All recognized student organizations have considerable freedom to accomplish their goals. However, organizations must comply with the federal, state, and local laws/ordinances, as well as 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 which the organization, team or group may be using.

Any organization in violation of these standards is subject to disciplinary action through the University. Some possible violations of law and regulations include, but are not limited to:

- Violations of state statutes pertaining to the legal drinking age and the provision of alcoholic beverages to minors.
- Violations of the University of Wisconsin – Eau Claire Anti-Hazing Policy and state statutes pertaining to hazing.
- 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 facilities, which may 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
- Incidents of theft, vandalism, or disorderly conduct.
- Violations of University Equal Opportunity policy or Student Organization Non-Discrimination Policy.
- Non-Compliance with University Purchasing and Accounting/Cash Handling Procedures.
- Any other violations of University policies, procedures, or regulations.

Any organization violating these or other standards to which they are held may be subject to disciplinary action, as outlined in this document. Individual students involved in acts violating University policy may face charges under UWS Chapter 17.
I. PROCEDURES FOR COMPLAINTS

Any student, faculty, or staff member of the University may file a written complaint of an alleged violation with the Student Organizations Coordinator in the Activities, Involvement and Leadership office or with the Dean of Students. Complaints must include the following information:

   A. Detailed description of the alleged violation,
   B. Date, time and place of the alleged violation,
   C. Name(s) of the student organization(s) involved in the alleged violation,
   D. Name(s), if possible, of the individual(s) involved in the alleged violation,
   E. Name(s), if possible, of witnesses,
   F. Name(s) and address(es) of the complainant(s) (any concern of harassment may be expressed to the University of Wisconsin-Eau Claire Police Department by the Student Organization Conduct Committee upon request of the complainant).

All written complaints must be filed within thirty (30) calendar days (excluding breaks) of the alleged violation.

All recognized student organizations shall be accorded due process. The following guidelines will be followed upon receipt of a written complaint or incident report.

II. NOTIFICATION

A. Within three (3) business days of receiving the complaint or incident report, the accused recognized student organization (RSO) will receive written notification outlining the allegations and a request to meet with the Student Organizations Coordinator and the Student Organization Conduct Committee (SOCC) Chairperson.

B. The RSO, upon receipt of notification, must schedule a meeting with the Student Organizations Coordinator and the SOCC Chairperson to occur within fourteen (14) calendar days (excluding breaks).

III. PROCESS MEETING

A. During the Process Meeting, the Student Organizations Coordinator will review the allegations against the RSO and explain the Full Partnership Process and the University Conduct Process. Use of the appropriate process will be determined based on allegations.

IV. FULL PARTNERSHIP PROCESS PROCEDURES

A. RSOs opting to participate in the Full Partnership Process will be afforded the opportunity to conduct an internal investigation of all allegations against the organization. Within ten (10) calendar days (excluding breaks) of the Process Meeting, the organization is to provide
a full, written report detailing each allegation and proposed corrective or disciplinary action to the Student Organizations Coordinator and the SOCC Chairperson.

B. Upon receipt of the written report, the Student Organizations Coordinator and SOCC Chairperson will review the information presented and schedule a Post-Investigation Meeting with the RSO to discuss the findings of the internal investigation.

C. Within seven (7) calendar days (excluding breaks) of the Post-Investigation Meeting, the RSO must provide a written Organization Enhancement Plan, outlining all corrective action and self-imposed sanctions the RSO will complete to remedy the situation. The Organization Enhancement Plan must be approved by the Student Organizations Coordinator and the SOCC Chairperson.

D. Upon approval of the Organization Enhancement Plan, the RSO leadership must obtain proof of consent by the RSO membership within ten (10) calendar days (excluding breaks) and submit a Commitment Contract, indicating full responsibility for completing all outlined conditions in the Organization Enhancement Plan.

E. If applicable, the University will issue a letter of reprimand to the RSO, outlining all deadlines for Organization Enhancement Plan completion. For record keeping purposes a copy of the letter of reprimand will also be placed in the RSO’s file, in the Activities, Involvement and Leadership office.

F. If the RSO obstructs the process by providing false or inaccurate information, omitting information, or refusing to participate in the full partnership process, the RSO will move to the University Conduct Process, and a formal hearing will commence.

