

# **Western Illinois University Student Organization & Advisor Handbook**

**2011-2012**

## **Office of Student Activities**

University Union, First Floor

Western Illinois University

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Macomb, IL 61455

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[wiu.edu/osa](http://wiu.edu/osa)

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# **General Information**

# Introduction

Student organizations are an important part of the educational experience at Western Illinois University. Student organizations provide students with opportunities to form friendships with individuals who share common interests and to gain experience in leadership that will be beneficial in college and later in a chosen career.

The *Western Illinois University Student Organization & Advisor Handbook* is designed to familiarize an organization's leadership with the rules and policies related to registered student organizations thereby helping the organization to be successful. The handbook is divided into five sections: General Information, Registration Procedures, Funding Procedures, Registered Student Organization Services, and Selected University Policies. The information in these sections will encourage participants of organizations to make the most of their WIU experience. Organizations are afforded privileges within the campus as recognition of the importance of cocurricular opportunities. These privileges are given to those registered organizations that are in good standing with Western Illinois University. These privileges include the following, which are permitted under certain conditions spelled out more specifically in this handbook:

- Access to Document and Publication Services
- Access to campus bulletin boards and chalkboards
- Access to campus mail services
- Access to audiovisual equipment in the Library (by reservation)
- Ability to solicit membership on campus under the organization's name
- Ability to solicit funds on campus under the organization's name when such solicitation is in accordance with established University policies
- Ability to use University facilities for meetings and activities (subject to University program priorities and scheduling)
- Access to student office space, as available and approved by the Director of Student Activities
- Receipt of relevant publications and inclusion in mailings by the Office of Student Activities (OSA)
- Access to special services for organizations such as student organization workshops and any and all other services and activities developed for the benefit of registered student organizations (i.e., leadership development programs)
- Access to limited use of vehicles that are scheduled through OSA with the Organization Finance Officer (OFO) in accordance with established University policies
- Privilege of being included on the OSA website and in the *WIU Student Handbook*
- Privilege of invitation to participate in the OSA Activities Fair held twice a year at the beginning of each semester (registration required)
- Privilege of an organization mailbox in the Student Organization Center (if available)
- Use of Student Organization Center computers, conference room, and display cases (Both the conference room and the display case are scheduled through OSA.)

These privileges are reserved for registered student organizations that follow the policies and procedures of Western Illinois University and the OSA. OSA, which is housed on the first floor of the University Union, can provide further explanation of policies and procedures found within this handbook.

# Important Dates



## Fall Semester 2011

August 22, Monday . . . . .	Classes Begin
August 31, Wednesday . . . . .	Activities Fair (Grand Ballroom), 3:00-5:00 PM
August 31, Wednesday . . . . .	Organization Registration Assembly, 5:30 PM
September 5, Monday . . . . .	Labor Day (No Classes/University Closed)
September 6, Tuesday . . . . .	Classes Resume
September 15, Thursday . . . . .	Fall Organization Registration Deadline
November 21-25, Monday-Friday . . . . .	Thanksgiving Break (No Classes)
November 24-25, Thursday-Friday . . . . .	Employee Holiday (University Closed)
November 28, Monday . . . . .	Classes Resume
December 12-16, Monday-Friday . . . . .	Final Exams Week
December 17, Saturday . . . . .	Undergraduate and Graduate Commencement
December 23-January 2 . . . . .	University Closed

## Spring Semester 2012

January 16, Monday . . . . .	Dr. Martin Luther King, Jr., Day (No Classes/University Closed)
January 17, Tuesday . . . . .	Classes Begin
January 25, Wednesday . . . . .	Spring Activities Fair, 3:00-5:00 PM
February 13, Monday . . . . .	Lincoln's Birthday (No Classes/University Closed)
February 14, Tuesday . . . . .	Classes Resume
February 15, Wednesday . . . . .	Spring Organization Registration Deadline
March 12-16, Monday-Friday . . . . .	Spring Break (No Classes)
March 19, Monday . . . . .	Classes Resume
May 7-11, Monday-Friday . . . . .	Final Exams Week
May 11, Friday . . . . .	Graduate Commencement
May 12, Saturday . . . . .	Undergraduate Commencement
May 13, Sunday . . . . .	WIU-Quad Cities Commencement

## Summer Session 2012

May 14, Monday . . . . .	Pre-Session Begins
May 28, Monday . . . . .	Memorial Day (No Classes /University Closed)
May 29, Tuesday . . . . .	Classes Resume
June 1, Friday . . . . .	Pre-Session Ends
June 4, Monday . . . . .	Classes Begin (8-Week and First 4-Week)
June 18, Monday . . . . .	6-Week Session Begins
June 29, Friday . . . . .	First 4-Week Session Ends
July 2, Monday . . . . .	Second 4-Week Session Begins
July 4, Wednesday . . . . .	Independence Day (No Classes/University Closed)
July 5, Thursday . . . . .	Classes Resume
July 27, Friday . . . . .	Summer Session Classes End

# Important Phone Numbers

Academic Services (University Advising & Academic Services Center)	298-1871	Parking Services	298-1921
Admissions	298-3157	Provost & Academic Vice President	298-1066
Alumni Association	298-1914	Registrar's Office	298-1891
Athletic Advising	298-1721	Residence Halls:	
Athletic Ticket Office	298-1190	Bayliss Hall Information Desk	298-3400
Beu Health Center	298-1888	Graduate & Family Housing	
Billing & Receivables Office	298-1831	East/University Village	
Bookstore	298-1931	Assistant Complex Director	298-8295
Billiards Center	298-1991	Lamoine Village	
Campus Recreation	298-1228	Assistant Complex Director	298-8100
Campus Switchboard Office	298-1414	Grote Hall Information Desk	298-3590
Campus Telephone Repair Service	298-2713	International House	298-3331
Career Services	298-1838	Henninger Hall Information Desk	298-3068
Casa Latina Cultural Center	298-3379	Higgins Hall Information Desk	298-3040
Child Care Service – WIU/HeadStart	298-3143	Lincoln Hall Information Desk	298-3590
Clinic, Counseling Center	298-2453	Tanner Hall Information Desk	298-3000
College of Arts & Sciences Dean	298-1828	Thompson Hall Information Desk	298-3600
College of Business & Technology Dean	298-2442	Washington Hall Information Desk	298-3590
College of Education & Human Services Dean	298-1690	Scheduling and Event Services	298-2421
College of Fine Arts & Communication Dean	298-1618	School of Distance Learning,	
Disability Resource Center	298-2512	International Studies, and Outreach	298-1864
Document and Publication Services	298-1000	Sodexo Campus Services	298-1982
Equal Opportunity & Access	298-1977	Student Assistance and Parent Service Center	298-2052
Financial Aid Office	298-2446	Student Development & Orientation	298-1884
Go West Transit	298-3353	Student Government Association	298-3243
Graduate Studies Office	298-1806	Student Judicial Programs	298-2436
Gwendolyn Brooks Cultural Center	298-2220	Student Legal Services	298-1003
Hainline Theatre Ticket Office	298-2900	Student Recreation Center	298-1228
Honors College	298-2228	Telecommunication Services	298-2713
Horn Field Campus	833-5798	University Housing & Dining Services	298-2461
HOTLINE	298-3211	University Technology Help Desk	298-2704
Identification Cards/Dining	298-3329	University Union Service Center	298-1941
Insurance Office, Student	298-1882	Vice President for Administrative Services	298-1800
International Education	298-2426	Vice President for Advancement & Public Services	298-1808
Library Hours	298-2411	Vice President for Student Services	298-1814
Library Information	298-2705	<i>Western Courier</i>	298-1876
Mailing Services (Document and Publication Services)	298-1000	WIU-Quad Cities	(309) 762-9481
Office of Public Safety (OPS)	298-1949	Women's Center	298-2242
Office of Student Activities (OSA)	298-3232	Writing Center	298-2815
Office of the President	298-1824		

# Your Office of Student Activities



The primary responsibility of your Office of Student Activities (OSA) is to provide quality cocurricular experiences for the Western Illinois University student population. Through activities and organizations, students develop a sense of belonging, acquire skills and knowledge, and develop informed attitudes that ultimately lead to a sense of responsibility demonstrated through student organization self-governance.

**Western Illinois University registers student organizations that complement the mission of the University and enhance the quality of education and life at WIU. Registration does not imply endorsement of the organizations' activities by the University. Registration is a privilege that may be withdrawn for a violation of University rules, policies, or the *Code of Student Conduct*. OSA is responsible for the registration of student organizations.**

## Who Are We?

OSA is a unit within the Western Illinois University Division of Student Services. We are your office!

## Your OSA Staff

Michelle Janisz, Director of Student Activities  
Michelle Harvey, Assistant Director of Student Activities – Leadership and Service Programs  
Nick Katz, Assistant Director of Student Activities – Greek Life Programs  
Diane Cumbie – Assistant Director of Student Activities – Programming  
Andy Potter, Technical Director  
Mark Behymer, Assistant Technical Director  
Diane Kornegay, Staff Secretary  
Kelsey Camp, Organization Finance Officer

## Where Are We Located?

OSA is located on the first floor of the University Union.

## When Are We Available?

Our regular office hours for the Fall and Spring semesters are Monday-Thursday, 8:00 AM to 5:00 PM, and Friday, 8:00 AM to 4:30 PM. During breaks and the summer, office hours are 8:00 AM to 4:30 PM. We always welcome walk-ins. To schedule an appointment, please call (309) 298-3232.

