

**Student Organization**  
**Handbook and Policy Manual**  
Office of Student Engagement  
Western Illinois University

Updated Spring 2026



## Table of Contents

---

Table of Contents	1
Resources & Contacts	2
Relationship & Responsibility Statements	3
Benefits & Resource	4
Student Organization Categories	5
Student Organization Resources	7
Student Organization Policies	10

## Resources & Contacts

---

Office/Department	Phone Number	Email
Campus Recreation	(309) 298-1228	C-recreation@wiu.edu
Multicultural Center	(309) 298-3496	Mcc@wiu.edu
Office of Student Engagement	(309) 298-3232	OSE@wiu.edu
Scheduling & Event Services	(309) 298-2421	UnionSES@wiu.edu
Sodexo - Food Catering	(309) 298-1292	Catering@wiu.edu
Student Development & Success Center	(309) 298-1884	SDSC@wiu.edu
University Counseling Center	(309) 298-2453	UCC@wiu.edu
University Housing & Dining Services	(309) 298-3000	UHDS@wiu.edu
University Printing & Marketing Center	(309) 298-1000	Upm@wiu.edu
WESTEC	(309) 298-3210	Westec@wiu.edu

## **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 and responsible for the following:

- Re-register each academic year with the OSE via Leatherneck Link
- Knowing policies outlined in Code of Student Conduct.
- Understanding all the requirements outlined in the Student Organization Manual .
- Knowing, understanding, and holding members accountable for the risk management policies for all events on and off campus.
- Knowing, understanding, and holding others accountable for the hazing policies.
- Their financial obligations in regards to the organizations including restrictions.

## Benefits

---

Being a Registered Organization, you can receive:

- 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 Leatherneck Link
- Ability to promote the organization at the All WIU Fair
- Eligibility for awards and recognition from the Office of Student Engagement and the University

## Resources

---

Leatherneck Link 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/leathernecklink](http://wiu.edu/leathernecklink)

On Leatherneck Link:

- 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

# Student Organization Categories

---

## **Academic/Professional**

Affiliated with a WIU academic department, school, college, including pre-professional groups

## **Club Sport**

Associated with WIU athletics and/or promotes a common interest and foster participation in, officiating of, and/or competition in a specific sport or recreational activity

## **Cultural/Identity**

Develop self-awareness and create empowerment through particular culture or identity

## **Dance/Modeling**

Central mission is to engage in performance

## **Fine Arts**

Visual art, literature, music, and theatre

## **Fraternity & Sorority Life**

Social Greek Letter organization that is associated with a inter/national organization

## **Government/Social Action**

Members are elected or appointed to represent student and/or student organizations in a governing body that advocates for their represented interests

## **Graduate**

Primary membership is graduate students

## **Health/Wellness**

Central purpose is educational wellbeing and/or to promote healthy decision making

**Honor Society**

Central purpose is to recognize the attainment of scholarship of a superior quality

**International**

Relating to or affecting multiple nations

**Military/Veterans**

Active service, military support, officer training, and veteran support

**Philanthropic**

Entity whose mission is to provide monetary, technical assistance, or other items of value to others

**Professional Fraternities & Sororities**

Promotes the development and interests of a particular profession

**Religious/Spiritual**

Primary mission is to engage students beliefs and practices; can be denominational or non-denominational

**Residence Life**

Associated with and supported by living in campus residences (i.e. hall government)

**Special Interest**

Large scale, whole campus events (i.e. homecoming)

**Volunteer and Community Service**

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.

# Student Organization Resources

---

## I. Copy and Mailing Services

- A. Copy services are available through University Printing & Mailing Center (UPMC) to all registered student organizations. UPMC offers a wide range of services for students, including high-quality color and black printing and copying, binding, and more.
- B. UPMC prints directly from network or portable media and makes copies from hard-copy originals.
- C. Students may select from a variety of finishing options: coil or comb binding; three-hole punching; and stapling.
  - 1. Additional services include collating, folding, perforating, laminating and scoring.
  - 2. In addition, UPMC maintains a large inventory of paper stocks and colors from which to choose.
  - 3. Students may use cash/debit/credit or charge organizational accounts with supervisor approval.
- D. For more information about UPMC or to place an order, visit the UPMC website at [wiu.edu/upm](http://wiu.edu/upm), or stop by the UPMC facility located across from Thompson Hall, north of the Physical Plant.
- E. Student organizations and students can also use Mailing Services. For questions about mailing services, please contact Curtis Steiner at UPMC via email at [cc-steiner@wiu.edu](mailto:cc-steiner@wiu.edu).

