

# Zeta Phi Beta Sorority, Incorporated Complaint & Discipline Policy Summary



Updated August 11, 2015

## OVERVIEW

This document summarizes the reporting, investigation, and potential disciplinary actions for violations of the rules, policies, and/or principles of Zeta Phi Beta Sorority, Incorporated (the “Sorority”) by members and individuals who are seeking membership. This includes, but is not limited to, violations of the Sorority’s anti-hazing policies.

- A **member’s** failure to follow policies and procedures described in our Constitution & Bylaws, Handbook, Code of Conduct, Policy Against Hazing, and other documents can result in disciplinary action taken by the Sorority.

Disciplinary actions for members may include:

- Reprimand or Warning
  - Probation
  - Suspension
  - Expulsion
  - Revocation of Chapter Charter
  - Financial Penalty
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- A **non-member** may lose eligibility for membership if she (1) provides false information to the Sorority as part of the intake process or (2) engages in activities that are contrary to the publically published rules, policies or principles of the Sorority, which includes, but is not limited to, the Sorority’s anti-hazing policies. The determination to take action is made by the Sorority in its sole discretion and may not be appealed.

Non-Members may be subject to:

- “Bar” or permanent loss of eligibility for membership
- “Prohibition”/”Prohibit” or temporary loss of eligibility for membership

## COMPLAINT INVESTIGATION PROCESS

A “Complaint” is an allegation that a member or chapter has violated one or more provisions of the Sorority’s governing documents or board approved policies, including, but not limited to the Sorority’s anti-hazing policies, the Code of Conduct, and the Expulsion Policy.

Complaints may be made by a member, chapter, state, region, school official, law officer, or community member concerning members of the Sorority and/or chapters. A brief overview of the procedures for filing a complaint, the Sorority’s investigation and determination process, and appeals follows:

## **I. Filing a Complaint**

- **Members of the Sorority:** Complaints **must** be made to the appropriate officer as soon as possible. In most cases, the appropriate officer is the State Director.
  - All complaints **must** include the following information:
    1. Name of person(s) against whom the complaint is made;
    2. Reference to specific violation of the Sorority policy or governing documents;
    3. Relevant background information regarding the alleged violations; and
    4. Remedy sought.

If a member receives a Complaint from a second-hand source (i.e. anonymously, from community members, or from a college/university), the member must immediately forward the Complaint to the appropriate Sorority Official. The member must not determine validity or credibility of the Complaint.

### Forwarding information for complaints from second-hand sources:

- Non-members of the Sorority should forward Complaints to National Headquarters via e-mail at [discipline@zetaphibetasororityhq.org](mailto:discipline@zetaphibetasororityhq.org) or 202-387-3103.

## **II. Cease and Desist**

- A “Cease and Desist Notice” is a notice issued by National Headquarters at the beginning of or during the investigation of a Complaint.
- If the International Grand Basileus has good reason to believe that individual may have violated Sorority policy, the International Grand Basileus may issue a Cease and Desist Notice to applicable to the applicable individual(s) or chapter(s).
- Upon receipt, all recipients of the Cease and Desist Notice must immediately stop all activities associated with or representative of the Sorority. The Cease and Desist Notice remains in place until notice of disciplinary action or notice of removal is sent.

## **III. Investigation**

- Investigation begins within forty-eight (48) hours of receipt of the Complaint. The Investigating Officer will conduct interviews, gather information, report findings, and make recommendations to senior officers within the Sorority.
- The International Grand Basileus or National Executive Board will communicate any applicable discipline determination through the office of the Sorority’s National Headquarters.

## **IV. Notice of Discipline**

- Once a disciplinary determination is made, a Notice will be sent via email to the applicable individual(s) or chapter(s) with a copy sent to the college or university, if applicable.

- The Notice will include:
  - A summary of the findings of the investigation;
  - An explanation of any sanctions imposed;
  - An overview of the appeals process, if applicable.
- ***All individuals who provide an e-mail address to the Sorority have consented to receiving notices by e-mail unless the permission is specifically revoked.***

#### **V. Appeals & Hearing Process**

- The decision to Bar a prospective member, or Prohibit a prospective member for a specific period of time is not appealable.
- Any disciplinary decision made regarding member(s) or chapter(s) can be appealed by the disciplined member or chapter. If an appeal is timely and all are fees paid, a hearing will be held to affirm, deny, or modify the disciplinary determination.
- **Waiver of Appeal Rights:** Failure to timely request an appeal and pay applicable appeal fees will result in a waiver of the right to appeal. The disciplinary action imposed by the International Grand Basileus or National Executive Board will be final.

#### **VI. Reinstatement**

- Except those Members who are expelled, members and/or chapters who were subject to disciplinary action must petition for reinstatement within the time prescribed in the discipline notice and pay a reinstatement fee.
- **Petitions for Reinstatement**
  - **Substance of Petitions:** Petitions must contain:
    1. A concise narrative history of the member or Chapter's history with the Sorority;
    2. A copy of the Notice of Discipline;
    3. An explanation of the circumstances of the discipline;
    4. Evidence that the terms of the discipline are satisfied; and
    5. An explanation of plans to ensure compliance with all Sorority rules, as well as, a statement that explains that the disciplined member or Chapter will be a productive member/chapter of the Sorority.
  - **Submission:** Petitions must be submitted to the State Director in the state where the disciplined member or chapter is located. Copies of the Petition and all supporting documentation must be sent to the Regional Director and National Headquarters by a traceable method (i.e., certified mail, FedEx, or UPS).
- **Review and Determination**
  - All Petitions will be reviewed within ninety (90) days of receipt. National Headquarters will transmit a notification of the reinstatement decision.