

**Administrative Policies Governing Registered Independent Organizations (RIOs)
at the University of Hawai'i at Mānoa**

Table of Contents

1. Purpose of Policies.....2

2. Applicability2

3. Responsibility and Administration of Policies, Rules, and Procedures.....2

4. Objective of Policies.....2

5. Policies.....2-15

 A. Clarification of RIO Relationship with the University.....2-4

 A-1. Definition of Registered Independent Organizations (RIOs)

 A-2. Intent of Policies

 A-3. Relationship of RIOs to the University

 B. Formation of RIOs.....4-6

 B-1. Formation & Petition for RIO Status

 B-2. Responsibilities of RIO Leaders & Members

 B-3. Advisor of an RIO

 C. Registration.....6-8

 C-1. Benefits of Registration

 C-2. Registration of RIOs

 C-3. Special Temporary Registration

 D. Conduct of RIOs.....8-14

 D-1. Meetings and Events

 D-2. Promotions

 D-2a. Definition of Promotions

 D-2b. Promotional Material for Distribution

 D-2c. Promotional Material for Posting

 D-3. Fundraising

 D-3a. Definition of Fundraising

 D-3b. Fundraising Application & Guidelines

 D-4. Non-Hazing

 D-4a. Definition of Hazing

 D-4b. Rationale for Non-Hazing

 D-4c. Non-Hazing Policy Violations

 E. Violations.....14-15

Administrative Policies Governing Registered Independent Organization (RIOs) at the University of Hawai'i at Mānoa

1. Purpose of Policies

The purpose of these policies is to set forth requirements and procedures for the formation, registration, and conduct of groups of students, faculty, staff, and other campus community members who choose to function as Registered Independent Organizations (hereafter called RIOs). These policies are based upon other University policies and procedures including:

- Hawaii Administrative Rules 20-2 (Statement of Rights & Responsibilities of the UH Community)
- Hawaii Administrative Rules 20- 13 (Use of University Owned Facilities);
- BOR Bylaws & Policies, Chapter 7 (Student Affairs);
- Executive Policy E7.101 (Authority to Approve the Organizational Charters);
- Administrative Procedure 1.200 (UHM Facilities Use Practices and Procedures); and
- UH-Mānoa Student Conduct Code

2. Applicability

These policies apply to the University of Hawai'i at Mānoa campus.

3. Responsibility and Administration of Policies, Rules, and Procedures

The general authority and responsibility for the administration of the policies, rules and procedures governing RIOs is delegated by the Vice Chancellor for Students to the staff of the Office of Student Life and Development. The Office of Student Life and Development (hereafter called SLD), UH-Mānoa, shall exercise overall responsibility for implementation of these policies and shall formulate procedures to administer these policies with input from appropriate campus community members. In consultation and cooperation with the appropriate bodies at UH-Mānoa, SLD will conduct regular reviews of these policies.

4. Objective of Policies

The objective of these policies is to clarify the relationship between UH-Mānoa and groups of students, faculty, staff, and other campus community members who choose to function as RIOs, including Greek organizations. These policies regulate the formation, registration, and conduct of RIOs.

5. Policies

A. Clarification of RIO Relationship with the University

A-1. Definition of RIOs

1) Any group of UH-Mānoa community members that enters into a relationship with the University to further its educational, social, cultural, recreational, and governance activities may become an RIO,

including Greek organizations. UH-Mānoa community members shall be generally defined by Chapter 2, Title 20 of HAR and are seen as members of the academic community who permanently or temporarily function on the Mānoa campus in pursuit of the University's purpose. Members include: a) current students, staff, and/or faculty of UH-Mānoa; b) alumni of UH-Mānoa for alumni-related RIOs; and c) retired faculty and/or staff of UH-Mānoa for retiree-related RIOs.

2) These groups obtain RIO status by completing the RIO Application, Agreement, and by attending a mandatory orientation with SLD.

A-2. Intent of Policies

1) These policies are intended to:

- a. support and encourage the creation, promotion, and maintenance of an educational environment;
- b. contribute to the quality of student life and the co-curriculum;
- c. support the educational mission of the RIOs and the co-curricular development of the RIO members;
- d. promote educational opportunities for the RIOs' development as effective organizations; and
- e. promote the leadership development of RIO members.

