

**UHLC HONOR BOARD PROCEDURES  
2007-2008**

**FACULTY ADVISORS' NAMES AND EMAIL ADDRESSES**

## **Part I. Pre-Hearing Phase Of Honor Board Proceedings**

1.01. Definitions. All terms that are capitalized in these Procedures are terms defined in the Honor Code, and have the same meanings as given to them there.

1.02. Processing of Alleged Honor Code Violations.

(a) When a Faculty Advisor is notified of a possible violation of the Honor Code, he or she shall advise the Chief Presenter, who shall appoint two Presenters (one of whom may be himself or herself) who are not disqualified under the standards of section 2.02(c) of the Code to conduct a careful investigation of the matter. Those Presenters shall determine whether reasonable grounds exist to believe that the Respondent has violated the Code and, if so, in what respects; notify a Faculty Advisor to the Board and the Respondent of the charges to be brought against him or her; marshal all relevant evidence tending to show that a violation occurred and that the Respondent committed it; and present the same before the Hearing Panel convened to resolve those charges, all subject to these Procedures or rulings made by the Board. An investigating Presenter who has reason to believe that any evidence he or she receives is the subject of any prior sealed summary may obtain any such summary from the Dean of the Law Center to ascertain whether cause exists for pursuing the earlier matter.

(b) Consultation with Faculty Advisor(s).

Many of the duties of a Faculty Advisor to the Honor Board as set out in section 2.04 of the Code involve assisting investigating Presenters with their duties in connection with suspected or charged Honor Code violations. Consequently, investigating Presenters have an obligation to consult with a Faculty Advisor to the Board during the performance of their duties and, in particular, to do so in connection with major decisions arising during the investigation and presentation phases of any Honor Code proceeding.

1.03. Summary of Decisions Requiring Consultation between Investigating Presenters and Faculty Advisor.

Investigating Presenters must consult with a Faculty Advisor:

(a) Concerning any significant difficulties encountered in conducting an investigation;

(b) To obtain the Faculty Advisor's tie-breaking vote as to whether to bring charges before a Hearing Panel when the two Presenters involved in the matter disagree as to the propriety of doing so, as set forth in section 1.04 of these Procedures;

(c) Concerning any tentative decision by the investigating Presenters not to bring charges before a Hearing Panel, prior to their notifying the Respondent who is the subject of that investigation of that decision, to ensure that the investigation they have conducted to that point is adequate;

(d) To ensure that in the event a decision not to bring charges before a Hearing Panel is approved, a proper record is made of the nature of the investigation conducted and the reasons for that decision being made;

(e) In the event that a decision is made to bring charges before a Hearing Panel, to review the form of notice to be sent to the Respondent and to advise the Board of the pendency of the proceeding, as set forth in section 1.05 and Appendix A of these Procedures;

(f) To obtain any needed assistance in preparation for Respondent's Hearing before the Hearing Panel;

(g) Concerning any extraordinary events arising outside of the Hearing itself that appear reasonably likely to threaten the fairness or integrity of the Hearing;

(h) To discuss the most appropriate course of action in the event that the Presenters become concerned that pending formal charges cannot be established by clear and convincing evidence, as set forth in section 1.06 of these Procedures;

(i) Concerning any apparent need for a Faculty member to assist in the presentation of the case against the Respondent at his or her Hearing;

(j) Concerning any proposed submission by the Presenters in connection with appellate or record-keeping activities, as provided in Parts III and IV of these Procedures.

#### 1.04. Initial Assessment Of Evidence.

Based on the information acquired the investigating Presenters shall determine whether sufficient evidence exists to sustain the charges under investigation.

(a) If the two Presenters agree that sufficient evidence exists, they shall notify the Board's Faculty Advisor, who shall inform the Associate Dean for Student Affairs and the members of the Board that a proceeding is contemplated, the identity of the Respondent involved and the nature of the charges. The Presenters shall also prepare a draft notice to send to the Respondent involved that is substantially in the form provided in Appendix B to the Code and contains the information specified in section 1.05(a) of these Procedures, and shall review it with the Faculty Advisor prior to sending it.

