

Registered Student Organization (RSO)

Conduct Process

Approved by SGA April 2017,
Revised July 2025

Definition of Registered Student Organization (RSO)

A “Registered Student Organization (RSO)” at UW-Superior is an organization that has successfully completed the official [Student Organization Recognition Process](#) and is in good standing with the institution.

Registered Student Organization Conduct Process

Registered Student Organizations (RSOs) at the University of Wisconsin-Superior are student-led entities with autonomy to create organizational guidelines and practices. These guidelines govern student involvement within the organization. While RSOs have the right to make decisions about their processes and policies, they are accountable for certain responsibilities imposed by UW-Superior, Student Involvement, and the Student Government Association.

These responsibilities include compliance with all applicable organizational, local, state and federal laws and ordinances, as well as all University rules, policies, and procedures. RSOs must also adhere to the policies, procedures, and guidelines of any off-campus facilities that the organization uses. This process applies to the RSO as a whole, the individuals representing an RSO, and the University of Wisconsin-Superior.

Any RSO found in violation of these standards is subject to disciplinary action by the University. Possible violations of law and policies include, **but are not limited to:**

- a. [Board of Regents](#) or [Universities of Wisconsin Administrative policies](#)
- b. [University of Wisconsin System Administrative Code Chapter 17: Student Nonacademic Misconduct](#)
- c. [University of Wisconsin System Administrative Code Chapter 18: Conduct on University Lands](#)
- d. [UW-Superior Discrimination, Harassment & Retaliation Policy](#)
- e. [UW-Superior Sexual Violence and Harassment Policy](#)
- f. [UW-Superior Anti-Hazing Policy](#)
- g. [University policies and sanctions concerning illicit drugs and alcohol](#)
- h. Conduct that obstructs or impairs the ability of students or community members to participate in university-sponsored or authorized events, or substantially and unreasonably interferes with others' participation in lawful activities.
- i. Creation of an unsafe or dangerous environment at an organization event or in organization facilities.
- j. Incident of theft, vandalism, excessive noise, or disorderly conduct.

- k. Non-compliance with University Purchasing/Accounts Receivable cash handling policies, including misappropriation of funds or resources.
- l. Violations of the organization's own Constitution and By-Laws, including the rules, regulations, policies, and procedures outlined in these documents.

This document outlines organization-level misconduct and potential sanctions. Individual organization members involved in violations may also face disciplinary action under University of Wisconsin System Administrative Code Chapter 17 (Student Nonacademic Disciplinary Procedures), Title IX, and/or University of Wisconsin System Administrative Code Chapter 18 (Conduct on University Lands). Individual student misconduct will be handled through the Dean of Students Office. Should a student organization or members of a student organization be charged with a violation of sexual misconduct, the Title IX Coordinator will be consulted at each step of the process outlined below.

REPORTING

- a. Any UW-Superior student, faculty, staff, or community member may file a written complaint of an alleged violation by a student organization through the Dean of Students Office using the [Incident Reporting Form](#). While the Dean of Students Office will review all reports it receives, the submission of anonymous reports can significantly impede the university's ability to address the incident.
 - i. Complaints should include the following information:
 - 1. Detailed description of the alleged violation(s)
 - 2. Date, time, and location of the alleged violation(s)
 - 3. Name(s) of the student organization(s) involved
 - 4. Name(s), if possible, of the individual(s) involved
 - 5. Name(s), if possible, of witnesses
 - 6. Name(s) of the complainant(s)
- b. Any concern of retaliation or harassment should be expressed to University Police or the Dean of Students Office.

INVESTIGATION

Complaints listed under A-J above will be addressed by the Dean of Students Office through the [Student Organization Conduct Process](#).

Complaints K-L will be forwarded to the Director of Student Involvement and will follow the Registered Student Organization (RSO) process outlined below.

The Director of Student Involvement will determine if an investigation into the complaint is warranted. If the Director does determine an investigation is necessary, the Student Judicial Committee (or Ad Hoc Committee) will be notified of the complaint. A meeting will be arranged with representatives of the student organization named in the complaint within thirty (30) days from the receipt of the complaint. **The purpose of this meeting is to review the complaint with the student organization representatives and provide the organization with an opportunity to respond.** If representatives from the student organization do not respond to the offer of a meeting with the Student Judicial

Committee (or Ad Hoc Committee) within a specified time, a determination will be made concerning any responsibility for violation of policy based on available information. The committee will use a “more likely than not” standard in making their determination.

Role of the Student Judicial Committee (or Ad Hoc Committee)

The Student Judicial Committee (SJC) (or Ad Hoc Committee) upholds student organization standards and expectations through the process of peer review. Committee members review complaints and recommend educational sanctions which are designed to encourage future compliance.

