



Delta Sigma Pi

CHAPTER OPERATIONS MANUAL:

Individual Discipline Policy

Updated as of
June 2018

Delta Sigma Pi Fraternity
Central Office
330 South Campus Avenue
Oxford, OH 45056
513-523-1907
www.dsp.org
centraloffice@dsp.org

TABLE OF CONTENTS

INTRODUCTION	2
Purpose	2
Contents	2
Additional References	2
Reasons for Having a Discipline Policy	2
Disciplining a Chapter Officer	3
AVOIDING TRIALS	5
GETTING STARTED	6
Confidentiality of Trials	6
Determine Who Can Have a Trial	6
Determine the Trial Type	6
Trial Minutes	7
Documentation	8
Return of Badge and Certificate of Membership	8
PENALTIES	9
Votes Needed for Penalties	9
Factors to Consider When Choosing a Penalty	9
EXECUTIVE TRIALS	11
Overview	11
Timeline	11
Executive Trial Committee Members	11
STEP-BY-STEP FOR CONDUCTING AN EXECUTIVE TRIAL	12
Step 1 - Brother Prefers Charges in Writing to the Chapter President	12
Step 2 – The Executive Committee Decides On Validity of the Trial and Which Type of Trial to Conduct	12
Step 3 - The Trial Secretary Notifies the Accused of the Executive Trial	12
Step 4 - The Executive Trial Committee Conducts the Executive Trial	12
Step 5 - Trial Secretary Officially Notifies the Accused of the Executive Trial Results	14
Step 6 - Trial Manager Notifies the Chapter of Executive Trial Results	14
Step 7 - Submit Trial Information at www.dspnet.org	14
Step 8 – Keep All Trial Documents in Case of an Appeal	14
CHAPTER TRIALS	15
Overview	15
Timeline	15
Chapter Trial Participants	15
STEP-BY-STEP FOR CONDUCTING A CHAPTER TRIAL	16
Step 1 – Brother Prefers Charges in Writing to the Chapter President	16
Step 2 – The Executive Committee Decides on Validity of the Trial and Which Type of Trial to Conduct	16
Step 3 – The Trial Secretary Notifies the Accused of the Chapter Trial	16
Step 4 – The Chapter Conducts the Chapter Trial	16
Step 5 – Trial Secretary Notifies the Accused of the Chapter Trial Results	18
Step 6 – Submit Trial Information at www.dspnet.org	18
Step 7 – Keep All Trial Documents in Case of an Appeal	19
ADDITIONAL POLICIES FOR CHAPTER TRIALS	20
BOARD TRIALS	21
Deciding to Have a Trial	21
Trial Roles	21
Notify the accused of trial	21
Notify the accused of the trial results	21
Voting	23
APPEAL PROCESS	24
Overview	24
Reasons for Appeal	24
Timeline	24
STEP-BY-STEP FOR APPEALING AN EXECUTIVE TRIAL TO THE CHAPTER	24
STEP-BY-STEP FOR APPEALING A CHAPTER TRIAL TO THE PROVINCIAL DISCIPLINE COMMITTEE	25
STEP-BY-STEP FOR APPEALING TO BOARD OF DIRECTORS	26
APPENDIX 1- Letter Preferring Charges	27
APPENDIX 2- Declaration of Guilt	28
APPENDIX 3- Letter Notifying the Accused of Executive Trial	29
APPENDIX 4- Letter Notifying Accused of Executive Trial Results- Not Guilty	31
APPENDIX 5- Letter Notifying Accused of Executive Trial Results- Expulsion	32
APPENDIX 6- Letter Notifying Accused of Executive Trial Results- Fine, Reprimand, Probation, or Suspension	33
APPENDIX 7- Letter Notifying the Accused of the Chapter Trial	34
APPENDIX 8- Letter Notifying Accused of Chapter Trial Results- Not Guilty	36
APPENDIX 9- Letter Notifying Accused of Chapter Trial Results- Expulsion	37
APPENDIX 10- Letter Notifying Accused of Chapter Trial Results- Fine, Reprimand, Probation, or Suspension	38
APPENDIX 11- Blank Trial Minutes	39
APPENDIX 12- Sample Executive/Chapter Trial Minutes	42
APPENDIX 13 – How-to Guide on Reporting Trials Online	44

INTRODUCTION

Purpose

The purpose of this manual is to outline the policies and procedures for discipline of members of Delta Sigma Pi. It also includes helpful information on how to avoid trials and how to conduct trials properly.

Contents

This manual contains:

- Description of the types of trials
- Policies related to trials including allowable charges and penalties
- Step-by-step instructions on the Executive and Chapter Trial processes
- Policies about conducting a Board Trial
- Step-by-step instructions on how to appeal a trial
- Sample documentation

Additional References

The following documents should be referenced while using this manual:

- Delta Sigma Pi National Bylaws-
 - **Article XIII Discipline of the Individual. Section 1. Types of Offenses and Penalties** --- Any member who violates the oath of allegiance to Delta Sigma Pi, breaks the Laws of this Fraternity, or any chapter with which the member is affiliated, or who acts in a manner unbecoming a member of this Fraternity, or who engages in, participates in, consents to, aids or abets any act or acts of disloyalty or conduct, or who is delinquent for any sum of money past due or who fails to discharge financial obligations to the chapter with which affiliated or this Fraternity, or who does anything, or causes anything to be done that, in the opinion of the Board of Directors, is prejudicial to the best interests of this Fraternity or any of its chapters, shall be subject to fine, reprimand, probation, suspension or expulsion. Discipline of individuals shall be in accordance with the provisions of the Laws of this Fraternity.
 - **Article XII Membership and Initiation. Section 16. Good Standing** --- Members shall be in good standing provided they are not indebted to the Grand Chapter or the Central Office for any sum of money past due and are not on probation or suspension by this Fraternity and are in compliance with the eligibility requirements for participation in activities, as set forth in their respective school's policy.
- Robert's Rules of Order- The above Fraternity laws and the content of this manual overrule any conflicting information in Robert's Rules of Order or similar publications.

Reasons for Having a Discipline Policy

Although Delta Sigma Pi is a brotherhood, we are also an association of members. Members of associations generally understand that they must act responsibly and honor the commitments they have made. A membership organization should expect its members to honor those commitments and has the ultimate right to make and enforce its own rules, and require that its members refrain from conduct detrimental to the organization or its purposes.

We are all forced to make choices everyday, especially about allocating our time among many obligations, including family, school, and work. Sometimes, for whatever reason, one of our brothers may fail to live up to their commitment to Delta Sigma Pi. When that happens, we must step in and assist the brother as best we can. Occasionally, our help is ineffective, or is rejected and the brother continues to ignore the commitments he/she made upon initiation. It is then that formal disciplinary action is required to correct and redirect the brother's behavior in accordance with the Laws of Delta Sigma Pi.

Some may see this as "unbrotherly." Remember, discipline doesn't always mean a trial and it doesn't always mean expulsion. What it does mean is telling brothers that they are not "carrying their weight," helping them "carry that weight" and, if necessary, punishing them for not doing so.

Whenever a brother fails to meet one or more of the responsibilities of membership, the reasons for the failure should be thoroughly investigated. There are times when severe illness, extreme financial hardships, scholastic difficulties or severe personal problems can cause a member to neglect his/her obligations to the chapter. In such cases, our Ritual and the spirit of brotherhood urges us to understand the situation, work with it and provide the help and understanding that the brother may need. The chapter and its members must determine when the reasons for a brother's failure are real, and when they are simply excuses. Each case must be judged on its individual merits.

Our members are only human, and thus have human failings. Our members can reflect both the best and the worst of society. In extreme cases such as those involving violence, hazing, or criminal activity, Fraternity members **may** be quickly charged, tried and even expelled under this Discipline policy. These types of cases are rare so the remainder of this section will address the more common disciplinary situations. Except in these extreme cases *a trial should generally be the last step*. Chapters should do everything in their power to resolve "issues" with individuals without resorting to a trial.

When it appears that a trial may become necessary, proper and tactful handling of the matter is of prime importance. It is usually in the chapter's best interest to first make every effort to obtain a satisfactory solution to the matter quietly and informally.

All brothers have a right to expect that charge(s) made against any brother should be based on reasonable grounds. The accused brother has the right to due process. Thus, he/she has the right to be informed of the charges, to have time to prepare a defense, to appear and defend himself/herself, to appeal the chapter's actions and to be treated fairly throughout the process. Although they may appear complicated, the Fraternity's Discipline policies and procedures, as contained in this manual, are designed to protect the rights of all members and must be strictly followed by all chapters.

Disciplining a Chapter Officer

A chapter officer, being a member of the chapter, can be disciplined like any other member of the chapter. However, the only way that a chapter officer can be removed from office through a trial is if the penalty assessed is probation, suspension or expulsion. If the penalty assessed is fine or reprimand, the person will remain in office. A member may be temporarily removed from office due to probation terms or a suspension. The other (and recommended) way for a chapter officer to be removed from office is through impeachment and recall. The process for this can be found in Section B of the National Policies and Procedures Manual (listed below).

- **Policy 4. Impeachment of Elected Chapter Officers**—If any three (3) members of the chapter Executive Committee (or any 5 chapter members) feel that an elected officer should be removed from office, they must submit a motion to the chapter in writing including all charges against the officer and signed by all 3 or 5, respectively. If at least 51% of the members in good standing, present and voting, approve the motion, the chapter will determine a date for the recall proceedings. Such recall proceedings must be held within a reasonable time of the impeachment motion. Proper notice of such proceedings must be given to the officer in question and the collegiate members of the chapter. The officer in question is temporarily suspended from their duties until the proceedings are held. The president appoints a member to perform the duties of the office until the outcome of the recall proceedings is determined.
- **Policy 5. Recall of Elected Chapter Officers**—The chapter members must vote on the recall of an elected officer after proper notice is given. A two-thirds (2/3) vote of the members in good standing, present and voting is required to recall an elected chapter officer. If an officer is removed, policies concerning filling vacancies are then followed.
- **Policy 6. Vacancies**—If a temporary vacancy occurs as a result of action taken through individual discipline, the president must propose an interim candidate to the chapter's executive committee for approval. A majority vote of executive committee members is required to approve the candidate as an interim officer.

If a vacancy occurs in any elected chapter office for any other reason, the chapter must hold a special election for the vacated office. Prior to holding the special election, it may be necessary for the president to appoint another member to temporarily assume the duties of the vacated office.

If the vacated office is the president, then the senior vice president assumes the responsibilities of the president until a new president is elected or appointed in accordance with this policy.

AVOIDING TRIALS

The best alternative to trials is to avoid them completely. This does not begin with your current membership, but instead starts with recruiting prospective members and continues during the pledging process. All potential members need to understand the commitments they will be asked to agree to during initiation before they are initiated into the Fraternity. Once members accept these commitments, it is then the responsibility of the chapter to keep those members motivated to live up to them.

The most common reasons for trials are:

- Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
- Non-participation in chapter events or meetings

The best ways to make sure members pay all financial obligations are:

- To make them affordable for all members
 - Fundraise, Fundraise, Fundraise
 - Request financial assistance from your business school or university for programming and traveling to events
 - Ask for donations from alumni members
 - To create a payment plan for members who have difficulty paying

The best ways to make sure members attend chapter events are:

- Avoid chapter attendance policies that can only be enforced by trials. Some chapters set up incentive programs that reward or recognize members for reaching attendance goals.
- Give members motivation to attend chapter events.
 - Offer events that are interesting to the majority of the chapter.
 - Delegate responsibilities to every member in the chapter.
- Use peer pressure to encourage members to attend. Call members to personally invite them to events.
- Set up peer counseling meetings for members who are not participating actively in events. Chapter members might be able to help others with time management and scheduling.
- Combine chapter events so that members do not have to make as many time commitments for chapter events. A few examples include:
 - Having a professional speaker at a chapter meeting.
 - Donating a percentage of proceeds from a fundraiser to a charitable organization.
 - Asking alumni to present a professional topic.

