



Document # <b>SP-BB-006</b>	Title: <b>DSP-BB Suspension SOP</b>	Print Date: <b>[Date]</b>
Revision # <b>0.0</b>	Prepared By: <b>Greg Speno</b>	Date Prepared: <b>10/2/2015</b>
Effective Date:	Approved By: <i>Dominic Franceschelli</i> <b>Dominic Franceschelli</b> Active Chapter President	Date Approved: <b>12/19/15</b>
	Approved By: <i>Brian Brooks</i> <b>Brian Brooks</b> ACB Treasurer	Date Approved: <b>12/19/15</b>
	Approved By: <i>Charlie Maitz</i> <b>Charlie Maitz</b> Chapter Advisor	Date Approved: <b>12/19/15</b>
	Approved By: <i>Karl P. Adrian</i> <b>Karl Adrian</b> ACB President	Date Approved: <b>11/17/16</b>

**Policy:** This Procedure shall be followed when member(s) have violated fraternity or university policy, or local, state or Federal law in a manner such that a fine is insufficient but is not egregious enough to warrant expulsion.

**Purpose:** The objective of the Procedure is to define the parameters to be observed by any member(s) subjected to suspension. There are four types of suspension: Social; Academic; Financial; and Disciplinary

**Scope:** This procedure shall apply to every member who is suspended. ACB or Active Chapter may impose suspension as described in this procedure.

**Ownership:** The Alumni Corporation Board President owns this procedure.

**Responsibilities:**

- 1) The Active Chapter President and/or any member of the ACB shall propose a motion to the ACB to suspend a member when the preponderance of evidence of policy violation warrants.
- 2) The Active Chapter e-board, lead by the VP-Internal or Sergeant-at-Arms, as specified below, shall ensure the suspended member follows all provisions of this procedure.



**Definitions:**

- 1) ACB means Alumni Corporation Board.
- 2) Member for purposes of this SOP only means all active and new members of the fraternity whether living in-house or out-of-house.
- 3) Suspended Member means any member who is subject to this procedure by virtue of a majority vote of the ACB or Active Chapter, or by automatically triggering a suspension as described below.
- 4) Policy means any Fraternity or University policy regarding Code of Conduct.
- 5) Preponderance of the evidence means evidence tending to show that the allegation is more likely true than not true.
- 6) Subordinate Member means all New Members and all Active Members initiated subsequently to a Member subject to Disciplinary Suspension.

**Procedure:**

**A. PROCESS**

- a) When a member is subjected to the provisions of this process after a motion to suspend has been made, discussed, and voted upon, or if an automatic Suspension is triggered as described below, he shall agree to follow all provisions of the applicable section(s) of the process. Failure to agree to or faithfully follow the terms of the suspension shall lead to a vote on expulsion.
- b) The Suspended Member shall be notified of the results of a suspension vote as soon as practicable. The party responsible for notification (as described in the Provisions below), or their designated representative, shall make the notification in writing.
- c) The Suspended Member may appeal a suspension at the next regularly scheduled ACB meeting by giving the ACB President notice of their intent to do so at least 2 days prior to the meeting.
- d) The term of a disciplinary suspension shall be part of the motion to suspend. If no such term is specified, the default term shall be one (1) semester (18 academic weeks). Suspension may carry over from one semester to the next as required to meet the specified duration.
- e) The length of suspension should correspond to the severity of the offense. For example, a suspension of one (1) semester out of an undergraduate eight (8) semesters is roughly equivalent to a 10.5-year prison sentence in an 85-year lifetime.



- f) There shall be a zero tolerance policy to violations of this procedure. Documented evidence of violation shall trigger an automatic expulsion vote by the Active Chapter or the ACB.

## **B. PROVISIONS**

### **Social Suspension**

- 1) Any member who commits a minor violation of principles set down in the Delta Sigma Phi Fraternity Manual or Code of Conduct, or who commits minor or repeated violation(s) of the house rules, shall be placed on Social Suspension upon majority vote of the ACB or Active Chapter. Active Chapter VP-Internal shall notify suspended members in writing when a suspension determination is made. Socially suspended Member(s) agree to follow the following provisions:
  - a) No attendance or participation at any formal or informal fraternity event.
  - b) May not participate or vote in chapter meetings.
  - c) Must pay a proportional share of any fines levied by the university, National Fraternity, ACB or Active Chapter for actions leading to the suspension.
- 2) Social Suspension shall end when the member has committed no violations for a period of 8 weeks and a reinstatement motion receives a majority vote of the Active Chapter or ACB.

### **Academic Suspension**

- 1) Any member receiving less than a 2.5 GPA for the previous semester, or who reasonably expects to receive less than a 2.5 GPA for the current semester, shall automatically be placed on Academic Suspension. Active Chapter VP-Internal shall compile and maintain a list of those on Academic Suspension and notify suspended members in writing when a suspension determination is made. Academically suspended member(s) agree to follow the following provisions:
  - a) May not ~~participate or~~ vote in chapter meetings. **DF**
  - b) Conduct self-monitored study time for at least 4 hours per day, not including class time, Sunday through Thursday. Member to keep written log of time, location, and duration of each study period. If member does not have an Academic Mentor, he shall coordinate with the VP-Internal to have one assigned and shall follow the provisions of the Academic Mentor Program Standard Operating Procedure.
- 2) Active Chapter e-board VP-Internal shall lead random compliance checks of the member's study log.
- 3) Academic Suspension shall end when the member receives a semester GPA in excess of 2.5.



