

HOW TO FILE AN INFRACTION

If the informal discussion is unsuccessful, the judicial process will be set in motion when one of the designated individuals allowed to file infractions files a College Panhellenic Violation Report for the alleged infraction. Complete and present the College Panhellenic Violation Report in a timely manner but not more than 30 days from the date of the alleged infraction. Notify the accused chapter in writing within seven days of receiving the violation report form by using the College Panhellenic Infraction Notice.

There are six forms involved in this process:

- College Panhellenic Violation Report
- College Panhellenic Infraction Notice
- College Panhellenic Mediation Summary Report
- College Panhellenic Judicial Board Hearing Summary Report
- College Panhellenic Judicial Board Hearing Minutes
- College Panhellenic Appeal Notice

These forms are available to download from the NPC website and in the Resource Information section of this manual.

The proper reporting authority to file any infraction, other than a recruitment infraction, is:

- The chapter president on behalf of her chapter.
- A chapter executive officer/board member on behalf of her chapter.
- A College Panhellenic officer.
- The fraternity/sorority advisor.

The proper reporting authority to file a recruitment infraction is:

- The chapter president on behalf of her chapter.
- The College Panhellenic officer in charge of recruitment or a recruitment counselor.
- A potential new member.
- The fraternity/sorority advisor.

Upon receiving the College Panhellenic Infraction Notice, the accused sorority contacts the College Panhellenic president within seven days to schedule mediation. Hold a mediation unless the accused chapter chooses to proceed directly to a judicial hearing.

PANHHELLENIC MEDIATION PROCESS

The purpose of mediation is to find a solution satisfactory to the party who filed the infraction and the accused sorority. Mediation is an off-the-record attempt to settle a dispute. In essence, it is a facilitated negotiation. Mediation is closed to the public, and all participants in the mediation process must keep strict confidentiality — including the outcomes. Sign and complete the proper documentation and forms (available on the NPC website) indicating the outcomes of the mediation session, and distribute as indicated on the forms.

COLLEGE PANHELLENIC JUDICIAL PROCEDURE FORMS

College Panhellenic Violation Report

Complete and submit to the College Panhellenic president or fraternity/sorority advisor within 30 calendar days from the date of the alleged infraction (including university/college breaks).

College/university: _____

Against [name of sorority]: _____

For violating: _____

List specific NPC Unanimous Agreement, NPC policy, College Panhellenic bylaws, code of ethics, recruitment rules, etc.

Recruitment violation reported by (reports may only be filed by one of the people listed below):

- Chapter president Panhellenic officer in charge of recruitment
 Recruitment counselor Potential new member Fraternity/sorority advisor

Non-recruitment violation reported by (reports may only be filed by one of the people listed below):

- Chapter president Chapter executive officer/board member
 College Panhellenic officer Fraternity/sorority advisor

Date/time/location of alleged infraction: _____

Witness(es) to the incident; include affiliation/Panhellenic officer title and phone numbers: _____

Description of the incident; use additional sheets if necessary: _____

Names and affiliation of cited individuals and sorority involved: _____

Names, addresses and phone numbers of individuals/sorority reporting incident: _____

Signed by: _____

Name and position

Date

DELIVERY RECORD *(Completed by the College Panhellenic president or fraternity/sorority advisor)*

Date submitted: _____

Report properly submitted? Yes No If no, briefly explain: _____

College Panhellenic Violation Report sent to:	<input type="checkbox"/> Accused sorority	Date: _____
	<input type="checkbox"/> Fraternity/sorority advisor	Date: _____
	<input type="checkbox"/> NPC area advisor	Date: _____

College Panhellenic Infraction Notice

This is completed by the College Panhellenic president or fraternity/sorority advisor after a College Panhellenic Violation Report has been properly filed. This must be given to the accused sorority president or designated representative within seven days of receiving the College Panhellenic Violation Report. Distribute a copy to the fraternity/sorority advisor and the NPC area advisor within the same time period. The seven-day timeline applies even during college/university breaks.

College/university: _____

Accused sorority: _____ Date of notification: _____

Notification emailed to (list name and email address): _____

Alleged violation(s): (List specific rule, Unanimous Agreement, etc., and brief description.)

Date(s) of alleged violation(s)*: _____

**Violations must be reported within 30 days of the alleged infraction.*

Infraction filed by: _____ Date infraction filed: _____

Rights and obligations of accused sorority:

The accused sorority has the right to resolve the alleged infraction through mediation and/or a judicial board hearing. The accused sorority is responsible for contacting the College Panhellenic president within seven days of receiving this infraction notice to schedule mediation or a judicial board hearing. Mediation is held unless the accused sorority chooses to proceed directly to a judicial board hearing. The mediation or judicial board hearing does not have to occur within the seven-day period; it must be scheduled as soon as possible at a time convenient for the parties involved. If the infraction notice is received during a college/university break, the mediation or judicial board hearing can be deferred until classes resume.

To schedule a mediation or judicial board hearing, contact the person below by _____ [date].

Name: _____ Phone number: _____

DELIVERY RECORD (Completed by the College Panhellenic president or fraternity/sorority advisor)

The accused sorority receives the original of this report. The College Panhellenic keeps a copy of this completed report as part of the documentation. Provide copies of this report to the fraternity/sorority advisor and the NPC area advisor.

Delivered to accused sorority _____

Chapter president or designee signature

Copy to fraternity/sorority advisor Date: _____

Copy to NPC area advisor Date: _____