

INTERFRATERNITY COUNCIL CHAPTER ACCOUNTABILITY PROCESS

Philosophy and Goals of the IFC CAP

[Student Organization Procedures](#) for adjudicating alleged misconduct are outlined in the Student Handbook. All policies and procedural information within the Handbook govern Interfraternity Council (IFC) organizations. As noted within the Handbook, certain misconduct may be referred by Student Accountability to the IFC Judicial Team to resolve through the IFC's Chapter Accountability Process (CAP).

The IFC CAP should be educational in nature and should result in changed behavior patterns for chapters that violate University or IFC policies. In any accountability process, the involved chapter and students should learn from their mistakes. The IFC CAP should not consist solely of punitive outcomes, but rather should be focused on changing the behaviors and attitudes of the chapter to demonstrate improved operations and decision-making. In addition to the underlying educational nature of the process, the IFC CAP is intended to accomplish six goals:

- I. Ensure that the chapter understands the implications of its action;
- II. Ensure that the chapter does not participate in the action in the future;
- III. Ensure that the chapter rectifies the situation so the action does not occur again;
- IV. Clarify the IFC's position on the action;
- V. Help other chapters and students learn from the situation so the action does not occur again; and
- VI. Empower students to hold themselves and their peers accountable to the standards of Vanderbilt University, IFC, and to the founding principles of their own chapter.

This process seeks to enforce University and IFC policy while also accounting for the rights of the identified chapter.

Emphasis should be placed not only on the chapter's privileges, but also on its responsibilities. The responsibilities of the chapter are as follows:

- ❖ Cooperate with all investigators;
- ❖ Respond to all inquiries and questions with complete honesty;
- ❖ Become familiar with the Student Handbook and this CAP document;
- ❖ Meet timelines set during the CAP;
- ❖ Act in accordance with all procedures; and
- ❖ Notify inter/national organization and chapter adviser once charged with potential policy violations

Investigations into Alleged Violations

Any individual, group, or Vanderbilt Office, may file a complaint against a chapter, specifying the particular alleged acts of the accused. This may be done by submitting a complaint or reporting alleged violations through one of the reporting mechanisms that exists at Vanderbilt University. These mechanisms include but are not limited to the Hazing Incident Report Form, the General Incident Report Form, Vanderbilt University Police Department Reports, Bartender

or Security Staff reports, Compliance or Risk Management reports, reports taken or received by inter/national organizations, walkthrough reports from staff, or reports taken by Student Accountability Officers.

Reports or complaints against a chapter will be assigned to a staff member from Student Accountability to investigate the incident. Investigator(s) handling the reported information, will collect information about the alleged violation from an incident report or complaint, any witnesses, and/or the students involved. They will also collect such information from the alleged chapter, when necessary. Chapters are expected to perform their own internal investigation if requested and comply fully with Student Accountability and the IFC during the investigation.

Methods of Addressing Alleged Violations

The Director of Student Accountability or their designee (“Adjudicator”) may address alleged policy violations with IFC chapters through any of three methods.

- ❖ Adjudicating the case in an Accountability Proceeding in Student Accountability with the chapter’s Representative meeting with the Adjudicator directly, as outlined in the [Student Handbook](#);
- ❖ Referring the matter to the IFC Judicial Team for an IFC Accountability Meeting; or
- ❖ Partnering with both the IFC and alleged chapter in an Informal Resolution process to submit a Corrective Action Report (CAR) or take other mitigating actions.

The Adjudicator will determine which method will be utilized based on their assessment of if the violation is severe, persistent, or pervasive.

Adjudication Procedures IFC CAP

IFC Accountability Meeting

Procedures. In cases where the alleged violation(s) is(are) deemed not severe, pervasive, or persistent, the Adjudicator may make a Referral to the IFC Judicial Team for an IFC Accountability Meeting. The Accountability Meeting involves the IFC President, IFC Vice President, and IFC Attorney General, and representatives from Student Accountability and Greek Life, including the Adjudicator. If the case involves a chapter whose affiliation is represented by the IFC President, Vice President, or Attorney General, they are to recuse themselves from the case and be replaced by another IFC Executive Officer (voted on by IFC chapter presidents). If there are significant conflicts of interest across the IFC Executive Board, an Accountability Proceeding can be held in place of a Referral to the IFC Judicial Team. Procedures

- I. The Adjudicator will notify the accused chapter of the charges against them and provide a summary of information collected regarding the incident. The Adjudicator may also ask the accused chapter to conduct an internal investigation of the reported incident.
- II. The Adjudicator will provide material, anonymous information from reporting parties and the investigation conducted by Student Accountability and/or police to the IFC Judicial Team for review.