## Why Are We Important?

Our goal is to help students experience growth through involvement and leadership. We encourage integration of classroom learning through meaningful participation in cocurricular activities and student organizations.

## OSA Areas

Campus Programming (University Union Board)  
Greek Life Programs (IFC, PHC, UGC)  
Leadership Programs (L.E.A.D. Series, Learning to Lead)  
WESTEC  
Student Organization Center (SOC)  
Volunteer Services (WAVE)  
Visiting Lectures Committee  
Student Government Association  
Organization Finance Officer  
Talent Grant Committee

## Campus Programming (University Union Board)

The University Union Board (UUB) is the primary programming student organization on the WIU campus. Students gain hands-on experience with programming, marketing, public relations, advertising, business administration, and leadership skills while planning popular entertainment, educational, and cultural programs. UUB is comprised of an executive board and nine different committees. UUB has brought entertainers, including comedians Jo Koy (*Chelsea Lately*) and Ben Bailey (*Cash Cab*), as well as musical acts Lupe Fiasco and Gloriana. UUB also coordinates Homecoming Week events and Family Weekend.



## Greek Life Programs

The Greek community is a proven support system for thousands of men and women across the country. A fraternity or sorority can help personalize your college experience by providing close friendships, scholastic assistance, hands-on experience in leadership, exposure to educational programs that increase knowledge and awareness, and opportunities to enhance the community through service projects. The Greek community recognizes academic excellence and contributes to the Macomb and University communities. All of the WIU

fraternities and sororities have recruitment at the beginning of each semester. If you are interested in Fall or Spring recruitment, contact OSA for more information.

## Leadership Programs

Western Illinois University has made a commitment to student leadership, and Leadership Programs reflects this commitment through organizations, programs, conferences, classes, and registration. Look for the following programs offered through OSA to help promote student leadership:

- *Fall Leadership Conference* – a one-day conference for students to develop leadership skills through educational and interactive sessions
- *White Privilege Conference* – WIU takes a delegation annually to learn about social justice issues and promote honest dialogue concerning the diverse communities in which we live
- *Leadership Classes* – offered for emerging and established leaders to enhance and promote leadership skills and practice; includes Introduction to Leadership and Greek Leadership
- *Leadership Awards Ceremony* – an annual event to recognize the outstanding contributions of student leaders and student organizations
- *L.E.A.D. Series* – offered throughout the year, these workshops help students cultivate their leadership potential through a variety of topics; open to all WIU students

## Learning to Lead

Learning to Lead is designed to help students learn about themselves and their personal leadership. The program is structured in three levels comprised of courses, workshops, community service, resources, and practical experience. Upon

completion of all three levels, a student is eligible to apply for a summer internship in Washington, DC.



## WESTEC

Western Technical Services (WESTEC) is the WIU student-run sound, light, and projection company. WESTEC

**WESTEC**  
Sound & Lighting

is the largest production service in west-central Illinois. Production assistance is provided to a host of University groups such as the Bureau of Cultural Affairs and the Black Student Association. WESTEC has been involved in producing a variety of performances, including comedians Jo Koy (*Chelsea Lately*) and Ben Bailey (*Cash Cab*), as well as musical acts Lupe Fiasco and Gloriana. WESTEC has paid positions available every semester. No experience is necessary; we will train you! If interested in a position, stop by the office located in the basement of the Union.

## Student Organization Center



There are more than 200 student organizations on campus, including organizations relating to academic majors, national honorary and professional societies, and social Greek letter fraternities and sororities.

All students are welcome to be a part of the Student Government Association (SGA), residence hall governments, International Friendship Club, or one of the many other organizations on campus. Check out the OSA website for more information on student organizations. The Student Organization Center (SOC) is home to offices for SGA and 20 other student organizations. It provides computers, mailboxes, a conference room, and a glass display case to all registered student organizations. It also provides OSA staff support and a Graphics Advisor for student organization graphic support.

## **Volunteer Services**

Volunteer Services strives to connect students with volunteer opportunities on campus and in the Macomb community and to promote the concept of service learning in the classroom. One priority of Volunteer Services is to enhance the WIU experience through quality service opportunities and intentional, meaningful reflection. Another priority is to promote collaborations between the many organizations involved in some form of campus or community service activities. One of the most effective service organizations on the WIU campus is WAVE (Western's All Volunteer Effort). This service organization is open to all WIU students who are interested in volunteering and meets Mondays at 5:15 PM in the Sandburg Lounge.



## **Student Government Association (SGA)**

The SGA is your organization. The senate and executive officers present your opinions, needs, and concerns to the University. The SGA allocates your activity fees to programs that directly benefit students. You are urged to become familiar with the SGA. Regular meetings are held every Tuesday at 7:00 PM in the Capitol Rooms of the University Union and are open to the public.

## **Talent Grants/Waivers**

The Student Services Talent Grant Committee awards grants to a limited number of registered student organizations. If an organization does not currently receive funding, they must petition the committee by February 15. Please contact the Director of Student Activities for additional information.

## **Visiting Lectures Committee**

The Visiting Lectures Committee (VLC) receives funding from the Council on Student Activity Funds for the purpose of bringing educational programs to campus that benefit WIU students. The VLC meets on a semesterly basis to allocate funds to organizations and departments to bring guest lecturers to Western. If your department or organization is financially unable to bring a speaker to campus, the VLC can appropriate up to \$400 to provide an honorarium or supplement the speaker's fee, providing the request is granted. Applications are available in the OSA.

# Role of the Advisor

WIU requires that all registered organizations have a faculty or staff advisor. Advisors must be full-time employees of the University. Advisors help guide the group in accordance with the purposes and ideals of the University. They do not directly control the group's programs and activities. The relationship of the advisor to the group will vary according to the needs of specific groups.

The person filling the position defines the role of the advisor. Hopefully, each advisor will become involved in the organization through meetings, planning, programming, and activities.

## Responsibilities of an Advisor

- Guide the group in accordance with the purpose and educational objectives of the University.
- Supervise the financial procedures followed by the organization in handling its funds.
- Help increase student and staff awareness of University facilities, events, and personnel.
- Be familiar with the policies and procedures listed in the University's *Code of Student Conduct*, *Student Organization Advisor Handbook*, and *Student Handbook*.

## Different Approaches to Advising

There are many different approaches to advising. The most important aspect of advising is to remember that the main role is just that . . . *to advise*.

The following suggestions are meant to help the advisor work more effectively with the student organization:

- Help officers of the organization consider issues that relate to ideas being approached by the organization.
- If an idea is inappropriate or violates a University policy or procedure, the advisor should challenge the students to consider other alternatives.
- Hold informal meetings for open and worthwhile discussions.

- Encourage officers to take an occasional chance on some less proven members in delegating authority.
- Periodically evaluate officers in their effectiveness.

## What a Student Officer May Expect of an Advisor

- Assistance in formulating long-range goals and in planning and initiating short-term projects
- A resource person for alternative solutions to problems confronting the group
- Assistance with University procedural matters
- Suggestions of ways the group meetings can be improved
- Representation of the group and its interests in staff and faculty meetings
- Assistance in evaluating group projects, performances, and progress
- Suggestions that will permit the officers to improve leadership skills

## What an Advisor Should Expect of a Student Officer

- Keep advisor informed of all organizational activities, meeting times, locations, and agendas.
- Provide advisor with minutes of all meetings, list of members, constitution and bylaws, and budget.
- Meet regularly with the advisor, and use him or her as a sounding board for discussing plans and problems.

## How Can You Best Utilize Your Advisor?

- Meet with your advisor at least one day before meetings to go over agenda and topics to be discussed at the meeting. If you are unsure about how to run the meeting or deal with a situation that may arise, use your advisor's knowledge and experience to come up with solutions.

- Meet with your advisor after the meeting to brief him or her on what happened if he or she could not attend. Be willing to ask for advice or comments on the way you handled the meeting.
- Share with your advisor, and make him or her feel like part of the group. Introduce the advisor to new members or visitors. Ask for input on discussions.

Both the advisor and organization should understand that the advisor is there to help the group and that the advisor is, with the exception of paid staff advisors, chosen and retained at the group's discretion. Organizations should realize that an advisor has much to contribute to the success of the organization. Be sure to make your advisor feel welcome at your meetings as well as at social functions.

## **Financial Supervision**

Each organization must elect a member to be responsible for treasurer duties, and the advisor needs to work with this individual to supervise the financial records of the organization. The advisor should also be aware of the organization expenditures and income. Particular attention should be paid to the accounts receivable, the current balance, and the prompt payment of bills.

The advisor should be familiar with organizational financial policies defined in the *Council on Student Activities Funds Operations Manual*. The Organization Finance Officer (OFO) is located in the OSA office and can be consulted about any organizational monetary matter.

# **Registration Procedures**

# Student Organization Registration Procedures

Registration is reviewed annually by your Office of Student Activities (OSA). The Fall registration deadline is September 15, and the Spring registration deadline is February 15. Furthermore, OSA reserves the right to withhold registration of any organization. Social fraternities and sororities should refer to page 16, and Sports Clubs should refer to page 19 for additional registration procedures.

