

Section:	XI.3.21	
Title:	Recognized Student Organization Privileges & Responsibilities	
Effective Date:	December 17, 2018	
Approved By:	Vice President for Student Affairs	
Responsible Unit:	Division of Student Affairs, Dean of Students, Student Conduct & Dispute Resolution Services (609) 771-2201; sa@tcnj.edu	
Related Documents:	<ul style="list-style-type: none"> • Expectations and Standards for Off-Campus Conduct (XI.3.4) • Student Rights and Freedoms (XI.1.20) • Student Conduct Code (XI.1.3) • Alcohol and Other Drug Policy (XI.1.1) • Title IX Policy • Posting Policy • Computer Access Agreement • Graphics Identity Standards Guide • Sport Club Handbook • Expansion Policy • New Member Recruitment and Intake Requirements • Recognized Student Organization Manual 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
4.0	December 17, 2018	Revised
3.0	August 25, 2016	Revised to reflect merger of: Fraternity & Sorority Privileges & Responsibilities Policy and Student Organization Privileges & Responsibilities Policy
2.0	August 1, 2014	Revised
1.0	2008	New policy; initial release

I. INTRODUCTION

The College of New Jersey, founded in 1855 as the New Jersey State Normal School, has a long tradition of excellence in teaching, creativity, scholarship, citizenship, and the transformative power of higher education. The [College](#) works purposefully with

others to create environments that enrich the [Student](#) experience and foster the development of students as whole persons.

In keeping with the [College](#)'s tradition of excellence and commitment to the [Student](#) experience, the opportunities [Recognized Student Organizations](#) provide for affiliation, leadership development, personal growth, and belonging are deeply valued. [Recognized Student Organizations](#) broaden and deepen the scope of the collegiate experience by creating communities where members can explore areas of interest, challenge comfort levels, define core values, and advocate for positive change.

Benefits of membership in [Recognized Student Organizations](#) are privileges unique to college students and come with the concurrent responsibility to uphold the values and mission of both the individual organization and the [College](#).

In order to fulfill its mission and function, the [College](#) has the authority and responsibility to maintain order and safety and preserve an environment conducive to learning both in and outside of the classroom. Therefore, through the privileges and responsibilities outlined in this policy, the [College](#) strives to protect the community and the rights of its members, to cultivate and sustain a positive living and learning environment, to educate student leaders and [Recognized Student Organization](#) members regarding responsibility and accountability for their actions, to encourage and foster self-insight and congruence with the stated values and mission of the organization, and to encourage the application of ethical decision-making in the daily experience of college life.

II. DEFINITIONS

- **“Bid/Membership invitation”** A formal invitation to become a [New Members/Pledge/Associate Member/Novice](#) of a fraternity/sorority.
- **“BYOB event”** An event hosted by a [Recognized Student Organization](#) at an off campus location where members and guests may bring their own alcohol beverages per the policies and guidelines outlined by the [College](#) and/or the organization's policies (See [Appendix A](#)).
- **“Campus Advisor”** An individual employed by the [College](#) that is registered with the Office of Student Involvement to serve as a support and advisory mechanism for a [Recognized Student Organization](#).
- **“Chapter”** The local designation of a fraternity/sorority. This term is used to refer to all members of the organization as a group at the [College](#).
- **“College”** means The College of New Jersey.

- **“College Official”** refer to the [Student Conduct Code](#).
- **“Conduct Advisor”** is a person chosen by the organization to accompany the organization during investigation, conference meetings or hearing proceedings and/or assist them with any hearing or conference meeting preparations, and/or appeals. The [Conduct Advisor](#) may not participate directly in any proceedings or represent the organization involved. Any cost associated with the participation of a [Conduct Advisor](#) is the responsibility of the organization. A [Conduct Advisor](#) may not be an individual who may serve a role in other aspects of the conduct process as outlined in the [Procedural Standards](#) in this document. This could be the [Recognized Student Organization’s Campus Advisor](#).
- **“Co-sponsor”** is when a [Recognized Student Organization](#):
 - lends its name or identity to an event;
 - provides any funds to partially or fully fund an event, or
 - supports the event on a [Recognized Student Organization](#)-wide basis in any way that mutually benefits both the [Recognized Student Organization](#) and an organization or business.

Any event may be considered to be [Co-Sponsored](#) if an observer would associate that event with the [Recognized Student Organization](#).

- **“Dorm Storming”** Soliciting door to door within a residential building on campus (i.e. knocking on doors, door hangers, flyers, distributing [Bids/Membership Invitation](#), etc.).
- **“Drinking Games”** The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares,” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- **“Drug”** refer to [Student Conduct Code](#).
- **“Event Monitors”** A [Recognized Student Organization](#) must provide its own members as monitors to work an event. To be considered an [Event Monitor](#), these students must/will:
 - be certified through the TIPS training program offered by the [College](#);
 - refrain from consuming drugs and/or alcoholic beverages prior to and through the duration of the event;

- be responsible for assisting in circumstances when the health and safety of attendees may be at risk; and
 - remain present for the duration of the [Organization-Affiliated event](#).
- **“Expansion” or “Extension”** The process of establishing a new fraternity/sorority [Chapter](#) at the [College](#). See [Expansion Policy](#) for more details.
 - **“Hazing”** Any action taken, or situation created that negligently, intentionally, or recklessly subjects any person to the risk of bodily harm, physical discomfort, harassment, emotional or mental degradation, abuse, or interferes with academic activities; or causes or encourages any person to commit an act that would be a violation of law or [College](#) regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization.
 - **“Hearing Administrator”** refer to the [Student Conduct Code](#).
 - **“Interests or Potential New Members”** A [Student](#) that is ‘interested’ in joining a particular [Recognized Student Organization](#).
 - **“Minor”** A person under the age of full legal responsibility (e.g. those under the legal drinking age of 21 and/or those under the age of 18).
 - **“New Members/Pledge/Associate Member/Novice”** is a [Student](#) that has accepted an invitation to membership from a fraternity/sorority [Chapter](#) but has not yet been initiated.
 - **“Open Events”** A [Recognized Student Organization](#) event with access by non-members of the organization without specific invitation.
 - **“Organization-Affiliated Event”** Any situation sponsored or endorsed by the [Recognized Student Organization](#), or any event an observer would associate with the [Recognized Student Organization](#) or any event or situation that occurs on [Organization Premises](#). An [Organization-Affiliated event](#) is considered concluded once all guests have left the [Organization Premises](#) and the [Safe Ride](#) Program drivers have arrived at their final destination.
 - **“Organization Premises”** Any location where any members of the [Recognized Student Organization](#) dwell, or is the location for an [Organization -Affiliated Event](#) as defined above.

