

Φ Σ Π

ALPHA KAPPA STANDARD OPERATING PROCEDURES

Phi Sigma Pi National Honor Fraternity

University of North Carolina at Chapel Hill

Updated October 3, 2018

Purpose

- I. Because the Alpha Kappa Chapter of Phi Sigma Pi requires a set of guidelines to ensure that it conducts itself effectively and efficiently, the Siblings shall maintain a written set of policies to be included in this document to serve this purpose. Whereas the Chapter Bylaws are intended to include those policies that are meant to be a constant for the Chapter, these policies may include those ideas that are more flexible and subject to the beliefs of the Chapter in the short term. If any portion of these SOPs conflicts with the Alpha Kappa Bylaws or national governing documents, the Bylaws and national documents shall override the instructions of these SOPs.

Communication

I. External Communication

- a. The President shall be in charge of corresponding with National Headquarters and relaying all pertinent information to the rest of the Alpha Kappa Chapter. The Corresponding Secretary shall be in charge of submitting all official chapter forms and documents to the National Office. The Treasurer shall be responsible for submitting National Dues to the National Office. The President shall coordinate communication between the Executive Board and the Chapter Consultant. The Vice-President shall coordinate communication between Committee Chairs and the Chapter Consultant.

II. Internal Communication

- a. Alpha Kappa Chapter corresponds with its Members primarily through email. All information and updates pertaining to the Chapter are dispersed via the Alpha Kappa listserv, known as the Chapter Wrap-up (ChapUp). Sibling contact information is recorded by the Recording and Corresponding Secretaries. A record of alumni contact information is kept by the Alumni Chair.

SOPS: I-Panel

I. Time and Location

- A. The time and location of I-Panel shall be left to the discretion of the Recruitment Chair(s).

II. Voting Procedure

- a. The order of Potential New Members (PNMs) shall be randomized prior to the meeting by the Recruitment Committee Chairs. A visual aid of some kind that presents the PNM's photograph along with their name while they are being discussed is required.
- b. An accurate roll of all present Siblings shall be taken at the start of the meeting. The number of Yeses and Nos should be recorded for each vote via electronic ballot.
- c. The number of admitted PNMs shall be kept confidential until the end of I-Panel so as not to disadvantage those PNMs who are voted upon later in the meeting.
- d. All I-Panel votes are final. Once a votes result has been announced, the vote cannot be reconsidered.

III. Subrosa

- a. I-Panel shall be Subrosa. No communication devices should be used, except as allowed by the Recruitment Chair(s) or to contact the Parliamentarian or Mediators during a dispute. It shall be up to the discretion of the Recruitment Chair(s) what devices and uses will be permissible during the meeting. The Recruitment Chair(s) have the right to confiscate, for the duration of the meeting, devices if Siblings violate this policy.

IV. Hearsay

- a. No hearsay shall be permitted at I-Panel. Comments should relate only to matters a Sibling directly experienced, witnessed, or discussed with a PNM during the Recruitment Period. Exceptions in cases of egregiously negative experiences, either during or outside the Recruitment Period, should be brought to the Mediators. It is left to the Mediators' discretion whether to bring up these comments during I-Panel discussion.

V. Constructive Comments by Absent Siblings

- a. Siblings not present at the meeting for consideration in votes may submit constructive comments, provided that comments are not hearsay (see Section IV for exceptions). Mediators will vet all comments to ensure that they do not constitute hearsay and that they satisfy guidelines for constructive comments.
- B. Mediators, in collaboration with the Recruitment Chair(s), shall set the comment submission deadline. While there is no hard deadline for the submission of comments, Siblings shall be encouraged to submit them prior to the beginning of I-Panel. If comments are submitted during I-Panel, there becomes a risk that the PNM in question shall have already been discussed.
- C. The Mediators shall read approved comments regarding PNMs after reading the PNM's fact sheet during Pro/Con discussion.
- d. The Mediators shall set the standards for what constitutes constructive comments each semester. These expectations should be published at least one week before the first I-Panel of the semester.
- e. Siblings are heavily encouraged to submit comments if they are unable to attend I-Panel.

