



## Chapter Incident & Investigation Procedure

*Originally created in 2013.*

### STRATEGY & PURPOSE

In August 2023, Fraternity Council endorsed the practices reflected below to support the collegiate chapters in the event of an incident. The intent of these programmatic updates is to design and implement a process that acts swiftly, bolsters opportunities for university/host-institution partnership, and limits liability for volunteers. It is also Delta Gamma's commitment to provide educational outcomes which directly relate to the policy violation and provide opportunities for the collegiate members to have ownership over the implementation and experience of completing the outcomes, emphasizing organizational change within chapter culture. These updates will also ensure consistency across the organizations for chapters with similar policy violations.

### DEFINITION OF TERMS

**Incident:** An event or action that is in violation of Delta Gamma policy, college/university policy, and/or state and federal law.

**Individual Member Incident:** Identified when the incident is directly connected to the behavior of one member or small number of members and is not reflective of the collective chapter participation or experience. For these incidents, the CDS, RCS/NCC/CAC, and RD will determine if a full investigation would be necessary.

**Investigation:** The act of which the chapter is notified that an incident is under further review. The CDS, RCS/NCC/CAC, and RD should determine if a pause on social events will be imposed as part of the investigation, and that will be included in the notice of incident to the chapter. A pause on social events is not an automatic requirement of an investigation.

**Investigator:** Staff member who does not work with the chapter as their CDS who is able to collect information, interview necessary individuals involved, and create an Investigation Report.

**Preliminary Investigation Form:** The basic form that will be provided by the Investigator to the chapter president and ATC to collect pertinent incident information.

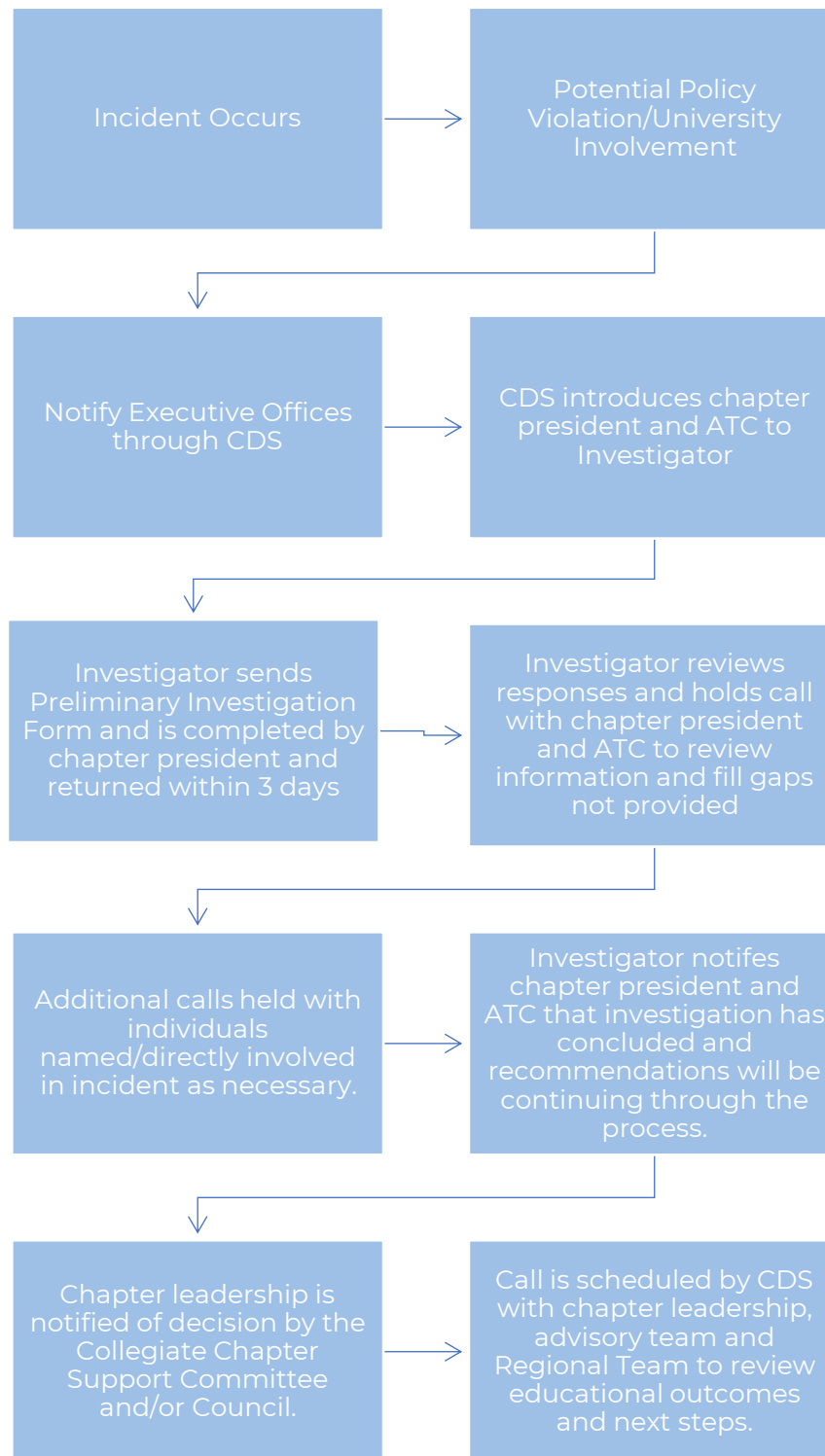
**Investigation Report:** Document shared with the RCS/NCC/CAC and the RD before being shared with the Collegiate Chapter Support Committee in which a summary of the incident is provided as well as special considerations and proposed educational outcomes. If there is a recommendation for chapter status to be escalated to Poor Standing or for a CAC to be appointed, this report would also be reviewed by Council.