What do other chapters do as an alternative to a trial? There is no “sure fire” method that will work in all situations or for all chapters. With experience, you will be able to determine which approach is most effective with your chapter membership. Approaches that have been successful include:

- “One-on-one” counseling by a big brother or other close chapter member
- Use of a “Standards” or similar committee to track member responsibilities and discuss problems with the member
- Use of the chapter's executive committee to investigate problems
- Use peer pressure to encourage members to attend events- If everyone else is doing it, maybe you should to.

When all of the chapter's informal approaches have failed, it may be necessary to conduct a trial. Although some chapter members may feel that such action is in opposition to the ideals expressed in our Ritual, it is important to remember that each of us assumed the same obligations of membership at the time of initiation. It is not fair for the delinquent member to call himself/herself a Deltasig as you do, when you are attending chapter functions, meeting all financial obligations and giving of yourself through work, effort and interest, and he/she is not. Who is living up to their promise to the Fraternity, and who is not?

GETTING STARTED

Confidentiality of Trials

The trial and any part of a meeting where charges are read or voted upon must be held in EXECUTIVE (CLOSED) SESSION. Additionally, attendance at the trial is limited to the chapter's members, the chapter advisor, national officers, and Central Office staff. Alumni and pledges are only permitted to attend a collegiate chapter trial if they are called as witnesses and then can only stay during questioning.

This is strictly Fraternity business and must not be discussed outside of the chapter except with those who have a right to know. The trial and penalty should be discussed only with:

- Brothers who attended the trial
- Chapter members who were absent
- Fraternity officials

A chapter trial is not a legal proceeding and cannot, and is not intended to, legally establish the guilt of the accused, as understood in a court of law; it can only establish his/her guilt as affecting the chapter's or Fraternity's judgment of his/her conduct as a member.

If a university or college official has questions/concerns about a disciplinary action they should contact the Central Office.

If the penalty is expulsion, the chapter may disclose the fact that the person is no longer a member, but only to the extent necessary to protect the chapter, the Fraternity or other organizations. However, neither the chapter, nor any brother, has the right to make public the charge(s) or to reveal any other details connected with the matter.

DISCIPLINARY ACTIONS ARE THE PRIVATE INTERNAL BUSINESS OF THE FRATERNITY AND ARE TO BE KEPT PRIVATE AND INTERNAL. UPON INITIATION, FRATERNITY MEMBERS AGREE TO RESPECT AND FOLLOW THE CONFIDENTIALITY OF FRATERNITY MATTERS INVOLVING MEMBERSHIP.

Determine Who Can Have a Trial

Only the Fraternity's Board of Directors or a collegiate chapter may conduct a trial. The Board of Directors may conduct a trial for any brother in the Fraternity. A collegiate chapter may only conduct a trial for a collegian affiliated with that collegiate chapter. Alumni chapters may not conduct trials and must refer any disciplinary issues to the Grand President for resolution according to policy. **Provincial Discipline Committees can only conduct appeal reviews for trials conducted by collegiate chapters.**

Type of Member to be Tried	Executive Trials	Collegiate Chapter	Board of Directors
Grand Officer	NO	NO	YES
District Director	NO	NO	YES
Alumni, Faculty, or Honorary member	NO	NO	YES
Collegian not affiliated with your chapter	NO	NO	YES
Collegian affiliated with your chapter	YES	YES	YES

Determine the Trial Type

Once you determine if you can conduct a trial for the person in mind, you now must determine which type of trial is more suitable. A collegiate member affiliated with your chapter may only be charged using one of two trial methods (Chapter Trial or Executive Trial) for a given set of charges and specifics, except where an Executive Trial is appealed to the chapter. It is up to the chapter's Executive Committee as to which format is used.

Executive Trial

Executive Trials are meant to reduce the amount of Chapter Trials that the entire chapter has to conduct. Since these trials are conducted by a small number of members in the chapter, the charges that can be preferred for an Executive Trial are limited. The charges are based on the records of the Vice President-Finance and Vice President- Chapter Operations. Any of the penalties outlined in the National Bylaws (fine, reprimand, probation, suspension, or expulsion) may be assessed (see page 9). Outcomes of Executive Trials may be appealed to the chapter, which then conducts a Chapter Trial (see page 15).

An Executive Trial is conducted by pre-determined chapter executive officers (see page 11) and can only be used for the following offenses:

- Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
- Non-participation in chapter events or meetings

The Executive Trial Committee must vote on both guilt and penalty for each accused member.

For more information about Executive Trials, turn to page 11 or contact your District Director, Regional Vice President, or the Central Office.

Chapter Trial

Chapter trials are meant to be used for severe offenses committed by members or for members to appeal Executive Trial decisions. Any of the penalties (fine, reprimand, probation, suspension, or expulsion) may be assessed (see page 9).

A Chapter Trial is conducted by the entire chapter and can be used for the following offenses (See Bylaws Article XIII. Section 1):

- Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated
- Acting in a manner unbecoming a member of this Fraternity
- Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct
- Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
- Non-participation in chapter events or meetings

The chapter must vote on both guilt and penalty for each accused member.

For more information about Chapter Trials, turn to page 15 or contact your District Director, Regional Vice President, or the Central Office.

Trial Minutes

The chapter should keep detailed minutes of each trial. The trial minutes should include the following information (For a detailed sample, see Appendix 11):

- Date of Trial
- Accused Member's First and Last Name
- Names and Positions of Trial Officers
- Whether accused was present, absent, and/or submitted a declaration
- Names of Representatives and witnesses, if any
- Charge(s) and Specifics for Each Accused Member
- Plea of Accused for Each Charge
- Brief Summary of Chapter's Position
- Brief Summary of Accused's Defense
- Brief Summary of Additional Discussion
- Results of Guilt Vote for Each Charge
- Penalty Assessed, if any
- Details of Penalty

Documentation

- The trial and penalty cannot be recognized by the Fraternity until trial information is received by the Central Office. This is especially important in the case of an expulsion - the expelled person will continue to be recognized as a brother until the required trial information is received. If the chapter does not submit trial information, the chapter's decision will not be accepted or processed by the Fraternity. Trial information is to be submitted online through the Members Module of the Hub by the 15th of the month following the trial. At the time a chapter remits national dues payment, all enrolled collegiate members who have not been recognized as expelled on the records of the national Fraternity must pay national Fraternity dues. Refer to the policy and procedures manual. Section R: Finance and Investments, Policy 2. "Current Collegiate Dues."
- In the event a Chapter Trial is appealed, the chapter may be requested to provide additional supporting trial documents.
- It is suggested that the chapter maintain all trial documents for at least 6 months.
- Trial minutes will be provided to all trial participants and Fraternity leaders upon request.

Return of Badge and Certificate of Membership

- All badges and the certificate of membership held by any member who is expelled are to be returned to the Central Office. Any badges and certificates returned to the chapter are to be forwarded to the Central Office. The Executive Director may, on behalf of Delta Sigma Pi, take legal action to ensure the return of the badge and certificate of membership of anyone expelled. All badges have been leased, not purchased, and remain the property of Delta Sigma Pi at all times.

PENALTIES

National Bylaws (Article XIII, Section 1) allow the following penalties to be given:

- **REPRIMAND** - A reproof given in the form of a formal censure intended to correct a fault and given orally and in writing to the member being reprimanded.
- **FINE** - A sum of money paid by the member. The specific amount and due date for payment must be set in the motion adopting the fine.
- **PROBATION** - A period of time during which the member must meet certain specific obligations or requirements determined by the chapter or Fraternity Board of Directors. The specific conditions of the probation must be included in the motion approving the probation. These conditions can include temporary removal from office. If a member is removed from office, that person may return to office after the period of probation as long as his/her term in office has not been completed. National Fraternity dues are still owed for any brother on probation.
- **SUSPENSION** - Temporary removal of the member from office and privileges; the member is no longer recognized as a participating member and not allowed to attend any Fraternity function. The specific length of time of the suspension must be stated in the motion. If a member is removed from office, that person may return to office after the period of suspension as long as his/her term in office has not been completed. National Fraternity dues are still owed for any brother on suspension.
- **EXPULSION** - The accused is no longer a member of Delta Sigma Pi.

Penalties, except expulsion, may be combined with other penalties. Expulsions should not be combined with any other penalties. The chapter should also consider restitution when deciding on penalties (see below).

Votes Needed for Penalties

The following table outlines what percentage of vote is required to establish each penalty:

Penalty	Executive Trial Committee	Chapter Trial	Board Appointed Trial Committee	Board Trial
Reprimand	Majority	Majority	Majority	Majority
Fine	Majority	Majority	Majority	Majority
Probation	Majority	Majority	Majority	Majority
Suspension	Majority	Majority	Majority	Majority
Expulsion	Unanimous	Four-fifths	Unanimous	Three-fourths

- A **majority vote** of all chapter members in good standing and present (the accused not voting), at a regular or special meeting where quorum is present, is required to reprimand, fine, place on probation or suspend any member of the Fraternity during a Chapter Trial.
- A **majority vote** of members of the Executive Trial Committee, the Board of Directors, or Board appointed Trial Committee is required to reprimand, fine, place on probation or suspend any member of the Fraternity during an Executive Trial or Board Trial.
- A **four-fifths (4/5) vote** of all chapter members in good standing and present (the accused not voting), at a regular or special meeting where quorum is present, is required to expel any member of the Fraternity during a Chapter Trial.
- A **unanimous vote** of members of the Executive Trial Committee or Board appointed Trial Committee (no matter how many members) is required to expel any member of the Fraternity.
- A **three-fourths (3/4) vote** of the Board of Directors is required to expel the member on trial during a Board Trial or to overturn an expulsion on appeal.

Factors to Consider When Choosing a Penalty

When deciding on a penalty, there are many things that you will need to consider. The Executive Trial Committee or chapter will need to consider which penalty will have the desired results on the accused member's behavior. Some penalties are better suited for certain offenses. Over time, each chapter will determine which penalties or

combinations of penalties best work for its members. It is suggested that chapters consider and develop a recommended “penalty guide” for various offenses to help guide their Executive Trial Committee in suggesting penalties for discussion and vote. Local circumstances will dictate what is appropriate, so no recommendation is provided by the National Fraternity. For example, if a member has not paid their dues, the same person will probably not pay a fine either. Since they have not paid their dues, it might be best to suspend them from any Fraternity activities for a specific amount of time or until those dues are paid. If a member paid their dues late, however, the chapter might consider a fine, which would be equivalent to a late fee.

If a member misses a couple of events but has paid dues, you might consider reprimanding him/her at first. If the member continues to miss events, the chapter might consider penalizing with a small fine for each event missed or placing the member on probation.

For members who violate the risk management and conduct policy, suspension might be the chapter’s best choice for a penalty. This will remove the member from situations where he/she might make further risk management or conduct violations.

Expulsion should only be used in extreme circumstances, such as those members who have not paid dues and not attended events over a long period of time, and those that commit more serious violations of risk management or personal misconduct. Other penalties or methods of discipline and motivation should be tried first.

The chapter should also consider the idea of restitution, meaning payment for any loss or damage. If a member damages a \$500 chapter computer, which costs \$100 to fix, the chapter should consider requiring restitution of \$100 *plus* any additional fines or penalties.

