

# *University Policies*

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Registered student organizations and advisors should also be aware of policies found in the *Student Handbook* and the *Code of Student Conduct*.

## *Alcohol Philanthropic Policy*

The University supports and endorses student organizations' philanthropic and fundraising activities where alcohol is not present in any form. This includes, but is not limited to, sponsorship, endorsement, and donations.

## *Alcohol Policies*

The Western Illinois University policy on alcohol as it pertains to student organizations and the campus community can be found in the *Code of Student Conduct*:

- Students and/or their guests under 21 years of age may not possess or consume alcoholic beverages on University property.
- Students and/or their guests may not sell or effect the delivery of alcoholic beverages on University property.
- Students may not purchase alcoholic beverages with the University-approved student fee or with any other student funds that are collected and administered by a University office or agency.

All sales of alcoholic beverages on WIU property are to be scheduled, managed, and supervised by staff of the University Union. If alcohol is going to be served at an event, arrangements must be made with the Union Scheduling Office at least five days prior to the event. There must also be a provision sponsor for a conference; convention; or educational, cultural, or political activity where alcoholic beverages are served. The University prohibits the possession of alcoholic beverages in open containers by *any person* on University-owned or controlled property, except as specified by University policy.

## *Hazing Policy*

Western Illinois University stands firm in its conviction and refuses to tolerate hazing activities in any form practiced by pledges, new members, members, or alumni of

University organizations. Whatever form it takes, hazing subverts and corrupts the true student experience. In its more extreme forms, hazing risks human lives, brutalizes everyone involved, and jeopardizes the very existence of the organization.

Hazing is a recurrent blight that can attack any organization whenever a few persons attempt to substitute force for reason and expediency for understanding. Such persons seem to believe that subjecting members to a series of ordeals will make them fit in and that fear will somehow make them more disciplined and mature. Even though such methods may seem efficient in the short run, there can be no justification whatsoever for hazing. The principles of each and every student organization represented at Western Illinois University must be evident in the actions of its members. The University may sanction individual participants or organizations whose members are involved in or who sanction hazing. For more information, please contact the Assistant Director of Greek Life Programs or the Director of Student Activities at 298-3232.

### *Nondiscrimination Policy*

No organization at Western Illinois University shall discriminate on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, status as a Vietnam era or disabled veteran in all University recruitment, hiring, training, and promotion activities.

### *Poster Distribution*

Each individual building representative must approve all posters before being displayed. The building representatives are listed in the WIU campus phone book. Once approved, the posters may be placed on unrestricted or general use bulletin boards only. Posters should not be displayed on walls or windows.

To post material in residence halls, the posters must be brought to Seal Hall, Room 136, for approval one day prior to distribution date. The posters must be counted out and separated by hall. After approval is given, the posters will be distributed from Seal Hall.

For approval to post material in the Union, an organization must check with OSA. All posters will be stamped showing that they have been approved to be posted. No posters or fliers are to be taped to sidewalks, windows, or walls on University property.

### *Risk and Liability Policy*

Western Illinois University in conjunction with Chicago State University, Governor's State University, Northeastern Illinois University, and Eastern Illinois University participates in the "State Universities Risk Management Association" (SURMA) Self-Insurance Pool. The program covers civil liability for bodily injury, personal injury, and damage to tangible property resulting from occurrences in the conduct of University business and damages arising out of professional services. Students, while enrolled in a practicum or other training program authorized by WIU and while acting within the scope of their duties, and University faculty and staff of Western Illinois University, are "covered persons" under this self-insurance program and are subject to its terms and conditions. The coverage of faculty, staff, and students is limited to occurrences or professional services that fall within the scope of this program.

Organizations or individuals not directly associated with the University but using University-owned facilities, including all fraternities and sororities, are required to either (1) provide to the University with a certificate of insurance including the WIU Board of Trustees and Western Illinois University as an additional insured for no less than \$1,000,000 combined limits or (2) purchase coverage for the event through the Master Venue Program. The Master Venue Program, which provides affordable General Liability insurance, is available to tenants, users, and renters of Western Illinois University facilities. Protection is provided against negligent acts for which the group or organization may be held responsible for property damage or bodily injury. Western Illinois University is named as an additional insured. The cost of the coverage is a per-day charge based on the type of event and number of people attending the event. Non-University groups should be directed to the Office of the Vice President for Administrative Services (298-1800) for cost estimates.

For groups needing assistance in acquiring a Certificate of Insurance or if there is doubt regarding whether a specific organization is covered through the University plan or needs certification of separate insurance coverage, please contact the Office of the Vice President for Administrative Services (298-1800).

### *Sexual Harassment Policy*

WIU is committed to maintaining a fair and respectful environment for living, working, and studying. To that end, and in accordance with state and federal law and Board of Trustees' policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus—whether they are guests, patrons, independent contractors, or clients—regardless of the sex of the other party, from sexually harassing any other member of the University community. Incidents of sexual harassment will be met with appropriate disciplinary action, up to and including dismissal from the University. For a complete guide, please review the brochure from ADA.