**Outcome Letter:** Following the necessary approvals, a letter will be shared with the chapter president which documents any change in status or warning, along with required educational outcomes.

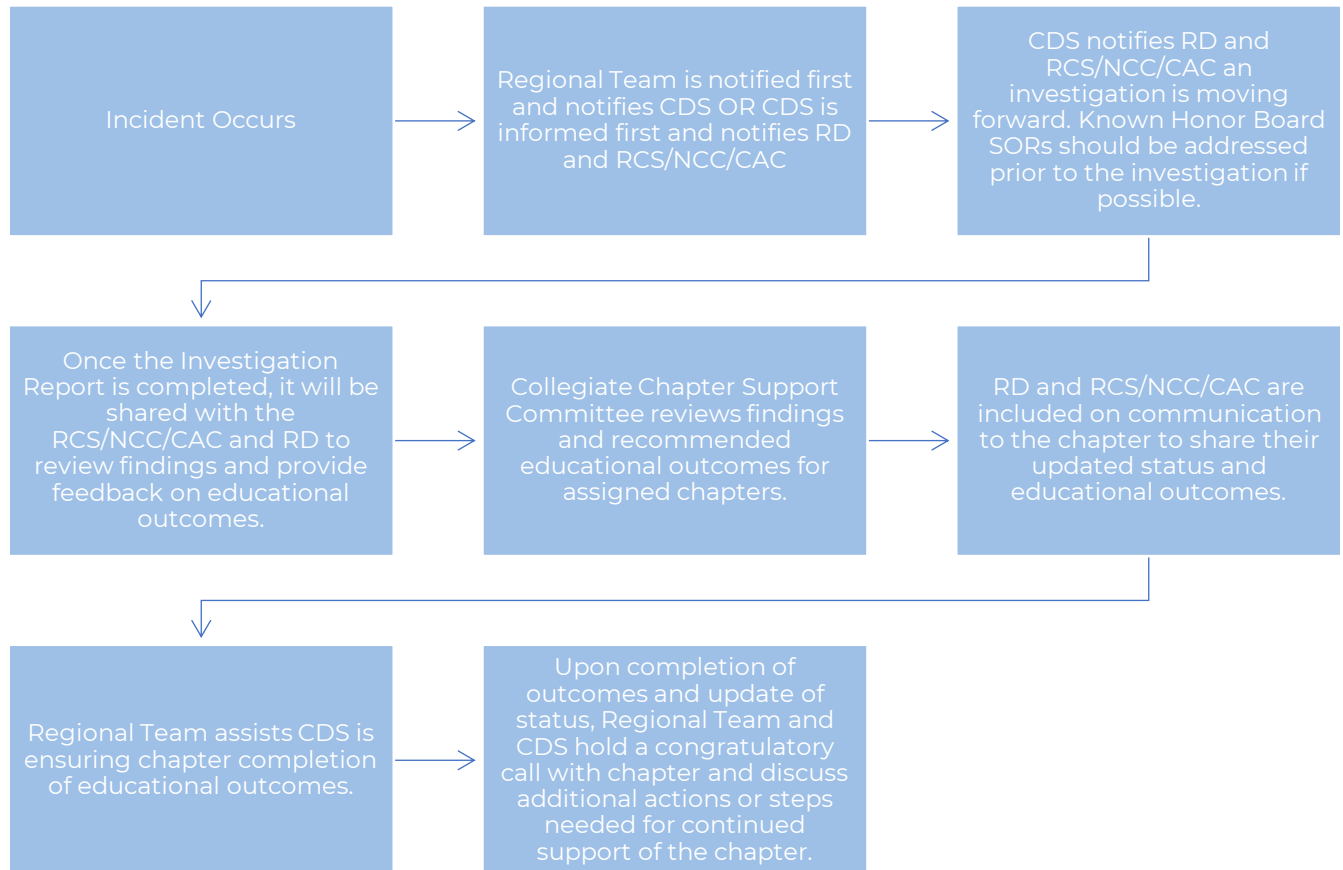
## PROCEDURE



## CHAPTER EXPERIENCE OF UPDATED CIP – CHAPTER POLICY VIOLATION



## REGIONAL TEAM UPDATED CIP EXPERIENCE



## EDUCATIONAL OUTCOMES

Educational outcomes will be designed by the director of member services, CDS, assistant director for health and wellness, Regional Collegiate Specialist (RCS or NCC/CAC where appointed) and Investigator (if not director of member services) to directly address the policy violation, provide educational and learning opportunities, while maximizing rehabilitation of the chapter – emphasizing sisterhood, the values of Delta Gamma and giving members every opportunity to succeed moving forward. Educational outcomes will be individualized by chapter but provide consistency across all chapters and regions for incidents of a similar nature. Suggestions may be solicited by chapter leadership during the investigation to ensure ownership when possible. Final outcomes will be approved by the Collegiate Chapter Support Committee. Through this process, there will be ownership and buy in from all levels of the organization.

## **INDIVIDUAL MEMBER ACCOUNTABILITY**

In the event that there are recommendations of individual member accountability resulting from an investigation in which the Honor Board is unable to function or through information collected from one of the outlined support programs, these cases will be referred to the Honor Board Review Committee.

## **ANCHORING TEAM VISITS AND ARTICLE II ALIGNMENT CONVERSATIONS**

Assessment served a critical need in the last nine years since its design and implementation. As the women this program serves change, so must the process itself. As such, Delta Gamma has moved to “sunset” the Assessment program. In the event that it is determined that a chapter will need an advanced evaluation of internal culture and/or rehabilitation support, the following opportunities are available for recommendation and can be approved by the Collegiate Chapter Support Committee. The RCS/NCC/CAC should also reach out to their CDS to discuss if one of these programs would be appropriate to meet specific chapter needs.

