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Welcome Registered Student Organizations! Western Illinois University is proud to be the home of over 200 student organizations that make the campus robust and full of life every school year. Student organizations provide many opportunities for students including community, leadership, service, and academic success.

As someone who was heavily involved in multiple organizations in undergrad, I recognize the lasting impact of being a member of organizations on campus. The people you meet in these organizations can become lifelong friends and colleagues. I hope you are able to find a place where you are able to flourish while being accepted and understood.

There is so much to choose from, and whatever you are interested in, we most likely have something for you! If you don’t see something and want to start your own organization, my staff in the Office of Student Engagement is ready to help you take that next step.

Best Wishes,
Nick Katz
Relationship Statement

Western Illinois University recognizes student organizations that have completed the requirements for University recognition. Organizations, once registered, are extended privileges, such as holding events, by the University and Office of Student Engagement. University recognition does not imply endorsement of the activities the student organization engages in. Additionally, recognition by the University does not imply agency status by the State of Illinois or Western Illinois University. While each registered student organization is required to have a faculty or staff advisor, students of legal age are adults and will be held accountable for their actions both as members of their organizations as well as individuals.
Responsibilities Statement

- All Student Organizations are required to re-register each academic year with the Office of Student Engagement via Purple Post
- All Student Organizations are responsible for knowing the policies outlined in the Code of Student Conduct [http://wiu.edu/student_services/srrri/codeofconduct.php](http://wiu.edu/student_services/srrri/codeofconduct.php)
- All Student Organizations are responsible for understanding all requirements outlined in the Student Organization Policy Manual
- All Student Organizations are responsible for knowing, understanding, and holding other organization members accountable for the risk management policies for all events both on and off campus
- All Student Organizations are responsible for knowing, understanding, and holding other organization members accountable for the hazing policies of Western Illinois University
- All Student Organizations are responsible for their financial obligations in regards to the organization including restrictions

Benefits of Registering

- Ability to apply for funding
- Ability to reserve campus facilities for organization events and meetings
- Ability to promote events through various media on campus
- Access to Purple Post
- Ability to promote the organization at the Activities Fair
- A student organization mailbox in the SOC
- Eligibility for awards and recognition from the Office of Student Engagement and the University
Registration Resources

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 co-sponsorship and better communication to create outstanding programs for the WIU community. The SOC is provides open meeting space and mailboxes for Registered Student Organizations (including fraternities and sororities), but please note that Hall Government boxes are in Seal Hall and Sport Club boxes are in Campus Recreation office. Organization offices located in the SOC include: Black Student Association (BSA), Blue Key Honor Society, Dance Marathon, Greek Life Programs (Interfraternity Council, Panhellenic Council, and United Greek Council), International Friendship Club (IFC), Latin American Student Organization (LASO), National Association for the Advancement of Colored People (NAACP), Students for Disability Awareness (SDA), Student Government Association (SGA), UNITY, University Union Board (UUB), and Western’s All Volunteer Effort (WAVE).

PurplePost
PurplePost is an interactive database for WIU Registered Student Organizations. Whether you are a new student looking to get involved or a student leader looking to make the most of your organization, the tools you need are located at wiu.edu/PurplePost
On Purple Post:
- View a list of all Registered Student Organizations & request to join
- Advertise and view events on the public calendar
- Customize your organization's page
- Learn the latest on the campus news feed
- Track your service and involvement hours
- Connect to other social media outlets
Registered Student Organizations (RSOs) are put into broad categories on PurplePost that assist interested students in locating an organization that matches their needs.

Categories include:

- **Academic**: affiliated with a WIU academic department including pre-professional groups
- **Art/Film**: Fine Art, Performance, Visual Art
- **Governing Body**: RSOs that are elected to represent a number of smaller organizations in the same category (i.e. Interfraternity Council, Ag Council)
- **Athletics/Sports Club**: associated with WIU athletics and/or promote a common interest and foster participation in, officiating of, and/or competition in a specific sport or recreational activity
- **Departmental/University Office**: offices or centers on campus who provide involvement opportunities for students
- **Educational/Wellness**: central purpose is educational in nature and/or to promote healthy decision making
- **Fraternity/Sorority**: Social Greek Letter organization that is associated with a national organization
- **Graduate Student**: primary membership is graduate students
- **Honorary**: central purpose is to recognize the attainment of scholarship of a superior quality. There are honorees for each class, for special interests, and for almost all of the academic disciplines.
Student Organization Category Definitions cont.

**Military**: active service, military support, officer training, veteran support

**Multicultural**: central purpose is cultural advocacy and appreciation of a particular identity or group of identities

**Music/Performing Arts**: central mission is to engage in visual and musical performance; this includes dance-oriented organizations

**Political**: central mission is to engage students in the political process

**Professional**: committed to professional development for student members; include professional fraternities

**Residence Halls**: associated with and supported by Residence Life on campus (i.e. hall government)

**Service/Volunteer**: primary mission is to engage WIU students in service to the University and/or to the Macomb community through Local Service, Service Abroad, Activism, Philanthropy, Fundraising, and Advocacy.