EXECUTIVE TRIALS

Overview

An Executive Trial is a distinct discipline process separate from Chapter Trials used to discipline alleged offenses limited to charges for non-participation and financial obligations. Since the Executive Committee decides whether the trial will be conducted by the Executive Trial Committee or the chapter, they might still decide that the chapter handles offenses concerning non-participation and financial obligations. This might be particularly true for smaller chapters that can complete trials efficiently. Executive Trials exist to offer an efficient alternative to a Chapter Trial, while still providing an effective form of discipline. A brother may only be charged using one of the trial methods (Chapter Trial or Executive Trial) for a given set of charges and specifics, except where an Executive Trial is appealed to the chapter.

Timeline

The Executive Trial Committee has 60 calendar days from the day that the Chapter President receives the charges to complete the Executive Trial. All notifications must be given in a fair and reasonable timeframe.

Executive Trial Committee Members

To hold an Executive Trial there must be 3 or 5 Executive Committee members present to form the Executive Trial Committee. (Each chapter must choose how many members will serve on its Executive Trial Committee based on local circumstances). The Chapter President, Vice President- Chapter Operations, and Vice President- Finance are the primary Executive Trial Committee members. If the chapter chooses to have more than 3 members on the committee or in the event any of the primary Executive Trial Committee members are unable to participate with the Executive Trial, the next ranking Executive Committee member present shall serve on the Executive Trial Committee for the duration of the Executive Trial. The following rank should be followed in order of availability: Senior Vice President, Vice President-Pledge Education, Chancellor, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, and Vice President-Alumni Relations.

In the event that at least three Executive Trial Committee Members are not present, a new date must be set and proper notification must be given to the accused. The new trial follows the same procedures as establishing a new Executive Trial.

Listed below is a table including each officer's role and responsibilities in the trial process. As noted above, other Executive Committee officers may fill these roles as needed due to unavailability of the listed officer.

Officer	Trial Role	Responsibilities
Chapter President	Trial Manager	<ul style="list-style-type: none"> Ensures the Executive Trial will have 3 or 5 Executive Trial Committee members present Voting member of the Executive Trial Committee Suggests appropriate penalty Reports results of Executive Trial at the next general business meeting of the chapter
Vice President-Chapter Operations	Trial Secretary	<ul style="list-style-type: none"> Prefers non-participation related charges Notifies accused in writing of time, date, and location of Executive Trial Records proceedings of the trial, calls roll, tabulates any votes Voting member of the Executive Trial Committee Keeps custody of any evidence or other documents submitted during the trial Reports results of Executive Trial
Vice President-Finance	Trial Officer	<ul style="list-style-type: none"> Prefers finance related charges Voting member of the Executive Trial Committee
Two Other Officers (optional)	Trial Officers	<ul style="list-style-type: none"> Voting member of the Executive Trial Committee
	Accused	<ul style="list-style-type: none"> The brother for whom the trial is being held.
	Representative(s) for the Accused	<ul style="list-style-type: none"> Member(s) of the chapter in good standing appointed by the accused or by the trial's presiding officer, to defend the accused.

STEP-BY-STEP FOR CONDUCTING AN EXECUTIVE TRIAL

Step 1 - Brother Prefers Charges in Writing to the Chapter President

Timeline: The Executive Trial Committee has 60 calendar days from the day that the Chapter President receives the charges to complete the Executive Trial. All notifications must be given in a fair and reasonable timeframe.

Description/Action: The charge is a written statement describing the violation of Fraternity law which the accused is alleged to have committed. Without charges being preferred, no action can be taken by the Executive Trial Committee. **Executive Trials may only be used for the following charges: Non-participation in chapter events or meetings; Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity.** One or more individual brothers in good standing may prefer charges against any other brother(s) in the Fraternity. If a chapter's Executive Committee or a chapter prefers the charges, they must be signed by a chapter officer on behalf of the chapter. It is often the Vice President-Chapter Operations and Vice President-Finance who prefer charges for these offenses.

Documents the chapter should retain: Copy of the letter preferring charges.

Reference: Appendix 1- Letter Preferring Charges

Step 2 – The Executive Committee Decides On Validity of the Trial and Which Type of Trial to Conduct

Description/Action: The Chapter President reads the charge(s) at the next Executive Committee meeting. If the charge(s) (essentially a motion by the accuser) receive a "second" from any Executive Committee member, the Executive Committee officers then move into a vote to have a trial. If a trial is agreed upon, then the Executive Committee officers decide whether the trial should be handled by an Executive Trial Committee or the chapter. If there is no "second" to the charge(s) or the Executive Committee fails to pass the motion, there is no trial and the matter is handled by discussion among the parties and the Executive Committee. If there is no "second" or the Executive Committee fails to pass the motion but the accuser believes that a trial should take place, they can appeal the Executive Committee's decision to the Provincial Discipline Committee, who can then force the chapter to have a trial. If the charge(s) are for non-participation or financial reasons, the Executive Committee decides which type of trial to use. Any other charge(s) must be directed to the chapter. If the Executive Committee decides the matter will be addressed through an Executive Trial, please refer to the Executive Trial section starting on page 11. If the Executive Committee decides the matter will be addressed through a Chapter Trial, then the Executive Committee will set a date for the Chapter Trial and identifies the trial officers.

Step 3 - The Trial Secretary Notifies the Accused of the Executive Trial

Description/Action: The Trial Secretary notifies the accused of the date of the Executive Trial by hand delivered letter (observed by at least two brothers), registered letter, or email with a return receipt within a reasonable timeframe.

Documents the chapter should retain: Copy of dated letter notifying accused of trial date.

Reference: Appendix 3- Letter Notifying the Accused of Executive Trial

Step 4 - The Executive Trial Committee Conducts the Executive Trial

Description/Action: Executive Trials may be held during a regularly scheduled Executive Committee meeting or another time convenient to the participants. Remember, the chapter has 60 calendar days from the date the Chapter President receives the charges to complete the trial. All brothers of the Executive Trial Committee must be present. (As stated above, other officers may stand in for the primary Executive Trial Committee members.)

- #1. **Start of Trial** - The Trial Manager announces that it is now time for the Executive Trial to begin. The Trial Manager announces that the Executive Trial Committee is now in executive session to conduct the trial. All pledges, alumni and non-members must leave the room. The accused, representative(s) of the

accused (if any), other chapter members in good standing, the chapter's advisor, or Fraternity national officers/representatives may stay, but will not vote and cannot speak unless called on as a witness. The Trial Manager announces whether the accused is present and whether he/she has appointed representative(s). The accused may stay in the room for the entire trial process, including discussion on guilt or innocence and penalties.

- #2. **Charges are Read** - The Trial Secretary reads the charge(s) and specific details preferred against the accused.
- #3. **Response to the Charges** - If present, the accused enters a plea of guilty or not guilty to each individual charge. If not present, a not guilty plea is automatically entered unless a declaration has been signed by the accused admitting guilt. The accused representative may not enter a plea of guilty for the accused if he/she does not appear or has not submitted a signed declaration. In this case, a plea of not guilty must automatically be made on behalf of the accused. If the plea is guilty, skip to #6.
- #4. **Discussion on Guilt** - The Trial Manager presents his/her case, including any documents, other evidence and witnesses. The defense presents their case including any documents, other evidence, and witnesses. Witnesses may only be questioned by Executive Trial Committee members, the accused, and the accused representative(s). The accused, if present, may remain in the room for the Executive Trial Committee's discussion and vote on guilt or innocence. Executive Trial Committee members discuss whether the accused is guilty or not guilty of each charge. Discussion on the charges and specific details should proceed as with any other main motion. Individual members may speak in favor, or against, in alternating order.
- #5. **Vote on Guilt** - If there are multiple charges, each must be voted on separately. All Executive Trial Committee members vote "guilty" or "not guilty" on each charge by secret, written ballot. **It requires a majority vote (more than half) of the Executive Trial Committee to find the accused guilty.** The Trial Manager and the accused's representative(s) will collect and count the ballots. The Trial Secretary will announce the results to anyone present. If the accused is found guilty on any of the individual charges (after all charges have been addressed), the trial proceeds immediately to the penalty phase. If none of the charges receive a guilty verdict, skip to #10.
- #6. **Suggests a Penalty** – If found guilty, the Trial Manager will suggest a penalty. The suggested penalty can change due to later discussion and voting. Penalty choices are **reprimand, fine, probation, suspension and expulsion** (see page 9).
- #7. **Discuss a Penalty** – Once the penalty is suggested, a discussion takes place among the Executive Trial Committee members to establish a penalty. If present, the accused may make a statement to the Executive Trial Committee about the recommended penalty or any of the other possible penalties.
- #8. **Vote on Penalty** - Executive Trial Committee members vote using secret ballots to establish the penalty. **Majority vote is needed for all penalties except expulsion, which requires a unanimous vote.** If the required vote is not reached, another penalty must be chosen and voted on until a majority is reached. It is possible for no penalty to be assessed if all penalties are voted on and none receive a majority. In such a case, the trial process itself is considered a reprimand of the accused and no further action is needed.
- #9. **Decision is Announced** – The Trial Manager announces the decision to the Executive Trial Committee and the accused, if present. If the accused is not present, the Trial Manager should seek to contact the accused immediately after the trial to notify him/her of the results.
- #10. **Adjourn** - The trial is adjourned.

Documents the chapter should retain: Copy of the Executive Trial minutes and declaration submitted by the accused (if any).

Reference: Appendix 2- Declaration of Guilt

- Appendix 11- Blank Trial Minutes
- Appendix 12- Sample Executive/Chapter Trial Minute

Step 5 - Trial Secretary Officially Notifies the Accused of the Executive Trial Results

Description/Action: The Trial Secretary officially notifies the accused of the Executive Trial results by hand delivered letter (observed by at least two brothers), registered letter, or email with a return receipt. Even though the accused should already know the results of the trial, official notice in writing is also required. This written notification must contain information about the person's right and process to appeal the decision. Details of any fine, probation, and suspension must be in writing regardless of whether the accused was present at the trial.

Documents the chapter should retain: Copy of the letter notifying the accused of the trial results.

Reference: Appendix 4- Letter Notifying Accused of Executive Trial Results- Not Guilty
 Appendix 5- Letter Notifying Accused of Executive Trial Results- Expulsion
 Appendix 6- Letter Notifying Accused of Executive Trial Results- Fine, Reprimand, Probation, or Suspension

Step 6 - Trial Manager Notifies the Chapter of Executive Trial Results

Description/Action: The Trial Manager announces the decision of the Executive Trial Committee at the chapter business meeting after the accused has been notified of the results.

Step 7 - Submit Trial Information through the Members Module of the Hub

Description/Action: Once the trial is completed, the Trial Secretary is responsible for preparing all the necessary documents and submitting required information to the Central Office. The Trial Secretary must report the Executive Trial online at www.dsp.org through the Members Module of the Hub by the 15th of the month following the trial. The following information will need to be reported for each member's trial:

- | | |
|--|--|
| <input type="checkbox"/> Date of Trial(s) | <input type="checkbox"/> Plea of Accused for Each Charge |
| <input type="checkbox"/> Type of Trial or Appeal | <input type="checkbox"/> Results of Guilt Vote for Each Charge |
| <input type="checkbox"/> Charge(s) and Specifics for Each Accused Member | <input type="checkbox"/> Penalty Assessed, if any |
| | <input type="checkbox"/> Details of Penalty |

Reference – Appendix 13- How-to Guide on Reporting Trials Online

Step 8 – Keep All Trial Documents in Case of an Appeal

Description/Action: A 60 day appeal period is available to anyone who is found guilty in a trial. Chapters should keep copies of all trial documents for at least 6 months after a trial. If 6 months have passed and no appeal has been received by the Chapter President, the documents should be destroyed. The following documents should be retained in case of an appeal by a member:

- Original letter preferring charges
- Copy of the letter of notification to the accused
- Copy of any proof of mailing and/or delivery of notification to the accused
- Minutes from trial meeting
- Copy of any documents used as evidence during the trial
- The declaration signed by the accused admitting guilt. (This document would be retained only if the accused signed a declaration.)
- Copy of notification of trial results to accused

If an appeal is received for an Executive Trial, please follow the process for a Chapter Trial outlined in the next section.

