

# STONY BROOK UNIVERSITY

## RECOGNITION GUIDELINES FOR REGISTERED FRATERNITIES & SORORITIES

### TABLE OF CONTENTS

	<i>Page/s</i>
PREAMBLE	
I. RECOGNITION POLICIES & PROCEDURES.....	2-5
University Recognition Status & Approval Definitions	
Obligations & Maintenance of University Recognition	
Expansion & Reactivation	
Standards & Procedures for Changes in University Recognition Status	
➤ Membership Standards & Procedures	
➤ Academic Standards & Procedures	
➤ Five Star Accreditation	
II. MEMBERSHIP RECRUITMENT POLICIES & PROCEDURES .....	5
III. RISK MANAGEMENT & CONDUCT PROCESS .....	5-12
Risk Management	
Hazing	
Conduct Process	

### PREAMBLE

Stony Brook University (*hereinafter referred to as "SBU"*) encourages individual development in many ways, including that of self-governance by student groups. Fraternities and sororities recognized by SBU are expected to create and maintain a governance system congruent with University policy, which fosters individual and group growth and responsibility.

SBU acknowledges that fraternities and sororities can have a positive impact on the educational and social experiences of members and others in the campus community. For this to happen, there must be consistency between University goals and those of individual fraternal organizations. These guidelines provide a mechanism for encouraging congruence of policies and goals, and describes the relationship between fraternities and sororities and the University.

These guidelines serve to assist students, staff, faculty, etc. with all aspects of organizational functioning and management. This includes, but is not limited to, registration, event planning, and policy enforcement. All services and guidelines are designed to further organizational success and development. The University will communicate with the national and local sponsoring board and provide guidance to officers of the chapters as they fulfill their leadership roles and to assist in mediating conflicts among fraternities and sororities.

Whenever reasonably possible, the University will make every attempt to notify the appropriate fraternity and sorority governing council leaders of potential changes to the policies contained within this document in order to encourage their input. The University does, however, reserve the right to make any changes to this document and the policies within it whenever the University deems doing so is necessary and in the best interest of the student body.

For the purpose of these guidelines, a fraternity/sorority is defined as any group, social, service, civic, or professional in nature, that:

- A. Utilizes Greek letters in its nomenclature, with the exception of honor societies; and/ or
- B. Maintains single-sex membership; and/ or
- C. Has organizational norms consistent with fraternal organizations such as but not limited to: ritual ceremony of initiation, membership recruitment and selection, big brother/big sister, new member education/orientation, wearing letters, etc.

## RECOGNITION POLICIES & PROCEDURES

Recognition is the formal process by which the SBU agrees that a fraternity or sorority chapter may function on campus, enroll members, and identify with the University. As is the case with University affiliation with any externally incorporated organization, chapters are expected to maintain congruence of goals and standards with those of SBU, disclose principles of the organization, and provide mechanisms for accountability.

It is expected that each fraternity and sorority will have a sponsoring body on the National or International level which is a legal corporation external to the SBU. Therefore, it is also the expectation that all fraternities and sororities comply with the approved risk management guidelines of both the sponsoring organization and SBU. Any changes in recognition status from the sponsoring agency must be reported to the Department of Student Engagement and Activities immediately. Membership is to be determined locally within SBU's nondiscrimination and affirmative action policies, although chapters may be single sex under Title IX. Social/cultural fraternities and sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which require that the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954.

### **University Recognition Status & Approval Definitions:**

#### ***In Good Standing - No outstanding conduct matters and/or sanctions***

- **Recognized/Approved:** A group that has submitted all the proper paperwork and the executive board meets the University requirements for recognition.
- **Pending:** A group seeking recognition, but has not yet fully completed the process
- **Inactive:** A group that has not been active on campus for up to one academic year. These organizations do not need to go through the new club process if they would like to re-register after one year of inactivity.
- **Defunct:** A group that has not been active on campus for more than one academic year or two academic semesters. Once a group is defunct they must go through the new club process to regain campus recognition.

#### ***Not In Good Standing - Outstanding conduct matters and/or sanctions***

- **Administrative Warning:** Organizations may be placed on Administrative Warning for a period of time. Administrative Warning will require corrective action and/or educational sanctions and a schedule for completion. Upon successful completion of the warning period, the organization may be required to attend periodic meetings with a University official.
- **Probation:** Organizations may be placed on probation for a period of time. Probation will involve suspension of specific privileges and the imposition of a schedule of corrective action and/or educational sanctions. The terms of the probation will be tailored to fit the individual circumstances. Upon successful completion of the probation period, the organization may be required to attend periodic meetings with a University official.
- **Suspension:** Organizations may be placed on suspension for a period of time. During this time all organizational activities are suspended and all privileges are revoked.
- **Withdrawal of Recognition:** Upon Withdrawal of Recognition, all organizational operations must cease. All campus privileges and university permission for the organization to function are revoked. Upon Withdrawal of Recognition, the group shall be ineligible to re-apply for recognition for five years, unless the Dean of Students, or their designee, waives this requirement.