**Special Events**: large scale, whole campus events (i.e. Homecoming)

**Spiritual**: primary mission is to engage students spiritually; can be denominational, non-denominational, or spiritual

**Student Governance**: members are elected or appointed to represent student and/or student organizations in a governing
Student Organization Registration Procedures

Registration is reviewed annually by the Office of Student Engagement (OSE). All existing RSOs will re-register on PurplePost at the end of each Spring Semester for the following academic year. This timeline will collect the most current contact information prior to students’ departure for the summer and allow students to focus on recruitment in the fall rather than paperwork. Furthermore, the OSE reserves the right to withhold registration of any organization.

Registration is an annual requirement of all WIU student organizations. Registration is a completely paperless process. Registration takes place on PurplePost and more information can be found at this link.
Re-Registering Existing Organizations

Must be completed by the specified deadline set by the Office of Student Engagement

An organization must complete the re-registration form on PurplePost by going to www.wiu.edu/purplepost. Organizations that fail to register by the deadline will lose Student Organization rights and will need to contact the OSE to seek permission to register.

Access the registration form on PurplePost: Log into PurplePost using your Ecom username and password. Click on the “Organizations” tab on the Western Illinois University community home page. Click the green “Register New Organization” at the top of the page and complete the steps outlined in the registration form. Only the President of the organization should be completing registration.

In the registration form, you will need the following items in order to complete it:

- President’s & Treasurer’s Name, WIU ID, WIU email, and phone number
- WIU Faculty/Staff Advisor’s name and WIU email
- Electronic copy of group’s constitution (updated within 2 years)
- List of at least 5 members’ names, WIU email addresses, and position in the organization (if applicable)
- Optional items that can be included on registration form: External website address and URLs for social media accounts.

The WIU Faculty/Staff Advisor listed on the registration form will be sent an email asking them to review the registration and then complete an Advisor Agreement form on PurplePost. An organization’s registration won’t be approved until both the registration form and the Advisor Agreement are completed!

Notification of Registration Status: After an OSE staff member has reviewed the information, the student whom submitted the registration and the WIU Faculty/Staff Advisor will get a message indicating one of two options:

Approved: No further action, organization is registered

Denied: Registration will be sent back with request for changes to be made
Registering New Organizations

Must be completed by the specified deadline set by the Office of Student Engagement

An organization must complete the new organization registration form on PurplePost by going to www.wiu.edu/purplepost. Organizations that fail to register by the deadline will lose Student Organization rights and will need to contact the OSE to seek permission to register.

Access the registration form on PurplePost: Log into PurplePost using your Ecom username and password. Click on the “Organizations” tab on the Western Illinois University community home page. Click the green “Register New Organization” at the top of the page and complete the steps outlined in the registration form. Only the President of the organization should be completing registration.

In the registration form, you will need the following items in order to complete it:

- President’s & Treasurer’s Name, WIU ID, WIU email, and phone number
- WIU Faculty/Staff Advisor’s name and WIU email
- Electronic copy of group’s constitution (updated within 2 years)
- List of at least 5 members’ names, WIU email addresses, and position in the organization (if applicable)
- Optional items that can be included on registration form: External website address and URLs for social media accounts.

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Notification of Registration Status: After an OSE staff member has reviewed the information, the student whom submitted the registration and the WIU Faculty/Staff Advisor will get a message indicating one of two options:

- Approved: No further action, organization is registered
- Denied: Registration will be sent back with request for changes to be made
Requirements To Maintain Registration

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 Registration & Policy Manual; 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.

Each RSO must complete the registration process on PurplePost by the annual Spring deadline.

Each RSO must have a WIU Faculty/Staff Advisor which is defined as being a full-time faculty member, administrator, or staff member at Western Illinois University. Contact the OSE for more information regarding the role of the advisor.

RSOs must maintain an active membership of five or more members. If this is going to be an issue for your organization, contact the OSE.

Organizations may not attempt to assume functions of established student or faculty government.

Activities or organizations may not substantially interfere with the normal operations of the University.

RSOs 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.
Active membership in RSOs is limited to students currently enrolled at Western Illinois University. Other persons may be admitted to associate membership in an RSO if its constitution and by-laws so provide. The following functions and activities must be reserved for active members:

- **Holding office in the organization** (Associate members may not hold office.)
- **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.)
- **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.)
- **Soliciting funds on behalf of the organization** (Associate members may not solicit funds.)
- **Sections ii through iv 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.)

All RSOs 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.

RSOs, 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.

