

University of Wisconsin – Whitewater

Student Organization Conduct Policy

The University of Wisconsin-Whitewater Career & Leadership Development Office is authorized to extend and rescind University recognition to student organizations. A student organization recognized by the University of Wisconsin-Whitewater have considerable freedom to accomplish its goals; however, student organizations are expected to comply with all applicable federal, state and local laws/ordinances, as well as all University rules, policies and procedures. In addition, individual members (students and non-students) representing a student organization and the University are expected to abide by all federal, state and local laws/ordinances, as well as the policies, procedures and guidelines of any off-campus facilities or localities where the organization may be. Examples of such violations of law and regulations include, but are not limited to:

- University Anti-Hazing Policy and state statutes pertaining to hazing.
- State statutes pertaining to the legal drinking age and the provision of alcoholic beverages to minors.
- Illegal drug use or sales at organization events or in organization facilities.
- Conduct that obstructs or impairs the ability of students or community members to participate in university-sponsored or authorized events, or that substantially and unreasonably interfere with others' participation in lawful activities.
- Creation of an unsafe or dangerous environment at an organization event or facility, which could include:
 - Dangerous or excessive use of alcohol or drinking games
 - Fighting by members or guests
 - Physical or sexual assault
 - Branding or tattooing members or guests
- University Equal Opportunity Policy and related procedures regarding student organizations.
- Incidents of theft, vandalism, excessive noise or disorderly conduct.
- Non-compliance with University Purchasing and Accounting/Cash Handling Procedures.

Any organization violating these or other standards to which it is held may be subject to disciplinary action, as outlined in this document. Individual students involved in acts violating University policy may also face charges under UWS 17.

Terms Defined: In this procedure:

- Assistant Chancellor means the Assistant Chancellor for Student Affairs or designee.
- Assistant Dean means the Assistant Dean of Student Life or designee.
- “Days” means calendar days.

- Disciplinary Probation is a status of a Recognized student organization meaning that, through the process outlined in this policy, the student organization may agree or is placed on Disciplinary Probation as a result of a violation of University policy. Disciplinary Probation may be accompanied by sanction(s) and a timeline for return to Good Standing. Disciplinary Probation signifies a warning status that any further violation of policy may result in Disciplinary Suspension or Revocation of University Recognition.
- “Disciplinary sanction” or “sanction” means any action listed in this document taken in response to student organization misconduct.
- “Disciplinary Suspension” is a status of a Recognized student organization meaning that the student organization continues to be Recognized, but the Rights and Benefits of Recognition are suspended. Therefore, the student organization on Disciplinary Suspension will be held accountable for its behavior during the period of time that it is on Disciplinary Suspension. Any violation of University policy, federal or state law, or city ordinance during the time of the Disciplinary Suspension will be grounds for the immediate Revocation of University Recognition. All violations will be dealt with through the process outlined in the Student Organization Conduct Policy. Upon the conclusion of the suspension period the student organization must re-apply for University Recognition (see Re-application for University Recognition, below).
- “Emergency Suspension” – all activities of a Recognized student organization may be immediately suspended if University officials have reason to believe that the safety of individuals or the community may be in jeopardy. An Emergency Suspension is followed by an investigation as outlined in this policy.
- “Revocation of University Recognition” means termination of university recognition for a student organization with resultant loss of all student organization rights and privileges.
- “Student Organization” means any group of UW-Whitewater students organized for a purpose and registered with and recognized by UW-Whitewater Career & Leadership Development.

A. Procedures for Filing Student Organization Conduct Complaints

Any student, faculty or staff member of the university, or member of the public may file a complaint against a recognized student organization with the Assistant Dean of Student Life. A complaint may be in writing and include as much of the following information as possible:

- Detailed description of the alleged violation.
- Date, time and place of alleged violation.
- Name of organization(s) involved in the alleged violation.
- Name of individual(s) involved in the alleged violation
- Name and address of the person(s) filing the complaint (complainant).

All complaints must be filed with the Assistant Dean of Student Life within forty-five (45) days (excluding breaks) of when the complainant knew or should have known of the alleged violation.

B. Investigation

1. If the Assistant Dean of Student Life determines that proceedings under this section are warranted, he or she will promptly offer to discuss the matter with representatives from the student organization under review. This discussion allows the Assistant Dean of Student life to review with organization representatives the basis for the belief that the organization engaged in misconduct, and to afford the organization representatives an opportunity to respond. If representatives from the student organization do not respond to the offer to discuss the matter within a specified period of time, the Assistant Dean of Student Life will proceed to make a determination on the basis of the available information.
2. If, as a result for the discussion under sub. (1), the Assistant Dean of Student Life determines that misconduct did not in fact occur, or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action.
3. If the case has not been resolved, the Assistant Dean of Student Life will complete an investigation of the complaint and alleged violations. The investigation may include interviewing witnesses and procurement of police reports or other documentation.
4. If, as a result of the investigation, the Assistant Dean of Student Life determines that a violation has occurred and that one or more of the disciplinary sanctions listed in this document is appropriate, he or she shall consult with staff from Career & Leadership Development to determine an appropriate university response. The Assistant Dean will then prepare a written report that will contain the following:
 - A description of the conduct;
 - Specification of the sanction;

The written report will be delivered to the student organization's mail box and will be mailed to the organization president by regular first class United States mail at his or her current local address, as listed on the student database. A copy of the report will also be sent to the advisor of the student organization.

