Bylaws
of the
Judicial Branch
of the
Student Government Association
of the
University of Wisconsin-Stevens Point
I. Definitions
   a. Justice
      i. Any of the five members of the Judicial Branch including the Chief Justice.
   b. Court
      i. The Judicial Branch may be referred to as the Court when hearing cases.

II. Membership
   a. Chief Justice
      i. The Chief Justice shall serve as the Chair for all meetings and functions of the Judicial Branch.
      ii. The Chief Justice shall be a voting member of the judicial branch
      iii. The Chief Justice shall be responsible for writing the official decisions of assigning to another justice the writing of official decisions for any cases brought forward to the court.
      iv. The Chief Justice shall be the spokesperson of the Judicial Branch
      v. The Chief Justice shall be responsible for correspondence and notification for all actions of the Judicial Branch.
      vi. The Chief Justice shall work with the Dean of Students or their designee to organize and schedule all training necessary for effective functioning of the Judicial Branch.
      viii. Once a month the Chief Justice shall attend a Student Government Association Senate meeting to report on the actions of the Judicial Branch.

   b. Deputy Chief Justice
      i. In any circumstance where the Chief Justice cannot serve, the Deputy Chief Justice will assume the responsibilities of the Chief Justice.
      ii. In the absence of the Chief Justice, the Deputy Chief Justice will serve as the chair for judicial meetings and functions of the Judicial Branch.
      iii. If the Chief Justice is unable to attend the Constitutional Review Committee, the Deputy Chief Justice will serve as their proxy.
      iv. The Deputy Chief Justice will serve as the Clerk of Courts for all cases.
         1. The Clerk of the Court shall serve as the record keeper for the Judicial Branch.
         2. The Clerk of the Court shall be responsible for working with the Student Government Association Chief of Staff to keep the judicial Branch Website updated.
         3. The Clerk of the Court shall keep minutes of all meetings and proceedings.
      v. The Deputy Chief Justice will be appointed by the Chief Justice and approved by the remaining Associate Justices.

   c. Associate Justice
i. The Associate Justices shall be voting members of the Judicial Branch.

ii. The Associate Justices shall attend all Justice meetings and be subject to the Student Government Association Attendance rules and point system.

III. Meetings
   a. The Judicial Branch shall hold a general open meeting no less than once per month.
   b. The Judicial Branch shall be subject to Wisconsin Open Meetings Law.
   c. The Judicial Branch shall conduct meetings according to Robert’s Rules of Order Newly Revised, except as outlines in these bylaws.

IV. Elections Committee
   a. Membership
      i. The Judicial Elections Committee shall be made up of all Justices, the Student Government Association Chief of Staff, and the Student Government Association Communication and Public Relations Director.
      ii. Only the Justices shall vote on the Committee.
      iii. The Committee shall elect a chair from among voting and non-voting members at the first committee meeting of the year.
   b. Meetings
      i. The elections committee shall meet to elect a chair, determine proportional representation for the Senate, and set the elections calendar no later than three weeks before fall semester finals begin.
         1. The Communications and Public Relation Director will be responsible for publicizing the elections calendar once it has been finalized.
      ii. The elections committee will meet no later than one week before the week of finals exams of the fall semester, to edit and approve the application forms.
      iii. The elections committee will meet to approve all submitted applications for eligibility after the application close time.
      iv. The elections committee will continue meetings throughout the general election period to plan and public debate, review policies with approved candidates and handle any election rules violations.
   c. Proportional representation
      i. The Committee will obtain the enrollment numbers and calculate proportional representation.
      ii. Each college is guaranteed a minimum of four seats.
   d. Issuing the applications
      i. Notification of the availability of the applications for the President, Vice-President and Senator positions will be sent out to the student body on the first day of classes of the spring semester.
      ii. Applications will be made available electronically on the Student Government Association website and paper copies will be available in the Student Government Association office.
      iii. Applications will be available from the start of the spring semester
until noon on the Friday of the fifth week before Spring Break.