### **Obligations & Maintenance of University Recognition:**

A fraternity or sorority is assumed to be in good standing as long as the organization meets the following expectations:

- Complete the University's club and organization recognition process
- Complete required documentation and administrative processes (i.e. registration, roster updates, new member education, event planning, etc.) and provide any information required by the University in a timely manner
- Maintain a minimum organizational semester grade point average of 2.5
- Maintain a roster of at least 5 active members for full recognition
- Participate in the Fraternity & Sorority Five Star Accreditation Program and maintain a minimum three star rating
- Participate in the fraternity and sorority governance system
- Abide by all University rules and regulations and all local, state, and federal laws

- Adhere to all rules and regulations maintained by the University including but not limited to: [Code of Student Responsibility, Club & Organization Recognition & Governance Guidelines, Fraternity & Sorority Life policies and procedure](#) (New Member, Recruitment/Intake, Risk Management, Expansion, etc.), & governing constitutions/bylaws
- Practice sound financial management and record keeping. Student groups are expected to abide by University policies and procedures and exercise integrity for their own financial, legal, and contractual obligations. SBU acknowledges that our recognized fraternities and sororities are independent corporations and as such the University does not oversee or assume any financial control or responsibility for their fiscal management. As is the case with any SBU affiliated organizations, chapters are expected to provide mechanisms for financial accountability and adhere to University guidelines.
- Have a current Certificate of General Liability Insurance on file with the University with a minimum of \$1,000,000 in Combined Single Limit, and \$2,000,000 general aggregate. The insurance certificate must name The State of New York, The State University of New York, and the State University of New York at Stony Brook as additional insured, and must state the insurance coverage is primary over other collectible insurance. The General Liability insurance must also include Host Liquor Liability. Failure to have a current policy on file with the Department of Student Engagement & Activities may result in temporary suspension until the requirement is met
- Fraternities and sororities are expected to refrain from affiliation with any type of auxiliary organization. An auxiliary organization is defined as one which does not have an independent existence and for which the primary purpose is to promote and support another, dominant organization.

### **Expansion & Reactivation**

SBU recognizes that expansion/reactivation is a sign of healthy interest in the fraternity and sorority community. The University considers current student population and resources in all expansion/reactivation efforts. Fraternities and sororities that wish to establish/reactivate on SBU's campus must adhere to the SBU Fraternity and Sorority Recognition Policy. The University does not permit new, local fraternities or sororities to gain recognition as registered student organizations. Additionally, the University does not recognize citywide, regional, or metropolitan chapters and thus, all chapters must be based and chartered exclusively at SBU. Each fraternity and sorority must have a sponsoring body on the National or International level which is a legal corporation external to the University. It is highly preferred the organization is affiliated with a national fraternal umbrella organization (NALFO, NAPA, NIC, NMGC, NPC, or NPHC). Additionally, recognized and registered fraternities and sororities must limit membership to currently enrolled students at SBU. The Fraternity/Sorority Recognition Committee, and the AD for FSL or their designee are responsible for providing a formal recommendation on all matters pertaining to expansion. All decisions require final approval from the VPSA/DOS or their designee.

For more information on expansion/reactivation, please refer to the SBU [Fraternity and Sorority Recognition Policy](#).

### **Standards & Procedures for Changes in University Recognition Status**

The Department of Student Engagement and Activities, strives to uphold any sanctions or status changes placed upon organizations by their inter/national headquarters upon notification. However in instances where University policy or practice is incongruent with that of an Inter/National Headquarter/s, University decisions take precedence.

#### **Membership Standards and Procedures**

A review of membership numbers will be conducted annually and should an organization not meet requirements, the organization may be placed on Administrative Warning and corrective action and a schedule for completion will be imposed. Upon successful completion of the warning period, the organization may be required to attend periodic meetings with a University official. The terms of the Administrative Warning will be tailored to fit the individual circumstances. Programming may be limited at this time.