## II. Free Speech

- A. As a public institution, all of Western Illinois University is a “free speech area,” including and especially the University Union. Any demonstrations are permitted on University premises as long as they do not disrupt the academic experience or threaten the safety of students and staff.
- B. If you are planning a protest or demonstration, it is helpful for Scheduling and Event Services and the Office of Public Safety staff to be aware of it ahead of time to account for the safety of students involved with and surrounding the protest.

1. If a registered student organization or WIU campus department wishes to do a flash mob within the University Union, it must be scheduled through Scheduling and Event Services so the Union staff is aware of the event.
- C. Organizations planning on holding an event in the Alumni Plaza should contact Scheduling & Event Services as this is a reservable space. This is to ensure that there are no scheduling conflicts in this area

### **III. Leatherneck Link Calendar**

- A. Leatherneck Link Events shows all public or “campus-wide” events.
- B. Campus departments and organizations may post an event through the [Leatherneck Link Event Registration Form](#).
- C. It is important that all departments and organizations submit all events at the earliest possible date.

### **IV. Lighting and Sound**

- A. WESTEC is a student-run sound, light, and projection service, which can enhance an organization’s production of an event.
- B. WESTEC services are available for on-campus events only.
- C. In order to request the lighting and sound services of WESTEC, a request form must be filled out and submitted to WESTEC.
  1. The form can be picked up and returned to the WESTEC office which is located in the basement of the University Union.
  2. This should be done at least two weeks prior to your event.
- D. Cost estimates can be generated upon request.
- E. For further information, please contact WESTEC at (309) 298-3210.

### **V. WIU Licensing & Trademarks**

- A. What is a trademark?
  1. A trademark is a unique identification used to distinguish products and services from other organizations or competitors. It may be a symbol, a design, or a word. An officially registered trademark is protected by law and restricts the use of the trademark to its owner to provide consumer protection, and help identify legitimate products of the organization.
- B. What is licensing?

1. Licensing exists to uphold our brand's integrity. It protects our identifying names, marks, branding, logos, and our reputation.
- C. Who manages the trademark & licensing program?
1. Licensing is by Communications & Marketing. The office partners with the Collegiate Licensing Company (CLC) for royalty management and regulation of WIU licenses and trademarks.
- D. Using licensed manufacturers/vendors
1. All products which utilize the word marks and/or logos of WIU must be produced by a licensed manufacturer, unless a written exception is granted in advance by Communications & Marketing.
  2. WIU students looking to make purchases that involve any of our identifiers (WIU, Western, Western Illinois, Western Illinois University, Leathernecks, etc.) or our trademarked logos for uniforms, jerseys, signage, promotional materials, apparel, gifts, supplies, etc. must use licensed vendors.
  3. To see if the vendor is approved use:  
<https://clc.com/license-search> or reach out to [marketing@wiu.edu](mailto:marketing@wiu.edu) for more information and help.
- E. Student Organizations
1. The marks and logos of WIU are registered trademarks and as such should only be utilized for official business/promotion of the University. In this light, a student organization must be in good standing and officially "Registered" with the Office of Student Engagement to benefit from use of the official marks and logos.
- F. WIU's New Brand Hub
1. Student organizations can utilize Brand Hub for all things related to our brand. From colors to logos, everything can be found here to help communicate our brand better and stay compliant with the Western brand as a whole. [wiu.edu/brand](http://wiu.edu/brand)

# Student Organization Policies

---

## Organization Registration and Transition Policies

### I. Registration Requirements & Process

#### A. General Registration Requirements

1. In the registration form, you will need the following items in order to complete it:
  - a) President's & Treasurer's Name, WIU ID, WIU email, and phone number
  - b) WIU Faculty/Staff Advisor's name and WIU email
  - c) Electronic copy of group's constitution
    - (1) Required constitution elements by the Office of Student Engagement must be present in the constitution
  - d) List of at least 5 members' names, WIU email addresses, and position in the organization (if applicable)
  - e) Optional items that can be included on registration form: External website address and URLs for social media accounts.

#### B. Existing Organization Registration

1. Access the registration form on Leatherneck Link:
2. Log into Leatherneck Link ([wiu.edu/leathernecklink](http://wiu.edu/leathernecklink)) using your Ecom username and password.
3. Click on the "Organizations" tab on the Western Illinois University community home page.
4. Find your organization in the search bar
5. Click the blue "Re-Register this organization" button
6. Complete the steps outlined in the registration form. Only the President of the organization should be completing registration.

#### C. New Organizations Registration

1. Access the registration form on Leatherneck Link:
  - a) Log into Leatherneck Link ([wiu.edu/leathernecklink](http://wiu.edu/leathernecklink)) using your Ecom username and password.