e. Campaign Finance and Reservations
   i. The Chief of Staff will be responsible for reserving space for the public debate between all approved Presidential and Vice-Presidential candidates.
   ii. The Chief of Staff shall also reserve spaces for campaigning at the request of the approved candidates
   iii. The approved candidate teams are allotted funds from Student Government Association for campaigning
       1. A two hundred dollar ($200) reserve is available for the election and must be divided up among the candidate teams equally.
       2. Purchase of campaign materials must be approved by the student Government Association Chief of Staff prior to the purchase being made.
       3. Requests for reimbursements for campaign materials without prior approval shall be denied.
   iv. A maximum of $250 may be spent by each individual running for a position on all campaign activities.
       1. Candidate teams for President and Vice President may spend a grand total of $500.
       2. All expenses must be reported to the Chief of Staff before the first day of voting.

f. Processing Applications
   i. All applications for Senator, President, and Vice-President will be reviewed by the elections committee to ensure that all aspects of the application have been filled out properly.
      1. Each application will be reviewed for completion.
      2. Each applicant’s GPA will be checked by the Student Government Association advisor to ensure candidate eligibility.
      3. Each application’s signatures will be checked for accuracy and validity.
         a. The committee will verify that no name or signature is written more than once on any individual application.
         b. The committee will check that each individual endorsing the candidate is a current student of the University of Wisconsin Stevens Point.
         c. Any candidate will be notified of any issues with required signatures on their application so the candidate may rectify the situation.
      4. The Chief Justice shall notify all approved candidates by noon the Monday of the fourth week before Spring Break so that they may begin campaigning.

  g. Elections codes of conduct
     i. All candidates must follow all policies of the University as well as
all state laws when using posters and signage.

ii. Each team will be allowed to send one e-mail to the Student Organizations Presidents list with the supervision and approval of the Chief of Staff and Elections Chair before the elections voting begins.

iii. Each team will be allowed to submit one statement for inclusion in one Student Government Association Newsletter e-mail to the student body with the supervision and approval of the Communications and Public Relations Director and Elections Chair before the elections voting begins.

iv. Advertising should use the name of the Student Government Association to comply with campus posting policies.
   1. All campus policies relating to appropriate content must be followed.

v. President, Vice President, and Senator candidates campaigning with posters, signage, social media, or other online media, soliciting votes, and giving speeches may not begin until the candidacy of the applicants has been accepted.

vi. All campaigns must conclude active campaigning activities by 11:59pm on the day prior to the opening of the voting period
   1. Any campaign materials previously posted may remain.

vii. No Student Government Association officer may use their position or title to endorse any candidate.

viii. Candidates for President, Vice President, and Senator will be prohibited from using internet enabled devices to directly solicit votes (even if done in a non-partisan manner) during the dates of the election or during a potential runoff election.

ix. No Student Government Association resources or spaces shall be used to benefit any candidate, excepting those resources or spaces explicitly provided for candidate use.

x. No individual or organization may personally or through an agent directly compel by force, intimidation, or authority, especially without regard for individual desire or violation, and elector to vote for or against any candidate.

xi. No individual or organization may personally or through an agent knowingly disseminates false or deliberately damaging information to, or provide any compensation to, an elector with the purpose of compelling them to vote for or against any candidate.

h. Violation of election rules
   i. The elections committee shall consider only formal, written complaints and shall address if any individual is in violation of the election codes of conduct.
   ii. The committee shall inform the accused party immediately following the submission of a complaint.
   iii. The accused party, as well as the complainant, shall be allowed to testify before the elections committee in regards to the complaint.
   iv. Both parties shall be informed of the ruling of the elections
committee immediately following their decision.

v. An appeal of the Elections committee decision shall first be submitted to and reviewed by the elections committee within twenty four hours.

vi. A second appeal may be taken to the Senate for a decision by a majority vote within five academic days of the first appeal decision of the Elections Committee.

vii. Available sanctions include but are not limited to: limiting of campaign funds, time, locations, and Student Government Association resources, revocation of candidacy eligibility; referral to Dean of Students for code of conduct violations.

viii. The Elections Committee will utilize a three-strike system.