G. If the RSO misses any deadlines or violates any condition of the Organization Enhancement Plan, it is charged with a code of conduct violation and moves to the University Conduct Process.

H. If at any time it is determined that the allegations are pertinent to individual conduct and not RSO conduct, the process will end and individuals may face charges under UWS Chapter 17.

I. The Student Organizations Coordinator reserves the right to deem behavior as “egregious” or “dangerous misconduct” and require proceedings through the University Conduct Process (Section V).

V. UNIVERSITY CONDUCT PROCESS

A. Should an RSO opt to participate in the University Conduct Process, the Student Organizations Coordinator will work with the SOCC to schedule a formal hearing. The hearing must be scheduled within twenty (20) calendar days (excluding breaks) of the Process Meeting. Once the hearing is scheduled, the accused RSO and individual(s) filing the complaint shall receive the following information:
   - Written notification of the time and place of the hearing;
- A statement of allegations against the RSO;
- A copy of the procedures for student organization conduct hearings.

B. Once the hearing is scheduled, any witnesses shall receive written notification of the time and place of the hearing.

C. The accused RSO, if unable to attend the hearing, must give a forty-eight (48) hour notice to the SOCC Chairperson and the Student Organizations Coordinator. They must also, if unable to attend, submit a written statement addressing the allegations to the SOCC Chairperson and Student Organizations Coordinator at least twenty-four (24) hours prior to the hearing.

D. Should the RSO decide not to cooperate with the hearing through the University Conduct Process the SOCC reserves the right to issue a decision in the matter with all pertinent information available at its disposal.

VI. HEARING PROCEDURES

A. The Student Organization Conduct Committee (SOCC) shall preside over all hearings.

B. All conduct hearings shall be recorded.

C. At the outset of the hearing the SOCC Chairperson shall:
   1. Call the meeting to order,
   2. Establish the attendance,
   3. Ask those present to state their name and association with the case,
   4. Explain the format of the hearing to all assembled,
   5. Have the Student Organizations Coordinator read the allegations against the accused student organization
   6. Answer any questions about the complaint or the format of the hearing.

D. The Chairperson will ask the accused RSO to claim or deny responsibility of the allegations.

   1. If the RSO claims RESPONSIBLE:
      a. The individual(s) filing the complaint and the accused RSO will be provided the opportunity to make a statement.
      b. The individual(s) filing the complaint will be asked to leave the hearing.
      c. The SOCC will have the opportunity to question the accused RSO.
      d. All persons other than the SOCC will be asked to leave the room after the accused RSO has answered any questions pertaining to the matter in question.
      e. The SOCC (in a closed session) will discuss the case and decide on a suitable sanction for the RSO.

   2. If the RSO claims NOT RESPONSIBLE:
a. All witnesses will be required to leave the hearing during the opening statements, but remain in the area to be called for questioning.
b. The individual(s) filing the complaint, or their designee, will be permitted to make an opening statement.
c. The accused RSO will be permitted to make an opening statement.
d. The individual(s) filing the complaint will be permitted to call witnesses and/or present information. Upon conclusion, the accused RSO may ask questions. Following any questions by the accused RSO, the SOCC may ask questions.
e. The accused RSO will be permitted to call witnesses and/or present information. Upon conclusion, the individual(s) filing the complaint may ask questions. Following any questions by the individual(s) filing the complaint, the SOCC may ask questions. Questions must be relevant to the incident being reviewed.
f. The individual(s) filing the complaint will be permitted an opportunity to make a closing statement.
g. The accused RSO will be permitted an opportunity to make a closing statement.
h. Once all information and witness accounts have been heard, all persons other than the SOCC will be asked to leave the room. The SOCC (in closed session) will discuss the case and decide whether the RSO is to be found in violation or not in violation, and if necessary, decide on a sanction. A majority vote of the members present is needed to find an RSO in violation, with the SOCC chair casting the deciding vote in case of a tie.

3. The University shall the SOCC findings and decisions in writing to the RSO, outlining all sanctions, deadlines, and, if applicable, requirements for reapplying or retaining RSO status. For record keeping purposes a copy of the findings and decisions will also be placed in the RSO’s file, in the Activities, Involvement and Leadership office.