Responsibilities of the SJC Committee Members

Members of the Student Judicial Committee (or Ad Hoc Committee) are not advocates for either side. The committee shall fairly consider the information presented in the complaint and may ask questions of the student organization representatives and any potential witnesses. The committee shall decide whether the organization is responsible for violation of policies and if so, which sanctions will be imposed. The committee may not talk privately (outside of the meeting room) about the complaints with the parties involved.

- Maintain confidentiality of all cases discussed.
- Meet at least once per semester for general training.
- Convene as needed to hear complaints.
- Maintain fairness and objectivity in adjudicating cases.
- Become knowledgeable about UWS student organization policies.

Any member of the Student Judicial Committee (or Ad Hoc Committee) should recuse themselves if bias, direct involvement in the case, or membership in the organization under investigation would prevent this person from rendering a fair and impartial decision.

Format for the RSO Conduct Meeting

All conduct meetings shall be recorded so a complete record is on file in the event of an appeal. At the beginning of the meeting, the SJC Chair will:

1. Call the meeting to order.
2. Record attendance.
3. Ask those present to introduce themselves and state their association with the case.
(Faculty/staff advisors for the organization under investigation may attend and participate in the meeting).
4. Explain the procedure to be followed during the meeting and answer any questions related to the proceedings.
5. Read aloud the complaint against the organization in question.
6. Ask the organization to state whether it accepts responsibility or denies responsibility of misconduct.

If the RSO **accepts responsibility** for misconduct, a settlement can be discussed:

1. The RSO representatives will be provided an opportunity to make a statement.
2. The SJC members may ask any clarifying questions of the student organization representatives.
3. Through discussion, a mutually agreed upon sanction(s) can be decided. Any such agreement will be written and signed, binding the organization to complete the mutually agreed upon sanction, and will conclude the case.
4. If a mutual agreement cannot be reached, the SJC (in a closed session) will discuss the case, and decide on a suitable sanction(s).

If the RSO **denies responsibility** for misconduct:

- a. The RSO representatives will be provided an opportunity to make a statement.
- b. The SJC members may ask the RSO representatives questions that are relevant to the complaint or violation under review.
- c. The SJC may decide to postpone a decision to further investigate the alleged misconduct by arranging meetings with any potential witnesses and/or procuring police reports or other documentation. The SJC should complete any additional investigation within five (5) business days of the original meeting.
- d. Once the SJC has sufficient information, it will (in a closed session) discuss the case and render a decision, and if necessary, decide on a sanction(s). A simple majority vote of the members present is needed to find responsibility for misconduct.

Conclusion

If a determination is made based on available information and discussion with student organization representatives that misconduct did NOT occur, or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without further action.

If a determination is made based on available information and discussion with student organization representatives that misconduct DID in fact occur, the Student Judicial Committee (or Ad Hoc Committee), in consultation with the Director of Student Involvement, will select one or more appropriate disciplinary sanctions listed in this document. The disciplinary sanction(s) will be selected based on the criteria of what is most appropriate for the circumstances surrounding the case. The Director of Student Involvement will prepare a written report containing the following:

- A description of the misconduct;
- Recommend sanction(s);
- Justification for the specific sanction(s); and
- Notice of the organization's right to appeal the committee's decision.

The written report will be emailed to the student organization president's campus email address. A copy of the report will also be sent to the advisor of the student organization. Unless the student organization submits an appeal, the case is concluded, and the recommended sanctions will be

imposed immediately upon delivery of the report.

Possible Sanctions

Sanctions given to the RSO as a result of misconduct are designed to be educational in nature and encourage adherence to University of Wisconsin-Superior policies. Sanctions also serve the purpose of encouraging RSOs to consider why misconduct occurred and how student organization leaders can take responsibility for compliance. The range of possible sanctions the Student Judicial Committee (or Ad Hoc Committee) on behalf of the University of Wisconsin-Superior may impose on a student organization include, but are not limited to:

Disciplinary Warning – A written warning outlining why the conduct of the RSO was inappropriate and warning against additional sanctions if the conduct continues.

Community Service – The RSO members will be required to organize or participate in an agreed upon service opportunity to give back to the larger community.

Educational Programming – The RSO members will be required to attend an educational event(s) held on campus to receive information for the betterment of the student organization. Student organizations may also be required to plan or sponsor an educational program for members and/or the larger campus community.

Loss of University Privileges – RSOs will be prohibited from using specific resources (such as University facilities) if found in violation of abuse of such resources. Loss of University Privileges will be sanctioned for a specified time period after which the privileges will be reinstated.

Restitution – The RSO will be responsible for the cost associated with replacement or maintenance of an item that was damaged due to misconduct.

Funds Freeze - This would impose a hold on the RSOs funding as provided and allowable through the Segregated University Fees Allocation Committee (SUFAC). This is intended to freeze organizational funds for a 6-9 month period from the date of imposed sanction.