VI. Standards for Votes

- a. In a general sense, the I-Panel that governs movement from Open Recruitment to Closed Recruitment can be considered a tool to screen out those individuals who clearly either do not demonstrate the qualities we desire or demonstrate qualities we consider undesirable.

- b. The I-Panel that governs movement from Closed Recruitment to the Initiation Period can be considered to have much higher standards – while being admitted to Closed Recruitment is an indication that an individual has qualities Alpha Kappa desires, it is not a guarantee that a PNM will meet the standards of Phi Sigma Pi with respect to those qualities.
- c. In short, the Open Recruitment I-Panel screens out undesirable candidates, while the Closed Recruitment I-Panel selects the most desirable candidates.

VII. Officers and Committee Chairs

- a. The Parliamentarian and at least one Mediator shall be present through the entire duration of I-Panel.
- b. The Parliamentarian shall chair the meeting, keep the roll, and carry out the votes.
- c. The Recruitment Chairs are encouraged to offer facts regarding attendance, excused absences, or other background information of the Recruitment process if requested by a Sibling at I-Panel.

VIII. Recruitment Buddies

- a. Recruitment Buddies are Siblings who decide to give greater attention to a PNM or PNMs during the Recruitment process in order to answer the PNMs' questions, guide the PNMs through the Recruitment process, and evaluate them such that they can give an informative report of their qualities at the Closed Recruitment I-Panel.
- b. Recruitment Buddies are expected to attend I-Panel. The Recruitment Buddy will speak first for their PNM Recruitment Buddy or Buddies at I-Panel.

IX. Alcohol

- a. No alcohol shall be allowed during I-Panel. No Siblings shall “pre-game” I-Panel. Violations of these shall result in expulsion from I-Panel and therefore the inability to vote. If this happens, these Siblings are still encouraged to contribute to discussion by submitting comments.

House System

I. Description

- a. The House System shall consist of 4 houses. All siblings of Alpha Kappa shall be divided into these 4 houses, with the exception of the President, Vice President, Recording Secretary, House System Coordinator, and Mediator(s). Each House shall have a motto, a crest, House colors, and a mascot. Each House shall be lead by a House Head. The House System will be under the responsibility of the House System Coordinator.

II. Responsibilities of House Heads

- a. The position of House Head shall be a yearlong position. House Heads shall be responsible for encouraging House unity and participation, as well as maintaining their houses' traditions, colors, and mottos. Additionally, House Heads should hold at least one House event before the end of October in the fall semester and at least one

House event before the end of March in the spring semester. The House Head should bring their House's attendance sheets to all events or take steps to ensure its presence. Finally, the House Head is responsible for facilitating elections of future House Heads and acting as a non-voting participant.

III. Election of House Heads

- a. The current House Head shall hold elections of future House Heads within their House. Elections should be held after Ritual and Sorting, but before the end of the semester. House Head candidates must have been members of their house for a full semester prior to elections to qualify for the position of House Head. House members who have attended every event should be encouraged to run for Head of their House.
- b. In the event that a House Head wishes to become a committee chair, a special election should be held to determine their replacement.

IV. House System Coordinator

- a. The House System Coordinator position shall be a yearlong position. The House System Coordinator's primary role is to ensure that the House System runs smoothly and that the House Heads complete their duties. Additionally, the House System Coordinator must: assist the Recording Secretary with attendance, organize a collaborative event with one other committee per semester, and hold a short inter-house competitive event before Chapter once per month (such as an eating competition, trivia, etc.). The House System Coordinator shall attend the weekly Committee Chairs meetings and be subject to the same attendance requirements as a Committee Chair (see Article VIII).