### *Solicitation (Fundraising)*

Commercial solicitation conducted for private gain and resulting in the immediate exchange of goods or services for remuneration is prohibited on University property. Registered student organizations with a University membership shall be granted permission to solicit contributions and conduct fundraising activities for charities whose purpose is to benefit society or any considerable part thereof through benevolent and humanitarian activities without the enhancement of the private wealth of any individual associated therewith. A request in writing must be submitted three days in advance of the planned solicitation to the Director of the University Union for solicitation in the Union or any free speech area. All other solicitation or fundraising must be registered with the Director of Student Activities or his designee. This request should be for the permission to engage in charitable solicitation on campus. Charitable solicitations shall not interfere with the flow of traffic or the educational processes of the University.

### *Use of WIU Trademarks and Logos*

WIU logos that are trademark property of the University. Logo usage requires a license or authorization from WIU. For assistance or approval, contact University Relations at 298-1993.

## *Greek Organization Registration*

Registration is reviewed annually (either September-May or January-December) depending on the organization's officer transition schedule) for potential renewal by OSA. Furthermore, OSA reserves the right to withhold registration of any organization.

### **I. Process for Registration of New and Existing Organizations**

- A. OSA will distribute the appropriate forms for renewing registration to all chapter presidents at the beginning of the Fall or Spring semester depending on when officers are elected. A fraternity or sorority desiring establishment as a registered Social Greek Letter Organization must follow the Western Illinois University Expansion and Colonization Procedures.
- B. All forms must be returned to OSA by the designated date of the Fall or Spring semester.
- C. After reviewing the information and verifying the conditions for maintaining registration, the chapter president, faculty/staff advisor, and national fraternity/sorority executive office will receive confirmation that registration has been granted in full or a letter indicating that registration was denied. A decision by OSA to deny registration may be appealed to the Vice President for Student Services.

### **II. Requirements for Maintaining Registration**

Failure to comply as an individual or an organization with the following requirements or a violation of law or Western Illinois University policy by the organization or its members or representatives may constitute grounds for review or withdrawal of organization registration by the University.

- A. Active membership in registered University organizations is limited to students currently enrolled at Western Illinois University. Other persons may be admitted to associate membership in a registered organization if its constitution and by-laws so provide. The following functions and activities must be reserved for active members:
  - 1. Holding office in the organization.
  - 2. Presiding, officiating, voting, making or seconding motions at any meeting of the organization, or acting as its spokesperson (Associate members may attend and, as members of the audience, speak at meetings.)
  - 3. Working at tables and distributing materials on campus on behalf of the organization (Associate members may assist active members in working at tables provided that an active member is present at all times and responsible for the table and/or the distribution.)
  - 4. Soliciting funds on behalf of the organization

5. Section 2 through 4 not intended as a comprehensive definition of active membership (Other functions or acts may also indicate that a person is participating as an active member of an organization.)
- B. Social Greek Letter Organizations are required to be members in good standing of the Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association.
- C. The organization president agrees to accept full responsibility for the chapter and its members' adherence to the Constitution, By-laws, rules, and judicial procedures of the respective governing associations (Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association) and those of their national/international affiliates; University policies and directives by authorized University officials; the Western Illinois University *Student Handbook*; the *Western Illinois University Student Organization & Advisor Handbook*; the Western Illinois University *Code of Student Conduct*; and local, state, and federal laws. Accordingly, the organization president must be familiar with such policies, laws, regulations, directives, and procedures and must educate his or her membership. In addition, failure to comply with such by organization members, organization leaders, or the organization itself may result in withdrawal of the organization's registration.
- D. Each chapter must file the following information with OSA by the deadline for each semester:
  1. Registration Applications, Membership Roster, Office and Alumni Directory, Organization Data Form, signed Policy Implementation Form, nondiscrimination policy, and other required student organization forms and changes as they occur. Forms will be provided for this information.
  2. Copies of current organization constitution and by-laws and changes as they occur.
- E. Each organization must file a certificate of insurance verifying liability and social host insurance coverage at the required amount with the Office of the Vice President for Administrative Services.
- F. Interfraternity Council and Panhellenic Association chapters must maintain an active membership of ten or more members. National Pan-Hellenic Council must maintain an active membership of four or more members. If fewer in number, the organization must receive OSA approval.
- G. Social Greek Letter Organizations must keep a copy of their current national/international constitution, by-laws, or equivalent governing documents on file in OSA or otherwise make such documents available upon request.
- H. Social Greek Letter Organizations shall comply with Western Illinois University's nondiscrimination policy, except as exempted under federal or other legislative protections. Each organization must provide written documentation of such exemption. Western Illinois University complies with all applicable state and

federal nondiscrimination laws, orders, and regulations. The University is an Affirmative Action and Equal Opportunity institution and affirms its commitment in all programs and activities to nondiscrimination on the basis of race, color, religion, sex, age, sexual orientation, marital status, disability, national origin, and status as a disabled veteran or Vietnam Era veteran.