- **“Partnership Process”** When referred by the Office Student Conduct and in consultation with the Director of Student Involvement/Director of Recreation, this process serves as an alternative method of resolving allegations of organizational misconduct (See [Appendix C](#)).
- **“Policy”** refer to the [Student Conduct Code](#).
- **“Recognized Student Organization”** is a [Recognized Student Organization](#) at The [College](#) of New Jersey that is recognized by the [College](#) and one of the following entities: Student Government (Clubs/Orgs), Inter-Greek Council (fraternity/sorority life), or the Sports Club Council (club sports).
- **“Recruitment/Rush/Intake”** The process through which a [Recognized Student Organization](#) engages [Students](#) to explain how the organization benefits its members and communities. This can also refer to a specific event, which exposes the [Students](#) to the [Recognized Student Organization](#) for the purpose of marketing the [Recognized Student Organization](#) or gaining [New Members/Pledge/Associate Member/Novice](#). Accordingly, for fraternities and sororities, this process often results in [Bids/Membership invitations](#). It can also refer to a specific event, which exposes unaffiliated [students](#) to the [Chapter](#).
- **“Reporter”** is the person alleged to have experienced an incident of 02. [Hazing](#) and/or 04. Personal Abuse of the Fraternity & Sorority Privileges and Responsibilities policy; or the person filing the report on behalf of the [College](#).
- **“Respondent”** is the [Recognized Student Organization](#) subject to an investigation, procedural requirements including proceedings, remedial measures, and/or sanctions as a result of information filed in a report, determined through an investigation, and/or conduct proceeding.
- **“Retaliation”** refer to the [Student Conduct Code](#).
- **“Safe Ride Program/Alternative Transportation”** The provision of a safe means of transportation to and from an event to the attendee’s local residence, specifically when hosting a [BYOB](#) or an event utilizing a [Third Party Vendor](#).
- **“Student”** refer to the [Student Conduct Code](#).
- **“Tavern”** An establishment generating more than half of annual gross sales from alcohol. This may also include an alcohol distributor.

- **“Third party vendor”** A vendor that is not affiliated with the [Recognized Student Organization](#) that is properly licensed and insured to sell alcohol beverages at an [Organization-Affiliated Event](#) either on or off campus.
- **“Unrecognized Student Organization”** A group that is not currently a [Recognized Student Organization](#). This could be a group that never had recognition or a group that lost recognition through another formal process including, but not limited to, the [College’s Recognized Student Organization](#) conduct process.
- **“Values Based Assessment Program”** An assessment program that requires [Chapters](#) to demonstrate and document a commitment to values based activity, education, and living. [Chapters](#) must submit this every semester in order to remain in good standing.

III. POLICY

A. AUTHORITY

The Director of Student Conduct will exercise general supervision of the [Recognized Student Organization](#) conduct process. The Assistant Director of Student Conduct is responsible for the day-to-day administration of the [Recognized Student Organization](#) conduct process.

The College of New Jersey *Recognized Student Organization Privileges and Responsibilities* policy shall apply to [Recognized Student Organization](#) conduct that occurs on [College](#) premises and at [Organization- Affiliated Event\(s\)](#) both on and off campus. Each [Recognized Student Organization](#) is responsible for the conduct of its individual members and any other attendees at any [Organization- Affiliated Event\(s\)](#). The Assistant Director of Student Conduct (or designee hereafter) will decide whether the circumstances of a reported incident may constitute an [Organization- Affiliated Event\(s\)](#).

The authority to recognize [Recognized Student Organizations](#) is shared by the [College](#) and the Student Government/Inter-Greek Council/Sport Club Council. The [College](#) will not recognize a [Recognized Student Organization](#) if the organization has not been granted recognition and fulfilled and maintained the requirements for recognition outlined by the Student Government/Inter-Greek Council/Sport Club Council. If a [Recognized Student Organization](#) loses recognition by the Student Government /Inter-Greek Council/Sport Club

Council, that organization will not be recognized as a [Recognized Student Organization](#) at the [College](#). Reciprocally, the Student Government/ Inter-Greek Council/Sport Club Council will not recognize any [Recognized Student Organization](#) that has lost [College](#) recognition as a result of any violations of the *Recognized Student Organization Privileges and Responsibilities* policy. The [College](#) will not recognize a fraternity or sorority if the organization has not been granted an invitation to campus and fulfilled and maintained the requirements for recognition outlined in the [Expansion Policy](#) Any [Recognized Student Organization](#) that loses recognition, will become an [Unrecognized Student Organization](#).

Any reference in the *Recognized Student Organization Privileges and Responsibilities* to the role or responsibilities of a specific [College Official](#) may be delegated by the [College Official](#) to an appropriate designee.

B. INTERPRETATION & AMENDMENTS

Any question of interpretation or application of *Recognized Student Organization Privileges and Responsibilities* policy shall be referred to the Director of Student Conduct.

The *Recognized Student Organization Privileges and Responsibilities* policy will be reviewed in its entirety every two years. Any substantive changes will be reviewed by the Vice President for Student Affairs. Any amendments can be proposed by committee members for review. The committee will be comprised of representatives from the Office of Student Conduct, Office of Student Involvement, Department of Recreation and Wellness, and the Office of General Counsel.

C. RECOGNIZED STUDENT ORGANIZATION PRIVILEGES

Full recognition from the [College](#) includes:

- a. Access to use the Lions Gate, online resources, advertisement, event scheduling and file/form creation systems;
- b. Opportunity to apply for funding through established Student Finance Board (SFB) procedures;
- c. Opportunity to open and maintain a financial account with the SFB;
- d. Assignment of a liaison to assist with budget and programming development;
- e. Use of tax exempt status for purchases;

- f. Ability to contract with Sodexo Dining Services as an organization;
- g. Ability to advertise utilizing [Posting Policy](#)
- h. Free use of a graphic artist for design and creation of logos, flyers & banners;
- i. Mailing address & organization mailbox;
- j. Official organization email address and G-Suite apps through the [College](#);
- k. Reservation privileges for campus space and facilities;
- l. Advisement by a self-selected faculty/staff [Campus Advisor](#) or assigned [Campus Advisor](#);
- m. Faculty/Staff [Campus Advisor](#) training and resources;
- n. Risk management and risk reduction training;
- o. Support and advisement for day-to-day operations of the [Recognized Student Organization](#) including event planning and leadership development;
- p. Post events to the campus-wide electronic calendar;
- q. Participation in the Student Involvement Activities Fair sponsored by the Office of Student Involvement in fall/spring;
- r. [College](#) collaboration and communication with (inter)national headquarters, regional, graduate, and alumni/a advisors, and [College](#) faculty and staff;
- s. Apply for office/storage space in the BSC (dependent on availability);
- t. Host informational and [Recruitment/Rush/Intake](#) activities;
- u. Nominate outstanding members for recognition through Order of Omega Leadership Honor Society and the Fraternity & Sorority Awards Process;
- v. Officer development and connection to regional and national resources;
- w. Opportunity to participate in Office of Student Involvement programs such as the Student Involvement Fair, Leadership Lockup, Student Organization Summit, etc.;
- x. Opportunity to apply to participate in [College](#) programming such as Welcome Week, Accepted Students Day, etc.;
- y. Ability to [Co-Sponsor](#) activities, events, or programming with the Student Government;
- z. Opportunity for equity and diversity consultation with the Student Government liaison;
- aa. Free three year certification through the TIPS program for non-sanctioned purposes;
- bb. Free general liability insurance coverage and proof of insurance (with the exception of Inter-Greek Council recognized organizations).

Full recognition from the Office of Student Involvement and Inter-Greek Council includes:

- a. Ability to establish and maintain individual [Chapter](#) membership criteria, including gender, academic requirements, and values criteria;
- b. Utilize [Recruitment/Rush/Intake](#) education processes (See [Membership Recruitment/Intake Policy](#));
- c. Ability to participate in Greek Week and other fraternity and sorority programs and events;
- d. Professional advisement from the Office of Student Involvement; and
- e. Input into the Expansion process detailed in the [Expansion Policy](#).