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

- A. **Registration is an annual requirement of all WIU student organizations.** All paperwork for student organization registration is available on the OSA website, [osa.wiu.edu](http://osa.wiu.edu).
- B. **Registration Deadlines:** The Fall registration deadline is September 15 and the Spring registration deadline is February 15. If the deadline date falls on a weekend, registration paperwork will be due the Friday prior. If an organization fails to register by the deadline, their student organization privileges will be temporarily suspended until the registration process is completed. If their registration is not completed by the end of the registration month, the organization will lose its privileges for the remainder of the semester and will not be allowed to renew its registration until the following semester. Organization privileges include, but are not limited to, reserving meeting rooms and event space, utilizing organization accounts, and holding events.
  - Complete the online Student Organization Registration Application.
  - Complete and submit the following documents to the OSA: Policy and Signature Form, a copy of current constitution, and membership list of at least ten members.
  - The following policies must be read to and reviewed by the entire organization as the Policy and Signature Form is completed: Alcohol and Alcohol Philanthropy, Hazing, Nondiscrimination, Poster Distribution, Trademarks and Logos, Risk and Liability, Solicitation/Fundraising, and Sexual Harassment.
- C. After reviewing the information and verifying that the conditions for maintaining registration have been met, the organization president and advisor will receive confirmation that registration has been granted or notification indicating that registration was denied. A decision by OSA to deny registration may be appealed to the Associate Vice President for Student Services.
- D. Each student organization must have an advisor. An advisor is defined as being a full-time faculty, administrator, or staff member. Refer to the “Role of the Advisor” section on pages 7-8 of this handbook for more information.
- E. Student organizations must maintain an active membership of ten or more members. If this is going to be an issue for your organization, contact OSA.
- F. It is the responsibility of the student organization to create a constitution with a copy to be kept on file at OSA. A sample constitution is available on the OSA website and on pages 38-39 of this handbook. The sample constitution is given to provide guidelines; **it is not a form to be filled in**. The constitution must be typed and **dated**. **A copy of the organization’s most recent constitution must be submitted each year.**

### **Constitution Guidelines (This is a checklist for constitutions.) (See Sample Constitution in Appendix on pages 38-39.)**

- A **date** (month, day, year) of adoption and any review dates – **Constitution** dates must be within two years of the year seeking registration.

- ❑ A clear statement of objectives, which are consistent with the mission and educational goals of Western Illinois University
- ❑ Clear statement of job descriptions for each executive officer and advisor
- ❑ Democratic procedures for nominations, elections, and removal of officers
- ❑ Democratic provisions for policymaking, including amendments to the constitution
- ❑ Financial obligations statement – Sample language you can use:
  - “A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.”
  - “A specific member or members, designated by this organization, shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.”
- ❑ Membership statement – This is a **required** statement which must be included **exactly** as found here:
  - “Members and officers must be enrolled students at Western Illinois University.”
  - “Non-students may act as associate members, but may not vote or hold office.”
- ❑ Statement of nondiscrimination – This is a **required** statement which must be included **exactly** as found here:
  - “This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not be limited to, recruiting, membership, organization activities, or opportunities to hold office.”
- ❑ Statement of organization’s not-for-profit status – This is a **required** statement which must be included **exactly** as found here:
  - “This is a not-for-profit organization.”
- ❑ Statement of nonhazing – This is a **required** statement which must be included **exactly** as found here:
  - “This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.”
- ❑ Statement of compliance with campus regulations – This is a **required** statement which must be included **exactly** as found here:
  - “This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.
- ❑ Assurance that the petitioning group is willing to work in a democratic manner within the framework of Western Illinois University’s policies and procedures (If the petitioning group is a member of a national or regional organization, the University reserves the right to examine the record of the parent organization or of affiliates on campus.)

## II. Requirements for Maintaining Registration

Failure to comply as an individual or as 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. The organization president and advisor agree to accept full responsibility for the group’s adherence to its Constitution and By-Laws; 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 president and advisor must be familiar with such policies, laws, regulations, directives, and procedures and must educate the membership.

- B. Each student organization must file the following information with OSA by the deadline given for the applicable registration semester:
1. On-Line Registration Application and Policy and Signature Form (These forms can be found on the OSA website.)
  2. Copy of Constitution and By-Laws (A current copy of these documents is required **every time** an organization is registering.) All constitutions must be written or reviewed within two years of the year seeking registration and a date within this two-year period must be on the constitution.
  3. A list of at least ten active members.
- C. Student organizations shall abide by the following Western Illinois University nondiscrimination policy, except as exempted under federal or other legislative protections:
- 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 sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status.
- D. 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 (Associate members may not hold office.)
  2. Presiding, officiating, voting, making or seconding motions at any meeting of the organization, or acting as a spokesperson (Associate members may attend and, as members of the audience, speak in 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 (Associate members may not solicit funds.)
  5. Sections 2 through 4 are 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.)
- E. Each student organization must have an advisor. An 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 more information.
- F. All student organizations are expected to follow University rules and regulations governing the use of funds. **All** debts, whether incurred on or off campus, must be paid. Debts to the University will result in responsible parties being encumbered among other potential individual or organizational sanctions. (Refer to the statement of

financial obligation on the Registration Application.) Any student-registered organization with outstanding debts to the University will have registration denied or suspended until all debt is paid in full.

- G. Organizations may not attempt to assume functions of established student or faculty government.
- H. Activities or organizations may not substantially interfere with the normal operations of the University.
- I. Student organizations, in the conduct of their activity, cannot represent the institution without expressed prior written University consent, including, but not limited to, promotional items, t-shirts, or images on which the University name is present.
- J. Student organizations cannot host events at which alcohol is present unless approved to do so by the Director of Student Activities (or designee) and, if approved, must follow proper risk management policies.

### **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 or 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 “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 each action to be reviewed by the Associate Vice President for Student Services.
- B. In the case of alleged violations of the obligations set forth under the “Requirements for Maintaining Registration,” and/or the *Code of Student Conduct*, the Director of Student Activities, in consultation with the Associate Vice President for Student Services, has the authority to impose an immediate interim suspension on a student organization or selected privileges of a student organization pending the completion of an investigation and appropriate adjudication of the alleged violation. All subsequent investigations will be completed in a timely and judicious manner. The criteria to be used by the Director of Student Activities and the Associate Vice President for Student Services in making this determination are as follows:
  - 1. Whether the student organization poses a danger of serious physical harm or liability to themselves or others at the University

2. Whether the student organization poses an ongoing threat of disrupting or interfering with the operations of the University
3. Whether interim suspension is necessary to protect the health, safety, or welfare of the members of the student organization, others at the University, or the public

Upon determining that an interim suspension is warranted, the Director of Student Activities will suspend the student organization pending the following:

1. Completion of a timely investigation of the matter by the University and/or any outside entity or entities having jurisdiction over the matter
  2. Completion of an appropriate adjudication process as indicated in the *Student Organization & Advisor Handbook*
  3. Any hearing conducted pursuant to the interim suspension will be conducted following the completion of all investigations
- C. The University may elect, in lieu of terminating registration, to impose educational and punitive measures against the organization and/or its officers.
- D. 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.

# Student Organization Category Definitions

Student organizations are put into broad categories that assist interested students in locating a suitable organization for their needs. They are as follows:

## **Departmental**

Student organizations that are affiliated with a University academic department

## **Governing Body**

A student group that is elected to represent a number of smaller organizations in the same category (e.g., Interfraternity Council oversees men's fraternities)

## **Honorary**

Organizations whose main purpose is to recognize the attainment of scholarship of a superior quality—There are honoraries for each class, for special interests, and for almost all of the academic disciplines.

## **International/Cultural**

Student organization whose mission is to study or promote the culture of other nations and/or ethnic groups

## **Political**

Student organizations whose mission is to further the interest of a particular political group or issue

## **Professional**

Student organizations with a mission relating to a professional career, many of which are nationally affiliated

## **Religious**

Student organizations whose mission is to further the interest of a particular church, sect, or denomination

## **Service**

Student organizations with a mission to provide philanthropic/community service to the University and/or to the Macomb community

## **Social Greek Letter**

Social Greek Letter Organizations are those private, national, or international Social Greek Letter, voluntary associations that meet all of the following criteria:

- The sponsoring bodies are legal corporations.
- They have organizational goals which are social/service/fraternal rather than honorary, professional, religious, or political. The emphasis of these groups is the personal development of members. Membership in more than one such fraternal organization at one time is not permitted.
- They may select members according to subjective criteria consistent with the nondiscriminatory policies of the University. They may be entitled to single sex membership if they meet the provision of Section 86.14 of the regulations as directed under Title IX of the U.S. Education Act Amendment of 1972.
- The organizations are recognized by their respective local governing body at Western Illinois University.

## **Special Interests**

Student organizations whose mission does not coincide with any of the other categories or whose mission is to provide an interactive environment for its members

## **Sports**

Student organizations whose mission is to promote a common interest and to foster participation in, officiating of, and/or competition in a specific sport or recreational activity

# Greek Organization Registration Procedures



Registration is reviewed annually for renewal by OSA. The Fall registration deadline is September 15, and the Spring registration deadline is February 15. Furthermore, OSA reserves the right to withhold registration of any organization.

## I. Process for Registration of Existing Organizations

- A. Follow registration guidelines for student organizations outlined on page 10.
- B. All Social Greek Letter Organizations must be approved by the Assistant Director for Greek Life Programs before registration will be completed.