   1. Minor infraction constitutes one strike against the accused, major infraction may constitute two to three strikes.
   2. If a candidate accumulates three strikes during the duration of the election cycle their eligibility for candidacy will be revoked.
   3. Severity of infraction will be determined at the discretion of the Elections Committee.

i. Issuing Ballots
   i. The Elections Committee shall create the ballot and submit it to the Software Application and Media infrastructure Support Technician.
   ii. The Thief of Staff will send out the ballot for President and Vice President to the student body via email by noon on the first day of the election.
   iii. The Chief of Staff will also send out the Senator Election Ballot to the students of the CLS, CPS, CNR, and COFAC via email by noon on the first day of the election.
   iv. The Election voting period shall be open for three days beginning on the Monday before the state of Spring Break.

j. Counting Ballots
   i. Ballots will be electronically tallied through the use of the software provided by the university.
      1. Elections Committee will not be able to access the allot as issued to the student body directly, and will only have access to election data which does not contain personally identifiable information
   ii. The election data results will be forwarded to the Elections Committee Chair by 12:00pm.
   iii. The Elections Committee will verify the election results prior to the Senate meeting that evening.
   iv. The senatorial candidates who receive the highest number of votes shall be elected to the position of Senator, up to the allotted number of seats for each College as determined by proportional representation.
      1. If more than one candidate receives the same number of votes for the last senator seat available for their respective
College during the Senator Election a debate must be conducted to fill the prospective seat(s)

v. The team that obtains the plurality of all votes cast shall be the official winner of the election.
   1. If there is a tie between teams, there will be a runoff election which will begin on the Monday following Spring Break and run until the following Wednesday. At that time, ballots will be electronically tallied and announced by the chair of the Elections Committee at the following Student Government Association Senate meeting.

k. Announcing results
   i. Election results shall be announced by the Chair of the Elections Committee at the Student Government Association Senate meeting on the Thursday of the election week.
   ii. The Official announcement of the President, Vice President, and Senator Election results will be published to the student body via email by the Student Government Association within 24 hours after the verbal announcement at the Senate meeting.

l. Recall Processes
   i. The elections Committee shall review any petition for recall of any elected SGA officer.
   ii. Petitions must include a description of any alleged offenses, misconduct, unethical or illegal acts.
   iii. The Elections Committee shall investigate to the best of their ability the accusations.
   iv. Assuming sufficient cause is found, each petition’s signatures will be checked for accuracy and validity.
      1. The Committee will verify that no name or signature is written more than once on any individual petition.
      2. The Committee will check that each individual endorsing the petition is a current student of the University of Wisconsin Stevens Point.
   v. Upon verification of the signatures and approval of the petition for recall, the Elections Committee will notify the elected official in question of the pending recall election.
   vi. The Chief justice shall notify the elected official’s constituents of the recall election.
   vii. The Elections Committee will make a position application available to eligible students for the position being recalled.
   viii. Candidates shall have seven days to submit the completed candidacy forms to the Elections Committee.
   ix. Within seven days of the candidacy application deadline, a three day recall election will be held according to standard election guidelines.
   x. The Elections Committee shall review the results according to standard election guidelines with the exception of the timeline.
   xi. The Candidate who obtains the plurality of the vote will take office immediately upon complete review of the election.
m. Dissolution Process
   i. The Elections Committee and the Office of the Vice Chancellor for Student Affairs shall review any petition for dissolution of the Student Government Association.
   ii. Petitions must include a description of any alleged offenses, misconduct, unethical or illegal acts by the Student Government Association.
   iii. Each petition’s signatures will be checked for accuracy and validity
       1. The Committee will verify that no name or signature is written more than once on any individual petition.
       2. The Committee will check that each individual endorsing the petition is a current student of the University of Wisconsin Stevens Point.
   iv. Upon verification of the signature and approval of the petition for dissolution, the Chief Justice will notify each individual Student Government Association officer of the petition for their dissolution.
   v. The Chief Justice and the Vice Chancellor for Student Affairs will notify the student body of the upcoming vote for the dissolution of the Student Government Association.
   vi. The Remaining process of potential dissolution is handled by the Vice Chancellor for Student Affairs.

