

Student Organization Handbook

Policies, Procedures, and Resources for
Student Organizations at the University of
Wisconsin-Green Bay



UNIVERSITY of WISCONSIN
GREEN BAY

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Relationship Statement

The University of Wisconsin-Green Bay recognizes that participation in student organizations constitutes an integral aspect of the collegiate environment. Student organization membership affords opportunities to develop skills in areas such as leadership, fiscal management, event planning, ethical decision-making, delegation, and team building. We expect that students will adhere to high standards of behavior in the execution of their organizational responsibilities.

The University of Wisconsin-Green Bay affirms a positive relationship with the social fraternities and sororities who are fully registered at the University. This relationship is built on mutual interests, common goals and reciprocal support. Recognizing that membership in a fraternity or sorority can be a positive and educational experience, the University supports the belief that membership offers additional opportunities for today's students. Due to the exclusive membership practices of social fraternities and sororities, additional expectations are defined in the Fraternity & Sorority Life Expansion/Extension Policy. Fraternities and Sororities are expected to adhere to all student organization policies and procedures in addition to any fraternity/sorority specific policies and procedures.

University Recognition

University recognition of a student organization means that the student organization has completed the requirements for university recognition and is eligible for the privileges extended to recognized student organizations (outlined later in this document). University recognition, therefore, does not imply University endorsement of the activities of the student organization. University recognition also does not imply that the student organization has been granted agency status by the State of Wisconsin, the University of Wisconsin System, or the University of Wisconsin-Green Bay. While faculty and staff members of the University serve in advisory capacities to student organizations, it is presumed that students of legal adult age make and are accountable for their decisions and behavior as individuals and as members of organizations.

The UW-Green Bay Registration Policy for Student Organizations is intended to be a summary of certain matters of interest to student organizations and their advisors. It is important to note that:

1. It is not a complete statement of all procedures, policies, rules and regulations of the University of Wisconsin-Green Bay, nor is it a complete statement of state or local laws that may be applicable to student organizations;
2. The University reserves the right to change without notice any procedure, policy, and/or program, which appears in the University Registration Policy for Student Organizations;

3. Other departments may have their own procedures and policies that apply to student organizations;
4. University of Wisconsin System Administrative Codes Chapter 17 and Chapter 18 that govern most University activities may also apply to individual student conduct within student organizations;
5. The title Registered Student Organization encompasses organizations, clubs, honor societies, and fraternity/sorority organizations.

For copies of the University Registration Policy for Student Organizations, or questions about student organizations and related policies, contact:

Student Engagement Center

UW-Green Bay

2420 Nicolet Drive

Green Bay, WI 54311

920-465-2720

sec@uwgb.edu

Policy Statement

In conjunction with the Student Engagement Center and the Division of Student Affairs the following policy has been adopted regarding the standards and procedure for registered student organizations at the University of Wisconsin-Green Bay. The policy acknowledges support of the primary mission of the institution and the need to preserve the orderly processes of the university as well as the need to observe student and registered student organization rights and responsibilities.

The Student Engagement Center shall be responsible for revisions and distribution of this policy with approval by the Assistant Vice Chancellor for Student Affairs or designee.

University Registration

The procedure to become a University Registered Student Organization (RSO) is administered by staff of the Student Engagement Center.

All records submitted for University Registration for each student organization will be maintained in the Student Engagement Center. All student organization records are public records.

The Student Organization Registration Process is accomplished using a web-based platform called Phoenix Connect (uwgb.presence.io) and includes:

1. Submission of the student organization's governing documents (constitution, by-laws, etc.);
2. Submission of constitution or by-laws of the national or international organization with which the student organization is affiliated (if applicable);
3. Completion of Registration Form within Phoenix Connect
4. At least two current UW-Green Bay students who confirm their status as President and Vice President. A total of four members are needed to become a fully registered organization.
5. Budget Training by at least President and another designee prescribed by SUFAC and SEC.
6. Confirmation of involvement by a full time UW-Green Bay faculty or academic staff member who will serve as advisor to the student organization.