If an organization has not made a concerted effort to comply with the correction action plan and schedule at the conclusion of their warning period the group may be placed on Probation. In determining the appropriate response, the Department of Student Engagement and Activities will consider the health of the organization. Health will be defined as membership size relative to the average fraternity/sorority size, in addition to status with regard to meeting/exceeding University standards. Continued failure to maintain standards may result in further judicial action/sanctions/change in status.

Chapters with no active undergraduate students exceeding two academic semesters or one academic year must follow the steps outlined in the [Fraternity and Sorority Recognition Policy](#).

## Academic Standards and Procedures– Organizations

Each organization is expected to maintain a minimum organizational cumulative 2.5 GPA. At the end of each semester a Fraternity & Sorority Grade Report will be completed to ascertain the cumulative GPA for each organization. After the grade report has been completed, should an organization not meet the minimum requirement, the organization will be placed on Administrative Warning. The terms of the Administrative Warning will be tailored to fit the individual circumstances. Programming may be limited at this time.

If the organization achieves the minimum 2.5 grade point average at the completion of their first semester on Administrative Warning, they will return to full recognition status, and be encouraged to continue an Academic Improvement Plan to ensure continued success. Full programming privileges will be restored.

If the organization fails to achieve the minimum 2.5 grade point average at the completion of their first semester on Administrative Warning they will be moved to Probation status. The terms of the probation will be tailored to fit the individual circumstances. In addition, the organization will be further limited in their programming in order for the organization to focus on their scholarship. The following types of programs will be allowed at the discretion of the Associate Director for Student Engagement & Activities, or their designee, in cooperation with the inter/national organization: academic activities, sisterhood/brotherhood activities, hands on community service efforts, and tabling to raise money for philanthropic causes.

At the completion of their first semester on Probation status, if an organization achieves the minimum grade point average, they may have limited programming privileges restored and will return to Administrative Warning status for the next semester. If an organization fails to achieve the minimum grade point average at the completion of their first semester on Probation, the group may be placed on suspension, or have their recognition withdrawn. In determining the appropriate response, the Department of Student Engagement and Activities will consider the health of the organization. Health will be defined as membership size relative to the average fraternity/sorority size, in addition to status with regard to meeting/exceeding University standards. Continued failure to maintain standards may result in further judicial action/sanctions/change in status.

## Academic Standards and Procedures – Individual Members

Each individual member is expected to maintain a minimum cumulative 2.5 GPA. Individual member GPAs will be reviewed at the end of each semester as part of the Fraternity & Sorority Grade Report process, and any member who does not meet the 2.5 minimum requirement will receive a letter from the Associate Director for Student Engagement & Activities, or their designee informing them of their status, and resources available to assist them. The University reserves the right to remove an individual member from leadership positions within the organization for failure to meet minimum standards. Additionally, the University reserves the right to notify inter/national headquarters of individual's failure to meet University and/or organizational standards.

## Five Star Accreditation

Organizations that do not achieve the minimum expectation within the Five Star Accreditation program at the completion of the academic year will be required to meet with the Associate Director for Student Engagement & Activities, or their designee, to create an "Action Plan" to improve their performance. Organizations on an "Action Plan" will be required to meet with a departmental staff member bi-weekly to check in on their progress.

At the completion of the "Action Plan" year if the organization achieves the three star minimum requirement it will remain in good standing. If the organization fails to achieve the minimum for a second year, they will be placed on a second "Action Plan" and will have weekly meetings with a departmental staff member.

At the completion of the second "Action Plan" if an organization achieves the three star minimum requirement, it will remain in good standing and will be encouraged to continue with their intentional planning. If an organization fails to achieve the minimum three star requirement at the completion of their second "Action Plan", the University reserves the right to withdraw campus recognition.

## Unrecognized Organizations:

Registered organizations may not co-sponsor activities with unrecognized organizations. This includes, but is not limited to, those organizations that have not yet gone through the recognition process, those whose organizations are not in good judicial standing with the University or the Department of Student Engagement and Activities, or those whose recognition has been withdrawn by the University. Recognized organizations may not give platforms to these organizations in any way, including

allowing performances at organizational activities. If a group is unsure if an organization is eligible for collaboration, please contact Student Engagement and Activities.

Unauthorized operation: No student shall function or participate in a club or organization, athletic team or student group whose University recognition has been withdrawn or suspended.

