



RULES ENFORCEMENT PROCESS FOR MEMBERS AND CHAPTERS

PURPOSE AND SCOPE

This document outlines the process by which the Zeta Psi Fraternity Inc, Members, and Chapters will investigate, evaluate, and adjudicate behavior that is inconsistent with the mission of Zeta Psi or its policies and regulations.

The Committee on Standards and Accountability (CSA), or the combination of the membership of the Committee and any Legal Advisors as deemed appropriate by the Phi Alpha, oversees the disciplinary process for Zeta Psi.

This policy applies only to matters brought before the Zeta Psi Fraternity Inc. Chapters recognized under the Constitution and By-Laws of Zeta Psi may have their own policies and practices related to the enforcement of their rules.

The objective is to provide a transparent program that **is an expedient, fair, and consistent** application of corrective measures. This Rules Enforcement Process is established pursuant to the authority of the Constitution of the Zeta Psi Fraternity Inc Inc and any applicable By-Laws, including but not limited to Article IV, Section J.

ALLEGATIONS, INVESTIGATIONS, AND REPORT

Person Conducting the Investigation: The Executive Director or his designee shall investigate all allegations of misconduct.

Preliminary Investigation: If there is evidence to support the allegations, the Executive Director shall open an investigation and within 48 hours of opening an investigation, notify the CSA and the member or chapter being investigated (Defendant).

Notification of Defendant and Other Parties of Interest: Executive Director or his designee will make a diligent effort to notify Defendant within 48 hours of the decision to open an investigation. If Defendant is a member(s), the Executive Director or his designee will notify the individual directly as well as the individual's chapter's Phi. If Defendant is a chapter, then the chapter's Phi and Alpha Phi will be notified. Additionally, in all cases, the Executive Director or his designee will notify the associated elder chapter's Phi, Beta Pi, and agree on elder representatives if designated.

Notification will be done in the form of a phone call or email. Executive Director or his designee will keep a record of all notification communication and whether or not Defendant or other parties of interest responded.

Standard Investigation: During the investigation, the Executive Director or his designee has the authority to place any member or an entire chapter on a status of investigative probation or suspension. These statuses may not be appealed but expire automatically after one month from the day of their imposition. The investigative period may be extended by mutual agreement between the Executive Director and member(s) if allegations are limited to a member(s) or between the Executive Director and chapter if allegations include the chapter entity, The Executive Director may, on his own, requested an extension, which must be approved by the CSA.

Joint Investigations: The Executive Director may conduct a joint investigation with a campus authority or other entity only after he has notified the Chair of the Committee on Standards and Accountability, Legal Advisors, and the Phi Alpha.

Report of the Executive Director: At the conclusion of the investigation, the Executive Director or his designee will issue a report to both the subject of the investigation and the CSA. If Defendant is found not responsible for the charges, then the matter is closed without further action. If Defendant is found responsible, the report shall indicate the violation(s) and, if warranted, assign sanctions. Defendants may accept this decision and the matter is closed, or the findings may be appealed within ten days of the receipt of the report.

SANCTIONS UNDER THE CONSTITUTION AND BYLAWS

Members: Members and those in the membership process found responsible for offenses are subject to one or more of the following sanctions: 1) revocation of Zeta Psi membership, 2) suspension of Zeta Psi membership, 3) imposition of Elder status, 4) fine, 5) limitation of activities or privileges in Zeta Psi chapters, and 6) reprimand.

Chapters: Chapters and those in the associate chapter process found responsible for offenses are subject to one or more of the following penalties: 1) revocation of Zeta Psi charter, 2) suspension of Zeta Psi charter, 3) imposition of a membership review, 4) fine, 5) limitation of activities or privileges for the chapter, and 6) reprimand.

APPEALS

Grounds: The grounds for appeal are factually incorrect findings, inappropriate or overly harsh sanctions, or procedural error. Appeals that do not meet these requirements will be returned by the Executive Director without action. Should an appeal be returned, appellants may refile their appeal or request a conference with the CSA chair within 10 days of receipt of that notice.