C. Range of Possible Sanctions

Possible sanctions that the University may impose on a student organization include, but are not limited to:

Disciplinary Warning A written warning that the conduct of the student organization was not appropriate and should not be repeated.

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Disciplinary Suspension a status of a Recognized student organization meaning that the student organization continues to be Recognized, but the Rights and Benefits of Recognition are suspended. Therefore, the student organization on Disciplinary Suspension will be held accountable for its behavior during the period of time that it is on Disciplinary Suspension. Any violation of University policy, federal or state law, or city ordinance during the time of the Disciplinary Suspension may be grounds for the immediate Revocation of University Recognition. All violations will be dealt with through the process outlined in this policy. Upon the conclusion of the suspension period the student organization must re-apply for University Recognition (see Re-application for University Recognition, below).

Emergency Suspension all activities of a Recognized student organization may be immediately suspended if University officials have reason to believe that the safety of individuals or the community may be in jeopardy. An Emergency Suspension is followed by an investigation as outlined in the Student Organization Conduct Policy.

Loss of University Privileges/Services (i.e. accounting services, computing, duplicating, etc.)

Restitution (i.e. organization may be required to pay for damages).

Community Service This would require the organization to organize, fund, and/or participate in specified community service activities or events.

Educational Program Attendance at educational events by organization members may be required, and/or sponsorship of educational events for the campus community may be required of the organization.

Re-Application for University Recognition - upon the conclusion of the terms set forth in the Disciplinary Suspension, the student organization must re-apply to receive the full benefits of University Recognition. A request for re-application consists of the completion of the requirements set-forth in this policy to Renew University Recognition. Upon receipt of the reapplication, staff in Career & Leadership Development will conduct an administrative review to ensure that all conditions of the Disciplinary Suspension have been met. If these conditions are met, then the organization will be placed on Disciplinary Probation for a period of one year from the date of Renewal.

Revocation of University Recognition - through the process outlined in this policy, a student organization may have their University Recognition revoked based upon the type and severity of the misconduct. In addition, University Recognition may be revoked when a student organization on Disciplinary Suspension violates University policy, city law or ordinance, and/or State or federal law. If this occurs, then University officials may determine it appropriate to revoke the University's Recognition of the student organization.

Specific Conditions related to Organization Functions and Activities Limitations or parameters may be replaced on the activities and functioning of the organization.

D. Appeal process

If the sanction prescribed is Suspension of University Recognition or Revocation of University Recognition, the organization may appeal to the Assistant Chancellor for Student Affairs to review the decision of the board based upon the record. The Assistant Chancellor shall sustain the decision unless the Assistant Chancellor finds:

- a) the evidence of record does not support the finding or recommendations;
- b) established procedures were not followed and material prejudice to the organization or the university resulted;

All appeals must be submitted to the Assistant Chancellor for Student Affairs in writing within five days (5) after the notification of the decision.

If the Assistant Chancellor for Student Affairs finds that the record supports the grounds for the appeal, he or she may invoke an appropriate remedy of his or her own.

E. Settlement

The procedures set forth in this document do not preclude a student organization from agreeing that misconduct occurred and to the imposition of a sanction, or to other terms or conditions, after proper notice has been given. Any such agreement shall be made with the Assistant Dean of Student Life and shall be reduced to writing that, when signed by the student organization president, shall conclude the case.

Anyone who wishes to file a complaint regarding a student organization may do so by contacting the Assistant Dean of Student Life (UC 245, 472-1533).

Addendum #1

Criteria Used in Determining Student Organization Sponsored Activities

The following questions are used to help determine whether or not an activity should be considered as an “organization activity”, as opposed to the actions of some individual members:

1. What is the purpose of the activity?
Is the activity held to promote group development and bonding? How?
2. Who is attending the activity? Why are they attending?
Will a significant number of the members of the organization attend the activity? Do members perceive the activity mainly other members will attend?
3. What resources will be used to fund the activity?
Will organization funds be used to support the activity?
4. How will the event be publicized or communicated?
Will the organization’s name, initials, or logo be used on publicity material?
Will the organization’s listserv or email account be used to promote the activity?
Will the activity be posted on the organization’s website?
Will the organization’s name be associated with the activity through word of mouth?
5. Where is the activity held?
If the organization owns or rents a house or common living area, will the event be held at this dwelling?
6. Would a reasonable person think that this activity is associated with your organization?
If someone asked your roommate where you were, would he or she tell them that you were with your organization?
7. As a leader in your organization, do you believe that you are in any way responsible for this particular activity? If not, who would be held responsible in the event of an accident or mishap?

Each activity will likely have a unique set of circumstances that you, as student leaders, should evaluate separately. These are a sample of the type of questions that decision makers (university officials, courts) will use when determining whether or not your organization is responsible for a specific activity. Please ask yourself these questions as you plan safe and effective activities. If you have questions or would like to talk about these issues, please contact staff in Career & Leadership Development or the Risk Management & Safety Office.

Source: Career & Leadership Development

Date: April 1, 2005