

Roosevelt University Student Organizations (Registered and Recognized) Code of Conduct

Statement

Roosevelt University (RU) is committed to creating and maintaining a safe, educational learning environment for all students, staff and faculty. Student Organizations with behavior inconsistent with the RU's Student Organization Code of Conduct will be addressed through the misconduct process. Outlined below are unacceptable behavior(s) that could result in disciplinary action.

Policy

The following policies must be upheld by all student organizations whether registered, recognized, or sponsored by Roosevelt University. Sanctions, if found responsible, will vary based on the circumstance of the violation and may be assigned to the group and/or individuals; this decision will be determined by the Roosevelt University Student Conduct Board. Student organization(s) who are believed to have violated the code of conduct will be reported by the Center of Student Involvement to the Office of Student Conduct and Conflict Resolution (OSCCR). The Student Activity Fee Allocation Committee (SAFAC) may use their discretion and forward any instance(s) in which they deem necessary to be adjudicated through the misconduct process with OSCCR. All organizations found in violation of the Student Code of Conduct and/or the Code of Conduct for Student Organizations will go through the misconduct process, outlined [here](#). Note that participation in the Student Organization Misconduct Process does not preclude individual members from the initiation of individual conduct proceedings.

Greek Letter Organizations affiliated with other campuses are still responsible for abiding by the policies and regulations set by Roosevelt University in this document as well as other policies outlined in the [University Student Handbook](#).

All communication regarding the misconduct process will be communicated to the President and/or designee(s) of the organization. In cases where there is an immediate risk to members of the campus community, an organization may be placed on an interim suspension until the conduct hearing is completed.

Factors that will be considered when making a determination of responsibility include, but are not limited to the following:

1. The behavior/actions were committed by one or more officers or authorized representative(s) of the organization
2. The actions committed were condoned by the majority of the organizations members
3. The actions committed were in connection with an event hosted, publicized or advertised by the organization or group
4. The actions were a result of a policy or practice of the organization
5. The action(s) were committed by a member who otherwise would not have been involved with the situation if it were not for their affiliation with the organization and/or group

The policies listed below are to be followed by all organizations and groups, whether registered or recognized by RU. If violated, the organization and/or individuals will be subject to disciplinary action, which will vary based on THE circumstances of the particular incident.

Alcohol – Student organizations/groups are responsible for following the alcohol policy set forth in the Student Code of Conduct. If alcohol is being served at an organization sponsored event, the organization has a responsibility to prevent underage drinking and ensure appropriate procedures are being followed. Student organizations/groups will be found in violation of the alcohol policy if there are individuals under the age of 21 consuming alcohol at any activity or event sponsored by said organization.

Drugs – Use, possession or manufacturing of drugs and/or drug paraphernalia is strictly prohibited.

Falsification of Information - Forgery, alteration, or misuse of organization identification, records, or documents, or knowingly furnishing false information to the University and/or Center for student Involvement.

Failure to Comply –

- a. Failure to comply with requests of University officials acting in their professional/official capacity.
- b. Failure to follow all policies listed in this document, Center for Student Involvement Resource Manual, Student Handbook and the Student Code of Conduct.

Guests - Organizations and groups are responsible for the behavior of their guest and are responsible for informing all guests of said policies and procedures.

Hazing - Roosevelt University acts in accordance with the Illinois Hazing Act.

1. Any action or situation that recklessly, by design or intent, endangers the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. In such an instance, hazing occurs if an individual or group:
 - A. Causes or attempts to cause physical injury or other harm to a student including but not limited to emotional distress, or engages in any conduct which presents a threat to the student's health or safety, which shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, alcohol, drug, or other substance, or other forced physical activity that could adversely affect the physical or physical and mental health or safety of the student, and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced sexual conduct, and forced exclusion from social contact;
 - B. Engages in an action or activity which has a tendency to or which is intended to demean, disgrace, humiliate, or degrade a student, which shall include but not be limited to, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student;
 - C. Conduct that by design, intent or recklessness causes a student to be unable reasonably to pursue, or interferes with or attempts to interfere with a student's academic schedule or performance; or causes, induces, pressures, coerces, or requires a student to violate the law or to violate any provision of University regulations.
2. In response to allegations of hazing under this regulation it is not a defense that
 - A. The victim gave consent to the conduct;
 - B. The conduct was not part of an official organizational event or sanctioned or approved by the organization;
 - C. The conduct was not done as a condition of membership in the organization;

