



Voyager's Handbook Addendum for Organizations and Clubs

The policies and procedures included in this addendum are intended to supplement the policies and procedures found in the main section of the Voyager's Handbook.

Table of Contents

Student Clubs and Organizations	2
Registration and Recognition	2
Events and Programs	2
First Meetings	3
Student clubs and organizations must not hold official meetings until they are officially recognized and have gone through all necessary steps with the Student Life Office. This includes an orientation meeting with the RD for Student Activities. The RD will provide you with information regarding what the agenda for the first open meeting the student club/organization will have.	3
Regular Meetings	3
Events and Programming	3
Conduct Process for Policy Violations	3
Initial Review of Complaint	4
Notification of Conduct Hearing	4
Conduct Hearing	4
Decisions	5
Alternative resolution processes	5
Sanctions	6
Disciplinary Standings	6
No Action	6
Warning or Written Reprimand	6
Disciplinary Probation	6
Voyage Removal	6
Discretionary Outcomes	6
Alcohol and Other Drugs	6
Conflict Resolution	6
Educational Workshops	7
Loss of Privileges	7
Restitution	7
Review	7
General Definitions	8

Student Clubs and Organizations

Any student, faculty, or voyager is welcome to start a new organization, though to be a registered student organization, students need to take lead, while their faculty advisor(s) support. Additionally, The RD for Student Activities will provide the resources, in conjunction with the Student Life Team, necessary to support the organization's development.

Student clubs and organizations may be charged with violations of the Voyager's Handbook. When a student group or organization has reportedly violated policy, the adjudication, resolution, and assignment of sanctions regarding that conduct shall occur as described within this addendum. This document outlines the policies governing the formation, operation, and responsibilities of student clubs and organizations for Semester at Sea voyages. It is intended to ensure that student organizations operate in a manner that promotes the values of Semester at Sea, encourages inclusivity, and adheres to Semester at Sea policies and ship regulations.

Registration and Recognition

Registration occurs within the first leg of the voyage and any student clubs and organizations that wish to register after B2 must do so with the assistance of the Assistant Dean of Student Life. Student clubs and Organizations desiring official recognition must meet the following minimum requirements:

- Have a clearly stated purpose, which complies with the Voyager's Handbook and ship policies.
- Have a minimum of 3 SAS student members
- Be open to all SAS students with the right to vote and hold office (within the organization).
- Have a minimum of 2 officers. The same person cannot be the President and Secretary. Officers must not be on academic probation or disciplinary probation.
- Each student group and organization must have an advisor who is a CSU faculty or approved LLL, Companion, or other designated advisor that has been approved by the Assistant Dean of Student Life.
- Comply with all Semester at Sea and ship policies and regulations and be in "good standing" with Semester at Sea through the Assistant Dean of Student Life.

Events and Programs

After the Activities fair, student clubs and organizations can begin to form and collect interest for potential members after meeting with the RD for Student Activities (information and details to be shared during the first leg of the voyage, after A1).

First Meetings

Student clubs and organizations must not hold official meetings until they are officially recognized and have gone through all necessary steps with the Student Life Office. This includes an orientation meeting with the RD for Student Activities. The RD will provide you with information regarding what the agenda for the first open meeting the student club/organization will have.

Regular Meetings

Regular meetings should be scheduled minimally, once every other sea leg (stretch of time at sea between ports). Regular meetings should not be scheduled during evening seminar or during the time classes are taking place. Meetings should not occur during the port stay. In general terms, the student club/organization will arrange the time, place, etc., and what constitutes a quorum of membership (e.g. majority). Once meeting times are determined, they should be provided to the RD for Student Activities to post on homeport to advertise.

Events and Programming

Student clubs and organizations can reserve space on the ship to host events and programming on the ship and these reservations must be submitted and approved to the Student Life Team, specifically the RD for Student Activities for approval. Student clubs and organizations should disclose the event/program plans that they will be utilizing the space for to reserve the on-ship space. Additionally, any movie, show, or film screening must be approved by the Student Life Team to ensure that the appropriate rights have been purchased and there is no violation of ship policy or legal laws regarding film screenings.

Conduct Process for Policy Violations

Student clubs and organizations enjoy rights and privileges associated with official recognition by Semester at Sea. Semester at Sea seeks to help students and organizations learn to become conscientious members of their community and students are expected to conduct themselves in a responsible manner at all times, whether on or off the ship. The Semester at Sea Student Conduct Code applies to behavior that occurs on ship premises and at all sponsored programs and activities. It also applies to off-ship behavior that adversely affects the community's health, safety or welfare, poses a threat to persons or property, or may damage the institution's reputation or relationship with the greater community (including behavior occurring in a foreign country or in another state, and behavior at all on-ship activities, regardless of location).

The Assistant Dean of Student Life or designee decides whether to exercise off ship or "off-campus" jurisdiction on a case-by-case basis. They are also subject to disciplinary action for violation of the ship and program policies as outlined here and in the Voyager's Handbook and Addendums.

