constitution and Bylaws* (Article IX, Sections 2A and 3A.), a member may be called to meet with the Discipline Committee for any of the following reasons:

1. Violation of the rules or standards of the Fraternity or of the college or university; violation of the laws of the United States or any state thereof.
2. Scholarship below chapter standard/failure to meet scholastic obligations.
3. Failure to meet financial obligations.
4. Contributing in any manner to the impairment of the welfare or prestige of the Fraternity.
5. The inability or unwillingness to participate in chapter activities.
6. Acts contributing to the impairment of chapter unity.

RIGHTS OF THE MEMBER THROUGHOUT THE DISCIPLINE PROCESS

The discipline process is necessary to ensure the integrity, reputation and overall successful operation of the chapter. There are several individuals involved in the process – each of whom is charged with ensuring a fair and objective process.

A member called to meet with the Discipline Committee has:

1. The right to be treated fairly and honestly.
2. The right to be heard; to defend herself in person or writing at the scheduled discipline meeting.
3. The right to confidentiality; breach of confidence is not acceptable.

The member does not have the right to bring in outside sources for the discipline meeting – such as other collegiate members, parents, alumnae, attorneys, university representatives, etc.

COMMUNICATION

For any system to be effective, deliberate, clear and consistent communication is a must. Whether writing a notification letter, taking meeting minutes or addressing a chapter, members of the Discipline Committee must be able to communicate in a timely manner with confidence and fairness.

Documentation

There are several forms of documentation required for a discipline case. From the Discipline Referral Form to the Discipline Meeting Notification Letter and beyond, accurate reporting and documentation is critical. This documentation assists in verifying that all steps of the discipline process have been followed and that all of the rights afforded to the member have been observed.

Please follow these policies when handling documentation for a discipline case.

1. Provide all information requested. If there is anything that does not apply, mark it as “N/A” so that it will be clear that it was not overlooked.
2. Report all information accurately.
3. Type forms and documents whenever possible; if hand-written communication is necessary, it must be clear and legible.

Confidentiality

Communication regarding any discipline proceeding is confidential.

Any communication oral or written, made by any member, committee, constituted body or by Phi Mu Fraternity concerning the conduct of any member or prospective member of Phi Mu Fraternity, in connection with any investigation, hearing, complaint or report concerning said conduct, is absolutely privileged. (Phi Mu Fraternity Constitution and Bylaws, Article IX, Section 5, C, 1.)

Any member or prospective member, waives any right of action against any other member, prospective member, committee, duly constituted body and Phi Mu Fraternity by reason of any statement, written or oral, pertinent to the conduct of such member or prospective member. (Phi Mu Fraternity Constitution and Bylaws, Article IX, Section 5, C, 2.)

This applies to members of the Committee outside of the confines of a meeting as well. For example, even though two (2) members of the Committee may have knowledge of a case, they may not discuss the details of the case (even amongst themselves) outside of the discipline meeting.

Discipline Meeting Minutes

The record of any proceedings of a deliberative assembly is usually referred to as “the minutes.”

Discipline meeting minutes must be taken at the following meetings:

1. Discipline meeting with a member to review/discuss a referral.
2. Discipline meeting with a member to review probationary status.
3. Chapter meeting to determine extension of probation, breaking a pledge or referral for dismissal.
4. Chapter meeting to review extension of probation status.

Discipline meeting minutes should be thorough and provide all of the pertinent information as they are considered to be part of the documentation for the case. All chapters are to use the Discipline Committee meeting minutes template, which can be found on the Leadership Center in the discipline committee chairman folder.

It is not necessary to take down every word; a summary of the discussion will suffice. However, it is critical that any motions and votes be recorded in detail.

Any member of the Discipline Committee may take down the minutes, but it is recommended that the same member of the Committee be appointed to this responsibility for all discipline meetings. This will help provide for consistency in minute taking.

Definition of “Notified in Writing”

There are various needs for communicating with a member in writing regarding discipline. From the notification of a meeting to follow up letters, presentation of terms of probation to return to good standing, each of these presents critical and confidential information.

Verified Contact Information

At the start of each academic year, members should verify their contact information – including email, phone number and a local mailing address.

Communication via Postal Service

When using the mail, it is important to send the letter certified/delivery receipt requested. You may consult with your local postal service on this, but you will need to choose a method that will require the recipient to sign for the letter to verify receipt. Simply sending a certified letter will only guarantee that the letter was delivered – not that it was received by the addressee. A signed receipt will acknowledge this. It is important to note that an individual can refuse to sign for/receive a letter.

Chapters should make sure that there is a valid local address on record for each member of the chapter.

Communication via Hand Delivery

If you choose to hand deliver a letter, it is recommended that two (2) members of the Discipline Committee make the delivery. This provides for a witness and verification that the letter was in fact delivered to recipient.

Deliveries should be made discreetly. It is not recommended that any discipline communication be delivered prior to or during a chapter meeting.

Hand delivery requires that the letter be delivered directly “to the hand” of the recipient. Leaving a letter in a campus or chapter mailbox is not an acceptable delivery method.

Electronic Communication

Discipline documents can be delivered electronically. The following guidelines must be followed to ensure confidentiality.

1. Documents must be sent as a PDF attachment – i.e. a format that cannot be altered.
2. The Phi Mu discipline email account must be used. (ex: alphadiscipline@phimu.org)
3. Information can only be sent to the member's email account that has been identified by the member for Phi Mu communication.
4. Medical records are not to be transmitted via email (HIPPA).

MEMBER STATUS: ON PROBATION VS. NOT IN GOOD STANDING

The terms “on probation” and “not in good standing” are not interchangeable.

Not in Good Standing

A member in good standing has met all of her membership obligations and is not on probation with the chapter and/or the college/university.

A member shall lose her good standing if she:

- Fails to meet her financial obligations to the Fraternity.
- Fails to meet the academic obligations (falls below the minimum GPA as established by the chapter).
- Is placed on probation with the college/university and/or the chapter.

Loss of good standing results in the loss of voice and voting privileges in chapter business and a member not in good standing is not eligible to hold office. The chapter adviser may make an exception and allow the member to continue in office, but this is rare.

Loss of good standing does not automatically deprive a member of other chapter privileges, such as the right to attend social events, be a big sister, etc. However, each chapter should conduct an annual review and update of its Code of Standards to further define what, if any, additional privileges may be denied with the loss of good standing.

On Probation

A member who has been placed on probation by the Discipline Committee or a National or Area Officer is provided with a specific set of terms to address a behavior or action.

It is important to note:

- All members who are “on probation” are not in good standing. However...
- Not all members “not in good standing” are on probation.

Seating Arrangements for Members Not in Good Standing

Members who are not in good standing should be seated on the front row during formal business or any special meeting of the chapter that shall include voting or discussion of business.

While they do not have the privilege of voice or vote, these members are expected to pay attention to chapter business.