- b) Click on the "Organizations" tab on the Western Illinois University community home page.
- c) Click "Register an Organization"
- d) Complete the steps outlined in the registration form. Only the President of the organization should be completing registration.

## **II. Requires to Maintain Registration**

- A. Each RSO must complete the registration process on Leatherneck Link by the annual deadline. Student Organizations decide when registering if they would like to go through the registration process in the Fall or Spring semesters each year.
- B. 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.
- C. Activities or organizations may not substantially interfere with the normal operations of the University.
- D. 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.
- E. Organizations may not attempt to assume functions of established student or faculty government.
- F. RSOs cannot host events at which alcohol is present unless approved to do so by the Director of Student Engagement (or designee) and, if approved, must follow proper risk management policies.

## **III. Active Membership**

- A. Active membership in RSOs is limited to students currently enrolled at Western Illinois University.
  - 1. Other persons may be admitted to associate membership in an RSO if its constitution and by-laws so provide.
- B. The following functions and activities must be reserved for active members:
  - 1. Holding office in the organization
    - a) 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
  - a) 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
  - a) 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
  - a) Associate members may not solicit funds.

#### **IV. Organization Officers**

- A. All elected or appointed officers of the organization must maintain good academic standing as defined in the Western Illinois University Undergraduate Catalog.
- B. Minimum Organization Officers
  1. Each organization must have at least two (2) officers: a President and a Treasurer

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

- A. Failure of Registration
  1. If the University alleges that the organization, its officers, or its individual members have failed to comply with the obligations set forth under Section 2: "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.
  2. 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 Success.

3. 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.
4. A suspended organization must continue to comply with those requirements stipulated under Section 2: "Requirements for Maintaining Registration."
  - a) Failure to comply with these requirements will prevent the suspended organization from having registration reinstated.
5. If an organization's registration is revoked, the organization will cease to be recognized by the University.

#### B. Suspension

1. In the case of alleged violations of the obligations set forth under these policies, the Code of Student Conduct, and/or the Social Event Management Policy for Fraternities and Sororities (if applicable), the Director of Student Engagement, in consultation with the Associate Vice President for Student Success, 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.
2. All subsequent investigations will be completed in a timely and judicious manner.
3. The criteria to be used by the Director of Student Engagement and the Associate Vice President for Student Success in making this determination are as follows:
  - a) Whether the student organization poses a danger of serious physical harm or liability to themselves or others at the University
  - b) Whether the student organization poses an ongoing threat of disrupting or interfering with the operations of the University

- c) 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
- 4. Upon determining that an interim suspension is warranted, the Director of Student Engagement will suspend the student organization pending the following:
  - a) Completion of a timely investigation of the matter by the University and/or any outside entity or entities having jurisdiction over the matter
  - b) Completion of an appropriate adjudication process as indicated in the Student Organization Registration & Policy Manual
  - c) Any hearing conducted pursuant to the interim suspension will be conducted following the completion of all investigation.
- 5. The University may elect, in lieu of terminating registration, to impose educational and punitive measures against the organization and/or its officers.

## **VI. Fraternity & Sorority Life Specific Policies**

- A. Existing Fraternity & Sorority Life Organization Registration
  - 1. Follow registration guidelines for student organizations
  - 2. All Social Fraternity & Sorority Life Organizations must be approved by the Associate Director of Student Engagement before registration will be completed.
- B. New Fraternity & Sorority Life Organization Registration
  - 1. A fraternity or sorority desiring establishment as a registered Social Fraternity & Sorority Life Organization must follow the Western Illinois University Expansion Procedures as outlined by the Fraternity & Sorority Life Policies
  - 2. Once approved, the organization must follow OSE registration guidelines for student organizations
- C. Chapter Facilities
  - 1. The University will recognize only one official chapter facility at one location.

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

D. Good Standings

1. Social Fraternity & Sorority Life Organizations are required to be members (or colonies) in good standing of the most appropriate governing council among Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Council.
2. Social Fraternity & Sorority Life Organizations must remain in good standing with its national/international fraternity or sorority.

E. Insurance

1. Each organization must file a current certificate of insurance providing, at minimum, \$1 million of general liability coverage.
2. 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."

F. Advisors

1. The WIU advisor must be familiar with the University, Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Council rules, regulations, and policies governing Social Greek Letter Organizations, and ensure the chapter complies with such policies.

G. Additional Fraternity and Sorority Life Policies may be found in the [FSL Policy Manual](#)

## **Student Organization Conduct**

The actions of a student organization involved in University-related activities or University-sponsored activities that are in violation of University regulations may result in conduct review and action against the organization. The Code of Student Conduct and related policies and procedures apply to all University-affiliated student organizations.