Sequence of Appeals Permitted:

1. The Executive Director is the first appeal reviewer and may reverse or modify his own decision.
2. If not satisfactory to the appellant, the decision of the Executive Director may be appealed to the CSA.

3. If not satisfactory to the appellant or the Executive Director, the decision of the CSA may be appealed to the Executive Committee.
4. If not satisfactory to the appellant, the decision of the Executive Committee may be appealed to the Board of Delegates of the Grand Chapter at its next regularly scheduled meeting. Decisions of the Board of Delegates are final.

Timing: All appeals must be sent to the Executive Director and Chair of the CSA within ten days of receipt of the action being appealed. During the pendency of all appeals, the duly imposed sanction in effect will remain in effect, unless otherwise determined by a favorable vote of the CSA or Executive Committee, or as declared by the Phi Alpha unilaterally, in the interest of justice to the Defendant aggrieved by the sanction.

An appeal to the CSA will be heard within 30 days of the day Appellant makes his appeal to the CSA and 30 days from the day Defendant makes his appeal to the Executive Committee.

The Committee hearing the appeal will make a decision within seven days of the hearing.

Communication Between Defendant and CSA or Executive Committee: Once an appeal hearing has been requested, there will be no communication between Appellant and members of either committee except during the actual hearing. All questions from Appellant about the hearing will be directed to the Executive Director or his designee.

Appeals Hearing Process

Appeals heard by the CSA or the Executive Committee are conducted by a video conferencing system and recorded.

Committee Chair (CSA) or Phi Alpha (Executive Committee) will call the meeting to order, introduce the participants on the call, note the action letter of the Executive Director and ask Appellant to briefly explain the circumstances and the basis of the appeal.

Appellant will be asked for their opinion of a “fair outcome” given the circumstances.

Committee asks questions to the Appellant and staff to collect information that it deems necessary to make a decision.

Appellant is invited to make a closing statement.

Appellant is excused from the call and the recording stops.

Committee deliberates (immediately or later as appropriate) and makes a decision.

The decision of the Committee is not limited in any way – it can set aside the original sanctions letter in its entirety, keep any or all of the sanctions, reduce and enhance any sanction or sanctions it deems appropriate.

Staff compiles the decision, circulates it to the Committee, and once finalized, sends the decision letter to Appellant and other parties within seven days of the decision.

Failure to Appear: If Appellant fails to appear at an appeal hearing, the Committee may return the appeal with or without prejudice. If the Committee returns the appeal with prejudice, then the duly imposed sanctions in effect will remain in effect and Appellant will have exhausted their appeals. If the Committee returns the appeal without prejudice, then the Appellant has 10 days to refile their appeal.

EXTRAORDINARY ACTIONS PERMITTED TO THE EXECUTIVE DIRECTOR

A. **Individual Member:** In addition to the standard rules enforcement process stated above, when a member commits an offense against this Rules Enforcement Process and in the event that there is an extraordinary threat to the prosperity and general welfare of Zeta Psi Fraternity Inc Inc, a chapter, or members, the Executive Director may summarily suspend that member in his sole discretion. An appeal of the summary suspension may be made in writing within thirty days to the Executive Committee. The decision of the Executive Committee may be appealed to the Board of Delegates of the Grand Chapter, whose decision is final.

B. **Chapter:** In addition to the standard rules enforcement process stated above, when a chapter commits an offense against this Rules Enforcement Process and in the event that there is an extraordinary threat to the prosperity and general welfare of Zeta Psi Fraternity Inc Inc, a chapter, or members, the Executive Director may summarily suspend or revoke (subject to the ratification of the Grand Chapter pursuant to the Constitution of the Fraternity) the charter of the chapter in his sole discretion. The Executive Committee shall meet at its earliest opportunity in person or by video conference (and in no case more than 21 days after the action of the Executive Director) to review any such summary decision of the Executive Director. The Executive Committee may affirm, modify, or reverse the decision of the Executive Director. The decision of the Executive Committee may be appealed to the Board of Delegates of the Grand Chapter, whose decision is final. During the pendency of all appeals, the charter will remain suspended or revoked, unless otherwise determined by a favorable vote of the Executive Committee.