## II. Process for Registration of New Organizations

- A. A fraternity or sorority desiring establishment as a registered Social Greek Letter Organization must follow the Western Illinois University Expansion and Colonization Procedures available from the Assistant Director for Greek Life Programs.
- B. Then the registration guidelines for student organizations outlined on page 10 must be followed.

## III. Requirements for Maintaining Registration

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

- A. Follow maintaining guidelines for student organizations outlined on pages 11-12.
- B. Social Greek Letter Organizations are required to be members in good standing of the most appropriate governing council among Interfraternity Council, Panhellenic Council, or United Greek Council.
- C. Fraternal organizations that have lost University, national, or local organization recognition may not engage in any University event or activity. This includes, but is not limited to, use of the University name, funds, or resources; use of the organization's symbols, name, nickname, ritual, mascot, or organization letters; or recruitment activities. Registered campus organizations are not permitted to cohost or cosponsor any type of event with an unrecognized organization.
- D. 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, Panhellenic Council, or United Greek Council) and those of their national/international affiliates; University policies and directives by authorized University officials; Greek Life policies; 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.
- E. Each organization must file a current certificate of insurance providing, at minimum, \$1 million of general liability coverage. The following statement is required to be on the certificate, "Western Illinois University and the Board of Trustees of Western Illinois University are Additional Insured with respect to liability arising out of the premises leased to or used by the Insured. This insurance does not apply to claims arising out of the sole negligence of the Additional Insured."

- F. Interfraternity Council and Panhellenic Council chapters must maintain an active membership of ten or more members. United Greek Council chapters 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.
- H. Social Greek Letter Organizations shall comply with Western Illinois University's nondiscrimination policy, except as exempted under federal or other legislative protections. "This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities, or opportunities to hold office." Each organization must provide written documentation of such exemption.
- I. All organizations are expected to cooperate with the University, the Interfraternity Council, Panhellenic Council, and the United Greek Council in building and maintaining positive relationships with the citizens of Macomb.
- J. All elected or appointed officers of the organization must maintain good academic standing as defined in the *Western Illinois University Undergraduate Catalog*.
- K. Each organization must have a Western Illinois University faculty/staff advisor. The University faculty/staff advisor is defined as being a full-time faculty member, administrator, or staff member. The WIU advisor must be familiar with the University, Panhellenic Council, Interfraternity Council, or United Greek Council rules, regulations, and policies governing Social Greek Letter Organizations, and ensure the chapter complies with such policies. Read the "Role of the Advisor" section on pages 7-8 of this handbook for further information.
- L. Maintain an atmosphere conducive to serious academic endeavor and integrity.
- M. Maintain and ensure compliance with all applicable University, local, and state fire, health, zoning, and safety codes on chapter grounds and facilities, if applicable.
- N. Each chapter must remain in good standing with its national/international fraternity or sorority.
- O. The University will recognize only one official chapter facility at one location.

#### **IV. 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" (see page 10), 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. In the case of alleged violations of the obligations set forth under the "Requirements for Maintaining Registration," the Social Event Management Policy for Fraternities and Sororities, and/or the *Code of Student Conduct*, the Director of Student Activities (or designee), in consultation with the Associate Vice President for Student Services, has the authority to impose an immediate interim suspension on a student organization or selected privileges of a student organization pending the completion of an investigation and appropriate adjudication of the alleged violation. All subsequent investigations will be completed in a timely and judicious

manner. The criteria to be used by the Director of Student Activities (or designee) and the Associate Vice President for Student Services in making this determination are as follows:

1. Whether the student organization poses a danger of serious physical harm or liability to themselves or others at the University
2. Whether the student organization poses an ongoing threat of disrupting or interfering with the operations of the University
3. Whether interim suspension is necessary to protect the health, safety, or welfare of the members of the student organization, others at the University, or the public

Upon determining that an interim suspension is warranted, the Director of Student Activities (or designee) will suspend the student organization pending the following:

1. Completion of a timely investigation of the matter by the University and/or any outside entity or entities having jurisdiction over the matter
  2. Completion of an appropriate adjudication process as indicated in the *Student Organization & Advisor Handbook*
  3. Any hearing conducted pursuant to the interim suspension will be conducted following the completion of all investigations
- C. The University may elect, in lieu of terminating registration, to impose educational and punitive measures against the organization and/or its officers.
- D. 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 registered by the University, and the University will request that the national/international organization withdraw its charter from the local chapter.

# Sport Clubs Registration

A sport club is a student organization established to promote a common interest and to foster participation and competition in a specific sport or recreational activity.

The Sport Club system is designed by students to develop their leadership and organizational skills in an activity of personal interest to them. It is also the intent for participants to have fun while participating in what will hopefully become lifelong leisure activities. Campus Recreation, in turn, provides support for sport clubs with qualified administrators who assist students with facilities, financial support, and a sport club structure that is consistent from year to year.

While Campus Recreation organizes sport clubs, they must also register with OSA each year. **Sport Clubs follow the registration guidelines for student organizations outlined on page 10.** Campus Recreation advises and administers funds to sport clubs. It is the responsibility of each sport club to contact Campus Recreation at (309) 298-1228.

As with all clubs, University registration is completed through OSA in addition to registering with Campus Recreation. Club members elect student officers, and the club is charged with writing and implementing a constitution and recruiting new members.

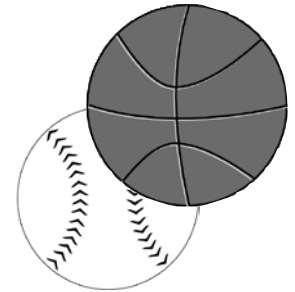
The University requires that all registered sport clubs be members of the Campus Recreation Sports Council. For more information on this requirement and the Sports Council, contact Campus Recreation at (309) 298-1228.

## Example of Sport Clubs

Ice Hockey, Men's Bowling, Men's Lacrosse, Men's Rugby, Men's Soccer, Men's Ultimate, Men's Volleyball, Roller Hockey, Water Polo, Women's Bowling, Women's Rugby, Women's Soccer, Women's Ultimate, Women's Volleyball, Disc Golf, Archery

To see the current list of registered sport clubs, please visit [campusrec.wiu.edu](http://campusrec.wiu.edu).

If you are interested in a sport club that is not listed, there may be others like you who want to start up a similar club. Contact the Campus Recreation office at (309) 298-1228, ext. 221, and our staff will guide you through the process of founding a sport club. Beginning a new sport club is fairly simple; it just requires an individual who is dedicated to what he or she wants to create, and a group of students who want to see the sport club grow.



## Intramural Sports

Intramural sports are activities that are designed so everyone has the opportunity to exercise, develop lifetime interest in quality leisure activities, and develop an appreciation of cultural diversity through recreational play. For general information regarding how to register, eligibility, rules, a calendar of events (by sport), and additional information on tournaments and special events, call (309) 298-1228.

# **Funding Procedures**

## Receiving University Funds

The Council on Student Activity Funds (CSAF) is responsible for allocating student activity fees for the University. Funding is based on what type of programs or services your organization wants to provide to the entire student body and campus community.

An organization must prepare a program-based budget (as specific as possible) on the programs they would like to sponsor during the next year and, to some extent, the administrative costs that are necessary to facilitate these programs (e.g., telephone, supplies, educational workshops); they must then present it to CSAF. The organization is also required to provide, in detail, the costs necessary to carry out these programs. More budget information and budget preparation forms are available from the Organization Finance Officer (OFO), who is located in OSA.

## Step-by-Step Instructions for Requesting Funding

1. In order for your organization to request funding from CSAF, it must first be a registered organization at WIU for a minimum of two semesters. If your organization is not registered or you are unsure if it is registered, contact OSA for more information.
2. Meet with the OFO in OSA to obtain a Budget Request Packet and review your group's specific situation. The packet will include instructions, a list of current CSAF policies, a sample Budget Request Packet, and a blank request form.
3. In order to accurately complete the Budget Request Packet, it would be a good idea to gather your group's financial records from the previous year. This will help you in determining the appropriate funding level for the various categories.
4. Carefully read through the instructions and the CSAF policies before you begin to complete your budget. If there are questions or concerns about the instruction or policies, call the OFO. By requesting funds from CSAF, your organization agrees to abide by all the CSAF policies, so it's important to understand them ahead of time.
5. Complete the Budget Request Packet and all required information. You are strongly encouraged to meet with the OFO to review it before you submit it to CSAF for

their approval. The OFO can offer advice and point out potential problems before you turn in the final draft.

6. Submit 15 copies of the final draft of your Budget Request Packet to the OFO for presentation to CSAF. The council will review the budget based upon the information in the packet. They may ask that someone from your group come to the next CSAF meeting to answer their questions.
7. Once all questions are answered, the council will vote on the budget request. You will be notified in writing as to the council's decision. If the council approves the request, it will decide on an amount to allocate. If they allocate an amount greater or smaller than your request, you will be asked to revise your budget in order to meet the allocated amount. Again, the OFO can offer suggestions to help you with this process.

Also, if your budget is approved **and** you do not currently have an on-campus account, the fiscal agent and/or advisor(s) of the organization will need to complete a signature sheet to set up a University account. No outside accounts are permitted for CSAF funded organizations.

8. Once the revised budget is received and reviewed by the OFO, it will be turned in to the Budget Office and entered into the University's financial records system.
9. As soon as your budget is in the system, you may begin to use the funds according to University and CSAF policies.
10. The organization is obligated to spend its funds according to the programs that have been approved. If an organization realizes it needs to substantially alter, delete, or add on to programs that were approved in the original budget request, it should notify CSAF as soon as the change has been agreed to by the group. An organization must notify CSAF to do the following:
  - Spend money for additional or substitute programs.
  - Cancel programs that were originally funded.
  - Spend money for programs not originally approved by CSAF.