INVOLVEMENT OF CHAPTER MEMBERS, DISCIPLINE COMMITTEE AND ADVISERS

CHAPTER MEMBER OBLIGATIONS

Our system depends upon the integrity not only of the Discipline Committee but also on that of each of our members. It is the responsibility of each member to support each other as well as to feel an obligation to hold each other accountable. Without the support and commitment of each chapter member, the discipline process cannot function properly.

The discipline process is dependent upon the commitment of each member as well as their confidentiality. Discipline cases are private matters between the Committee and the member and while this may affect the chapter, it is not "chapter business" to be discussed freely.

Regardless of the alleged offense(s), the member who has been called to meet with the Discipline Committee is our sister and should be treated with respect and confidence.

Members are obligated to report any concerns or alleged violations to the Discipline Committee. Should a member witness or have direct knowledge of an action that is violation of the *Phi Mu Fraternity Constitution and Bylaws*, she should refer that member to the Discipline Committee.

Discipline Referral Form

A Discipline Referral Form is used to report any alleged violations.

Any member may complete and submit the form to the discipline committee chairman.

Discipline Referral Forms must be signed. Anonymous forms will not be accepted.

The Discipline Referral Form may be found on the Leadership Center.

What if there are multiple violations to report for a single member?

One referral form may be used to report alleged multiple violations for a single member. A separate form is not required for each alleged offense.

STRUCTURE & APPOINTMENT OF THE DISCIPLINE COMMITTEE

Standing Rules and Procedures. Article VIII, Section 3: Collegiate Chapter Officers; E: Standing Committees; 3: Discipline Committee, a.

The Discipline Committee *is composed of four members of the Executive Committee appointed by the entire Executive Committee and the chapter adviser.*

All members of the Committee must be in good standing.

The Committee will select a chairperson of the Discipline Committee.

If the chapter adviser is unable to attend a meeting, she will appoint an alternate member of the advisory council to serve in that position on the Discipline Committee.

To further support the discipline process and the chapter adviser, it is advisable that direct advisers serve on the Committee in the place of the chapter adviser based on the alleged offense. For example, the chapter adviser may appoint the finance adviser to serve in her place if the case to be reviewed is finance based; the academic adviser should serve if the case to be reviewed is academic based.

Discipline Committee members **MUST** be in good standing.

There is no exception to this.

A member who is not in good standing may continue in office IF the chapter adviser feels that an exception is warranted. That member, however, may NOT serve on the Discipline Committee.

Visiting officers, chapter consultants, graduate counselors or Headquarters staff may sit in on a discipline meeting but do not have voice or vote in determining any action.

Recommendations to Consider when Appointing Members of the Committee

The Executive Committee should review the role, responsibilities and expectations for Discipline Committee members prior to appointing the Committee. See page 8.

What if our chapter does not have an appointed chapter adviser?

The discipline committee chairman should contact the area operations and finance director to request that she appoint a substitute for the chapter prior to scheduling any discipline meetings.

Aside from good standing and serving on the Executive Committee, there are no other requirements for being appointed to the Discipline Committee. Members of the Executive Committee may be appointed regardless of academic classification (sophomore, junior, senior) of grade point average.

It is not recommended that the chapter treasurer serve on the Discipline Committee due to financial delinquency being a common reason for discipline meetings. The presence of the chapter treasurer as a Committee member may present a bias from the perspective of the member referred to discipline.

In the event that there is no alternative but to have the chapter treasurer serve on the Discipline Committee, she would step down from her Committee position for meetings of a financial nature to avoid any appearance of bias. The Discipline Committee may convene as long as there are at least four members present. The same holds true for the academic excellence chairman, if this position is a part of the chapter's Executive Committee.

REQUIRED PRESENCE OF THE CHAPTER

ADVISER

Standing Rules and Procedures. Article VIII, Section 3: Collegiate Chapter Officers; E: Standing Committees; 3: Discipline Committee, g.

The chapter adviser should be present at each meeting of the Discipline Committee and is a voting member of the Committee.

If she cannot attend, an advisory council member may serve as her substitute.

The Discipline Committee may not meet in the absence of the chapter adviser or the advisory council member that is serving as her substitute.

What if there is no adviser available to attend the meeting?

Do not schedule a meeting unless the chapter adviser or her approved substitute has confirmed attendance.

If there is an emergency that prevents the chapter adviser/substitute from attending at the last minute and there is no other substitute that can be appointed, the meeting must be rescheduled.

It is critical to remember that a discipline meeting may not take place unless the chapter adviser or her approved substitute is in attendance.

QUORUM FOR A MEETING OF THE DISCIPLINE COMMITTEE & VOTING REQUIREMENTS

Per our *Phi Mu Fraternity Constitution and Bylaws* (Article VIII, Section 5, A, 2): Two-thirds (2/3) of all members in good standing shall constitute quorum at all regular and special meetings.

Article VIII, Section 3: Collegiate Chapter Officers; E: Standing Committees; 3: Discipline Committee, h. and i.

A quorum for the conduct of business by the Discipline Committee is four (4), one of whom must be the chapter adviser or her approved substitute.

For any decision regarding a discipline matter, a 2/3 vote is required. With a Committee of five (5), Discipline Committee decisions require four (4) votes in the affirmative.

A quorum of members in good standing must be present for any chapter vote on discipline matters. For any decision, a 2/3 vote is required.

Quorum & Voting for Cases Referred to the Chapter

Once quorum is attained, a 2/3 vote of the members present is required for a motion to pass.

EXAMPLE

- If there are 60 members in good standing, then at least 40 of those members must be present in order for a vote to be taken. (Rationale: $2/3 \times 60 = 40$)
- In order for a motion to pass, at least 27 members in good standing must vote for it. (Rationale: $2/3 \times 40 = 26.66$.)

Quorum must be met in order for any decisions to be valid.

ROLE & RESPONSIBILITIES OF THE DISCIPLINE COMMITTEE MEMBER

A member of the Discipline Committee must:

1. Be a member in good standing and serve on the chapter's Executive Committee.
2. Serve as an example to the chapter and campus community.
3. Be trustworthy, honorable and able to demonstrate objectivity.

Those women appointed and approved to serve are voting members of the Discipline Committee. They each have a voice in the process and vote on the overall outcome of a proceeding.

The Committee member is a contributing part of the Committee – voicing opinions, asking questions and offering suggestions and solutions. No one Committee member should be the sole voice or deciding factor in the Committee's actions/decisions.

The Committee member is to lead by example – demonstrating integrity, strength of character and a commitment to consistency. She must also meet her membership obligations and maintain adherence to the *Phi Mu Fraternity Constitution and Bylaws, Standing Rules and Procedures* and the chapter's bylaws and Code of Standards.

Being a member of the Discipline Committee and working to uphold the standards of the Fraternity and the chapter is not an easy task. As Committee members, women are called to hold their sisters and friends accountable. The chapter is asked to recognize this challenge and keep perspective in their personal judgments. This is part of the role that the Committee member must play in leading the chapter to overall success and a strong sisterhood.