### Financial Suspension

- 1) Any member having a 60-day past due balance of \$500 or greater, shall automatically be placed on Financial Suspension. Active Chapter Treasurer, in concert with the ACB Treasurer, shall prepare and maintain a list of those on Financial Suspension. ACB Treasurer shall notify members in writing 10 days prior to being placed on Financial Suspension. Payment of the outstanding balance within the 10-day period shall remove the suspension prior to implementation. Financially suspended member(s) agree to follow the following provisions:
  - a) No consumption of fraternity-provided food or beverages, with the exception of tap water.
  - b) No attendance or participation at any formal or informal fraternity event.
  - c) May not participate or vote in chapter meetings.
- 2) Upon payment of the outstanding balance, the Financial Suspension will be removed when the member is so notified by the ACB Treasurer.

### Disciplinary Suspension

- 1) Any member who commits an egregious violation of: university policy, as defined in the Student Code of Conduct (M-Book); the Delta Sigma Phi Fraternity Manual or Code of Conduct; the chapter house rules; or local, state or Federal law, shall be placed on Disciplinary Suspension upon majority vote of the ACB or Active Chapter. The ACB President or active Chapter President shall notify Disciplinary Suspended members in writing as soon as practicable after a vote is held. Disciplinary Suspended member(s) agree to follow the following provisions:
  - a) Upon formal written notification of suspension, in-house Suspended Members shall have ten (10) calendar days to move themselves and their possessions out of fraternity property. Any possessions left behind may be disposed of as the ACB sees fit.
  - b) No attendance or participation at any formal or informal fraternity event.
  - c) May not participate or vote in chapter meetings.
  - d) Must pay a proportional share of any fines levied by the university, National Fraternity, ACB or Active Chapter for actions leading to the suspension.
  - e) Parent(s) or guardian(s) of minors will be notified in writing of the reason(s) for the Disciplinary Suspension.
- 2) Disciplinary Suspended members suspended for Hazing violations (as defined in SOP-007) may have the following limited contact with other fraternity member(s):
  - a) May use sporting tickets in fraternity block that were purchased prior to the suspension. However, no pre- or post-game contact is allowed.

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- b) May greet ~~Subordinate~~ Member(s) in public or on university property but in a manner that would be appropriate for greeting a stranger. No continued contact (walking to class, having coffee, etc.) shall occur.
- c) May work on academic projects with ~~fraternity~~ member(s) only if specifically assigned by university faculty or staff.
- d) May participate in philanthropic activities sponsored by the fraternity at non-fraternity property locations (e.g., blood drives, Humane Society volunteer work). However, contact with ~~Subordinate~~ Member(s) shall be minimized.
- e) No physical presence on any fraternity property except as directed by the ACB.
- f) May not live in on- or off-campus housing with any ~~Subordinate~~ Member(s) with the exception of members who are related by blood or marriage, unless specifically approved in writing by the ACB.
- g) May not have physical or electronic contact with any ~~Subordinate~~ Member(s) with the exception of members who are related by blood or marriage.
- 3) Disciplinary Suspension shall be lifted only upon a majority vote of both the Active Chapter and the ACB.

### C. REMEDIAL ACTIONS:

- 1) Suspended Member(s) may attend fraternity sponsored training on risk management, sexual misconduct, or leadership development as directed by the ACB. Contact with fraternity member(s) at such events shall be minimized.

### D. AFTER ACTION REPORT:

- 1) Within one week of the end of each semester, the Active Chapter or ACB President shall arrange a teleconference or meeting with the Chapter Advisor and a minimum of three (3) ACB or e-board members. During that teleconference, a written log of lessons learned regarding the Suspension Procedure shall be created and used to further improve this process.
- 2) The Active Chapter or ACB President shall publish the After Action Report within 30 days.



**EFFECTIVENESS CRITERIA:**

- All Members have followed this procedure.

**SCHEDULE:**

- Schedule information is imbedded in the text of this SOP.

**REVISION HISTORY:**

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	
1.0			



Document # <b>SP-BB-004</b>	Title: <b>DSP-BB Recruitment &amp; Membership Management SOP</b>	Print Date: <b>[Date]</b>
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	Approved By: <i>Brian Brooks</i> <b>Brian Brooks</b> ACB Treasurer	Date Approved: <b>12/19/15</b>
	Approved By: <i>Charlie Maitz</i> <b>Charlie Maitz</b> Chapter Advisor	Date Approved: <b>12/19/15</b>
	Approved By: <i>Karl Adrian</i> <b>Karl Adrian</b> ACB President	Date Approved: <b>1/17/16</b>

**Policy:** This Procedure shall be followed to define the compensation of the Recruitment Chairman and to ensure that a standard method of maintaining membership lists is followed.

**Purpose:** This procedure documents lessons learned from previous recruitment periods and in the methods used to track membership.

**Scope:** This procedure shall apply to every fraternity member.

**Ownership:** The Alumni Corporation Board President owns this procedure.

**Responsibilities:**

The Active Chapter President shall be responsible for maintaining a Membership List (ML) of current and past members and providing that list to the President, Treasurer and Chapter Advisor of the Alumni Corporation Board.

The Alumni Corporation Board Treasurer shall be responsible for coordination with the Active Chapter President to ensure accuracy of and approving the ML. The Treasurer shall retain the master version of the ML.

The Alumni Corporation Board President shall be responsible for setting the policy regarding membership management and recruitment compensation, subject to board approval.

The Recruitment Chair(s) shall be responsible for recruiting the quantity and quality of New Members as agreed to by with ACB.