Full recognition from the Department of Recreation and Wellness and Sports Club Council includes:

- a. Advisement from Department of Recreation and Wellness;
- b. Priority access to Athletic and Recreation facilities;
- c. Access to Sport Club funding from the SFB;
- d. Voice in decision making of Sport Clubs protocol and procedures;
- e. Decision making body of acceptance of new sport clubs;
- f. Use of Sport Club specific brand and logos; and
- g. Marketing on the department webpage, social media, and other outlets.

D. RECOGNIZED STUDENT ORGANIZATION RESPONSIBILITIES & EXPECTATIONS

Each [Recognized Student Organization](#) is/must:

- a. Charged to live and act in a manner consistent with their espoused values, purpose, and policies outlined in their local, regional and/or national constitution;
- b. Collectively acknowledges scholarship, community involvement, leadership development and member development as core values to the [College](#) and expectations for [Recognized Student Organizations](#);
- c. Register with the Office of Student Involvement/ Department of Recreation and Wellness on a semi-annual basis, including updating the list of executive officers;
- d. Review, update, and submit an organization constitution on an annual basis in compliance with any Student Government/ Inter-Greek Council/Sports Club Council policies;
- e. Fulfill the stated mission of the individual organization throughout membership selection, development, programming, and/or activities;
- f. Provide sustainable opportunities for student involvement;

- g. Conduct management of fiscal or other resources in a responsible and ethical manner;
- h. Do no harm and do not present a threat of harm to individuals, groups, or property;
- i. Abide by regulations set forth by the Student Government/Inter-Greek Council/Sport Club Council, Inter Fraternity Council, Panhellenic Association, and/or Unified Greek Council;
- j. Adhere to all policies and procedures as outlined in the [Recognized Student Organization Manual](#);
- k. Expected to practice responsible social hosting of events, especially where alcohol is present;
- l. [Campus Advisors](#) will be required to participate in all required Student Involvement and Title IX Responsible Employee trainings prior to serving the [Recognized Student Organization](#); and
- m. Attend all leadership and/or skill training programs as required by the Office of Student Involvement/Department of Recreation and Wellness.
- n. Use TCNJ brand and logos in compliance with the [Graphics Identity Standards Guide](#).
- o. All [Recognized Student Organization](#) must adhere to policy and regulations set forth by their (Inter) National, Regional, Graduate, Alumni, and/or local organizations and remain in good standing with local, regional, and national affiliations as appropriate.

Other Responsibilities for Fraternities and Sororities:

- a. Recognition from the Office of Student Involvement and the Inter-Greek Council is based on the successful completion of the [Values Based Assessment Program](#) every semester. This program requires [Chapters](#) to demonstrate and document a commitment to values based activity, education, and living. Outcomes, including revocation of recognition, are outlined in the Program.
- b. [Chapters](#) are expected to provide intentional and educational experiences for their members around the areas of scholarship, service, social justice, philanthropy, leadership, life-long membership, sustainability, wellness, and risk management.
- c. All [Chapters](#) must demonstrate and document intentional learning opportunities and educational experiences provided for their members over the course of a semester through the [Values Based Assessment Program](#).

- d. All [Chapters](#) must design and submit detailed [New Members](#) education/intake programs. These programs should outline the intentional learning outcomes and goals created for [New Members](#).
- e. Any students overseeing a [Chapter's New Members](#) education/intake process must attend required programming presented by the Inter-Greek Council and the Office of Student Involvement.
- f. All [Chapter New Members](#) must attend [Hazing](#) prevention programming provided by the Office of Student Involvement at the beginning of the [New Members](#) Education Process.
- g. All [Chapters](#) must attend Inter-Greek Council mandated programming.
- h. All [Chapters](#) must abide by regulations set forth by the [College](#) (See [Membership Recruitment/ Intake Policy](#));
- i. All fraternities/sororities must obtain and maintain a minimum of \$1,000,000 General Liability Insurance naming The College of New Jersey, The State of New Jersey, and the New Jersey Educational Facilities Authorities as additionally insured entities. Cancellations or changes to coverage require 30-day notice to the [College](#). Proof of coverage must be submitted within 30 days of renewal date to the Office of Student Involvement at the end of each semester in the [Values Based Assessment Program](#).
- j. Some fraternity/sorority activities or events may be deemed to require special event insurance. These determinations will be made on a case-by-case basis in consultation with the Director of Risk Management and the Assistant Director of the Brower Student Center.
- k. Recruitment activities and events may not include the utilization or presence of individuals outside of the member organization (local or national) with the exception of governing council or [College](#) administrator/staff when appropriate.
- l. Provide the Office of Student Involvement an accurate roster of active membership for the upcoming semester. This roster is used to provide services, academic reports, statistical reports, and to administer the Fraternity & Sorority Life Involvement Fee. Documentation must be provided to the Office of Student Involvement for the removal of members for reasons other than graduation, studying or student teaching abroad, or separation from the [College](#).

Sport Club Annual Responsibilities:

- a. To maintain status as an Active Sport Club, each club must:
 - i. Maintain updated records of the following documents:

- a. Constitution (updated every year)
 - b. Update active roster on Lion's Gate (club's official roster)
 - c. Liability/Waiver, concussion, and emergency contact forms for all participants
 - d. Practice/Game Schedule
 - e. Officer Contact List (At a minimum, clubs must have a President, Treasurer & Safety Officer)
 - f. Semester and Annual Reports, including a report of the expenses and revenues for each semester.
 - g. Inventory Sheet of all [College](#) and Student Activity Fee (SAF) purchased items
 - h. Budget Proposal and Report (submitted annually and revised each semester).
- ii. Attend all required meetings throughout the year.
 - iii. Provide a plan for injuries:
 - a. It is highly recommended that all participants receive a physical examination prior to participation.
 - b. Each participant shares in the responsibility of safety and agrees to follow safe procedures and to avoid any unnecessary, hazardous situations.
 - c. Wear proper attire for their respective activity and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that he/she is doing so at his/her own risk.
 - d. Should an injury occur, an Injury Report Form must be completed and filed (within 48 hours) with the Department of Recreation and Wellness.
 - e. Be responsible for all financial obligations incurred in any treatment necessitated by an injury.
 - f. Follow head injury protocol outlined on Sport Club Officer Resource page.
 - iv. Have two Safety Officers who are certified in CPR/AED. Classes will be offered at various times throughout the year.
 - v. Submit facility reservation requests by the designated date/time.
 - vi. Contact the Department of Recreation and Wellness by the end of the spring semester identifying who the following year's president will be. If the club is transitioning to a new President, the incoming President will assume the role at the beginning of Fall Semester.

- vii. Avoid sponsoring or hosting any destructive activities that could tarnish the reputation of TCNJ or cause damage or injury to Sport Clubs, the university, personal property, or individuals.