(b) If the two Presenters agree that sufficient evidence does not exist, before concluding their investigation they shall prepare a report for the Board's Faculty Advisor setting out the nature of the alleged violation, the steps they took to investigate those charges, and the outcome of those steps. The Faculty Advisor can either concur in the Presenters' determination or require that the Presenters investigate the matter further. If the former occurs, the Faculty Advisor shall send the report to the Associate Dean for Student Affairs for processing as provided in section 4.01 of these Procedures. If the Faculty Advisor requires more investigation, at the conclusion of that investigation the two Presenters shall submit to the Faculty Advisor both the investigating Presenters' report and any evidence obtained during the investigation.

(c) If the two investigating Presenters cannot agree whether sufficient evidence exists, they shall inform the Faculty Advisor. The Faculty Advisor can make a determination either that such evidence exists, in which case those involved shall proceed as provided in paragraph (a), or that it does not exist and is not likely to be uncovered, in which case those involved shall proceed as provided in the last sentence of paragraph (b), or that further investigation is necessary before making a final decision, in which case the Presenters shall investigate the matter further. If a

Presenter does not wish to go forward in such circumstances, he or she may withdraw from the matter, in which case an alternate Presenter must be appointed in accordance with section 2.02(b) of the Code.

#### 1.05. Written Notice.

(a) Within a reasonable time after determining that reasonable grounds exist for believing that a Respondent has violated the Code, the investigating Presenters shall, after obtaining the approval of the Faculty Advisor as to its form, prepare and deliver a written notice to the Respondent, by hand, by certified mail, return receipt requested, or by email to the Respondent's Law Center email address. The notice should substantially conform to that set out in Appendix B to the Honor Code and shall

(1) contain a concise statement of the charge against the Respondent, including which provisions of the Code the Respondent allegedly has violated,

(2) inform the Respondent that in fifteen days (or such longer time as fairness in that particular case requires) the Board will hold a Hearing on the matter,

(3) identify the Presenters assigned to the case,

(4) identify the three Board members who will constitute the Hearing Panel assigned to the matter, or, if the Panel members are not yet selected, list the twelve Board members from whom the Hearing Panel will be selected,

(5) notify the Respondent of the availability of a Student Representative, and

(6) provide a copy of the Honor Board Procedures.

(b) If the Notice is mailed, it must be mailed to the last recorded address in the Respondent's Law Center records. Notice shall not be sent to the Respondent or to any other person by email unless delivery in person or by mail as set out above has been attempted unsuccessfully.

(c) Any amendment of the written notice requires the approval of the Faculty Advisor.

#### 1.06. Disqualification of Member of Hearing Panel or Presenter.

(a) Both the Presenter and the Respondent are entitled to move to disqualify a Hearing Panel member or a potential Hearing Panel member for cause.

(1) Not more than five (5) calendar days after receiving the notice required in section 1.05(a), a Respondent or Presenter may move to disqualify for cause, as defined in section 4.04(a) (2) of the Code, any Presenter or member or potential member of the Hearing Panel assigned to the matter by notifying the affected person, the Presenter assigned to the matter, and the Faculty Advisor by mail or email. If the motion to disqualify for cause is not timely made, it is waived.

(2) Persons sought to be disqualified for cause shall advise the presiding member of the Hearing Panel, if the Panel is selected, or the Faculty Advisor if the Panel is not selected, whether they contest the motion. Once a Hearing Panel has been selected, contested motions to disqualify a member of the Hearing Panel are resolved by the Panel, with the member involved not voting. A tie vote results in the challenged

Panel member not being disqualified. The Hearing Panel shall decide contested motions to disqualify a Presenter.

(b) To the extent possible, the Hearing Panel shall resolve all contested motions to disqualify a Presenter or a Panel member sufficiently in advance of the scheduled Hearing to permit substitutions to be made without continuing the Hearing. When substitutions are made, the Respondent is not entitled to additional notice of the newly constituted Panel.

(c) When the Hearing Panel convenes to begin the Hearing

(1) the Faculty Advisor shall have arranged for potential substitute Panel members to be available on short notice to prevent continuance of the Hearing if Respondent successfully moves to disqualify for cause a substituted member of the newly constituted Panel,

(2) the Respondent may move to disqualify for cause a substituted Panel member only if the substituted member was not listed as a possible Panel member in the original notice sent to Respondent. If contested, the motion will be resolved in accordance with paragraph (a) (2) of this section.