VII. POSSIBLE SANCTIONS

Possible sanctions which SOCC may impose include, but are not limited to:

**Warning.** A written warning that the conduct of the RSO was not appropriate and should not be repeated.

**Probation.** Probation means that a RSO will remain recognized providing that it abides by all applicable laws and policies. Probation may also have several conditions attached. RSOs currently on probation that are found responsible of further misconduct will be subject to a minimum of one semester of suspension of University recognition.

**Loss of University Privileges/Services.** Including but not limited to accounting services, posting, room reservations, duplicating, etc.

**Restitution.** RSOs may be required to pay for damages.

**Fines.** RSOs may be required to pay a sum of money, the amount of which shall be determined through the conduct process.
Community Services. The RSO may be required to organize and/or participate in specified community service activities or events.

Education Program. The RSO may be required to attend or participate in an educational program or the planning of an educational program for the RSO members and/or the campus community on a specified topic.

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

Suspension of University Recognition. Includes loss of all University privileges and services. This suspension of University recognition would be for a specified period of time.

Referral of Individuals from the RSO to the Dean of Students Office. If from the RSO conduct hearing it becomes apparent that the policy violations were conducted by an individual(s) of a RSO, without the knowledge of the RSO, the individual(s) can be referred to the Dean of Students office for individual conduct hearings.

Revocation of University Recognition. This is a permanent withdrawal of University recognition for the RSO.

University Prosecution. The University may choose to prosecute through civil court system. The University reserves the right to proceed with this option with or without the recommendation from SOCC.

Any complaints of harassment or assault by the complainant which stem directly from the accusation or the sanctions thereof, may be reported to the Dean of Students office or the UW-Eau Claire Police Department.

VIII. APPEALS

A. RSOs have First Right of Appeal to the Student Court. Appeals must be submitted in writing to the Student Court within ten (10) calendar days (excluding academics breaks) of the notification of the finding and sanction(s) issued by the SOCC.

B. RSOs have a Final Appeal to the Dean of Students. Appeals must be submitted in writing to the Dean of Students within ten (10) calendar days (excluding academic breaks) of the notification of the decision by the Student Court.

C. Reasons for appeal include:
   - An error in due process, such as: inadequate notice, failure to follow procedures, or failure to be notified of the hearing procedures.
   - Significant new evidence has come to light, after the initial hearing has been completed and a decision rendered.
   - If the RSO feels that issued sanctions are too severe.
D. All sanctions will be upheld until an appeal is accepted to be heard and sanctions either modified or overturned.

E. The Student Court and/or Dean of Students will take up the matter within twenty (20) calendar days of the receipt of the appeal and form an opinion based on the original complaint, the findings of the conduct hearing, the decision and sanction, and any necessary records.

F. Decision of appeal may include:
   - Affirmation of the original decision and sanction,
   - Affirmation of the original decision, but modification of the sanction (either positively or negatively for the alleged organization),
   - Reversal of the original decision and sanction.

IX. STUDENT ORGANIZATION CONDUCT COMMITTEE

A. Mission Statement
   The purpose of the Student Organization Conduct Committee shall be to establish and enforce the policies and regulations governing RSOs on the UW-Eau Claire campus.

B. Membership
   The membership of SOCC shall be comprised of four (4) voting student members, the Student Organizations Commission Director, and the Student Organizations Coordinator. The four (4) voting members of the SOCC shall be appointed by the Student Senate President and confirmed by the Student Senate each academic year. Voting members of the Student Organization Conduct Committee shall be:
   1. One (1) Student Senator who is a member of the Organizations Commission
   2. One (1) Student Senator who is not a member of the Organizations Commission
   3. One (1) member of the Organizations Commission who is not a Student Senator
   4. One (1) ‘student at large’ who is neither a member of the Organizations Commission nor of Student Senate.

C. Executive Positions
   1. CHAIRPERSON - The Chairperson shall be Student Organizations Commission Director of the Student Senate. The Chairperson is a non-voting member of the Student Organization Conduct Committee unless there is a need for his/her vote to break a tie.