E. COLLEGE EXPECTATIONS FOR BEHAVIOR

i. Alcohol and Drugs

- a. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any [Minor](#) while on [Organization Premises](#) or during a [Organization-Affiliated Event](#), in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization. More specifically, the possession, sale, use or consumption of alcohol beverages must comply with any and all applicable laws of the state, province, county, city and [College](#), and must comply with either [BYOB Guidelines](#) or [Third Party Vendor Guidelines](#).
- b. No alcoholic beverages may be purchased or reimbursed through or with [Recognized Student Organization](#) funds, nor may the purchase or reimbursement of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. This includes, but is not limited to slush funds, pooled monies, charging at the door, selling tickets, and/or payments from an organization account.
- c. No organization may [Co-Sponsor](#) an event with an alcohol distributor or [Tavern](#) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a [Tavern](#) for purposes of fundraising. However, an organization may rent or use a room or area in a [Tavern](#) for a closed event held within the provisions of this policy, including the use of a [Third Party Vendor](#) and guest list. An event at which alcohol is present may be conduct or [Co-sponsored](#) with a charitable organization if the event is held within the provisions of this policy.
- d. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs and jungle juice are prohibited.
- e. [Open Events](#), meaning those with access by non-members of the [Recognized Student Organization](#), without specific invitation, where alcohol is present, and that does not comply with [Third Party Vendor](#) and/or [BYOB guidelines](#), are prohibited.
- f. The possession, sale or use of any illegal [Drugs](#) or controlled substances while on [Student Organization Premises](#) or during a [Recognized Student](#)

[Organization Event](#) or at any event that an observer would associate with the [Recognized Student Organization](#) is strictly prohibited.

- g. No [Recognized Student Organization](#) may [Co-Sponsor](#), co-finance, attend, or participate in a function at which alcohol is purchased by any other [Recognized Student Organization](#).
- h. All [Recruitment/Rush/Intake](#) activities associated with any [Recognized Student Organization](#) will be alcohol-free. No [Recruitment/Rush/Intake](#) activities associated with any [Recognized Student Organization](#) may be held at or in conjunction with a [Tavern](#) or alcohol distributor as defined in this policy.
- i. No member or [New Members/Pledge/Associate member/Novice](#) shall permit, tolerate, encourage or participate in "[Drinking Games](#)."
- j. No alcohol shall be present at any induction/initiation program, activity, ceremony, or ritual of the [Recognized Student Organization](#).
- k. No [Recognized Student Organization](#) may sponsor or [Co-Sponsor](#) any event where drinking is the incentive, for example "happy hours," "2 for 1 specials," "reduced prices" or "free alcohol".
- l. The [College's](#) highest priority is the physical and mental health, safety, and well-being of individual [students](#) and the campus community. Therefore, no [Recognized Student Organization](#) seeking medical attention by contacting either [College](#) or local authorities for intoxication (nor a [Student](#) who seeks medical attention on behalf of the affected [Student](#)) and cooperates with and/or assists any medical, [College](#), or law enforcement officials will be formally charged for the unlawful use or possession of alcohol/drugs. Although this does not relieve any student or [Recognized Student Organization](#) from responsibility for other policy violations that may have occurred prior to seeking medical attention, the effort to seek help for the affected [Student](#) may be a mitigating factor in sanctioning. Affected [Students](#) may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the Student Conduct process.

ii. Hazing

- a. No [Recognized Student Organization](#), [student](#), or alumnus shall conduct or condone [Hazing](#) activities.
- b. Any observation by a member of a [Recognized Student Organization](#) of any [Hazing](#) activity must be reported immediately (within 24 hours) to [College Officials](#), which may include professional staff in the Office for Student Involvement, The Office of Recreation, The Office of Student

Conduct, and/or the Dean of Students Office. You may report [Hazing](#) to the Office of Student Conduct online through the following [link](#).

- c. Aiding or assisting another to engage in any [Hazing](#) activity.
- d. The express or implied consent of a person is not a defense to any [Hazing](#) activity.

iii. Physical Sexual Misconduct

Sexual harassment is a violation of Title IX of the Education Amendment of 1972, and Title VII of the Civil Rights Act of 1964 (as amended in 1991), as well as the [College's Title IX Policy](#) which applies to [students](#), employees, and third parties. This also applies to third party harassment, which is unwelcome behavior involving any of the protected categories defined by the [College](#) that is not directed at an individual but exists in the workplace/educational environment and interferes with an individual's ability to do their job as an employee or a [Student](#).

- a. The [Recognized Student Organization](#) will not tolerate or condone any conduct of a sexual nature or based on sex, gender identity, or sexuality that is severe or pervasive enough to create an intimidating, abusive, or hostile campus, educational or work environment as defined by a reasonable person under similar circumstances. This may include unwanted, unwelcome, or inappropriate sexual or gender-based activities, or comments.
- b. The [Recognized Student Organization](#) will not tolerate or condone any form of prohibited conduct (which includes Physical Sexual Misconduct, Dating/Domestic Violence, Sexual Assault, and Stalking) as defined in the [Title IX Policy](#) and Violations for Student Conduct as outlined in the [Student Conduct Code](#) on the part of its members.
- c. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a condition of the conferral of any benefit, or rejection of such advance, request, or conduct implies that a person will suffer adverse consequences from another person in an express or implied position of authority.
- d. The employment or use of strippers, exotic dancers, escorts or similar performers, whether professional or amateur, at a [Recognized Student Organization-Affiliated Event](#) as defined in this policy is prohibited. This includes hosting a [Recognized Student Organization-Affiliated Event](#) at a club or business that employs or uses performers as outlined above.

iv. Personal Abuse

- a. The [Recognized Student Organization](#) will not tolerate or condone any form of bullying, intimidation, harassment, invasion of privacy, defamation, or physical abuse as defined in the [Student Conduct Code](#) on the part of its members, whether physical, mental or emotional. Any attempted [Retaliation](#) against an individual because the person has made a report, provided information, assisted, or participated in any manner in a conduct matter, investigation, or proceeding is prohibited. Abusive or harassing conduct directed at an individual or group because of membership in a protected category may result in an enhanced sanction.

v. Property

- a. The [Recognized Student Organization](#) will not engage in, tolerate, or condone the unauthorized use or possession, or theft, damage, defacement or destruction of property belonging to others.

vi. Integrity

- a. Failure to meet financial obligations with respect to [College](#) funds, or conducting any financial transaction unlawfully or unethically.
- b. Falsifying or being party to the falsification of any identification, record, or document submitted to the [College](#).

vii. Failure to Comply with Directive(s)

- a. [Recognized Student Organizations](#) must comply with any written or verbal directive from the [College](#) or Student Government/Inter-Greek Council/Sport Club Council that is included in current [College](#) or Student Government/Inter-Greek Council/Sport Club Council policy and/or constitution, or that is a result of a policy violation and/or outcome of a conduct process.
- b. [Recognized Student Organizations](#) must comply with any written or verbal directive included in the Student Finance Board (SFB) policies and procedures if an organization has incurred funding from the SFB.

viii. Compliance with Law & College Policy

- a. [Recognized Student Organizations](#) must comply with all federal, state, and local laws and ordinances and [College](#) policy including:
 - a. Any [College](#) policy, rule or regulation published and available electronically on the [College](#) website.
 - b. Any federal, state, or local law.

- c. Any policy or mandate issued by a [Recognized Student Organization](#)'s (Inter) National, Regional, Graduate, Alumni, and/or local organization.

ix. Disruption/Obstruction

- a. Disruption to, or obstruction of teaching, research, administrative, disciplinary proceedings, or other college activities or normal operation on or off campus.
- b. Behavior that disrupts the peace, academic study, or sleep of others on or off campus.

x. Computer Misuse/Copyright Infringement

- a. See the [Computer Access Agreement](#)
- b. Violating the rights of copyright holders and/or not complying with copyright law (including but not limited to graphic designs, showing of movies, etc.)

