

CIRCA Transparency and Reporting Protocol for Sexual Misconduct (MK, SS, ME, KG)

Anonymous Response Form →

https://docs.google.com/forms/d/e/1FAIpQLSdTyI-pdNGd7Os9_k98I_mxbPUCI64dwoGZC5jvRNAFDIwA_A/viewform?usp=sf_link

CIRCA E-Board Response Protocol for Reported Sexual Misconduct, Discrimination or Violation of the CIRCA Community Agreement

- I. **Purpose:** The purpose of this protocol is to support the privacy of involved members and effectively respond to reports of violations of the CIRCA Community Agreement, the needs of victims of sexual misconduct and/or discrimination in CIRCA's community, ensuring that they have access to available resources and community support, and respond to reports of violations of the CIRCA Community Agreement.

- II. **Avenues for Incidents to reach CIRCA E-Board:**
 - A. CIRCA's anonymous response form
 - B. In-person reporting to a board member in their official capacity, with the specific request to have the incident discussed by E-Board
 - C. Public written/audio-recorded pieces such as online confessions, published articles, or op-eds that specifically mention CIRCA by name in connection to incidents of sexual misconduct and/or discrimination

- III. **Discussion with Student Group Advisor**
 - A. Upon receiving a report of an incident of misconduct through any of the pathways described above the President and Vice President will immediately email and schedule a time to meet with CIRCA's student group advisor, who is a mandatory reporter, to discuss the incident in question.
 1. Per policy of the Student Conduct Office, a formal investigation can not be initiated until the survivor has been contacted. From this point forward, the CIRCA E-Board members will no longer be involved in the official process and will not be updated with the results of the investigation.
 - B. All E-Board members are expected to remind all members of their branch of this policy, particularly when receiving a report of an incident above the President and Vice President will immediately email and schedule a time to meet with CIRCA's student group advisor, who is a mandatory reporter, to discuss the incident in question.

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2. All E-Board members are expected to remind all members of their branch of this policy, particularly when receiving a report of an incident.

IV. Structure of E-Board Discussion

A. Incidents reported through CIRCA's anonymous feedback form:

1. Incident presented by Pres/VP
 - a) offer details including assailant name
 - b) excluding survivor name no matter what
 - c) Everyone on Eboard pledges to keep this conversation confidential, and not to speculate on details of the incident beyond the report that was made.
2. Questions period:
 - a) Are there structural or cultural elements of CIRCA that contributed to this?
 - b) Situational elements that the Executive Board should have picked up on?
 - c) What steps can we take about the assailant's participation in our club?
 - d) What steps can be taken to support the survivor?
 - e) Immediate danger?
 - f) Identify 3-5 resources that we can mention to them?
 - (1) See SVR folder in E-Board Drive
3. Assign an E-Board member to touch base with the reporter (if known) following the Follow Up Protocol in VI. Members of Eboard who feel close to the situation are not prohibited from reaching out.
 - a) "Hi, I just want to check in with you to see how you're doing."
 - b) Communicate resources available to survivors of sexual assault
 - (1) Examples: SVR Advocates, <https://health.columbia.edu/services/survivor-advocacy>, <https://health.columbia.edu/services/sexual-assault-get-support> , Ombuds, CPS, NY State resources, hotlines.
 - c) Ask: "is there anything I, or E-Board can do to help?"
 - d) Ask: "Do you feel like you are in any immediate danger?"
 - e) Assure them they are welcome to come to the E-board or Office Hours for extra support
4. Consequences or removal of member/s.
 - a) The Executive Board may decide to enact consequences against members who have been reported to have engaged in discrimination or misconduct. Consequences may include, but are

not limited to: temporary suspension, suspension from a specific branch, prohibition from applying to future Executive Board positions, or full suspension from CIRCA.

