



Developing Your Chapter's Due Process

No disciplinary process is complete without due process to ensure fair treatment of Members under the Chapter's policies. So what does due process mean for your Chapter? Asking the following questions will help your Chapter develop a due process for dealing with Members whose actions are not in accordance with Chapter or National policy:

Notification of Member Actions

- Where can Members access Chapter governing documents to confirm a policy violation?
- What is the process by which a Member may make notification of another Member's actions violating Chapter or National policy?

Check-in with Member

- Who should make first contact with a Member whose actions violate policy and by what method of communication (email, face-to-face, etc.)?
- What steps should be taken to document the conversation and plan follow-up?

Official Communication with Member

- Who is responsible for sending official notification of the hearing to the Member and in what timeframe?
- How will the Member receive official communication regarding the charges and timing of the hearing?
- What is the process for the Member to communicate if they cannot attend?

Facilitation of a Hearing and Follow-up

- Who will be responsible for chairing the hearing?
- How will the Member receive communication of the outcome of the hearing and in what timeframe?

How can the Brother at Large be utilized to support due process?

The Brother at Large is a common position in many Chapters, although it is not one required by the National Constitution. The position is often an elected position, but the Brother at Large may or may not be a voting member of the Executive Board. The primary goal of the Brother at Large is to foster high morale within the Chapter. The responsibilities of the Brother at Large, as listed below, can be adapted to support due process as part of a strong disciplinary policy.

- Maintain confidentiality while fielding complaints from Members
- Serve an ombudsman role within the Chapter
- Provide mediation support for disputes that may arise between Members
- Serve as a liaison between the Executive Board and individual Members
- Maintain neutrality in all matters relating to their position