RSOs 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.
Sorority/Fraternity Organization Registration

Registration is reviewed annually by the Office of Student Engagement (OSE). All existing RSOs will need to follow the same re-registration timeline as outlined in this document. The OSE reserves the right to withhold registration of any organization. Some semesters might include a quick officer update.

Process for Registration of Existing Organization:
- Follow registration guidelines for student organizations
- All Social Greek Letter Organizations must be approved by the Assistant Director for Greek Life Programs before registration will be completed.

Process for Registration of New Organizations:
- 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.
- Then the registration guidelines for student organizations outlined on pages 4-9 must be followed.
Requirements To Maintain Sorority/Fraternity 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.

Follow maintaining guidelines for Registered Student Organizations (RSOs)

Social Greek Letter Organizations are required to be members (or colonies) in good standing of the most appropriate governing council among Interfraternity Council, Panhellenic Council, or United Greek Council.

Social Greek Letter Organizations must keep a copy of their current national/international constitution, by-laws, or equivalent governing documents on file on PurplePost.

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.

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 OSE approval.
All elected or appointed officers of the organization must maintain good academic standing as defined in the Western Illinois University Undergraduate Catalog.

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.”

Maintain and ensure compliance with all applicable University, local, and state fire, health, zoning, and safety codes on chapter grounds and facilities, if applicable.

Each chapter must remain in good standing with its national/international fraternity or sorority.

The University will recognize only one official chapter facility at one location.

Maintain an atmosphere conducive to serious academic endeavor and integrity.

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.
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 Registration & Policy Manual; 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.

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.

Each RSO 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. Contact the OSE for more information regarding the role of the WIU faculty/staff advisor.
Sports Club 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 OSE each year. Sport Clubs follow the registration guidelines for student organizations. 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 OSE 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.
Constitution Guidelines

It is the responsibility of the RSO to maintain a constitution (typed and dated). A copy of the RSO’s most recent constitution must be submitted each year.

A sample constitution and by-laws are available in this manual to provide an example of the format, but it can be adapted toward the specifics of your organization.

The following articles must appear in each RSO’s Constitution with this exact language:

- **Membership Statement:**
  - 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 Non-discrimination**
  - 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.” (As exempted by Federal law, Social Greek organizations may omit “gender”)

- **Not-for-Profit Statement**
  - This is a not-for-profit organization.

- **Statement of Non-hazing**
  - 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 organization shall comply with all University and campus policies and regulations and local, state, and federal laws.
Sample Constitution

This sample constitution is provided by the Office of Student Engagement 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 as well as the date of adoption/revision. Article III, VI, VII, IX, & X MUST use the EXACT language included on this sample. You may add parameters to Article III after stating points 1 & 2.

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:

- To promote interest in underwater basket weaving
- To provide fellowship among students and faculty
- To represent student needs and wants in regard to difficult activities underwater
- 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 Info is Optional)
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.
Election of Officers

The officers of this organization are president, vice president, secretary, and treasurer.

- Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
- Election of officers will take place during the 3rd week of the fall semester.
- Officers will assume office for the period of one year.

Recall of Officers

- Officers are subject to recall for malfeasance in office. Malfeasance shall be defined as:
  - An inability to perform the requirements of office
  - Willfully disobeying Western Illinois Rules and Regulations governing student organizations
  - Breaching the Student Code of Conduct
  - Mismanaging club funds
- A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties
  - Those requesting a recall of officer(s) shall be given 20 minutes to present their case
  - Those officers being recalled will have five (5) minutes to question their accusers
  - Those officers being recalled will have 20 minutes to rebut the charges presented against them
  - The club will then have five (5) minutes to question those being recalled
- 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 - *Voting*
This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present. Voting on amendments must be conducted after a minimum notice of 2 weeks.

ARTICLE VI - Not-for-profit Statement (Must Be Included Exactly as Found Here)
This is not-for-profit organization. Officers are subject to recall for malfeasance in office. Malfeasance shall be defined as:

ARTICLE VII - Statement of Non-discrimination (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 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*
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 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 Exactly as Found Here)
This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.
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 Registration & Policy Manual or any other activity directly related to the student organization’s activities, events, and function, 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.

Privileges Within The University System

As the student organization system is an integral part of the co-curricular 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 OSE and the University and who comply with specific requirements related to each of those specific privileges.
**Review, Suspension, or Revocation of Registration**

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 Code of Student Conduct, and/or the Social Event Management Policy for Fraternities and Sororities (if applicable), 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:

- Whether the student organization poses a danger of serious physical harm or liability to themselves or others at the University
- Whether the student organization poses an ongoing threat of disrupting or interfering with the operations of the University
- 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
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.

Review, Suspension, or Revocation of Registration cont.

The University may elect, in lieu of terminating registration, to impose educational and punitive measures against the organization and/or its officers.