It is important to note that organizations cannot spend funds in any manner they deem fit. The organizations receive funds based on specific requests that are reviewed by CSAF and, in turn, CSAF grants funding based only on specific programs. CSAF is charged with maximizing the effective use of student activity funds and has developed these guidelines and policies to ensure the most effective and efficient use of these funds.

There are also policies to regulate the manner in which an organization may spend their money. Please refer to the *CSAF Policy Manual* for a more complete list of policies.

## Budget Request Checklist

Below is a checklist to assist you throughout the budget request process.

- Your organization must be registered by WIU.
- Meet with Organization Finance Officer (OFO) to pick up a Budget Request Packet.
- Gather your group's financial records from the past year.
- Read the instructions and policies. Refer to CSAF handout. Contact the OFO with questions.
- Complete the Budget Request Packet, including all of the supporting documents.
- Meet with the OFO to review your Budget Request Packet.
- Make any necessary changes to the budget request.
- Submit 15 copies of the Budget Request Packet to the OFO.
- If your request is approved and money is allocated to your organization, you will need to revise your original request to meet the allocated amount.
- Turn in the revised budget to the OFO.
- If the group does not have a University account, the fiscal agent and/or advisor will need to turn in a signature sheet to set one up.

- All off-campus accounts must be closed.
- The OFO will notify you when your funds are available.

For more information, see the *CSAF Policy Manual* or call OSA at (309) 298-3232.

## Generated Income

If an organization is allocated money from CSAF, all generated income by the organization shall be considered activity fund monies. All generated income must be deposited within the organization's University account on the next business day. It should be noted that any income generated over and above the budgeted amount may not be used by the organization unless CSAF gives approval.

To deposit the generated income in an organization's account, a cash deposit slip should be filled out in its entirety and taken to the Union Service Center in the Union Concourse, along with the income. The deposit slip must have the correct cost center and subcode number, cost center name, amount to be deposited, and correct income classification.

It is important to monitor your generated income throughout the year. If you are not on track, your budget will need to be adjusted to prevent the organization from going into a negative balance. If you have any questions about the funding process, please contact the OFO in OSA at (309) 298-3232.

# **Registered Student Organization Services**

## Bulletin Boards

There are three bulletin boards in the Union. Materials to be hung in the Union must be submitted to and approved by OSA. Only three copies of each promotional item will be accepted. Material will be posted within 24 hours of acceptance and is subject to appropriateness and legal regulations. Union and OSA staff will remove materials that are outdated or have not been approved from the bulletin boards.

## Catering

All catered events in the University Union shall be handled by Sodexo. This is arranged through the Sodexo Catering Office. Prior approval of the Union Director must be received in order for an organization to provide its own food items or services. A substantial penalty fee will be enforced if this policy is not followed. The set-up and menu arrangements must be made at least two weeks in advance. Confirmation of the final number of people attending a food service event must be given 48 hours in advance. Please note that any organization with an unpaid invoice at the end of the semester will be denied University Union services, and registration with the University and OSA may be suspended until these charges are paid.



## Concourse Tables

To reserve the use of a table in the Union Concourse, an organization must contact Scheduling and Event Services, (309) 298-2421. These tables are scheduled on a first come-first served basis. The tables are set up along the wall between the Apple Store and the Bookstore. There are a total of seven tables that can be set up. The Union will determine the placement of these tables.

A \$10 rental charge per day per table will be assessed if the organization is soliciting donations (monetary or goods), selling or taking orders for a product or merchandise, and/or selling tickets to a specific event. Sponsors shall be at the table at all times. If for some reason the table is not staffed, it will be removed for the day. There will be no promoting of alcoholic beverages or selling food or drink. An organization must pay the table rental charge in advance before occupying the table. Scheduling and Event Services shall determine final table rental charges.

## Copy Services

Copy services are available through Document and Publication Services (DPS) to all registered student organizations. DPS offers a wide range of services for

students, including high-quality color and black printing and copying, binding, CD burning, and more. DPS prints directly from network or portable media and makes copies from hard-copy originals. Scanning services allow students to transfer hard copy to digital format. Students may select from a variety of finishing options: coil, comb, and perfect binding; three-hole punching; and stapling. Additional services include collating, folding, perforating, numbering, and scoring.

DPS also offers layout and design services for University-related and registered student organization projects, including posters, brochures, booklets, and more. In addition, DPS maintains a large inventory of paper stocks and colors from which to choose. Students may pay cash or charge organizational accounts, or use Rocky Dollars with their University ID cards.

For more information about DPS, visit the DPS website at [wiu.edu/DPS](http://wiu.edu/DPS), or stop by the DPS facility located across from Thompson Hall north of the Physical Plant.

## Driving Policy for Student Organizations

Western Illinois University's registered student organizations are allowed access to University vehicles for organization-sponsored trips. Only employees of WIU are allowed to drive University vehicles. Graduate or undergraduate students not employed by WIU cannot drive University-owned vehicles. Undergraduate students may only drive University vehicles if they are at least 21 years of age and are employed and paid to drive by the University.

## L.E.A.D. Series

The L.E.A.D. (Leadership Education and Development) Series provides students with comprehensive training and development to help them cultivate their leadership potential. Workshops are open to all students at WIU and address a wide range of topics, many of which are critical to running a successful organization.

## Lighting and Sound (WESTEC)

WESTEC is a student-run sound, light, and projection service, which can enhance an organization's production of an event. WESTEC services are available for on-campus events only.

In order to request the lighting and sound services of WESTEC, a form must be filled out and submitted to WESTEC. This should be done at least **two weeks prior**

to your event. For further information, please contact WESTEC at (309) 298-3210. [The WESTEC office is located in the basement of the University Union.]

## Mailing Services

Student organizations can use DPS Mailing Services. Please check with DPS Mailing Services for complete instructions by calling (309) 298-1000.



## Master Calendar

University Relations maintains a Master Calendar of all University events, including sporting events, organizational events, administration-sponsored events, and conferences. This calendar increases awareness of what is occurring on campus and helps avoid scheduling conflicts. It is important that organizations submit all event details to University Relations at the earliest possible date to be included on the Master Calendar. The Master Calendar is continually updated and is accessible through the WIU homepage to conserve paper and facilitate updates.

## Office Supplies

Student organizations funded through CSAF or organizations possessing charge accounts with WIU are to purchase office supplies at a discounted rate through DPS Office Supplies. After obtaining your advisor's approval, your organization may order online at <http://wiuofficesupplies.wiu.edu>. Organizations may order general supplies on the "Inventory Request" page. For items not found on this page, you may request an Office Max catalog by calling (309) 298-1000 or by e-mailing [DE-Bray@wiu.edu](mailto:DE-Bray@wiu.edu). (One is available in the OSA office as well.) Items from this catalog can be ordered on the "Create Special Order" page on the ordering site. Unless you indicate on the order to deliver elsewhere, orders placed by student organizations will be delivered to the OSA office or may be picked up by an authorized user of the account used to place the order.

## Requesting a CSAF Vehicle

The Council on Student Activity Funds (CSAF) fleet has two vehicles that are available for use by all CSAF-funded student organizations. The fleet consists of two seven-passenger minivans. The charge for these vehicles is \$.45 per mile. These vehicles are housed at the University Garage, which is located across from Thompson Hall, directly behind the baseball stadium. For more information about reserving a CSAF vehicle, contact the OFO at (309) 298-3232.

## Retreat Facilities

### Horn Field Campus



Horn Field Campus (HFC) is a unit of Western Illinois University's College of Education and Human Services administered by the Department of Recreation, Park and Tourism Administration. Located one mile south of Macomb, this 92-acre retreat includes woodlands, prairie, and nature trails. The atmosphere is rustic and relaxed, making HFC a perfect place for group retreats, leadership training and team building, outdoor recreation, and other gatherings. The beautiful, peaceful setting is ideal for getting back to nature, recreation, study and reflection, or just relaxing. Facilities are open year-round and include a lodge and cabins which sleep 28 people.

HFC sponsors a wide variety of educational and service programs, providing WIU faculty and students with a place to teach and learn practical skills. For more information or to make a reservation, visit [wiu.edu/HFC](http://wiu.edu/HFC), e-mail [HF-Campus@wiu.edu](mailto:HF-Campus@wiu.edu), or call (309) 833-5798.

### University Union

Meeting rooms in the Union may be scheduled through Scheduling and Event Services, (309) 298-2421, and guest rooms may be scheduled through the Union Service Desk, (309) 298-1254.

### University Housing and Dining Services

Meeting space is available in the residence halls, but preference is given to hall use. Contact University Housing and Dining Services at (309) 298-3328.