CHAPTER TRIALS

Overview

Chapter Trials are primarily used to consider more severe allegations against members or as a first appeal for members penalized by an Executive Trial. A brother may only be charged using one of the trial methods (Chapter Trial or Executive Trial) for a given set of charges and specifics. Any of the charges can be preferred and any of the penalties can be used (Please refer to page 3 or Bylaws Article XIII. Section 1). In a Chapter Trial, the chapter members must decide on guilt or innocence, and if found guilty, a penalty.

Timeline

The chapter has 60 calendar days from the day that the Chapter President receives the charges to complete the Chapter Trial. All notifications must be given in a fair and reasonable timeframe.

Chapter Trial Participants

Listed below is a table including each officer's role and responsibilities in the trial process. If necessary, the officer may be excused from his/her duty but only if he/she is (1) the accused, (2) absent from the trial, or (3) if there is some familial or other relationship between the officer and the accused that is a "conflict of interest". In the event any of the primary Trial Officers are unable to participate in the Chapter Trial, the next ranking Executive Committee member present shall serve as a Trial Officer. The following rank should be followed: Senior Vice President, Vice President-Pledge Education, Vice President- Finance, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, and Vice President-Alumni Relations.

Trial Role	Chapter Officer	Responsibilities
Trial Manager	President	<ul style="list-style-type: none">• The Chapter President serves as Trial Manager and may appoint assistants as deemed necessary.• The Trial Manager is responsible to present the evidence against the accused on behalf of the chapter in a fair and balanced manner.• The Trial Manager SHOULD NOT act as a prosecutor in the sense of making every effort to secure a conviction.
Trial Secretary	Vice President-Chapter Operations	<ul style="list-style-type: none">• Notifies the accused in writing of the trial date.• Records proceedings of the trial• Calls roll• Tabulates any votes• Keeps custody of any evidence or other documents submitted during the trial• Reports results of Chapter Trial
Trial Chancellor	Chancellor	<ul style="list-style-type: none">• Presides over the trial.
Accused		<ul style="list-style-type: none">• The brother for whom the trial is being held.
Representative(s) for the Accused		<ul style="list-style-type: none">• Member(s) of the chapter in good standing appointed by the accused or by the trial's presiding officer, to defend the accused.
Chapter Members in good standing*		<ul style="list-style-type: none">• Listen to the evidence and arguments made during the trial• Discuss the issues• Determine the guilt or innocence of the accused• If found guilty, discuss and vote on the penalty

*Chapter members that are not in good standing may not attend trials.

STEP-BY-STEP FOR CONDUCTING A CHAPTER TRIAL

Step 1 – Brother Prefers Charges in Writing to the Chapter President

Timeline: The chapter has 60 calendar days from the day that the Chapter President receives the charges to complete the Chapter Trial. All notifications must be given in a fair and reasonable timeframe.

Description/Action: The charge is a written statement describing the violation of Fraternity law, which the accused is alleged to have committed. Without charge(s) being preferred, no trial can take place. One or more individual brothers in good standing may prefer charge(s) against any other brother(s) in the Fraternity. If a chapter's Executive Committee or a chapter prefers the charge(s), they must be signed by a chapter officer on behalf of the chapter. The Fraternity Bylaws provide that the following charges may be preferred against a brother:

- Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated
- Acting in a manner unbecoming a member of this Fraternity
- Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct
- Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
- Non-participation in chapter events or meetings

Documents the chapter should retain: Copy of the letter preferring charges.

Reference: Appendix 1- Letter Preferring Charges

Step 2 – The Executive Committee Decides on Validity of the Trial and Which Type of Trial to Conduct

Description/Action: The Chapter President reads the charge(s) at the next Executive Committee meeting. If the charge(s) (essentially a motion by the accuser) receive a "second" from any Executive Committee member, the Executive Committee officers decide whether the trial should be handled by an Executive Trial Committee or the chapter. If there is no "second" to the charge(s), there is no trial and the matter is handled by discussion among the parties and the Executive Committee. If there is no "second" but the accuser believes that a trial should take place, they can appeal the Executive Committee's decision to the Provincial Discipline Committee, who can then force the chapter to have a trial. If the charge(s) are for non-participation or financial reasons, the Executive Committee decides which type of trial to use. Any other charge(s) must be directed to the chapter. If the Executive Committee decides the matter will be addressed through an Executive Trial, please refer to the Executive Trial section starting on page 11. If the Executive Committee decides the matter will be addressed through a Chapter Trial, then the Executive Committee will set a date for the Chapter Trial and identifies the trial officers.

Step 3 – The Trial Secretary Notifies the Accused of the Chapter Trial

Description/Action: The Trial Secretary notifies the accused of the date of the Chapter Trial by hand delivered letter (observed by at least two brothers), registered letter, or email with a return receipt within a fair and reasonable time.

Documents the chapter should retain: Copy of the dated letter notifying accused of trial date.

Reference: Appendix 7- Letter Notifying the Accused of the Chapter Trial

Step 4 – The Chapter Conducts the Chapter Trial

Description/Action: A trial is normally conducted as part of a chapter's regular business meeting, although a special meeting may be called solely to conduct the trial(s). If the trial is part of the regular business meeting, it should be placed on the meeting's agenda as a Special Order for the specific time stated on the notification. The trial must be started promptly at the time stated on the notification, or as reasonably close thereto as possible, even if it must interrupt the pending business or delay other matters ahead of it on the agenda. Remember, the chapter has 60 calendar days from the date the Chapter President receives the charges to complete the trial.

- #1. **Start of Trial** - The Trial Chancellor announces that it is now time for the Chapter Trial to begin. The Trial Chancellor announces that the chapter is now in executive session. All pledges, alumni (except for the chapter's advisor or National Fraternity officers/representatives and staff) and non-members must leave the room. The Trial Chancellor introduces the Trial Manager and any assistants. The Trial Chancellor announces whether the accused is present and whether he/she has appointed representative(s). If the accused is not present and has not appointed representative(s), the Trial Chancellor appoints one representative to defend the accused.
- #2. **Charges are Read** - The Trial Chancellor reads the charge(s) and specific details preferred against the accused.
- #3. **Response to the Charges** - If present, the accused enters a plea of guilty or not guilty to each individual charge. If not present, a not guilty plea is automatically entered unless a declaration has been signed by the accused admitting guilt. The accused representative may not enter a plea of guilty for the accused if he/she does not appear or does not sign a declaration. In this case, a plea of not guilty must automatically be made on behalf of the accused. If the plea is guilty, skip to #6.
- #4. **Discussion on Guilt** - The Trial Manager presents his/her case, including any documents, other evidence and witnesses. The defense presents their case including any documents, other evidence, and witnesses. Witnesses may only be questioned by the Trial Manager, the accused, and the accused representative (s). If other chapter members have questions for the witnesses, they must write them down and hand them to the Trial Manager. The accused, if present, may remain in the room for the chapter's discussion of and vote on guilt/innocence. Chapter members discuss whether the accused is guilty or not guilty of each charge. Discussion on the charge(s) and specific details should proceed as with any other main motion. Individual members may speak in favor, or against, in alternating order.
- #5. **Vote on Guilt** - The Chancellor states the question to be voted on as "is the accused guilty or not guilty of the charge preferred?" If there are multiple charges, each must be voted on separately. Chapter members vote "guilty" or "not guilty" on each charge by secret, written ballot. **It requires a majority vote (more than half) of those present and in good standing to find the accused guilty.** The accused does not vote, but all others, including the Trial Manager and other trial participants, do vote. The Trial Secretary, Trial Manager, and the accused member's representative(s) will collect and count the ballots. The Trial Secretary will announce the results to anyone present. If the accused is found guilty on any of the individual charges (after all charges have been addressed), the trial proceeds immediately to the penalty phase. If none of the charges receive a guilty verdict, the trial ends.
- #6. **Recommendation of a Penalty** - The chancellor announces that the chapter will now choose an appropriate penalty for the accused since he/she was found guilty. The chancellor announces that the possible penalties are: **reprimand, fine, probation, suspension and expulsion** (see page 9). A penalty may be imposed only on those charge(s) for which the accused was found guilty. The Trial Manager recommends a penalty. The Trial Manager makes the motion with the recommended penalty, which must then be seconded by any member. If the Trial Manager recommends a fine, he/she states the amount and the payment date. If probation is recommended, he/she must state the length and terms of the probation. If suspension is recommended, the length of the suspension must be stated. Any of these details may be amended from the floor. If present, the accused may make a statement to the chapter about the recommended penalty or any of the other possible penalties. If anyone else has questions for the accused about the recommended penalty, they must write them down and hand them to the Trial Manager.
- #7. **Discussion on a Penalty** - Chapter members discuss the recommended penalty. The discussion should proceed as with any other main motion. Individual members may speak in favor, or against, in alternating order.

#8. **Vote on Penalty** - The chancellor states the question to be voted on as “shall the penalty of [penalty and details of penalty] be adopted?” Chapter members vote “yes” or “no” on the motion by secret, written ballot. The Trial Secretary, Trial Manager, and the accused representative(s) will collect and count the ballots. (**Note: a majority vote is required for a penalty of fine, reprimand, probation or suspension; a four-fifths vote is required for a penalty of expulsion**). The Trial Secretary will announce the results to anyone present. If the recommended penalty is not adopted, any member may propose another penalty. Discussion and voting continues starting again at #7 until a penalty is decided upon. If guilt is established, but a penalty cannot be agreed upon, then no punishment is given. In such a case, the trial process itself is considered a reprimand of the accused and no further action is needed. If the accused is not present, the Trial Chancellor should contact the accused as soon as possible after the trial is over and inform him/her of the result (see Step 5 below regarding official notice).

#9. **Adjourn** - The trial is adjourned. If held as part of the chapter’s business meeting, proceed to the next item on the agenda. This completes executive session, and those who have left the room should be invited to return.

Documents the chapter should retain: Copy of the Chapter Trial minutes and declaration submitted by the accused (if any).

Reference: Appendix 2- Declaration of Guilt
Appendix 11- Blank Trial Minutes
Appendix 12- Sample Executive/Chapter Trial Minute

Step 5 – Trial Secretary Notifies the Accused of the Chapter Trial Results

Description/Action: The Trial Secretary officially notifies the accused of the Chapter Trial results by hand delivered letter (observed by at least two brothers), registered letter, or email with a return receipt. Even though the accused may already know the results of the trial, official notice in writing is also required. This written notification must contain information about the person's right and process to appeal the decision. Details of any fine, probation, and suspension must be in writing regardless of whether the accused was present at the trial.

Documents the chapter should retain: Copy of the letter notifying the accused of the trial results.