2) These policies are also intended to:

- a. clarify the requirements for RIOs to operate on-campus; and
- b. prevent the use of UH-Mānoa resources (e.g., facilities, staff, equipment, groups) for exclusive private or personal financial gain to non-campus entities or individuals without educational benefits accruing to the RIOs or their members.

A-3. Relationship of RIOs to the University

1) UH-Mānoa's educational environment for students and the campus community is enhanced by RIOs that provide educational, social, cultural, recreational, governance, religious, or communication activities. Traditionally, these organizations have taken pride in self-governance because of the potential for personal growth, leadership development, and the general pursuit of learning and personal liberty. While UH-Mānoa provides facilities for use by organizations, it does not necessarily approve or disapprove the goals and activities of RIOs.

2) UH-Mānoa encourages such activities by providing organizations the opportunity to become RIOs and once registered, receive certain benefits from the campus.

3) Although UH-Mānoa encourages the creation of RIOs, UH-Mānoa does not assume responsibility for RIOs' activities. All RIOs assume the responsibility for their activities including relationships with third parties, debts incurred, insurance coverage, legal defense, as well as any obligations or liabilities as a result of attendance at conferences, tournaments, social events, etc.

4) As stated in Board of Regents Policy and the RIO Agreement, RIOs are not agencies of the University. Therefore, the RIO must include the following disclaimer in all publications and communication with third parties: ***“Although the registered independent organization has members who are University of Hawai‘i students, the registered organization is independent of the University and does not represent the views of the University. The registered organization is responsible for its own contracts, acts or omissions”*** (BOR Policy Section 7-3, b. 2.).

5) Finally, UH-Mānoa views its relationship with RIOs as consistent with the University’s philosophy of education and student self-governance. RIO leaders shall assume the responsibility for the organizations’ activities and conduct of their members. UH-Mānoa may make available staff resource liaisons to answer further questions regarding the relationship between UH-Mānoa and RIOs and to provide educational services to support the effective functioning of RIOs.

B. Formation of RIOs

B-1. Formation & Petition for RIO Status

1) Any group of not fewer than six (6) UH-Mānoa community members may petition SLD to become an RIO. These six (6) individuals become the authorized representatives of the organization when the group functions as an RIO.

2) Any group in the process of organizing and forming an RIO may reserve space on campus up to three times per semester strictly for meetings or promotion of the organization. If the need arises for more organizational meetings, an exception may be requested from the SLD Director or designee.

3) A group seeking RIO status shall provide SLD with the following:

- a. a completed RIO Application and Agreement acknowledging and accepting adherence to all UH-Mānoa policies, rules, and procedures;
- b. a copy of the RIO’s most current constitution that shall include provisions outlining the name and purpose of the group, qualifications for membership, dues to be levied on membership, and a basic structure of the group’s operations;
- c. a list of the six (6) authorized representatives of the organization, their e-mail addresses, their telephone numbers, and their UH-Mānoa status (student, faculty, or staff);
- d. a list of other current members, their e-mail addresses, and their UH-Mānoa status (student, faculty, or staff);
- e. information about all sources of financial support;
- f. information on affiliation with any other group on or off campus;

- g. if the RIO is affiliated with a local, national, or international organization (e.g., Greek or other organization) a copy of that organization's constitution, charter, and/or by-laws must be attached.

4) RIOs shall not use the name of the University of Hawai'i at Mānoa, UHM, or any other rendering of the institution's name in their organization's name.

B-2. Responsibilities of RIO Leaders & Members

1) The six (6) authorized representatives of any RIO that completes the RIO Application and signs the RIO Agreement are responsible for reading, understanding, and communicating to their membership the meaning of the contents of this policy and agreement to ensure that they and all members of their RIO fully understand the level of their personal responsibility for the group. Therefore, it is critical for RIO leaders to communicate the need for all organization members to be accountable for their actions on behalf of the group.

2) Neither the rights nor responsibilities of a UH-Mānoa community member nor the authority of the University regarding the member shall be altered by that member's association with an RIO.