F. PROCEDURAL STANDARDS

i. Reports

- a. **Filing a Report.** Any member of the [College](#) community may file a report against a [Student](#) for possible violations of the Student Conduct Code.¹ A report must be prepared in writing and submitted to the Director of Student Conduct. A person may submit a report online by using the following link: [File a Report](#). Any report should be submitted as soon as possible after the incident takes place, preferably within 30 calendar days. However, the Director of Student Conduct has discretion to accept a report and/or issue charges regardless of when the report is submitted if the conduct or [Respondent](#) are deemed to pose a possible threat to the [College](#) community or to individual members of the [College](#) community. Reports will not typically be accepted anonymously, but under extraordinary circumstances a representative of the Division of Student Affairs may bring charges against a [Recognized Student Organization](#) on behalf of any persons who do not want to participate in the hearing process or disclose their identity to the [Recognized Student Organization](#) for safety reasons. Any attempted [Retaliation](#) against an individual because the person has made a report, provided information, assisted, or participated in any manner in a conduct matter, investigation, or proceeding is prohibited. For [Title IX](#) related reports including but not limited to possible incidents of physical sexual

misconduct, sexual harassment, stalking, and/or some instances of physical abuse if involving an intimate partner, the following process will apply: [Title IX Policy](#).

- b. **Investigation.** The Assistant Director of Student Conduct (or designee) and/or an experienced external investigator will conduct a prompt, thorough, fair and impartial investigation to determine if the information in the report merits any charges against a [Recognized Student Organization](#), a formal admonishment, no charges, whether the incident warrants referral to the Student Government/Inter-Greek Council/Sports Club Council for action, or if the incident can be addressed through an alternate dispute resolution process such as the [Partnership Process](#) (See [Appendix C](#)) or mediation.

A [Conduct Advisor](#) may accompany a [Respondent](#), [Reporter](#), and/or witnesses at any point throughout the conduct review process. The [Conduct Advisor](#) may not represent the [Recognized Student Organization/Student](#) and may not address the [College](#) representative. The role of the [Conduct Advisor](#) is limited to providing support by observing or advising [Recognized Student Organization/Student](#) who requested their presence in a manner that does not disrupt the proceedings. Additionally, the [College](#) may have an advisor present at their discretion.

For investigations that are not [Title IX](#) related but may result in 02. [Hazing](#) charges or 04. Personal Abuse, there will typically be two trained investigators present whenever possible. The lead investigator will coordinate meetings with the all involved parties (e.g. [Respondent](#), [Reporter](#), person filing the report on behalf of the [College](#), witnesses, etc.). All involved parties will be interviewed and asked to share information they have regarding the incident, as well as gather all relevant documents (e.g. text messages, emails, photos, etc.) and identify witnesses who may provide direct information regarding the allegations. The investigator will gather all information and create a summary report. The [Respondent](#), [Reporter](#), and/or the person filing the report on behalf of the [College](#) will be invited to a meeting where they will each be given the opportunity to review the summary and respond with additional comments.

For [Title IX](#) related investigations, the case will be initially forwarded to the Title IX Office for further determination on how to proceed. It will be determined whether [Title IX Policy Procedure and Protocols](#) and/or the [F. Procedural Standards](#) in this document will apply.

- ii. **Charge(s).** Any charges will be presented to the [Respondent](#) in writing through the [Recognized Student Organization president's College](#) email address, as the official means of communication at the [College](#), and a Conference meeting with a Conference administrator shall be scheduled within a timely period. Under exceptional circumstances, an interim suspension of the [Recognized Student Organization](#) may be instituted prior to a hearing to ensure the health, safety or welfare of members of the [College](#) or property of the [College](#).
- iii. **Conference.** The president of the [Respondent](#) will meet with the Conference administrator for a conference to discuss the grounds for any charges, process, and sanctioning practices. The [Recognized Student Organization](#) president will select whether their organization will participate in a formal or informal conduct hearing. However, in cases including charges for any violations not related to Title IX, but fall under the 02. [Hazing](#) or 04. Personal Abuse section of this code, the Conference administrator will determine what type of hearing is appropriate and will consider the expressed preferences of both the [Reporter](#) and [Respondent](#), and the totality of the circumstances. If the administrator finds that an informal hearing is appropriate, then a different Hearing Administrator may be assigned or the Conference Administrator may conduct the hearing with the permission of the [Respondent](#) and [Reporter](#). A [Conduct Advisor](#) of the [Respondent's](#) (president) choice and an additional student member of the organization may be present during the Conference meeting. The Conference Administrator may also have an advisor present through the Conference meeting and/or the formal or informal hearing at their discretion. If after notice the [Respondent's](#) president does not attend a scheduled Conference meeting, the Conference administrator may make a decision on the information available and make a decision on responsibility including assigning any sanctions to the [Respondent](#) as deemed appropriate.
- iv. **Informal Hearing.** If applicable, and an informal hearing is selected to address any charges, the Conference administrator may immediately conduct the informal hearing or schedule the informal hearing to take place within a practicable period. A [Conduct Advisor](#) may be present for the informal

hearing, but may not represent the [Respondent](#) or address the [Hearing Administrator](#). The [Conduct Advisor](#)'s role is limited to providing support to the [Respondent](#) by observing or by advising the [Respondent](#) in a manner that does not disrupt the conduct proceeding. The additional [Student](#) representative of the [Respondent](#) that accompanies the [Respondent's](#) president may address the [Hearing Administrator](#) and participate in the hearing. The [Hearing Administrator](#) may temporarily adjourn the informal hearing if they determines that further review or clarification is necessary including, but not limited to, interviewing the person filing the report on behalf of the [College](#), the investigator, and/or other witnesses. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in [Recognized Student Organization](#) conduct proceedings.

- a. **Joint hearing.** In cases involving more than one [Respondent](#), the [Hearing Administrator](#) may permit the hearing concerning each [Recognized Student Organization](#) to be conducted either separately or jointly.
- b. **Information.** The informal hearing provides an opportunity for the [Respondent](#) to be heard and to provide information such as written witness statements. The [Respondent's](#) president may accept or deny responsibility for any charges on behalf of their [Recognized Student Organization](#).
- c. **Decision.** The [Hearing Administrator](#) will determine whether the [Respondent](#) is responsible for any charges. If the [Respondent](#) is found not responsible for any charges, the process is concluded. If the [Respondent](#) is found responsible for any charges, the [Hearing Administrator](#) will then assign any appropriate sanctions.
- d. **Appeal.** The [Respondent's](#) president may appeal the decision and/or any sanctions issued by the [Hearing Administrator](#) in writing to the Dean of Students (Please see Section *g. Appeal Procedures* for more information.)
- v. **Formal Hearing.** If applicable and a formal hearing is selected, then the hearing will be either a formal administrative hearing or a formal Community Standards Board (CSB) hearing. In instances where the [Respondent](#) is charged with 02. [Hazing](#) or 04. Personal Abuse; the [College](#) will have the option of

selecting either an administrative hearing or a CSB hearing. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in [Recognized Student Organization](#) conduct proceedings.

- a. **Administrative hearing.** An administrative hearing is conducted by the Director of Student Conduct or designee who, when practicable, has not been previously involved in the Respondent's conduct process. The Director will hear information presented by all involved parties and render a decision and sanctions if appropriate. A [Respondent \(and/or Reporter in 02. Hazing or 04. Personal Abuse cases\)](#) may appeal the decision of the administrator to the Dean of Students.