Disciplinary Probation – The RSO will remain registered provided it abides by all applicable laws and policies for a period of time not to exceed 24 months. Probation will allow the use of University of Wisconsin-Superior facilities and resources available to all student organizations. Probation signifies a warning status that any further violation of policy may result in Disciplinary Suspension or loss of University Registration. Disciplinary Probation will be given for a specific time period; the student organization will return to good standing once the time period has expired.

Disciplinary Suspension – Resources available to student organizations and the use of University facilities will be suspended. Student organizations on suspension will not be allowed to meet, conduct organization business, and will be held accountable for any continued misconduct of the student organization. Any further violation of policy when suspension has been invoked will result in immediate loss of University Registration. Disciplinary Suspension will be given for a specific time period, not to exceed 24 months, after which the RSO must re-apply for University Registration. The re-application must include a plan for steps the RSO has taken to eliminate the risk of future violation of policy.

Termination – The RSO will officially be terminated by the University of Wisconsin-Superior. All resources and rights enjoyed by the RSO will be permanently terminated. Termination will occur based upon the type and severity of the misconduct. In addition, Termination may occur when a

student organization on Disciplinary Suspension violates University policy and/or federal, state, or local law. This is intended to be a permanent decision and may only be carefully reconsidered after a period of at least four years from date of imposed sanction, and only upon the approval of the Chancellor and/or appointed designee.

Emergency Suspension – RSOs may be immediately suspended if the Dean of Students Office has reason to believe the safety of individuals or the community may be in jeopardy and/or the alleged complaint puts the university's reputation or finances at risk. Any Emergency Suspension will be followed by an investigation as outlined in this document. Emergency Suspension should be used in extraordinary circumstances and is not intended to be a long-standing condition for student organizations.

Referral to the Dean of Students Office – Individual student organization members may be referred to the Dean of Students Office for individual student misconduct concerns under UW System Chapter 17 or other pertinent policies. It is important to note that the policies and processes in this document outline organizational level misconduct. Individual conduct is another matter subject to the policies and processes of the Nonacademic Misconduct Hearing Committee and/or Title IX Coordinator.

NOTE: A combination of multiple sanctions listed above can be used if the SJC deems necessary.

Re-Application for University Registration

After completing the terms of Disciplinary Suspension, the RSO must re-apply to receive the full benefits of University Registration. A request for re-application consists of the completion of all imposed sanctions and a statement outlining how the student organization will avoid misconduct in the future. Upon receipt for the re-application, the Student Involvement staff will conduct an administrative review to ensure all sanctions have been completed within the time frame specified. RSO leaders may also be required to meet with Student Involvement staff to review and discuss the expectations of student organizations.

Appeal Process

RSO leaders may appeal in writing to the Dean of Students Office **within one week** after receiving the written report from the Director of Student Involvement. The Dean of Students or designee shall sustain the decision unless it is found the evidence does not support the sanction or established procedures were not followed.

Reasons to appeal a decision may include:

- An error in the process outlined in this document occurred.
- Significant new evidence has become known after the sanctioning decision was made.
- Sanctions given are too severe in the opinion of the student organization leaders.

If the Dean of Students or designee finds the record supports the grounds for the appeal, he or she may invoke an appropriate remedy to settle the complaint against the student organization. All decisions and sanctions supported by the Dean of Students or designee or new/additional sanctions invoked shall be final.

Criteria for Determining Student Organization Sponsorship

The following questions are used to help determine if an activity should be considered an “organization activity” as opposed to the actions of an individual or individuals.

1. Is the activity held for promoting unity or group development within the organization?
2. Who is attending the activity and why? Will a significant number of members be attending? Is the activity open to the campus community?
3. Will organization funds be used to support the activity? Were members involved in the planning of the activity?
4. Will the organization’s name or other identification method be used in the event publicity? Will the organization’s communication mechanisms be used to promote the event? Is the event perceived as associated with the student organization?
5. Where is the activity being held? If off-campus, is it held in the residence of organization members? If held at a third-party vendor location, who made the arrangements? Was the organization’s name used when making arrangements?
6. Would a reasonable person associate this activity with the organization?
7. As a leader in your organization, do you believe you are in any way responsible for this activity? If not, who would be held responsible in the event of an accident?

Each activity, event, or program may involve a unique set of circumstances that you, as student leaders, should evaluate. Before planning an activity, event, or program, ask yourself these questions and consider what steps can be taken to ensure the safety and security of participants. If you have questions regarding the expectations of student organization leaders and responsibilities in the event of an accident, please visit the Director of Student Involvement. The Student Involvement staff can help you think through an event and provide ideas for limiting risk to those who will be involved.

The Student Judicial Committee of the SGA, in consultation with Student Involvement, is responsible for revisions to this policy. Revisions will be subject to the approval by the Student Senate and the Dean of Students.