1. Student organizations should adhere to all policies and procedures outlined in the Student Organization Registration and Policy Manual and the Code of Student Conduct.
2. Unless otherwise denoted, the term "student organization" shall include all registered student organizations and other student groups associated with Western Illinois University.
3. Resolution of allegations of violations by registered student organizations may be delegated to the Office of Student Engagement for investigation and resolution. When so delegated, the Director of the Office of Student Engagement or designee will hold a conference to determine whether the organization is in violation and, if so, whether recognition should be withdrawn by the University or lesser sanctions imposed on the organization.
4. Members of registered student organizations may be held accountable for individual violations of this Code in addition to sanctions imposed on the organization. In such cases, the Director of Student Rights and Responsibilities and the Director of the Office of Student Engagement will confer to determine which office will adjudicate the case. Resolution of individual allegations may be delegated to the Office of Student Engagement for investigation and resolution. When so delegated, the Director of the Office of Student Engagement or designee will hold a Disciplinary Conference to determine whether the student is in violation and determine appropriate sanctions.

### **Interim Measures (imposed by the Director of OSE/SRR)**

- Interim Suspension (Cease and desist) is an interim measure placed upon certain aspects of chapter operations when there is an immediate threat or ongoing investigation.

- Interim Investigation Directives are interim measures placed upon certain aspects of chapter operations when there is an ongoing investigation.

### **Sanctions Overview**

Disciplinary sanctions used by OSE include, but are not limited to, warnings, fines, educational workshops and projects, loss of privileges, community service, restitution (see below), event restrictions, referral to Student Rights & Responsibilities, referral to Office of Public Safety, and interim suspension of the organization. The sanctions may be used in conjunction with each other. They are listed in no particular order, and no warning is required before any sanction. In recommending or determining a sanction, a hearing body or conduct officer will consider all relevant factors, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, the student organization's current demeanor, and the student organization's past disciplinary record, if any.

*\*Sanctions that staff members can assign in a disciplinary conference*

- \*Disciplinary Reprimand - A written warning to the student organization that the cited behavior is not acceptable by University standards.
- \*Disciplinary Probation A student organization may be placed on disciplinary probation for a specified period of time under conditions stated in writing. Probation includes a warning that any violation of the conditions, or any further acts of misconduct, will result in additional sanctions, which may include suspension or expulsion from the university.
- \*Event restrictions prohibit the student organization from participating in or hosting specific events or types of events for a period of time. This may include events closed to the organization, events with other student organizations, events that include alcohol, events that do not include alcohol, and events both on and off campus.
- \*Campus restrictions prohibit student organizations from participating in some, or all, university events and privileges for a period of time. Events include, but are not limited to, Homecoming, Council Cup, Intramural Sports. University privileges may include, but are not limited to, use of space, access to university resources, and removal of registration benefits.

- \*FSL Specific - University FSL Housing Release Restrictions - Removal of the student organization's privilege to receive FSL Housing Releases from UHDS for a specified time.
- \*Conduct Supervision - A requirement that the student organization leaders meet with a designated University staff member for one or more meetings following the resolution of the case, for the purpose of assuring continued understanding of and compliance with the Code of Student Conduct.
- \*Other Sanctions - Other sanctions may be imposed instead of or in addition to those specified above, including, but not limited to, the following: community service, educational or research projects, reflection activities, personal assessments, workshops, alcohol or other drugs assessment/evaluation/intervention mandated counseling or therapy, relocation to another University living area, trespass from specified University premises, loss of specified University privileges, fines for alcohol or other drugs policy violations, or loss of institutional financial aid. The imposition of such sanctions must be related to the nature of the violation.
- Deferred Suspension - A suspension may be deferred for a period of time, on the condition that a lesser sanction(s) be completed or is otherwise implemented within that period of time. If the lesser sanction(s) is not completed in the time period assigned, or if not upheld, the deferred suspension will automatically go into effect, and the student organization will have no further opportunity to appeal the deferred suspension. Further, if the organization is found responsible for any other policy violations during the time of the deferred suspension, the organization will be immediately suspended from the university. During the period of time in which a student organization is placed on deferred suspension status they will be removed from good disciplinary standing. Furthermore, the student organization will be precluded from representing the University in any activities.
- Suspension means the student organization will cease and desist all activities and disband. The student organization will not participate in or host University/Organization-sponsored activities. The length of a suspension will be proposed by the Hearing Board and will be decided by the Assistant Vice President of Student Success. The suspension period will last a minimum of 1 full academic semester

