



## *Appeals Process*

The purpose of the appeals policy and procedures is to provide a framework within which grievances may be settled in a fair and expeditious manner. The appeals process is an administrative proceeding that is conducted in a manner to encourage a thorough development of the facts, through submissions by members and through Delta's independent investigation; and a thorough consideration of relevant facts at the conclusion of an investigation.

During the course of the deliberative process, additional violations of the Sorority's Code of Conduct or other governing documents may be discovered and could result in additional sanctions being imposed. Likewise, if the evidence does not substantiate the alleged violation(s), sanctions may be reduced or removed. Each appellate body – the National Scholarship and Standards Committee, the National Board of Directors, and the Grand Chapter convened in Executive Session at the National Convention – reserves the right to add or remove sanctions, as appropriate.

**NOTE: Delta Sigma Theta Sorority, Incorporated shall not refund to any appellant any amount the appellant has paid in fines for sanctions prior to the disposition of appellant's appeal. Payment of a fine constitutes an admission of an appellant's involvement in the conduct for which she has been charged, and the payment will be recorded accordingly.**

### **Policy**

Delta Sigma Theta Sorority, Incorporated provides an appeals process for individual members/sorors and chapters that have been charged with violating Delta's Constitution and Bylaws and its Code of Conduct. The type of decisions that individuals may appeal include, but are not limited to: expulsion, suspensions, probations, the imposition of fines, and impeachment. The types of decisions that chapters may appeal include, but are not limited to, charter revocation, suspensions, probations, and the imposition of fines. Delta's appeals process and procedures are available only to address violations of Delta's Constitution and Bylaws and its Code of Conduct. The appeals process and procedures are not intending to, and do not, address or substitute for sanctions or charges that a state and/or federal law enforcement agency may impose upon an appellant for violations of state and/or federal laws.

**Appellants must pay all expenses associated with an appeal.**

Appeals must be filed in the following order of hierarchy: National Scholarship and Standards Committee; National Board of Directors; and the Executive Session of the National Convention. While an appeal is pending at one level, the decision made at the lower level against the appellant by the elected/appointed official of Delta Sigma Theta Sorority, Incorporated will remain in effect until the body charged with reviewing and acting upon the appeal has rendered its decision.

### **Procedures**

#### **Level I – National Scholarship and Standards (S&S) Committee**

The appeal process begins at this level. The appeal form should be forwarded to Delta Sigma Theta Sorority, Incorporated, Attn: National Scholarship and Standards Committee Appeal, Membership Department - Internal Policies & Procedures (*address provided at the end of this document*). The appeal form and all supporting evidence shall be filed within 30 calendar days of receipt of the Disciplinary Action Form. Once your appeal is received to National Headquarters, an acknowledgment receipt will be sent electronically to the email address on file or on the Appeal Form.

The Regional Director shall also be notified of the receipt of the appeal. **New evidence is inadmissible after the Level I Appeal process unless the Level I Appeal decision changes the original sanction that was levied.**

For the purpose of this policy "evidence" is any documentation that supports the proof or denial of an individual's and/or chapter's claim. Level I will be the only opportunity the Regional Director, individual and/or chapter can submit evidence.

- A. The Committee meets quarterly and will review an appellant's appeal during the Committee's first meeting after the appeal has been filed. **Please note: the administrative cut off deadline for addition to agenda is 10 business days before the next scheduled meeting.** The National First Vice President shall transmit in writing the decision of the National Scholarship and Standards Committee within 15 business days to the appellant with copies to the Regional Director, Regional Representative, National President, regional member of the National Scholarship and Standards Committee, Chapter President (if applicable), Chapter Advisor (if applicable), University Officials (if applicable) and National Headquarters, Membership Department.
- B. When appeals are reviewed at Level I, the committee has the option to take the following actions:
  - ✓ Accept the Regional Director's decision and deny the appeal
  - ✓ Accept the Regional Director's decision and amend sanctions; and/or
  - ✓ Overturn the decision if the allegations are not substantiated
- C. In the event the appellant is dissatisfied with the decision of the National Scholarship and Standards Committee, the appellant may file the appeal at Level II with the National Board of Directors within the stated timeline.
- D. If the Regional Director's sanction is overturned or amended she will receive a detailed explanation as to why the appeal was not upheld.