- b. **Community Standards Board (CSB).** The CSB is a student board chaired by a student representative and advised by the Assistant Director of Student Conduct. The CSB is comprised of between 3-5 members. There are between 2-4 voting members; the student chair votes only in the case of a tie. The advisor to the CSB does not vote nor participate in deliberations, but may answer questions regarding procedural standards, policy, and/or sanctioning practices. If the CSB finds that a [Recognized Student Organization](#) is responsible for a violation, the CSB will recommend any sanctions to the Director of Student Conduct who has discretion to accept or adjust any sanctions appropriately. The CSB hearing may not be possible for cases that are adjudicated at the end of an academic term or during extended breaks (e.g. winter/summer). A [Respondent \(and/or Reporter in 02. Hazing or 04. Personal Abuse cases\)](#) may appeal the decision of the CSB to the Dean of Students.

- c. **Formal hearing guidelines.** Formal hearings shall be conducted according to the following guidelines:
 - a. **Private hearings.** A hearing will be conducted in private. Any persons filing the report on behalf of the [College](#), the [Respondent's](#) president, an additional student representative of the [Respondent, Reporter \(in 02. Hazing or 04. Personal Abuse cases\)](#) and/or respective [Conduct Advisor\(s\)](#) are allowed to attend the entire portion of the CSB or formal administrative hearing at which information is received (this excludes deliberations). Admission of any other person to the hearing

shall be at the discretion of the board or administrator hearing the case.

- b. **Joint hearing.** In cases involving more than one [Respondent](#), the administrator or CSB chair may permit the hearing concerning each [Recognized Student Organization](#) to be conducted either separately or jointly.

- c. **Conduct Advisors.** Any [Reporter](#), [Respondent](#), [Student](#), and/or person filing a report on behalf of the [College](#) may be assisted by a single [Conduct Advisor](#) of their choosing, at their expense. Individuals must notify the Assistant Director of Student Conduct who they have designated as their [Conduct Advisor](#) five business days prior to the scheduled hearing. The [Conduct Advisor](#) may be a faculty/staff [Campus Advisor](#), alumni/a advisor, representative from the [Recognized Student Organization's](#) (inter)national organization or one person that the Recognized Student Organization/Student deems appropriate to serve in this role. Staff members who may have a role in the investigation or elsewhere in the procedures outlined in this document are not permitted to serve as a [Conduct Advisor](#) to the [Recognized Student Organization](#). [Students](#) are responsible for presenting their own information on behalf of their [Recognized Student Organization](#), and therefore [Conduct Advisors](#) are not permitted to speak or to participate directly in any hearings. [Conduct Advisors](#) may request a brief recess in the hearing to confer privately and may write notes to their advisees during the process. An individual should select as a [Conduct Advisor](#) a person whose schedule allows attendance at the scheduled date and time for the hearing as delays will not normally be allowed due to the scheduling conflicts of a [Conduct Advisor](#). The [College](#) may have an advisor present at their discretion.

- d. **Questions.** Any persons filing the report on behalf of the [College](#), [Reporter](#), [Respondent's](#) president, and the CSB or formal administrator may arrange for witnesses to present pertinent information. The parties may suggest questions to be answered by one another and/or one another's witnesses, but the questions must be directed to the chairperson of the CSB or

the [Hearing Administrator](#) rather than to the other party or witness directly. The chairperson of the CSB or the [Hearing Administrator](#) will determine whether questions or potential information are appropriate at their discretion.

- e. **Additional information.** Relevant records, exhibits, and written statements (including [student](#) impact statements during the sanction phase) may be accepted as information for consideration by a CSB or [Hearing Administrator](#) at the discretion of the chairperson or administrator.
- f. **Decline to provide information.** The [Respondent](#) may decline to provide any written or oral statements, answer questions posed in a hearing or provide any information on behalf of their [Recognized Student Organization](#). However, the CSB or [Hearing Administrator](#) may draw an adverse inference from the [student's](#) absence of information or refusal to answer questions.
- g. **Procedural questions.** All procedural questions are subject to the final decision of the chairperson of the CSB or [Hearing Administrator](#).
- h. **Majority vote and quorum.** A CSB will determine by majority vote whether the [Respondent](#) has violated the policy as charged. For any CSB hearing, a quorum of 2 voting members and 1 chairperson is necessary. Quorum is not required for a formal administrative hearing as the decision is made by the [Hearing Administrator](#) alone.
- i. **Basis for decision.** The CSB or [Hearing Administrator's](#) determination shall be made on the basis of whether it is *more likely than not* that the [Respondent](#) violated the *Recognized Student Organization Privileges and Responsibilities policy*. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in [Recognized Student Organization](#) conduct proceedings.
- j. **Hearing recorded.** There will be a single verbatim record, such as a digital recording of all formal hearings. Deliberations

will not be recorded. The record will be the property of the [College](#).

- k. **Decision in absentia.** If representatives of the [Recognized Student Organization](#), with notice, do not appear for a formal hearing, the hearing body may postpone the hearing or hear the information in support of any charges in the representatives' absence and make a decision on the available information.
- l. **Special accommodation.** The CSB or [Hearing Administrator](#) may accommodate persons with concerns for the personal safety, well-being, and/or fears of confrontation during the hearing by providing separate facilities or physical dividers, and/or by permitting participation by telephone, videophone/conferencing, videotape, audio tape, written statement, or other viable means as determined by the Assistant Director of Student Conduct to be appropriate.
- m. **Differing Abilities accommodation.** The CSB or [Hearing Administrator](#) will provide any reasonable accommodation for hearing participants who have a disability and are registered with, or notify the Office of Disability Services and the Office of Student Conduct in a timely manner.

vi. Appeal Procedures

- a. **Five business days to appeal.** In Non-Title IX related cases, a [Respondent](#) is afforded one single opportunity to appeal a decision by a [Hearing Administrator](#) or CSB. A decision or any sanctions issued by a [Hearing Administrator](#) through an informal or formal hearing may be appealed to the Dean of Students within five business days of written notification of the decision and any sanctions. In 02. [Hazing](#) or 04. Personal Abuse related cases, the [Reporter](#) is also afforded one single opportunity to appeal a decision by a [Hearing Administrator](#) or CSB. *For Title IX cases please refer to the [Title IX Policy on Investigation Procedures and Protocols](#).*
- b. **Required format.** All appeals must be in writing and include any supporting documentation that the [Respondent](#) (or [Reporter](#) in 02. [Hazing](#) or 04. Personal Abuse related cases) wishes to be considered.

Deference is given to the original [Hearing Administrator](#) or CSB's findings of fact and decision of responsibility and/or any sanctions, therefore the burden of proof is on the [Respondent](#) (or [Reporter](#) in 02. [Hazing](#) or 04. Personal abuse related cases) filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision, or any sanctions.

An appeal will generally be limited to an administrative review of the verbatim record of the hearing and supporting documents for one or more of the purposes below, provided however the administrator may request additional information or clarification from the [College](#) investigator, Conference administrator, the person filing the report on behalf of the [College](#), the [Hearing Administrator](#) or the CSB, [Respondent](#), [Reporter](#), and/or witnesses for purposes of this review.

- a. **Process review.** To determine whether the hearing was conducted in accordance with published procedures and without bias on the part of the [Hearing Administrator](#) or any CSB member. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- b. **Information review.** To determine whether there was information presented in the hearing that, if believed by the CSB or the [Hearing Administrator](#), was sufficient to establish that a violation of the *Recognized Student Organization Privileges and Responsibilities* occurred.
- c. **Sanction review.** To determine whether any sanctions imposed were appropriate for the violation of the *Recognized Student Organization Privileges and Responsibilities*, which the [Respondent](#) was found to have committed.
- d. **New information.** To consider new information, submitted by the appellant within the prescribed five business day period, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information was not known to the appellant at the time of the original hearing.

