

Kean University

Greek Senate

Judicial Board

Policies and Procedures

2010-2011

KEAN UNIVERSITY
GREEK JUDICIAL BOARD

- I. The Greek Judicial Board has been designed to give the Greek system a self-disciplining governing body.
- II. The Greek Judicial Board will consist of a maximum of 10 members and a minimum of 5 members: 2 members from local sororities, 2 members from local fraternities, 1 member from a national fraternity, 1 member from a national sorority, 2 members from the Pan-Hellenic Council (1 sorority/ fraternity members), 1 member from a Latin fraternity, 1 member from a Latin sorority. Alternate members will be chosen from each area listed above. The advisor will serve as a non-voting member.
- III.
 - A. Eligibility for membership:
 1. 2.50 cumulative grade point average
 2. Full time student
 - B. In addition to the above qualifications, each governing body may include additional criteria for membership, and will regulate terms of membership and selection of members.
 - C. Any member missing two consecutive meetings without notifying the Greek Judicial Board chairperson or the advisor at least 24 hours prior to the meeting will be dismissed from the board.
- IV. The Vice President of Standards and Conduct will be the chairperson and a secretary will be elected.
- V.
 - A. The chairperson will be responsible for the agenda, running the proceedings and keeping order during the sessions. The chairperson will be the only non-voting member and will have to vote in case of a tie.
 - B. The secretary will be responsible for taking and typing the minutes of the proceedings. The secretary will be responsible for informing all involved parties of the time and location of meetings, and will be responsible for notifying involved parties of the outcome of the proceedings in writing within 72 hours.
- VI. In the event a Judicial Board member's organization is brought before the Board, the member may not participate in the judicial process.
- VII. A faculty/staff advisor will serve as the judicial advisor to the Board. The advisor will assist the Board in the decision process, and ensure that fair due process is conducted. The advisor will serve without a vote.

PROCEDURES

- I. To file a complaint against a Greek organization, a form may be picked up in the Center for Leadership and Service. The form must be typed and filed with the Greek advisor. (Only forms that are signed and dated will be reviewed).

- II. The meetings of the Board will be held bi-weekly or as necessary. Complaints must be filed by the Wednesday of the week preceding the Board's meeting in order to get on the next week's agenda. (Complaints will be heard as seen fit).
 - A. Once a complaint is filed in the Center for Leadership and Service Department, the form will be forwarded to the Greek Judicial Board chairperson and advisor. The chairperson is responsible for setting the date, time and place of the meeting. All involved parties must receive written notice 72 hours prior to the proceedings.
 - B. Failure to meet with the Judicial Board by the stated date will result rendering a decision in this matter without your input.
 - C. Due to the timing of a case being filed, the Greek advisor will hear the case (e.g. near the end of the semester, during break when students are not available)

PROCEEDINGS

- I. * The proceedings will start with the Board reviewing the case.
* The parties will be brought into the meeting room.

- II. * The accuser will state the reason and events that lead to the complaint
* The accused will have the opportunity to ask questions.
* The Board will have the opportunity to ask questions.

- III. * The accused will have the opportunity to state the reason and events that led to the complaint
* The accuser will have the opportunity to ask questions.
* The Board will have the opportunity to ask questions.

- IV. * Witness (if any) will be brought in one at a time, with the accused witness first.
* The witness will have the opportunity to state the reason for the complaint

- and the events that led to the complaint.
 - * The accuser will have the opportunity to ask questions
 - * The accused will have the opportunity to ask questions.
 - * All witnesses will then be brought in, and if need be, the witnesses will be asked to reappear before the Board for additional information.
- V. * The accuser and accused will have the opportunity for closing remarks.
- VI. * The Board will go into executive session to render a decision
- VII. * The accuser and accused will be brought into the meeting room.
- * The chairperson will announce the decision of the board and any sanctions imposed.
- (In the event that the accused/accuser does not stay to hear the decision, the Judicial Board chairperson may contact the president for the involved organizations to give them the decision and/or sanctions).

APPEALS

- * An appeal may be filed within 48 hours of the written notification to the Director of Center for Leadership and Service Department
- * The appeal must be typed and must state the purpose for the appeal.
- * The appeal must be signed, and in the case of an appeal on behalf of an organization, the president's signature must accompany the appeal.
- * The appeal letter must be signed and dated by a staff person in the Center for Leadership and Service Department