3) An RIO shall notify SLD within ten (10) calendar days of any changes in the information on record initially provided at the time of applying for RIO status.

4) Members of the RIO shall adhere to their own constitution and endeavor to fulfill the function and purpose of their RIO. When operating on campus, in UH-Mānoa facilities, or with University resources (e-mail, websites, listservs, etc.) all campus and University policies and procedures must be followed.

5) Members of the RIO shall comply with provisions of the RIO Agreement and with applicable policies, rules, and procedures of UH-Mānoa.

6) An RIO shall make accessible to all students of UH-Mānoa any RIO-sponsored program or activity supported in whole or in part by student activities fees, as appropriate. Support includes co-sponsorship by and/or funding grants from chartered student organizations.

7) Funds received from student activities fees shall be expended in accordance with the policies, rules, and procedures of the respective accounts and may be subject to audit by UH-Mānoa upon demand.

8) Being an RIO that operates at the University is a privilege. Therefore, the leaders and members of an RIO are responsible for ensuring that city, state, and federal laws are not violated as this may bring unwanted negative attention to the University.

B-3. Advisor of an RIO

1) An RIO is not required to have an advisor. However, an organization may choose to require an advisor.

2) An advisor of an RIO shall not automatically be allowed to act on behalf of the organization with UH-Mānoa unless the advisor is one of the six (6) authorized representatives of the group.

3) If an RIO has an advisor who is also an employee of UH-Mānoa, the advisor does not represent UH-Mānoa in this capacity and this shall not mean that UH-Mānoa supports or adheres to the views held or positions taken by the organization. It also shall not mean that UH-Mānoa sanctions the organization's events. In addition, all efforts must be made to ensure against inappropriate co-mingling and/or use of campus resources to which the employee has access due to his/her employment.

C. Registration

C-1. Benefits of Registration

1) An RIO may use campus facilities for activities and events related to the function and purpose of the RIO, provided:

- a. the RIO does not operate in a manner that infringes upon, delays, conflicts, or interferes with the customary instructional, research, community service, and/or co-curricular programs and activities of the campus;
- b. the intended usage by the RIO does not conflict with the normal operations of the campus;
- c. the RIO complies with all campus policies and procedures including those governing the usage of facilities; and
- d. when using campus facilities, at least one of the authorized representatives or other campus-affiliated member (UHM faculty, staff, or student) of the RIO must be present for the duration of the usage.

2) An RIO may request funds from those chartered student organizations that offer grants and other financial support programs for activities and programs to be planned by the RIOs, subject to the application and funding requirements of the respective granting chartered student organizations. An RIO may also fundraise on campus as described in Section 5. D-3 (Fundraising).

3) An RIO may publicize its programs and activities on-campus as described in Section 5. D-2 (Promotions).

4) An RIO can request the use of a mailbox and have access to the RIO workspace to plan and develop programs and activities related to the RIO's function and purpose. Mailboxes may be assigned on a first-come, first-served basis, subject to availability and appropriate charges.

5) An RIO may access the educational services offered by SLD to improve members' leadership, organizational, and interpersonal skills. Registration fees may apply.

C-2. Registration of RIOs

1) Upon receipt of all necessary registration documents (application, agreement, non-hazing form, and membership roster), SLD will review the application. SLD's approval is discretionary and contingent upon determination that the group's petition meets the criteria stated below:

- a. The proposed RIO is directed and controlled by UH-Mānoa community members.
- b. The proposed RIO is generally comprised of an active membership of UH-Mānoa community members.
- c. The purpose of the proposed RIO enhances the educational, social, cultural, recreational, governance, religious, or communication activities of its membership.
- d. The proposed RIO has completed the required steps for registration.

2) Prior to approval, petitioning groups shall be required to attend orientation session(s) as scheduled by SLD . All six (6) authorized RIO representatives must attend an orientation session.

3) Prior to approval, petitioning groups who participate in pledge or initiatory activities (Greeks and non-Greeks) must attend non-hazing session(s) as scheduled and required by SLD.

4) Registration of an RIO shall not mean that UH-Mānoa supports or adheres to the views held or positions taken by the RIO.