1.07. Discretion to Terminate Proceedings Prior to Hearing.

(a) If at any time after the initiation of formal charges but prior to the convening of a Hearing before the Panel, the accuser recants or the Presenters come to believe they have insufficient evidence to sustain their burden of proof respecting a charge at that Hearing, they shall inform the Faculty Advisor of that fact and explain the reasons for that belief.

(1) If the Faculty Advisor agrees the Presenters do not have sufficient evidence to sustain the charge, he or she shall cancel any Hearing scheduled in the matter and notify all interested parties. Thereafter the Faculty Advisor shall summarize the entire matter in writing, shall seal, number, and sign his or her summary, and deposit same with the Associate Dean for Student Affairs. At the end of 365 days, the Associate Dean for Student Affairs shall destroy that summary unopened.

(2) If the Faculty Advisor disagrees with the Presenters' belief that they do not have sufficient evidence to sustain the charge, the prosecution of the matter shall continue. If one or more of the Presenters does not wish to go forward in such circumstances, he, she, or they may withdraw from the matter, in which case an alternate Presenter must be appointed in accordance with section 2.02(b) of the Code. The Hearing Panel shall grant a continuance in such circumstances.

(b) A decision to terminate proceedings as provided in this section does not constitute a determination of the validity of the charges on the merits, is not subject to review, and does not prevent reopening the matter should additional evidence become available.

1.08. Pretrial Proceedings.

(a) No dispositive motions are permitted prior to an Honor Board Hearing. Without limiting the generality of the foregoing prohibition, no motions such as to dismiss or modify the charges, or for summary decision may be submitted.

(b) No formal discovery is available prior to an Honor Board Hearing. Without limiting the generality of the foregoing prohibition, such devices as interrogatories, depositions, requests for production of documents, and the like are not available, nor are examining trials or similar proceedings. However, prospective witnesses are required to cooperate with investigating Presenters as set out in section 3.10 of the Code, and are free to talk informally to the Respondent or to his or her representatives, but are not required to do so.

(c) However, not later than five (5) days prior to the scheduled commencement of a formal Hearing before the Panel, each side shall exchange lists of all witnesses they intend to call at the Hearing, together with a general summary of each witness's testimony, and provide one another with all exhibits that they intend to offer into evidence. Witnesses or materials not disclosed in accordance with this section are excludable upon timely objection, except for good cause shown.

#### 1.09. Admitted Violations and Related Proceedings.

A Respondent or the Respondent's representative may offer to have the Respondent admit responsibility for one or more outstanding charges, and discuss with the Presenters what sanctions they would consider appropriate were the Respondent to do so. The Presenters may offer their views on those topics, come to a decision as to an appropriate sanction, and agree to recommend that sanction to the Hearing Panel. Although Presenters may not agree to dismissal of charges they believe are sustainable as part of such a bargain, they may agree to recommend a dismissal to the Hearing Panel. Presenters' recommendations are not binding on the Hearing Panel, and Presenters shall not mislead the Respondent or his or her representative concerning this limitation. If the parties come to an agreement complying with these conditions, the Presenters shall inform the Faculty Advisor, who in turn shall inform the Hearing Panel assigned to the matter. Further proceedings before that Panel are to be conducted as provided in section 4.03 of the Code.

## **Part II. Contested Hearings Before Panel**

#### 2.01. Contested Hearing Before Panel.

(a) Order of Presentation. Presenters are to offer their case through previously disclosed witnesses or documents, at the conclusion of which the Respondent is to be offered the opportunity to do the same. If the Respondent does present a case, the Presenters are to be given a reasonable opportunity for rebuttal.

(b) Conduct Of Hearing. A member selected by the Panel shall preside, and may adopt any reasonable procedures for conducting the Hearing that are not inconsistent with specific provisions of the Code or these Procedures. In that regard, an Honor Board Hearing is an administrative proceeding, not a trial. While the parties have primary responsibility for presenting the evidence for and against the Respondent, members of the Hearing Panel are free to ask questions of any witness. Moreover, while the Hearing Panel will entertain objections from the parties to particular testimony or other evidence as irrelevant, incompetent, immaterial, cumulative, unduly prejudicial, or unreliable, the Panel also may make such determinations on its own initiative, and it is not required to adhere to formal rules of evidence in taking such actions. Finally, abusive or unduly contentious conduct is not tolerated. After appropriate warnings, any persons involved in an Honor Board proceeding, including a Presenter, a Respondent, or a Respondent's representative can have his or her participation in the proceedings restricted to the extent deemed

necessary by the presiding official, including being precluded from taking any further active role in the proceedings and, if he or she refuses to abide by that limitation, being excluded from the proceedings altogether.