### **Anchoring Team Visit**

To be employed when trying to assess the true extent of concerns relating to chapter culture, failure to adhere to policies or unusual experiences relating to chapter operations (i.e., large numbers of membership transactions/roster changes). The intent of this visit is to allow members to feel heard relating to their experiences and address questions/concerns that they may have to ensure accurate and informed responses based on policy/resources.

Review the [Anchoring Team Visit Overview and Request Consideration Guidelines](#) for more information on this support program and to complete the identified request form.

### **Article II Alignment Conversations**

The use of this program is reserved for situations in which Delta Gamma is called to do a membership review by a host-institution or as a final step in determining the viability of a chapter with its existing membership. The intent of this program is to express a sincere and genuine concern for the quality of experience for each member and to ensure that every collegiate experience aligns with Article II.

Following the conclusion of the program, the visit team will work with the Visit Coordinators (CDS/director of member services) to compile a report which outlines the themes that emerged from the visit, recommendations for actions (i.e., individual member accountability, officer/adviser changes, additional targeted training, educational outcomes/sanctions, etc.) and any other additional notes that the Collegiate Chapter Support Committee should be made aware of.

Once the visit report has been reviewed by Council, the CDS will schedule a meeting with the chapter leadership, advisory team and Regional Team to enact any educational outcomes and continue to build relationships with the chapter as they work towards rehabilitation.