## **Procedures for Disciplinary Action**

1. Any student, faculty, or staff member may refer an individual student or a student organization suspected of violating this Code to the Student Conduct Office. Persons initiating such referrals are required to provide information in writing pertinent to the allegation and will normally be expected to appear at a conduct hearing related to the matter.
2. If an alleged violation takes place in or near a residence hall, the complaint may be filed with the residence hall staff in that area. If an alleged violation occurs elsewhere, the complaint should be filed with the Office of Public Safety or the Student Conduct Office.
3. The University may file appropriate charges against students and student organizations accused of violating the Code of Student Conduct or the Student Organization Registration and Policy Manual. If a student has withdrawn or withdraws after the filing of such charges, or if a Student Organization disbands after the filing of such charges, either (1) a registration encumbrance will be initiated and the student or student organization will be notified that a conduct review may be pursued upon the student's application for readmission, or (2) the University will proceed to take conduct review and action under the provisions of the Code, with sanctions imposed based off of the review findings. Those Western Illinois University student organizations with Inter/National affiliations may still be held responsible and accountable for findings on the Western Illinois University campus if the Inter/National organization chooses to close the campus organization/chapter prior to the finalization of university adjudication.
4. The Director of the Student Conduct Office or a designee will review conduct complaints to determine whether alleged violations of the Code may result in removal from University housing, suspension, or expulsion. Students or Student Organizations who may be subject to such sanctions will be accorded a hearing before a hearing body. All other cases will be scheduled initially for review through a disciplinary conference.
5. Students or Student Organizations referred to a hearing body may request instead to have their case resolved through a disciplinary conference, but the determination will be at the discretion of the Director of the Student Conduct

Office. Sanctions authorized by the Hearing Officer, including the recommendation for suspension and expulsion, may be imposed, but under such circumstances the right of appeal will no longer apply.

6. Any student or Student Organization charged with violating the Code of Student Conduct may request permission from either the conduct officer involved in the disciplinary conference or the Director of the Student Conduct Office for a delay in a disciplinary conference or hearing. In a case in which criminal charges are pending against an accused student for the same incident, upon the student's request, a reasonable delay will be granted to secure the advice of legal counsel, except in the case of interim measures. All other delays will be granted at the discretion of the Director of the Student Conduct Office or that person's designee.
7. Failure by individuals or student organizations to cooperate and comply with the disciplinary procedures and process may result in additional charges of the Code of Student Conduct.

### **Disciplinary Conferences**

1. Upon the filing of charges, the University may schedule a disciplinary conference with the accused student(s) or student organization at which the nature of and the responsibility for the alleged offense is discussed. The respondent(s) will be notified at least three calendar days prior to the scheduled disciplinary conference and will have the right to waive the disciplinary conference and proceed to a hearing board. Notice shall be considered documented communication between the university and the student in person, by phone, delivery by U.S. mail, campus mail, e-mail, or hand delivered to the student's current local address as maintained by the University, or to the student's permanent address if no local address is on file. Failure by the student or student organization representative to have their current address on record with the University shall not be construed to invalidate proper notice. Notification refers to the delivery of notice and is considered complete regardless of an individual's choice to access, read, or respond to the communication. Failure to read one's notification letter could result in a case being reviewed in absentia.

2. During the disciplinary conference, the conduct officer and accused student or student organization representative will review and discuss relevant documentation related to the charges. The conduct officer conducting the disciplinary conference may withdraw any charge deemed to be without basis: If the substantive facts and sanction(s) can be agreed upon by the conduct officer and the accused student(s) or student organization, a conduct action agreement will be prepared and signed by both. A signed conduct action agreement will constitute a waiver of the right to a hearing and any appeal, and an acceptance of the finding(s) and sanction(s).
3. During the disciplinary conference, the designated conduct officer has the authority to both authorize and limit witnesses allowed to participate in the disciplinary conference proceedings.
4. If the substantive facts and sanction(s) cannot be agreed upon, the matter will be referred to the Student Conduct Office for review and potential assignment to a hearing body.
5. If an accused student or representative of the accused student organization fails to appear at a scheduled disciplinary conference following proper notification, the designated conduct officer may review the evidence in support of the charges and render a decision. Findings and sanctions, if applicable, will be based on the evidence and not on the accused student's failure to appear. The decision rendered by the conduct officer will be final and not subject to appeal.

### **Hearing Body Procedures**

1. In the event of a hearing, the respondent or responding parties will be notified at least three calendar days prior to the date of the hearing. Such notice will include the following:
  - a. the specific charges citing the appropriate University policies or regulations allegedly violated and the acts alleged to have been committed.
  - b. a description of the alleged acts, including the time and place (insofar as may reasonably be known) and a summary of the information upon which the charges are based.
  - c. the time and place of the hearing.