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

- Completion of a timely investigation of the matter by the University and/or any outside entity or entities having jurisdiction over the matter
- Completion of an appropriate adjudication process as indicated in the Student Organization Registration & Policy Manual
- Any hearing conducted pursuant to the interim suspension will be conducted following the completion of all investigation.
SELECT UNIVERSITY POLICIES
Hazing Policy
Hazing of any type whether committed or arranged by individual students or members of recognized student organizations is an unacceptable practice at Western Illinois University. Activities prohibited under this Policy shall include, but not be limited to, any of the following: extended deprivation of sleep or rest; forced consumption of food, liquor, beverage or drugs; beatings; brandings; tests of endurance; or submission of members or prospective members to potentially hazardous or dangerous circumstances. It shall not be an acceptable defense to a charge of hazing to claim that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

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.
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 Western Illinois 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. Any action taken as a result of a violation of this policy will be in accordance with the relevant collective bargaining agreements or University policies.

The University defines harassment as verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- has the purpose or effect of unreasonably interfering with an individual's work, study, or participation in University activities; or
- otherwise adversely affects an individual's opportunities.

For the complete policy, please see Anti-Harassment Policy at wiu.edu/policies.
Risk and Liability

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 Tenants and Users Liability Insurance Policy. The Tenants and Users Liability Insurance Policy, 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.
Policies Regarding Alcohol

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.

Under the provisions of the University Alcohol Policy, no Western Illinois University student or student organization will be permitted to schedule or sponsor a conference, convention, educational, cultural, or political activity where alcoholic beverages are served. The university will not authorize the use of student funds for such events.

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.
- The possession of alcoholic beverages in open containers by students and/or their guests is prohibited on University property, except as specified by University policy.
- Students and/or their guests may not sell or affect 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.
- Student organizations are expected to abide by State laws and institutional policies concerning alcoholic beverages. The University will not sanction or approve an off-campus event sponsored by a student organization where alcoholic beverages are served or provided by the organization as a part of the event.
- When some members of an organization are under the legal drinking age, the members of the organization are responsible for conducting themselves in accordance with State laws.
To reserve the use of a table in the Union Concourse submit the event through PurplePost. These tables are scheduled on a first come-first served basis. The tables are set up along the wall between the Union Computer Lab and the Bookstore. There are a total of seven tables that can be set up, and the Union will determine the placement of these tables. Sponsors shall be at the table at all times. If the table is not staffed, it will be removed for the day.

- Table usage by on-campus registered student organizations and University agencies may be scheduled for a maximum of three days in one week.
- No table rental will be assessed to a registered student organization distributing material (for which there is no charge) promoting that organization.
- New or prospective student organizations are permitted the use of one table in the concourse for one three-day period, providing the purpose is to solicit membership.
- A $10 per day per table charge will be assessed to registered student organizations soliciting donations of any kind, selling or taking orders for a product or merchandise (raffles included), and selling tickets to a specific program.
- The sale of food or any edible material must have prior approval of Scheduling and Event Services. Any food, beverage, or candy items to be sold in the Concourse must be purchased University Food Services. 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.
- A $20 no show charge will be assessed if sponsoring organization does not utilize scheduled table.
Table Reservation Requests must be submitted at least seven (7) days in advance of the desired date.

Table reservation is limited to dinner hours (5:00 pm – 7:00 pm) on Tuesdays, Wednesdays, and Thursdays.

The purpose of the information to be presented to students should in no way conflict with the mission of University Housing & Dining Services.

Table usage by on-campus registered student organizations and University agencies may be scheduled for a maximum of five (5) times/semester.

Participants must leave the area in the order it was when arriving. All materials must be cleaned up upon departure.

Solicitation of goods and services, and exchange of cash or credit card information is prohibited.

Participants must remain at the table. If they leave to approach students, they will be asked to leave the building.

Individuals or organizations who violate any University policy, and/or employ any form of deception in the completion and submission of necessary University Housing and Dining Services request materials or who misrepresent their activities or services in their communications with any University personnel or resident, will be prohibited indefinitely from future activities in any University Housing & Dining Services areas and any permissions already granted for activity may be revoked.
Table Tent Policy

All scheduling of table tent inserts in the University Union shall be coordinated by Scheduling and Event Services on a first come, first serve basis. A total of two table tent inserts will be allowed to be scheduled consecutively in the Food Court and Murray St. Café areas. One side of the table tent insert is limited to programming taking place in the University Union. The remaining side will be reserved for programming taking place elsewhere on the WIU campus or for registered student organization or departmental recruitment efforts. All table tent inserts must be promoting programming taking place on the WIU campus.

