



SCC Conduct Manual

Article I: Purpose

Section A The goal of the Conduct Manual is to adhere to internal Sport Club policies, to resolve conflicts within the community, and to improve the participation of the Sport Club community by promoting high standards. ***Any action taken by Sport Clubs does not infringe on the right of the University to bring charges on individuals or student organizations when violating the Student Code of Conduct.***

Article II: Standards Meeting

Section A *Voting Body and Participants*

- i. The Chairman of the Standards Meeting shall be the Executive Board Vice President. He/She serves as a nonvoting member of the meeting. The voting body attending the meeting shall consist of the Sport Club Executive Board members and the Sport Club Coordinator.
- ii. Meeting shall be closed to the public. The participants in the mediation shall be representatives from the Executive Board (President, Officers, Advisor).

Article III: Submission of Standards Inquiry

Section A *Submission*

- i. A standards complaint or inquiry of violations made to internal Sport Club policy must be formally submitted in writing with all available evidence to the Executive Board Secretary no less than twenty four (24) hours prior to a scheduled Executive Board meeting.

Section B *Legitimacy*

- i. The Executive Board reserves the right to investigate the legitimacy of the claim and dismiss it if insufficient evidence is provided. The meeting will be a closed meeting only open to the Executive Board and accused/complaining party.

Article IV: Powers

Section A *Notice of Violation*

- i. The President of the member organization accused of the violation will be notified by the Executive Board Secretary via email within 48 hours after the Executive Board meeting in which the standards inquiry was reviewed.

- ii. The organization will be notified that this violation will be looked over during a scheduled meeting for discussion.

Section B *Mediation*

- i. The purpose of mediation is to find a solution satisfactory to the complaining party and the accused organization that is appropriate under Sport Club internal policy.
- ii. The Sport Club Coordinator shall be appointed as a neutral party to serve as the mediator. The mediator shall not be an undergraduate student.
- iii. Mediation shall be closed to the public. The participants in the mediation shall be representatives from the Sport Club involved (President, Officers, Advisor) and the Executive Board.
- iv. In the case where mediation fails the violation will be deferred to the Sport Club Coordinator.
- v. Declining mediation by failure to schedule/acknowledge/respond denotes an admission of responsibility on behalf of the accused party. Therefore permitting the Standards Board to enforce sanctions without a hearing or mediation.

Section C *Standards Hearing Process*

- i. A majority of the voting Delegates must be present in order to proceed.
- ii. Delegates consist of the Sport Club Executive Board. The Chairman is the President of the Executive Board.
- iii. In the event that the Chairman's organization is in violation then the Sport Club Executive Board President shall serve as the Chairman for that hearing.
- iv. The Chairman will begin by reading the formally submitted written standards inquiry. At that time questions may be asked by the voting Delegates only to clarify the charges or evidence submitted.
- v. The accused organization will then be given five (5) minutes to present their argument by an active member in good standing of their choice.
- vi. Upon conclusion of the accused, the Chairman may allow questions to clarify any presented information.
- vii. The Delegates must then vote by secret ballot on the violation by casting either a responsible or not responsible for violation.
- viii. Two Sport Club Council representatives will be chosen by the Sport Club Coordinator to serve as voting delegates.
- ix. A majority vote is required to find the organization responsible for the offense.

Section D *Sanctions*

- i. Directly following a vote of “responsible” within the Standards Process, the Delegates must agree upon a sanction level for the offense by majority vote. Votes will be cast in secret ballot.
- ii. The Executive Board has discretion over any sanction level. The sanction levels shall be:
 - Level 1: Mandatory Makeup Event
 - Level 2: Club Privileges Revoked
 - Level 3: A&S Funding suspended
 - Level 4: Loss of University Registration Status
- iii. Notice of sanction shall be sent via email to the Sport Club President and their advisor within 48 hours following a vote of “responsible”.

Section E *Rights of the Accused*

- i. Right to be informed in writing of all reported violations within 48 hours after the inquiry was reviewed.
- ii. Right to waive, in writing, their mediation with the Executive Board and also the right to waive their standards hearing and accept their sanction.
- iii. Right to reasonable access to the inquiry information upon request; the Vice President of the Executive Board shall maintain this.
- iv. Right to have an advisor present during the meeting. An advisor may not address the Standards Board, represent the organization, or directly question evidence; his/her role is simply to advise the club.
- v. Right to review all evidence.
- vi. Right to a written statement of the outcome of the Standards Board hearing promptly.
- vii. Right to appeal the decision.

Section F *Appellate Process*

- i. An organization found responsible for violating internal Sport Club policy wishing to appeal their sanction must submit in writing their appeal to the Coordinator for Sport Clubs within three (3) days of the sanction notice.
- ii. The appeal will be heard within one week of submission by the Director of Campus Recreation.
- iii. Appropriate reasons for the responsible organization to appeal their charges:
 - a. Due process errors involving violations of the charged organization’s rights that substantially affected the outcome of the standards board hearing.
 - b. The sanction(s) is (are) extraordinarily disproportionate to the violation.
 - c. New information can be provided that was not available at the time of the original proceeding.