(c) Opportunity to be heard. A Respondent is entitled to be present at the Hearing and to confront and cross-examine the witnesses against him or her. A Respondent can choose to offer evidence, including testimony, on his or her own behalf, and can also be required to testify concerning the facts giving rise to the charges at issue, at the instance of either the Presenters or the Hearing Panel, unless such testimony is immune from compulsion due to a constitutional privilege against self-incrimination. The Respondent is entitled to be accompanied by either a lay person or an attorney, and may choose to be represented by a Respondent Representative, subject to the Panel's right to control the proceedings as set forth in paragraph (b) of this section.

(d) Any of the Respondent, a Presenter, or the presiding official may invoke the Rule that requires putting all witnesses under oath, admonishing them not to discuss the case with anyone other than a party to the proceeding or that party's representative until after giving their testimony, and excluding them from the Hearing until their testimony is sought.

(e) A Respondent may waive any right given him or her in the Code or by these Procedures.

## 2.02. Deliberations of the Hearing Panel.

(a) If the Hearing Panel concludes that a Respondent has not violated the Code, it shall announce its finding to the Respondent, Respondent's representative, if any, Presenters, and Faculty Advisor, if present, and conclude the proceeding. No appeal is permitted by any party from such a finding. In accordance with section 3.01(b) of these Procedures, the Faculty Advisor shall notify the Office of Student Services of the decision. The Respondent is responsible for contacting the Office of Student Services and requesting his or her file be cleared of references to the Honor Board matter of which the respondent was absolved.

(b) If the Hearing Panel finds a Respondent violated the Code, the Panel shall announce its findings to the Respondent, Respondent's representative, if any, Presenters, and Faculty Advisor, if present. After that announcement is made and before the Panel decides on what penalty to impose, the Respondent or the Respondent's representative, along with a Presenter, are permitted to present evidence as to the appropriate sanction to impose.

(c) The Hearing Panel shall announce its decision as to the appropriate sanction(s) to the Respondent, Respondent's representative, if any, Presenters, and Faculty Advisor, if present. Thereafter, the presiding official shall advise the Respondent of the availability of Dean-review, as set out in section 6.01 of the Code and Part III of these Procedures.

## 2.03. Discussing Code Matters.

(a) During the pendency of a Code matter, persons connected with it, whether officially or personally, shall not communicate respecting the case except:

(1) Insofar as is necessary to implement the Code,

(2) If a potential witness voluntarily chooses to discuss the matter with the Respondent or his or her designated representative,

(3) Once the decision has become final in accordance with paragraph (d) of this section to advise any faculty whose course or competition was involved in the alleged violation of the outcome of the proceeding, or

(4) Once the decision has become final in accordance with paragraph (d) of this section to advise one law review or law journal faculty advisor of the outcome of any proceeding involving a member of or candidate for that review or journal.

(b) Except to the extent authorized by section 2.03(a), Part III or Part IV of these Procedures, or by law, the deliberations and decisions of the Hearing Panel, as well as any appeals taken from those decisions, must be held in confidence by all persons having knowledge of them unless the Respondent authorizes disclosure.

(c) As used in this section, a Code matter is pending until a final decision is rendered as provided in sections 3.01(a), (c)(1), (e), or (h) of these Procedures.

(d) When a final decision is rendered as provided in sections 3.01(a), (c)(1), (e), or (h) of these Procedures, the Faculty Advisor shall communicate the outcome of the proceeding to any faculty whose course was involved in the alleged violation, or any law review or law journal faculty advisor if the proceeding involved a member of or candidate for that review or journal.

### **Part III. Review and Reconsideration of an Honor Panel Decision**

#### **3.01. Dean Review and Hearing Panel Reconsideration.**

(a) Whether the Hearing Panel finds a violation was committed or was not committed, it shall deliver its decision, together with its findings of fact, forthwith to the Faculty Advisor, who shall forthwith deliver the same, together with the tape recording of the Hearing and any tangible evidence admitted therein, to the Dean of the Law Center. If the Dean is unavailable to review the decision, the Associate Dean for Academic Affairs shall act in the Dean's stead, provided he or she is not prevented from doing so by section 4.04(a) (2) of the Code.