Reference: Appendix 8- Letter Notifying Accused of Chapter Trial Results- Not Guilty
Appendix 9- Letter Notifying Accused of Chapter Trial Results- Expulsion
Appendix 10- Letter Notifying Accused of Chapter Trial Results- Fine, Reprimand, Probation, or Suspension

Step 6 – Submit Trial Information through the Members Module of the Hub

Description/Action: Once the trial is completed, the Trial Secretary is responsible for preparing all the necessary documents and submitting required information to the Central Office. The Trial Secretary must report the Chapter Trial online at www.dsp.org through the Members Module of the Hub by the 15th of the month following the trial. The following information will need to be reported for each member’s trial:

- Date of Trial(s)
- Type of Trial or Appeal
- Charge(s) and Specifics for Each Accused Member
- Plea of Accused for Each Charge
- Results of Guilt Vote for Each Charge
- Penalty Assessed, if any
- Details of Penalty

Reference: Appendix 13- How-to Guide on Reporting Trials Online

Step 7 – Keep All Trial Documents in Case of an Appeal

Description/Action: A 60 day appeal period is available to anyone who is found guilty in a trial. Chapters should keep copies of all trial documents for at least 6 months after a trial. Once 6 months have passed and no appeal has been submitted to the Provincial Vice President, the documents should be destroyed. The following documents should be retained in case of an appeal by a member:

- Original letter preferring charges
- Copy of the letter of notification to the accused
- Copy of any proof of mailing and/or delivery of notification to the accused
- Minutes from trial meeting
- Copy of any documents used as evidence during the trial.
- The declaration signed by the accused admitting guilt. (This document would be retained only if the accused signed a declaration.)
- Copy of notification of trial results to accused

For more information about the appeal process, please turn to the section on appeals (page 23).

ADDITIONAL POLICIES FOR CHAPTER TRIALS

Notifying the Accused of the Trial Date

- The notification may be sent by mail to the last known address or to the permanent home address of the accused. Alternatively, a written notification may be hand delivered to the accused witnessed by at least two brothers. Again, it is recommended that some form of receipt be signed to show proof of delivery. The notification may also be sent via email with a return receipt.
 - If the notification was sent with a return receipt requested, the returned receipt will show when and to whom the notification was delivered by the U.S. Postal Service.
 - However, there may be cases when receipt of the notification is in doubt. The chapter should evaluate the evidence it has regarding the delivery of the notification, including the word of the accused. If the Chancellor believes that adequate proof of the delivery exists, the trial should be held as scheduled. If there is sufficient doubt on whether the accused received the notification on time, the trial should be postponed and the notification reissued.
 - If the trial is held with questionable proof of the delivery of the notification, the chapter must be aware that the accused may use this in their appeal and the chapter's action may be overturned.

Quorum and Voting

- Every vote on guilt and on penalty **MUST** be by secret, written ballot.
- Only those chapter members who are in good standing at the time the vote is taken may vote. **See Article XII, Section 16**, of the Fraternity's Bylaws for the definition of "good standing" (also listed on page 3). In trial situations, each chapter member who is in good standing and physically present when the vote is taken is counted as casting a vote, even if the member abstained or did not turn in a ballot. In this case, even though a member may cast an "abstain" vote, or not even cast a ballot, his/her vote is counted as if it were cast as a "no" vote. Abstentions in trial situations are favorable to the brother on trial.
- The only way for a member's vote not to be counted is if the member is physically absent from the meeting room (i.e. not be "present") during the vote. **Caution:** Quorum, which is the percentage of members required for any vote as stated in your chapter bylaws, needs to be established for every vote. If too many people leave the room, the chapter may lose a quorum and the vote would not be legitimate. In voting on membership issues, including trial voting, abstentions are counted as favorable to the brother on trial.
- The Trial Chancellor may vote in determining guilt/innocence and penalty. Normally, the presiding officer only votes to make or break a tie. However, in any matter regarding elections or membership, the presiding officer has the right to vote just like any other member. Since a trial involves membership rights, the Chancellor has the right to cast a ballot at the same time as the rest of the chapter members. However, he/she only has one vote; he/she may not vote a second time to make or break a tie.
- A tie vote would not be greater than a majority so the accused would be "not guilty".
- The accused may be present in the meeting room during the chapter's discussion and voting on his/her guilt and penalty, but cannot vote.
- Abstentions are counted as "NO" votes.
- The detailed vote count is not announced by the chapter nor recorded in the minutes. It is sufficient for the Trial Chancellor to simply announce that the accused has been found guilty of the charge(s) and/or the penalty has been adopted by the required percentage (majority or four-fifths), without elaborating on the number of votes. Only "failed," "carried by majority," or "carried by four-fifths" is recorded in the minutes.

BOARD TRIALS

Deciding to Have a Trial

- When any member, group of members, or chapter prefers charges to the Board of Directors, the Executive Director will forward the charges to the Board for a vote to determine whether a trial should be held. A majority vote of the Board of Directors is required to conduct a trial. If approved, the Grand President will determine if the Board of Directors will actually conduct the trial or if a Trial Committee, made up of 3 or 5 alumni members, needs to be appointed to conduct the trial on behalf of the Board.
- If the Grand President determines that a committee will conduct the trial, he or she will accept referrals for committee participants from the Provincial Vice President, Regional Vice President, staff or others. The Grand President decides if 3 or 5 alumni will be used and then makes the appointments.
- The Board of Directors, or the appointed Trial Committee, has from the date the charges are received until the next scheduled Board meeting (if reasonable) to complete the trial. The trial may also be held during the scheduled Board meeting, if deemed appropriate. All notifications must be given in a fair and reasonable timeframe.

Trial Roles

- When the trial is conducted by the Board of Directors, the Grand President or designated Provincial Vice President serves as Trial Manager to present the evidence; the Past Grand President serves as Chancellor; and the meeting Secretary or Executive Director serves as Trial Secretary.
- The Trial Committee for a Board Trial will be composed of three or five alumni members in good standing, as chosen by the Grand President. The Grand President will designate a chairman (Trial Manager) and Secretary of the Trial Committee. The Secretary will tabulate votes and prepare the minutes. Any appointed Trial Committee will have the same authority as the Board of Directors in determining guilt and any penalty. Such acts will be considered as acts of the Board of Directors itself. There is no appeal to the Board for decisions of the Board-appointed Trial Committee. The results are final.
- When the trial is conducted by a Trial Committee, the chair or Trial Manager may serve in a dual role as Trial Manager and Trial Chancellor.
- The Board of Directors will generally follow trial procedures as prescribed for chapters. The Trial Committee will generally follow trial procedures as prescribed for Executive Trial Committees.

Notify the accused of trial

- When a committee conducts the trial, the committee must determine and provide a date, time and location for the trial to the Central Office who will then provide notice to the accused with those details. The accused must be notified of those details in a timely manner.

Notify the accused of the trial results

- The Board Secretary or Trial Committee Secretary must prepare a written summary of minutes including attendance, charges, pleas, and resulting actions. Minutes are forwarded to the office of the Executive Director who officially provides written results to the accused. Trial minutes will be provided to all trial participants, including the accused, upon request.
- The Executive Director officially notifies the accused of the Board Trial (or Board Committee Trial) results by hand delivered letter, registered letter, or email with a return receipt. Even though the accused may already know the results of the trial, official notice in writing is also required. Details of any fine, probation, and suspension must be in writing regardless of whether the accused was present at the trial.
- All Board of Directors members will be notified of the results of the trial conducted by a Trial Committee and the determination of the penalty. Any Board of Directors member may inspect the minutes of the trial and other documents submitted in connection with the trial.

Voting

- A **majority vote** of all members of the Board of Directors is required to fine, reprimand, place on probation, or suspend any member on trial (or when reviewing an appeal) when handled by mail.
- A **majority vote** of participating members of the Board of Directors is required to fine, reprimand, place on probation, or suspend any member on trial (or when reviewing an appeal) when handled by conference call or in-person (assuming a quorum is present).
- A **majority vote** of a Board-appointed Trial Committee is required to fine, reprimand, place on probation, or suspend any member on trial (or when reviewing an appeal).
- A **three-fourths (3/4) vote** of all members of the Board of Directors is required to expel any member on trial (or overturn an expulsion when reviewing an appeal) when handled by mail. Note this is different than the four-fifths vote required on the chapter level.
- A **three-fourths (3/4) vote** of participating members of the Board of Directors is required to expel any member on trial (or overturn an expulsion when reviewing an appeal) when handled by conference call or in-person (assuming a quorum is present).
- A **unanimous vote** of a Board-appointed Trial Committee is required to expel any member on trial (or overturn an expulsion when reviewing an appeal).

APPEAL PROCESS

Overview

The appeal process is used when a member thinks they have been wrongly accused or penalized. All appeals need to be made in the correct order as shown in the table below. If an appeal is received by the Central Office or Provincial Vice President, the Chapter President will be notified as soon as practical. Any accused seeking information on the appeal process should be directed to these policies.

Original Trial	First Appeal	Second Appeal	Third Appeal
Executive Trial	Chapter Trial	Provincial Discipline Committee	Board of Directors
Chapter Trial	Provincial Discipline Committee	Board of Directors	None
Board Trial	None	None	None

Note: In no case is there an appeal to the Grand Chapter.

Reasons for Appeal

There are a number of reasons why a trial might be appealed to a higher level. The following reasons are the most common.

- Chapter does not have jurisdiction to conduct trial
- Disagreement on results or dispute of facts
- Unfair or excessive penalty
- Not notified of trial in a timely manner
- Charges dropped by Executive Committee (by failing to second) and the accuser feels a trial should be held

Timeline

The accused has 60 days from the date of the original trial to submit any appeals. If no action is taken to a requested appeal, the accused then has 60 more days to appeal to the next level of appeal (if applicable).

The chapter has 60 days from the date an appeal for an Executive Trial is received to complete the chapter trial.

The Provincial Discipline Committee and Board of Directors have 90 days from the date that an appeal is received to review the appeal.

STEP-BY-STEP FOR APPEALING AN EXECUTIVE TRIAL TO THE CHAPTER

Step 1 – Accused Sends a Letter or Email to Chapter President Asking for Appeal

Description/Action: This correspondence should include the basis by which the accused is appealing the decision as well as any supporting documentation.

Step 2 – Trial Manager Announces Appeal and Trial Date is Set

Description/Action: At next business meeting, the Trial Manager will announce that an Executive Trial result has been appealed by the accused. The Trial Secretary will remind the chapter of the date and results of the Executive Trial. The chapter will then set a date for the Chapter Trial to take place.

Step 3 - Continue with Step 3 of Step-By-Step to Conducting a Chapter Trial

STEP-BY-STEP FOR APPEALING A CHAPTER TRIAL TO THE PROVINCIAL DISCIPLINE COMMITTEE

Step 1 – Accused Sends a Letter or Email to Provincial Vice President Asking for Appeal

Description/Action: This correspondence should include the basis by which the accused is appealing the decision as well as any supporting documentation. If an appeal is received after the 60 day period, the appeal petition is automatically rejected.

Step 2 – The Provincial Vice President Requests Copies of Trial Documents from Chapter

Description/Action: The Provincial Vice President may request the chapter to send copies of all trial documents to him/her. If the chapter does not send these documents upon the Provincial Vice President's request in a timely manner, the chapter's decision may be automatically overturned.

Step 3 – The Provincial Vice President Sends Copies of Trial Documents to the Provincial Discipline Committee

Description/Action: The Provincial Vice President sends copies of all trial documents to each member of the Provincial Discipline Committee.

Step 4 – The Provincial Discipline Committee Votes on Grounds of Appeal

Description/Action: Members of the Provincial Discipline Committee review the documentation and determine if there is sufficient basis for an appeal. If necessary, the Provincial Discipline Committee may decide to schedule a conference call to discuss the appeal. Committee members will notify the Provincial Vice President of their individual votes by a date set by the Provincial Vice President. If the committee members determine there *are not* sufficient grounds to reverse the decision of the chapter, the appeal is considered rejected. If the committee members determine there *are* sufficient grounds for the appeal, the chapter's decision will be overturned. **A unanimous vote of the Provincial Discipline Committee is required to overturn an expulsion. All other decisions only require a majority.** If the appeal has been accepted, the accused member's status will be returned to the status before the trial. The Provincial Discipline Committee may also elect to assess a lower level of penalty to the accused.

