do not disrupt or delay the hearing. In the event a witness is not reasonably available or the witness's presence may disrupt the hearing, a written statement from the witness may be substituted. Witness statements need not be sworn or in affidavit form.

- If the charged student organization fails to appear at the scheduled hearing after proper notice or fails to cooperate with the Student Organization Accountability Board process, the hearing may be held in the charged student organization's absence.

- Prior records of Student Organization Accountability Board action and complainant/witness impact statements are considered by the hearing body only in the sanctioning phase of deliberations.

- The hearing body's determination of "responsible" or "not responsible" will be based solely on the information presented at the hearing. However, when additional information that affects this determination is gathered outside the hearing, it may be used provided it is shared with the charged student organization and the student organization has an opportunity to respond to the information. In cases involving multiple students or organizations charged, information provided at one hearing may be used as evidence in the related case(s).

- To request the cancellation of a previously scheduled formal hearing, the charged student organization must submit a written statement to the chair of the Student Organization Accountability Board two (2) class days prior to the hearing date. At the discretion of the chair of the Student Organization Accountability Board (or designee), the hearing may be rescheduled or conducted in the charged student organization's absence.

- All decisions made by the SOAB will be communicated in writing to the charged student organization and will include the findings of fact, determination of responsibility, sanctions (if applicable), and notice of appellate rights.

▶ SOAB Procedural Outline

- Hearing called to order by Chair
- Introductions of Board members and hearing participants
- The Chair will review the investigation report(s) and charges, and as appropriate:
  - Facilitates questions of witnesses (if any) this can include text, video, photos, and other things specific to the case.
  - Questions from board members
- Student Organization presents their case including:
  - Presentation of witnesses (if any)
  - Questions from panel members and board chair
Student Organization final statement regarding responsibility
University summary statement - chair reviews charges of alleged Student Rule violations
Hearing is dismissed for Student Organization Accountability Board Deliberation (faculty & student representatives)
   The board will specifically review the charges for organization responsibility
Chair Delivers Board’s Decision regarding Student Rule violation
If the organization is found NOT RESPONSIBLE for violating a Student Rule then the hearing is dismissed.
If the organization is found to be RESPONSIBLE for violating a Student Rule then the proceeding will continue into the sanctioning phase.
The Chair will review the charges and outlines sanctioning guidelines to be considered
   Nature of the behavior
   Circumstances of the case
   Past organizational conduct history
   Sanctioning precedent and options
   Educational/developmental impact on organization and its membership
Student Organization presentation of case including:
   Self-imposed sanctions, national organization requirements or protocols developed
   Questions from Board members
Student Organization final statement regarding sanctions
Student Organization Accountability Board Deliberation (faculty & student representatives)
   Deliberation of sanctions
Chair reads Boards’ decision(s) regarding sanctions for student organization

Student Organization Sanction Guidelines: In light of the facts and circumstances of each case, the following sanctions or combination of sanctions (with or without appropriate modifications) may be imposed upon any student organization found to have violated Student Rules or the Student Organization Manual protocols. Certain sanctions may result in a financial cost to the student organization. If a student organization does not complete a sanction by the required deadline, the Department of Student Activities, working in conjunction with University officers and/or organization advisors may place restrictions on the organization.
Primary Sanctions (in order of severity):

- **Organizational Suspension**: This action consists of a student organization’s recognition being suspended for a specified or indefinite period of time, and automatic loss of all rights and privileges associated with University recognition (e.g., use of the University facilities, use of University name and associated logos). For Greek-letter organizations, this sanction also prohibits the group’s participation in Greek Council activities and recommendation will be made to the National/International Organization to temporarily suspend or revoke the charter.

- **NOTE**: A Student Organization whose recognition is suspended through the Student Organization Accountability Process is NOT guaranteed re-recognition at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility and the process for re-recognition.

- **Organizational Deferred Suspension**: An official notice that the student organization’s conduct was in violation of Texas A&M University Student Rules, and/or the Penal Code of the State of Texas, but not sufficiently serious to warrant immediate suspension of the organizations’ University recognition. If the student organization is found in violation of any University Student Rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student organization conduct sanctions appropriate to the new violation also may be taken. It is also possible that more stringent disciplinary action, including restriction from participation in participation in specific events, such as intramural events or University traditions, may result if future violations occur during the deferred suspension period. The length of the deferred suspension sanction is set by the Board and is normally set to end at the conclusion of the current or some future semester.

A student organization on deferred suspension is deemed to be "Recognized with Restrictions" with the University for student organization recognition purposes and will have limited privileges. Parent organizations, national/international headquarters of organizations placed on deferred suspension will be notified of this action. Note: Greek-letter organizations may be subject to additional action, restrictions or sanctions to be determined through Council jurisdictional procedures.

- **Organizational Conduct Probation**: An official notice that the student organizations’ conduct is in violation of Texas A&M University Student Rules, and/or the Penal Code of the State of Texas, but not sufficiently serious to warrant suspension of the organizations’ University recognition. It is also possible that more stringent disciplinary action, including restriction from participation in University events, Greek Life activities, intramural events or University traditions, may result if violations occur during the probationary period. The length of the probation is set by the Board and is normally set to end at the conclusion of the current or some
future semester. * This sanction is generally accompanied by a secondary sanction of an educational and/or restrictive nature.