(b) If the Respondent has been found not to have violated the Code in any respect, the decision of the Hearing Panel is final; and the Dean shall take no further action in the matter except to notify the Faculty Advisor. In turn, the Faculty Advisor shall notify the Office of Student Services so that reference to a pending proceeding can be removed from the Respondent's Law Center student file if the Respondent so requests in accordance with paragraph (a) of this section.

(c) If the Respondent has been found to have violated the Code, he or she has ten (10) days from the date of the Panel's decision to file with the Dean a written appeal concerning the merits of the decision, the penalties imposed, or both. If the Respondent has been found to have violated the Code, the Presenters have ten (10) days from the date of the Panel's decision to file with the Dean a written appeal concerning the penalties imposed.

(1) If no such appeal is made the decision of the Panel becomes final, and the Dean shall take no further action in the matter except to notify the Faculty Advisor. In turn, the Faculty Advisor shall notify and transfer the Respondent's file to the Office of Student Services so the final decision is made part of the Respondent's permanent record.

(2) If a written appeal is filed by the Respondent, the Dean shall forward it to the Presenters for any response they care to make, which response must be received by the Dean within five (5) days of the Presenters receiving notification. The Dean also shall invite the Presenters to attend and participate in any oral presentations concerning the matters appealed from that the Dean agrees to allow.

(3) If a written appeal is filed by the Presenters, the Dean shall forward it to the Respondent and the Respondent's representative(s), if any, for any response they care to make, which response must be received by the Dean within five days of the notification to Respondent or Respondent's representative(s), whichever date is earlier. The Dean also shall invite the Respondent and the Respondent's representative(s), if any, to attend and participate in any oral presentations concerning the matters appealed from that the Dean agrees to allow.

(d) Based on the findings, the tangible evidence, the recording of the Hearing, the written appeal, and any argument(s) submitted for or against the Panel's decision, the Dean shall review that decision. In doing so, the Dean shall give great weight to the Panel's findings of fact, conclusions as to the existence of any violations, and recommended sanctions.

(e) If the Dean affirms, he or she shall so advise the Hearing Panel, the Faculty Advisor, and the Respondent. Except as provided in sections 7.01 and 7.02 of the Code, the Hearing Panel's decision becomes final. The Faculty Advisor shall notify the Office of Student Services and shall transfer the Respondent's file to the Office of Student Services to be made part of the Respondent's permanent record.

(f) If the Dean disagrees with either the Panel's finding of the existence of a violation or with one or more of the penalties it imposed, he or she shall return the entire matter to the Panel, with a written statement of the reasons for that disagreement.

(g) The Panel shall study the Dean's reasons for disagreeing with its decision and shall reconsider the matter as it deems proper. The Panel has full discretion to reconsider on the existing record alone, but it may hear argument or even take further evidence.

(1) If the Panel after this reconsideration agrees with the Dean's proposed disposition, it shall so advise the Dean, and the Panel's new decision becomes final, except as provided in sections 7.01 and 7.02 of the Code. The final decision is communicated to those persons designated and is maintained as provided in paragraph (e) of this section.

(2) If the Panel disagrees with the Dean's proposed disposition, it shall once again advise the Dean in writing of its decision and the reasons for the decision, together with a record of any additional proceedings held or evidence considered in the matter. The Dean shall again consider the Panel's decision in accordance with paragraphs (c) and (d) above and render a final decision. The Dean shall communicate that decision to the Hearing Panel, Faculty Advisor, and Respondent as set out in paragraph (e) of this section. The Faculty Advisor shall notify and transfer

Respondent's file to the Office of Student Services as provided in paragraph (e) of this section. The Panel may disclose its differences with the Dean to the Faculty in executive session, to the extent necessary to discuss any issues relevant to the administration of the Honor Code or these Procedures, but shall not divulge the name of the Respondent.

(h) Once a decision absolving a Respondent of Code violations has become final as provided in these Procedures and in the Code, he or she shall have the option of having the Honor Board post the decision absolving the Respondent, either with or without including the Respondent's name, on the Board's bulletin board, and to have any reference to him or her having been charged with an Honor Code violation removed from his or her Law Center student file. No decision absolving a Respondent is included in his or her Law Center student file unless Respondent requests such decision be placed in his or her file.

