

Tiffin University Student Organization Code of Conduct

Purpose

To establish a Code of Conduct and a process through which Tiffin University will address alleged incidents of Student Organization misconduct by student organizations and/or their membership at Tiffin University.

Conduct Regulations for Student Organizations

Officers and members of student organizations are expected to know and adhere to all regulations for student organizations and for students in general.

Some recognized student organizations are affiliated with state, regional, national, or international organizations. Many of these governing groups have developed position statements on hazing and other forms of misconduct. The University may at its discretion, report alleged violations of University regulations by student organizations to the organization governing body or affiliated organizations.

Student Organizations and Individual Student Conduct

The University's established procedure for considering alleged violations of University regulations by individual students is outlined in the Tiffin University Code of Student Conduct. The fact that alleged individual student misconduct grows out of participation in an activity sponsored or engaged in by a student organization does not eliminate the individual student's accountability under the provisions of the Code of Student Conduct. The fact that individual students are held accountable for actions taken while participating in an organization's activity, does not eliminate the accountability of the organization for its actions. Although the administrative procedure of the Code is not to be used to hear charges of misconduct against student organizations, the University does hold student organizations accountable for acts or omissions taken by the organization that violate the provisions of the Code through the process outlined below.

Code of Conduct for Student Organizations

In addition to the policies in the Tiffin University Code of Student Conduct, student organizations must adhere to these additional policies pertaining specifically to student organizations.

- 1. Adherence to Individual Student Organization Local and National Policies** – Student organizations are responsible for knowing and abiding by the bylaws of their respective constitutions. Additionally, student organizations may also be responsible for adhering to local, regional, and national policies which may impact their organization(s).

2. **Alcohol Policy** – In addition to the responsibilities outlined in the provisions of the individual Code of Student Conduct, what follows also applies to student organizations:
- Student Organizations are prohibited from registering or sponsoring events with alcohol in University residence facilities.
 - Student Organizations that host or sponsor events with alcohol must acquire the services of a third party that has a valid liquor license and insurance for alcohol distribution. Organizations are prohibited from distributing alcohol at their events.
 - No alcohol served at new member or pledging events.
 - Failure of a student organization to take all necessary steps to see that no person under the legal drinking age possesses alcoholic beverages at functions it sponsors or within any property or transportation it owns, operates, reserves, or rents.
3. **Anti-Hazing Policy** - As an educational institution, Tiffin University has a special set of interests and purposes essential to its effective functioning. These include:
- the opportunity for students to attain their educational objectives;
 - the creation and maintenance of an intellectual and educational atmosphere throughout the University;
 - the protection of the health, safety, welfare, property, and human rights of all members of the University and the safety and property of the University itself

The University has a clear responsibility in the area of student conduct to protect and promote the pursuit of its goals. Furthermore, Tiffin University maintains autonomy over campus organizations. Initiation into campus organizations, athletic teams, and other activities undertaken by such organizations or individuals must be consistent with the stated purposes of the organizations and the educational mission of Tiffin University. Any activities that may be construed as hazing are specifically and unequivocally prohibited. This policy applies to any campus, academic, athletic, music, extracurricular, and student groups or organizations.

Examples of hazing include, but are not limited to the following:

- Requiring excessive calisthenics such as sit-ups, push-ups, runs, or any form of physically abusive exercise, in which all members are not participating
- Requiring the consumption of any food, alcohol, drug, or other substance
- Scavenger hunts, treasure hunts, road trips, or any other such activities when not done for information gathering purposes consistent with the educational purposes of the organization. Kidnaps and ditches are specifically prohibited
- Morally degrading or humiliating games and activities such as requiring members to wade in the river, to count bricks, to act like animals or other beings, to scrub floors with toothbrushes, or to be nude at any time
- Assigning or endorsing pranks such as borrowing (stealing) items, panty raids, painting property and objects, composite raids, or harassing other groups

- Deprivation of sleep
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. This may include verbal abuse, such as yelling, swearing, and insulting the student.
- Blindfolding members at any time involuntarily
- Verbal harassment including yelling or screaming at members. Individual interrogations not consistent with legitimate testing for information about the history, purpose, or direction of the organization (such as lineups or kangaroo courts)
- Requiring any type of personal servitude such as running errands
- Requiring members to be branded
- Deception and/or threats contrived to convince the new member s/he will not be able to join the organization or group
- Interfering with proper study
- Requiring the completion of improper obligations in gaining access to facilities activities, travel, etc.
- Work parties without the participation of the full organizational membership. Any action that could be perceived as inflicting physical abuse/harm to an individual (i.e., paddling, application of foreign substances, etc.)
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of a school district/charter school policy or a school regulation. This includes abuse or mistreatment of animals, public nudity, and theft.