## Scheduling Campus Events

Requests for the temporary use of space for meetings, conferences, etc., should be directed to the appropriate office having scheduling responsibility. Information about security, setup, and equipment can also be obtained at these locations. All events and activities on the Western Illinois University campus, sponsored by University and/or University-affiliated groups or off-campus groups, are to be scheduled with the following offices:

- Athletic Fields/Hanson Field/Vince Grady Field/  
Western Hall  
Intercollegiate Athletics: (309) 298-1106
- Brophy Hall/Brophy Hall Tennis Courts  
Kinesiology: (309) 298-1981

- Classroom Buildings  
Office of the Registrar: (309) 298-3115
- Conferences and Camps  
Conference Coordinator, UHDS:  
(309) 298-2413
- East Intramural Fields, Student Recreation Center/  
Swimming Pools  
Campus Recreation: (309) 298-1228
- Horn Field Campus: (309) 833-5798
- Kibbe Life Science Station  
Director, Kibbe Life Science Station: (309) 298-1546
- Library  
Dean, University Libraries: (309) 298-2762
- Residence Hall Facilities  
University Housing and Dining Services:  
(309) 298-3320
- Single Events and Activities  
Scheduling and Event Services:  
(309) 298-2421
- University Union  
Scheduling and Event Services:  
(309) 298-2421

## Student Legal Services

The campus student attorney's office is located on the first floor of the Union. The office offers legal consultation and expertise to all students and advisors. A student organization may direct any legal questions to the student attorney or the Director of Student Activities.

## Student Organization Center (SOC)

Located on the basement level of the University Union, this space is home to a number of student organizations. The SOC promotes cosponsorship and better communication to create outstanding programs for the WIU community.



## Organizations

- Alpha Phi Omega
- Blue Key Honor Society
- Greek Councils: IFC, PHC, UGC
- International Friendship Club (IFC)
- Latin American Student Organization (LASO)
- National Association for the Advancement of Colored People (NAACP)
- Organization of Adult Students for Interaction and Support (OASIS)
- Students for Disability Awareness (SDA)
- Student Government Association (SGA)
- Student Tenant Union (STU)
- Unity
- University Union Board (UUB)
- Western's All Volunteer Effort (WAVE)

## Services

- Graduate advisor on site
- Mailbox for all registered student organizations
- Computers
- Conference room (Schedule with the OSA)
- Display case (Schedule with the OSA)

## Union Scheduling Procedures

Scheduling and Event Services can assist organization members or advisors with the following:

- Reserving rooms and audiovisual equipment for organizational meetings in the University Union
- Events and special events
- Reserving space and tables in the Concourse
- Scheduling food service on campus and in the Union

For most of these services, a member of the organization must fill out a reservation form, which can be found in and returned to Scheduling and Event Services, Union, First

Floor. Special events are commonly registered in Scheduling and Event Services.

Sign-up for regular standing meetings is done during the week of finals of the preceding semester. Meetings for both Fall and Spring of the coming academic year may be scheduled during finals week of the previous Spring semester. A computer printout of the agreement is sent to the organizations or departments requesting meeting space. No outside food or drink may be brought into the Union.

Any scheduled event requiring catering and/or other charges will require the signature of the president or treasurer on an event contract.

A room rental fee is assessed to groups that charge admission or collect donations at the scheduled event. The organization assumes full responsibility for the conduct of any patron, guest, or visitor involved in a sponsored meeting or event. Final reservations and changes should be made 48 hours in advance. Less than 24 hours' notice of a cancellation may result in "no show" fees.

### **Union Service Center/Guest Rooms**

Organizations may reserve Union guest rooms (top floor) for organization retreats, meetings, or for speakers or performers from outside the University. There are 29 guest rooms available, 26 of which have two standard double beds.

Reservations should be made through the Union Service Center, (309) 298-1941, as early as possible.

# **Selected University Policies**

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 University-approved student fees 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 Scheduling and Event Services, (309) 298-2428, 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.

## Anti-Harassment Policy

Western Illinois University strives to provide an educational and working environment that is free from harassment for faculty, staff, and students. We are committed to providing an environment that values diversity and emphasizes the dignity and worth of every individual, an environment in which every individual is treated with respect. Harassment in any form is contrary to these goals and fundamentally at odds with the core values of the University. Harassment is unacceptable and will not be tolerated. Incidents of harassment will be met with appropriate disciplinary

action, up to and including separation or dismissal from the University. For complete policy, please visit [wiu.edu/policies](http://wiu.edu/policies).

## Banner Display Policy – University Union Concourse

1. All scheduling of banners in the Union Concourse shall be coordinated by Scheduling and Event Services on a first come, first served basis. The banner area may be scheduled before banner approval from OSA has been granted.
2. All organizations must be currently registered with the OSA. All banners must first be cleared through the OSA and have a stamp of approval from that office prior to hanging. If a banner is not approved, the scheduled area must be cancelled through Scheduling and Event Services.
3. Banners can be 8 feet in length by 3 feet in height. Banner(s) must be made of paper or other lightweight material. The scheduling group may utilize space for its banner, or banners, as it so chooses, but may not exceed its boundary. One group may not schedule more than one banner area at one time.
4. The hanging time of a banner shall be limited to ten business days.
5. Banners must be delivered to Scheduling and Event Services before 12:00 PM on the scheduled date. Scheduling and Event Services staff will attach Velcro to the sign so it can be attached to the banner display area.
6. Banners will be hung by the Union Operations staff beginning 12:00 PM on the scheduled date. Organizations must periodically check banners to avoid any problems during the display period.
7. If an event/program date is displayed on the banner, the Union Operations staff will remove the banner once that date has passed. All other banners will be removed on the final scheduled day by 12:00 PM. Only banners marked “**save**” will be kept in the Scheduling and Event Services office until 4:30 PM on the Monday following the last scheduled date, at which time the banner will be disposed.

## Content

1. Banners shall be used by registered student organizations, University departments, and University

- constituency groups for informative means and/or related media for major campus events.
2. Banners shall not be commercial in nature, and prices are not to be listed. Prices for admissions are acceptable.
  3. Any banner not written in English shall have a literal translation written in English adjacent to the banner.
  4. OSA will determine whether the quality of the banner meets the policy standards of the University Union and/or OSA and reserves the right to determine the appropriateness of any items for display. If there is a conflict over this decision, a final decision will be made by the Director of Student Activities.

### Chalking Policy

The University permits chalking of sidewalks and walkways as a form of promoting events sponsored by students, faculty, staff, departments, and student organizations. Chalking to advertise events of campuswide interest is permitted under the following conditions:

1. The material used to mark a sidewalk (horizontal surface) must be water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products, sprayable chalk or other products in aerosol containers, adhesives, tape, duct tape, and/or other defacing materials are prohibited.
2. Chalking is limited to registered student organizations and University divisions, departments, and offices that are conducting University business. The only exception to this policy is the advertising of events (generally charitable in nature) that are sponsored by not-for-profit organizations/agencies within the community of Macomb.
3. Campaigning or personal dialogs/opinions are not permitted.
4. Promotions of alcohol events including "All U" parties are not permitted.
5. Profanity, obscenity, and the promotion of illegal acts are not permitted.
6. The sponsor of an event, date, time, and location of the event must be included in all chalking.

7. Each organization/office is responsible for removing the chalk as soon as possible after the event takes place (if the weather does not remove the chalk) as a courtesy to other groups.
8. Specific areas are designated as no chalking areas:
  - a. Walls
  - b. Trash cans
  - c. Buildings
  - d. Steps
  - e. Bricks
  - f. All other vertical surfaces not listed
  - g. Under overhangs at building entrances or within 50 feet of any entrance to buildings.
9. Groups will be charged for clean up if chalking occurs in prohibited areas, advertises something other than a campuswide event, or is not removed within a reasonable time frame after the event occurs.

Chalking placed without permission or otherwise in conflict with University policy will be immediately removed. All groups or individuals responsible for the chalking may be subject to disciplinary charges and judicial process review under the *Code of Student Conduct* as well as fines, the costs of removal, clean-up, and repair.

### 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 (309) 298-3232.

## Nondiscrimination Policy

No organization at Western Illinois University shall discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but is not limited to, recruiting, membership, organizational activities, or opportunities to hold office.

## Policy on Gifts, Contributions, Prizes, Promotional Items, and Raffles

Expenses for gifts, contributions, prizes, promotional items, and raffles are allowable from University funds within the following guidelines. University funds are defined as all University accounts with the exception of Foundation accounts (accounts that begin with an 8) and agency accounts (accounts that begin with a 9).

### Gifts to Students/Non-Employees

The purchase of gifts for students/non-employees are prohibited from **University funds** except under the following circumstances:

1. The gift is in the form of a plaque, trophy, sweatshirt, etc., and is inscribed with the name/initials of Western Illinois University. (The purchase of gift certificates is not allowed unless the purchase is from social funds or student activity funds.)
2. The gift is to recognize the support or achievement of the student/non-employee.
3. The gift has a unit value under \$75 and is approved by the fiscal agent, or the gift has a unit value over \$75 but less than \$100 and is pre-approved by the University President or respective vice president. Pre-approval by the President is required for any gift which has a unit value of \$100 or more.

### Contributions to Organizations

Contributions to organizations (fundraising groups, professional organizations, local service clubs, etc.) is prohibited from **University funds** except under the following circumstances:

1. Non-cash
  - a. The contribution is in the form of a plaque, trophy, sweatshirt, etc., and is inscribed with

the name/initials of Western Illinois University. (Gift certificates are not allowed.)

- b. The contribution has a unit value less than or equal to \$75 and is approved by the fiscal agent, or the contribution has a unit value over \$75 but less than or equal to \$150 and is pre-approved by the University President or respective vice president. Non-cash contributions greater than \$150 are prohibited from University funds.
2. Cash
    - a. The contribution is in accordance with the purpose of the account and is paid from award and grant (9000) funds.
    - b. The contribution is pre-approved by the University President or the respective vice president.