What if we do not have quorum?

The meeting may not be held unless quorum is met.

If at least four members of the Committee do not attend the meeting must be rescheduled – keeping in mind that the chapter adviser or approved substitute must be present.

Electing the Discipline Committee chairman

The Committee members are charged with selecting a chairman (*Standing Rules and Procedures*, Article VIII, Section 3, E, 3a). This should be done as soon as possible after the Committee has been selected.

Upon the formation of the Discipline Committee, the members should convene to review their responsibilities and elect their chairman. A chairman should be selected by a 2/3 vote of the Committee.

The woman elected to chair the Discipline Committee must be:

1. Of the highest level of integrity, objectivity and commitment;
2. Able to keep the proper perspective and distinction between being a chapter member and serving as the Discipline Committee chairman;
3. Able and willing to commit the time needed to lead the Committee and manage its communication efforts;
4. Organized, a good communicator and willing to take on the responsibility.

Any collegiate member of the Discipline Committee is eligible to serve as the chairman.

ROLE & RESPONSIBILITIES OF THE DISCIPLINE COMMITTEE CHAIRMAN

The discipline committee chairman presides over meetings of the Discipline Committee.

The chairman also speaks on behalf of the Discipline Committee in its correspondence and she works with the National or Area Officers and Headquarters staff regarding the discipline process and any necessary paperwork.

In addition, the discipline committee chairman:

1. Reports immediately to the National or Area Officer any issues that need special guidance;
2. Keeps the National or Area Officer informed of all cases;
3. Seeks advice from the National or Area Officer as needed.

The role of chairman of the Discipline Committee is not an easy task. Chapter members may see her as the “face” of discipline, even though she is but one member of the Committee, not the sole voice or deciding factor in the Committee’s actions/decisions.

ROLE & RESPONSIBILITIES OF THE CHAPTER ADVISER

It is critical that the chapter adviser be in attendance at each discipline meeting. In her absence, an appointed substitute may serve as a member of the Discipline Committee. (See “Required Presence” section on page 7 for this process.)

The chapter adviser (or her approved substitute) is a voting member of the Discipline Committee – charged with voicing opinions, asking questions and offering suggestions and solutions.

As a non-collegiate member, the chapter adviser may offer another perspective, inject additional objectivity or simply provide alternative suggestions/solutions to the concerns at hand. She is not meant to be the “voice of reason,” as all members of the Committee are expected to proceed reasonably and objectively.

Required Adviser Presence at a Discipline Meeting

The chapter adviser (or her approved substitute) must physically attend the meeting. Advisers may not “dial in” to the meeting or participate via video conferencing software.

The chapter adviser or her appointed substitute:

1. Must be present for any disciplinary action to be taken.
The Discipline Committee cannot meet in the absence of the chapter adviser or her approved substitute.
2. Serves as a voting member of the Discipline Committee.
3. Sees that the Discipline Committee and the chapter operate in accordance with the *Phi Mu Fraternity Constitution and Bylaws, Standing Rules and Procedures* and the chapter's bylaws and Code of Standards.
4. As necessary, advises the Discipline Committee and the chapter as to the proper procedures that must be followed.

It is important to note that only one adviser may be in attendance at a given discipline meeting. Multiple advisers may not be in attendance.

ROLE OF A VISITING OFFICER/MEMBER OF HEADQUARTERS STAFF

A visiting National or Area Officer, chapter consultant, graduate counselor or Headquarters staff member may sit in on a discipline meeting as an observer. She does not have voice or vote in determining any action but may provide guidance on the process. As a result of observing the process, she may provide feedback for training purposes.

A visiting National or Area Officer, chapter consultant, graduate counselor or Headquarters staff member may not serve as a substitute for the chapter adviser.

THE DISCIPLINE PROCESS

Per the *Standing Rules and Procedures*, this is the process for pursuing a concern through the Discipline Committee. Additional notes and instructions are included. Sections from the *Standing Rules and Procedures* have been included here. Unless otherwise noted, all citations refer to the *Standing Rules and Procedures*.

GENERAL DISCIPLINE PROCEDURES AND IMPOSING PROBATION:

Referring a Member to the Discipline Committee for an Alleged Violation(s): Article IX, Section 2, 1.

1. Any complaint that a member has violated the rules or standards of the Fraternity or the college or university or the laws of the United States or any state thereof, as set forth in the Bylaws, Article IX, Section 2.A or 3.A, shall be referred to the chapter Discipline Committee.

The Discipline Committee shall review the charges in accordance with the Committee procedures outlined in this section and in the Discipline Manual.

The chairman of the Discipline Committee shall inform the area collegiate operations and finance director that a case has been opened.

Guidelines for the Discipline Committee in Reviewing a Referral Form

- Is there merit to the referral? That is, does it appear that a violation has been committed?
- Is there reasonable proof or documentation for the alleged violation?
- Does the Discipline Committee feel it is appropriate to meet with the member?

Calling a Discipline Meeting: Article VIII, Section 3, E; 3: Discipline Committee, d.

Meets with the member in question to present and discuss the charge(s) alleged and to give her an opportunity to defend herself in person or in writing. [See the meeting agenda on the Leadership Center for guidelines for how to hold a discipline meeting.]

The Discipline Committee must notify the member in writing - by certified mail, verified email or personal delivery, of the time, location and reason for the meeting.

When mailing, adequate time must be allowed for delivery of notification. When emailing, the letter must be sent by attachment in a secure format (a PDF type document that cannot be altered).

The letter must state that action will proceed even if the member does not respond or appear.

The member has the right to present her case fully to the Discipline Committee.

However, no one other than the Committee members, the member in question,

Notifying the Area Collegiate Operations and Finance Director of Discipline Meetings

Notify the area collegiate operations and finance director of all discipline meetings. You may do so via email with a simple list.

If you anticipate that a case may be difficult in nature, you will want to contact your area collegiate operations and finance director prior to the meeting. She is not only an excellent resource but should be prepared for any questions or concerns on the day of the meeting.

Adequate Notice

Adequate notice for a discipline meeting shall be at least five days.

Defense In Writing

If a member is not able or chooses not to attend, she may present her case in writing. This shall become part of the discipline meeting minutes.

her accuser and any witnesses (at the discretion of the Discipline Committee) are to be present.

Parents, attorneys, administrators and others are not allowed to be present. This is a confidential Fraternity matter.

Recommendation for Setting Meetings

Upon the selection of the Discipline Committee, the members should map out a calendar of availability – noting any days of the week or times of day where there are consistent conflicts for members such as classes or work.

This will help in setting a day/time for a discipline meeting and it will allow for quicker follow up should a member request to reschedule.

Imposing Probation: Article IX, Section 2, 2-8.

- 2. If the Discipline Committee considers it necessary, it may, by two-thirds (2/3) vote, place the member on probation.*

The Committee shall then, by majority vote, determine the length and the terms of probation.