Step 5 – The Provincial Vice President Notifies the Chapter, Central Office, and the Appellant of the Appeal Results

Description/Action: The Provincial Vice President will notify the chapter, the Central Office and the appellant, in writing, of the appeal results. If the chapter's decision was overturned or altered by the Provincial Discipline Committee, the Provincial Vice President must notify the Central Office so that the appellant's membership record can be changed back to its original status, as appropriate.

STEP-BY-STEP FOR APPEALING TO BOARD OF DIRECTORS

Step 1 – Accused Sends a Letter or Email to Central Office Asking for Final Appeal

Description/Action: This correspondence should include the basis by which the accused is appealing the decision as well as any supporting documentation. If an appeal is received after the 60 day period, the appeal petition may be automatically rejected.

Step 2 – The Central Office Requests Copies of Trial Documents from Chapter and/or Provincial Discipline Committee

Description/Action: The Central Office may request the chapter and/or Provincial Discipline Committee to submit copies of all trial documents. If the chapter and/or Provincial Discipline Committee do not send these documents upon the Central Office's request in a timely manner, the chapter's decision may automatically be overturned.

Step 3 – The Central Office Sends Copies of Trial Documents to the Board of Directors

Description/Action: The Central Office sends copies of all trial documents to each member of the Board of Directors.

Step 4 – The Board of Directors Votes on Grounds of Appeal

Description/Action: Members of the Board of Directors individually review the documentation and determine if there is sufficient basis for an appeal. If deemed appropriate, the Grand President may schedule a conference call to discuss the appeal. Board members will notify the Central Office of their individual votes. If the Board of Directors determine there *are not* sufficient grounds to reverse the decision of the Provincial Discipline Committee, the appeal is considered rejected. If the Board of Directors determines there *are* sufficient grounds for the appeal, the Provincial Discipline Committee's decision will be overturned. **A three-fourths vote of all members of the Board of Directors is required to overturn an expulsion. All other decisions only require a majority of all members. If the appeal is handled by a conference call or in-person meeting, vote counts may include only those members participating, assuming a quorum is present.** In some cases, the Board may lower the penalty assessed by the chapter or the Provincial Discipline Committee.

Step 5 – The Central Office Notifies Chapter, Provincial Discipline Committee, and Appellant of Appeal Results

Description/Action: The Central Office will notify the chapter, Provincial Vice President, Provincial Discipline Committee, and the appellant of the appeal results. If the decision was overturned by the Board of Directors, the appellant's membership records will be changed as appropriate.

APPENDIX 1- Letter Preferring Charges

The charges must be in writing and contain specific details that support the charge. Specific dates, times, locations, amounts or names should be listed as the case may be. Specific details should be included in the statement of charges.

Note: The document should be addressed to the Chapter President. In those cases where jurisdiction lies with the Fraternity’s Board of Directors, the document should be addressed to the Executive Director at the Central Office.

(Date)

(Full Name)
President
(Address)
(City, State Zip Code)

Dear Brother (Last Name):

This is to inform you that I hereby prefer the following charges against Brother (Full Name) of (Chapter Name) Chapter.

- Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated
Specifics:
- Acting in a manner unbecoming a member of this Fraternity
Specifics:
- Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct
Specifics:
- Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
Specifics:
- Non-participation in chapter events or meetings
Specifics:

Please read these charges at the Executive Committee’s next regular meeting. Please contact me if there are any questions.

Fraternally yours,

(Name of person preferring charges)
(Title, if applicable)
(Return Address)
(Email Address)
(Phone Number)

APPENDIX 2- Declaration of Guilt

The Declaration states that the accused:

- Has received notice of the trial and the charge
- Understands the charges
- Knows of the possible penalties if pleading guilty
- Admits guilt to the charges

TO THE MEMBERS OF DELTA SIGMA PI:

I, (ACCUSED FULL NAME), hereby declare that:

1. I am a duly initiated member of the (Chapter Name) Chapter of the International Fraternity of Delta Sigma Pi, Inc. My membership number is (Membership Number).
2. I have timely received the notification of trial dated (date on notification).
3. I have read and understand the charge(s) preferred against me contained in the notification. I understand that the purpose of the trial is to review the reasons for the charge(s) and determine if I am guilty thereof.
4. I know that I have the right to attend this trial and defend myself, or if I am unable to attend, I know that I can appoint representatives to defend me.
5. I hereby admit to the charge(s) preferred against me as follows:
 - Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated
 - Acting in a manner unbecoming a member of this Fraternity
 - Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct
 - Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
 - Non-participation in chapter events or meetings
6. If I do not attend my trial, I direct whoever is appointed as my representative, to enter a plea of GUILTY to the above charge(s) on my behalf.
7. I fully understand that, as a result of this guilty plea, any one or more of the following penalties may be imposed: Fine, Reprimand, Probation, Suspension or Expulsion.

I MAKE THIS DECLARATION FREELY AND WITHOUT ANY PERSUASION, RESERVATION, COERCION OR OTHER PRESSURE FROM ANY MEMBER OF THE INTERNATIONAL FRATERNITY OF DELTA SIGMA PI. THESE DECLARATIONS ARE MADE SOLELY FOR THE PURPOSE OF ANSWERING THE CHARGE(S) IN THE NOTIFICATION AND FOR NO OTHER PURPOSE.

I UNDERSTAND THAT I MAY RESCIND ANY OR ALL OF THIS DECLARATION AT ANY TIME BEFORE IT IS READ DURING THE TRIAL, BUT NOT THEREAFTER.

Signature: _____

Date: _____

Name (printed): _____

Address: _____

Email Address: _____

City, State Zip Code: _____

Phone Number: _____

APPENDIX 3- Letter Notifying the Accused of Executive Trial

(Date)

(Accused's Full Name)

(Address)

(City, State Zip Code)

Dear Brother (Last Name):

As you recall, when you were initiated you voluntarily assumed the obligations of membership in this Fraternity and promised, through your Oath of Allegiance, to live up to these commitments.

It has been brought to the executive committee's attention that you may not have fulfilled some of the membership obligations to which you promised at the time of your initiation. After careful deliberation, the executive committee has decided to conduct an executive trial to review and assess this situation.

NOTIFICATION OF EXECUTIVE TRIAL

YOU ARE HEREBY NOTIFIED THAT the Executive Committee of the (Chapter Name) Chapter of the International Fraternity of Delta Sigma Pi voted to conduct an Executive Trial for you on the following charge(s):

- CHARGE: Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
Specifics:

- CHARGE: Non-participation in chapter events or meetings
Specifics:

THE EXECUTIVE TRIAL WILL BE HELD ON (Day of Week), (Date) at (Time) in (Place) and you are directed to appear.

You may appear in person and enter a plea to the above charge(s). If you do not attend, a plea of "not guilty" will be entered for you unless you wish to enter a guilty plea by signing a statement admitting your guilt. (If you wish to pursue this alternative, please call me or see Delta Sigma Pi's Individual Discipline Policy available online at www.dsp.org.) You are entitled to defend yourself or appoint one or two collegiate members of the chapter to defend you. If you do not appoint a representative(s), one will be appointed for you by the presiding officer of the trial. During the trial, you or your representative(s) may present evidence, including the testimony of witnesses, which are relevant to the charge(s).

If found guilty, you may be subject to any of the following penalties: fine, reprimand, probation, suspension, or expulsion. The Individual Discipline Policy (available online at www.dsp.org) provides you 60 days from the date of the executive trial to appeal this decision to the chapter. Your appeal must be sent to the Chapter President, (Chapter President's Full Name). If the Chapter Trial upholds the Executive Trial Committee's decision, the Individual Discipline Policy provides you with a second level of appeal to the Provincial Discipline Committee. Your appeal must be sent the Provincial Vice President, (Provincial Vice President's Full Name). If the Provincial Discipline Committee upholds the chapter's decision, the Individual Discipline Policy provides you with a third level of appeal to the Board of Directors. You again have 60 days to do so and must send your third appeal to the Central Office. If the first appeal to the chapter is not utilized, there can be no appeal to the Provincial Discipline Committee.

Please contact me if there are any questions about this trial.

Fraternally,

(Full Name)
(Officer's Title)
(Chapter Name) Chapter
(Return Address)
(Email Address)
(Phone Number)

APPENDIX 4- Letter Notifying Accused of Executive Trial Results- Not Guilty

(Date)

(Accused's Full Name)

(Address)

(City, State Zip Code)

Dear Brother (Last Name):

In accordance with the notification sent to you on (date notification sent), the Executive Trial Committee of the (Chapter Name) Chapter of the International Fraternity of Delta Sigma Pi conducted a trial for you on (trial date) on the charge(s) and specific details set forth in the notification.

I am pleased to inform you that you were found NOT GUILTY on all the charge(s) and specific details and the matter is now closed.

Please contact chapter President (President's Full Name) if you have any questions.

Fraternally yours,

(Full Name)

(Officer's Title)

(Chapter Name) Chapter

(Return Address)

(Email Address)

(Phone Number)

APPENDIX 5- Letter Notifying Accused of Executive Trial Results- Expulsion

The letter should be dated and contain:

- Verdict of guilt
 - Verdict of penalty
 - Details of the penalty
 - Rights to appeal
-

(Date)

(Accused's Full Name)

(Address)

(City, State Zip Code)

Dear Mr./Ms. (Last Name):

In accordance with the notification sent to you on (date notification sent), the Executive Trial Committee of the (Chapter Name) Chapter of the International Fraternity of Delta Sigma Pi conducted a trial for you on (trial date) on the charge(s) and specific details set forth in the notification.

(Optional Wording: Since you did not appear at the trial and did not appoint your own representative, the chair appointed Brother (Full Name) to defend you and a plea of not guilty was entered on your behalf.)

This is to inform you that you were found GUILTY on all the charge(s) and specific details. The Executive Trial Committee has fixed the penalty as EXPULSION. You are hereby notified that, effective immediately, you are no longer a member of the International Fraternity of Delta Sigma Pi. In accordance with Fraternity law, we request that you return your badge and membership card and certificate immediately to the Executive Director, the Central Office of Delta Sigma Pi, P.O. Box 230, Oxford, Ohio 45056-0230.

Relevant trial information has been forwarded to the Central Office staff. They will reconfirm this action by sending you an official notice.

The Individual Discipline Policy (available online at www.dsp.org) provides you 60 days from the date of the Executive Trial to appeal this decision to the chapter. Your appeal must be sent to the Chapter President, (Chapter President's Full Name). If a Chapter Trial upholds the Executive Trial Committee's decision, the Individual Discipline Policy provides you with a second level of appeal to the Provincial Discipline Committee. Your appeal must be sent to the Provincial Vice President, (Provincial Vice President's Full Name). If the Provincial Discipline Committee upholds the chapter's decision, the Individual Discipline Policy provides you with a third level of appeal to the Board of Directors. You again have 60 days to do so and send your third appeal to the Central Office. If the first appeal to the Chapter is not utilized, there can be no appeal to the Provincial Discipline Committee.

Sincerely yours,

(Full Name)

(Officer's Title)

(Chapter Name) Chapter

(Return Address)

(Email Address)

(Phone Number)

APPENDIX 6- Letter Notifying Accused of Executive Trial Results- Fine, Reprimand, Probation, or Suspension

The letter should be dated contain:

- Verdict of guilt
 - Verdict of penalty
 - Details of the penalty
 - Rights to appeal
-

(Date)

(Accused's Full Name)

(Address)

(City, State Zip Code)

Dear Brother (Last Name):

In accordance with the notification sent to you on (date notification sent), the Executive Trial Committee of the (Chapter Name) Chapter of the International Fraternity of Delta Sigma Pi conducted a trial for you on (trial date) on the charge(s) and specific details set forth in the Notification.