- Table tent reservations will be limited to seven days – weekends included and will be scheduled Monday-Sunday.
- One registered student organization or department may not schedule more than one table tent at one time.
- Registered student organizations or departments may reserve a table tent insert up to four times in a semester with no more than two reservations per month (either a sponsorship or co-sponsorship).
- All table tent inserts must be approved by Scheduling & Event Services staff for content and size.
- Approved table tent inserts must be on a one-sided flat sheet that is 8" ½ x 5" ½ in size.

A 'No Show Fee' of $20 will be charged to the sponsoring organization if the scheduled table tent is not submitted to Scheduling and Event Services by the end of the workday the Friday prior to the reservation. Organizations who receive two 'No Show Fees' for failure to submit table tents by the specified deadline within an academic year will not be permitted to schedule any more table tents within that academic year. Violations of this policy may result in the withdrawal of permission to post materials in the University Union in the future.
Banner Display Policy

University Union Concourse

- 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.
- All scheduling of banners in the Union Concourse shall be coordinated by Scheduling and Event Services on the basis of first come, first served. Banner area may be scheduled before banner approval from OSE has been granted.
- All registered organizations must be currently recognized by the Office of Student Engagement. All banners must first be cleared through the Office of Student Activities and have a stamp of approval from that office prior to hanging. If the banner is not approved, the scheduled area must be cancelled through Scheduling and Event Services.
- There are a total of five banner areas in the University Union. The west wall of the SE entrance of the University Union will be divided into two (2) banner areas. The east wall of the Concourse will be divided into three banner areas. Banner(s) must be made of paper or other lightweight material. Banners must be horizontal, each no greater than 8-feet in length by 3-feet in height. One group may not schedule more than one banner area at one time.
- The hanging time of a banner shall be limited to ten business days. The hanging placement of a banner shall be handled by Union Operations Staff. Banner spaces are available on a first come, first served basis. Requests for specific placements will not be taken.
- Banners must be delivered to Scheduling and Event Services before 12:00 p.m. on the scheduled date, but no more than 3 business days prior to the scheduled date. Scheduling and Event Services staff will attach Velcro to the sign so it can be attached to the banner display area. Organizations must periodically check banners to avoid any problems during the display period.
- 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 schedule day by 12 noon. Only banners marked “save” will be kept in Scheduling and Event Services until 4:30 p.m. on the Monday following the last scheduled date, at which time the banner will be disposed of.
- The Office of Student Engagement staff will determine if the quality of the banner meets the policy standards of the University Union and/or Office of Student Engagement 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 Engagement.
Chalk Writing Policy

Writing with chalk to advertise events of campus-wide interest is permitted under the following conditions:

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 or agencies within the community of Macomb.

Campaigning or personal dialogs/opinions are not permitted.

Promotions of alcohol events including “all U” parties are not permitted.

Profanity, obscenity, and the promotion of illegal acts are not permitted.

The sponsor of an event, date, time, and location of the event must be included in all chalking.

Each organization/office is responsible for removing the chalk as soon as possible after the event takes place (if weather does not remove the chalk) as a courtesy to other groups.

Specific areas are designated as no chalking areas. These include:
- Walls
- Trash Cans
- Buildings Steps
- Bricks
- All other vertical surfaces not listed
- Under overhangs at building entrances or within 50 feet of any entrance to the building

Groups will be charged for clean up if chalking occurs in prohibited areas, advertises something other than a campus-wide event, or is not removed within a reasonable time frame after the event occurs.

Violations of this policy may subject the person or organization to disciplinary charges and judicial process review under the Code of Student Conduct.
Scheduling Procedures for the University Union

Located on the first floor of the University Union, 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, outdoor events, and non-athletic events in Western Hall and on Hanson Field.

For most of these services, a member of the organization must fill out an event request form on PurplePost. Special events are to be registered in Scheduling and Event Services.

Sign-up for regular standing meetings is done beginning on April 15th of the spring semester for the following academic year. A confirmation of the meeting schedule is sent to the organizations or departments requesting meeting space via email. No outside food or drink may be brought into the Union.

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.
B-Room

To schedule regular practices in the B-Room, fill out the B-Room Request Form on Purple Post. Please note that submitting a request does not guarantee your space.

All dance practices must be scheduled in the B-Room. Dance practices in all other rooms of the Union (lounge spaces included) are prohibited and will not be scheduled. The B-Room is an as-is room – no special setup requests will be taken.

Registered student organizations are limited to no more than two (2) dance practices per week with each individual dance practice lasting no longer than three (3) hours. Organizations are limited to four (4) total hours of practice time per week. Additional dance practice time can be requested one week in advance. Pending availability of the B-Room - additional practice time is limited to an additional three (3) hours per week.

A "NO SHOW" is designated by failure of the organization to be present 15 minutes after the scheduled time of the dance practice/rehearsal.