5) Registration of an RIO shall signify the willingness of the RIO to comply with policies, rules, and procedures of UH-Mānoa and with the provisions of the RIO Agreement.

6) All RIO registrations shall expire annually on September 30th and can be renewed for the new academic year.

7) While participation in an RIO or its programs may be open to non- UH-Mānoa members, only UH-Mānoa community members can be authorized representatives.

8) The grant of registration may be suspended or cancelled at any time by SLD for violation of policies and procedures.

C-3. Special Temporary Registration

1) Temporary registration may be granted to groups that will operate for a short period of time or for groups whose registration is pending, usually for a period of time not to exceed three (3) months from the time of approval.

- a. Examples of groups in this category include those created to support a short-term project, those formed to support a specific candidate for election to chartered student organizations, etc.

- b. Groups petitioning for short-term RIO status shall follow procedures similarly outlined in Section 5. B-1 (Formation & Petition for RIO Status) of these policies, except that a formal statement of aims, purpose, and functions may be substituted for the constitution and the grant of registration shall expire upon completion of the project or in three (3) months, whichever occurs earlier. In addition, current UH-Mānoa student candidates seeking election to a chartered student organization do not require six individuals to form a temporary RIO.

D. Conduct of RIOs

D-1. Meetings and Events

- 1) RIOs are permitted to hold meetings and events on-campus.
- 2) RIOs shall follow all federal, state, city, and campus policies while meeting or holding events at UH-Mānoa or in campus facilities. No meeting or event of an RIO shall interfere with the regular operation of the campus.
- 3) If serving food or alcohol at meetings or events, RIOs shall submit the necessary documents for review and approval (Request to Serve/Sell Food On Campus and Request for Service or Sale of Alcoholic Beverages By or To Students).
- 4) RIOs wishing to sell food or alcohol on campus during meetings, events, or as a fundraiser must submit necessary documents for review and approval (Request to Serve/Sell Food On Campus Form; RIO Fundraising Application & Financial Report; Request for Service or Sale of Alcoholic Beverages By or To Students) as well as follow the fundraising policy in Section 5, D-3 (Fundraising).
- 5) RIOs wishing to collect dues or sell goods on-campus during meetings, events, or as a fundraiser must submit the necessary documents for review and approval (RIO Fundraising Application & Financial Report) as well as follow the fundraising policy in Section 5, D-3 (Fundraising).

D-2. Promotions

D-2a. Definition of Promotions

- 1) RIOs are permitted to promote themselves and their events on the UH-Mānoa campus through the distribution or posting of promotional materials, as long as this promotion does not interfere with the orderly conduct of campus offices, the maintenance of campus property, and the free flow of traffic and persons. Other campus policies and procedures governing the posting and/or distribution of written materials shall also apply.
- 2) When promoting their groups RIOs must include the name of the sponsoring RIO, date, time, location of the events or activities, and other pertinent information on its materials. The following information must also be included (as previously stated in Section A-3, item 4 of this policy): ***“Although the registered independent organization has members who are University of Hawai’i students, the***

registered organization is independent of the University and does not represent the views of the University. The registered organization is responsible for its own contracts, acts or omissions” (BOR Policy Section 7-3, b. 2.). For posted material monitoring purposes, all information described above must be in English.

3) Materials may be posted at specified locations. Posting of materials or banners on walls, sides of doors of buildings, the surface of walkways or street posts, waste receptacles, benches, trees, and plants, or in any place other than the general bulletin boards provided or other specified locations is prohibited unless written prior approval has been granted by the appropriate UH-Mānoa department.

4) When using electronic methods for promotion such as websites, e-mails, or listservs owned by the University, applicable University policies governing its use must be followed.

5) SLD is authorized to require individuals and/or RIOs to desist from distributing and/or posting materials that are in violation of campus policies. SLD is also authorized to assist in removing materials that have been distributed or posted in violation of policies.

D-2b. Promotional Materials for Distribution

1) Handbills, flyers, pamphlets, or other materials RIOs use for promotional purposes may be distributed on campus to publicize the organizations, their projects, events, and/or programs but RIOs must not allow these items to contribute to campus litter.

