THE PURPOSE OF CONDUCT SYSTEM BOARDS

The University Conduct System was established on our campus so that students charged with violations of University regulations would have the opportunity to present their cases before a board primarily consisting of other students who must live by the same set of community standards. In this way, students charged will have a determination made on their charges by persons who can identify with their viewpoint.

The Conduct System is concerned largely with interpretation and enforcement of University regulations as printed in The Students Rights and Responsibilities, but it may also deal with any other regulations printed in official University publications and contracts, or posted on official bulletin boards.

It is also the purpose of the Conduct System to support any student charged with alleged violations of University regulations. Thus, guidelines have been designed so students understand the process as outlined in The Students Rights and Responsibilities; proper notification of charges, hearing, and sanctions; and hearings are conducted in a fair and impartial manner.

DUTIES OF CONDUCT MEMBERS

DUTIES OF CONDUCT CHAIRPERSON:
1. Preside over meetings or to appoint a member to preside in their absence.
2. Exercise full voting rights.
3. Insure that the duties and responsibilities of the boards are discharged
4. Supervise the secretary and sign all correspondence of their respective boards.
5. Check periodically with the coordinator of Student Conduct & Orientation to insure consistency among boards.
6. Assist in the training of conduct members.

DUTIES OF ALL BOARD SECRETARIES
1. Set or cancel the time, day and place for the weekly meetings of their respective boards. To schedule additional meetings when necessary.
2. Prepare a docket of cases before each hearing and notify all who should be present.
3. Keep a record of attendance of members.
4. Keep adequate records of all proceedings and send copies to those designated.
5. Handle, at the direction of the Chairperson, and under his/her supervision, all correspondence of the board.
6. Perform all other duties as assigned.

GENERAL DUTIES OF ALL BOARD MEMBERS:
1. Sit on their respective board with full voting privileges.
2. Take the Oath of Office, to abide by the Code of Ethics of the Conduct System, and to study the Conduct constitution.
3. Attend all called meetings and orientation sessions except with prior notification and an excuse from the person conducting the meeting. If a member misses excessive meetings without prior notification and excuse, the coordinator of Student Conduct Board will remove him/her from board membership.
4. Perform all other duties as assigned.

Conduct Board Application Selection: Applications
Office of Student Conduct & Orientation
Conduct System Application Form

Completed applications are due to the Office of Student Conduct in Vaughn Center 210. (Please print clearly)

Name: ___________________________  UT Box: ____________

Address: ________________________________
(If you live on campus, indicate your hall and room number)

Phone number: ____________________  UT ID#: ___________________

Date entered UT: _______  Expected date of graduation: _______  Shirt Size: _______

Current Class Standing: _________  Major: _______________  Minor: _______________

Cumulative GPA: ________________  Email address: _______________________

I would like to serve on: ___________Conduct Secretary*  ____________Conduct Assistant*
__________Conduct Board Member
*These are the only paid positions. This stipend is $823/semester.

ON ANOTHER PAGE, PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

1. What campus activities do you currently participate in and what campus activities will you be participating in next year?

2. Conduct Board meets on Wednesdays from 2:00-6:00pm, Thursdays from 2:00-6:00, Fridays from 9:00am-1:00pm. Do you anticipate any time conflicts? Please rank your order of preference.
   (Please note that Conduct Board meetings are not final and you will be given final times during interview)

3. Describe the reasons you feel qualified to serve on the Conduct Board.

I HERBY AFFIRM THAT ALL THE INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. FALSE STATEMENTS OR INFORMATION MAY RESULT IN MY ELIMINATION FROM THE SELECTION PROCESS. THE OFFICE OF STUDENT CONDUCT & ORIENTATION RESERVES THE RIGHT TO EXAMINE CANDIDATES GRADES AND CONDUCT FILE TO DETERMINE A CANDIDATE’S ELIGIBILITY.

YOUR SIGNATURE BELOW AFFIRMS YOUR ACCEPTANCE OF THESE TERMS.

______________________________  ________________
Signature  Date

Conduct Board Application Selection: Applications