

Rights and Responsibilities: Student Organizations

Prior to any investigation or student organization conduct proceeding, Texas Tech wants students to know and understand their rights and responsibilities during the University conduct process. These rights and responsibilities apply to all involved parties including student organization representatives, whether Complainant, Respondent, or Witness. If you have questions as you review this document, please don't hesitate to ask.

A student organization has the RIGHT to:

1. A prompt, fair, and equitable process;
2. Be accompanied by an advisor at any conduct or related proceeding. Each student organization has the right to select one student spokesperson and one advisor to participate in the student organization conduct process. The Office of Student Conduct and the Center for Campus Life will communicate with the chosen student spokesperson via their Texas Tech University email. The Advisor's role is to assist the student spokesperson through the conduct process, but cannot speak for the student spokesperson nor may the advisor act in the role of the student spokesperson in the conduct process. Student organizations are reminded that the organization's advisor of choice is only permitted to accompany a student in a conduct or related proceeding if they are chosen by that student as that student's advisor of choice.
3. Refrain from making any statement relevant to the investigation. Student organizations are expected to cooperate with the University conduct process, but may elect to not participate in the investigation process, either in part or entirely. However, a student organization's refusal to participate in the investigation, in whole or in part, lasts for the duration of the conduct process.
4. The opportunity to provide information and evidence in support of their case;
5. Know if they have been issued any allegations of misconduct;
6. Know the range of sanctions that may be imposed for a conduct violation, if one is alleged and found to have occurred;
7. Know the Texas Tech University conduct policies and procedures, and where to find them;
8. Know that any information provided by the student organization may be used in a conduct proceeding;
9. Know that if a student organization spokesperson makes any false or misleading statements on behalf of the organization during the student organization conduct process, the student organization could be subject to further disciplinary action.

It is the student organization's RESPONSIBILITY to:

1. Appoint one organizational spokesperson. In most cases, the organization's spokesperson is the President of the organization. A student organization spokesperson must be a current Texas Tech University student who is a member of the responding organization. The spokesperson may not be an alumni advisor, chapter advisor, faculty/staff advisor, national or international Headquarters volunteer or staff member, or coach. Student organizations may only appoint one spokesperson for each case and must inform the University in the event that the appointment spokesperson is not the President of the organization. The student organization spokesperson is responsible for making all official responses on behalf of the organization during any student organization conduct proceeding.
2. Be responsive to all correspondence from the University;
3. Provide their own information relevant to the incident or situation in the event they chose to participate in the Conduct process;
4. Be honest and provide true and accurate information during the investigation;
5. Review the *Code of Student Conduct* in order to fully understand all aspects of the student conduct process.

A student organization should understand that:

- The process of a student organization misconduct referral can be multi-layered. In most cases that are non-separable, the process of the referral will begin with a member from the Center for Campus Life reaching out to the President of the organization in order to gather initial information regarding the referral. The Center for Campus Life staff member will walk the student organization spokesperson, and that spokesperson's chosen advisor, through the referral process and will hand the case over to the Office of Student Conduct in the event that the information gathered may result in a violation of the *Code of Student Conduct*. The Center for Campus Life staff member will also serve as the point of contact for the inter/national Headquarters partner. It is the responsibility of the student organization spokesperson to monitor their Texas Tech University email throughout the referral and conduct process as any University administrator will directly communicate with that spokesperson via their Texas Tech University email address.
- While there may be an organization investigation ongoing, there may also be an individual investigation relating specifically to any individual responsibility within the organizational referral. The individual and organizational investigation(s) are not mutually exclusive and the information found in each investigation may be used at any time during the conduct process.
- The names of students interviewed during a student organization investigation may be redacted in the final Investigation Report, so that those students can provide their statement without concern for retaliation.
- If it is discovered through the student organization investigation process that there is sufficient evidence to prove that collusion has occurred prior to, during, and/or after meeting with anyone regarding the referral, there may be an additional referral made to the Office of Student Conduct for a violation of the Abuse of the Discipline System.

Acknowledgement:

I have read and understand the aforementioned information. I know that the complete student organization conduct policy/procedures can be found in the Texas Tech University Student Handbook and Code of Student Conduct, which are accessible online. I understand that if I have questions or would like to take additional time to review those policies and procedures, I may do so at any time.

Student

Printed Name

Role in Organization

Signature _____
Date

University Administrator

Printed name

Title

Signature _____
Date