2) All distributed promotional materials shall clearly indicate the name of the organization sponsoring the project and shall comply with provisions of the RIO Agreement.

3) The distribution of promotional materials is permitted in the public forum and other campus areas provided approval has been granted by the appropriate UH-Mānoa department.

D-2c. Promotional Materials for Posting

1) Posters, flyers, banners, and other written materials may be posted at pre-approved campus locations, such as public bulletin boards or at specified locations, to promote the organizations, their projects, events, and/or programs. Posted materials must indicate the name of the sponsoring RIO, date, time, and location of the event or activity.

2) RIOs are permitted one poster, flyer, and/or other written material on each public bulletin board listed on Attachment B. Such materials may be posted up to two (2) weeks prior to the event and shall be removed by the RIO within 24 hours after the event. The maximum size for a posted item on a public bulletin board is 14 inches by 22 inches. Oversized materials will be removed unless prior written approval is granted by the SLD Director or designee.

3) Adequately secured banners, displays, and large signs are permitted in Varney Circle, in the Student Union, and at a few other locations designated by the Facilities Planning and Management office, to publicize major events, subject to respective policies as follows:

- a. For Varney Circle, such banners, displays, and large signs may be erected not more than two (2) weeks prior to the event, shall not exceed 3 feet by 6 feet in size, and shall be removed by the RIO within 24 hours after the event. Detailed specifications, regulations, and prior written approval shall be obtained from the Director of the Facilities Planning & Management Office or designee.
- b. For the Student Union, such banners, displays, and large signs are limited to special events held on the UH-Mānoa campus that are open to eligible UH-Mānoa community members or the public. Banners are not to exceed 3 feet by 6 feet in size and must be horizontal. They may be erected not more than 14 days prior to the event, shall be installed and removed by SLD personnel, and may vary in size depending upon location. Additional detailed specifications, regulations, and prior written approval shall be obtained from the SLD Director or designee.
- c. Requests for posting banners at other campus locations shall be directed to the Director of the Facilities Planning & Management Office or designee.

4) Chalking sidewalks, planters, walls, or any other surface of the campus is generally not allowed due to maintenance and environmental concerns.

D-3. Fundraising

D-3a. Definition of Fundraising

- 1) Fundraising is defined as the intent to raise monies for the RIO through selling of goods or services, charging of admission or fees, or soliciting donations. Such fundraising activities shall be sponsored by RIOs for the benefit of the campus community.
- 2) RIOs desiring to conduct fundraising activities must receive express prior written approval from SLD, acting on behalf of the Vice Chancellor for Students.
- 3) Events scheduled off campus with intent to raise monies for the RIO shall not be subject to SLD prior review and facilitation. For such off- campus fundraising events, the provisions of the RIO Agreement may apply.

D-3b. Fundraising Application & Guidelines

- 1) While in the process of applying for RIO approval, the group is required to file a written application with SLD indicating the purposes(s) of the funds to be raised and the anticipated income and expenses (

RIO Funding Application & Financial Report). Arrangements for a fundraising activity must be made at least three (3) weeks in advance of the activity. The net proceeds of the fundraising activity must be used for the purposes stated in the written application or for purposes related to the educational mission of UH-Mānoa and the University.

2) At the time of scheduling the fundraising activity, the RIO must show evidence of having obtained a State General Excise Tax License or Exemption and a commercial “bank” account to be used exclusively for the financial transactions of the RIO. The RIO is responsible for payment of any and all excise and income taxes resulting from the fundraising activity. Neither UH-Mānoa nor the University will assume responsibility for any tax liabilities incurred by the RIO as a result of the fundraising event.

3) Within ten (10) days of the conclusion of the fundraising activity, the RIO shall file a complete income and expense statement with SLD. The timely completion and submission of this final statement may affect the RIO’s ability to conduct subsequent fundraising activities.

4) When admission is charged, numbered tickets shall be used for accountability and financial records for the activity shall be retained for at least one (1) year.

