



FRATERNITY AND SORORITY LIFE

COLORADO STATE UNIVERSITY

Best Practices for Accountability Boards

Board Preparation:

- Sufficient notice of a meeting
 - 1 week is ideal, unless otherwise determined by the national organization
- Accountability team gathers prior to the meeting with the individual member
 - Get on the same page in approaching the issue, identify the harm caused, the ripple effect, and the ways in which the individual might need to take responsibility for his/her actions
 - Develop a set of questions to start the conversation, knowing you won't be able to think of everything in advance because you haven't yet heard the members perspective on the incident

Accountability Meeting with Individual Member:

- Start by sharing what you know/what was reported to the board
- Give the individual member the opportunity to share his/her perspective
- Ask lots of open-ended follow-up questions to ensure you understand their viewpoint
- Focus on restorative questions and practices
- Ensure someone is taking notes
- Give all participants a chance to ask questions and participate in the process
- Tell the member you likely won't make a decision immediately; you'd like to think on it as a board and get back to them with a formal outcome letter
 - This gives board members a chance to process the information before making a rash decision or sanction

Sanctioning After the Meeting:

- Give members of the board a chance to process the information
 - If possible, build some time in for this and agree to meet at a later date/time to give members time to think of appropriate sanctions
- Sanctions should be educational in nature and should match the infraction
- What would be an appropriate sanction?
 - Referring students to campus resources, enlisting the help of your chapter's advisor, and educational workshops are all helpful sanctions. A 5-minute presentation on the topic to the chapter may not be the best way for an individual to learn from their mistakes
- Always consider the campus resources that could be helpful to this individual's growth. For example, if an individual is feeling disconnected to their major and have identified that their lack

of interest in their major is causing them to flounder, the accountability board could sanction that individual to meet with a Career Counselor in The Career Center to help them find a more appropriate major.

- Most services are covered by student fees, so don't be afraid to use campus resources!!
- Use caution when mandating treatment from an ethic of care
 - Instead of sanctioning X number of counseling sessions with CSU Health Network, require one set meeting and let the professionals make a judgment call from there.
- A formal outcome letter should be sent to the individual member
 - 1 week is ideal, unless otherwise determined by the national organization
- Consistent follow-through is critical
 - Ensure the sanction letter includes specific tasks, firm due dates, and opportunities for the member to connect back with the board for support and/or clarification

Joint Judicial Board Process

Board Meeting Preparation (Pre-Hearing)

- Report received and referred to the board
- Before meeting with the chapter:
 - Frame the incident
 - Discuss possible violations
 - Develop questions to:
 - address the incident,
 - learn more about what happened from the member's perspective, and
 - repair harm that may have been caused

Meeting with the Board (Hearing)

- The Chairperson of the board begins the hearing.
- Introductions of all in the room
- The Chairperson will explain the order of the hearing.
 - Review alleged violations
 - Member accepts or disputes responsibility for each alleged violation.
 - Ask a few general questions about the member's semester to build rapport, then get into the incident.
 - Let the member know up front that they won't leave with a decision at the conclusion of the meeting. The board will reconvene to discuss the outcome.
- Alleged violations are reviewed and either accepted or disputed. Any questions?
- Broad Questions [**Chair asks transition question**]
- Narrow/Focused Questions
- Restorative Questions
- Last comments from chapter?
- Explain next steps
 - Board needs to deliberate before making a decision
 - Outcome letter sent within 7 business days
 - Option to appeal using internal chapter processes

Board Decision-Making (Post-Hearing)

- Determine responsibility of alleged violation
- Discuss the root issue of the problem/what has to change

- Identify educational sanctions to support the chapter in making organizational change

No Action	Educational Workshops	Changes to Chapter Operations
Warning	Use of CSU Resources	Social Restriction
Restitution	Meetings with Officers	Referral to Student Resolution Center

- Aim to hold members accountable at the lowest level possible
- Outcome letter sent within 7 days of the hearing, with option to appeal.