



Honor Board of _____ Chapter Formal Hearing Minutes

DATE: _____

TIME MEETING BEGAN: _____ a.m./p.m.

INDICATE WHETHER MEETING WAS IN-PERSON OR VIRTUAL: _____

OFFICERS PRESENT (please add name next to position if in attendance):

vp: social standards: _____

president: _____

junior member: _____

sophomore member: _____

member at large: _____

Honor Board adviser: _____

officer providing additional documentation (as necessary):

Name: _____ Office: _____

Name: _____ Office: _____

Name: _____

Office: _____

OPENING STATEMENT TO BE READ BY VP: SOCIAL STANDARDS:

Good evening, (new member/member name). My name is (vp: social standards' name) and I serve as vice president: social standards and chair of Honor Board for our chapter, (chapter name). On behalf of Honor Board, we appreciate you joining us for this

conversation. The purpose of our time together is to discuss concerns that have been brought to us and also to hear any concerns that you may have. We anticipate this meeting will take approximately (enter estimated length) minutes.

In case there are any unfamiliar faces to you in this space, I'd like to take a minute to introduce who all are joining us. Present are; _____, president; _____, junior member; _____, sophomore member; _____, member-at-large; and _____, Honor Board adviser.

As a reminder to everyone here, for your privacy and the privacy of others involved, the discussion and outcome of this hearing are confidential. The board will be discussing these proceedings only with the necessary officers and advisers for direction and assistance.

Our goal during this formal hearing is to follow the steps outlined by our standard procedure. We will start by reading the SOR, then I will open the floor to the discussion between you and the officers of Honor Board that are here for this conversation. After our discussion, we will ask you to step out of this space for a short period of time in order for Honor Board to reflect on what has been said during our conversation with you and for us to determine if any further action is necessary. Following our reflection, we will ask you to return to this space to share our recommendation moving forward.

(New member/member name), do you have any questions before we move to the next step?

We will start with reading aloud the SOR that was submitted.

**STATEMENT OF OBLIGATION REVIEW TO BE READ BY AN OFFICER OTHER THAN VP:
SOCIAL STANDARDS:**

_____ (officer of Honor Board) reads aloud the Statement of Obligation Review (SOR).

vp: social standards: Thank you, (officer name). The floor is now opened up for discussion.

DISCUSSION AND REFLECTION (PLEASE RECORD DETAILED NOTES IN THE SPACE BELOW INCLUDING WHAT IS SAID, WHO IS SPEAKING, THE TONE OF THE CONVERSATION, AND ANY OTHER DETAILS RELEVANT TO THE REVIEWER):

vp: social standards: (New member/member name), thank you for discussing all of this with us. Before we proceed, we want to give you the opportunity to discuss any other area(s) of concern you may have outside of the SOR. Is there anything you'd like to talk to us about or anything we can help with?_____

(New member/member name), at this time (_____am/pm), we ask that you exit this space in order for us to deliberate and decide if any additional conversations and/or a sanction is warranted. As soon as we are finished, we will invite you to rejoin us.

DELIBERATION AND VOTE BY HONOR BOARD:

DELIBERATION (please record detailed notes in the space below including what is said, who is speaking, and any other details relevant to the reviewer):

VOTE:_____ (example 4/5) to recommend _____to the chapter's RCS/
NCC/CAC.

*Note: if expulsion is your recommendation, you must ensure that the **HONOR BOARD RATIONALE FOR EXPULSION**, located at the end of this document, is filled out and completed before submitting these formal hearing minutes.

vp: social standards invites the member/new member to return to the hearing at _____
(time am/pm).

CLOSING STATEMENT TO BE READ TO THE MEMBER/NEW MEMBER BY VP: SOCIAL STANDARDS:

Welcome back, _____ (member/new member's name). Thank you for your patience as we took time to reflect on everything that has been presented and discussed concerning your formal hearing. As a board, we have decided to recommend _____ as your sanction. This recommendation will now be reviewed by our (please choose which one your chapter has).

- *Regional Collegiate Specialist (RCS) OR*
- *Council Appointed Coordinator (CAC) OR*
- *New Chapter Coordinator (NCC)*

As noted in the Notice of Rights you received when you were notified of this formal hearing, you have the right to appeal our recommendation. Any member of Honor Board or the Honor Board adviser may assist you in writing your appeal.

Last, we want to remind you that the confidentiality of this process still applies, and as previously stated, the discussion and outcome of this hearing are confidential.

Breaches in confidentiality could result in another Statement of Obligation

Review. _____ (New member/member name), we want to make sure that you understand the recommendation that we will be making to our RCS or CAC or NCC and your responsibility in upholding the Oath of Secrecy in this matter. Do you understand the next steps?

Do you have any questions before we adjourn?

RESPECTFULLY SUBMITTED BY: _____

Electronic signature of minute taker(s)

TIME MEETING ADJOURNED: _____ a.m./p.m.

***HONOR BOARD RATIONALE FOR EXPULSION (TO BE COMPLETED ONLY IF
EXPULSION IS BEING RECOMMENDED):**

Dear Delta Gamma Fraternity Council:

On behalf of the Honor Board of the _____ chapter of Delta
Gamma, I recommend that _____ be expelled from Delta
Gamma Fraternity. _____ has violated their Statement of
Obligation and has failed to fulfill their membership responsibilities in the following areas:

Honor Board does not make this recommendation lightly, but believes it to be
appropriate in light of the information presented and reviewed.

Sincerely,

vp: social standards

president

Honor Board adviser