- I. All organizations are expected to cooperate with the University and the Interfraternity Council, National Pan-Hellenic Council, and the Panhellenic Association in building and maintaining positive relationships with the citizens of Macomb.
- J. All elected or appointed officers of the organization must maintain a good academic standing as defined in the University catalog.
- K. Each organization must have a Chapter Advisor. A Chapter Advisor is defined as being a local alumnus who has been appointed by appropriate fraternity officials to serve as the primary advisor for the chapter. Chapter Advisors are expected to do the following:
  - 1. Be familiar with the University, Panhellenic Association, Interfraternity Council, or National Pan-Hellenic Council rules, regulations, and policies governing Greek Letter Organizations, and ensure the chapter complies with such policies.
  - 2. Attend regular meetings of the chapter, and be familiar with its activities.
  - 3. Provide assistance to the organization in meeting and maintaining the conditions of University registration.
  - 4. Provide assistance in the financial and general operating affairs of the organization.
  - 5. Provide assistance in the planning and implementation of chapter activities.
  - 6. Provide assistance in the areas of organizational and personal development.
  - 7. Meet as a group at a minimum of twice each academic year with the Assistant Director of Student Activities for Greek Life Programs to discuss the Greek community.
  - 8. Assist University officials in dealing with problems of other situations involving the chapter.
  - 9. Assist the chapter and its members to live up to the ideals of the fraternity or sorority.
- L. Each organization must have a Western Illinois University faculty/staff advisor. A Western Illinois University faculty/staff advisor is defined as being a full-time faculty member, administrator, or staff member. Read the

- “Role of the Advisor” section on pages 7-8 of this handbook for further information.
- M. Maintain an atmosphere conducive to serious academic endeavor and integrity.
  - N. Maintain and ensure compliance with all applicable University, local, and state fire, health, zoning, and safety codes on the grounds and facilities.
  - O. Each chapter must remain in good standing with its national/international fraternity or sorority.
  - P. All debts, whether incurred on or off campus, must be paid. Debts to the University will result in responsible parties being encumbered. (Refer to statement of financial obligation on the Student Organization Registration Application.)
  - Q. The University will recognize only one official chapter house at one location.
  - R. Organizations may not attempt to assume functions of established student or faculty government.
  - S. Activities or organizations may not substantially interfere with the normal operations of the University.
  - T. Student organizations, in the conduct of their activity, cannot purport to represent the institution without prior University consent.

### **III. Indemnification Clause**

The registered student organization and its individual active, inactive, or associate members shall indemnify, defend, and hold harmless the State of Illinois, the Board of Trustees, Western Illinois University, their officers, employees, and agents from and against any and all liability, loss, claims, damages, or expenses, including reasonable attorney fees, arising from or related to the performance by the University or the organization or their respective agents of any obligation or responsibility referenced in this *Western Illinois University Student Organization & Advisor Handbook* or any other activity undertaken for any purpose by the organization or its individual active, inactive, or associate members, or guests or invitees regardless of whether such activities are negligent or intentional acts of omission. This indemnification does not extend to actions caused by the sole negligence of Western Illinois University or its employees.

### **IV. Privileges Within the University System**

As the student organization system is an integral part of the cocurricular experience at Western Illinois University, it may thereby receive certain privileges. Privileges are given to those registered student organizations that are in good standing with OSA and the University and who comply with specific requirements related to each of those specific privileges.

## **V. Review, Suspension, or Revocation of Registration**

- A. If the University alleges that the organization, its officers, or its individual members have failed to comply with the obligations set forth under the "Requirements for Maintaining Registration," the University may follow established University *Code of Student Conduct* policies and procedures to conduct an investigation and render sanctions, or such other disciplinary policies and procedures as established through the University with respect to student organizations. The University may also conduct an administrative review and take summary action, as it deems appropriate under the circumstances, with written appeals of action to be reviewed by the Assistant Vice President for Student Services or the Vice President for Student Services.
- B. The University may elect, in lieu of terminating registration, to impose educational and punitive measures against the organization and/or its officers.
- C. An organization whose registration is suspended loses the opportunity to use the name of the University, to use University facilities, to schedule events and/or activities on campus, and any other privileges as established by the University. A suspended organization must continue to comply with those requirements stipulated under "Requirements for Maintaining Registration." Failure to comply with these requirements will prevent the suspended organization from having registration reinstated. If an organization's registration is revoked, the organization will cease to be recognized by the University. Suspension of registration also results in a concurrent suspension of all privileges and rights associated with membership in the Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association. If a chapter's registration is revoked, the organization will cease to be registered by the University, and the University will request that the national/international organization withdraw its charter from the local chapter.