V. Sorting

- a. Each new class of Siblings should be randomly distributed into the four Houses so that the Houses will have equal (or as close to equal as possible) membership the following semester.
- b. Sorting procedure shall be as follows: a hat should be placed on the head of the sibling to be sorted, the House System Coordinator should announce their new House, and the sorted sibling will receive a congratulatory certificate from their House Head. Sorting should be done before the first Chapter after Ritual (preferably immediately preceding Chapter to maximize attendance). Sorting is a required event for the new class of sibling and the House Heads, but members of all Houses should be encouraged to attend.

VI. Point System

- a. The House System Coordinator shall be responsible for maintaining the House Point System. Throughout the year, a running tally of point totals for all Houses will be kept and publicized (typically through the Chapter PowerPoint). Points are earned from attendance and participation throughout the year.

- b. Points will be determined at each event based on percentage of members attending. Each event will also be assigned a weight by The House System Coordinator. The formula for each House's points earned at an event shall be as follows: the inverse of a house's attendance ranking (out of the four houses) multiplied by 12 multiplied by the weight of the event. For example, if a House has the second highest attendance rating at an event with weight .5, that house will receive $3 * 12 * .5 = 18$ points.
- c. In Inter-House competitive events, the First Place House shall receive 5 points, the second place house shall receive 3 points, the third place house shall receive 1 point, and the fourth place house shall receive 0.
- d. For all required events, if a house member fails to attend without an approved excuse, their house shall receive negative points to be determined by the House System Coordinator. Any inactive or selectively active siblings will not be counted against their house's attendance percentage.
- e. Extra points can be awarded to a House if House members wear their House Colors to an Event. If all members of a house wear their colors, that house will receive 2 points. If at least half wear their colors, the house will receive 1 point. Other bonus points can be awarded by the House System Coordinator, provided they have publicly announced the bonus point opportunity in advance.

Inactivity

- I. In the event that a sibling appeals their inactivity request to the Executive Board, he or she will present their case to the Executive Board in person. Should the appellant not be able to be present or wish for a neutral party to present their case, the Mediators will be consulted and present the appeal. The Mediators will remain a neutral party when presenting the appeal.

Alternative Fines

I. Description of Alternative Fines

- a. If a Sibling cannot fulfill a semester requirement that warrants a fine, the Sibling may complete one of the alternative activities *or* pay the fine. Alternative activities correspond with the core principles of the requirements.

II. Alternative Fine Procedure

- a. **Ritual (\$25) or Retreat (\$25)**

- i. Non-Chair/Non-Executive Committee Option
 - 1. Complete a one-on-one with 50% of the initiate class. Submit a summary paragraph of each conversation to the Recording Secretary.
- ii. Chair/Executive Committee Option
 - 1. Serve as a chapter liaison for an initiate committee (minimum attendance of two initiate meetings) corresponding to your position (or past position)
- b. Two Recruitment Events (\$15)**
 - i. Attend one Meet Night
 - ii. Pit Sit for a total of one hour during Recruitment
- c. First Friday Recruitment Event (\$10)**
 - i. Attend all three other open recruitment event
 - ii. Attend 75% of recruitment events during closed Recruitment
 - iii. Attend an I-Panel
- d. Potluck (\$10)**
 - i. Be a Recruitment Buddy
 - 1. Attend Closed Recruitment
 - iii. Become a Big Sibling for the semester in hand
- e. One Scholarship Event (\$10)**
 - i. Facilitate a Leadership in Action seminar
 - ii. Present at scholarship event at the end of the semester
 - 1. Attend event
 - 2.. Deliver 10-15-minute presentation to the Membership
- f. One Service Event (\$10)**
 - i. Be a Sober Sibling for Ritual Party, Semiformal, or Formal
 - ii. Help Fellowship Committee set up and tear down Ritual Party, Semiformal, and Formal
- g. Chapter (\$10 for every chapter absence in excess of 20% of semester meetings)**
 - i. Attend an Executive Committee and Chair meeting for every missed chapter
 - 1. Exec or Chairs must attend two meetings of the other party
- h. A \$20 fine for late dues (plus \$10 for each two weeks after) will remain.**