Any individual or organization suspected of authorizing or being complicit to hazing will be subject to investigation through the established Tiffin University Code of Student Conduct. Any individual or organization suspected of hazing may face legal ramifications as well.

*Retaliation for Reporting Hazing: Retaliating against individuals or groups that report hazing is prohibited under the University Retaliation Policy.

4. **Commercial Solicitation** – Student organizations are prohibited from going door-to-door in the Tiffin University residence facilities to sell any good or service or advertise/publicize any event or program.
5. **Conduct System Abuse** – Any act or pressure from membership of student organizations to attempt to inhibit or disrupt the Tiffin University Student Conduct process or the Tiffin University Student Organization Conduct Process. This includes but is not limited to: Attempting to influence the impartiality of a representative of a student conduct body or intimidation or harassment of witnesses, etc.

6. **Disorderly Conduct** – Behavior and/or planned events or social gatherings that impair or interfere with the orderly functions or processes of the University and/or the reasonable safety, security, or use of members of the University community.
7. **Disruption/Obstruction** – Behavior and/or planned events or social gatherings that disrupt or obstruct the teaching, administration, research, or other University activities and/or the performance of duties/tasks of University personnel or contractors.
8. **Gambling Policy** – Ohio law defines a "game of chance", i.e., gambling, to be "poker . . . or other game in which a player gives anything of value in hope of gain, the outcome of which is determined largely by chance."

Under Ohio law, when a person pays to play a game of chance (including poker) in hopes of winning a prize, the game qualifies as illegal gambling. To avoid having your event qualify as illegal gambling one of the following conditions must be met:

- Participants do not pay anything or give anything of value to participate in a game of chance.
- All those in attendance at your event pay to enter, and the game of chance is part of a larger event (but not the focus of the event), prizes can be offered to the winners. No currency or items of value may be exchanged inside of the event. Organizations may use play money as long as each participant starts with the same denomination of play money.
- Participants pay to participate in a tournament but no prizes are provided. In this situation, however, all proceeds must either benefit a charity and/or your student organization.

Auctions

- Groups and organizations may utilize an auction to raise money by auctioning items such as art, tickets to an event, dinner at a particular restaurant or prizes and services provided by a qualified and insured vendor.
- No individual or group may be auctioned for "services" or a "date". Because our campus values equality and diversity, auctioning individuals or groups places a "value" on a person or group.

Raffles for Prizes (No CASH PAYOUT)

Raffles and games of chance can be used to solicit funds from students, faculty, and community members. Specific raffle and games of chance guidelines are as follows:

- The prizes that may be redeemed with raffle tickets and/or play money shall not be extremely valuable (less than \$500); this is to ensure that a premium is not placed on winning.
- The raffle prize must be secured before raffle tickets are sold and cannot be purchased by the money raised by the raffle itself.
- No permission will be granted to any club or organization on campus to hold a raffle that is contrary to University Policy (for example: offering alcohol to a minor as a prize).

Raffles – 50/50 (CASH PAYOUT)

50/50 raffles, or those with direct cash payout, are permitted when the following conditions are met:

- 50/50 raffles must be conducted in the following manner:
 - Ticket rolls with duplicate numbered stubs must be used for 50/50 Drawings.
 - Publicity for a 50/50 Drawing must include the date, time and location of the drawing.
 - The drawing must be conducted in plain view of players.
 - All tickets shall be sold at the event only.
 - The event shall not last longer than one day.
 - The winner shall be given a reasonable amount of time to claim the prize.

For information regarding gambling and the NCAA policies, please refer to the Tiffin University Student Athlete Handbook, which can be found at:

http://www.gotiffindragns.com/f/Athletic_Information.php.