◆ Unless restricted by the Board, this status does not restrict an organization’s ability to hold social functions. A student organization on organizational conduct probation is deemed to be "Recognized with Restrictions" for student recognition purposes and may have limited privileges. A violation of the terms of organizational conduct probation may result in the organization's University recognition status being suspended temporarily or permanently.

◆ Parent organizations, national/international headquarters of organizations placed on deferred suspension will be notified of this action.
Note: Greek-letter organizations may be subject to additional action, restrictions or sanctions to be determined through their Greek Council jurisdictional procedures.

◆ Organizational Social Probation: Restriction of an organization’s ability to host or participate in any social activity outside of meetings, educational programs, community service projects, and intramural activities. The length of the probation is set by the Board and is normally set to end at the conclusion of the current or some future semester. It is also possible that more stringent disciplinary action, including restriction from participation in University events, Greek Life activities, intramural events or University traditions, may result if violations occur during the probationary period.
* This sanction may be accompanied by a secondary sanction.
* Greek-letter organizations may be subject to additional action, restrictions or sanctions to be determined through their Greek Council jurisdictional procedures.

◆ Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the student organization or the University. It specifies that more severe disciplinary action may result should the organization be involved in future violations. *This sanction is generally accompanied by a secondary sanction.
Note: Greek-letter organizations may be subject to additional action, restrictions or sanctions to be determined through their Greek Council jurisdictional procedures.

◆ Warning: A public admonition of a student organization for actions unbecoming a recognized student organization to the university community.
Note: Greek-letter organizations may be subject to additional action, restrictions or sanctions to be determined through their Greek Council jurisdictional procedures.
Secondary Sanctions (may be imposed in addition to a primary sanction as appropriate):

- University Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The mechanics of the restriction should be clearly specified, as well as how long it is in effect (i.e. tailgating restriction, social restriction, date party restriction, alcohol or intramural restriction).

- Community/University Service: An organization may be offered an opportunity to complete a specified number of hours of community/university service in lieu of other sanction(s). The deadline for completion is set by the Board and is normally set to end at the conclusion of the current or some future semester. The Chair of the Student Organization Accountability Board or their designee must approve the type of Community/University Service prior to participation by the organization. Organizations may not count community service time done by individuals assigned community service hours as part of TAMU student conduct or court ordered directives. Completion of service projects will be supervised by the faculty advisor of the organization with a final confirmation of completion provided by the Chair of the SOAB.

- Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, presentations or guest speakers, essays, reports, etc. The deadline for completion is set by the Board and is normally set to end at the conclusion of the current or some future semester. Completion of educational requirements will be supervised by the faculty advisor with a final confirmation of completion provided by the Chair of the SOAB.

- Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions. Compliance with the restitution sanction will be supervised by the faculty advisor with a final confirmation of completion provided by the Chair of the SOAB.

- Letter of Apology: A letter written to those impacted by the behavior of the organization. The letter indicates that the organization accepts responsibility for the incident and has remorse for their actions.

- Other Penalties: The Student Organization Accountability Board may impose other restrictions requirements or sanctions in addition to, or in conjunction with those listed, when deemed appropriate.
Appeals Of Student Organization Accountability: Appeals of Student Organization Accountability Board sanctions are heard by the Vice President for Student Affairs or his/her designee. The written outcome of the appeal will be copied to the Director of Student Activities and Dean of Student Life (as applicable).

- To initiate an appeal, the student organization must complete the Appeal Request Form and submit it to the Office of the Vice President for Student Affairs, within five working days of the date the decision was announced. The organization must base the appeal on one or more specific aspects of the previous hearing:
  - Unjust sanction(s);
  - Violation of procedural fairness.

- The Vice President for Student Affairs or their designee may deny the admission of any evidence that does not accompany the student organization’s request for appeal.

- Rules of Evidence in an Appeal
  - Burden of proof rests with the student organization
  - Decisions will be based on a preponderance of the evidence
  - The written appeal must be limited to facts of the incident and the basis of the appeal. *The purpose of the appeal is NOT to rehear the case, but to review the decision that was made regarding the case.

- Appeal Process
  - The student organization representative will submit a written appeal to the Vice President for Student Affairs or their designee who will serve as the appeal officer and render a decision.
  - The Vice President for Student Affairs or designee will conduct an administrative review of the appeal and render a decision in writing to the student organization. Should there be a need for additional information or clarification the appeal designee may contact and/or meet with the student organization representative.

- Appeal Decisions
  - All decisions of the Vice President for Student Affairs or his/her designee are final, there is no other appeal provided.
  - The Vice President for Student Affairs or his/her designee may:
    - Uphold the original sanction(s)
    - Modify the sanction(s)
    - Remand the case for new hearing*
    - If the appeal is based upon a violation of procedural fundamental fairness and the appeal officer determines that a deviation of fundamental fairness occurred and the deviation was sufficient enough to make the process fundamentally unfair to the student organization, they may remand the case back to the Student Organization Accountability Board for a new hearing.
Note: A finding that a procedural violation occurred in the initial hearing will not result in the dismissal of the case.

Decisions will be delivered within three working days of the appeal hearing.

Records: Student organization conduct files will be maintained in accordance with the procedures outlined in the University Records Retention Schedule.