The chapter shall be notified that the member is on probation; the rule or standard violated may be shared, but specifics of the case should be held confidential.

The Committee shall notify the area collegiate operations and finance director of the probation and its terms.

- 3. Discipline Committee-imposed probation must be at least two weeks in length but shall not exceed six weeks.*
- 4. If probation is imposed, the member must be notified in writing of the length of probation and the terms which she is to fulfill before probation can be removed.*

The notice shall be in detail and shall be prepared by the discipline committee chairman or by the area officer or National Council member imposing probation.

It should be presented to the member within 48 hours of the discipline meeting.

A copy shall be given to the chapter adviser, the area collegiate operations and finance director and another kept in the Discipline Committee file until the case is ended.

- 5. The terms of probation shall be determined by the Discipline Committee to assist the member in resolving the issues that have led to probation.*

The terms of probation should always be constructive, achievable and clearly related to the reasons for placing the member on probation.

If the Member Requests an Alternate Meeting

If the member requests to reschedule the meeting due to an unavoidable conflict such as class or work, every effort should be made to reschedule the meeting.

If a new meeting cannot be held within three days of the original meeting, the member may be asked to present her case in writing.

Notifying the Chapter of a Member on Probation

Members on probation should be included with the list of members not in good standing at the start of each voting meeting. Details of the case are to be kept confidential.

If Probation is not Imposed

The member should be notified if probation is not imposed so that she will know her status with the Chapter.

If probation is not imposed, then the case is ended.

6. *If, in her judgment, the welfare of the chapter demands it, a member of the National Council or an area officer may impose probation on a chapter member.*

Any other Fraternity representative may request the area officer to impose probation.

Officer-imposed probation must be a minimum of two weeks but shall not exceed six (6) weeks.

The officer is to provide the length and terms of probation in writing to the member in question, the Discipline Committee and the national discipline chairman.

7. A member who is placed on probation by the college or university is automatically on probation with the chapter.

The terms of probation shall be the same as those imposed by the school, with the exception that duration may not exceed twelve (12) weeks.

The Discipline Committee may choose, by majority vote, to add further terms to the probation.

After twelve (12) weeks, probation must be removed and the member will remain not in good standing for the duration or the college or university imposed probation.

If the member is referred for dismissal, the probation may not exceed six (6) months.

8. Status of a Member on Probation

- a. A **provisional member** on probation shall surrender her provisional member pin to the chapter president or chapter adviser. An **initiated member** shall surrender her badge and membership certificate to the chapter president or chapter adviser.
- b. A **member** on probation is not in good standing. She may not hold office or have voice or vote in chapter meetings. The chapter adviser may make an exception for a member not in good standing to serve in office. That member, however, may not serve on the Discipline Committee.
- c. Any member on probation shall be under the supervision of the Discipline Committee.

ENDING/EXTENDING PROBATION, BREAKING A PLEDGE AND REFERRAL FOR DISMISSAL:

Article IX, Section 3.

Extension or removal of probation: Discipline Committee-imposed Probation

1. During the period of probation, the member or any chapter member in good standing may request reconsideration of the member on probation's status when evidence of a significant change is available (e.g., dramatic improvement, new information, satisfaction of financial obligations, another incident that violates Phi Mu policy).

- a. At the discretion of the Discipline Committee, the Committee may consider removing probation, which requires a 2/3 vote. If a 2/3 vote is obtained, probation is over and the member and the area collegiate operations and finance director are so notified in writing within 48 hours of the meeting.

The chapter shall be notified at its next meeting. If a 2/3 vote is not obtained, probation continues and the member should be notified in writing within 48 hours of the meeting.

- b. In the event that reconsideration is requested due to the violation of the terms of probation or new violations of the rules of standards of the Fraternity, the Discipline Committee may, by 2/3 vote, apply additional terms of probation.

Officer-Imposed Probation Communication

The Officer imposing probation shall be responsible for preparing and distributing all correspondence for the case.

Requesting an Early Review

An early request must be submitted in writing to the discipline committee chairman.

The Request for Probation Review Form is available on the Leadership Center.

The length of probation may not be amended.

In the case of egregious circumstances and should the welfare of the chapter dictate it, the Discipline Committee may refer the case to the area collegiate operations and finance director for further action.

2. *At the end of the period of probation, the Discipline Committee shall review the case; review the member's progress in meeting the terms of probation; and vote to remove probation.*

- a. *A 2/3 vote of the Committee is required to remove probation.*

If a 2/3 vote is obtained, probation is over and the member and the area collegiate operations and finance director are so notified in writing within 48 hours of the meeting.

The chapter shall be notified at its next meeting.

- b. *If a 2/3 vote is not obtained, the Committee then sends the case to the chapter for action.*

The member should be notified of this intent in writing within 48 hours of the meeting.

3. *If the Discipline Committee recommends extending probation, the Chapter may vote at its next meeting on the question to extend probation.*

Quorum must be reached and a 2/3 vote is required.

- a. *If a 2/3 vote is not obtained, probation is removed and the member and the area collegiate operations and finance director are so notified in writing within 48 hours of the decision.*

NOTE: *In the case of a provisional member, if a 2/3 vote to extend probation is not obtained, any member in good standing may move that the pledge be broken.*

A 2/3 affirmative vote breaks the pledge; if the motion is lost, probation remains removed.

Any broken pledges shall be reported at once by the discipline committee chairman to the area collegiate operations and finance director, the National Headquarters and the college fraternity/sorority advisor.

- b. *If a 2/3 vote to extend probation is obtained, probation is extended and the chapter may set the length and terms of probation. A majority vote is required for this and probation must be at least two (2) weeks but must not exceed six (6) weeks.*

The member and the area collegiate operations and finance director are to be notified of the probation, its length and its

Applying Additional Terms of Probation

If the early review is due to a different alleged violation or a violation of the terms of the probation, the Discipline Committee may wish to apply additional terms.

The Discipline Committee cannot, however, change the length of the probation.

Extending Probation

Probation may only be extended once.

When Can a Chapter Vote on a Discipline Matter?

A chapter can hear and vote on a discipline case during a formal business meeting.

If time is a factor, the chapter president may call a special meeting as outlined in the *Phi Mu Fraternity Constitution and Bylaws*. Quorum must be met.

Adequate notice should be given so that chapter members may make plans to attend a special meeting and so that the member may appear to defend herself. If she cannot attend, she may submit a statement in writing.

terms in writing within 48 hours of the decision.

4. *During the period of extended probation, the chapter may review the case based upon evidence of significant change or progress.*

The member on probation or any chapter member in good standing may request this review through the discipline committee chairman.

- a. *At the discretion of the chapter, it may consider removing probation, which requires a 2/3 vote.*

If a 2/3 vote is obtained, probation is over and the member and the area collegiate operations and finance director are so notified.

If a 2/3 vote is not obtained, probation continues.