A no-show charge of $20.00 per dance practice/rehearsal will be assessed if a group does not use the room reserved and does not cancel the reservation in advance. Organizations who receive three "No Show Fees" within an academic semester will not be permitted to hold any dance practices for the rest of that academic semester.

The organization and/or its officers shall be held financially responsible for any damage resulting to the building or equipment as a result of maliciousness and/or negligence on the part of any officer of the organization or participant.

Extraordinary clean-up requirements as determined by the Union Staff will result in additional labor charge. Any damage to the room and/or its contents will be charged to the organization. Taping on the floor and use of confetti and/or glitter is prohibited.

**Dance and modeling practices in lounge spaces and hallways of the Union are prohibited.**
Scheduling Campus Events

Requests for the temporary use of space for meetings, conferences, etc., should be directed to the appropriate office having scheduling responsibility. 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:

- **Hanson Field/Western Hall (non-athletic events)**
  Scheduling & Event Services: (309) 298-2421

- **Classroom Buildings**
  Office of the Registrar: (309) 298-3115

- **East Intramural Fields, Student Recreation Center/Swimming Pools**
  Campus Recreation: (309) 298-1228

- **Multicultural Center**
  Casa Latina: (309) 298-3379
  GBCC: (309) 298-2220
  Women’s Center: (309) 298-2242

- **Horn Field Campus Lodge, Cabins, Ropes Course, & More**
  wiu.edu/HFC, HF-Campus@wiu.edu, or (309) 833-5798

- **Kibbe Life Science Station:**
  (309) 298-1546

- **University Union Hotel Rooms**
  Union Service Center: (309) 298-1941

- **Residence Hall Meeting Space**
  University Housing and Dining Services: (309) 298-3328

- **Conferences and Campus**
  Conference Coordinator, UHDS: (309) 298-2413

- **University Libraries:**
  (309) 298-2762

- **University Union:**
  (309) 298-2421

- **Brophy Hall/Brophy Hall Tennis**
  Kinesiology: (309) 298-1981
Union Designated Schedulers

Student organizations who wish to schedule rooms in the University Union must do so through the Designated Scheduler process.

A Organizations will appoint up to four (4) Designated Schedulers and (2) Advisor Designated Schedulers, who will be the only members of their organization who can schedule rooms on behalf of that organization. Each Designated Scheduler must be approved by the organization’s President and agree to the terms and conditions of reserving space in the University Union on behalf of a student organization. A single person can be a Designated Scheduler for up to three (3) organizations.

A list of Designated Schedulers will be maintained by University Union staff. If an organization wishes to remove a Designated Scheduler, the organization’s president should do so on Purple Post or contact the Office of Student Activities at 309-298-3232 with any questions.
Catering Policy

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 OSE may be suspended until these charges are paid.

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 employed and paid to drive by the University. In addition, if they will be driving outside of a 30 mile radius of Macomb, the organization will need to attain the appropriate VP's approval in writing, which should be forwarded to Transportation Services before the trip will be approved.
Student Travel Policy

Western Illinois University seeks to ensure the safety and security of its students and student organizations. The travel policy is developed for both travel sponsored by the university as well as independent from sponsorship but the organization is traveling on behalf of, or with the financial support of, the university and its student organizations.

The student organization must develop a “travel summary” where they will specify the details of the travel they wish to pursue. Items included in the travel summary include but are not limited to; the purpose of the travel, the itinerary, lodging, transportation, and contact information, and a list of all the participants. The Office of Student Engagement reserves the right to ask for additional information to supplement the travel summary.

If students are traveling on behalf of a specific college within the university, then an administrator from the college must also approve the travel summary in conjunction with the Office of Student Engagement. Students should not be approved to travel to places that could pose an undue risk to the students. Additionally, students should not travel to places with a U.S. State Department Travel Ban or a country where the U.S. State Department has issued a mandatory evacuation order. Additionally, students should be able to provide any additional documentation necessary to travel such as a passport, updated immunizations, etc. Students should be informed ahead of time that Western Illinois University does not provide medical insurance for students participating in travel. Students will be responsible for any medical costs as a result of travel. Additionally, friends and family of any student, faculty, or staff member are not able to participate in student travel.

In order for a student organization to travel, they must meet the following requirements:

1. The travel must be approved in advance by the Office of Student Engagement
2. The organization must submit a travel summary at thirty (30) days in advance of the proposed travel date
3. The travel must be approved, with a signature, of the appropriate college administrator when applicable
4. All students must complete a Voluntary Assumption of Risk and Release, Waiver of Liability agreement, and an Emergency Contact and Medical Information form. These forms should be turned into the Office of Student Engagement as least fifteen (15) days before the scheduled travel date
5. Unless otherwise approved, all student travel will be chaperoned by a faculty or staff member

Any travel that is done without explicit approval from the Office of Student Engagement and other corresponding offices is a violation of the Student Travel Policy and will result in disciplinary action.
Liabilities and Agreements

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.
Poster Distribution

The University will not approve any information that is deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature.