Individual Students and Student Clubs /Organizations should be aware that involvement

in an alleged violation of ship policy may result in both an individual member going through the conduct process and the organization also being subject to disciplinary action (please refer to the student addendum for specifics on the individual student process).

Initial Review of Complaint

Upon receipt of a report/complaint, the Hearing Officer will review the incident report and determine whether the student club or organization may have engaged in prohibited conduct as identified in the Student Conduct Code. If it is determined that the alleged behavior does not constitute a violation, no further conduct action will be taken.

If the Hearing Officer determines that the alleged behavior may constitute a violation of the Student Conduct Code by an individual student, the Hearing Officer will refer the matter to the individual student conduct process.

If a Hearing Officer determines that the reported allegations may constitute a violation of the Student Conduct Code, the Hearing Office may conduct an investigation with the members/voyagers involved in the initial report.

Notification of Conduct Hearing

Once an investigation has been conducted, the student group or organization leadership (President or designee) will be notified of the alleged charges in writing, along with the date, time, and location of the hearing (usually scheduled within one to three days after notification). If a prompt review is essential, the student may be required to meet with less than 24 hours' notice.

Notification may be initially given in these instances in person, by phone, or by email. The letter of notice may contain interim measures, including specific requirements or restrictions until the matter is resolved through the disciplinary process (e.g. no-contact directive, restriction from specific shipboard privileges, etc..)

Conduct Hearing

A conduct hearing is facilitated by a hearing officer. The purpose of the conduct hearing is to discuss alleged policy violations. As part of this process, student club or organization leadership) will be asked to share their perspective of the alleged violations and discuss personal responsibility and community impact. Those charged with engaging in prohibited conduct will have the opportunity to receive a fair hearing. The formal rules of process, procedure, and evidence used by the criminal justice system do not apply to the conduct process.

Standard of Proof: In order to find that a student club or organization has engaged in prohibited conduct, the standard of proof required is a preponderance of the information contained in the record. The information must demonstrate that it is more likely than not that the violation occurred.

Support Persons/Advisors: The student club or organization may bring a support person/advisor from the shipboard community to the hearing. This should be the organization's registered advisor or a member of the student club or organization's leadership team (President, Vice President, etc.). The support person/advisor may not speak on the participant's behalf or participate directly in the hearing. The support person/advisor may not serve in a dual role as a witness in the hearing.

Missed Hearings: If the student club or organization is not present, the hearing officer may proceed in the absence of either the organization and will make a decision with the information available on record.

Accommodations: Semester at Sea is committed to providing necessary accommodations to ensure a fair and safe process for all participants. Accommodations will take into consideration needs around disabilities, personal safety, and language differences.

Decisions

The hearing officer decides the finding of responsibility for each charge based on the preponderance of information standard—whether it is more likely than not that the student group or organization violated the Standards of Conduct. If found responsible for engaging in prohibited conduct as outlined in the Standards of Conduct, the hearing officer will determine appropriate outcomes based on the incident's severity, impact on others, and the student group or organization's previous conduct record. A hearing officer has three (3) business days from the date of the hearing to provide a decision to the student club or organization. The number of days may be extended at the discretion of the hearing officer, who will notify all parties of any delay. The outcome will include the findings, rationale, sanctions, and information on the review process. In cases involving an impacted party, they may also be notified of the hearing officer's decision. A copy of the decision may be shared with appropriate program administrators or offices.

Alternative resolution processes

Responsible Action Exemption: The program has adopted a Responsible Action Exemption policy for students seeking medical assistance for themselves or others in emergency situations that result from alcohol and other drugs. Students who seek medical attention for themselves or on behalf of another student related to the use of drugs or alcohol will not be charged with violations of the Standards of Conduct related to that incident, provided that the student completes an assessment and any recommended treatment by the hearing officer. Parents may be notified. The program reserves the right to adjudicate any case in which the violations are egregious. Students in need of medical assistance can only receive one (1) exemption, regardless of who calls for assistance. If a student believes they qualify for a Responsible Action Exemption, the following steps must be completed:

- The student must make initial contact with the appropriate resource (i.e. vessel security, medical personnel or program staff) as a result of their actively seeking out medical assistance for themselves or on behalf of another individual.
- The student seeking assistance for an intoxicated student must give their name to Vessel security or staff, remain on scene, and cooperate with medical personnel, security, or program staff.
- The student seeking an exemption must meet with the hearing officer and complete

an assessment, educational program, or any additional treatment requirements of the hearing officer. Verification of completion must be provided to the hearing officer.

- The disciplinary exemption does not apply to students experiencing an alcohol or drug-related medical emergency who are found by Semester at Sea personnel or vessel's crew. The help must be sought by, or on behalf of, the student.

Sanctions

The hearing officer may impose one or more of the following sanctions as appropriate for the student group or organization's development and the well-being of the shipboard community. A student group or organization could face additional disciplinary action for failure to comply with sanctions.

Disciplinary Standings

A hearing officer may apply a disciplinary standing as a sanction for violating the Standards of Conduct.