1. Students who are members of University organizations or other campus organizations whose campus recognition has been withdrawn or suspended, either temporarily or permanently, may not participate as a representative of that organization in any campus activity or event, i.e., Recruitment, Intake Activities, Intercollegiate Athletics, sport clubs, intramural sports, Inter Fraternity & Sorority Council, campus committees, talent shows, contests, or community service projects.
2. Unrecognized organizations may not use the University name, logo, equipment, or facilities. Student recruitment and/or related activities by an unrecognized organization may not take place, nor may University students take part in recruitment and/or related activities on behalf of any alter ego organization used to veil or disguise the activities of an unrecognized organization. Students may not join fraternities, sororities or other campus organizations whose campus recognition has been withdrawn or suspended, either temporarily or permanently.
3. Any violation of this policy may result in individual and/or group sanctions, such as the extension of the current suspension; suspension or permanent expulsion of individual(s) from the University, and/or the suspension or permanent expulsion of the organization from future campus recognition. Individuals or groups may be required to attend mandatory educational programs.

## Membership Recruitment Policies & Procedures

The way in which fraternities and sororities recruit new members clearly differs from other student groups. New member recruitment and education/intake, is a process that can be fun, exciting, and a tremendous learning experience for students.

The University recognizes as legitimate purposes of new member education/intake the following:

- To educate the potential new members about the ideology, history, and ceremonies of the fraternity or sorority.
- To instruct potential new members on their purpose and responsibility to the fraternity or sorority, to the University and to the community.
- To broaden the understanding between active members and potential new members, and to promote a sense of unity between them.
- To carry out activities of campus and civic value.
- To continue the tradition of fraternity and sorority membership as a matter of special pride and achievement as long as these traditions do not violate University policies, or place the prospective member in physical, mental, or emotional jeopardy.

An effective new member education/intake process should be sensitive to the traditions of current chapters; celebrate the scholastic pursuits of students; embrace the lives of students not wishing to affiliate with fraternities and sororities; support the normal day to day operation of the University; encourages students to make educated choices; promote objective, non-discriminatory selection; promote inter fraternity/sorority cooperation and a positive fraternity/sorority image; and be a positive experience for the potential new member. In an effort to uphold these values, specific guidelines must be adhered to. For more information on these guidelines please refer to the [New Member Program Registration Packet](#).

## Risk Management & Conduct Process

### RISK MANAGEMENT

SBU's Department of Student Engagement & Activities endorses and upholds the standards and expectations of membership of our partnering national/international governing councils. These standards, in conjunction with the policies set forth by Stony Brook University [Recognition Guidelines for Registered Student Organizations](#), [Fraternity and Sorority Life policies and procedures](#) (New Member, Recruitment/Intake, Risk Management, Expansion, etc.), as well as the [Code of Student Responsibility](#), should be strictly adhered to when conducting any and all organizational activities.

## HAZING

Hazing and/or harassment of prospective members and members is strictly prohibited as stipulated by New York State Law and the SBU Code of Student Responsibility. Fraternities and sororities are expected to create new member education / intake programs that promote scholarship, aid career goals, develop leadership, build awareness of chapter history and the fraternity and sorority community, develop chapter unity, and develop problem solving abilities.

Hazing may be perpetrated by individual(s) against individual(s), individual against group, group against individual, or group against group.

Hazing conduct may result in charges under the rules of "Maintenance of Public Order" ([Education Law, Section 6430](#)), withdrawal of chapter or campus recognition as described in this document, campus judicial charges against individual students, and/or the arrest of individuals. No chapter, colony, student or alumnus should conduct, participate in nor condone hazing activities. Permission or approval by a person being hazed is not a defense.

- New York State Law (as of 4/24/2010)

- Section 120.16: Hazing in the first degree: A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he/she intentionally or recklessly engages in conduct which created a substantial risk of physical injury to such other person or a third person and thereby causes injury. *Hazing in the first degree is a Class A Misdemeanor.*
- Section 120.17: Hazing in the second degree: A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he/she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other persons or a third party. *Hazing in the second degree is a violation.*

- Stony Brook University Code of Student Responsibility

- Section III.A.1.g: Hazing In connection with an affiliation to any organization, group, team, or sports club: no student shall (i) endanger the mental, physical, or emotional health of a person, intentionally or recklessly, by commission or omission, regardless of whether the other person has consented to the activity; (ii) participate in activities on or off University property, involving the forced or expected consumption of alcohol, drugs or other substances, or damage, destroy tamper with, or remove public or private property.
- Section II.7.g: Hazing Amnesty: The University recognizes that students may be reluctant to report hazing activity due to a fear of potential consequences for their own conduct. Therefore, a student who acts in good faith to report activity that may fall within the definition of hazing and who cooperates fully as a witness in the investigation and student conduct process may not be subject to student conduct sanctions related to their own participation in hazing behavior, as determined by the University in its sole discretion. In the event amnesty is granted for self-reported behaviors, if evidence is presented that the student has continued to engage in hazing behaviors, or has knowledge of hazing activity that was not reported, they may be held accountable for past behavior. Students who choose to report and request amnesty for their own conduct under this policy should know that amnesty does not apply to any criminal or civil action that may be taken by a law enforcement or other agency, including University Police.