Misuse/Damage of Property – Willful or careless misuse or damage to University property, not limited to destruction, defacement, or tampering.

Obstruction of University Activities - Obstruction or disruption of the learning environment, University community, or of other University activities or functions.

Physical Violence – Behavior that threatens the safety of students, staff, faculty or guests is strictly prohibited, including physical abuse, threats, and intimidation.

Posting and Advertising – Postings and advertisements without proper CSI approval is prohibited.

Protest/Demonstration – Expression and/or opposition of an event, department, organization, etc. must be done in accordance with Campus Safety's Student Occupations Policy. All behaviors demonstrated to express discontent should not disrupt the learning environment, nor should they prevent any other RU sanctioned programs or events from taking place.

Sexual Misconduct- All instances of sexual misconduct (sexual assault, harassment, stalking, etc.) are strictly prohibited. Violations of this policy will be adjudicated separately through Roosevelt's Title IX investigation process. Here is a link to [Roosevelt University's Sexual Misconduct website](#).

Theft- Unauthorized possession of property or services, owned or maintained by Roosevelt University.

In addition to the policy outlined above, student organizations are expected to abide by the policies outlined in the Resource Manual by the Center for Student Involvement. Additionally, Greek Letter Organizations must follow the guidelines and policies stated in this policy, SAFAC policies, and Greek Community Relationship Statement. Failure to do so may result in the initiation of the Student Organization Misconduct Process.

Procedures for Student Organization/Group Misconduct Resolution Process via the Student Conduct Board

Note: All communication regarding the misconduct process will be communicated to the President or designee(s) of the organization, acting on behalf of their group, and one additional member who may have been present at the time of the incident and/or may be well versed and knowledgeable of the incident. These individuals will be referred to as respondents in the Hearing Procedures.

1. Initial Conference

The purpose of the initial conference is to inform the respondent of their rights under the Student Code of Conduct, to explain the Student Conduct Board hearing misconduct process, and to allow them the opportunity to view the incident report and any evidence that has been gathered by the case manager at the time of the meeting. This meeting will be held with the group's assigned case manager. The respondents will be shown a copy of the incident report but the copy must remain in possession of the case manager.

Any group called to an initial conference may bring their advisor for support, however, the case manager must be notified at least two business days in advance, and the advisor may not participate in the meeting in any way. Groups called to an initial conference may be represented by the President of the organization, a designee, or a group member knowledgeable of the alleged incident. The case manager may call witnesses at their discretion in order to support fact finding in the resolution of the misconduct process.

Groups who participate in the Student Conduct Board Misconduct Process will not have the option of waiving their right to the three (3) business days' notice between the initial conference and formal Conduct Board Hearing.

2. Student Conduct Board Hearing Procedures

A. Hearing Guidelines

Conduct Board hearings are non-adversarial, fact finding proceedings. It is the responsibility of the hearing Board to ask all relevant questions, to determine the relevance of all materials, to make decisions based on the materials, and to impose sanctions where appropriate.

B. Composition of a Student Conduct Board Hearing

The Student Conduct Board Hearing Panel will be made up of either three (3) or five (5) members. OSCCR will do its best to diversify each Panel, both in terms of social identities and affiliations within the University. If a respondent is concerned about the ability of a Board member to act impartially, they can request that the OSCCR Case Manager review the fitness of the particular Panel member to hear their case. The role of the Case Manager in the SCB Hearing is to ensure that the Panel follows the process set forth in this document, clarify any questions about the policies and procedures, and to provide consultation on available sanctions. The Case Manager will not have a vote in determining if the respondent has violated the Code of Conduct.

