



## PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL COMPLAINTS PROCESS

**A. Reporting Procedures.** If a member or non-member becomes aware of a potential violation, they may report it to the Executive Director (ED) by filling out an [online incident report](#). In cases of emergency, the ED can be reached via phone at (410) 347-3118. Complaints may be made anonymously; however, P.A.D. encourages those making complaints to provide their name and contact information to allow for appropriate follow-up questions. At a minimum, the following information should be provided in the complaint:

- Where and when the incident occurred;
- The names and titles (if applicable) of the subject of the complaint and any witnesses; and
- The nature of the misconduct.

**B. Investigation.** Once the complaint is received, the ED will acknowledge receipt of the complaint to the individual who submitted it, unless he/she wishes to remain anonymous. The ED will turn over the complaint and all pertinent information to the Disciplinary Committee. The Disciplinary Committee consists of three to five individuals appointed by the International Justice with the advice and consent of the International Executive Board (IEB). The Committee will select one of its members to conduct the investigation. All aspects of the investigation will be considered confidential, except to the extent necessary: (1) to conduct a full and fair investigation; and (2) for review, when necessary, of P.A.D. operations by the International Executive Board (IEB), an independent audit committee, P.A.D.'s independent public accountants, and/or P.A.D.'s outside legal counsel (3) The identity of the complainant shall be made known to the Compliance Investigator for the purpose of investigation. The identity of a complainant shall be disclosed if required to do so by subpoena or court order by a court, or officer of the court, of competent jurisdiction. If the seriousness of the allegations so warrants, the subject of the complaint may be suspended by the ED pending investigation.

The investigator shall conduct the investigation in a timely fashion. The investigator shall have access to all PAD records, files, and other documents relating to the complaint, as well as to the individuals involved in the complaint, including, but not limited to, any prior history of disciplinary action involving the subject(s) of the complaint. The investigator shall have the right to speak with any parties involved in, or witnesses to, the facts surrounding the complaint. The subject of a complaint need not communicate with the investigator, but the investigator may take any inference it deems appropriate derived from the subject's refusal to communicate with the investigator.

**C. Resolution.** If, at the conclusion of the investigation, the findings indicate no misconduct, the investigator will submit a report stating so to the Disciplinary Committee and will close out the complaint. If the investigation does indicate misconduct, the investigator will recommend a course of disciplinary action to the Disciplinary Committee. The Committee, by a vote of the majority, will take appropriate action, up to and including removal of the member from P.A.D. The subject may contest the Disciplinary Committee's action within 30 days of the issuance by filing written notice with the ED, at which point the matter will be transmitted to the International Tribunal. The International Tribunal, pursuant to its rules, will review the Disciplinary Committee's Report of Investigation and any responses from the subject, and will issue findings and a decision. The IEB may accept, modify, or reject the Tribunal's decision. If the IEB takes no action on the Tribunal's decision within 30 days, the Tribunal's decision is hereby adopted by the IEB. The IEB's decision is final.