Application materials will be reviewed by staff in the Student Engagement Center to ensure compliance with all applicable University policies, as well as state and federal laws (i.e., Title IX). The decision to grant University Registration shall be made by the Student Engagement Center staff. Appeals to registration decisions may be made in writing to the Director of Student Engagement.

Registration requirements apply to all registered student organizations, including those on probation or suspension.

Student Organizations will register under one of the following categories as well as all identify as a Student Organization or Club:

Arts	Literature, music, dance, theatre, photography, drawing, painting, ceramics, sculpting
Career/Academic	Focus is on an academic program of study or a career path
Club Sports	Participates in Athletic Competitions on a State, Regional or National Level
Ecology/Environment	Interested in some aspect of ecology and/or the environment
Fraternity/Sorority	This is a social Greek letter or fraternal organization with membership selection and education programs.
Health/Wellness/Fitness	Focus is on positivity of mind and body
Honorary Societies	Groups based on academic or career achievement with membership criteria and eligibility
Multicultural/Culturally Based/Diversity	Identity based organizations with focus on supporting students, and promoting awareness and understanding of cultures and backgrounds
Political/Social Activism	Interested in public affairs and/or bringing about change in society

Religious/Spiritual	Focus on some aspect of religious or spiritual development/thought
Service	Focus is on providing service or philanthropy to the community
Social	Focus is on making connections by providing activities for student body
Special Interest	Groups of people who share a common interest
Student Government	Representing the voice of all students in Wisconsin's shared governance model
University Department	UW-Green Bay Departments relating to and assisting students' needs

Rights and Benefits of University Registration

- I. Use of the University's name to identify the student organization's affiliation. Use of name must adhere to the campus licensing policy and identity standards. The University reserves the right of approval on a case-by-case basis; Please see: <https://www.uwgb.edu/marketing-and-university-communication/policies/identity-use-by-student-organizations/>
- II. Reserve and use University facilities at no charge
- III. Utilize Student Engagement Center services and programs developed and offered to registered student organizations
- IV. Be included on official lists of registered student organizations
- V. Utilize University services and facilities, and participate in university events that are open to all registered student organizations
- VI. Be granted UW-Green Bay email account
- VII. Access the Student Organization Tool Kit here: <https://www.uwgb.edu/student-organizations/student-org-tool-kit/>

Expectations of Registration

- I. It is the responsibility of the student organization to keep its registration materials up to date. This specifically means updating officers and advisor information as changes occur. If a student organization's advisor leaves the university, is not teaching for a semester or takes a sabbatical, the student organization must find another advisor and update the registration materials accordingly.
- II. Registered student organizations are expected to comply with all University Policies as well as Local, State, and Federal laws. Those that do not comply will be held accountable via the UW-Green Bay Student Organization Conduct Policy.

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- III. The University has the right and responsibility to place organizations on emergency suspension when deemed appropriate.
- IV. Registered student organizations are expected to recruit and orient new members with dignity and respect. Adherence to the Anti-Hazing Policies is expected at all stages of student participation in the organization.
- V. Registered student organizations are expected to extend membership privileges, including voting and eligibility to hold office, to all students without regard to race, color, creed, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status, veteran status or gender (except as otherwise permitted by Title IX of the Education Amendments of 1972). With the exception that, per the UW System Board of Regents Resolution 9279 (adopted 12/06) student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g. religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs.
- VI. Registered student organizations are expected to exercise reasonable precautions to ensure that their events, services, and programs are safe to all participants and do not cause damage to property or persons. It is the role of the Student Engagement Center and the Office for Risk Management & Safety to provide guidance to student leaders and advisors on these matters.
- a. Special consideration must be given to event planning if a Student Organization is hosting an event with unaccompanied minors. Organizations wishing to host events with unaccompanied minors must participate in the required training and purchase insurance. Please contact SEC staff for guidance and review of safety, risk and compliance: [Youth Protection - Compliance - Safety, Risk and Compliance - UW-Green Bay \(uwgb.edu\)](#)
- VII. Registered student organizations are expected to follow University policy, guidelines and procedures pertaining to the use of facilities and services provided both on and off campus.
- VIII. Registered student organizations are prohibited from entering contracts with third parties without the expressed approval of UW-Green Bay. The Student Engagement Center will help student organizations in the development of contracts.
- IX. Registered student organizations are expected to conduct their activities in a manner that represents themselves and the University appropriately. The Student Engagement Center staff must be consulted if any activity is in question.
- X. Registered student organizations and individual members are not exempt from federal, state, or local laws, and are not exempt from university policy. As a result of the action of members who appear to act on behalf of the Registered student organization, student organizations and individual members may be subject to disciplinary action through the UW-Green Bay Student Organization Conduct Policy, or the University of Wisconsin System Administrative Code Chapters 17 and 18.