C. Notice of Hearings

The representative(s) of the group shall be given notice in writing and/or electronic form no less than three (3) business days prior to the date and time of the conduct hearing. All notifications will be sent to RU e-mail address.

D. Privacy of Hearings

All Conduct Board hearings will be closed to protect the privacy of the respondent(s). Only those individuals who have been invited to participate in the hearing (Panel members, case manager, respondent(s), complainant, advisors, and witnesses) are allowed to be present during the proceedings. Witnesses will be allowed to be present only when they are providing their statements to the board. Admission of any other person to the hearing will be at the discretion of the Case Manager.

E. Advisors

The respondent may be accompanied by their group's advisor in a student conduct board hearing. However, the Case Manager must be notified at least 72 hours in advance of the meeting, and the advisor may not participate in the meeting in any way. An advisor will only be allowed to confer with their advisee(s). No advisor may speak at any time in place of the respondent. The Case Manager reserves the right to exclude an advisor from the hearing proceedings for failure to abide by these guidelines.

F. Witnesses

The respondent may arrange for witnesses to present pertinent information to the Panel. Unless called by OSCCR, it will be the responsibility of the respondent or complainant to arrange for the attendance of their respective witnesses at the hearing. Witnesses shall provide information about the incident and answer questions from the Panel. Witnesses will be excluded from the hearing until called and will only be present for their testimony, unless circumstances require a modification as fundamental fairness requires.

G. Hearing Format

Hearings will follow the sequence below. Modifications to this order may be made at the discretion of the Case Manager to accommodate special circumstances. The hearing is not conducted as a court proceeding, therefore the State and Federal rules of evidence do not apply.

1. Reading of Allegations

The Case Manager will convene the hearing by reading the allegation(s) and requesting that all persons present state their identity for the record.

2. Opening Statements

The complainant and the respondent may each make an opening statement for the purpose of providing the Panel with a short summary of the complaint and the materials to be presented. The statement of both parties will not exceed 10 minutes. If a case has no complainant, this right is reserved for the respondent. If there is both a respondent and complainant, the complainant will provide their opening statement first. *(This order will be followed in all subsequent sections of this policy, except for cases where no complainant is present)*

3. Presentation of Information

The complainant will first present any information they believe to be relevant (i.e. witnesses, witness statements, documents, photos, written reports, objects related to the incident) followed by the respondent. The Case Manager, at their discretion, may deem any piece of information irrelevant to the proceedings and may bar its consideration by the Panel.

4. Questioning

After each participant has presented their information, the Panel will be given the opportunity to ask any relevant questions they may have. When the Panel has completed their questions, the complainant and respondent may then pose pre-approved questions, through the Case Manager. Any questions that the respondent or complainant have for the other party must be submitted no later than one (1) business day prior to the hearing. These questions must be submitted in a word document to osccr@roosevelt.edu. If questions are not submitted within the time outlined, that party will not be allowed to ask questions of the other party. Any questions posed by the Panel or by participants should be relevant to the conduct proceedings. The Case Manager will determine if the question is relevant and should be answered.

5. Closing Statement
The complainant and respondent will each be given an opportunity to make a closing statement. The closing statement should be a short summary of the materials and statements presented, and should not exceed five (5) minutes.
6. Deliberations
After all information is presented in a SCB Hearing, the Panel shall determine whether the accused respondent is found “responsible” or “not responsible” for each alleged violation. The Board will deliberate the policy violations and sanctions in private, with consultation from the Case Manager. The determination shall be made by majority vote of the Panel. The Panel’s determination shall be made in accordance with the preponderance of the evidence standard. If the Panel makes a “responsible” determination, they will move on to the sanctioning phase of the deliberation process. The Panel will be given the respondents previous conduct history and will consider any sanctions imposed on the group in the past, in determining what sanctions should be applied. A majority vote is required to issue a sanction. Each member of the Panel will have one vote. The deliberations of the Panel will not be recorded.
7. Notification of Decision
The Case Manager will notify the respondent, in writing, within two (2) business days after the deliberation. Notification will be sent to their RU email address.