- 9. Harm to Others** – Intentionally, knowingly, or recklessly endangering the safety or threatening the safety or wellbeing of any person. Including others or their property.
- 10. Misuse of Mishandling of Funds** – Intentional or unintentional misuse or mishandling of funds by any officer, member, or other individual.
- 11. Misuse of Property or Materials** – Destruction, damage, misuse, or defacing of, or unauthorized entry into or otherwise accessing TU buildings or property, private property and personal property, on the campus of the TU campus.
- 12. Theft** – Ritualistic acts of theft by organizations will be considered a violation of this policy.

Procedures

Filing a Complaint

Allegations of misconduct by student organizations can be submitted by filing an incident report via the Tiffin University Incident Reporting Form or through the reporting of misconduct to a Tiffin University Staff Member.

Preliminary Investigation

Upon receiving an incident report or receipt of an allegation of misconduct by a student organization, the Director of Student Conduct & Community Standards or designee and another student conduct hearing officer will conduct a preliminary investigation to determine if there is reasonable basis for pursuing further action through the Student Organization Conduct Process.

The Preliminary Investigation Process Generally will take the following steps:

- I. A personal interview with the person or person(s) that filed the Incident Report or who made allegations of misconduct.

- II. A personal interview with the officers of the student organization deemed relevant by to the inquiry deemed relevant by the Director of Student Conduct & Community Standards or designee.
- III. A personal interview with other individuals as deemed necessary, including members of the organization that may have information relating to the alleged misconduct.

Filing of Policy Violation(s)

If the preliminary investigation indicates that there is cause to believe that misconduct has occurred on the part of the student organization, the organization will be formally documented for violating the Tiffin University Student Organization Code of Conduct. Alleged violations will be specifically stated and sent in a letter addressed to the president of the organization and the faculty/staff advisor of the organization. This letter will also include a deadline before which the organization must schedule a prehearing conference with the Director of Student Conduct & Community Standards or designee.

Failure to respond or appear for a Preliminary Investigation, Prehearing Conference, or Hearing Panel may result in the Student Organization Conduct process continuing without the benefit of the student organization's participation. This includes the determination of an outcome or sanction. Additionally, failing to comply with the Student Organization Conduct process may result in separate documentation for the Failure to Comply policy.

Prehearing Conference

The purpose of the prehearing conference is to determine how the formal policy violations against the organization are to be considered. The prehearing conference provides an opportunity for the organization to discuss the violations with the Director of Student Conduct & Community Standards or designee. The organization must be represented at this conference by one or more of its officers but for a total of no more than three people. The faculty/staff advisor may attend the prehearing conference in an advisory capacity only (and thus is prohibited from contributing to the Conference), however, one of the student officers must be designated as the official spokesperson for the organization.

The procedures available for formal consideration of the charges are:

1. An administrative action.
2. Referral to a hearing panel.

An Administrative Action

In the event the official spokesperson of the student organization wishes to waive the organization's right to a formal hearing, and is willing to accept the formal charges as being valid, the representative of Director of Student Conduct & Community Standards or designee may act on the charge administratively. If an administrative action is desired, a form requesting that the charge against the organization be considered administratively must be signed by the official spokesperson of the organization. After this form is signed, Director of Student Conduct

& Community Standards or designee will have the authority to administratively impose a sanction consistent with sanctioning guidelines of the Tiffin University Student Organizational Conduct Process.

Hearing Panel Procedure

If an organization does not choose to resolve a case with an administrative action, the Director of Student Conduct & Community Standards or designee will refer the matter to a hearing panel for resolution.

The composition of a hearing panel will be as follows:

- One Tiffin University Faculty Member
- One Tiffin University Staff Member
- One Tiffin University Student
- The Committee will be chaired by the Dean of Students or Designee. The Chair of the Committee will not cast a vote on the outcome of the case.

An investigative report summarizing the preliminary investigation conducted by the Director of Student Conduct & Community Standards or designee will be prepared and available for hearing panel members to read shortly before the hearing commences. The investigative report will include a summary of information as to why the University moved forward with the Tiffin University Student Organization Conduct process. The investigative report will also be available for members of the organization to read at the hearing as well.

An officer will be designated by the organization to serve as spokesperson in the hearing. An organization may have up to three members attend the hearing. With the exception of the spokesperson, organization members who are to be witnesses will not be present during any other witnesses' testimony. The spokesperson may have the assistance of the faculty/staff advisor to assist them during the hearing. The spokesperson of the organization will have the right to be present during all phases of the hearing except the panel's deliberation on procedural and evidentiary matters, vote on outcome, and potential sanctions. The spokesperson will have the opportunity to present evidence and witnesses/witness statements on behalf of the organization.