5) Where fundraising involves the sale of food products on campus, additional prior written approval must be obtained (Request to Serve/Sell Food On Campus). Any fundraiser which involves the preparation, sale, and handling of food products not supplied and served by a UH- Mānoa food service contractor requires clearance and approval from the Sanitation Branch, Environmental Health Division of the State Department of Health. Further, the sale and handling of such food products must be in compliance with state and city and county health requirements.

6) Food fundraisers outside of the Student Union are limited to baked goods or pre-packaged non-perishable items. Requests for exceptions shall be directed to the UH-Mānoa Food Service Manager. Food fundraisers in the Student Union are subject to approval of the SLD Director or designee.

7) In all phases of conducting the fundraising activity, the RIO shall comply with all applicable federal, state, and city and county laws and regulations (taxes, liability, insurance, food preparation, etc.).

8) An authorized representative or other campus-affiliated member (UH- Mānoa student, faculty, or staff) of the RIO shall be present during any fundraising activities conducted by the RIO on campus. Non-members may participate in fundraising activities; however, members of the RIO must be substantively involved in all phases of the fundraising activity. At no time shall campus property be used for fundraising activities that result in the exclusive or predominant financial gain of an individual or commercial enterprise.

9) UH-Mānoa reserves the right to disallow use of campus facilities for fundraising activities. Reasons for denying use include, but are not limited to:

- a. inappropriate use of campus facilities;
- b. past abuses of facilities and/or of RIO Policies;

- c. health and safety factors;
- d. potential property damage;
- e. public and/or campus nuisance;
- f. lack of space;
- g. energy conservation;
- h. lack of utilities, security, or custodial service;
- i. potential injury of participants or campus community members; and
- j. exclusive or predominant financial gain of an individual or commercial enterprise.

D-4. Non-Hazing Policy

D-4a. Definition of Hazing

1) Hazing at UH-Mānoa includes, but is not limited to, any action taken or situation created, intentionally, whether on or off the UH-Mānoa campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form, creation of excessive fatigue; physical and psychological discomfort; public wearing of apparel that is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions that interfere with scholastic activities; and any other activities not consistent with UH-Mānoa policies and procedures.

2) In respect to this policy, UH-Mānoa defines two possible categories of hazing: harassment hazing and dangerous hazing. The following is a list of examples of hazing for each category. This list is not intended to be all inclusive, but rather to offer examples that RIOs can use to gauge their own pledging activities.

a. HARASSMENT HAZING – Anything that causes mental anguish or physical discomfort to the pledge including embarrassment, harassment, or ridicule. Examples:

- any form of abusive questioning under pressure or in an uncomfortable position.
- verbal or psychological abuse.
- personal servitude such as carrying trays, running personal errands, etc.
- requiring pledges to perform embarrassing and/or degrading jingles or plays.
- total nudity at any time.

b. DANGEROUS HAZING – Anything that endangers the life of a pledge or has the potential to cause bodily harm.

Examples:

- restricting bodily movement in any way, including tying feet and/or hands.
- requiring pledges to jump from chairs, over anything, or climb anything.
- hitting.
- requiring walking, standing, sitting in any unpleasant substance or uncomfortable position.
- requiring alcoholic consumption or substance abuse.

D-4b. Rationale for Non-Hazing

1) As part of its role on the UH-Mānoa campus, SLD is charged with the enhancement of student life and fostering safe, healthy environments for student involvement. Because hazing is seen as contradictory to this objective and to the values inherent in teambuilding, networking, and community development, the department has developed policies and procedures to safeguard the rights of students.

2) In support of this responsibility, SLD maintains that an effective non-hazing policy includes educational programs that provide examples and guidance on alternative activities to hazing and that such educational and alternative programs should foster group bonding, team building, group cohesiveness, trust building, etc.

3) In assessing and designing its own pledge/associate/new member activities, the RIO shall abide by the standard that such activities shall uphold and promote the individual's dignity and personal development. Further, to determine whether existing and/or proposed activities for pledges, associates, or new members would be considered hazing, the group should follow the "reasonable person" standard; i.e., "is this the kind of activity that any reasonable person would normally and/or voluntarily choose to engage in or perform?"

