

STUDENT ORGANIZATION CODE OF CONDUCT

PREAMBLE

KIMEP University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Student organization behaviour that is not consistent with the KIMEP core Values and Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate disciplinary sanctions.

STUDENT ORGANIZATION MEMBER RESPONSIBILITIES

The KIMEP University recognizes that participation in student organizations serves as an important aspect of the living-learning environment. Membership in the Student Organizations gives the opportunity to develop leadership, event planning, and time management skills, it also give experience in ethical decision making, delegation, and team work. The University expects that student Organization will demonstrate high standards of behaviour and serve as a referent group for other students. Student Affairs division jointly with KSA established the Student Organization Code of Conduct to ensure that all Student organization members understand and accept responsibility for the actions of themselves, their members and guests.

APPLICATION OF THIS CODE

The KSA Cabinet together with the Student Affairs office will exercise jurisdiction over recognized Student organizations and member conduct.

Sanctions for the conduct listed below may be imposed on Student organizations found responsible for violating the Student Organization Code of Conduct.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, is within the jurisdiction of this Code, regardless of whether it occurs on or off campus.

The KSA Cabinet and Student Affairs office have responsibility for adjudicating cases based on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint. KIMEP University requires adult and professional behaviour and conduct from Student Organization and organization members.

UNACCEPTABLE STUDENT ORGANIZATION/MEMBER BEHAVIOURS

Examples of behaviour which contravene this policy and subject to disciplinary sanctions include, but are not limited to, the following:

Aiding and abetting

A student organization that assists a group that has lost University recognition, or person/group in violation of a University policy or procedure or local, state law

Smoking and Alcohol consumption

According to State and University rules, consumption, advertisement, and distribution of alcohol beverages as well as smoking are not allowed on University campus. This policy must be strictly followed at all student events and activities on campus. University have the authority to prohibit attendees from bringing alcoholic beverages to any University event.

Drugs

Cases where evidence of possession, use or distribution of illegal drugs at an activity hosted by student organization will be immediately referred to KIMEP authorities and reviewed by Student Affairs Disciplinary Committee.

Damage to Property

The use of KIMEP University facilities for activities and events is considered as a privilege. Therefore, any misconduct that deliberately vandalizes or damages property; poses risks to staff, faculty or students; and, in general not professional behaviour will not be tolerated.

Disorderly Conduct

Student organization members are expected to conduct themselves in a manner that does not create disruptions or that does not involve unacceptable actions in regards to KIMEP U community, behavioural or moral standards. Such conduct may include, but not limited to the following:

- Intentional disruption of academic or administrative activities of KIMEP U
- Obnoxious and anti-social behaviour
- Threats to the health or safety of any person within or related to the University community, including harassment or sexual misconduct, threats, physical abuse, intimidation or the threat of physical abuse

Discrimination

According to the KIMEP Equal Opportunity policy discrimination is prohibited on the basis of race, religion, colour, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability.

Firearms, explosives, other weapons

The possession or use of firearms, explosive, other weapons, or any other form is **STRICTLY PROHIBITED** on University premises. Any violation of this policy may result in immediate termination of the event/activity **by the Security, Commandant, and/or coordinator**. Event host and student organization may be subject to disciplinary action for violation of this policy.

Failure to Comply

It is a violation to ignore, disobey, disregard or otherwise violate any provision of this Code of Conduct or any applicable rule. Specific violations of this standard include, but are not limited to:

- Failure to comply with the directions of University official acting in their official duties
- Failure to follow all policies and procedures established by the University pertaining to Student organizations
- Any other conduct affecting the student/student organization's suitability as a member of the academic community or as a representative of the University

Falsification of Information

Student organization/student shall not provide false or misleading information
Student organizations/members are in violation if:

- Wilful falsification of information on University records, to University officials, or to local government officials
- Wilfully providing false information for the purpose of obtaining services

Guests

Student organizations are responsible for informing their guest(s) of University policies and procedures and will be responsible for the behaviour of their guest (s). (for additional please read Event Policy)

Risk Management of Events

Student organizations are responsible for:

- Failure to adhere to event start and end times
- Failure to adhere to guest lists (for Some events such as commencement, golden middle, Sophomore, and graduation only KIMEP students, faculty, and staff are to be in the guest list)
- Failure to check identification.
- Failure to provide adequate Security measures

Use of the University Name

Use of the name or marks (logo, stamp, letterhead etc.) of the University is prohibited off campus, unless specifically authorized in writing by the SA or designated representative.

Violation of Student Organization Code of Conduct Procedures and Sanctions including:

The following procedures comprise the conduct process:

- Incident Reported. Incidents should be reported to the Student Affairs Division.
- Case review. This step includes a review of the alleged violation(s) and the associated information and evidence by the KSA Cabinet representatives and AVP/Director of Student Affairs. If it is determined that the case has merit, the process will move forward to the next step. If it is determined that the case does not have merit and no charge is made against the student organization.
- An administrative resolution. Will occur between the Office of Student Affairs and the charged student organization. This process will allow the organization to admit responsibility for Violation(s) of the Code and accept the sanctions.

- Disciplinary Hearings. If the case is not handled through the administrative resolution, the Student Affairs office will schedule a meeting of the SA/KSA Disciplinary Committee within 5 working days after the organization has been charged. The committee membership is the following: KSA president, 2 elected members of the KSA cabinet, SA representative, one general body student representative. The chair position is rotating on annual basis. KSA/SA Disciplinary committee will review the case with all relevant evidences, will hear Witness Statements if any and interview the charged organization.
- Decision. The decision of the Committee will be released within 5 working days after disciplinary hearings.
- Appeal Process. If student organization/member disagrees with the Committee decision, the appeal should be placed to the Office of Provost and General Deputy to the President and he/she will compose ad hoc committee. The decision of this committee is final.

Recommended sanctions can include:

- Reprimand (written or verbal)
- Community service
- Educational activities: including but not limited to attendance at educational programs and planning and implementing educational programs
- Restitution (i.e.: replacement for theft or vandalized property)
- Probation
- Suspension
- Dismissal from campus

_____ hereby swear that I have read the above Code of Conduct and agree to follow the rules, regulations and policies as set out in this document and acknowledge that I am subject to all disciplinary procedures as noted above.

Signed,

_____ on this _____ day of _____, 20_____

Student Signature