Subrosa

I. Description and Application

- a. Subrosa is an expectation of confidentiality that applies to certain meetings, discussions, and events. When an event is considered Subrosa, no Sibling is allowed to relay details of that event to other Siblings or non-Siblings.
- b. The Subrosa policy shall automatically apply to elections; award granting; I-Panel; votes on Initiates; judicial proceedings (such as Judicial Boards, review of Judicial Board punishments, and discussion on expulsion of a member); and discussions with Mediators. Subrosa may also be applied to periods of executive session occurring during regularly scheduled meetings, committee chair meetings, or executive board meetings.
- c. A Sibling present for any meeting or discussion that is considered Subrosa must not divulge details of the proceedings, discussion, or present members to Siblings who were not present, except as otherwise provided by this policy.
- d. All means of marking attendance shall be Subrosa and therefore not shared with Siblings not present at any Phi Sigma Pi meeting calling for attendance to be taken.

II. Mediators and Subrosa

- a. Any discussion with a Mediator who is acting in their official capacity is considered Subrosa.
- b. Specific, identifying details of the discussion must be held confidential by both the Sibling and the Mediator, unless the Sibling requests that the Mediator approach other Siblings for conflict resolution purposes that necessitate divulging identifying information or there is mutual, explicit agreement between the Mediator and the Sibling to abandon Subrosa for that conversation or portions thereof.
- c. It shall not constitute a breach of Subrosa for a Mediator to divulge non-identifying information to Siblings for the purpose of resolving conflicts or complaints within the fraternity.
- d. Discussing Subrosa information with a Mediator will not constitute a breach of Subrosa. If a Sibling wishes to report a breach of Subrosa or discuss, with the Mediator, the actions of another Sibling at a Subrosa gathering, discussion, or event, they will not be breaking Subrosa in the process.
- e. If a Mediator relinquishes their position for any reason, they are treated as a normal Sibling and may not share Subrosa information with any Sibling except as necessary for Judicial Board proceedings or to discuss conflicts with the current Mediators.

III. Judicial Board and Subrosa

- a. When petitioning the executive board for approval of a Judicial Board against a

Sibling, a Mediator may convey information in a general, hypothetical sense so long as they do not reveal information about which Sibling or Siblings are involved.

- b. When a Judicial Board is convened, it may be necessary for individuals, in particular Mediators but also any testifying Siblings present at Subrosa events, to break confidentiality to relay information to the Judicial Board. This will not be considered a breach of the Subrosa policy. However, all members of the Judicial Board; all individuals giving testimony; the accusing and accused persons; and any other individuals present for the proceedings must keep confidential any information they learn during the Judicial Board.

IV. Violations of Subrosa

- a. It is the responsibility of any Sibling who witnesses a breach of Subrosa to report the incident to a Mediator. Any Sibling who receives confidential information from a Subrosa discussion must not repeat the information exposed; however, relaying the information to the Mediator will not constitute a breach of Subrosa.
- b. Breaches of Subrosa will carry, at minimum, one semester of probation in which the Sibling may not hold office nor attend Social events, may not hold an elected position, and may not vote in meetings.
- c. If a Judicial Board recommends expulsion as punishment for a breach of Subrosa, the Membership can only be told of the fact that a breach of Subrosa occurred and for which type of meeting confidentiality was broken.

Judicial Board

I. Constitution of a Judicial Board Proceeding

- a. If someone is convicted of violating a University or State/Federal law, they can be brought up for expulsion or other punishment through Judicial Board proceedings. Examples include, but are not limited to, counts of plagiarism, academic dishonesty, sexual misconduct, DUIs, felony offenses, etc.
- b. With the exception of the above statement, only issues that come under the direct jurisdiction of Phi Sigma Pi can be brought up for Judicial Board. Examples include, but are not limited to, alleged violations of Bylaws or risk management policy, alleged hazing, outstanding fines, breaching Mediator confidentiality/Subrosa, etc.