- b) The Executive Board must not act in isolation. If it is the case that the Executive Board feels the need to enact consequences against a member for misconduct, they must first submit a report to the Student Conduct and Community Standards Office or the appropriate administrative office and notify their club advisor of the consequences they plan to enact, and consult with the Student Governing Board for recommendations on conflict resolution as it relates to the reported individual's participation in CIRCA.
- c) In making their decision, the Executive Board must only act on evidence provided to them through reports (as described in Section II of this protocol), photo evidence, recordings, or screenshots. The Board agrees not to speculate on the incidents that have been reported to them beyond the evidence they have received.
- d) If the Board votes to remove the member from a branch, or remove them from CIRCA entirely, they must abide by the impeachment proceedings outlined in CIRCA's constitution.

- B. Incidents reported to a board member in their official capacity, with the specific request to have the incident discussed at E-Board
 - 1. The board member in question should contact the President and Vice President, who shall add discussion of the incident to the agenda
 - 2. See A-1 through 4
- C. Incidents brought to the board's attention through public written/audio-recorded pieces
 - 1. See A-1 through 4

V. Statements

- A. After receiving a report of an incident, the Executive Board will determine if a statement should be sent out to all members after consulting with the student group advisor. E-board will only proceed with the statement with the consent of the survivor.
 - 1. In the event that the Executive Board decides to release a statement, they must consult with the survivor/s of the incident at every point of the writing and editing process.

VI. Follow Up

- A. The E-Board member that was initially contacted about the report should continue to stay in contact with the survivor, and inquire how they can best provide support. The nature of this follow-up contact must be consented by the survivor, and be conducted with their healing as the focus.

1. Given the nature of these incidents, if the E-board member that was initially contacted feels that they are not in a place to properly support the survivor, another E-board member, with the consent of the survivor, will be designated as the new point of contact within the E-board.
- B. If a name was given through the anonymous feedback form, the branch head of the branch that the incident occurred may assume the role of Eboard contact in A. 3.

CIRCA E-Board Transparency Policy

- I. **Purpose:** The purpose of this policy is to ensure that CIRCA's E-Board operates in such a way that upholds the values of transparency and community engagement between board members and the general body, and to ensure that CIRCA's general body remains aware of E-Board's activities, decisions, and topics of discussion during weekly E-Board meetings.
- II. **Town Halls:** Town Halls will be held multiple times each semester, with at least one Town Hall at the opening of the semester and one Town Hall at the close of the semester.
 - A. Town Halls will serve as an occasion for voting on amendments.
 - B. Town Halls will also hold a space for the general body to discuss with club leaders CIRCA-wide matters including but not limited to improving club culture, resources and training for responding to sexual misconduct and/or discrimination, and other timely themes.
 1. Request a [Workshop or Training about Sexual Violence](#) provided by Sexual Violence Response (SVR)
- III. **CIRCA E-Board meetings:** Board meetings are open to all general body members.
 - A. E-board meetings are open to general body members.
 1. Exceptions to this rule are board meetings concerning budget talks, sexual violence reports, and deliberations and appointments for board positions.
 - B. General body members can request to reserve time to speak/set an agenda item at E-board meetings by contacting the President 24 hours in advance of the meeting.
 - C. Agendas and meeting minutes for E-Board meetings will be made available online and uploaded by the next E-Board meeting.
 - D. Open board meetings held virtually will be recorded and made available to general body members.
- IV. **Respecting Members' Privacy:** As noted in the Response Protocol for Reported Sexual Misconduct and Discrimination, unless given explicit permission the board should

not reveal the name of the person(s) reporting incidents of sexual violence out of respect for their privacy and their personal safety. All names should be redacted from official meeting minutes and should not be discussed outside of the board meeting.

V. Policies and Reporting Resources

- A. All new members will be made aware of CIRCA's Community Agreements, Membership Feedback Form, Anonymous Response Form, CIRCA's Constitution, Anti-Racism Policy, E-Board Expectations, and the CIRCA E-Board Response Protocol for Reported Sexual Misconduct and Discrimination