(Optional Wording: Since you did not appear at the trial and did not appoint your own representative, the chair appointed Brother (Full Name) to defend you and a plea of not guilty was entered on your behalf.)

This is to inform you that you were found GUILTY on all the charge(s) and specific details. The Executive Trial Committee has fixed the penalty as (PENALTY and details of penalty).

Copies of the relevant trial documents have been forwarded to the Central Office.

The Individual Discipline Policy (available online at www.dsp.org) provides you 60 days from the date of the Executive Trial to appeal this decision to the chapter. Your appeal must be sent to the Chapter President, (Chapter President's Full Name). If a Chapter Trial upholds the Executive Trial Committee's decision, the Individual Discipline Policy provides you with a second level of appeal to the Provincial Discipline Committee. Your appeal must be sent to the Provincial Vice President, (Provincial Vice President's Full Name). If the Provincial Discipline Committee upholds the chapter's decision, the Individual Discipline Policy provides you with a third level of appeal to the Board of Directors. You again have 60 days to do so and send your third appeal to the Central Office. If the first appeal to the Chapter is not utilized, there can be no appeal to the Provincial Discipline Committee.

Please contact chapter President (Full name) if you have any questions.

Fraternally yours,

(Full Name)

(Officer's Title)

(Chapter Name) Chapter

(Return Address)

(Email Address)

(Phone Number)

APPENDIX 7- Letter Notifying the Accused of the Chapter Trial

The letter must be in writing and contain:

- The correct date, time and location of the trial.
 - The exact charge(s) being preferred. Specific details should be included.
 - A statement that the accused has the right to appear in person to enter a plea to the charge(s). Alternatively, he/she may plead guilty without appearing. If he/she does not appear and does not admit guilt, a plea of not guilty will be entered for him/her.
 - A statement that:
 - He/she may defend himself/herself.
 - He/she may appoint one or two members of the chapter to defend him/her, whether he/she appears or not.
 - If he/she does not appear and does not appoint representative(s), the Chancellor will appoint a member to represent him/her.
 - A description of the possible penalties that may be imposed if the accused is found guilty.
-

(Date)

(Accused's Full Name)

(Address)

(City, State Zip Code)

Dear Brother (Last Name):

As you recall, when you were initiated you voluntarily assumed the obligations of membership in this Fraternity and promised, through your Oath of Allegiance, to live up to these commitments.

It has been brought to the chapter's attention that you may not have fulfilled some of the membership obligations to which you promised at the time of your initiation. After careful deliberation, the chapter has decided to conduct a formal trial to review and assess this situation.

NOTIFICATION OF TRIAL

YOU ARE HEREBY NOTIFIED THAT the (Chapter Name) Chapter of the International Fraternity of Delta Sigma Pi voted to conduct a trial for you on the following charge(s):

- CHARGE: Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated
Specifics:
- CHARGE: Acting in a manner unbecoming a member of this Fraternity
Specifics:
- CHARGE: Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct
Specifics:
- CHARGE: Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
Specifics:
- CHARGE: Non-participation in chapter events or meetings
Specifics:

THE CHAPTER TRIAL WILL BE HELD ON (Day of Week), (Date) at (Time) in (Place) and you are directed to appear.

You may appear in person and enter a plea to the above charge(s). If you do not attend, a plea of “not guilty” will be entered for you unless you wish to enter a guilty plea by signing a statement admitting your guilt. (If you wish to pursue this alternative, please call me or see Delta Sigma Pi’s Individual Discipline Policy available online at www.dsp.org). You are entitled to defend yourself or appoint one or two collegiate members of the chapter to defend you. If you do not appoint a representative(s), one will be appointed for you by the presiding officer of the trial. During the trial, you or your representative(s) may present evidence, including the testimony of witnesses, which are relevant to the charge(s).

If found guilty, you may be subject to any of the following penalties: fine, reprimand, probation, suspension, or expulsion. The Individual Discipline Policy (available online at www.dsp.org) provides you with a 60 day period from the date of the trial to appeal this decision to the Provincial Discipline Committee. Your appeal must be sent to the Provincial Vice President, (Provincial Vice President’s Full Name). If the Provincial Discipline Committee upholds the chapter’s decision, the Individual Discipline Policy provides you with a second level of appeal to the Board of Directors. You again have 60 days to do so and must send your second appeal to the Central Office. If the first appeal to the Provincial Discipline Committee is not utilized, there can be no appeal to the Board of Directors.

Please contact me if there are any questions about this trial.

Fraternally,

(Full Name)
(Officer’s Title)
(Chapter Name) Chapter
(Return Address)
(Email Address)
(Phone Number)

APPENDIX 8- Letter Notifying Accused of Chapter Trial Results- Not Guilty

(Date)

(Accused's Full Name)

(Address)

(City, State Zip Code)

Dear Brother (Last Name):

In accordance with the notification sent to you on (date notification sent), the (Chapter Name) Chapter of the International Fraternity of Delta Sigma Pi conducted a trial for you on (trial date) on the charge(s) and specific details set forth in the notification.

I am pleased to inform you that you were found NOT GUILTY on all the charge(s) and specific details and the matter is now closed.

Please contact Chapter President (President's Full Name) if you have any questions.

Fraternally yours,

(Full Name)

(Officer's Title)

(Chapter Name) Chapter

(Return Address)

(Email Address)

(Phone Number)

APPENDIX 9- Letter Notifying Accused of Chapter Trial Results- Expulsion

The letter should be dated and contain:

- Verdict of guilt
 - Verdict of penalty
 - Details of the penalty
 - Rights to appeal
-

(Date)

(Accused’s Full Name)

(Address)

(City, State Zip Code)

Dear Mr./Ms. (Last Name):

In accordance with the notification sent to you on (date notification sent), the (Chapter Name) Chapter of the International Fraternity of Delta Sigma Pi conducted a trial for you on (trial date) on the charge(s) and specific details set forth in the notification.

(Optional Wording: Since you did not appear at the trial and did not appoint your own representative, the chair appointed Brother (Full Name) to defend you and a plea of not guilty was entered on your behalf.)

This is to inform you that you were found GUILTY on all the charge(s) and specific details. The chapter has fixed the penalty as EXPULSION. You are hereby notified that, effective immediately, you are no longer a member of the International Fraternity of Delta Sigma Pi. In accordance with Fraternity law, we request that you return your badge and membership card and certificate immediately to the Executive Director, the Central Office of Delta Sigma Pi, P.O. Box 230, Oxford, Ohio 45056-0230.

Relevant trial information has been forwarded to the Central Office staff. They will reconfirm this action by sending you an official notice.

The Individual Discipline Policy (available online at www.dsp.org) provides you with a 60 day period from the date of the trial to appeal this decision to the Provincial Discipline Committee. Your appeal must be sent to the Provincial Vice President, (Provincial Vice President’s Full Name). If the Provincial Discipline Committee upholds the chapter’s decision, the Individual Discipline Policy provides you with a second level of appeal to the Board of Directors. You again have 60 days to do so and must send your second appeal to the Central Office. If the first appeal to the Provincial Discipline Committee is not utilized, there can be no appeal to the Board of Directors.

Sincerely yours,

(Full Name)

(Officer’s Title)

(Chapter Name) Chapter

(Return Address)

(Email Address)

(Phone Number)

APPENDIX 10- Letter Notifying Accused of Chapter Trial Results- Fine, Reprimand, Probation, or Suspension

The letter should be dated and contain:

- Verdict of guilt
 - Verdict of penalty
 - Details of the penalty
 - Rights to appeal
-

(Date)

(Accused's Full Name)

(Address)

(City, State Zip Code)

Dear Brother (Last Name):

In accordance with the notification sent to you on (date notification sent), the (Chapter Name) Chapter of the International Fraternity of Delta Sigma Pi conducted a trial for you on (trial date) on the charge(s) and specific details set forth in the notification.

(Optional Wording: Since you did not appear at the trial and did not appoint your own representative, the chair appointed Brother (Full Name) to defend you and a plea of not guilty was entered on your behalf.)

This is to inform you that you were found GUILTY on all the charge(s) and specific details. The chapter has fixed the penalty as (PENALTY and details of penalty).

Copies of the relevant trial documents have been forwarded to the Central Office.

The Individual Discipline Policy (available online at www.dsp.org) provides you with a 60 day period from the date of the trial to appeal this decision to the Provincial Discipline Committee. Your appeal must be sent to the Provincial Vice President, (Provincial Vice President's Full Name). If the Provincial Discipline Committee upholds the chapter's decision, the Individual Discipline Policy provides you with a second level of appeal to the Board of Directors. You again have 60 days to do so and must send your second appeal to the Central Office. If the first appeal to the Provincial Discipline Committee is not utilized, there can be no appeal to the Board of Directors.

Please contact chapter President (Full name) if you have any questions.

Fraternally yours,

(Full Name)

(Officer's Title)

(Chapter Name) Chapter

(Return Address)

(Email Address)

(Phone Number)

APPENDIX 11- Blank Trial Minutes

How to Use These Minutes:

This is a guide to help you write your trial minutes. These minutes can be used for both Executive Trials and Chapter Trials (please note any differences). Items underlined should be filled in by the chapter. Where choices are provided, include only the applicable choices in your minutes. Instructions are listed in *italics*. See Appendix 12 for an actual sample of trial minutes.

(Date)

The next order of business was the trial of Brother (Full Name of Accused).

Brother (Full Name), serving as Chancellor, presided over the trial. (*In an Executive Trial, the Trial Manager also serves as Chancellor*)

Brother (Full Name), serving as Trial Secretary, recorded the minutes.

Brother (Full Name) served as Trial Manager.

- A quorum was present according to chapter bylaws. (*For Chapter Trials*)
- Brothers (List full names and titles of 1 or 3 Executive Trial Committee members in addition to the Trial Manager and the Trial Secretary) served on the Executive Trial Committee. (*For Executive Trials*)

The Chancellor announced that the trial was being held in executive session and reminded everyone present of the confidential nature of the proceedings.

The manager read the charge(s) and specific details against Brother (Last Name of Accused) as follows:

- CHARGE: Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated
Specifics: (list specifics as stated in letter preferring charges)
- CHARGE: Acting in a manner unbecoming a member of this Fraternity
Specifics: (list specifics as stated in letter preferring charges)
- CHARGE: Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct
Specifics: (list specifics as stated in letter preferring charges)
- CHARGE: Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity
Specifics: (list specifics as stated in letter preferring charges)
- CHARGE: Non-participation in chapter events or meetings
Specifics: (list specifics as stated in letter preferring charges)

Brother (Last Name of Accused)

- was present and plead guilty to all the charge(s) and specific details. The Chancellor announced that the trial would proceed directly to the penalty phase. Brother (Last Name of Accused) was allowed to speak on his/her behalf and was present during the penalty phase. (*Skip to penalty phase.*)
- was not present but submitted a written declaration of guilt instructing his/her personal or appointed representative(s) to plead guilty to the charge(s). The guilty plea was received. (*Skip to penalty phase.*)
- was present and pled not guilty to all the charge(s) and specific details. (*Move on to next section.*)
- was present and plead guilty to the charge(s) of (list charges), but not guilty to the charge(s) (list charges). (*Move on to next section, but only vote on charge(s) that accused plead not guilty to.*)
- was not present but has appointed Brother(s) (Full Name(s)) to represent him/her. A plea of not guilty was entered to all charge(s) and specific details. (*Move on to next section.*)
- was not present and did not appoint a representative. The chair appointed Brother (Full Name) to represent Brother (Last Name of Accused). A plea of not guilty was entered to all charge(s) and specific details. (*Move on to next section.*)
- Please provide any specifics for situations differing from above.