- d. the procedures to be followed at the hearing.
2. Notice shall be considered documented communication between the university and the student or student organization representative in person, by phone, delivery by U.S. mail, campus mail, e-mail, or hand delivered to the student's current local address as maintained by the University, or to the student's permanent address if no local address is on file. Failure by the student or student organization representative to have their current address on record with the University shall not be construed to invalidate proper notice. Notification refers to the delivery of notice and is considered complete regardless of an individual's choice to access, read, or respond to the communication failure to read one's notification letter could result in a case being reviewed in absentia.
3. Any hearing body will be subject to the following procedures:
  - a. Members of the hearing body will be impartial (i.e., judge the case fairly and solely on the evidence presented).
  - b. Hearings will be conducted in private.
  - c. Where the student or student organization representative denies the charges, the University presenter/ complainant will bear the burden of proving the charges by a preponderance of the evidence.
  - d. an accused student or student organization representative fails to appear after proper notification, the hearing will be conducted in absentia. Evidence in support of the charges will be presented to and considered by the hearing body.
  - e. The presenter /complainant, accused student or student organization representative, and their advisors, if any, will be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). The presenter /complainant and the accused student may be assisted by an advisor they choose, at their own expense. The complainant/presenter and/or accused student or student organization representative is responsible for presenting their information, and therefore, advisors are not permitted to speak or to participate directly in a hearing before a hearing body. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time of the hearing because

delays will not normally be allowed due to scheduling conflicts of the advisor.

- f. The presiding chairperson of each conduct board will exercise control over the hearing. A hearing body need not observe formal rules of evidence and may exclude unduly repetitious or irrelevant evidence.
- g. Witnesses will be expected to present truthful information.
- h. Prospective witnesses, other than the alleged victim and the student or student organization accused, will be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and advisors will be excluded during deliberations.
- i. Any person, including the respondent, who disrupts a hearing or fails to adhere to the procedural rulings of the board chairperson, may be excluded from the proceedings.
- j. The presenter /reporting and the responding student or student organization representative may arrange for witnesses to present pertinent information to the hearing body. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the presenter/complainant and/or accused student at least two weekdays prior to the hearing. Witnesses will provide information to and answer questions from the hearing body. Questions may be suggested by the accused student and/or presenter/ complainant to be answered by each other or by other witnesses. This will be conducted by the hearing body with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the hearing.
- k. Pertinent records, exhibits, or written statements may be accepted as evidence for consideration by a hearing body at the discretion of the chairperson.
- l. All procedural questions are subject to the final decision of the chairperson of the hearing body.

- m. A single record of proceedings, such as an audio recording, may be made of all hearings before a hearing body. The record will be the property of the University and be used for deliberations and appeals. No other recording, audio or video, will be permitted.
  - n. The hearing body may accommodate concerns regarding the personal safety, well-being, and/or fears of the confrontation of the presenter/complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, videophone, audio tape, Zoom or other VoIP, written statement, or other means, where and as determined in the sole judgment the Director of the Student Conduct Office.
  - o. The hearing body will consider the past disciplinary record of the respondent or the accused student organization only after a finding of violation has been determined.
  - p. The entire record will be forwarded to the Associate Vice President for Student Success.
4. The Associate or Assistant Vice President for Student Success will, within a reasonable length of time after receiving the recommendation from the hearing body, render a decision in the disciplinary matter and notify the accused student. Such notification will include the findings of fact, sanction(s), and rationale for determinations via an outcome letter.

## **Appeals**

1. A decision reached after a hearing may be appealed by the accused respondent. Such appeals must be submitted in writing and be received by the Student Conduct Office within five calendar days of the written decision. The Vice President for Student Success will review and act on a filed appeal. A complainant of sexual misconduct or other interpersonal violence case may also appeal a hearing outcome through the Office of Equal Opportunity and Access (see Policy Statement A).
2. Except as required to explain the basis of new information, an appeal will be limited to a review of the record of the hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present information that the Code of Student Conduct had been violated, and giving the accused student a reasonable opportunity to prepare and present a response to those allegations. Deviations from procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the accused student was based on substantial information; that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Code of Student Conduct occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Student Conduct which the accused student was found to have committed.
  - d. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
3. After receiving an appeal and reviewing all available information, the Vice President for Student Success may elect to:
    - a. affirm the finding and the sanction originally determined.
    - b. affirm the finding and modify the sanction.
    - c. remand the case to the original hearing board with instructions.
    - d. dismiss the case.
  4. The imposition of sanctions will normally be deferred during the pendency of appellate proceedings.