- XI. Members of an organization that is being investigated and adjudicated for alleged violation of university policy are expected to fully cooperate with university officials. Failure to cooperate may result in revocation of University Registration.
- XII. Student organizations may extend membership to individuals not enrolled at UW-Green Bay provided the majority of the organization's membership is comprised of currently enrolled students.
- XIII. Student organization leadership roles must be held by students currently enrolled at UW-Green Bay.
- XIV. All student organization leaders are considered aware and informed of the inherent risk and liability to which they expose themselves, their organization and the University. All reasonable steps to reduce risk and limit liability should be taken.
- XV. UW-Green Bay may establish additional requirements for Registration consistent with this policy.

Eligibility for Receipt of Allocable Segregated Fee Funds

Per [UW System Administrative Policy 820](#), the following information applies to all student organizations seeking allocable segregated fee (SUFAC) funds in addition to the Registration expectations outlined in this document.

- I. Only officially Registered student organizations, and university departments to the extent permitted under the UW System Administrative Policy 822 on "Student Services Funding," are eligible to receive allocable SUF.
- II. Student Organizations must meet the following additional minimum requirements to be eligible for funding:
 - a. Prepare and file a constitution and bylaws for the organization
 - b. Consist of at least four members, at least 3/4 (three-quarters) of whom are students enrolled for a minimum of one semester hour of credit at UW-Green Bay. Two members must be identified as President and Vice President
 - c. Require that all leadership positions in the organization be held by students enrolled at UW-Green Bay on a fee-paying basis for at least half-time; as used in this policy, "half-time" status means enrollment for a minimum of six credits as an undergraduate student, and enrollment for a minimum of four credits as a graduate student, except that for students enrolled at Marinette, Manitowoc, or Sheboygan campuses "half-time" status means enrollment for a minimum of three credits.
 - d. Obtain an advisor, employed by UW-Green Bay

- e. Be organized on a not-for-profit basis, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain;
 - f. As required by [Regent Policy Document 30-06](#), Recognition of Student Organizations, student organizations must extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin, religion, sexual orientation or veteran status, except those student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and leadership positions in the organization to students who affirm that they support the organization's goals and agree with its beliefs
 - g. SUFAC, in conjunction with the UW-Green Bay Student Government Association, may establish additional funding eligibility requirements consistent with this policy.
- III. Reporting student organization financial information. Student organizations are required to comply with requests for financial information if applying for and/or receiving allocable funds. An organization's failure to comply with a request for financial information may result in the denial of eligibility to receive SUF.
- a. All student organizations receiving allocable SUF or using institutional facilities must provide financial records, if requested by SUFAC or by the institution, indicating specific revenues and expenditures for specific events for which SUF support or the use of university facilities was provided.
 - b. Where allocable SUF is received for activities of an organization in accordance with this policy, the organization must provide financial records of its entire operation, when requested by the SUFAC or by the institution.
 - c. Failure on the part of a student organization to provide financial information in accordance with this policy may result in suspension or loss of Registration, and privileges associated with Registration.
- IV. For full SUFAC by-laws and guidelines, see the pages at: <https://www.uwgb.edu/student-government/committees/segregated-fees-allocation/>

Role of Campus Advisor

The student organization campus advisor serves in a voluntary capacity to a designated registered student organization and provides advice and continuity to the members of the student organization. Only full-time faculty and academic staff members of the University are eligible to serve as an advisor. In most cases student organizations ask a university faculty/academic staff member to serve as an advisor, and if the faculty/academic staff member agrees the student organization will file the advisor's name and contact

information with the Student Engagement Center. In some cases, University departments appoint an employee to serve as an advisor to a designated student organization. The student organization will file the advisor's name and contact information with the Student Engagement Center in its registration materials. If an advisor is not going to be instructing for a semester, is leaving the university, or taking a sabbatical, the advisor should notify the student organization and the Student Engagement Center.