V. Judicial Cases
   a. Student Organization Conduct
      i. The Dean of Students Officer or their designee will serve as the advisor for the student organization conduct functions of the Student Government Association Judicial Branch.
      ii. The Dean of Students designated advisor will not be the official investigating Officer for any case brought forward to the court.
      iii. All hearings are subject to open meetings laws, however the court will enter closed session when personal and confidential information may be discussed.
      iv. All conduct decisions are advisory to the Dean of Students Office.
      v. The Dean of Students Office or their designee shall be responsible for enforcing any sanctions imposed on student organizations through this student organization conduct process.
       1. The Student Government Association reserves the sole right to fully and permanently remove the official recognition of any student organization in connection to the conduct hearing process.
       2. Administrative suspension of recognition may be executed by the Dean of Students Officer designated body, with notice sent to the Student Government Association Senate by the Chief Justice.
   vi. Individual students may face conduct review by the Dean of Students Office outside of this process as a result of their own actions connected to a student organization of which they may be a member.
vii. Student Organization conduct case submission
1. Any student, faculty, staff members of the University, or community member may file a written complaint of an alleged student organization conduct violation with the Campus Activities and Student Engagement Office of the Dean of Students Office.
2. All written complaints must be filed within two months of the alleged violation.
3. Complaints must include the following information
   a. Detailed description of the alleged violation
   b. Date, time, and place of the alleged violation
   c. Name of the organization of organizations involved in the alleged violation.
   d. Name, if possible, of the individual or individuals involved in the alleged violation
   e. Names, if possible, of witnesses of the alleged offense.
   f. Names and addresses of the complainants of the alleged offense.
4. Anonymous reports may be investigated by the Dean of Students Office of their designee, and charges may be advanced if sufficient evidence or witnesses are discovered.
5. Any concern or retaliation of harassment may be expressed to protective Services of the Stevens Point Police Department by the Dean of Students office upon request of the reporter of complainant.

viii. Student Organization Conduct Case Per-Hearing
1. All recognized student organizations have the right to due process, a complete, fair, and timely processing of the complaint as outlined in these bylaws, and to have the charges against them judged by their peers.
2. The Dean of Students Officer will appoint an investigating Officer to investigate the alleged violation.
3. Without two full weeks of the filling of the complaint, the Chief Justice will schedule the hearing that must be help within thirty days of the receipt of the complaint.
   a. In situations when a semester break may disrupt the proceedings, the hearing will move forward a time when the Court and parties associated with the case are available, including the potential following semester.
4. When the hearing is scheduled, the defendant organization (President and Advisory) and complainant shall receive the following information from the Chief Justice or the Dean of Students designee using the conduct manager reporting system
   a. Written notification of the time and place of the
hearing
b. A statement of charges against the student organization
c. Information on the procedures for student organization conduct hearing.

5. The defendant organization will be represented by their President, Vice President, Treasurer, and Advisor, who will be responsible of communicating necessary information to their entire organization.

6. Once the hearing is scheduled, any witnesses shall receive within notification of the time and place of the hearing.

7. The Chief Justice will ensure that the complainant and defendant organization understand the hearing and potential sanctioning processes to the best of their ability.

8. If a defendant is unable to attend the hearing they must give at minimum forty eight hour notice to the Chief Justice or Dean of Student Office or their designee.
a. Any defendant missing a hearing must submit written testimony to the Chief Justice of Dean of Student Officer at least twenty four hours prior to the hearing.

ix. Conduct Hearing Procedures
1. All hearings shall be recorded.
2. All parties involved hall have the right to due process, a complete, fair, and timely processing of the complaint as outlined in these bylaws.
3. The Court shall be made up of the Chief Justice, Deputy Chief Justice, and two Associate Justice chosen by the Chief Justice.
   a. The Chief Justice shall serve as the presiding official for the hearing.
   b. In the case that the Chief Justice is not able to preside over the hearing, the Deputy Chief Justice shall take over as the presiding officer. The Chief Justice will appoint an Associate Justice to fill their place.
   c. In the case that both the Chief Justice and Deputy Chief Justice are unavailable, the Chief Justice shall appoint an Associate Justice to preside over the hearing. The Chief Justice will then appoint two justices to fill the remaining seats on the court.
4. The Dean of Students’ designated advisor will serve as a resource for the Count on matters of policy during the hearing.
5. Quorum for Student Organization conduct hearings will require all three designated Justices to be present.
6. The Dean of Students Appointed Investigating Officer may serve as the complainant representative.
7. The Chief Justice in conjunction with a delegated associate
Justice and the dean of Students designated advisory shall write the formal decision of the committee using the conduct manager reporting system.

8. The Chief Justice shall notify all parties involved including the Dean of Students Officer about the Court’s recommendation verbally and in written form within fifteen days of the hearing.