# University Privileges and Policies

## I. Alcohol Policy

A. 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:

1. Students and/or their guests under 21 years of age may not possess or consume alcoholic beverages on University property.
2. 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.
3. Students and/or their guests may not sell or affect the delivery of alcoholic beverages on University property.
4. 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.
5. 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.
6. The University will not authorize the use of University approved student fees or other student funds collected and administered by a University office to support such off-campus events.
7. 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.

B. All sales of alcoholic beverages on WIU property are to be scheduled, managed, and supervised by staff of the University Union:

1. 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.

2. The complete Policy Governing the Sale and Provision of Alcoholic Beverages can be found at [wiu.edu/policies/alcohol.php](http://wiu.edu/policies/alcohol.php)

## **II. Anti-Harassment Policy**

- A. 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.
- B. 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:
  1. has the purpose or effect of creating an intimidating, hostile, or offensive environment;
  2. has the purpose or effect of unreasonably interfering with an individual's work, study, or participation in University activities; or
  3. otherwise adversely affects an individual's opportunities.
  4. For the complete policy, please see Anti-Harassment Policy at [wiu.edu/policies](http://wiu.edu/policies).

## **III. Hazing Policy**

- A. 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.
- B. Activities prohibited under this Policy shall include, but not be limited to, any of the following:
  - 1. extended deprivation of sleep or rest
  - 2. forced consumption of food, liquor, beverage or drugs; beatings
  - 3. brandings
  - 4. tests of endurance
  - 5. submission of members or prospective members to potentially hazardous or dangerous circumstances.
- C. 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.

#### **IV. Indemnity Agreement**

- A. 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.

#### **V. Indemnification Clause**

- A. 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.

**VI. Limitation of Liability**

- A. 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.

**VII. Non-Discrimination Policy**

- A. RSOs shall abide by the following Western Illinois University nondiscrimination policy, except as exempted under federal or other legislative protections:
  - 1. Western Illinois University complies with all applicable state and federal nondiscrimination laws, orders, and regulations.
  - 2. 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.

**VIII. Privileges**

- A. 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.

**IX. Public Notice Required**

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

**X. Risk and Liability**

- A. Western Illinois University participates in an insurance program that 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 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 of Western Illinois University as an additional insured for no less than \$1 million combined limits or (2) purchase coverage for the event through a Tenants and Users Liability Insurance Policy (TULIP). A 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. The WIU Board of Trustees of Western Illinois University should be 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 University Scheduling and Event Services Office at (309) 298-2421. 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 WIU Office of Risk Management at (309) 298-1814.

# University Facility and Building Policies

## *Campus Recreation*

### **I. Tabling Policy**

- A. All tabling requests must be submitted through Mazevo at least 72 hours in advance of the tabling date.
- B. All tabling requests are subject to approval by Campus Recreation staff and are considered on a first-come, first-served basis.
- C. Standard table set-up is one table and two chairs.
- D. Table space priority will be given to on-campus, registered student organizations and University agencies.
- E. Solicitation of goods and services, and exchange of cash or credit card information is prohibited.
- F. No table rental will be assessed to any University agency or registered student organization distributing material (for which there is no charge) promoting that organization.
- G. A \$20.00 no-show fee will be assessed if a group does not use the table they reserved and does not cancel the reservation in advance.
- H. Table Usage Policies
  - 1. Table sponsors are required to staff the table at all times. If the table is not staffed, it will be removed.
  - 2. Table sponsors must remain at the table. If they leave to approach students, they will be asked to leave the building.
  - 3. No amplified sound is permitted in the Rec Center Mezzanine.
  - 4. Participants must leave the area in the order it was when arriving. All materials must be cleaned up upon departure.
  - 5. Table requests for political purposes – refer to University-wide policy on political activities.
  - 6. Misrepresentation of the purpose for the use of any Campus Recreation facility and/or table by any individual or group will result in the loss of the privilege to use Campus Recreation facilities or tables for one full semester or 16 weeks.