- b. *In the event that reconsideration is requested due to the violation of the terms of probation or new violations of the rules and standards of the Fraternity, the chapter may, by 2/3 vote, apply additional terms of probation.*

The length of probation may not be amended.

*In the case of egregious circumstances and should the welfare of the chapter dictate it, the chapter may refer the case to the area collegiate operations and finance director for further action by **majority** vote.*

5. *At the end of the extended period of probation, the chapter shall review the case; review the member's progress in meeting the terms of probation; and vote to remove probation.*

Quorum must be met and a 2/3 vote is required to remove probation.

- a. *If a 2/3 vote is obtained, probation is ended and the member and the area collegiate operations and finance director are so notified in writing within 48 hours of the decision.*

- b. *If a 2/3 vote is not obtained, in the case of a provisional member, the pledge shall be broken. In the case of an initiated member, the member shall be referred for dismissal.*

Notification of the decision is sent to the member and the area collegiate operations and finance director in writing within 48 hours of the decision.

All broken pledges shall be reported at once by the discipline committee chairman to the area collegiate operations and finance director, the National Headquarters and the college fraternity/sorority advisor.

In the case of an initiated member, see the steps under Referral for Dismissal. [See further explanation below.]

6. *The total length of probation for any given case – including the initial probation period imposed by the Discipline Committee or area officer and any extensions determined by the chapter, may not exceed twelve (12) weeks. If the member is referred for dismissal, the maximum length of probation shall be six (6) months.*

Per the Phi Mu Fraternity Constitution and Bylaws, under Discipline of Provisional Members:

If two-thirds (2/3) vote of the chapter to remove probation is not obtained, the pledge shall be broken. (Article IX, Section 2, C.)

Referring a Case to the Chapter

The discipline committee chairman should address the chapter with the violation that occurred, whether or not the terms of probation were met and the Committee's recommendation to extend probation.

Details of the case should remain confidential

IMPORTANT NOTE

If Probation is not Removed at the End of Extended Probation
Provisional Member: the pledge shall be broken.

Initiated Member: shall be referred for dismissal.

Per the Phi Mu Fraternity Constitution and Bylaws, under Dismissal of Collegiate Members:
Dismissal proceedings may be instituted for a member as a result of: refusal by the chapter to remove probation. (Article IX, Section 3, B, 1a.)

Extension or removal of probation: officer-imposed probation:

1. *If probation was imposed by a National Council member or area officer, only that officer may remove it during the period of probation.*

At the end of the period of probation, the Discipline Committee shall ask the officer if she wishes to remove probation.

2. *If the officer does wish to remove probation, probation is over.*

The member, Discipline Committee and the national discipline chairman should be notified in writing.

3. *If the officer does not wish to remove, she may choose to institute dismissal proceedings (see Bylaws, Article IX, Section 3.B.1.d), following all steps under Referral for Dismissal.*

The officer may also ask the chapter to extend probation.

4. *If the officer wishes for probation to be extended, the Discipline Committee shall then send the case to the chapter for consideration.*

The Committee may, by a 2/3 vote, recommend that the chapter extend probation or, by a 2/3 vote, recommend that the chapter refer the member for dismissal.

Either action requires a 2/3 vote of the chapter.

- a. *If a 2/3 vote is not obtained, probation is removed and the member and the area collegiate operations and finance director are so notified in writing within 48 hours of the decision.*

NOTE: *In the case of a provisional member, if a 2/3 vote to extend probation is not obtained, any member in good standing may move that the pledge be broken.*

A 2/3 affirmative vote breaks the pledge; if the motion is lost, probation remains removed.

Any broken pledges shall be reported at once by the discipline committee chairman to the area collegiate operations and finance director, the National Headquarters and the college fraternity/sorority advisor.

- b. *If a 2/3 vote to extend probation is obtained, probation is extended and the chapter may set the length and terms of probation. A majority vote is required for this and probation must be at least two (2) weeks but must not exceed six (6) weeks.*

The member and the area collegiate operations and finance director are to be notified of the probation, its

Extending Officer-Imposed Probation

Officer-imposed probation may only be extended by chapter action.

The chapter has the authority to remove probation or to refer the member for dismissal.

Referring a Case to the Chapter from Officer-Imposed Probation

The steps are very similar to those followed when considering a case of Discipline Committee-imposed probation.

However, if the officer does not choose to remove probation herself, the Discipline Committee can recommend that the chapter extend the probation or refer the member for dismissal

length and its terms in writing within 48 hours of the decision.

- c. *If the chapter votes to refer the member for dismissal, the discipline committee chairman sends the case to the area collegiate operations and finance director. See Referral for Dismissal for the steps in this process.*

The member and the area officer who imposed probation should be notified of this action within 48 hours of the decision.

- d. *During the period of extended probation, the chapter may review the case based upon evidence of significant change or progress.*
5. *During the period of extended probation, the chapter may review the case based upon evidence of significant change or progress.*

The member on probation or any chapter member in good standing may request this review through the discipline committee chairman.

- a. *At the discretion of the chapter, it may consider removing probation, which requires a 2/3 vote.*

If a 2/3 vote is obtained, probation is over and the member and the area collegiate operations and finance director are so notified.

If a 2/3 vote is not obtained, probation continues.

- b. *In the event that reconsideration is requested due to the violation of the terms of probation or new violations of the rules and standards of the Fraternity, the chapter may, by 2/3 vote, apply additional terms of probation.*

The length of probation may not be amended.

*In the case of egregious circumstances and should the welfare of the chapter dictate it, the chapter may refer the case to the area collegiate operations and finance director for further action by **majority** vote.*

6. *At the end of the extended period of probation, the chapter shall review the case; review the member's progress in meeting the terms of probation; and vote to remove probation.*

Quorum must be met and a 2/3 vote is required to remove probation.

- a. *If a 2/3 vote is obtained, probation is ended and the member and the area collegiate operations and finance director are so notified in writing within 48 hours of the decision.*

- b. *If a 2/3 vote is not obtained, in the case of a provisional member, the pledge shall be broken.*

In the case of an initiated member, the member shall be referred for dismissal.

Notification of the decision is sent to the member and the area collegiate operations and finance director in writing within 48 hours of the decision.

All broken pledges shall be reported at once by the discipline committee chairman to the area

collegiate operations and finance director, the National Headquarters and the college fraternity/sorority advisor.

In the case of an initiated member, see the steps under Referral for Dismissal. [See further explanation in the next section.]

7. The total length of probation for any given case – including the initial probation period imposed by the Discipline Committee or area officer and any extensions determined by the chapter, may not exceed twelve (12) weeks.

If the member is referred for dismissal, the maximum length of probation shall be six (6) months.

Reporting a Broken Pledge

Check with your campus fraternity/sorority office for the process of reporting a broken pledge.

All supporting documentation must be sent to the area collegiate operations and finance director.