- c. **Appeal Decision.** The administrator responsible for reviewing the appeal, known as the Appeal Administrator, may make one of the following decisions:
 - a. **Affirm.** The Appeal Administrator may decide to affirm the decision of the original [Hearing Administrator](#) or CSB.
 - b. **Alter sanction.** The Appeal Administrator may alter any sanctions issued by the original [Hearing Administrator](#) or CSB. Alteration in the sanction may include reducing or increasing the sanction or requirements.
 - c. **New hearing.** The Appeal Administrator may determine that a new hearing by a different [Hearing Administrator](#) or CSB is warranted to correct procedural irregularity or to consider new information. An appellant may appeal a decision of the new [Hearing Administrator](#) or CSB.
 - d. **Remand.** The Appeal Administrator may direct the original [Hearing Administrator](#) or CSB to review their original decision subject to any instructions from the Appeal Administrator; and may affirm that decision or render a new decision consistent with those instructions. An appellant may appeal a decision made by the original [Hearing Administrator](#) or CSB if there are any changes after the review.

- vii. **Summer, End of Term, and Geographically Remote Cases.** The following process will apply for incidents that occur over the summer and/or incidents that are reported near the end of any academic term and are unable to be heard before the last week of classes in accordance with the conduct process.
 - a. **Minor incident.** For a minor incident (where a finding of responsibility would result in a warning and/or educational sanctions), the president of the [Recognized Student Organization](#) will be asked to submit a statement in writing to the Assistant Director of Student Conduct regarding the incident that may include statements by any witnesses by a prescribed date. The [Hearing Administrator](#), in conjunction with the incident report, will consider this statement. The [Respondent's](#) president will be notified of the [Hearing Administrator's](#) decision via email. This process will also be utilized to handle such incidents that

occur during summer sessions conducted at the [College](#). If the [Respondent](#) wishes to appeal the decision of the [Hearing Administrator](#), they must do so within five business days of notification of the decision.

- b. **Major incidents.** For a more serious incident (where a finding of responsibility may result in a status of probation or loss of [College](#) recognition) the [Respondent](#) may choose to respond to any charges in writing (as described above), or to participate in a hearing process in person through existing procedures. The Assistant Director of Student Conduct will determine whether this process should take place during the winter/summer break or after classes have reconvened in the fall/spring.
- viii. **Sanctioning Practices.** The following sanctions may be imposed upon any [Recognized Student Organization](#) found to have violated the *Recognized Student Organization Privileges and Responsibilities* policy.

Status Sanctions:

- a. **Warning.** A notice in writing to the [Recognized Student Organization](#) president, the [Campus Advisor](#), and/or (inter)national organization that the [Recognized Student Organization](#) is violating or has violated institutional regulations and that further violations may result in more severe disciplinary action.
- b. **Probation.** Places the [Recognized Student Organization](#) on notice that any further violation of [College](#) policy during the specified period of time may result in more serious sanctions including suspension or revocation of recognition. A [Recognized Student Organization](#) will maintain recognition from the [College](#) while on this status.
- c. **Deferred Suspension.** Places the [Recognized Student Organization](#) on notice that any further violation of [College](#) policy during the specified period of time may result in more serious sanctions including suspension or revocation of recognition. An organization will maintain recognition from the [College](#) while on this status.
- d. **Interim suspension.** Immediate suspension of activities and/or privileges of recognition of a [Recognized Student Organization](#) from the [College](#) by the Assistant Vice President of Student Affairs for Student

Engagement in consultation with the Dean of Students pending a hearing. Interim suspension will be imposed only in exceptional circumstances to ensure the health, safety or welfare of members of the [College](#) or property of the [College](#). [Recognized Student Organizations](#) that have been suspended on an interim basis will have a conduct hearing within a practical period of the interim suspension unless there are extenuating circumstances such as concurrent criminal, Title IX investigation, and/or the incident occurs at a time in the semester where a hearing would conflict with final exams or winter, spring, or summer break.

- e. **Suspension of Recognition.** All activities, [Recognized Student Organization-Affiliated Events](#) and privileges of [College](#) and Student Government/Inter-Greek Council/Sports Club Council recognition are suspended for a specified period of time. Before a suspended [Recognized Student Organization](#) may regain active status after the designated period of time, representatives from the [Recognized Student Organization](#) must meet with the Director of Student Involvement/Director of Recreation to show satisfactory completion of any assigned directives or to discuss stipulated conditions for the [Recognized Student Organization](#)'s return to active status. If new incidents involving the [Recognized Student Organization](#) while on this status, the date they are permitted to re-apply for recognition will be reset.
1. **Revocation of Recognition.** The [Recognized Student Organization](#) loses recognition from the [College](#) and Student Government/Inter-Greek Council/Sports Club Council for a specified period of time. If recognition has been revoked, the [Recognized Student Organization](#) must comply with any Student Government/Inter-Greek Council/Sports Club Council /Office of the Dean of Students application process to regain recognition after the period of revocation is exhausted.

Corrective Sanctions:

- a. **Loss of privilege.** Denial of a specified privilege for a designated period of time.

- b. **Restitution.** Compensation for loss, damage, or injury to [College](#) property. This may take the form of appropriate service and/or monetary or material replacement.
- c. **Restorative justice.** Participation in a discussion by a trained facilitator with any persons or department harmed development of a shared agreement of how to correct the hard. Unlike other sanctions, all participants must voluntarily agree to participate in the restorative process. Restorative practices may not be available to [Recognized Student Organizations](#) responding to or being found responsible for any physical sexual misconduct.
- d. **Mediation.** Participation in a mediated discussion with other disputants facilitated by a multi-partial, trained mediator with the hope of developing a negotiated agreement serving as resolution to the dispute. Unlike other sanctions, all participants must voluntarily agree to participate in mediation. Mediation will not be available to a [Recognized Student Organization](#) responding to or being found responsible for any physical sexual misconduct.
- e. **Administrative directives.** Conducting a membership review, prohibition of events on/off campus or anything else deemed appropriate by the [Hearing Administrator](#) or CSB.

Educational Sanctions:

- a. **Discretionary sanctions.** Work assignments, essays, presentations, research projects, conduct contracts, service to the [College](#), or other discretionary assignments.
- ix. **Disciplinary Record Keeping Practice.**
- a. **File maintenance.** A [Recognized Student Organization](#) charged with a violation of the *Recognized Student Organization Privileges and Responsibilities* has a file created and maintained by the Office of Student Conduct. Files are maintained indefinitely.

x. **Violation of Law and *Recognized Student Organization Privileges and Responsibilities*.**

- a. [Recognized Student Organization](#) conduct proceedings may be instituted against a [Recognized Student Organization](#) or individual student charged with conduct that potentially violates both the criminal law and [College](#) policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Director of Student Conduct and Dispute Resolution. Determinations made or sanctions imposed under these procedural standards will not be subject to change because criminal charges arising out of the same facts giving rise to violation of [College](#) rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

APPENDIX A
“BYOB” PROCEDURES & GUIDELINES
The College of New Jersey

BYOB Procedure:

