Inter Fraternity - Sorority Council

JUDICIAL BOARD HEARING NOTICE

This form serves as the chapter notification form as well as the decision notification.

- The top original copy is to be filled out by the Judicial Board Chair only.
- The back copy is to be removed and delivered to the Chapter President after the notification box is filled out.
- The middle copy will be removed after the hearing and will serve as the decision notice.
- The original copy of the form will serve as the record of the hearing (along with additional minutes & original complaint form) and is to be photocopied so both the Inter Fraternity - Sorority Council and Director of Greek Life have record.

Chapter Name: ______________________________________________________________________________________

Dear President: Date: ____________________________________________________________________________

This letter serves as notice that your chapter is being brought before the Inter Fraternity - Sorority Council Judicial Board. A complaint has been filed against you for the following reason (if necessary an additional sheet may be attached):

__________________________________________________________

Alleged Constitution / By-Law Article infringed upon: ________________________________________________

The hearing is scheduled for the following: Date: ______________ Time: __________ Location: ____________

Your attendance at this meeting is required, if you do not attend this meeting, a decision will be made in your absence. An unexcused absence may result in an additional complaint being filed against your organization.

It is required that the following people attend the hearing: President, IFSC Rep, __________________________________________________________________

You may also bring up to 5 witnesses in your defense as well as your chapter advisor. You are encouraged to bring any evidence that pertains to the alleged infraction. Please review the Judicial Board By - Laws and the Constitution / By-law Article pertaining to the hearing in order to prepare yourself for the hearing. They can be found under resources at http://www.njit.edu/greeklife/documentsandlinks.php

Please consider this the formal notice of the Judicial Board Hearing for your chapter.

Thank you, Judicial Board Chair: __________________________________________________________________

Chair Contact Info: _____________________________________________________________________________

This box is to be filled out by the JB Chair. After it is filled out the carbon copy of this form should be removed and used as the chapter decision letter.

Dear President: Date: ____________________________________________________________________________

After the Judicial Board Hearing on __________________________________________________________________ called to order at ______________ adjourned at ______________ for the infraction listed in the box above; the following Judicial Board Members __________________________________________________________________

have determined that your organization: □ is responsible for the alleged infraction □ is not responsible for the alleged infraction

Your chapter claimed: □ responsibility for alleged infraction □ no responsibility for the alleged infraction

With the following explanation: _____________________________________________________________________

The following evidence was presented:

Witnesses Stated: ______________________________________________________________________________

The sanction for this infraction is as follows: __________________________________________________________________

If you wish to appeal the decision of the Judicial Board please refer to Judicial Board Policies, Article III Part E. All appeals must be received in written form by both the Judicial Board Chair and the director of Greek Life within one week of receiving this letter.

Respectfully, Judicial Board Chair: __________________________________________________________________

Chair Contact Info: _____________________________________________________________________________