The length of service for each employee serving as an advisor to a registered student organization is assumed to be one academic year. Student organization leaders and advisors should discuss the continuation of the relationship for subsequent years.

Confirmation of service is required each academic year. UW-Green Bay and/or the Registered Student Organization have the right to remove a Campus Advisor from their role at any time.

Responsibilities of the student organization advisor:

- To a reasonable extent, be aware of the activities of the student organization;
- Meet regularly with student leaders to help them with the business of the student organization (goal setting, member recruitment, meeting facilitation, organization activities, organization budget, etc.);
- Attend organization meetings as often as possible;
- Help orient students new to leadership roles;
- Assist in the interpretation of campus policies and procedures that apply to the organization;
- Help the organization maintain accurate and current financial records; and, if applicable, assist in the formulation of budget requests to the Segregated University Fee Allocation Committee (SUFAC);
- Recognize and praise the accomplishments of the organization and its members;
- Talk with student organization members about behaviors that do not reflect well upon the organization or the University, and about the appropriateness of activities, events and publications; and
- Help the student organization manage its risk while conducting its mission.

University Services Available to Registered Student Organizations

Agency Funds

Agency money is money that an organization has generated through dues, fundraisers or donations. The individuals who hold the position of president, vice president and/or treasurer have authorization to access

agency accounts. An individual cannot sign for money they will be receiving, a different e-board member must authorize payment to you.

Agency funds may only be used for activities and purchases related to the organization's mission. When in doubt, consult with the Student Engagement Center prior to making purchases or planning trips. An organization cannot buy alcohol, tobacco, or weapons with agency money.

Fundraisers must be approved in advance. Please read and follow the Fund-Raising Policies.

Student Engagement Center

The Student Engagement Center is dedicated to developing student leaders and to promoting student involvement in the campus and community. The Student Engagement Center is responsible for the administration of all policies and procedures related to student organizations. The Student Engagement Center staff will help student leaders and advisors successfully fulfill their roles. Student organizations whose primary campus is Manitowoc, Marinette, or Sheboygan may also reach out to the Assistant Dean of Students on their campus for support.

The Student Engagement Center sponsors the following events and activities in which registered student organizations might find it worthwhile to participate:

- Involvement Fairs – known as OrgSmorg are held twice annually in September and February, the OrgSmorgs are sponsored to help organizations recruit new members and to provide students the opportunity to meet with representatives of the various student organizations.
- Campus Awards – Student organizations are eligible for two achievement awards each year, the Outstanding Student Organization of the Year Award, and the Service Project of the Year Award. Applications for both are made available late in the academic year.
- Community Service Information and Opportunities – In order to foster a culture of service, the Student Engagement Center provides access to service opportunities to enable organizations to perform service projects –please see [University of Wisconsin - Green Bay \(cuegb.com\)](https://www.uwgb.edu/cuegb.com)
- The Student Engagement Center offers a variety of tips and resources for student organizations to use throughout the year. Please see the Student Organization Tool Kit at: <https://www.uwgb.edu/student-organizations/student-org-tool-kit/>

Services provided by other UW-Green Bay offices may be accessed by registered student organizations. They include:

- Use of University grounds and facilities and corresponding audio-visual and technical services
- Access to duplicating through the university's contracted vendor.
- Purchases made through the Student Engagement Center.

- Financial accounts managed through the Student Engagement Center.
- Use of rental vehicles through the University's contracted vendor.
- Listing of events on campus web-based event calendar.
- Use of Display Booths, Table Tents, Display Cases, Digital Signage, and sidewalk chalking

The following publications are available for registered student organizations:

- An online database of all registered student organizations is available to anyone.
- Policies, Guidelines and Processes are available to all registered organizations through the Student Engagement Center Web Site [Student Engagement - UW-Green Bay \(uwgb.edu\)](http://uwgb.edu)

Definitions:

Campus Advisor – UW-Green Bay full-time faculty or academic staff member who has agreed or is appointed to serve as an advisor to a registered student organization.