1. Alcohol must only be brought to the event by guests or members of legal drinking age.
2. Only persons of legal drinking age may consume or possess alcohol.
3. The maximum amount of alcohol allowed at the event is limited to one (1) six pack of 12 oz. beer or one (1) four pack of wine coolers is permitted by a member or guest who is legally able to consume an alcoholic beverage.
4. No wine, hard alcohol, liquor and/or spirits are permitted.
5. A minimum of (1) [Event Monitor](#) per 20 attendees must be at the event.
6. Any entrance(s) must be staffed by at least one sober, [Event Monitor](#) whose duties include checking of personal identification of guests and members, ensuring all persons entering party are members or invited guests, and ensuring that no person who appears, or is known, to have consumed alcohol enters the event. [Event Monitors](#) must be certified through the TIPS training program offered by the [College](#).
7. Wristbands must be provided for persons of legal drinking age.
8. No glass containers should be permitted.
9. An appointed [Event Monitor](#) should immediately take the person’s alcohol to the designated alcohol area and should mark their wristband with the brand and number of drinks.
10. Each time the attendee receives a drink from the bartender, their wristband must be marked appropriately. Only (1) drink per visit to the bar and only those who have a wristband may receive a drink.
11. Any areas where alcohol is distributed should be controlled by an [Event Monitor](#) who are of legal drinking age. These members must control access to the alcohol to ensure that alcohol is not distributed to anyone without a wristband or intoxicated persons. No alcohol may be distributed from any other area (for example, individuals’ rooms in the house).
12. The event must always be in accordance with [College](#), local and state ordinances.
13. The event must not exceed duration of 5 hours; alcohol should not be served for the last hour of the event.
14. Any person who appears, or is known to have consumed alcohol must be provided transportation from the [Recognized Student Organization](#) event by designated driver, taxi, or by emergency response personnel if the person appears to be severely intoxicated.

15. [Recognized Student Organization](#) must have a [Safe Ride/Alternative Transportation Program](#) in place for the event.

[BYOB](#) Guidelines:

1. There should be a non-alcohol based theme or activity associated with the [Recognized Student Organization](#) event so that the entire event does not center on the consumption of alcohol.
2. An ample supply of alcohol-free beverages and non-salty foods should be provided.
3. [Recognized Student Organization](#) should determine with the aid of [Campus Advisors](#), and/or [College Officials](#) whether any security personnel should be at the event.

APPENDIX B
THIRD PARTY VENDOR PROCEDURES & GUIDELINES
The College of New Jersey

Third Party Vendor Procedures:

1. Obtain a vendor that is properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. If the event is taking place at a public venue, inquire with the venue what kind of license it possesses.
2. Obtain copies of your vendor's state and local licenses. The vendor must be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certification of insurance prepared by the insurance provider. This certificate of insurance must also show evidence that the vendor has, as part of his/her coverage, "off premise liquor liability coverage and non-owned and hired auto-coverage". In addition, the certificate of insurance should name the [Recognized Student Organization](#) (local and national if applicable) as an additional insured party.
3. Obtain a copy of your vendor's certificate insurance that meets the standards above.
4. Insure that your vendor agrees in writing to a minimum of the following responsibilities:
 - a. Checking identification cards;
 - b. Not serving [Minors](#) or persons who appear to be intoxicated;
 - c. Maintaining control of distribution of all alcohol containers present;
 - d. Collecting all remaining alcohol at the end of an event – no remaining alcohol is to be furnished to the [Recognized Student Organization](#).
 - e. Removing all alcohol from premises at the conclusion of the event.
5. A minimum of one sober [Event Monitor](#) per 20 attendees must be at the event. [Event Monitors](#) must either be certified through the TIPS training program offered by the [College](#).
6. The event must always be in accordance with [College](#), local and state ordinances and service of alcohol must not exceed duration of 5 hours.
7. No drink specials should be provided for the event.
8. [Recognized Student Organizations](#) should have a [Safe Ride/Alternative Transportation](#) program or alternate transportation in place for the event.
9. An ample supply of alcohol-free beverages and non-salty foods should be provided.
10. Service of alcohol should stop at least one hour before the scheduled ending time.

Third Party Vendor Event Guidelines:

1. There should be a non-alcohol based theme or activity associated with the [Recognized Student Organization](#) event so that the entire event does not center on the consumption of alcohol.
2. No glass containers should be permitted.
3. [Recognized Student Organization](#) should determine with the aid of [Campus Advisors](#), venue representative(s) and/or [College official](#)(s) whether any security personnel should be at the event.

APPENDIX C

Partnership Process

The College of New Jersey

Summary

Available when referred by the Office of Student Conduct in consultation with the Director of Student Involvement, Assistant Director of Fraternity Sorority Life, Assistant Director of Student Activities, or the Director of Recreation, the Conduct [Partnership Process](#) serves as an alternate method of resolving allegations of organizational misconduct.

Focusing on decision making processes, group procedures and dynamics, leadership styles, relationship building, and pragmatic change, the [Partnership Process](#) provides a unique opportunity for organizations to engage in open and candid dialogue about matters that have impacted their organizations and their communities. Through this dialogue, underlying systemic issues are identified and an action plan is created mutually by the organization president and the Director of Student Involvement, Assistant Director of Fraternity Sorority Life, Assistant Director of Student Activities, or the Director of Recreation to effectively and reasonably address these issues. This plan will be detailed in a formal letter of agreement.

Criteria

As the success of the [Partnership Process](#) is based upon acknowledgement of underlying issues and a commitment to create viable change, it will only be offered in situations where such outcomes are deemed possible by the Office of Student Conduct.

The Assistant Director Student Conduct and Director of Student Involvement, Assistant Director of Fraternity Sorority Life, Assistant Director of Student Activities, or the Director of Recreation may consider the following criteria when determining whether to refer the [Recognized Student Organization](#) to the [Partnership Process](#):

1. The organization has a history of partnering with the [College](#) and continues to establish itself as a trustworthy and accountable organization
2. The organization consistently lives its values and performs at a high level
3. Loss of recognition would not be a likely outcome of the process
4. The organization has not recently engaged in the [Partnership Process](#)
5. The organization has not had any conduct matters within one calendar year.

6. The reported conduct at issue does not implicate personal abuse, [Hazing](#), or sexual abuse or harassment.

If offered to the organization, participation in the [Partnership Process](#) is voluntary. Should the organization decline the opportunity to participate in this process; the matter will proceed according to the procedural standards outlined in the *Recognized Student Organization Privileges and Responsibilities* document.

Expectations

If offered, the [Recognized Student Organization](#) president is invited to meet with the Director of Student Involvement, Assistant Director of Fraternity Sorority Life, Assistant Director of Student Activities, or the Director of Recreation. During this meeting, the following expectations will be set forth:

1. The organization must present honest and accurate information about all matters discussed;
2. The organization must actively participate in the process;
3. The organization must attend all scheduled meetings; including a follow-up assessment;
4. The organization must complete all parts of the agreement; and
5. The organization agrees that the outcome of this process is final and not available for appeal.

If the organization fails to meet these expectations, at any time, the matter will be forwarded back to the Assistant Director of Student Conduct for action as outlined in the procedural standards of the *Recognized Student Organization Privileges and Responsibilities* document. The Assistant Director of Student Conduct and Director of Student Involvement, Assistant Director of Fraternity Sorority Life, Assistant Director of Student Activities, or the Director of Recreation will determine whether the organization has met these expectations.

If the organization meets these expectations, the organization will not be charged nor sanctioned through the [Recognized Student Organization](#) Conduct Process. A copy of the letter of agreement will be sent to relevant stakeholders and will remain on record in the organization's file in the Office of Student Conduct.