### Prizes/Awards

The purchase of prizes/awards is permissible from nonappropriated funds when the prize/award is given as the result of a contest or a random drawing for which chances do not have to be purchased. Purchases with a retail unit value of less than or equal to \$100 require fiscal agent approval. Prizes/awards with retail unit values of greater than or equal to \$100 but less than or equal to \$300 must have the pre-approval of the University President or respective vice president. The purchase of prizes/awards with retail unit values greater than \$300 is prohibited from University funds.

### Promotional Items

Promotional items are items used to promote Western Illinois University, a retail operation, or an event and are given away free of charge to prospective consumers.

1. Tangible items (e.g., cups, pencils, pens, sweatshirts, etc.) – The purchase of tangible promotional items from University funds with retail unit values of less than or equal to \$100 is permissible **with the approval** of the University President or the respective vice president. The purchase of tangible promotional items with unit values greater than \$100 is prohibited from University funds.
2. Services (e.g., tickets, season passes, etc.) – The promotion of an activity by giving away services is permissible from University funds with fiscal agent approval if the service has a retail value of less than or equal to \$100. Services with a retail value greater than

\$100 **require the approval** of the University President or the respective vice president.

### **Raffles (Including Cash and Non-Cash Prizes)**

This is an abbreviated overview of the Raffle Policy. Please consult the *University Policy Manual* ([wiu.edu/policies](http://wiu.edu/policies)) for the entire policy prior to sponsoring a raffle. Questions regarding this policy can be directed to the Vice President for Administrative Services (VPAS) at (309) 298-1800.

#### **1. Overview**

1. According to 230 *Illinois Compiled Statute (ILCS)* 15, “The Raffles Act,” and 720 *ILCS* 5/28-2, a raffle is defined as a form of lottery in which
  1. “The player agrees to pay something of value for a chance, represented and differentiated by a number or by a combination of numbers or by some other medium, one or more of which chances is to be designated the winning chance;
  2. The winning chance is to be determined through a drawing or by some other method based on an element of chance by an act or set of acts on the part of persons conducting or connected with the lottery, except that the winning chance shall not be determined by the outcome of a publicly exhibited sporting contest.”
2. The Internal Revenue Services (IRS) requires federal income tax withholding and reporting for raffles conducted by tax-exempt organizations in certain circumstances described in the full policy.

#### **2. Sponsoring Organization’s Obligations**

1. Regardless of the amount of the raffle prize (cash or non-cash), the organization conducting the raffle should notify the Office of the VPAS of the intent to hold a raffle. This office can be reached by phone at (309) 298-1800 or in Sherman Hall 200.
  1. Notice should be given to the Office of the VPAS 30 days prior to the date of the raffle drawing.
  2. The VPAS will issue a raffle registration form for completion.

3. Upon receiving the completed form, the VPAS will ensure proper vice presidential or presidential approval based on the anticipated value of the raffle prize.
4. If applicable, the VPAS will also distribute the appropriate IRS forms to the contact of the sponsoring organization.
2. Include the following statement in all marketing or promotional material regarding the raffle: “Winners will be responsible for all taxes associated with prizes.”
3. At the time of the raffle drawing, before the winner receives his or her cash or non-cash prize, the sponsoring organization must ensure the following:
  1. The winner has provided his or her name, address, and social security number (SSN) or Individual Taxpayer Identification Number (ITIN). If the winner refuses to provide this information, an attempt should be made to collect this information by sending the winner a copy of Form W-9, “Request for Taxpayer Identification Number and Certification.”
  2. The winner has completed the appropriate state and federal tax forms as described in the full policy.
  3. Once identifying information and forms are collected, they should be sent to the VPAS in Sherman Hall 200.
  4. If applicable, the proper amount is withheld or collected from the winner prior to giving the prize.

### **Poster Distribution**

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. For a list of halls and amount requirements, see the list in the SOC graduate assistant’s office. 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 the 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.**

For other buildings, take posters to the main office of each for approval. Specific expectations may differ from building to building. Once approved, the posters may be placed on unrestricted or general use bulletin boards only. Posters should not be displayed on walls or windows.

## Registration Deadline Policy

The Fall registration deadline is September 15, and the Spring registration deadline is February 15. If the deadline date falls on a weekend, registration paperwork will be due the Friday prior. If an organization fails to register by the deadline, their student organization privileges will be temporarily suspended until the registration process is completed. If their registration is not completed by the end of the registration month, the organization will lose its privileges for the remainder of the semester and will not be allowed to renew its registration until the following semester. Organization privileges include, but are not limited to, reserving meeting rooms and event space, utilizing organization accounts, and holding events.

## 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 a certificate of insurance including the WIU Board of Trustees and Western Illinois University as

an additional insured for no less than \$1 million 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 VPAS, (309) 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 VPAS at (309) 298-1800.

## Solicitation and Fundraising

### Commercial Solicitation on Campus

Commercial solicitation conducted for private gain and resulting in the immediate exchange of goods or services for remuneration is prohibited on the campus proper. Exceptions exist only under the following circumstances:

1. Space may be rented in areas such as the University Union on a temporary, limited basis for commercial activities which are sponsored by a recognized University organization.
2. Exclusive vendor contracts may be negotiated with the University.

No one shall distribute any individually packaged food items unless purchased through the University Union or accepted by them under their governing rules and regulations.

### Charitable Solicitation on Campus

Upon compliance with the following conditions, recognized internal organizations composed of students, faculty, or staff of Western Illinois University or external organizations sponsored by a University constituency shall be granted permission to solicit contributions and conduct fundraising activities for charities whose purpose it 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. Charitable solicitation conducted by the University and directed at its employees shall be limited to the WIU Foundation and to the annual State/Universities Employees Combined Appeal and Illinois Council of Voluntary

Health Agencies fund drives and shall be exempt from these guidelines.

### **Approval**

No person shall conduct such activity without first having procured credentials or identification as an agent for an activity. At least three days prior to the commencement of solicitation, organizations must submit in writing to the Director of the University Union a request for permission to engage in charitable solicitation on campus. Said requests shall identify the soliciting organization and the charity and shall specify the times, dates, and locations at which solicitation will be conducted. Upon request, the soliciting organization will provide evidence that the charity meets the criteria specified in the preceding paragraph.

### **Conditions**

Charitable solicitations shall not interfere with the flow of traffic or with the educational processes of the University and shall be conducted under whatever other reasonable time, place, and manner restrictions are established by the Vice President for Student Services, the Vice President for Advancement and Public Services, and the Director of the University Union.

1. Charitable solicitation, aside from that which is conducted under the separate rules and regulations of the University Union or University Housing and Dining Services, will normally be restricted to the following outside locations:
  - The walkways and open area traditionally known as the “free speech area” directly to the north of the University Union.
  - The south campus area adjacent to the University Union and covering the open spaces between Seal, Sallee, Browne, and Memorial Halls.
2. Solicitation shall be limited to the University’s normal operating schedule and limited to daylight hours.
3. The period of time for approval shall be determined by the Director of the University Union at the time of application. All approvals shall expire on the time and date specified on the permit. Prior to renewal, a new application must be filed with the appropriate office. Approval of any activity does not create any right to renewal.
4. Solicitation shall not be conducted in any way which interferes with normal University operations or which violates any applicable state law or Board of Trustees or University policies.
5. Any organization that is denied permission to solicit charitable contributions may appeal in writing to the

Vice President for Advancement and Public Services whose decisions shall be final.

## **Western Illinois University Trademark Licensing Program**

The Western Illinois University Trademark Licensing Program is administered by the Division of Advancement and Public Services. The program regulates, promotes, and protects the use of the University’s name and identifying trademarks. The University has registered its names and trademarks in the State of Illinois and the United States. Trademark registration ensures protection of the University’s integrity and identity while simultaneously providing royalty income for the benefit of Student Services, Athletics, and Alumni Programs. The program further promotes Western Illinois University’s reputation as one of the nation’s finest universities by ensuring that products bearing the University names and/or marks are of high quality and good taste.

Written consent is needed from the Trademark Licensing Administrator for use of the University name and/or marks for anything other than official University business. This requirement applies to student groups and organizations who wish to make use of the University name in affiliation with their group or activities, as well as those groups desiring use of the University’s identifying marks. Student organizations may receive permission to utilize a University name and/or mark on items produced for member use only. A club team may utilize the University name and/or mark as part of its uniform, provided the item is not issued or made available for sale to anyone other than team members. Student organizations and clubs are prohibited from using the University seal or logos on letterheads, business cards, or other identifying materials.

In addition, the Trademark Licensing Administrator must approve all artwork and designs, as well as the quality of the product, prior to its production. Products can be submitted for approval by registered campus student organizations only. Artwork submitted is approved on a case-by-case basis utilizing the following criteria: products must display clearly identifiable “licensed marks” and products must be representative of high quality and good taste, incorporating no subtle messages. If you have questions about proper usage of the University names and/or marks, please contact the Trademark Licensing Program in the Division of Advancement and Public Services at (309) 298-1861 or go to their website, [wiu.edu/trademark](http://wiu.edu/trademark).

# Special Events Policy

## Definitions

(For purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section.)

*Assembly* means any gathering of persons on University property which may affect the ordinary use of said property and shall include, but not be limited to, group assemblies, parades, marches, pickets, and similar activities.