4) In consultation and cooperation with the appropriate bodies at UH-Mānoa, SLD will provide copies of this non-hazing policy. The officers of RIOs that conduct similar pledge/associate/new member rituals and activities shall be responsible for informing all members, pledges, associate members, and affiliates of this policy. In addition, SLD will sponsor educational seminars on the issue of hazing as part of a hazing awareness educational program. In order to ensure that all RIO members are aware of the requirements outlined in this policy, the authorized representatives of the organization will:

- a. inform members, in writing, of the requirements;
- b. review the policy annually with all members;
- c. distribute copies of this non-hazing policy to each new pledge and review the requirements therein; and
- d. agree to comply with the requirements of this non-hazing policy and sign the Non-Hazing Policy For Registered Independent Organizations.

D-4c. Non-Hazing Policy Violations

1) In cases of violations of this non-hazing policy, the procedures for dealing with individuals and organizations will be consistent with the process outlined in the Student Conduct Code, and Section 5.E (Violations) of these policies.

2) In order to provide a mechanism for dealing with violations of this non-hazing policy by individuals or by organizations, it is presumed that hazing incidents involve only those persons directly participating in the incident or those other persons who may be present at the time the incident occurs and who do nothing to stop its occurrence. However, a hazing incident when shown to be an organization's activity, the organization itself may be disciplined, if any of the following characteristics are present:

- a. The executive officers of the organization or the person responsible for the administration of the pledge program (e.g. , pledge trainer/educator) or the organization advisor is aware of the incident before it takes place, sufficiently in advance of its occurrence to prohibit its taking place, and does not so prohibit it from taking place.
- b. The executive officers of the organization or the person responsible for the administration of the pledge program (e.g. pledge trainer/educator) or the organization advisor, knowing the identity of organization members involved in the incident, refuses to divulge such identity to the appropriate campus authorities, the police, the national organization headquarters, etc.
- c. The incident involves the expenditure of funds of the organization.
- d. The incident involves or is actively or passively endorsed by majority of the members of the organization.

3) Any violations of this non-hazing policy by an individual will subject the individual to disciplinary action including possible sanctions as generally outlined in the Student Conduct Code. Any violations to this non-hazing policy by an RIO will be subject to review and may result in disciplinary action as generally outlined in Section 5E (Violations) of these administrative policies. In addition, the offending individual or organization may be subject to any applicable state statutes.

E. Violations

1) As stated in Section 3, Responsibility and Administration of Policies, Rules, and Procedures, SLD is responsible for implementation and administration of the RIO policy.

2) Failure of RIOs to adhere to policies, rules, and procedures governing RIOs and/or the failure of members of the RIO to comply with the responsibilities of a RIO as outlined in this policy and in the RIO Agreement may result in review of the registration status and may result in revocation of registration.

3) Any RIO alleged to be in violation of these policies shall be notified by an SLD representative. The RIO will be given the opportunity to discuss the specifics of the alleged violation, possible solutions, and potential sanctions.

4) If an RIO has been found in violation of the RIO policies, sanctions will be based on the severity of the violation. Sanctions may include, but are not limited to, the following:

- a. written warning;
- b. probation with full benefits;
- c. probation with restricted benefits;
- d. suspension of registration for a specified period of time; and/or
- e. revocation of registration.

5) An RIO may be placed on probation for its violation of University and/or UH-Mānoa policies, rules, and procedures.

- a. While placed on probation, the RIO may have the benefits granted to RIOs as outlined in Section 5. C- 1 of this policy partially or totally restricted or withheld.
- b. Probationary status is placed upon a RIO for a specified period of time and may be removed only after review and approval by SLD.

6) The Vice Chancellor for Students or designee shall hear appeals to administrative action taken under these policies, rules, and procedures and render final decisions as deemed necessary.

7) Questions about these policies and subsequent actions, forms, and responsibilities may be forwarded to: Director of Student Life and Development, University of Hawai'i at Mānoa, 2465 Campus Rd. CC208, Honolulu, HI 96822. Telephone number is (808) 956-8178. Fax number is (808) 956-4810.

Approved by Vice President for Student Affairs: 04/09/92 pursuant to BOR Policies, Section 1–2

Amended: 09/21/92; 07/22/97; 7/--/10