

**UW-Whitewater
Recognized Student Organization
Code of Conduct**

Policy Statement:

The University of Wisconsin -Whitewater recognizes the benefits of Student Organizations and their contributions in a variety of aspects in the living-learning campus community and environment. Student Organization membership affords opportunities to develop skills in areas such as leadership, fiscal management, event planning, ethical decision-making, delegation, and team building.

The University of Wisconsin -Whitewater Career & Leadership Development Department is responsible for the official recognition of any group of UW-Whitewater students organized, registered and recognized by UW-Whitewater Career & Leadership Development, hereinafter referred to as “Student Organization.”

This policy provides for the standards under which groups will function, interact and engage as a recognized Student Organization, including the process under which complaints of misconduct or violations of this policy will be addressed. The goal is to protect the rights of Student Organizations while making sure those organizations are held accountable to their members, the University community and the community-at-large.

Code of Conduct and Expectations:

Student Organizations recognized by the University of Wisconsin -Whitewater have considerable freedom to accomplish their goals. However, Student Organizations and their individual representatives, officers and/or members, are expected to comply with applicable federal, state and local laws/ordinances, as well as Board of Regents, UW System Administration and Institutional rules, policies, and procedures. This includes rules, policies or laws relating to off-campus conduct, facilities or locations where the organization may be located or conduct activities.

Recognized Student Organizations may be subject to discipline and sanctions for violations of this policy (or other standards to which it operates) by the University and any other entity that may have jurisdiction over the organization’s activities under federal, state or local laws. Individual officers, representatives or members of a Recognized Student Organization may be held personally responsible and subject to disciplinary action under UWS Chapter 17 or any other applicable state or federal law.

All Recognized Student Organizations, and their representatives, officers and members, shall abide by the following terms and conditions.

1. Comply with the eligibility requirements and University financial guidelines.
2. Comply with the Board of Regents Policy 14-6, Wis. Stat. Ch. 36 and any other

nondiscrimination laws or policies that prohibit discrimination on the basis of race, color, creed, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, parental status, or sex (unless said conduct is lawfully recognized by applicable federal and state law).

3. Shall not promote, encourage or engage in any behavior, conduct or activity that is reasonably likely to create a threat of harm or injury to the health or safety of an individual.
4. Responsible for all activities and/or damages resulting from its events. A Student Organization must exercise reasonable caution to ensure that its events, and agents acting on its behalf, do not cause damage to the property of students, University employees, other organizations, or the University; do not harm or constitute a serious danger to the personal safety of a member of the University community (students and University employees) or guests and do not obstruct or seriously impair University run or University authorized activities.
5. Responsible for compliance with all University policies, including, but not limited to, the use of University facilities and grounds, fleet vehicles, electronic information technology and facility reservation contracts.
6. Responsible for adhering to the Special Event Policy and appropriate facility use policies.
7. Shall not knowingly organize, sponsor, cosponsor or in any way coordinate an event with any Student Organization that has been prohibited from participating in that type of event or has had its Recognized Student Organization status terminated. If a Student Organization is suspended or on probation, the Student Organization shall not participate in any activities which would violate the conditions of the suspension or probation.
8. Shall not make a knowingly false statement, either orally or in writing, to any University employee, committee, or agent, on a matter relating to the activities of the organization or its members.
9. Shall not violate the institutional, UW System or state policies, rules or laws in regard to the use, sale or possession of alcoholic beverages and/or other drugs during Student Organization functions, events or activities, whether on or off campus.
10. Shall be responsible for its members, guests and individuals who attend organization-sponsored functions, events or activities. Any violation shall be considered a violation of the organization.
11. A Student Organization shall not conduct or condone any activity expected of someone joining the Student Organization or to maintain full status in the Student Organization that humiliates, degrades, abuses, endangers, sexually violates, causes emotional and/or physical harm or requires a person to give up personal liberty regardless of the person's willingness to participate. For examples and further

information regarding this topic, see the UW-Whitewater Antihazing Policy [<http://tinyurl.com/uwwantihazing>].

12. Per the UW-W Anti-hazing policy and Wisconsin State Statutes, any form of hazing toward any individual is strictly prohibited. The Student Organization shall be strictly and solely responsible for notifying all Student Organization members and potential members of this prohibition. The Student Organization shall also be strictly responsible for taking all reasonable and necessary steps to supervise and monitor any and all Student Organization activities, events and behaviors of its officers, members and representatives (or invitees) to prevent said activity. *Due to the complexity of hazing, additional information for Student Organizations to reference for other examples and commonly accepted definitions can be found at www.stophazing.org.

13. Shall immediately abide by written or verbal directives of the Committee and/or the Dean of Students in response to credible complaints resulting from a Student Organization activity, event or conduct.

14. Shall not engage in any activity, event or 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 interferes with others' participation in lawful activities.

Any violation of this or other University policy shall subject the Student Organization, its officers and members, to disciplinary action and sanctions, up to and including revocation of University recognition (removal of recognition status and loss of Student Organization rights and privileges)

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 Dean of Students Office or their designee, hereinafter referred to as Dean of Students Office or Dean (Hyer 200, 262-472-1533). A complaint should be in writing (submitted by the complainant or a representative) 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; and
- Name and address of the person(s) filing the complaint (complainant).

To ease the burden of this process, a form is available to submit complaints (found at <http://tinyurl.com/uwworgconduct>). All complaints must be filed with the Dean of Student Life within forty-five (45) calendar days (excluding breaks) of when the complainant knew or should have known of the alleged violation.