Emergency Suspension – all activities of a registered student organization may be immediately suspended if University officials have reason to believe that the safety of individuals or the community may be in jeopardy. An Emergency Suspension is followed by an investigation as outlined in the Student Organization Conduct Policy.

Event(s) - any activity sponsored, co-sponsored, or organized by a registered student organization.

Fraternity and Sorority Life – student organizations that may restrict their membership eligibility based on sex as defined and protected by Title IX and includes a new member education period or program before induction or initiation into full membership. May use Greek letters in their name.

Greek-lettered student organization – any student organization that uses Greek letters as their naming convention but does not have membership restrictions or new member education or programs.

Good Standing – a status of a registered student organization meaning that all requirements for University Registration are fulfilled, and full rights and benefits of University Registration are extended to the student organization.

Honorary/Honor Society – an organization established to recognize scholastic achievement, generally requiring a specific GPA or academic standing to be eligible to join. May use Greek letters in their name. It is sometimes associated with a specific college, major, or area of study.

Not-For-Profit – Per the UW System, for eligibility for SUF allocable funding, this term is not the same definition as used for state or federal tax purposes. Thus, registration as a student organization will not automatically result in exemption from state or federal income tax or state sales tax. If an organization has obtained tax-exempt status from taxing authorities, however, documentation of that status would demonstrate that the organization is organized on a “not-for-profit” basis.

Reinstatement of Registration – upon the conclusion of the terms set forth in a Disciplinary Suspension, the student organization must re-apply to receive the full benefits of University Registration. A request for re-application consists of the completion of the registration requirements set forth in this policy. Upon receipt of the re-application, staff in the Student Engagement Center will conduct an administrative review to ensure that all conditions of the Disciplinary Suspension have been met. If these conditions are met, then the organization will be placed on Disciplinary Probation for a period of one year from the date of reinstatement or registration.

Revocation of University Registration – through the process outlined in the Student Organization Conduct Policy (located further down within this document), a student organization may have their University Registration revoked. University Registration may also be revoked if a student organization on Disciplinary Suspension violates University policy, city law or ordinance, and/or State or federal law. If this occurs, University officials may determine it appropriate to revoke the University’s Registration of the student organization.

Student - regarding student organization policy, means any person who is enrolled in fee-paying basis at UW-Green Bay for the current academic semester. A person is still considered a student until the next instructional term begins or they have graduated.

University Registered Student Organization (RSO) – a student group that has completed the University Registration process. All rights and benefits of Registration are extended, provided the student organization is in good standing.

Student Organization Conduct

Cause for Disciplinary Action Against University Registered Student Organizations

Activities sponsored by university registered student organizations (RSO) must comply with the rules, policies, and procedures of the University of Wisconsin-Green Bay, as well as with federal, state, and local laws/ordinances. When a sponsored activity of a registered student organization violates law, University rules, policy, or procedure and/or causes injury to persons or damage to property, the organization may be subject to disciplinary action. If, in a fair process, the organization's actions are found to have caused such violation, injury, or damage, the organization shall be subject to disciplinary warning, probation, suspension, or permanent revocation of university registration.

Authority

At the University of Wisconsin-Green Bay, the Student Engagement Center (SEC) has administrative authority to determine University recognition of student groups, as outlined in the University Registration Policy for Student Organizations (top of this document). Because the authority to grant University registration is an administrative process, the authority to adjudicate discipline cases that may affect the status of a university registered student organization is also an administrative process. The Student Engagement Center has authority to investigate, determine whether a violation(s) has occurred, and if so, determine appropriate sanctions. It is the responsibility of the Student Engagement Center to inform student leaders and organization advisors of their responsibilities outlined in this policy, help student organizations under investigation understand and follow the procedures outlined in this policy, and communicate as needed with appropriate stakeholders throughout the process.