## CONDUCT PROCESS FOR RECOGNIZED STUDENT ORGANIZATIONS

### INTRODUCTION:

Stony Brook University embraces the value of a robust co-curricular experience for students. Involvement outside the classroom is an essential part of a holistic university experience, and the University formally recognizes many student organizations. The ability to be part of a registered club or organization on the Stony Brook University campus is a privilege and should be treated as such. Stony Brook University's Department of Student Engagement & Activities expects our recognized student organizations and their members to:

- a) maintain standards of personal integrity in alignment with the institution's educational goals;
- b) be responsible for their actions;
- c) observe national, state, local laws and University policy;
- d) respect the rights, privileges, and property of other people.

Situations arise in which formally recognized student organizations may be in violation of University policy and an appropriate level of action is warranted to address the concern. The intent of the Student Organization Conduct Process among other things, is to articulate the University's behavioral expectations for formally recognized student organizations, provide a consistent and

equitable framework for addressing University policy violations, and ensure the long-term viability of formally recognized student organizations and at Stony Brook University. The organizational conduct process is a learning experience which can yield growth, behavioral changes, and personal understanding of one’s responsibilities and privileges. This process balances the needs and rights of students and organizations with the needs and expectations of the University and the larger community. Students and organizations are treated with care, fairness, and respect. The interests of the complainant, the organization, and the community at large are equally important.

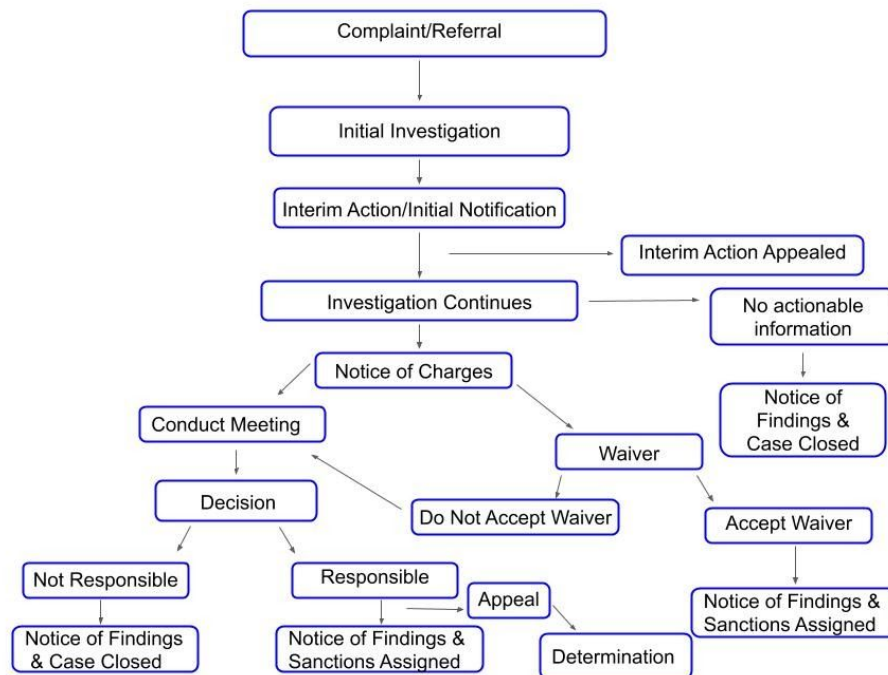
As a general rule, violations of policy and the sanctions that may be imposed will not be routinely reported to parents. However, in the case of serious violations of Federal, State, or Local law, including alcohol and other drugs violations, or when instances of medical emergencies come to the University’s attention, the University may notify parents.

In addition to our departmental policies and procedures students and organizations must also follow applicable policies including but not limited to those in the Code of Student Responsibility<sup>1</sup>, University Policy Manual<sup>2</sup>, and the Rules of Public Order<sup>3</sup>. All students should become familiar with these important items. All University policies and related documents may be accessed through the Stony Brook University website.

**PROCESS FOR VIOLATIONS REFERRED TO STUDENT ENGAGEMENT & ACTIVITIES:**

All recognized student organizations and groups are required to follow the Recognition Guidelines for Registered Student Organizations, and Fraternities and Sororities; general fraternity and sorority policies/procedures (i.e. Expansion, New Member, Risk Management, Recruitment/Intake), the Code of Student Responsibility and the University Policy Manual. All recognized student organizations and groups may be held responsible for violations of any such regulations by the Department of Student Engagement & Activities.