- III. Once the chapter is in receipt of the charges and summary of evidence, and has conducted any necessary pre-meeting internal investigations, a time will be coordinated for the chapter's IFC Accountability Meeting.
- IV. The chapter will designate a Representative to attend the IFC Accountability Meeting. The Representative may bring one Support Person.
- V. The IFC Accountability Meeting will proceed as follows, generally led by the Attorney General:
 - I. The Representative will be reminded of the charge(s) the chapter faces
 - II. The Representative will have the ability to enter a plea of responsible or not responsible for each charge
 - III. The Representative will take the IFC Judicial Team through their internal investigation or summarize salient information in response to the charges or the factors the panel will assess in determining outcomes
 - IV. The Representative will answer questions from the IFC Judicial Team, staff from Greek Life, and staff from Student Accountability
 - V. If pleading responsible to any charges, the Representative will also be provided an opportunity to propose educational components of their potential Accountability Action Plan (AAP) to help the IFC Judicial Team understand what action steps may help the chapter be successful moving forward
 - VI. The Representative and Support Person will then be temporarily dismissed and the IFC Judicial Team will enter deliberations
- VI. The IFC Judicial Team's deliberations will proceed as follows:
 - I. The IFC Judicial Team will review the pertinent information from the investigation and the testimony of the chapter
 - II. The IFC Judicial Team will proceed to discuss and decide the question of responsibility. The proof that a chapter is responsible of a charge must satisfy a "preponderance of the evidence" (or, more likely than not) standard. A majority of the IFC Judicial Team must vote "responsible" to find the chapter responsible. Staff from Greek Life and Student Accountability do not vote but may assist the IFC Judicial Team in its deliberations.
 - III. If the IFC Judicial Team finds the chapter not responsible for all charges, deliberations end.
 - IV. If the chapter is found responsible for any charges, the IFC Judicial Team will determine a fitting sanction based upon 1) the nature and severity of the alleged violation 2) the chapter's prior record and 3) the attitude of the accused chapter throughout the investigation and the Chapter Accountability Process.
 - V. As part of sanction determinations, the IFC Judicial Team will also determine Accountability Action Plan requirements. The AAP will serve as a plan to create change in the chapter and to assist the chapter in avoiding similar violations in the future.
 - VI. The Representative and Support Person will be asked to return and the preliminary outcome of the process will be verbally reviewed. Any

collaborative engagement on the execution of Accountability Action Plans may also be discussed.

- VII. The Executive Board will later receive an outcome letter that formalizes all decided in the IFC Accountability Meeting should the outcome be reified by the Adjudicator and no component of responsibility or sanction be voided.
- VIII. The Executive Board is required to distribute the outcome letter to all members of the organization.

Informal Resolution

Procedures. In cases where the alleged violation(s) is (are) deemed relatively minor in light of the above-listed factors and relates only to event or property management, the Adjudicator may decide to not charge the chapter and proceed with Informal Resolution instead, as outlined in the Student Handbook.

- I. The Adjudicator will notify the accused chapter of the alleged violation, provide a summary of information collected regarding the incident, and ask the chapter president to participate in the Informal Resolution process by preparing a Corrective Action Report (CAR).
- II. Upon being notified of a chapter's alleged violation, the chapter president must prepare a CAR within 3 days. An extension may be proactively requested from the IFC before the end of the 3-day period, if necessary for academic purposes.
- III. If the chapter's CAR is insufficient, the IFC will consult with the chapter president and request a revised CAR. If the chapter's CAR continues to be insufficient, the IFC may address the issue through an IFC Accountability Meeting instead.
- IV. If the chapter's CAR sufficiently addresses the allegations and proposes corrective action steps to prevent further issues of a similar nature, the case will be closed without formally charging the chapter.
- V. The issuance of a CAR will be factored into the outcome of future Accountability proceedings should the behavior(s) persist.

Limitations of Informal Resolution. Informal resolution is not appropriate for all reported matters. The nature of the event or property management issue, as well as the history and frequency of the event or property management issue, may limit the use of Informal Resolution.

- ❖ Nature of the Event/Property Management Issues
 - ❖ Informal Resolution is reserved for cases of event or property management issues which do not involve alcohol or drugs, or where the substances are not central to the alleged behavior. Cases involving alcohol or drugs will generally not be resolved through Informal Resolution.
- ❖ Repeat Event/Property Management Issues
 - ❖ A violation will be considered a repeat issue if another case involving the same category or type of event or property management issue is reported within the same semester as the subsequent violation. Violations which occurred prior to

the current semester may be taken into consideration at the discretion of the Adjudicator.

- a. In the case of a first repeat issue (two violations within one semester), the chapter may be permitted to submit another CAR. The same procedures outlined above will apply. The Adjudicator may also move the matter to an IFC Accountability meeting based on the nature of the repeated issue.
- b. In the case of a second repeat issue (three violations within one semester), the chapter must participate in an IFC Accountability Meeting.

Pending Adjudication of Alleged Violations

Interim Restriction of an organization (restricting participating in recruitment activities, hosting social events, and chapter operations) may be imposed by the Associate Dean of Students for Community Standards and Student Support or their designee when there is reason to believe the action is necessary to maintain University functions or to protect the safety of individuals. An organization may request a review of this decision within 24 hours of receiving notice of Interim Restriction by following the procedures outlined in the Interim Restriction Policy of the Student Handbook.

Should a chapter be facing charges in the CAP, as a sign of cooperation and in lieu of the University placing an Interim Restriction on the organization, it is generally in the chapter's best interest to self-impose a restriction on events with alcohol pending conclusion of the investigation and CAP. The amount of time a chapter spends on their self-imposed restriction will be considered in the determination of the sanction and the length of any future restriction on events the chapter will receive.