Breaking a Pledge:

1. If the Discipline Committee does not vote to remove probation for a provisional member, it may recommend extending probation to the chapter or by a 2/3 vote, it may recommend that the chapter break the pledge.
2. If the Discipline Committee recommends that the pledge be broken, the chapter may vote at its next meeting on the question of breaking the pledge.

Quorum must be reached in order for a vote to take place and a 2/3 vote is required to break the pledge.

If a 2/3 vote is obtained, the pledge is broken.

If a 2/3 vote is not obtained and if the probation has not previously been extended, the chapter is to vote on extending probation. Otherwise, the member is returned to good standing.

The provisional member and the area collegiate operations and finance director shall be notified in writing within 48 hours of the decision.

3. In case of a flagrant violation of Phi Mu standards by a provisional member, the chapter may, by a 2/3 vote ask the area collegiate operations and finance director for permission to break the pledge immediately.
 - a. If the area officer agrees, the pledge is broken.

The discipline committee chairman shall notify the woman, chapter and National Headquarters in writing within 48 hours of the decision.

- b. Similarly, if the welfare of the chapter demands it, the area officer may ask the vice president collegiate operations for permission to break the pledge immediately; if she agrees, the pledge is broken.

The area officer shall notify the former provisional member, chapter and National Headquarters in writing within 48 hours of the decision.

- c. If the area officer or the vice president collegiate operations does not grant permission to break the pledge, the Discipline Committee or area officer may institute discipline proceedings according to the normal steps outlined for a discipline case – either Discipline Committee action or officer-imposed probation.

4. *All broken pledges shall be reported at once by the discipline committee chairman, area collegiate operations and finance director, National Headquarters and the college fraternity/sorority advisor.*

THE DISMISSAL PROCESS

Per the *Standing Rules and Procedures*, this is the process for pursuing the dismissal of a member through the National Executive Committee. Additional notes and instructions are included. Sections from the *Standing Rules and Procedures* have been included here. Unless otherwise noted, all citations refer to the *Standing Rules and Procedures*.

Referral of a collegiate member for dismissal

Article IX, Section 3.

1. Any member against whom dismissal proceedings have been instituted shall be on probation until the National Executive Committee vote on the question of dismissal is completed.

In the event that additional violations occur during this time, the discipline committee chairman is to report these concerns to the national discipline chairman.

2. If the chapter, by a 2/3 vote, decides to refer a member for dismissal (by the procedures outlined above), the discipline committee chairman shall send complete information on the case to the area collegiate operations and finance director for review.
 - a. The information must include a statement of the member's violations of Fraternity rules and/or standards.
 - b. Documentation of the case including notification letters, minutes, follow up communication/probation letters, minutes from meetings where chapter votes for extension of probation and ultimately referral for dismissal were taken.
 - c. The information should include efforts made to assist the member in overcoming the problems.
 - d. The recommendations of the chapter, the chapter adviser and any National or Area Officer involved in the case.
3. The area collegiate operations and finance director shall review the material, include her recommendations and send the information to the national discipline chairman, who will present the case to the National Executive Committee.
4. Cases for dismissal are considered at meetings of the National Executive Committee, with advance notice being given to any member whose case is to be considered.
 - a. The member may choose to appear in person or present her defense in writing. Any expenses for travel, lodging, etc. will be at her own expense.
 - b. No one other than the members of the National Executive Committee, the member in question, her accuser and any witnesses (at the discretion of the National Executive Committee) may be present.
 - c. Parents, attorneys, administrators and others are not allowed to be present. This is a confidential Fraternity matter.
5. A 2/3 vote of the National Executive Committee is required for dismissal.
6. If the National Executive Committee does not vote to dismiss by a 2/3 vote, the member can be placed on probation or reinstated to good standing – again by a 2/3 vote.
7. The member, area collegiate operations and finance director and the chapter shall be notified in writing of the decision within two (2) weeks of the meeting date.

Dismissal from Membership
Collegiate chapters may refer a member for dismissal.

Only the National Executive Committee has the authority to dismiss a member.

If a member is dismissed by National Executive Committee, she may appeal that decision to the National Council of Phi Mu

8. *If the National Executive Committee chooses to impose probation, it shall by 2/3 vote set the length and terms of the probation.*
 - a. *The minimum length of probation shall be two (2) weeks, with the maximum length of six (6) weeks. As a case in consideration for dismissal, the total length of probation may not exceed six (6) months.*
 - b. *At the end of the term of probation, National Executive Committee shall meet to review the case and shall determine by a 2/3 vote whether to return the member to good standing or to dismiss her from membership.*
 - c. *The member, the area collegiate operations and finance director and the chapter shall be notified of the decision in writing within two (2) weeks of the meeting date.*

Immediate referral for dismissal

In the case of a flagrant violation of Phi Mu standards by a member, the chapter adviser may contact the area collegiate operations and finance director to request immediate dismissal proceedings.

1. *The chapter adviser shall provide a statement of the member's violation(s) of Fraternity rules and/or standards, which shall be reviewed by the area collegiate operations and finance director.*
2. *If the area collegiate operations and finance director is in agreement with the chapter adviser's recommendation, she will contact the national discipline chairman immediately and forward the statement of violation(s) along with a written recommendation for dismissal.*
3. *If the area collegiate operations and finance director is not in agreement with the chapter adviser's recommendation, the member should go before the chapter's Discipline Committee.*
4. *The national discipline chairman will review the information provided and investigate further as needed. The national discipline chairman will present the case to the vice president collegiate operations to determine if there is a flagrant violation of Phi Mu standards.*
5. *If the vice president collegiate operations and national discipline chairman do not recommend immediate dismissal proceedings, the national discipline chairman will notify the area collegiate operations and finance director of the decision and the member in question should go before the chapter's Discipline Committee.*
6. *If the vice president collegiate operations and national discipline chairman recommend immediate dismissal, the national discipline chairman will notify the area collegiate operations and finance director, chapter adviser, chapter president and the member in writing.*
7. *The national discipline chairman shall present the case to the National Executive Committee.*
8. *The National Executive Committee will proceed as outlined in the section above.*

The "Immediate"
in Immediate Referral for Dismissal

It is important to note that it is the referral – not the process – that is immediate.

This step is provided to ensure that dismissal proceedings may begin in the case of flagrant violations.

However, the member in question is still to be afforded the right of due process so that the area collegiate operations and finance director and national discipline chairman may look into the case. The member is also given the opportunity to appear before the deciding body, in this case, the National Executive Committee.

Notification of dismissal and return of property:

1. *An official letter of dismissal from the Fraternity shall be sent by certified mail from the national discipline chairman*

on behalf of the National Executive Committee to the dismissed member.

2. *Notice of dismissal shall be sent to the collegiate chapter concerned, the chapter adviser, the area collegiate operations and finance director, National Council and the National Headquarters.*
3. *The dismissed member's badge, certificate of membership and all Fraternity property in her possession shall be sent immediately to the National Headquarters by the chapter president, chapter adviser, the area collegiate operations and finance director or a visiting National or Area Officer.*

Fraternity Property

This refers to any manuals or property owned by the chapter that may be in the member's possession. It does not refer to T-shirts, party favors or other items that the member may have purchased.