Code of Conduct and Expectations

Registered student organizations and their individual representatives (officers and members [student and non-student]) are expected to comply with the rules, policies, and procedures of the University of Wisconsin-Green Bay, as well as with federal, state, and local laws/ordinances. This includes rules, policies, or laws relating to off-campus conduct, and facilities or locations where the organization may be located or conduct activities. Individual student officers or members of a registered student organization may be held personally responsible and subject to disciplinary action under UWS Chapter 17 or any other applicable federal, state, or local laws or ordinances. Note: the investigation and disciplinary procedures against the RSO and individual student(s) can happen concurrently.

Any organization found in violation is subject to disciplinary action by the University. While registered student organizations are expected to comply with all law and policy, the following are examples of key laws and policies for which registered student organizations may be held accountable:

- I. Eligibility requirements and financial regulations for university registered student organizations.
- II. All related University of Wisconsin-Green Bay nondiscrimination and Equal Opportunity policies that prohibits discrimination on the basis of race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, parental status, veteran or military status, or sex, unless pursuant to an exception registered by applicable federal or state law.
 - a. Student organizations that select their members or officers based on commitment to a set of beliefs (e.g., religious or political) may limit membership, officer positions, or participation in the organization to students who, upon individual inquiry, affirm they support the organization's goals and agree with its beliefs.
- III. University of Wisconsin-Green Bay Anti-Hazing Policy, UWS Code Chapter 17.09 (5) and Wisconsin State Statute 948.51 pertaining to hazing.
- IV. Violation of the legal drinking age and the provision of alcoholic beverages to minors.
- V. Use or sale of illegal drugs at organization events or in organization facilities.
- VI. Incidents of theft, vandalism, disorderly conduct, or harassment.
- VII. Creation of an unsafe or dangerous environment at an organization event or facility, which may include, but is not limited to dangerous or excessive use of alcohol or drinking games, fighting by members or guests, and physical or sexual assault.
- VIII. All other University of Wisconsin-Green Bay policies, procedures, or regulations.

Procedures for Complaints

Procedural and administrative violations

Student organization violations of procedural or administrative expectations of the Student Engagement Center, Fraternity & Sorority Life, SGA, SUFAC, or other campus departments may be adjudicated in a manner appropriate for the department and violation, determined in consultation with the Student Engagement Center. If a violation of this nature has occurred, the complainant should contact sec@uwgb.edu with the following information:

1. Detailed description of the alleged violation,
2. Date, time, and place of the alleged violation,
3. Name of the University registered student organization(s) involved in the alleged violation,
4. Name(s), if possible, of the individual(s) involved in the alleged violation,
5. Name(s), if possible, of witnesses,

6. Name(s) and address of the person filing the complaint (complainant).

Code of Conduct and legal violations

Student organization violations of the Student Code of Conduct, federal, state, and local laws should be reported to the University. Anyone may file a written complaint of an alleged violation by a university registered student organization with the Dean of Students Office. Complaints should be completed via an online form ([Campus Incident Form](#)) and should include the following information:

1. Detailed description of the alleged violation,
2. Date, time, and place of the alleged violation,
3. Name of the University registered student organization(s) involved in the alleged violation,
4. Name(s), if possible, of the individual(s) involved in the alleged violation,
5. Name(s), if possible, of witnesses,
6. Name(s) and address of the person filing the complaint (complainant).

All complaints should be filed with the Dean of Students Office as soon as possible after the time the complainant had knowledge of or should have known of the alleged violation.

Notice, Investigation, and Findings

- I. Within fourteen (14) calendar days of receiving the complaint the Dean of Students Office will provide written notification to the student organization (President or other identified leadership) that a complaint has been filed and provide a summary of the allegations contained in the complaint. Contact will be made based upon officer and/or advisor information as recorded with Student Engagement Center as well as information provided by the complainant. Failure to update campus records does not negate responsibility to respond or the potential for being held accountable.
- II. The Student Engagement Center will investigate the allegations to determine whether there is sufficient evidence to prove that the student organization (officers, members, and or representatives) violated University policy. If there is insufficient evidence to find that a violation occurred, the Student Engagement Center will notify the student organization and the Director of the Student Engagement Center, and no further action will be taken. If there is sufficient evidence that University policy was violated, then the Student Engagement Center will:
 - a. Within fourteen (14) calendar days following the completion of the investigation, the Student Engagement Center will notify the student organization leadership and advisor(s) to schedule (a) meeting(s) to review the findings and communicate the disciplinary sanctions.
 - b. Within fourteen (14) calendar days following the meeting the Student Engagement Center will send a written report summarizing the finding(s) and disciplinary action(s) to the student organization and other appropriate stakeholders (e.g., organization advisor, inter/national offices, Dean of Students, Assistant Vice Chancellor for Student Affairs).