### 3.02. Newly Discovered Evidence.

(a) At any time after a Hearing Panel has found a violation of the Code, whether or not the finding has become final, the Respondent may file with a current Faculty Advisor to the Board a written motion for a new Hearing on the basis of newly discovered evidence.

(b) A motion for a new Hearing must be granted only if:

- (1) The Respondent has discovered new evidence since the original Hearing,
- (2) The failure to discover the new evidence prior to or during the original Hearing was not due to want of proper diligence on the part of the Respondent,
- (3) The evidence is not merely cumulative,
- (4) The evidence is not merely of a witness-impeaching nature,
- (5) The evidence is probably true, and
- (6) The evidence, had it been presented at the original Hearing, probably would have affected the result.

(c) The Faculty Advisor shall present the motion to the Honor Board, which in its sole discretion may deny the motion or may request a written response from any persons involved in the original Hearing, or hear argument before ruling. The Board shall deny the motion unless the Board is persuaded that all of the conditions of section 3.02 (b) exist. The Board's decision is not subject to review.

### 3.03. Lack of Substantial Justice.

At any time after a Hearing Panel has found a violation of the Code and the decision has become final, the Respondent may move for a new Hearing on the ground that some fundamental unfairness so undermined the prior proceeding that substantial justice was not done. The motion must be presented to a current Faculty Advisor to the Honor Board, who shall present it to the Board. In its sole discretion the Board may deny the motion or may request a written response from the any persons involved in the original Hearing, or hear argument before ruling. The Board shall

deny the motion unless persuaded by the greater weight of the information that such fundamental unfairness existed. The Board's decision is not subject to review.

#### **Part IV. Recordkeeping**

##### 4.01. Storage of Records and Access.

(a) After final determination of a matter, the Faculty Advisor shall collect all transcripts, tapes, memoranda, opinions, findings, and any other tangible records connected with that matter and give them to the Office of Student Services to be stored there under lock and key. Only the Respondent, a Presenter investigating the same or additional charges against that Respondent, authorized personnel in the Office of Student Services, the Dean, and the counsel for the University of Houston are entitled to access such records after they are secured in the Office of Student Services. The Associate Dean for Student Affairs or the Associate Dean's designee shall transfer the records to microfiche after five (5) years, and shall destroy them after (10) years.

(b) Once a decision finding a violation has become final as provided in these Procedures, the Faculty Advisor shall provide a copy to the Associate Dean for Student Affairs. A copy of that decision must be placed in the Respondent's Law Center permanent record even if the only penalty assessed is a private reprimand, although a finding that a Respondent has been absolved of all charges is not placed in his or her permanent file unless requested by Respondent. A copy of any decision placed in a Respondent's permanent file will be furnished to any bar association, board of law examiners or similar organization to which the Law Center has certified the Respondent or to which it is asked to certify the Respondent in the future. In addition, the presiding official of the Hearing Panel shall post an abstract of the charges brought and the Panel's decision concerning those charges on the Honor Board's bulletin board and submit an abstract to Legalese for publication. The abstract shall not include the name of the Respondent involved.

(c) The Faculty Advisor shall forward records of all Honor Panel decisions finding that a Respondent did not violate any provision of the Code, all "no action" and dismissals to the Office of Student Services, where those decisions shall be treated as provided for in sections 4.01(a) or 4.01(b) of these procedures.

(d) The Office of Student Services shall monitor Respondents found to have violated the Code to insure compliance with penalties imposed under Article 5 of the Code.

##### 4.02. Maintenance of Archives.

(a) The Faculty Advisor shall compile all written decisions of the Honor Board rendered during the Faculty Advisor's term of office and file those decisions in a labeled binder where they are to be maintained from year to year as precedent to which future Honor Board Hearing Panels can refer. The binders must be maintained in the Honor Board office or another secure location easily accessible to Honor Board members. The Faculty Advisor shall insure that Respondent names are redacted from all decisions before they are placed in the binder.

(b) To the extent that written decisions of the Law Center's prior Honor Panel or of the Honor Board from years prior to the Faculty Advisor's term of office have been retained but have not been filed in a binder to maintain them in accessible condition, the Faculty Advisor shall place the decisions in a labeled binder for use as precedent.