   Duties:
   1. Chair the Student Organization Conduct Committee meetings.
   2. Be present at all Full Partnership Process meetings and University Conduct Process formal hearings.
   3. Disseminate the policies, procedures and laws governing RSOs and the Student Organizations Complex in Davies Center.
   4. Enforce all policies, procedures, rules, and laws governing RSOs.
2. ADVISOR (S) – The Student Organizations Coordinator shall be the advisor to the SOCC and will assist the Student Organization Conduct Committee in its role. This is a non-voting member of the organization.

D. Meetings and Hearings
The SOCC shall meet as needed to discuss issues related to RSOs and to hold conduct hearings for RSOs.

E. Responsibilities of the SOCC members:

- To be knowledgeable of University policies and procedures and behavioral standards for RSOs,
- To be objective and attend all meetings and hearings,
- To read complaints and familiarize themselves with the cases prior to the hearings,
- To remove themselves in particular cases, if they have a bias or direct involvement in the case, or are members of the RSO under charges,
- To keep confidential all proceedings, discussions, and votes.

X. 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. Purpose of Activity
   What is the purpose of the activity?
   Is the activity held to promote group development and bonding?

2. Attendance
   Who is attending the activity?
   Why are they attending?
   Will a significant number of the members of the RSO attend the activity?
   Do members perceive the activity mainly other members will attend?

3. Resources
   What resources will be used to fund the activity?
   Were RSO funds used to support the activity?

4. Publicity/Advertising
   How was the event publicized or communicated?
   Was the RSO’s name, initials, or logo used on publicity material?
   Was the RSO’s listserv or email account used to promote the activity?
   Was the activity posted on the RSO’s website?
   Was the RSO’s name associated with the activity through word of mouth?

5. Location
   Where was the activity held?
If the RSO owns or rents a house or common living area, was the event held at this dwelling?

6. **Reasonable Person**
   Would a reasonable person think that the activity is associated with the RSO in question?

7. **Organization Responsibility**
   As a leader in your RSO, 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 and should be evaluated 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 the Student Organizations Coordinator in the Activities, Involvement and Leadership office.

***The Student Organization Conduct Committee Procedures will be reviewed and revised as necessary each academic year by the Student Senate Organizations Commission.***
Student Organization Conduct Procedures
Updated December 2011

Incident Reported

Student Organization Notified
The student organization(s) will receive a notification outlining the allegation(s) (within three (3) days of receipt of report).

Full Partnership Process

Internal Investigation
The organization conducts an internal investigation and provides a written report to the Dean of Students, Student Organizations Coordinator and the SOCC Chairperson (within ten (10) calendar days of the Process Meeting).

Post-Investigation Meeting
The organization meets with the Dean of Students, Student Organizations Coordinator, and the SOCC Chairperson to discuss the internal investigation report and an initial Organization Enhancement Plan.

Responsibility accepted.
Organization found not responsible. Charges are dismissed. PROCESS ENDS.

Organization Enhancement Plan
The organization continues to develop the Organization Enhancement Plan and submits a written copy within seven (7) days of the Post-Investigation Meeting. Once approved the organization has ten (10) days to submit a Commitment Contract.

Enhancement Plan Violations
If the organization misses any deadlines or violates the Enhancement Plan, it is charged with a code of conduct violation and moves to the University Conduct Process.

University Conduct Process

Process Meeting
The process meeting should be scheduled within 14 calendar days of receiving notification. Process for how to proceed is determined. The Student Organizations Coordinator reserves the right to warrant that egregious offenses or dangerous misconduct move directly to a formal hearing.

Obstruction
If the organization obstructs the process by providing false or inaccurate information, omitting information, or refusing to participate in the process, the organization will move to the University Conduct Process, and a hearing will be scheduled within seven (7) days of the delay.

Responsibility accepted OR organization is found responsible.
Organization found not responsible. Charges are dismissed. PROCESS ENDS.
Sanctions issued.

Hearing
The Student Organizations Coordinator will work with the SOCC to coordinate a hearing.

Responsibility accepted OR organization is found responsible.
Organization found not responsible. Charges are dismissed. PROCESS ENDS.
Sanctions issued.

First Appeal (Optional)
The organization has the right to appeal to the Student Court within ten (10) days of the decision rendered by the SOCC.

Final Appeal (Optional)
The organization has the right to appeal to the Dean of Students within ten (10) days of a decision rendered by the Student Court. The decision of the Dean of Students is final.

Adapted from Louisiana State University, 2011.