Sanctions

Following is a list of possible disciplinary actions that may be imposed on a student organization found in violation of university policy. The severity of the actions assigned are based upon the seriousness of the violation and the real and/or potential impact on student safety. This is not an exclusive list, and other sanctions may be imposed. Note that individual student members of the organization may be investigated by the Dean of Students Office and disciplined under Chapter UWS 17.

Community Service. The student organization may be required to organize and/or participate in specified community service activities or events.

Educational Programs. The student organization may be required to attend and/or plan an educational event held for organization members and/or the campus community.

Loss of University Privileges/Services. Including but not limited to access to university funds, accounting services, posting, room reservations, hallway tabling, printing services, etc.

Probation. While the student organization continues to be a university registered student organization, probation signifies a warning status that any further violation of policy may result in Suspension or Revocation of University Registration. When probation status is assigned, it is accompanied by a timeline to return to good standing and may also include other sanctions.

Restitution. The organization may be required to pay for damages.

Revocation of University Registration. Permanent loss of university registration.

Specific Conditions Related to Organization Functions and Activities.

Limitations or parameters may be placed on the activities and functioning of the student organization.

Suspension of University Registration. Suspension signifies loss of all University privileges and services for a specified period of time. Upon conclusion of the suspension the student organization must re-apply for University Registration.

Temporary Emergency Suspension. All activities of a student organization may be immediately suspended if the Student Engagement Center has reason to believe that the safety of individuals or the community may be in jeopardy. The emergency suspension must be communicated

to the student organization leadership, advisor(s), inter/national offices, and the SEC Director immediately. An emergency suspension is followed by an investigation as outlined earlier in this policy.

Warning. A written warning that the conduct of the student organization was not appropriate and should not be repeated.

Administration Review

Organizations that are sanctioned may request an administrative review. Should a student organization wish to do so, it must submit a request for a review in writing to the Assistant Vice Chancellor for Student Affairs (or designee) no later than fourteen (14) calendar days from receipt of the written summary of the findings and disciplinary action(s) provided by the Student Engagement Center.

An organization may request an administrative review based solely on one or more of the following factors:

1. The evidence does not support the finding or disciplinary action(s) issued;
2. New evidence or information has been received that was not available and of which a reasonable person would not have been able to obtain during the investigation, that is relevant and material to the issue at hand;
3. The procedures outlined in this document were not followed.

Upon receipt of the request for an administrative review, the Assistant Vice Chancellor for Student Affairs (or designee) shall conduct a review and make a final determination as to whether the decision shall be upheld, modified, or reversed, and the decision shall be provided to the student organization and the Student Engagement Center in writing no later than fourteen (14) calendar days from receipt of the written appeal, unless extenuating circumstances warrant additional time. The decision of the Assistant Vice Chancellor for Student Affairs (or designee) is final.

Fraternity & Sorority Life

Expansion/Extension Policy

Social fraternities and sororities are welcome to expand/extend at the University of Wisconsin-Green Bay through formal invitation by the university. To ensure healthy and intentional growth of the Fraternity & Sorority community, this policy outlines the guidelines to establish a presence on campus with the best interests of the university, organization(s), and students at mind. New or re-establishing chapters to UW-Green Bay need to go through the formal expansion/extension process and must be affiliated with an (inter)national organization.

Step One: University Consideration

Process for Securing Approval to Expand/Extend:

1. Student Engagement Center (SEC) staff will conduct an internal review to determine if the community has a need and meets University criteria that indicates a readiness to expand/extend.

Step Two: Expansion/Extension Announcement and Information Collection

Once the SEC has established need and readiness, the expansion/extension process begins.

Steps may include:

1. SEC Staff announces the community is open for expansion/extension to eligible (inter)national organizations and solicits applications.
2. Organization applications are reviewed and evaluated based on application criteria.
3. Finalists are identified and campus visits scheduled.