The manager then presented the case on behalf of the chapter.

(A brief summary of the remarks of the manager should be entered here. Indicate the nature of any documents introduced. State full names of any witnesses called and a brief summary of their remarks.)

The case for the accused was then presented.

(A brief summary of the remarks of the accused (or his/her representative(s)) should be entered here. Indicate the nature of any documents introduced. State full names of any witnesses called and a brief summary of their remarks.)

Members were allowed to question either side by submitting questions in writing to the Trial Manager. (*Chapter Trials Only.*)

- The accused was then allowed to make closing comments on his/her behalf. (*Only if the accused is present.*)

A secret written ballot was taken on the question of

- CHARGE: Violating the oath of allegiance to Delta Sigma Pi or breaking the Laws of this Fraternity or any chapter with which the member is affiliated. The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.
 - By a majority vote of those present, the chair announced a verdict of guilty for the charge and
 - moved to vote on the next charge (*if any other charges preferred*)
 - moved to the penalty phase
 - By a majority vote of those present the chair announced a verdict of not guilty for the charge and
 - moved to vote on the next charge (*if any other charges preferred*)
 - moved to adjourn the trial
- CHARGE: Acting in a manner unbecoming a member of this Fraternity. The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.
 - By a majority vote of those present, the chair announced a verdict of guilty for the charge and
 - moved to vote on the next charge (*if any other charges preferred*)
 - moved to the penalty phase
 - By a majority vote of those present the chair announced a verdict of not guilty for the charge and
 - moved to vote on the next charge (*if any other charges preferred*)
 - moved to adjourn the trial
- CHARGE: Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct. The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.
 - By a majority vote of those present, the chair announced a verdict of guilty for the charge and
 - moved to vote on the next charge (*if any other charges preferred*)
 - moved to the penalty phase
 - By a majority vote of those present the chair announced a verdict of not guilty for the charge and
 - moved to vote on the next charge (*if any other charges preferred*)
 - moved to adjourn the trial
- CHARGE: Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity. The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.
 - By a majority vote of those present, the chair announced a verdict of guilty for the charge and
 - moved to vote on the next charge (*if any other charges preferred*)
 - moved to the penalty phase
 - By a majority vote of those present the chair announced a verdict of not guilty for the charge and
 - moved to vote on the next charge (*if any other charges preferred*)
 - moved to adjourn the trial
- CHARGE: Non-participation in chapter events or meetings. The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.
 - By a majority vote of those present, the chair announced a verdict of guilty for the charge and
 - moved to vote on the next charge (*if any other charges preferred*)
 - moved to the penalty phase

- By a majority vote of those present the chair announced a verdict of not guilty for the charge and
 - moved to vote on the next charge (*if any other charges preferred*)
 - moved to adjourn the trial

□ The accused was informed of the (chapter's/Executive Trial Committee's) action. (*Only if the accused is present.*)

The Trial Manager then moved that the penalty be:

- Reprimand
- Fine (amount and payment date)
- Probation (length and details of terms)
- Suspension (length)
- Expulsion

The motion was seconded by Brother (Full Name).

□ The accused was allowed to make a statement about the penalty and the chapter members asked any questions by submitting them in writing to the Trial Manager. (*Only if the accused is present and only for Chapter Trials.*)

Additional debate was heard on the proposed penalty.

- Brother (Full Name) moved to amend the proposed penalty to (new details of penalty), seconded by Brother (Full Name). After discussion, the amendment was
 - Defeated
 - Adopted

A secret written ballot was taken on the penalty of (list proposed/amended penalty). The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.

- A (majority/four-fifths) vote of those present having been achieved, the chair declared Brother (Full Name of Accused) (penalty and details).
- A (majority/four-fifths) vote of those present not having been achieved, the chair declared the penalty defeated. Brother (Full Name) then moved that the penalty be (new penalty), seconded by Brother (Full Name). After further discussion, a secret written ballot was taken on the penalty of (penalty and details). The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.
 - A (majority/four-fifths) vote of those present having been achieved, the chair declared Brother (Full Name of Accused) (penalty and details).
 - A (majority/four-fifths) vote of those present not having been achieved, the chair declared the penalty defeated. Brother (Full Name) then moved that the penalty be (new penalty), seconded by Brother (Full Name). After further discussion, a secret written ballot was taken on the penalty of (penalty and details). The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.
 - A (majority/four-fifths) vote of those present having been achieved, the chair declared Brother (Full Name of Accused) (penalty and details).
 - A (majority/four-fifths) vote of those present not having been achieved, the chair declared the penalty defeated. Brother (Full Name) then moved that the penalty be (new penalty), seconded by Brother (Full Name). After further discussion, a secret written ballot was taken on the penalty of (penalty and details). The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.

The chair directed the Trial Secretary to notify Brother (Full Name of Accused) in writing of the action.

□ The accused was informed of the (chapter's/Executive Trial Committee's) action. (*Only if the accused is present.*)

Brother (Full Name) moved that the trial be adjourned. Motion seconded by Brother (Full Name).

APPENDIX 12- Sample Executive/Chapter Trial Minutes

See Appendix 11 for a detailed trial minutes template.

March 15, 2010

The next order of business was the trial of Brother Bob Johnson.

Brother John Smith, serving as Chancellor, presided over the trial. Brother Mary Taylor, serving as Trial Secretary, recorded the minutes. Brother Bill Michaels served as Trial Manager.

A quorum was present according to chapter bylaws.

The Chancellor announced that the trial was being held in executive session and reminded everyone present of the confidential nature of the proceedings.

The manager read the charge(s) and specific details against Brother Johnson as follows:

CHARGE: Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity

Specifics: Dues in the amount of \$100, due February 1, have not been paid for the current semester. Vice President- Finance has sent email reminders and after a phone conversation reminding him to pay, there was still no payment.

CHARGE: Non-participation in chapter events or meetings

Specifics: Missed chapter meetings on January 12, January 19, and February 9 and missed a chapter fundraiser on February 19.

Brother Johnson was not present and did not appoint a representative. The chair appointed Brother Sally Richards to represent Johnson. A plea of not guilty was entered to all charge(s) and specific details.

The manager then presented the case on behalf of the chapter.

Vice President-Finance, David Turner, submitted a list of members who had paid dues highlighting the amount that Johnson still owes.

Vice President-Chapter Operations, Mary Taylor, submitted attendance records for Johnson showing all missed chapter events.

The case for the accused was then presented.

The accused's representative stated that the accused has not attended chapter events due to a part time job and classes.

Members were then allowed to question either side by submitting questions in writing to the Trial Manager.

The chair then announced that question and debate followed on the charge(s) and specific details.

A secret written ballot was taken on the question of delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity. The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.

By a majority vote of those present, the chair announced a verdict of guilty for the charge and moved to vote on the next charge.

A secret written ballot was taken on the question of non-participation in chapter events or meetings. The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative.

By a majority vote of those present, the chair announced a verdict of guilty for the charge and moved to the penalty phase.

The trial manager then moved that the penalty be Expulsion. The motion was seconded by Brother Don Donald.

Additional debate was heard on the proposed penalty.

A secret written ballot was taken on the penalty of Expulsion. The tellers consisted of the Trial Secretary, Trial Manager, and the accused's representative. A four-fifths vote of those present having been achieved, the chair declared Brother Bob Johnson expelled from the International Fraternity of Delta Sigma Pi.

The chair directed the Trial Secretary to notify Bob Johnson in writing of the action.

Brother Jessica Fan moved that the trial be adjourned. Motion seconded by Brother Kelly Heart.

APPENDIX 13 – How-to Guide on Reporting Trials Online

To report a trial, go to the Members Module of the Hub. Once there, select the person from the chapter’s membership list that was put on trial.

Membership Changes

[Report New Recruits](#)
[Report Pledging Ceremony](#)
[Report Initiation](#)
[Report Other Member Changes](#)

Only show classes from the current year

Batch Name	Type	Submitted on Date	# in Batch	Status	Select
Recruit Report for 7/23/2012 Created	Recruits	7/23/2012	1	Submitted Recruits	
Recruit Report for 1/15/2013 Created	Recruits	1/15/2013	1	Submitted Recruits	

Membership List for Test Chapter For Website. 12 members found.

Below is the list of members currently on your chapter roster. Included on this list are any recruits entered, and pledges. You can change a person’s status using the link above. Certain chapter officers can update a member’s contact information by clicking the edit button to the right of the person’s name.

Chapter-Roll #	Member Name	Preferred Phone	Email Address	Membership	Status	Select
301-0039	Bartfield,				(Standing)	
	Expulsion				(Standing)	
301-0036	Ho, Hi				(Standing)	
301-0031	Last, First				(Standing)	
301-0037	Puddingn				(Standing)	

Select the Member from the Membership List

Click the “Report Trial Results” button located at the top of the page.

First Expulsion

[Report Trial Results](#)

Member Name Information		Member Preferred Contact Information	
First Name:	<input type="text" value="First"/>	Type:	<input type="text" value="College Address"/>
Preferred First:	<input type="text" value="First"/>	Status:	<input type="text" value="Good Address"/>
Middle Name:	<input type="text"/>	Line 1:	<input type="text" value="123 Fake St"/>
Last Name:	<input type="text" value="Expulsion"/>	Line 2:	<input type="text"/>
Full Name:	<input type="text" value="First Expulsion"/>	City:	<input type="text" value="Oxford"/>
Parent’s Names:	<input type="text" value="One"/>	State:	<input type="text" value="OH"/>
Important Member Date Information		Zip:	<input type="text" value="45056"/>
Birth Date:	<input type="text" value="12/24/1986"/>	Country:	<input type="text" value="USA"/>
Pledge Date:	<input type="text" value="8/15/2012"/>	Telephone and Email Information	
Initiation Date:	<input type="text"/>	Home Telephone:	<input type="text"/>
Grad Date:	<input type="text" value="1/1/2014"/>	Cell Telephone:	<input type="text" value="763-923-1380"/>
		Email Address:	<input type="text" value="first@dspnet.org"/>

Select a trial type from the available options (Chapter Trial, Executive Committee Trial or Chapter Appeal) and enter the trial date. Be sure to include a primary and secondary email for the defendant. The defendant will receive important notification to the emails listed here.

Once complete, click “Create Trial.”

New Trial Report for First Expulsion

Trial Type:	<input type="text" value="Select trial type..."/>
Enter Trial date:	<input type="text"/>
Primary Email Address of Defendant:	<input type="text" value="first@dspnet.org"/>
Secondary Email Address of Defendant:	<input type="text"/>

Choose the plea of the accused and the trial result for each charge the accused was charged. Leave the other charges blank. Once a guilty verdict is chosen, a penalty type will be available to be entered. For Fine, an amount must also be entered. For Probation, the length and terms of the probation must be entered. For Suspension, the length of the suspension must also be entered.

Once complete, click “Submit Trial Results” to submit the trials results to the Central Office.

Trial Results for First Expulsion

Enter charge(s), the accused plea(s) and trial result(s). Disregard charges not applicable to this trial. You must provide the plea and trial result for at least one charge to submit trial results.

Charge	Plea of Accused	Trial result
Non-participation in chapter meetings or events	<input type="text" value="Not guilty"/>	<input type="text" value="Guilty as charged"/>
Delinquency on monies owed	<input type="text"/>	<input type="text"/>
Violating the oath	<input type="text"/>	<input type="text"/>
Acting in a manner unbecoming of a member	<input type="text"/>	<input type="text"/>
Act or acts of disloyalty or conduct	<input type="text"/>	<input type="text"/>

Penalty for Guilty Verdicts

Penalty Type:

- No Penalty
- Reprimand
- Fine
- Probation
- Suspension
- Expulsion