**Student Organization Conduct Process Flow Chart**



Alleged violations will be reviewed in accordance with the procedures outlined below. A finding of responsibility as to each of the charges must be supported by a preponderance of the evidence; whether it is “more likely than not” that the incident occurred. If the totality of all the information presented meets this standard, then the organization is found responsible. The burden of presenting such evidence rests with the Complainant(s).

**PRE-CONDUCT MEETING PROCEDURES:**

<sup>1</sup> [https://www.stonybrook.edu/commcms/studentaffairs/ucs/\\_pdf/2019-2020%20Code%20of%20Student%20Responsibility.pdf](https://www.stonybrook.edu/commcms/studentaffairs/ucs/_pdf/2019-2020%20Code%20of%20Student%20Responsibility.pdf)  
<sup>2</sup> <http://www.stonybrook.edu/policy/>  
<sup>3</sup> <https://www.stonybrook.edu/commcms/studentaffairs/ucs/policies/order.php>

### **a. Complaint or Referral**

Any member of the University community may make a complaint and/or referral or offer information concerning such complaint and/or referral to the appropriate office or person. The complaint and/or referral shall be directed to a University official. In an appropriate case, a University official may act as a Complainant on behalf of others in enforcing the Code, and other departmental and University policies. In order to facilitate a timely investigation and processing of complaints, it is recommended that referrals are made within thirty (30) calendar days following the date of the incident giving rise to the complaint.

#### **i. Mediation (Dispute, Conflict Resolution)**

In certain situations, mediation is a process available for resolving disputes between groups. Mediation is a voluntary, confidential and non-judgmental process providing an opportunity for parties in conflict to meet with a mediator to present the issues. Mediation can be an alternative to or supplement the formal student organizational conduct process for certain types of conflict. The mediator's role is to facilitate a conversation between or among parties in conflict in an effort to reach an agreement. Mediation agreements are enforceable as Official Directives, and failure to comply with an agreement may be a violation of the Recognition Guidelines. When a satisfactory agreement cannot be reached through mediation, the complaint may be referred for student organization conduct action, where appropriate.

### **b. Investigation**

A designated University official shall investigate and determine whether further action is necessary within a reasonably prompt time frame and in an effective manner. The investigation may include interviews and requests for written statements from the parties (i.e. complainants, organization members, witnesses). In circumstances involving investigation of complaints when the Complainant does not choose to proceed, the University official reserves the right to continue its investigation regardless of Complainant cooperation or involvement.

### **c. Decision to Proceed**

If in the judgment of the University official there is sufficient evidence to warrant further action, such official shall initiate one of the following procedures:

**i. Directive to Appear/Notice of Charges** - The organization charged with an alleged violation/s will be provided with written notice of charges and will be required to either meet with a University official for a conduct meeting on the date cited in the notice. The meeting shall be scheduled for no less than ten (10) calendar days from the date of the notice, unless extenuating circumstances prevent such a timeline.

**ii. Organizational Conduct Meeting Waiver** - The organization may choose to accept responsibility for and not contest the charges. If this election is made, leadership from the organization will sign a waiver of their right to a conduct meeting, and must accept the sanction(s) identified in the waiver. An organization's decision to waive their right to a conduct meeting and accept the sanction(s) is final and not appealable.

### **e. Case Preparation**

If an organization receives a Notice of Charges, a University official will inform the Complainant(s) and Organization representatives of the rights and responsibilities they will have in the scheduled conduct meeting.

### **f. Information in Support/Defense of Allegations**

Information in support/defense of allegations (including statements, documentary and/or physical material) to be presented by the Complainant(s) and the Organization during a conduct meeting are typically shared with the opposing party at least two (2) business days in advance of the scheduled conduct meeting. Sensitive and/or confidential information may be redacted and/or shared only at the time of the conduct meeting. The University official presiding at the conduct meeting will make the final decision relating to the admissibility of all information in support/defense of allegations. The designated University official may exclude information in support/defense of allegations, or adjourn the meeting to afford all parties the opportunity to review information in support/defense of allegations to be presented during the meeting. Hearsay information in support/defense of allegations, including written statements, may be considered. First hand oral statements subject to cross examination will be given greater weight than hearsay statements. Written statements from character witnesses are permitted into the hearing.