Per the *Phi Mu Fraternity Constitution and Bylaws*, under **Status and Privileges in Dismissal of Members** She shall have the same status as a non-member of the Fraternity. (Article IX, Section 5, A.)

Dismissal appealed to National Council:

The decision of the National Executive Committee for dismissal of a member may be appealed to the National Council, the notification that a request for appeal will occur must be received sixty (60) days from the date of the dismissal and receipt of the request for appeal must be received by the National Council within ninety (90) days of dismissal.

ADDITIONAL GUIDELINES

Room Set-Up for a Discipline Meeting

Discipline meetings should be conducted in a professional manner and the meeting location should be comfortable.

The meeting should be held in a secure location to ensure privacy and confidentiality. The meeting space should provide plenty of room and there should be a table with enough seating for everyone in attendance.

A positive meeting environment includes the following:

- A well-lit and ventilated room.
- A large table, around which everyone can sit.
- Chairs should be arranged in a round-table format – not in the manner of an inquisition.
- While this is a challenging conversation with a sister, it is still a conversation – not an attack.

Avoid holding discipline meetings in common areas.

Is Probation the Right Choice?

There are many things to consider in each discipline case. There is no formula for determining whether or not probation is the right choice. Discipline Committees are charged with doing the best that they can to provide support for the member and working to develop ways to avoid violations in the future.

Here are a few questions to consider in determining whether or not probation is an appropriate course of action. Consider these questions in response to the circumstances of the situation and the meeting with the member. Some of these questions may also assist in determining the appropriate terms of probation.

1. Did the member admit to the behavior/violation? (In the case of finances and/or academics, no admittance is necessary.)
2. Is the member remorseful or concerned about what has occurred?
3. Was she disrespectful to the Committee or to the process? Was she defiant or cooperative?
4. Is this the first time the violation has occurred to your knowledge?
5. Were there any extenuating circumstances?
6. Does the member see why the behavior was not favorable to herself or the Fraternity?
7. Is the member trustworthy?
8. How serious is the alleged violation?
9. Where did the alleged violation occur? Within the community, at a chapter function, on campus, etc.
10. Were there any witnesses to the alleged violation?
11. How serious is the impact of the allegation to the integrity and prestige of the Fraternity?
12. How serious is the impact of the allegation to the personal reputation of the member?
13. Would withholding a desirable activity or requiring a positive activity make her think about altering behavior in the future?

For financial and academic concerns, the member is automatically not in good standing. Here are some questions to consider in determining whether probation should also be imposed:

1. Were there extenuating circumstances?
2. Is she on and continuing to meet an approved payment plan?
3. To your knowledge, is this the first time she has not met the required GPA?

4. Is there a reason for a dip in her GPA this semester? Such as a difficult course, death or serious illness in the family, etc.

If the Discipline Committee determines that probation is the best course of action, remember:

***The point of probation is to create a learning experience
that will ultimately change the member's negative behavior/actions.
Discipline should be a change catalyst.***

Determining Terms of Probation

Imposing terms of probation is an opportunity to assist the member in developing skills or habits that will hopefully help her to avoid violating any policies or procedures in the future. It is a chance to refine behavior patterns, so Discipline Committees should think carefully when determining terms of probation.

In addition to the questions to consider under "Is Probation the Right Choice," Discipline Committees may wish to consider the following when setting terms of probation:

1. Are the terms appropriate for the policy/procedure that was violated?
2. Are the terms fair? That is, are they realistic, attainable and within reason?
3. Is there something of value to be learned or gained by meeting the term?
4. Is the term simply a punishment or designed merely to deprive the member of something?

See the Leadership Center for an evolving sample list of terms of probation.

Online Resources

Various resources will be available online via the Leadership Center. At the discretion of the National Council and based upon the needs as dictated by chapter operations, these forms may be updated from time to time. It is your responsibility to ensure that you are using the most up to date form.

These resources will include, but are not limited to the following:

1. Discipline Referral Form
2. Discipline Process Checklist
3. Agenda for a Discipline Meeting
4. Meeting Minutes Template
5. Sample Terms of Probation
6. Sample Notification Letters
7. Contact List – Who to Contact for Assistance
8. Sample Cases

COMMUNICATION & PROCESS RESOURCES

Discipline Letters/Notification

There are various types of communication to use in the discipline process – from checklists to forms to letters. Letters will vary based on the type of meeting that is being held and the decision made by the Discipline Committee or chapter. Listed below are the types of communication to be used at various phases of the discipline process.

Ongoing throughout the Process

The discipline committee chairman is to complete the DISCIPLINE PROCESS CHECKLIST.

After an Alleged Violation/Prior to a Discipline Meeting

A member completes and submits a DISCIPLINE REFERRAL FORM.

The discipline committee chairman prepares and sends the DISCIPLINE MEETING NOTIFICATION LETTER.

After a Discipline Meeting

Based on the decision of the Committee, the discipline committee chairman prepares and sends one of the following:

- DISCIPLINE MEETING FOLLOW UP LETTER – NO ACTION TAKEN
- DISCIPLINE MEETING FOLLOW UP LETTER – NO ACTION TAKEN/NOT IN GOOD STANDING
- DISCIPLINE MEETING FOLLOW UP LETTER – NOTIFICATION OF PROBATION.

Please note that follow up with the member is required – even if she was not placed on probation.

Prior to an Early Review of Probation (if there is reason)

A member completes and submits a REQUEST FOR EARLY REVIEW OF PROBATION FORM.

The discipline committee chairman prepares and sends a DISCIPLINE MEETING NOTIFICATION LETTER.

After an Early Review of Probation

Based on the decision of the Committee, the discipline committee chairman prepares and sends one of the following:

- DISCIPLINE MEETING FOLLOW UP LETTER – NO ACTION TAKEN
- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION ENDED/RETURN TO GOOD STANDING
- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION ENDED/NOT IN GOOD STANDING
- DISCIPLINE MEETING FOLLOW UP LETTER – ADDITIONAL TERMS IMPOSED.

After a Regularly Scheduled Review of Probation

Based on the decision on the Committee, the discipline committee chairman prepares and sends one of the following:

- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION ENDED/RETURN TO GOOD STANDING
- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION ENDED/NOT IN GOOD STANDING
- DISCIPLINE MEETING FOLLOW UP LETTER – REFERRAL TO THE CHAPTER FOR ACTION.

After a Meeting of the Chapter for Action

Based on the decision on the chapter, the discipline committee chairman prepares and sends one of the following:

- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION ENDED/RETURN TO GOOD STANDING

- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION ENDED/NOT IN GOOD STANDING
- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION EXTENDED
- DISCIPLINE MEETING FOLLOW UP LETTER – PLEDGE BROKEN.