9. Decision of the Court shall be posted publicly on the Judicial branch website within fifteen business days after the day of the hearing.

10. A single appeal of the decision may be made to the Dean of Students Office.
   a. A copy of the Court’s official recommendation and the full recorded hearing will be submitted to the Dean of Students Officer of the purposes of the appeal process.

11. Conduct Hearing Format
   a. Call to Order
      i. The presiding officer shall call the meeting to order.
   b. Roll Call
      i. The Clerk of the Court shall call the roll.
      ii. The presiding officer shall ask all audience members to state their name for the official record and any association with the case.
   c. Procedural Announcement
      i. The presiding officer shall outline the procedures and processes of the hearing.
      ii. The presiding officer shall answer any questions specifically related to the procedures only.
   d. Introduction of Audience
      i. The presiding officer Shall entertain a motion from the Association Justices to enter closed session following which they will recognize members of the audience to state their name and affiliation with the case.
   e. Reading of the Charges
      i. The presiding officer will read the charges against the student’s organization.
   f. Plea Entry
      i. The Defendant student organization may enter a plea of Responsible of Not Responsible to each separate charge brought against them.
   g. Evidence, Argumentation, and Questions from the Court
      i. If the plea is Responsible:
1. The Complainant and the defendant will be provided the opportunity to make a statement.

2. The Court members may ask any clarifying question of the complainant and defendant.

3. Upon completion of questioning, the hearing will adjourn, and the Court members will deliberate in closed session.

ii. If the plea is Not Responsible:

1. All witnesses will be required to leave the hearing during the Evidence, Argumentation and Questions from the Court, but will be asked to remain in the area to be called for questioning.

2. The Complainant or the Investigating Officer will be permitted to make opening remarks.

3. The Defendant will be permitted to make opening remarks.

4. The Complainant will be permitted to call witnesses and/or present evidence.
   a. Upon conclusion, cross examination is available to the defendant.
   b. After cross-examination the Court members may ask questions.
   c. The defendant will be permitted to call witnesses and/or present evidence.
   d. Upon conclusion, cross-examination is available to the complainant.
   e. After cross-examination, the Court members may ask questions.
   f. Questions during all portions of witness and evidence presentations must be relevant to the incident being reviewed.
   g. The presiding officer shall have the responsibility to monitor questions for relevancy.
h. Closing Statements.
   i. The complainant will be permitted an opportunity to make closing remarks.
   ii. The defendant will be permitted an opportunity to make closing remarks.

i. Closed Session Deliberations
   i. The Court will excuse all witnesses, complainant, and defendant parties from the hearing and deliberate the case.
   ii. The Court will vote to find the defendant student organization responsible or not responsible for each charge individually.
      1. No prior history of the defendant student organization may be used during deliberations on responsibility for any charge.
   iii. For each charge that results in a finding of no student organization responsibility, the Court will notify the Dean of Students Office of the decision and recommend no sanction.
   iv. For each charge that results in a finding of student organization responsibility, the Court will vote to recommend a sanction to the Dean of Students Office.
      1. Prior history of the defendant student organization may be provided to the Court and included in deliberations on sanctions.
   v. A majority vote by the three designated Justices shall be needed for all decisions of the Court.

j. Adjourn

b. Student Government Association Cases
   i. The Student Government Association Advisor will serve as the advisor involving the Student Government Association.
   ii. All hearings are subject to open meetings laws, however the Court will enter closed session when personal and confidential information may be discussed.
   iii. The decision of the Court shall be the final decision
   iv. Student Government Association Case Submission
      1. Any student, faculty, or staff member of the University may file a written complaint of an alleged violation by the Student Government Association of their own constitution, bylaws, statutes, policies, or regulations, or any University of Wisconsin-Stevens Point policies and regulations, with the Dean of Students or with the Student Involvement and Employment Office.
2. All written complaints must be filed within two months of the alleged offense.
   a. The Court may extend this deadline at the sole discretion of the Chief Justice.
3. Complaints must include the following information.
   a. Detailed description of the alleged offense.
   b. Date, time and place of the alleged offense if applicable
   c. Any Documents related to the alleged offense available to the complainants.
   d. Names and addresses of the complainants.