## **Level II - National Board of Directors**

- A. If the appellant is not satisfied with the disposition of the appeal at Level I/National Scholarship and Standards Committee, she may request, to the National President, that the appeal be elevated to Level II, to the National Board of Directors. Level II appeals should be forwarded to Delta Sigma Theta Sorority, Incorporated, Attn: National Board of Directors Appeal, Membership Department - Internal Policies & Procedures (*address provided at the end of this document*). The appellant must file the Level II Appeal Form within 30 calendar days of receipt of the National Scholarship and Standards Committee Appeal Disposition. The receipt of the Appeal Form is acknowledged electronically to the email address provided on file or on the form. **New evidence is inadmissible at the Level II Appeal process unless the Level I Appeal decision changed (or amended) the original sanction that was levied.** **Note:** If an Executive Board Member was part of the investigation team for a specific case, she will recuse herself from the appeal.
- B. Within 15 business days of receipt of the request for the Level II Appeal, the National President shall notify in writing all members of the National Board of Directors and shall appoint three board members to review the appeal at this level. Once all hearing team members are in receipt of the Level II Appeal and all related documentation, the Level II review team will begin its review, and render its decision in writing within 30 calendar days. **Please Note: The 30 calendar day count down does not begin until all members are in receipt of all of the Level I and admissible Level II Appeal documentation.** Appellants shall be notified in writing within 15 business days of the decision with copies to the Regional Director, Regional Representative, National First Vice President (if applicable), National President, members of the National Scholarship and Standards Committee, Chapter President (if applicable), Chapter Advisor (if applicable), University Officials (if applicable) and National Headquarters, Membership Department- Internal Policies & Procedures.

C. When appeals are reviewed at Level II, the committee has the option to take the following actions:

- ✓ Accept the National Scholarship and Standards Committee decision and deny the appeal
- ✓ Accept the Regional Director's decision and amend sanctions; and/or
- ✓ Overturn the decision of the Regional Director if the allegations are not substantiated

D. If the National Scholarship & Standards Committee and/or the Regional Director's ruling is overturned or amended, the committee and the Regional Director will receive a detailed explanation regarding the ruling.

**Level III – Executive Session at the National Convention (Closed to National President, Voting Delegates, Level III Review Team and National Headquarters Staff Support)**

1. If the appellant is not satisfied with the disposition from the Level II/National Executive Board Appeal process, the appellant may request through the National President within 30 calendar days of receipt of the Appeal Disposition to have the appeal be considered at the next scheduled National Convention. The receipt of the Appeal Form is acknowledged electronically to the email address on file or provided. Level III appeals should be forwarded to Delta Sigma Theta Sorority, Incorporated Attn: Executive Session at the National Convention Appeal, Membership Department - Internal Policies & Procedures (*address provided at the end of this document*). ***Please note: the administrative cut off deadline for addition to agenda is two months (at least 60 calendar days) before the next National Convention.***

A. Prior to the first session of the National Convention, the National President shall appoint five members to serve as the review team for the appeal. The review team shall review statements from all appeal levels, interview the appellant(s) and present findings to the voting delegates only in a closed session at the National Convention. **New evidence is inadmissible at the Level III Appeal process, excluding personal testimony from the appellant, unless the Level II Appeal decision changed the original sanction that was levied.**

**Note:** ONLY the appellant can be present at the Level III Appeal.

B. The appeal shall be resolved by majority vote or resolution of the voting delegates in executive session prior to last plenary session. A written copy of the disposition of the appeal shall be sent within 15 business days of the date of the executive session to the appellant(s) with copies to the Regional Director, Regional Representative, National First Vice President (if applicable), National President, members of the National Scholarship and Standards Committee, Chapter President (if applicable), Chapter Advisor (if applicable), University Officials (if applicable), and National Headquarters, Membership Department.

The appellant **MUST** be present at the National Convention for the appeal to be reviewed. Appellant must pay all expenses associated with an appeal.

C. Members who have served on the review team at another level are ineligible to hear the appeal at this level.

D. The decision of Grand Chapter is final.

**Please submit all appeals using one of the following methods:**

By USPS-

Delta Sigma Theta Sorority, Incorporated  
**Attn: Membership Department**  
1707 New Hampshire Ave. NW  
Washington D.C. 20009

By Email -

**DSTAppeals@deltasigmatheta.org**