Upholding Subrosa

Upholding Subrosa is a significant responsibility of every Member, and it is one that should be taken seriously. Think of what could happen if Subrosa is broken. On the surface, people get their feelings hurt. But worse, at the very core, trust within the Chapter may be irreparably damaged. If Members lose trust in their fellow Members, this will impact their willingness to engage in Chapter Meetings, events and the Chapter in general.

1 Developing Subrosa Policy

Beginning to write policy around Subrosa should happen following a Chapter discussion regarding Chapter values and the importance of Subrosa. This should be something that everyone understands and agrees upon. Governing documents should reflect procedures for educating Members on Subrosa, what types of events and information falls under Subrosa and what to do in the event that Subrosa is broken. Remember that taking disciplinary action should be a last resort when dealing with Subrosa and that preventative measures should be taken to avoid Subrosa violations whenever possible.

2 Preventing Subrosa Violations

Providing regular and ongoing Member education is the key to preventing Subrosa violations. Chapters may find it helpful to review the policies around Subrosa, including the consequences for breaking it. If you had Members sign an agreement to uphold Subrosa, remind Members of the commitment they made to the Chapter.

3 Setting Consequences for Subrosa Violations

When creating consequences for Subrosa violations, be sure to include the penalties for a first offense, second offense, etc. For many Chapters, Subrosa violations fall under "conduct unbecoming a Member." If this is the case, it should be explicitly stated. If this is not the case, be sure to outline the specific procedure for investigating the violation and the potential consequences (e.g. probation, suspension or expulsion).

The following activities fall under Subrosa:

Bid Vote	Chapter Meetings	Trial Boards
Midway Review/Vote	Officer Elections	All sessions dealing with sensitive information
Final Vote	Exec Board Meetings	