v. Student Government Association Case Pre-hearing
1. The Student Government Association has the right to due process and to have the charges against them judged by their peers.
2. The Chief Justice will appoint a justice to investigate the alleged offense.
3. Within two full weeks of the filing of the complaint, the Chief Justice will schedule the hearing that must be held within thirty days of the receipt of the complaint.
4. In situations when a semester break may disrupt the proceedings, the hearing will move forward to a time when the Court and parties associated with the case are available, including the potential following semester.
   a. Upon the graduation or removal of the Chief Justice, the Deputy Chief Justice shall assume the position of Interim Chief Justice until a permanent Chief Justice is appointed.
      i. If the Deputy Chief Justice position is vacant, an Associate Justice shall be appointed as the Interim Chief Justice by the Dean of Students Office.
5. When the hearing is scheduled, the Student Government Association (President, Speaker of the Senate, and Advisor) and complainant shall receive the following information:
   a. Written notification of the time and place of the hearing
   b. A statement of the charges against the student organization
   c. Information of the procedures for the Student Government Association Case hearings.
   d. The Chief Justice will ensure that all parties involved understand the hearing and potential post decision processes to the best of their ability.

c. Student Government Association Case Hearing Agenda Format
   i. All hearings shall be recorded.
   ii. All parties involved shall have the right to due process.
iii. Quorum for hearings will be at a minimum three justices who can vote on the case
iv. The Chief Justice shall serve as the presiding Chair of the hearing.
v. The Chief Justice or Clerk of Court shall notify all parties involved in the case about the Court’s ruling in a timely manner.
vi. Decision of the Court shall be publicly posted within fifteen business days after the day of the hearing.

VI. Student Government Association Case Hearing

a. Call to order
i. The Chief Justice shall call the meeting to order.
b. Roll call
i. The Clerk of the Court shall call the roll.
c. Procedural Announcements
i. The Chief Justice shall answer any questions specifically related to procedures only.
d. Open Forum/Audience
i. The Chief Justice shall recognize members of the audience to address the issues at hand.
e. Reading of the Complaint.
   i. The Chief Justice shall read the complaint.
f. Opening Statements.
   i. The Complainant may make an opening statement.
   ii. The defendant may make an opening statement.
g. Questions from the Court
   i. Complainant
      1. The Complainant may present an witnesses evidence, and testimony on their own behalf.
      2. The Complainant may cross-examine any witnesses presented by the defendant.
   ii. Defendant
      1. The Defendant may present any witnesses, evidence, and testimony on their own behalf.
      2. The Defendant may cross-examine any witnesses presented by the complainant.
h. Closing Statements.
   i. Complainant will be permitted to make closing remarks
   ii. Defendant will be permitted to make closing remarks
i. Closed Session Deliberations
j. Adjourn
k. Decisions
   i. If the Judicial Branch finds insufficient evidence that the Students Government Association is in violation of the claim, the case will be dismissed.
   ii. If the Students Government Association is found to be in violation of the existing statute, its own bylaws, constitution, UW-Stevens Point policy, UW System policy, UW Board of Regents policy, or State or Federal law, the Judicial Branch will draft a decision
instructing the Student Senate and Executive branch to remedy the situation within thirty days.

iii. Thirty days after the Student Government Association is notified of the initial decision or upon notification that the situation has been remedied, the judicial Branch will review the remedy to determine if the violation has been corrected.
   1. The Court may declare that case closed if the remedy brings the Student Government Association back into compliance.
   2. The Court may refer the case back to the Senate and Executive Branch for further action if the remedy does not bring the Student Government Association into compliance.
      a. The Senate and Executive Branches will have twenty-one days from the notification of failure to remedy the violation to correct the situation.
      b. Twenty-one days after the Student Government Association is notified of the failure to remedy the violation or upon notification that the situation has been remedied, the Judicial Branch will again review the remedy to determine if the violation has been corrected.

iv. If the Student Government Association fails to come into compliance, the Judicial Branch will publish the decision in the Student Newspaper and notify the Chancellor’s Office of the non-compliance of the Student Government Association.

v. In the instance of a new statute or resolution being found to violate any higher (State or Federal) governing documents, the Court may strike any or all portions of the statute or resolution to bring it into compliance.
   1. The Court should exercise discretion and strike as little as possible, attempting to retain the spirit of the legislation.

vi. The Court will notify the complainant upon completion of the case.