Required Information for Applying Organizations

Interested organizations will be asked to provide specific information in their application.

Minimum materials required include:

1. Brief history and purpose of the (inter)national organization.
2. Disclosure of current and historical connections to UW-Green Bay – If the (inter)national organization seeks to re-establish a chapter formerly at UW-Green Bay, a history of the chapter, with reasons for the chapter's closing and plans to ensure success moving forward should be included.
3. Membership statistics:
 - a. Present size of the organization (including, but not limited to, the number of current active chapters and probationary chapters and location of each).
 - b. Number of new chapters in the last three years (current size and location of each).

- c. List of active collegiate chapters in Wisconsin.
 - d. Current total number of undergraduate members and alumni.
 - e. Number and locations of chapters closed in the last three years and the reason(s) for closing.
 - f. Number and locations of chapters currently on some form of conduct status.
4. Membership Costs
- a. Must include, but are not limited to, new member/candidate and initiation/induction fees and membership dues. This should be an accurate cost breakdown for members and explanation of chapter expenses.
 - b. Any financial support provided to & expected of the new chapter
5. Requirements for membership within the organization.
6. Statement of support for expansion/extension from (inter)national organization.
7. Detailed description of how the organization will provide benefit to the UW-Green Bay fraternity and sorority community, as well as strategies for building relationships with other chapters, the University, and with alumni/ae.
8. Establishing chapter procedures & policies, including, but not limited to:
- a. Anticipated expansion/extension and charter timeline.
 - b. Recruitment or Intake plan.
 - c. New Member/Candidate Education plan.
 - d. Retention plan.
 - e. Minimum standards for potential new members/candidates.
 - f. Scholarship/academic support programs.
 - g. Community service or philanthropic programs/requirements.
 - h. Sample chapter constitution & bylaws.
 - i. Code of conduct/standards/judicial procedures.
 - j. Relationship violence and sexual assault/misconduct prevention.
 - k. Diversity, Equity, and Inclusion plan to address both historical and current context.
 - l. Alcohol and substance use/abuse prevention.
 - m. Risk Management policy.
 - n. Leadership development & officer training.
 - o. Timeline of support through consultations and supervision for establishing a new chapter.
 - p. Descriptions of training for hazing, substance abuse, and sexual violence prevention.
 - q. Proof of insurance.
9. Organizational Support
- a. The organization must have an established viable Advisory Board or Graduate Chapter and/or written plan to obtain the support of an advisor and alumni/ae three months prior to chapter expansion. The Advisory Board/Graduate Chapter/Advisor must be composed of local volunteers who will be actively working with the new chapter. The organization should include the following in the application:

- i. Structure of potential Advisory Board or Graduate Chapter.
 - ii. Nearest graduate/alumni/ae chapter(s) or association(s).
 - iii. Number of active alumni/ae within 60 miles of UW-Green Bay.
- b. Before the expansion/extension process, the Advisory Board/Graduate Chapter/Advisor must:
 - i. Receive training, in some form, from the (inter)national headquarters as to responsibilities and duties to the chapter.
 - ii. Complete UW-Green Bay student organization advisor training.
- c. Detailed list of (inter)national organization's support and resources throughout the process.
 - i. Address recruitment/intake, initial establishment through chartering, and first two years as an emerging chapter on campus.

Step Three: Campus Visit

Finalists will be invited to campus to meet with UW-Green Bay community members and provide space for the organization to give a presentation.

Step Four: Expansion/Extension Proposal Analysis

1. After campus visits with finalists, the SEC staff will deliberate and make recommendation(s). The SEC may choose one or more chapters for expansion/extension, or none of the participating chapters.
2. The final decision for expansion/extension lies with the SEC.
3. Once a decision has been made, UW-Green Bay will issue a letter officially inviting the (inter)national organization(s) to establish a chapter at UW-Green Bay and outline the establishment timeframe. At that time, the (inter)national organization(s) will work with SEC staff to determine the next steps.

Resources

[Student Organizations - UW-Green Bay \(uwgb.edu\)](http://uwgb.edu)

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