II. How to Convene a Judicial Board

- a. If an issue is brought to the Mediators' attention that potentially warrants a Judicial Board, then the Mediators may conduct some preliminary investigation and speak with parties involved to determine whether or not there is sufficient evidence to ask the Executive Board to vote to convene a Judicial Board. The extent of this preliminary investigation is up to the discretion of the Mediators. The Mediators are

the only ones who can bring up the Judicial Board to the Executive Board for a vote. The only exception is for outstanding dues/fines, in which case the Treasurer can ask the Executive Board to vote to convene a Judicial Board (however, the Mediators still handle the following Judicial Board proceedings).

- b. It is the job of the Mediators to broach the alleged violation with the Executive Board. At this point in the investigation, the issue must be addressed without revealing any confidential information such as names of parties involved, specific circumstances, etc. The nature of the violation will be discussed only in as much detail as the Executive Board would need to make a knowledgeable decision of whether or not to hold a Judicial Board proceeding.
- c. It will require a simple majority vote of the Executive Board to approve the proposed Judicial Board. Executive Board members with serious conflicts of interest are strongly encouraged to abstain from voting and from serving on Judicial Board.
- d. If the Executive Board fails to approve the Judicial Board, the Mediators have the right to initiate a new vote if additional evidence surfaces regarding that particular situation.
- e. If the Executive Board approves a Judicial Board hearing, then they immediately decide a date/time/location for the Judicial Board and then the steps outlined below will be taken in order to carry out the Judicial Board proceedings.

III. Prior to a Judicial Board

- a. The fact that a Judicial Board has been convened will not be announced to the general Membership. Only the defendant, the Judicial Board members, and potential witnesses (see below) will be notified, and it is their responsibility to keep the Judicial Board confidential.
- b. Anonymity of the defendant(s) and all witnesses will be maintained up until the actual Judicial Board proceedings from everyone, with the exception of the Mediators.
- c. The defendant has the right to compel witnesses with the understanding that discussions pertaining to the issue are confidential in such a context. The Siblings approached by the accused as witnesses must maintain the confidentiality outlined above whether or not they choose to testify at the Judicial Board.
- d. The defendant must provide the Mediators with a list of witnesses at least 72 hours in advance of the Judicial Board. Mediators may wish to speak directly with the witnesses before the Judicial Board hearing.
- e. The Mediators may call witnesses to testify on behalf of the Membership, essentially in opposition to the defendant.

IV. Judicial Board Notification and Excusal Procedures

- a. The Judicial Board will consist of one fully active Sibling in good standing from each Initiate class plus an equal number of Executive Board members (also active and in good standing). Executive Board members will not be considered part of their Initiate class. In the case of a class consisting of fewer than three Siblings, they will be considered part of the class with the next highest seniority.
- b. Within 24 hours of the approval of Judicial Board proceedings by the Executive Board, the Mediators must randomly select members for Judicial Board and notify these Siblings. They must also choose alternates in the event that originally selected members are unavailable. Each originally selected Sibling must have a single, specific alternate from their class.
- c. Also within 24 hours of the approval of Judicial Board, the Mediators must notify the defendant. If no response is given, repeated notifications and attempts of contact will be made at the discretion of the Mediators.
- d. The official notification to the defendant should include the charges in as much detail as the Sibling would reasonably need to prepare a defense and to compel witnesses to testify on their behalf.
- e. The notifications outlined in Sections XV and XVI above should also include all informational documents pertaining to a Judicial Board, such as the Judicial Board Standard Operating Procedures.
- f. The notifications outlined in Sections XV and XVI above should be given reasonably in advance. This is up to the discretion of the Mediators.
- g. Siblings selected for Judicial Board as well as alternates must submit requests for excusal from Judicial Board duty within 48 hours of their notification. These excuses will either be approved or denied by the Mediators (sole discretion of the Mediators and only approved in extreme cases).
- h. If both the original member as well as their alternate have valid excuses, then the Mediators will randomly select another Sibling to serve on Judicial Board and notify this Sibling within 24 hours of the approved excuse.
- i. If a Sibling refuses to participate on Judicial Board without the permission of the Mediators, or does not show up to Judicial Board without a valid excuse, this Sibling will more than likely face punitive consequences.

