**STANDARDS BOARD PROCESS TEMPLATE**

1. By this addendum to the Constitution, **[ORGANIZATION]** of The University of the South does hereby establish a standards board.
2. The purpose of the Standards Board is to adjudicate alleged violations of **[ORGANIZATION]** membership expectations and policies.
3. The purpose of the Standards Board is to provide a peer accountability process that promotes self governance.

Article II – Recognition & Jurisdiction

1. The acceptance of membership into **[ORGANIZATION]** is considered a contractual arrangement through which **[ORGANIZATION]** and its members agree to abide by all rules set forth by the University and the **[ORGANIZATION].**
	1. Any infraction of these rules shall subject the member to disciplinary action by the Standards Board and/or the Office of Community Standards.
2. The Standards Board shall act in accordance with all University rules and procedures concerning organizational conduct.
3. The Standards Board shall have the final authority to interpret all the **[ORGANIZATION]** documents.

Article III – Membership

1. The Standards Board shall be composed of one Chairperson and four (4) board members.
2. Following the selection of a new Vice President of Standards, applications shall be put out for candidates to fill the four (4) board member positions.
	1. Vacancies to the Standards Board shall be filled in the same manner provided above.
3. The term of office for members of the Standards Board shall be one year and run concurrently with the term for the Vice President of Standards.
4. A minimum of four (4) voting members must be present to preside over standards meeting.

Article IV – Vice President of Standards

1. The responsibilities of the Vice President of Standards shall be:
	1. To serve as a full member of the Executive Board.
	2. To administer pre-hearings of the Standards Board.
	3. To call meetings of the Standards Board.
	4. To present cases against members to the Standards Board.
	5. To report results of all Standards Board hearings to the members of **[ORGANIZATION].**
	6. To offer advisory opinions on the interpretation of all **[ORGANIZATION]** governing documents or to defer this responsibility to the appropriate individual.
2. The Vice President of Administration shall fulfill the duties of the Vice President of Standards should a conflict of interest arise.
	1. Should a conflict of interest also arise with the Vice President of Administration, the President shall appoint an appropriate member of the Executive Board as a replacement.

Article VI – Advisor

1. A representative from the **[ORGANIZATION]** advisory team shall serve as advisor to the Vice President of Standards and Standards Board for the purpose of clarifying information, procedures, and instructions concerning deliberations.
2. A Standards Board hearing may not be conducted unless an advisor is present.
3. The responsibilities of the advisor shall be:
	1. Upon receipt of a complaint, discuss with the Vice President of Standards.
	2. To be available to the Vice President of Standards for the purpose of fulfilling the duties prescribed in section I of this article.

Article VII - Procedures

1. The admission of any person not directly involved in the investigation or accusation of the conduct in question into a hearing shall be left to the discretion of the Vice President of Standards during a Standards Board Hearing.
2. In hearings where more than one member is involved, the Standards Board may choose to conduct the hearings concerning each member separately. Administrative pre-hearings shall always be handled on an individual basis.
3. Upon the filing of an alleged violation, the member (respondent), chapter President, Vice President of Standards, and Advisor shall meet to conduct an administrative pre-hearing.
4. The Vice President of Standards shall notify the accused member of the date, time, and location of all administrative pre-hearings and/or Standards Board hearings at least three class days prior to meeting.
	1. A member may choose to waive their right to advanced notice to expedite the process.
5. Attendance at any scheduled hearing is optional. A member that has been properly informed of the date, time, and location of a hearing but fails to appear will be deemed to have forfeited their right to respond to any allegations made against them.
	1. In such a case, the member will be presumed to have entered a plea of not responsible and the hearing shall proceed.
6. If a chapter is found responsible during an administrative pre-hearing the following process shall be followed:
	1. The Vice President of Standards shall present the responsible member with a charge letter detailing the incident in question and an administrative outcome.
	2. The member will have three (3) class days to review and either accept or deny the proposed administrative outcome.
	3. Should the member accept the administrative outcome, the case will be considered closed and the results confidential.
	4. Should the member deny the administrative outcome, the case will immediately be referred to the Standards Board.

1. The scope of the Standards Board is not limited only to the original complaint; it may include violations discovered during the hearing.
	1. If a new violation is discovered during the course of a hearing, the accused member may waive its right to advanced notification.
2. A member shall be sent written notification of the result of any hearing no more than five (5) class days following the hearing. This written notification shall include the final decision, but not the vote count; any outcomes; and detail the appellate process.
3. The rights of the member include:
	1. The right to be informed in writing of all charges at least three (3) class days prior to any hearing.
	2. The right to reasonable access to view information being presented against the respondent prior to the hearing but no identifiable information of individuals from whom information was collected.
	3. The right to question witnesses that are present.
	4. The right to present witnesses on their behalf.
	5. The right to a closed hearing.
	6. The right to a written statement of notification of the results of a hearing no more than five class days after the hearing.
	7. The right to appeal the decision of the Standards as prescribed in this document.
	8. The right to not have behavioral history discussed until after a decision determining responsibility has been reached for the purpose of proposing an appropriate outcome.
4. The rights of the complainant(s) include:
	1. The right to not attend the hearing.
	2. The right to submit a statement that details the alleged actions.
	3. The right to be informed of the outcome of the hearing upon request.
	4. The right to not have individual behavioral history discussed during the hearing.
5. In all Standards Board hearings, a majority of the standards board present and voting must vote in the affirmative to find any member responsible for any allegation made against them.
6. The internal deliberations of the Standards Board shall be entirely confidential.

Article VIII – Outcomes

* 1. See the “Meaningful Outcomes” resource.

Article IX – Appeals

1. It is not the nature or purpose of the appeal process to provide for a new hearing at a higher administrative level.
2. A member may appeal an outcome only on the following grounds:
	1. The Standards Board has committed a procedural error.
	2. New information is presented that was not available at the time of the hearing.
3. Appeals must be made in writing to the Vice President of Standards within three (3) class days of receipt of any outcome. Copies of appeals must be sent to the President. The President will render the final decision after considering both the appeal and the response from the Vice President of Standards and/or standards board.
4. An appeal seeking to modify an outcome imposed by the Standards Board will only be successful if clear and convincing reasons are advanced to show that the sanction does not meet the tests of reasonableness and fairness. A successful appeal will normally result in the case being referred back to the Standards Board for reconsideration of the outcome.
5. Article X – Amendments
6. Any motion to amend, revise, alter, or revoke an article of the Standards Process shall be decided in the same manner as provided for in the Constitution of **[ORGANIZATION].**