### **g. Advisors**

The Complainant and Organization representatives may appear at the conduct meeting with an advisor of their choice. The role of the advisor is to assist each party, but not to engage in any verbal presentation or questioning. Attorneys may serve as advisors to the parties subject to the same conditions and restrictions.

### **h. Attendance at Conduct Meeting**



Those in attendance at the meeting may include the Complainant(s), Organization representatives, their advisor(s), witness(es) (while giving statements), and the presiding Conduct Meeting Officer. A University observer may be present. The presiding University official shall determine whether additional persons may be present.

#### **i. Confidentiality**

In order to protect confidentiality, organizational conduct meetings shall be closed to members of the campus community and to the public.

### **CONDUCT MEETING PROCEDURES:**

Organizational Conduct Meetings provide the forum where parties to an allegation are afforded the opportunity to present information for review by a Conduct Meeting Officer. In the event that an Organization has received notice of a conduct meeting and elects not to appear, the meeting shall proceed in their absence. When requested, the University will provide options for a room divider, use separate rooms, or other reasonable mechanisms to prevent interactions between the parties. Organizational Conduct Meeting procedures generally include the following basic steps:

#### **a. Opening**

The presiding Conduct Meeting Officer states the alleged violations and identifies the individuals present.

#### **b. Challenge**

Conflicts of interest must be disclosed. Any party may request and cite cause for the removal of any member of the meeting. The Conduct Meeting Officer will determine whether the cited cause warrants removal.

#### **c. Organizational Response**

The Organization will be asked to state their response (i.e., responsible or not responsible) to each of the alleged violations.

#### **d. Complainant Presentation**

The Complainant should begin with an opening statement describing the alleged violation(s). Information in support/defense of allegations will be presented by the Complainant and by witnesses offered by the Complainant.. The Organization may question the Complainant/witnesses regarding the opening statement and information supporting the allegation.

#### **e. Organization Presentation**

The Organization's presentation should begin with an opening statement of its position regarding the alleged conduct. Information in support/defense of allegations will be presented by the Organization and by witnesses offered by the Organization. The Complainant may question the Organization/witnesses regarding the opening statement and information presented in defense of the allegation.

#### **f. Closing Statements**

After all witnesses have presented statements and all questioning has been completed, closing statements are made first by the Complainant(s)/Meeting Officer, then by the Organization. No questioning is allowed during or after closing statements.

#### **g. Deliberation**

After closing statements have been presented, a review of information in support/defense of allegations is conducted by the Conduct Meeting Officer to determine the Organization's responsibility as to each of the charges.

#### **h. Decision**

Upon a review of the totality of the information discussed, a decision regarding the Organization's responsibility as to each of the charges shall be made by the Conduct Meeting Officer. A decision of responsibility shall be made only if the allegations contained in each charge have been established by a preponderance of the evidence (more likely than not standard).

#### **i. Recommendation/Determination of Sanctions**

The presiding Conduct Meeting Officer shall determine sanction(s) based upon the severity of the conduct as well as any prior conduct history.

### **POST CONDUCT MEETING PROCEDURES:**

After the conduct meeting procedures have taken place, the following will occur:

**a. Notification/Conduct Meeting Disposition**

The decision of the proceeding will be communicated in writing to the Organization and the Complainant by the presiding Conduct Meeting Officer (or designee). Written notification (also called a disposition) will include the date and time of the conduct meeting, the findings, and the sanctions to be imposed, if any. If the Organization charged is found responsible and a sanction is to be imposed, the notification/disposition shall inform the Organization of the right to appeal and the method for submitting the appeal.

**b. Hearing Documents**

A written notification/disposition summarizing the main points of the proceedings and information in support/defense of allegations presented during the conduct meeting become part of the proceeding's official record. Any recordings made during the conduct meeting also become part of the official record. These materials are confidential. However, these materials may be made available, in cases of appeal and upon request, to the designated University official hearing the appeal and to the student(s) requesting the appeal.

**c. Enforcement**

The presiding University official/Conduct Meeting Officer and other designated University officials will ensure that any sanctions imposed are carried out on behalf of the University.

**SANCTIONS AND ORGANIZATIONAL STATUS CHANGES:**

Failure to meet the criteria for recognition and/or organizational conduct violations may result in the imposition of sanctions and/or a change in organizational status and standing. In determining the appropriate response for a student organization and/or individual, the Department of Student Engagement & Activities will consider the severity of the violation, the impact the violation had on the community, and the disciplinary record of the organization. Continued violations of policy/failure to complete a sanction may result in further conduct action/sanctions/change in status. Examples of sanctions and organizational status changes that may be imposed upon a student organization/individual may include, but are not limited to:

**a. Informal Warning**

An informal warning advises an organization to be more mindful of their behavior and encourages them to review policies and procedures in order to ensure future compliance. Informal warnings are not routinely reported as organizational conduct action unless subsequent violations occur.