B. Notice and Investigation

1. Upon receipt of a complaint, the Dean of Students Office will review the allegations to determine whether it is a valid complaint under this policy.
2. Within ten (10) calendar days (excluding breaks) of determining the validity of the complaint, the Dean of Students Office will notify the Student Organization that a complaint has been filed and provide a summary of the allegations contained in the complaint.
3. The Dean of Students Office will conduct an investigation into the allegations to determine whether there is sufficient evidence to prove by a preponderance (more likely than not) of evidence that the Student Organization, its officials, members, or representatives, violated University policy(ies). An investigation may include conducting interviews with any individual that has relevant information that may assist in determining whether a violation occurred. The Dean of Students Office will also collect documentation, police reports or other materials that may be relevant to this complaint. UW-Whitewater students participating in the investigative process will be duly notified of their rights, obligations, and consequences of untruthful statements to University Officials. If there is insufficient evidence to find that a violation occurred, the Dean of Students will notify the Student Organization of this finding and no further action will be taken.
4. Once the investigation is complete, the Dean of Students Office will send an email to the Student Organization and offer to meet with the Student Organization representative(s) to review the investigative findings and provide the Student Organization with an opportunity to respond to the findings in writing or in person. The Director and Associate Director (or their delegate) of Career & Leadership Development shall be invited to this meeting. This meeting shall occur within fourteen (14) calendar days from the date that the offer to meet is sent to the Student Organization.
5. The Dean of Students Office will prepare a written report that summarizes the investigation and findings. If there is sufficient evidence to find that a violation occurred, the Dean of Students, in consultation with the Director and Associate Director (or their delegate) of Career & Leadership Development, will determine appropriate sanction(s).
6. The written report will be delivered to the Student Organization's Student Leader, Campus Advisor, and National Representative (if applicable) via email. A hard copy will be available for pick up at the Dean of Students Office.

C. Disciplinary Status

Five potential statuses include Disciplinary Warning, Disciplinary Probation, Disciplinary Suspension, Temporary Emergency Suspension, and Revocation of University Recognition. Each are defined below:

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

Disciplinary Probation A status of a Recognized Student Organization meaning that, through the process outlined in the Student Organization Conduct Policy, the Student Organization may agree or is placed on Disciplinary Probation as a result of a violation of University policy. Disciplinary Probation is 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 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 Application for Reinstatement of University Recognition, below).

Temporary Emergency Suspension All activities of a Recognized Student Organization may be immediately suspended if the Vice Chancellor for Student Affairs (or designee) has 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.

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.

D. Range of Possible Sanctions

Sanctions are any actions taken in response to Student Organization misconduct. Possible sanctions that the University may impose on a Student Organization include, but are not limited to:

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.

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

E. Appeal process

The right to appeal a decision under this policy is limited to disciplinary status that includes either suspension or revocation of University recognition. If a Student Organization seeks to appeal, it must file a written statement with the Vice Chancellor for Student Affairs or designee within ten (10) calendar days from the date the decision is issued, unless a mutually acceptable extension is granted in writing. The appeal must include a written statement that is signed by an officer of the Student Organization and states: a) the status being appealed; b) an explanation as to why the Student Organization believes that one or more of the factors below are present in the case; and c) the remedy sought by the Student Organization.

Factors for appeal:

1. The evidence of record does not support the finding or recommendations;
2. The decision and/or sanction were based on unlawful factors, such as discrimination (as defined by state or federal law) or a constitutional violation;
3. New evidence or information has been received, that was not available and of which a reasonable person would not have been able to obtain during the investigation, that is relevant and material to the issue at hand; or
4. Established procedures were not followed which has resulted in material prejudice to the Student Organization or the University.

Upon receipt of the appeal, the Vice Chancellor for Student Affairs, or designee, shall review the appeal solely on the record, and may offer to meet with the Student Organization or Dean of Students Office to verify any information that is unclear in the record. However, no new evidence will be considered other than what is stated above. The Vice Chancellor for Student Affairs, or designee, shall make a final determination as to whether the decision shall be upheld, modified or reversed. This decision shall be provided to the Student Organization and the Dean of Students Office in writing no later than thirty (30) calendar days from the date the appeal was filed, unless extenuating circumstances warrant additional time. The decision of the Vice Chancellor for Student Affairs, or designee, shall be the final decision at the institutional level.

F. Settlement

At any point subsequent to the Dean of Students Office receiving a complaint against a Student Organization under this policy, including the investigative or appeal process, the Dean of Students Office and the Student Organization may agree to a mutually acceptable resolution of the complaint. If a settlement is reached, it shall be summarized in a written memorandum, signed by the Dean of Students and an authorized officer of the Student Organization, and placed in the Student Organization's file with copies to the Student Organization's student leader, advisor, and Career & Leadership Development. Upon reaching a settlement, the complaint process will be considered concluded.

G. Application for Reinstatement of University Recognition

When a Student Organization and its membership have met the conditions of their disciplinary status, the group must provide proof of meeting the conditions prior to applying for University Recognition. The terms of the application for reinstatement will be found in the written report provided by the Dean of Students Office (see Section B) or, if appropriate, through response to the Appeal (see Section E).

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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 social media, listserv, or email account be used to promote the activity? Will the activity be posted on the organization’s website or connectUww portal? 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 they say 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

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