V. Judicial Board Procedures

- a. The President shall preside over the Judicial Board proceedings. He/she will essentially act as a judge.
- b. The case will be explained to the members of the Judicial Board by the Mediators.
- c. If the defendant chooses not to attend the Judicial Board, then he or she may submit a written statement to be read by the Mediators.

- d. Witnesses for the defense will make their statements, and then will leave for good.
- e. Witnesses in opposition to the defense will then make their statements, and then will leave for good.
- f. Witnesses may send in written statements, to be read by the Mediators, if they have a valid excuse for missing the Judicial Board (validity of excuse will be at the discretion of the Mediators).
- g. The defendant is then notified of the testimonies/statements brought against him or her and given a chance to respond to them (if the defendant chooses not to attend the hearing, he or she will essentially be forfeiting this right).
- h. After all testimonies/statements/responses are given, only the Judicial Board members, President, and Mediators will remain. There will be a debate among the Judicial Board members regarding the guilt or innocence of the accused. The President will also preside over this debate.
- i. The members of the Judicial Board will vote on the Sibling's guilt or innocence. The vote will be based on a preponderance of evidence and will be passed by a simple majority.
- j. The President will vote only in the case of a tie.
- k. The Mediators will remain completely neutral and will not vote.
- l. If the verdict reached is guilty, then members of the Judicial Board will decide on a punishment for the accused. The Mediators will recommend a punishment if requested by the Judicial Board members.

VI. Conviction by Judicial Board

- a. Guilt and punishment must be addressed separately.
- b. Conviction of guilt is by a preponderance of evidence. The vote requires a simple majority, with the President voting in case of a tie.
- c. If found guilty, a motion will be made to propose a punishment. The Mediators may recommend a punishment if requested by the Judicial Board members. A motion to vote on the punishment will then be made. The vote requires a simple majority, again with the President voting in case of a tie. If this threshold is not met, the Judicial Board members will re-enter punishment debate until another motion is made.
- d. If the Judicial Board members vote for expulsion, they will also have an alternate punishment in case the general Membership does approve the expulsion.
- e. Expulsion requires a 2/3 vote of all fully active Siblings in good standing.

VII. Maintaining Judicial Board Confidentiality after a Judicial Board

- a. All those involved with a Judicial Board (including Judicial Board members,

- defendants, witnesses, etc.) absolutely cannot discuss anything pertaining to the Judicial Board (persons involved, statements, proceedings, etc.), including the fact that they were even involved in the proceedings at all. This information is all sub-rosa. Violations of sub-rosa is worthy of a Judicial Board and potential expulsion.
- b. After the completion of a Judicial Board in which the defendant was found not guilty, no information about the Judicial Board will be announced to the Membership, including the fact that Judicial Board proceedings took place.
 - c. After the completion of a Judicial Board in which the defendant was found guilty but the punishment is not expulsion, the guilty Sibling may request that everything, including the fact that a Judicial Board took place, remains confidential (however, appropriate officers may be notified in order to ensure that punishments are enforced and respected).
 - d. After the completion of a Judicial Board in which the defendant was found guilty and the punishment was expulsion, the general Membership will be made aware of the charges and basic evidence/testimonies on both sides so that they can vote, but the identity of the guilty Sibling must absolutely be kept confidential. If the general Membership does uphold the punishment of expulsion, they will be made aware who the expelled Sibling is. If they do not, it is up to the guilty Sibling whether or not their identity and punishment are made public.

VIII. Follow-Up to a Judicial Board

- a. The defendant will be notified of their verdict and, if necessary, their punishment, within 24 hours of the conclusion of the Judicial Board.

Committees

I. Transitional Committees:

- a. **Intentional Programming** shall be an ad hoc committee responsible for planning and carrying out activities (internally and externally) that express Phi Sigma Pi's commitment to diversity and inclusion. This committee shall work with other committees to ensure that all other committee events are being planned in a manner consistent with Phi Sigma Pi's non-discrimination and inclusion policies.