Any group or organization wishing to post information in more than one residence hall must have the material approved and distributed by UHDS. In order to ensure timely and relevant information, materials must be delivered to Seal Hall 142 at least five (5) business days prior to the desired date of posting and will only be posted for a maximum of seven (7) days. A limited amount of posting space is designated in each residence hall for outside entities (14 locations; public areas only). The sponsoring organization is responsible for making copies of their materials. Postings must be smaller than 11x17 in size and must not contain any adhesive material. Outside organizations/entities may not post on residential floors. Complex Directors approve information in the halls as it relates to residence hall staff programs and hall government.

Printed materials to be posted on the University Union bulletin boards must be approved in the Office of Student Engagement and adhere to the following specifications: Printed materials can only be posted on designated bulletin boards in the Union; Printed materials CANNOT be posted on any walls, windows, doors, sidewalks, etc., or on any other University equipment; All printed materials must identify the issuing person(s) or organization(s); Any printed materials posted without the Office of Student Engagement approval stamp or on any prohibited surface will be removed and destroyed immediately.

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.
# Poster Distribution Chart

<table>
<thead>
<tr>
<th>Building</th>
<th># of Posters</th>
<th>Approval Needed?</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brophy</td>
<td>2</td>
<td>Yes</td>
<td>Room 220 - Kinesiology Advising</td>
</tr>
<tr>
<td>Rec Center</td>
<td>1</td>
<td>Yes</td>
<td>Rec Office on main level</td>
</tr>
<tr>
<td>Waggoner</td>
<td>3</td>
<td>Yes</td>
<td>Room 100 - Psychology Department</td>
</tr>
<tr>
<td>Currens</td>
<td>2</td>
<td>Yes</td>
<td>Room 212 - Physics Department</td>
</tr>
<tr>
<td>Horrabin</td>
<td>4</td>
<td>Yes</td>
<td>Room 117 - COEHS Dean's Office</td>
</tr>
<tr>
<td>Morgan</td>
<td>4</td>
<td>Yes</td>
<td>Room 114 - CAS Dean's Office</td>
</tr>
<tr>
<td>Stipes</td>
<td>4</td>
<td>Yes</td>
<td>Room 101 - CBT Dean's Office</td>
</tr>
<tr>
<td>Malpass Library</td>
<td>1</td>
<td>Yes</td>
<td>Room 372 - Library administrative office</td>
</tr>
<tr>
<td>Knoblauch</td>
<td>2</td>
<td>Yes</td>
<td>Room 110 - Fashion Merch. Advising</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Room 140 - Fashion Merch. Department</td>
</tr>
<tr>
<td>University Union</td>
<td>5</td>
<td>Yes</td>
<td>Office of Student Activities on 1st floor</td>
</tr>
<tr>
<td>Multicultural Center</td>
<td>4</td>
<td>Yes</td>
<td>Room 201A- Study Room Office - 4 posters</td>
</tr>
<tr>
<td>Sallee</td>
<td>2</td>
<td>No</td>
<td>One in each 1st-to-2nd floor stairwell</td>
</tr>
<tr>
<td>Browne</td>
<td>2</td>
<td>Yes</td>
<td>Room 115 - COFAC Dean's Office</td>
</tr>
<tr>
<td>Memorial</td>
<td>2</td>
<td>Yes</td>
<td>Room 043 - UUASC (University Advising Center)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Room 102 - Counseling Center</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>No</td>
<td>(1) on floors 2 and 3 near elevators if there's room</td>
</tr>
<tr>
<td>Simpkins</td>
<td>2</td>
<td>Yes</td>
<td>Room 124 or Room 129 - English Department</td>
</tr>
<tr>
<td>Tillman</td>
<td>3</td>
<td>Yes</td>
<td>Office on 1st floor - Geology Department</td>
</tr>
<tr>
<td>Sherman</td>
<td>2</td>
<td>Yes</td>
<td>Room 200 - VPAS Office</td>
</tr>
<tr>
<td>Garwood</td>
<td>3</td>
<td>Yes</td>
<td>Room 32 (3rd floor) - Art Department</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>13</td>
<td>Yes</td>
<td>Submit a request via PurplePost on UHDS page</td>
</tr>
<tr>
<td><strong>Digital Options</strong></td>
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<td>Residence Halls</td>
<td>jpeg</td>
<td>Yes</td>
<td>Submit a request via PurplePost on UHDS page</td>
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<tr>
<td>University Union</td>
<td>png or jpeg</td>
<td>Yes</td>
<td>Submit a request via PurplePost on Union page</td>
</tr>
<tr>
<td>Beu Health Center</td>
<td>Powerpoint</td>
<td>Yes</td>
<td>Email document to <a href="mailto:cn-rusner@wiu.edu">cn-rusner@wiu.edu</a></td>
</tr>
</tbody>
</table>
Final Exams & Scheduled Activities Policy

University- and/or student-sponsored activities shall not be scheduled during the final examination period or one calendar day prior to the final examination week. Included are all cultural, athletic, and extracurricular activities. Appeals for exceptions to and interpretations of this policy shall be made to the Council on Admission, Graduation and Academic Standards (CAGAS) -- if there are unusual circumstances surrounding a given event. In no case may such an event be scheduled during a time when a primary participant in an event is scheduled for an examination.
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, and more.