Decisions of the hearing panel on the issue of a violation of University policies will be based solely upon the evidence and information introduced during the hearing. Legal rules of evidence do not apply to hearings under this policy. The hearing panel chair may exclude irrelevant, immaterial, and unduly repetitious evidence.

A vote that the violation occurred will be cast by a hearing panel member based on the preponderance of evidence standard utilized in all Tiffin University Student Conduct processes. A majority vote of the members of the hearing panel present shall be required for a finding that a violation occurred.

If the organization is found responsible, the hearing panel, through deliberation will arrive at a sanction that the panel feels appropriate for the severity of the violation. In deciding appropriate

sanction, the panel may consider evidence of past violations by the organization as well as any recommendations from the Director of Student Conduct & Community Standards.

Sanctions

Sanctions may be given in isolation or in combination with one another dependent upon the determination of the administrative action or the deliberation of the Hearing Panel.

1. **Warning** – A warning letter from the University cautioning the organization that further violations will result in further action through the Student Organizational Conduct process.
2. **Loss of Privilege(s)** – Stipulation of forfeiture of specifically listed social and/or other privileges, including but not limited to the recruitment of new members or forfeiture of University designated house for a period of time.
3. **University/Community Service** – Required service to the University or Community to be completed by the membership of the organization. The amount of which will be determined by through administrative action or by the Hearing Panel.
4. **Educational Sanction/Assignment** – Completion of assigned educational task by the membership of the student organization.
5. **Probation** – A status which organizations may be set upon for an established period of time determined at the outcome of the case, the violation of which can result in further action through the Student Organizational Conduct Process.
6. **Suspension** – The suspension of the organization from organizing, sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus; the solicitation of new members or pledges; and the initiation of any new members. It may require specific actions to be completed to return to full status for the organization during the period of suspension.
7. **Dismissal** – The permanent separation of a student organization from the University.

Records

All records of the Tiffin University Student Organizational Conduct Process will be maintained in the Maxient database.

Appeals Procedures

The decision of hearing panels shall be final, subject only to the organization's right of appeal to the Vice President for Enrollment Management & Student Affairs or their designee. All appeals must be submitted via the appeal request form found in the outcome letter and should contain the specific bases of the organization's appeal. Appeals may be requested for the following reasons:

- The Organization has been deprived of their rights established in the Tiffin University Student Organizational Code of Student Conduct.
- The facts of the case appear to be insufficient to establish a violation.
- The sanction(s) assigned by the Hearing Panel do not match the level of severity of the policy violation.

Requests for appeal may be approved or denied at the discretion of the Vice President for Enrollment Management & Student Affairs or their designee based on the merits of the request. The organization will present their appeal to the Vice President for Enrollment Management & Student Affairs or their designee. Additionally, the Vice President for Enrollment Management & Student Affairs or their designee may consult with the Dean of Students or their Designee that Chaired the Hearing Panel, as well as the Director of Student Conduct & Community Standards concerning the original investigative report before rendering a decision based on the merits of the appeal. The appeal is not a *de novo* rehearing of the original case.

Interim Suspension of Activities

When in the sole discretion of the University, an allegation against a student organization gives reasonable cause to believe that the organization represents a threat to the safety, security or welfare of the University community and/or an obstruction to accomplishing the University's lawful mission, immediate action may be warranted. Under such circumstances, the Dean of Students or designee has the authority to temporarily suspend all or some activities of the accused organization until the other provisions of this policy statement are implemented. In the case of Interim Suspension of Activities the University will make reasonable efforts to implement the procedures outlined above for considering a complaint as quickly as is feasible under the circumstances.

Implementation and Revisions

The Student Organization Code of Conduct and process is implemented by Officials of Tiffin University. This Code will be reviewed annually, under the direction of the Office of Student Affairs. Tiffin University reserves the right to make changes to the Code as deemed necessary by University Officials. The most up to date version of this Code can be found online at <http://www.tiffin.edu/campuslife/student-conduct/code>. For questions or concerns regarding the Student Organization Code of Conduct, contact the Director of Student Conduct.