Prior to an Early Review of Extended Probation (if there is reason)

A member completes and submits a REQUEST FOR EARLY REVIEW OF PROBATION FORM.

The discipline committee chairman prepares and sends a DISCIPLINE MEETING NOTIFICATION LETTER.

After an Early Review of Extended Probation

Based on the decision of the chapter, the discipline committee chairman prepares and sends one of the following:

- DISCIPLINE MEETING FOLLOW UP LETTER – NO ACTION TAKEN
- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION ENDED/RETURN TO GOOD STANDING
- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION ENDED/NOT IN GOOD STANDING
- DISCIPLINE MEETING FOLLOW UP LETTER – ADDITIONAL TERMS IMPOSED.

After a Regularly Scheduled Review of Extended Probation

Based on the decision on the Committee, the discipline committee chairman prepares and sends one of the following:

- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION ENDED/RETURN TO GOOD STANDING
- DISCIPLINE MEETING FOLLOW UP LETTER – PROBATION ENDED/NOT IN GOOD STANDING
- DISCIPLINE MEETING FOLLOW UP LETTER – REFERRAL FOR DISMISSAL
- DISCIPLINE MEETING FOLLOW UP LETTER – PLEDGE BROKEN.

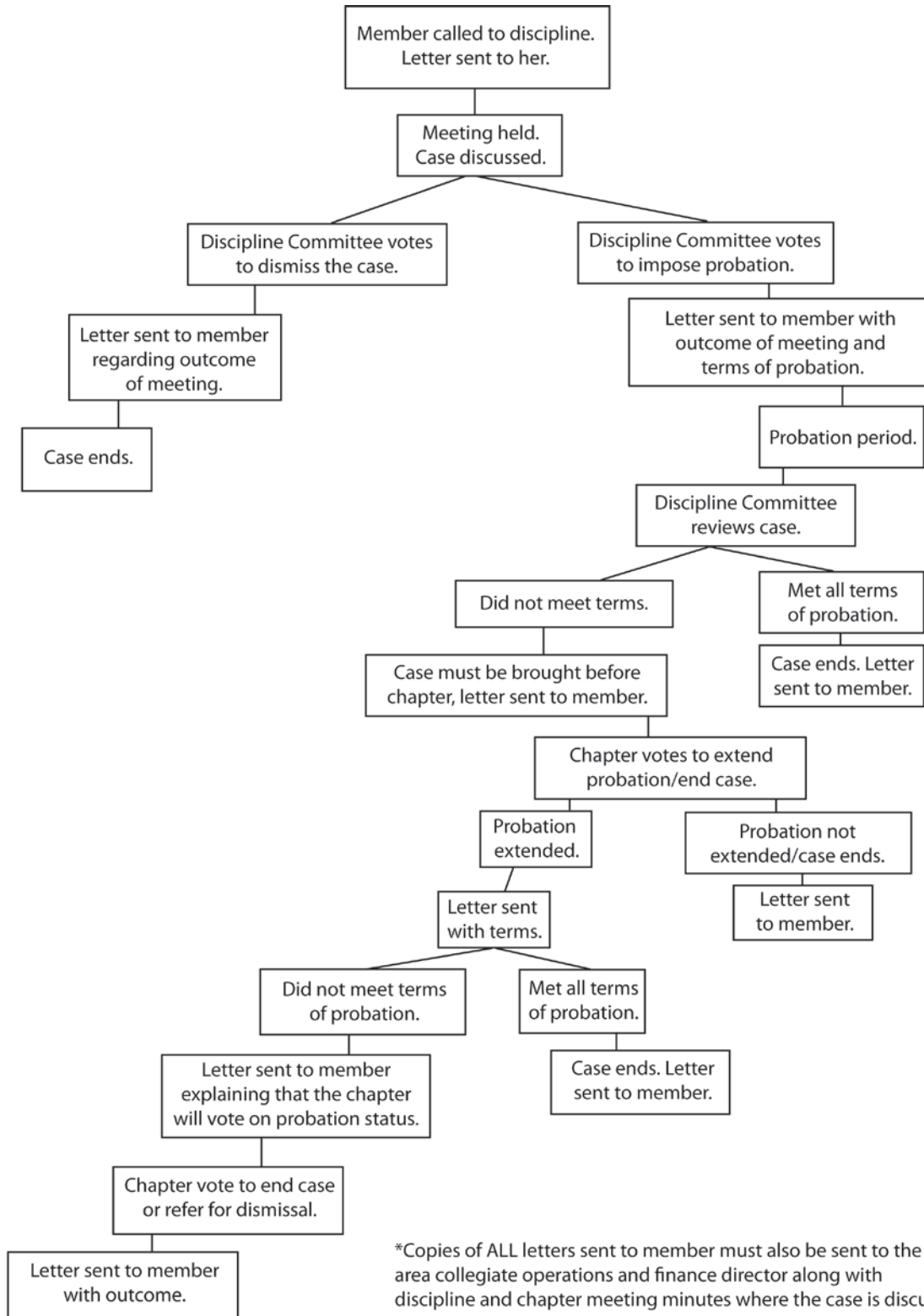
If a Member is Referred for Dismissal

The discipline committee chairman is to gather and submit all documentation for the case to the area collegiate operations and finance director.

- ALL NOTIFICATION AND FOLLOW UP LETTERS
- DISCIPLINE MEETING MINUTES
- DISCIPLINE PROCESS CHECKLIST.

If you have any questions or concerns about the discipline process or how to use this checklist, please contact your area collegiate operations and finance director.

DISCIPLINE ACTION CHART



*Copies of ALL letters sent to member must also be sent to the area collegiate operations and finance director along with discipline and chapter meeting minutes where the case is discussed.

DISCIPLINE COMMITTEE PAPERWORK CHECKLIST
REFERRAL FOR DISMISSAL

The following paperwork must be sent to the area collegiate operations and finance director (AOFD) prior to going to the national discipline chairman (NDC). The AOFD should forward all information plus her recommendation to the NDC.

1. _____ Letter to the member stating she has been called to discipline.
2. _____ If the letter was not hand-delivered, a copy of the certified mail receipt with the member's signature.
3. _____ Probation letter to the member including the terms of probation.
4. _____ Discipline Committee minutes from the first meeting.
5. _____ Minutes of the end of probation review discipline meeting where the case was sent to the chapter for action.
6. _____ Letter to the member stating her case will go before the chapter for action.
7. _____ Minutes from the chapter meeting where this was discussed and voted on.
8. _____ Letter to the member stating the results of the chapter vote with length and terms of probation.
9. _____ Minutes from the end of probation review chapter meeting where it was voted to refer the member for dismissal.
10. _____ Letter to the member stating the chapter voted to refer her for dismissal to the National Executive Committee .
11. _____ Cover letter with summary.

All of this documentation is sent to the area collegiate operations and finance director for review. The AOFD reviews the case and attaches a second cover letter to the national discipline chairman.