DPS prints directly from network or portable media and makes copies from hard-copy originals. 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. In addition, DPS maintains a large inventory of paper stocks and colors from which to choose. Students may use cash/debit/credit or charge organizational accounts with supervisor approval.

For more information about DPS, visit the DPS website at wiu.edu/DPS, or stop by the DPS facility located across from Thompson Hall north of the Physical Plant.
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 request form must be filled out and submitted to WESTEC. The form can be picked up and returned to the WESTEC office which is located in the basement of the University Union. This should be done at least two weeks prior to your event. Cost estimates can be generated upon request. For further information, please contact WESTEC at (309) 298-3210.

Master Calendar

Web Services oversees the University Master Calendar. Events planned, financed, publicized by, or otherwise identified with Western Illinois University may be entered on the University Master Calendar, which is available on Western's home web page by clicking on “View All Events” and then “Submit a Public Event.” Campus departments, employees, and organizations can use the electronic submission form at the URL above to add on-campus sponsored events to the calendar. 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 Web Services at the earliest possible date to be included on the Master Calendar.

Mailing Services

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

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** - 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** - 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.

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 using 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.
Policy on Gifts, Contributions, Prizes, Promotional Items, and Raffles cont.

**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 less than or equal to $75 and is approved by the fiscal agent, or the gift has a unit value greater than $75 but less than or equal to $100 and is pre-approved by the President or respective vice president. Pre-approval by the President is required for any gift which has a unit value greater than $100.

**Prizes/Awards**

The purchase of prizes/awards is permissible from non-appropriated 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.

The purchase of prizes/awards with retail unit values greater than $300 must have the pre-approval of the University President or respective vice president. Pre-approval by the President is required for any gift which has a unit value greater than $100.
Policy on Gifts, Contributions, Prizes, Promotional Items, and Raffles cont.

Raffles (Cash/Non-Cash Prizes)

This is an abbreviated overview of the Raffle Policy. Please consult the University Policy Manual (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. 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.
   a. Notice should be given to the Office of the VPAS 30 days prior to the date of the raffle drawing.
   b. The VPAS will issue a raffle registration form for completion.
   c. Upon receiving the completed form, the VPAS will ensure proper vice presidential or presidential approval based on the anticipated value of the raffle prize.
   d. 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:
   a. 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.”
   b. The winner has completed the appropriate state and federal tax forms as described in the full policy.
   c. Once identifying information and forms are collected, they should be sent to the VPAS in Sherman Hall 200.
   d. If applicable, the proper amount is withheld or collected from the winner prior to giving the prize.
Solicitation and Fundraising

Commercial solicitation conducted for private gain and resulting in the immediate exchange of goods or services for remuneration is prohibited on campus.

Charitable Solicitation on Campus

Registered Student Organizations 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.

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 via wiu.edu/purplepost to the Director of the University Union or designee a request for permission to engage in charitable solicitation on campus.
Western Illinois University Trademark Licensing Program

The Western Illinois University Trademark Licensing Program is administered by the Division of Advancement and Public Services. Trademark registration ensures protection of the University’s integrity and identity while providing royalty income that benefits University Marketing, Athletics, and Alumni Programs. The program further promotes WIU’s reputation by ensuring that products bearing the University names and/or marks are of high quality and good taste. In order for a student organization to use the registered trademarks, they must be in good standing and be officially registered with the Office of Student Engagement.

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 use University name in affiliation with their group or activities, as well as those groups that want to use the University’s identifying marks. Student organizations may receive permission to use a University name and/or mark on items produced for member use only. A club team may use 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. Student organizations and club teams may be granted permission to sell t-shirts and other items outside of their membership. This permission is granted on a case-by-case basis. Any University-sanctioned club or organization using the University’s name and/or identifying trademarks without prior permission is subject to loss of privileges (i.e. practice times, facility usage, etc.)

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. Artwork must meet 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. All products must be produced by a licensed manufacturer. Contact the Trademark Licensing Program in the Division of Advancement and Public Services at (309) 298-1861 or visit wiu.edu/trademark.
Office of Student Engagement
University Union
osa@wiu.edu
(309) 298 - 3232