H. Record of Hearing

OSCCR will maintain a record of the hearing which may be in the form of a written summary of the proceedings or an audio recording. Only OSCCR may audio record the hearing. Any party involved is welcome to take notes during the hearing process, but audio or video recordings by the parties are not allowed. Deliberations shall not be recorded. Conduct case records are only shared in accordance with FERPA and other University records policies.

I. Failure to Attend a Student Conduct Board Hearing

It is the responsibility of the respondent to attend the scheduled hearing. If the respondent fails to notify the Case Manager of any conflicts and/or fails to attend the hearing, the Student Conduct Board may proceed with the misconduct resolution process in their absence. Based upon the review of the report, a decision may be made in absentia.

Group Disciplinary Sanctions

Group Deactivation— Termination of the organization’s recognition by the University. This action is total separation of the group from the University. This includes total restriction on the organization and its members’ or supporters’ conducting any activity on the campus(es) of the University or at off-campus University associated events that in any way promote the goals, purposes, identity, programs, membership or activities of the organization.

Group Suspension- Group suspension means total separation from the University as an organization for a specified period of time. This includes total restriction on the organization and its members or supporters conducting any activity on the campus of the University or at off campus events, affiliated with the University, that promote the goals, purposes, identity, programs, membership or activities of the organization.

Group Probation – A status imposed on a student group or organization for a specific period of time to allow the group to reflect on its choices and behavior and to demonstrate the ability to abide by University policies and procedures. Any policy violations committed during this time may result in additional or more serious sanction, including deactivation or group suspension.

Group Formal Warning- Formal notice and censure that a student's group or organization violated a University policy, that such actions are not acceptable in our community, and that future violation may result in more serious disciplinary action.

Educational Sanction - an event, workshop, special project, or community service hours. The purpose of this sanction is to provide the student group or organization with an experience in which they can reflect on their actions, identify the harm or potential harm caused to themselves and/or community, and explore how they could identify alternative behaviors, in line with the Code of Conduct(s), in the future.

Financial Restitution- Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed University, public or private property or services. Amounts charged to the organization/groups may include cost of repair, replace, recover, clean or otherwise account for the property or services affected.

Loss/Restricted Privileges or Activities – The withdrawal of the use of services or privileges, including but not limited to SAFAC Funding, room reservations, etc.), as a student group or organization or the loss of the privilege to participate in an activity or event.

Appeals

If an organization is found responsible for a violating a code of conduct in the student misconduct process, the President, as the representative of the organization, has the right to appeal based on the following criteria:

1. New evidence can be submitted that was not available at the original Formal Misconduct Hearing
2. The sanction(s) are thought to be disproportionate to the violation(s)
3. The conduct process as described above was not followed

The President and/or individual has seven (7) calendar days from the delivery of the decision and sanction to file an [Appeal Form](#). The appeal should include a detailed description of why the appeal should be allowed based upon one or more of the criteria above. The original finding and any assigned sanction will stand during the appeal process.

All appeals will be sent to the Office of Student Conduct and Conflict Resolution. An appeals officer will be assigned to oversee the appeal process. This appeal officer may deny the request for an appeal if at least one of the criteria above is not met; if this is the case it will be communicated in writing. If an appeal is granted, the appeal officer will communicate this in writing. The appeal officer may use her/his discretion to resolve the appeal based solely upon the written documents from the Formal Misconduct Hearing and Appeal Form, or whether she/he would like to meet with only the respondent found in violation, only the reporting person, both parties of the incident, or witnesses. Upon completion of the appeal review, the appeal officer may make any of the following decisions:

1. Uphold the original decision and sanction(s)
2. Overturn the original decision; remove or reduce any sanction(s)
3. Assign additional sanctions up to and including dismissal from the University