*Special Event* means any activity which occurs on University property which may affect the ordinary use of said property. Such terms as used herein shall include, but not be limited to, the following activities:

1. Fairs or festivals
2. Road races, foot runs, bicycle runs, walk-a-thons, bike-a-thons, or similar events
3. Sidewalk sales or displays
4. Merchant's markets or similar activities
5. Business promotions or similar events

Affecting ordinary use means any activity on any University property, a right-of-way, sidewalk, or adjoining property which temporarily necessitates interfering with or obstructing any right-of-way or sidewalk, or part thereof, because of such activity.

## Permit Required

No person or organization shall conduct any special event or assembly as defined herein without having first obtained a permit from the University.

## Application

An application for an assembly or special event shall be submitted at the Office of Public Safety or Scheduling and Event Services on forms provided by the University. The application must be filed at least ten business days prior to the proposed event. The applicant shall provide the following information:

1. Name, address, and telephone number of the sponsoring organization or individual
2. Name, address, and telephone number of contact person, if different from the sponsor
3. Purpose of the event or activity
4. Proposed date, location, and hours of operation
5. Schedule for the proposed event, if applicable
6. Such other information as the University deems reasonably necessary to determine that the permit meets the requirements of this article

The University shall review all permit applications and shall be responsible to approve or deny such applications.

## Standards for Denial of Permit

Reasons for denial of a special event permit include the following:

1. The event or activity may create significant disruption of normal University operations.
2. The event or activity will interfere with access to fire hydrants or will block one or more fire lanes.
3. The location of the assembly or special event will disrupt adjacent residential facilities.
4. The event will require the diversion of so many University employees that allowing the event would unreasonably deny public services to the remainder of the University.
5. The application contains incomplete or false information, or the applicant has failed or refused to provide reasonably necessary information as requested by the University.
6. The applicant fails or refuses to comply with all the terms and conditions of this article.
7. The event violates existing University policy.

## **Indemnity Agreement**

Every permittee under this article shall execute and file with the University an indemnity agreement in a form acceptable to the University. The indemnity agreement shall provide that the permittee agrees to indemnify and hold the University, and all of the University's officials, officers, agents, and employees, harmless from any liability whatsoever from any and all claims, demands, actions, or causes of action for personal injury, including death or property damage arising from or in any way connected to the assembly or special event, excepting any claims arising solely from the negligent acts of the University or its officials, agents, and employees.

## **Limitation of Liability**

This article shall not be construed as imposing upon the University or any of its officers, agents, or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which any permit has been issued. The University and its officers, agents, and employees shall not be deemed to have assumed any liability or responsibility by reason of inspections permitted, the issuance of any permit, or the approval of the use of any University property.

## **Public Notice Required**

Permittee may also be required to specifically inform adjacent property users who might be inconvenienced during the event.

## **Sanitation and Clean-Up**

A permit may be issued only after adequate waste disposal facilities have been identified and obtained by permittee. Permittee will clean the right-of-way of rubbish and debris, returning it to its pre-event condition, within two hours of the conclusion of the event. If the permittee fails to clean up such refuse, such clean-up shall be arranged by the University and the costs charged to the permittee.

## **Other Permits Required**

Permittee shall obtain any other permits that may be required by the University, or any other governmental entity, for the assembly or special event.

## **Revocation of Permit**

All permits issued pursuant to this article shall be temporary and do not vest any permanent rights. A permit may be revoked for cause, including any of the following reasons:

1. The application is incomplete or contains false information.
2. The applicant fails to comply with all of the terms and conditions of this article and the permit.
3. Conditions of public emergency such as natural disaster, public calamity, riot, or similar emergencies which necessitate suspension of the permit.

Revocation of a permit may be appealed by the same process as an appeal which results from denial of a permit.

## **Appeal Procedure**

Any applicant whose permit application has been denied or any permittee whose permit has been revoked may request a review of such decision by the Vice President for Administrative Services. This request must be in writing and received by the VPAS within five business days of the notice of permit denial or revocation. Applicant may appeal the decision of the VPAS to the President by filing written notice of such appeal with the President within five business days of notice of denial of the appeal by the VPAS. The President shall determine whether the denial or revocation of the permit is justified.

# Appendix

This sample constitution is provided by the Office of Student Activities to assist your student organization in creating a constitution, which meets the standards for officially registering your organization with Western Illinois University. ***The starred articles MUST BE included. Article III, VI, VII, VIII, IX, & X MUST use the EXACT language included on this sample.*** You may add parameters to Article III after stating points 1 & 2. **This sample must be re-typed.**

## Sample STUDENT ORGANIZATION CONSTITUTION

\*Date of Adoption and/or Revision

\*ARTICLE I – Name

The name of this organization shall be the Western Illinois University Underwater Basket Weaving Club (UBWC). The UBWC is a student organization at Western Illinois University. This organization's purpose shall be to educate the students at Western Illinois University as to how to create baskets, while submerged underwater.

\*ARTICLE II – Objectives

The objectives of the organization shall be (**PLEASE MAKE THESE SPECIFIC TO YOUR GROUP**):

- a) To promote interest in underwater basket weaving
- b) To provide fellowship among students and faculty
- c) To represent student needs and wants in regard to difficult activities under water
- d) To provide a forum for the presentation of innovative ideas to benefit of the University community.

\*ARTICLE III – Membership

**(MUST BE INCLUDED EXACTLY AS FOUND HERE;  
ADDITIONAL MEMBERSHIP INFORMATION IS OPTIONAL)**

- 1) Members and officers must be enrolled students at Western Illinois University.
- 2) Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV – Officers

**(MAKE SPECIFIC TO YOUR ORGANIZATION. PRESIDENT AND TREASURER ARE REQUIRED.  
PROCEDURES FOR ELECTION/ REMOVAL MUST BE DEMOCRATIC)**

- 1) Election of Officers
  - a) The officers of this organization are president, vice president, secretary, and treasurer.
  - b) Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
  - c) Election of officers will take place during the 3<sup>rd</sup> week of the fall semester.
  - d) Officers will assume office for the period of one year.
- 2) Recall of Officers
  - a) Officers are subject to recall for malfeasance in office
    - 1) Malfeasance shall be defined as:
      1. An inability to perform the requirements of office
      2. Willfully disobeying Western Illinois Rules and Regulations governing student organizations
      3. Breaching the Student Code of Conduct
      4. Mismanaging club funds
  - b) Recall procedures will be initiated at the request of five active members.

- c) A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties
  - 1) Those requesting a recall of officer(s) shall be given 20 minutes to present their case
  - 2) Those officers being recalled will have five (5) minutes to question their accusers
  - 3) Those officers being recalled will have 20 minutes to rebut the charges presented against them
  - 4) The club will then have five (5) minutes to question those being recalled
- d) A two-thirds majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

ARTICLE V – Voting

- 1) This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.
- 2) Voting on amendments must be conducted after a minimum notice of 2 weeks.

\*ARTICLE VI – Not-for-profit Statement  
(MUST BE INCLUDED AND STATED EXACTLY AS FOUND HERE)

This is not-for-profit organization.

\*ARTICLE VII – Statement of Non-discrimination  
(THE FIRST PARAGRAPH MUST BE INCLUDED AND STATED EXACTLY AS FOUND HERE)

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

(As exempted by Federal law, Social Greek organizations may omit “gender”)

\*ARTICLE VIII – Financial Obligation  
(SAMPLE LANGUAGE)

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

\*ARTICLE IX – Statement of Non-Hazing  
(MUST BE INCLUDED AND STATED EXACTLY AS FOUND HERE)

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

\*ARTICLE X – Statement of Compliance with Campus Regulations  
(MUST BE INCLUDED AND STATED EXACTLY AS FOUND HERE)

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

## SAMPLE BY-LAWS

### I. Cabinet

#### A. President

1. Coordinates all activities of the organization
2. Acts as liaison to University community
3. Serves as official representative of organization
4. Calls regular and special meetings
5. Presides at meetings
6. Prepares agenda for meetings

#### B. Vice President

1. Assumes duties of president, when necessary
2. Assists president in coordinating activities

#### C. Secretary

1. Maintains accurate and current information of the organization and membership
2. Assists president and vice-president to coordinate organization activities
3. Keeps accurate minutes of each meeting and forward copies to other officers
4. Keep attendance records for meetings.

#### D. Treasurer

1. Serves as liaison to WIU for all purpose of organizational funding
2. Maintains accurate and current account of all organizational funds
3. Responsible for dispensing of funds in accordance with the goals and programs established by the organization

### II. Meetings

Meetings will be open to all organization active and associate members, faculty, staff, and non-member students. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

## Addendum

Page 19 (16 of the document), Section III, Letter E

3/8/2012 per Nick Katz

E. Each organization must file a current certificate of insurance providing, at minimum, \$1 million of general liability coverage. The following statement is required to be on the certificate, "Western Illinois University and its Board of Trustees are Additional Insured with respect to liability arising out of the use of premises leased to or used by the Insured."

Page 13 (16 of the document), Section III

3/15/2012 per Nick Katz

### III. Indemnification Clause

The registered student organization and its individual active 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 liability, loss, claims, damages or expenses, including reasonable attorneys' fees, arising from or related to the performance by 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 directly related to the student organization's activities, events and functions, but only in proportion to and to the extent such liability, loss, expense, attorney fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of the student organization, its individual active, associate members, guests or invitees directly related to the student organization's activities, events and functions.