VII. Non-Conduct Case
   a. The Student Government Association Advisor will serve as the advisor for the student organization non-conduct functions of the Student Government Association Judicial Branch.
   b. All hearings are subject to open meetings laws however the Court will enter closed session when personal and confidential information may be discussed.
   c. The decision of the Court shall be the final decision.
   d. The Dean of Students Office or their designee shall be responsible for enforcing any sanctions imposed on student organizations through this student organization non-conduct process.
   e. Non-Conduct Student Organization Case Submission
      i. Any student, faculty, or staff member of the University may file a written complaint of an alleged student organization violation of the organization’s own constitution, bylaws, statutes, policies, or regulations, or any University of Wisconsin-Stevens Point policies
and regulations, with the Student Involvement and Employment Office or the Dean of Students Office.

ii. All written complaints must be filed within two months of the alleged offense.
   1. The Court may extend this deadline at the sole discretion of the Chief Justice.

iii. Complaints must include the following information:
   1. Detailed description of the alleged offense
   2. Date, time and place of the alleged offense if applicable
   3. Any Documents related to the alleged offense available to the Complainants
   4. Name of the organization or organizations involved in the alleged Offense
   5. Names and addresses of the complainants

f. Non-Conduct Student Organization Case Pre Hearing
   i. All recognized student organizations have the right to due process and to have the charges against them judged by their peers.
   ii. The Chief Justice will appoint a justice to investigate the alleged offense.
   iii. Within two full weeks of the filing of the complaint, the Chief Justice will schedule the hearing that must be held within thirty days of the receipt of the complaint.
       1. In situations when a semester break may disrupt the proceedings, the hearing will move forward to a time when the Court and parties associated with the case are available, including the potential following semester.
   iv. When the hearing is scheduled, the defendant organization (President and Advisor) and complainant shall receive the following information:
       1. Written notification of the time and place of the hearing;
       2. A statement of charges against the student organization;
       3. Information on the procedures for the Non-Conduct Student Organization Case hearings.
   v. The Chief Justice will ensure that all parties involved understand the hearing and potential sanctioning processes to the best of their ability.
   vi. If a defendant is unable to attend the hearing they must give at a minimum a forty-eight (48) hour notice to the Chief Justice.
       1. Any defendant missing a hearing may submit written testimony to the Chief Justice at least twenty-four (24) hours prior to the hearing.

G. Non-Conduct Student Organization Case Hearing Agenda Format
   i. All hearings shall be recorded.
   ii. All parties involved shall have the right to due process.
   iii. Quorum for hearings will be at minimum three justices who can vote on the case.
   iv. The Chief Justice shall serve as the presiding Chair of the hearing.
v. The Chief Justice in conjunction with a delegated Associate Justice and the Dean of Students designated advisor shall write the formal decision of the committee using the conduct manager reporting system.

vi. The Chief Justice shall notify all parties involved in the case about the Court’s ruling in a timely manner.

vii. Decisions of the Court shall be publicly posted within fifteen business days after the day of the hearing.

VIII. Non-Conduct Student Organization Case Hearing

a. Call to Order
   i. The Chief Justice shall call the meeting to order.

b. Roll Call
   i. The Clerk of the Court shall call the roll.

c. Procedural Announcement
   i. The Chief Justice shall outline the procedures and processes of the hearing.
   ii. The Chief Justice shall answer any questions specifically related to procedures only.

d. Open Forum/Audience
   i. The Chief Justice shall recognize members of the audience to address the issues at hand.

e. Reading of the Complaint.
   i. The Chief Justice shall read the complaint.

f. Opening Statements.
   i. The Complainant may make an opening statement.
   ii. The Defendant may make an opening statement.

g. Evidence, Argumentation and Questions from the Court
   i. Complainant
      1. The Complainant may present any witnesses, evidence, and testimony on their own behalf.
      2. The complainant may cross examine any witnesses presented by the defendant.
   ii. Defendant
      1. The Defendant may present any witnesses, evidence, and testimony on their own behalf.
      2. The defendant may cross-examine any witnesses presented by the Complainant.

h. Closing Statements
   i. Complainant will be permitted to make closing remarks.
   ii. Defendant will be permitted to make closing remarks.

i. Closed Session Deliberations

j. Adjourn