**b. Written Warning**

A written warning indicates that an organization has violated a University policy and that continued or repeated violations of University policy will result in further organizational conduct action.

**c. Restitution**

Restitution for violations against University property may include restoration or replacement of the property.

**d. Special Restrictions or Loss of Privileges**

An organization or individuals privileges may be limited or suspended for a specific period of time. Privileges that may be suspended include, but are not limited to, the ability to:

- Recruit members
- Engage in social functions of any type
- Use specific University buildings, facilities, properties, equipment, resources, services, and/or funds
- Participate or attempt to participate as an organization in any University event, or
- Co-sponsor or participate as an organization in another recognized organization's activities
- Participate in Leadership Positions: In situations where specific Individuals are found responsible for improper actions or violations of policy they may be removed from their leadership position by the Department of Student Engagement & Activities.

**h. University Service, Educational Projects, and Programs**

Student organizations may be assigned projects, programs and/or service determined appropriate to the offense. Such assignments will be designed to provide the organization with a better understanding of the behavior and its impact on others.

### **i. Administrative Warning**

Organizations may be placed on Administrative Warning for a period of time. Administrative Warning will require corrective action and/or educational sanctions and a schedule for completion. Upon successful completion of the warning period, the organization may be required to attend periodic meetings with a University official.

### **j. Probation**

Organizations may be placed on probation for a period of time. Probation will involve suspension of specific privileges and the imposition of a schedule of corrective action and/or educational sanctions. The terms of the probation will be tailored to fit the individual circumstances. Upon successful completion of the probation period, the organization may be required to attend periodic meetings with a University official.

### **k. Suspension**

Organizations may be placed on suspension for a period of time. During this time all organizational activities are suspended and all privileges are revoked.

### **j. Withdrawal of Recognition**

Upon Withdrawal of Recognition, all organizational operations must cease. All University privileges and permission for the organization to function are revoked. The organization shall be ineligible to apply for recognition for five years, unless the Dean of Students, or their designee, waives this requirement.

## **APPEALS:**

### **1. Grounds for Appeal**

Organizations found responsible for University and/or departmental policy violations, and/or to whom sanctions/status changes have been levied against may appeal such findings on the following limited grounds:

- a. Significant violation of organizational conduct procedures;
- b. New information, unavailable at the time of the hearing, has become available and could have substantially impacted the decision; and/or
- c. The sanction(s) issued is/are disproportionate in relation to the organization's conduct record and/or nature of the violation.

### **2. Application for Appeal**

Organizations wishing to appeal a disposition must submit a written application to the designated office/University Official within seven (7) calendar days of receipt of the disposition. The application for appeal must identify which of the three grounds forms the basis of the appeal. Organizations must be in compliance with the disposition at the time of their appeal request and until a final decision on their appeal is rendered.

### **3. Appeal Procedure**

If the appeal has been submitted within the specified time frame and has identified at least one of the permissible grounds for appeal, the designated University official will review the complete record of the case, the statements of any parties, or any other information in defense of allegations, and where necessary, may require interviews with the parties involved. The designated University official will be a neutral decision maker who will conduct the appeal in an impartial manner. The organization shall be notified in writing of the decision. The decision of the University official will be final.

## **PROCESS FOR VIOLATIONS REFERRED TO UNIVERSITY COMMUNITY STANDARDS:**

Alleged violations of the University Code of Student Responsibility may be referred to University Community Standards for an investigation. A formally recognized student organization acts through its members, but the University understands that an individual can violate a University policy independent of the individual's affiliation with the student organization. Therefore, if a complaint is filed against a student organization, the University will review the underlying allegation/s and make a threshold determination as to whether the allegation/s, if proven true, should proceed against the student organization or whether the underlying conduct is independent of the individual(s)' affiliation with the student organization. A charge that is based on conduct that is independent of the individual(s)' affiliation with the student organization will not be pursued against the student organization but may still be pursued against the individual(s) through other University policies.

Should University Community Standards determine whether there is sufficient evidence to proceed, the individual conduct process will be initiated. The threshold determination will be viewed on the totality of the circumstances. Any pertinent student organizational conduct proceedings on behalf of Student Engagement & Activities may be delayed in these instances to allow for University Community Standards to complete their proceedings. For additional information regarding this process, please refer to the [Code of Student Responsibility](#).