No Action

No disciplinary action is taken.

Warning or Written Reprimand

The participant is formally warned or reprimanded for minor infractions.

Disciplinary Probation

Disciplinary probation is for a designated period of time during which a participant is expected to show appropriate changes in behavior. A violation of the Student Conduct Code while a student club or organization is on disciplinary probation or any subsequent misconduct may result in further disciplinary action, up to and including removal of the organization on the ship.

Voyage Removal

The student club or organization must cease to exist throughout the remainder of the voyage. The student club or organization will lose their ability to meet or participate in any activities, events, on or off the ship as a student group or organization.

Discretionary Outcomes

A hearing officer may require the participant or the student club or organization to complete or comply with discretionary sanctions. Discretionary sanctions include but are not limited to:

Alcohol and Other Drugs

- Participants may be required to complete an assessment with the program Counseling Center.

Conflict Resolution

- Conflict coaching: participants have the opportunity to talk about conflict and gain

skills to handle conflict in a supportive and confidential environment. Student life staff may assist students in identifying goals, developing clarity, and managing conflict in the future.

- **Mediation:** mediation is a voluntary and confidential process where a neutral third-party facilitator helps two or more people in conflict have a constructive conversation about important issues. The mediator does not take sides, give advice, or tell parties what to do. The student life staff may mediate small group disputes (i.e. roommate conflicts) and may also facilitate large-scale discussions involving multiple parties.
- **Restorative Justice:** A restorative justice conference brings together those who were impacted by an offense, including those who were harmed, those who were responsible for causing the harm, and impacted community members. Through a facilitated dialogue, they discuss what happened and determine the best ways to repair harm and improve relationships.
- **Impact Circles:** Impact circles are a form of restorative justice that brings together small clubs of participants who have been found responsible for similar types of offenses with relevant community stakeholders. Through answering questions about their specific incidents and hearing others' stories and perspectives, students gain a better understanding of the impact of their behavior on the larger community.

Educational Workshops

- Participants may be required to participate in one or more of a variety of workshops designed to address specific knowledge or skill areas. These workshops are intended to help a participant learn more about themselves and our shared community values.

Loss of Privileges

- Denial of specific onboard privileges for a designated period of time.

Restitution

- Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.

Review

Any concerns regarding the final decision or sanctions assigned at the level of Voyage Removal, must be submitted in writing and include the reason for the request to the Executive Dean (or designee) via email within two (2) business days from the date the written decision was issued. The Executive Dean (or designee) may review the concerns submitted and take action within three (3) business days. The Executive Dean (or designee) will determine if any of the following grounds for review are warranted:

- New evidence exists that was unavailable prior to the time a decision was made.

Failure to participate in the investigation or to provide evidence during the investigation does not constitute as new evidence;

- The outcome is unsupported by the evidence, based on the preponderance of the evidence standard;
- The written procedures outlined in the student conduct process were not followed, which impacted the outcome of the conduct process.

After reviewing the request, which may include a review of the record and/or meeting with the parties involved and/or the hearing officer, the Executive Dean (or designee) shall take one of the following actions:

- Determine a review of the decision is not warranted
- Affirm the decision of the original hearing officer and notify the student group or organization, or
- Return the case to the Dean of Student Life for additional review or to impose alternate sanctions.

General Definitions

- **Property:** The term “property” refers to all facilities or other grounds or structures or any item in possession of or owned, used, maintained, or controlled by Semester at Sea, designated as subject to these policies. Property also includes computers and network systems owned, maintained or controlled by or funded by Semester at Sea as subject to these policies.
- **Student:** The term “student” refers to an individual who is enrolled in or registered with Semester at Sea in the academic program on a particular voyage.
- **Voyager:** Any category of individual voyager on the ship e.g. student, Staculty, Companion, Lifelong Learner.
- **Recognition:** “Recognition” refers to the process by which any group or organization of students, Staculty, or voyagers with Semester at Sea applies for and obtains formal status as a registered, sponsored, or affiliated organization. Individuals and organizations may not in any way represent that their activities are endorsed, sponsored, or sanctioned by the Semester at Sea without the express written consent of an ISE staff member’s approval. The group and its members are wholly responsible for their activities, on- or off the ship. Any individual or group of individuals participating in or conducting organization activities does so voluntarily and at its own risk.
- **Registered Organization:** The term “registered organization” refers to a group which is organized primarily for students or voyagers, which has complied with the registration requirements set forth in these regulations. Registered organization status does not include the recognition of any off-ship activity conducted by the group as a whole or by individual members of the group. Individuals and organizations may not in any way represent that their activities are endorsed, sponsored, or sanctioned by Semester at Sea without the express written consent of an authorized ISE official. The group and its members are wholly responsible for their activities, on-or off-ship. Semester at Sea does not provide liability insurance coverage for student clubs or organizations. Any individual or group of individuals participating in or conducting organization activities does so voluntarily and at its own risk.
- **Facilities or Ship Space:** Any physical space on the ship that is reservable or utilized for Semester at Sea program purposes.