### **II. Space Reservation & Scheduling Policy**

- A. The Aquatics Center, Fitness Studios, Conference Rooms, Arena Courts, and Multi-Activity Courts (MAC) of the Spencer Student Recreation Center may be reserved when not scheduled for Campus Recreation programs or open recreation.
- B. All space reservation requests must be submitted through Mazevo at least 72 hours in advance of the event date.
- C. Space reservation requests are considered on a first-come, first-served basis.
- D. A Facility Usage Fee may be assessed based on the nature and the length of the event/activity.
- E. Room space priority is given to Campus Recreation programs and events (group fitness classes, intramural sports, etc.)
- F. Campus Recreation can reserve spaces for both Fall and Spring semesters beginning on the first full day of the Fall semester.
- G. Requests to use space outside of normal Rec Center facility hours will be reviewed on a case-by-case basis. These events will commonly require fees to be charged for the use of Rec Center staff supervisors. Events/groups must have a Campus Recreation professional staff member or graduate assistant in the facility at all times.
- H. The groups reserving the space are responsible for the set-up and tear-down of the event. Campus Recreation can provide limited amounts of set-up support. For large events requiring more than 20 tables or seating for more than 75 people, set-up must be arranged through Scheduling & Event Services.
- I. Campus Recreation does not provide food or beverage services. On-Campus Catering is offered through Sodexo. Contact Sodexo Catering at (309) 298-1292.
- J. Reservations must end no later than 30 minutes before the facility close time on the day of the request.
- K. The Keeney and Colgate Conference Rooms are available to host student organization meetings. Each room seats approximately 30 people.
- L. A Campus Recreation Photographing/Filming Request Form must be completed, signed and returned to the Campus Recreation Office at least 24 hours prior to the time you wish to photograph/film. The time

of your request will be honored based on the availability of a Campus Recreation staff member to escort you.

## ***Multicultural Center***

### **I. Tabling Policy**

- A. The Multicultural Center (MCC) allows Western Illinois University registered student organizations and University agencies to request a table in the MCC to present information to students.
- B. The placement of tables in the MCC will be determined by MCC management. To reserve a table, fill out a Multicultural Center Scheduling Form.
- C. Table space priority will be given to the MCC Centers and MCC student organizations. Non-MCC registered student groups and University agencies can reserve space up to 14 days in advance.
- D. Table reservation requests must be submitted at least 4 days in advance of the desired date.
- E. Table reservations are limited to 10:00 a.m. - 3:00 p.m., Monday through Friday.
- F. Standard set-up includes one table and two chairs.
- G. The purpose of the information to be presented to students should in no way conflict with the mission of the Multicultural Center.
- H. Participants must leave the area in the order it was when arriving. All materials must be cleaned up upon departure.

### **II. Space Reservation & Scheduling Policy**

- A. Multicultural Center staff can assist student organization presidents and/or advisors with the following:
  - 1. reserving rooms and audiovisual equipment for organizational meetings and events in the MCC
  - 2. reserving tables in the MCC
  - 3. and non-athletic events on the MCC Lawn
- B. Room space priority is given to the MCC Centers and MCC student organizations.

- C. MCC Centers and MCC student organizations can reserve spaces for both Fall and Spring semesters beginning on May 1st (or the closest business day) of the previous school year.
- D. Non-MCC student organizations, academic departments, offices, or other University groups cannot reserve space more than 14 days in advance.
- E. Requests must be submitted at least 4 days before the date of the event.
- F. The person submitting the request will receive a response within 3 business days of the date of submission.
- G. Requests to use space after normal business hours and on the weekends will be reviewed on a case-by-case basis. Groups must have a graduate assistant, faculty/staff advisor, or professional staff member in attendance at all times.
- H. The groups reserving the space are responsible for the set-up and tear-down of the event. Tables and chairs may be moved; however, they must be moved back to the original layout at the end of the event.
- I. The Multicultural Center has 4 functioning Centers and various student lounges; therefore, it may not be an ideal place for events that need a distraction-free environment and/or minimal unwanted noise.
- J. For questions or concerns regarding a request or the decision, please email: [mcc@wiu.edu](mailto:mcc@wiu.edu).

## **RESIDENCE HALLS**

### **I. Tabling Policy**

- A. University Housing & Dining Services allows Western Illinois University registered/recognized student organizations and University agencies to request a table in the dining centers for the purpose of presenting information to students.
- B. All requests are subject to approval by UHDS and scheduled on a “first come, first serve” basis. The requestor will receive an email with the status of the request within three to five business days of submitting the [Residence Hall Information Table](#) on Leatherneck Link.
- C. Standard set-up includes one table and two chairs.

- D. 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.
- E. Table reservation requests must be submitted at least seven (7) days in advance of the desired date.
- F. Table reservation is limited to 11:00 a.m. - 1:00 p.m. and 5:00 - 7:00 p.m. on Tuesdays, Wednesdays, and Thursdays.
- G. The purpose of the information to be presented to students should in no way conflict with the mission of University Housing & Dining Services.
- H. Table usage by on-campus registered student organizations and University agencies may be scheduled for a maximum of five (5) times/semester.
- I. Participants must leave the area in the order it was when arriving. All materials must be cleaned up upon departure.
- J. Solicitation of goods and services, and exchange of cash or credit card information is prohibited.
- K. Participants must remain at the table. If they leave to approach students, they will be asked to leave the building.

## ***UNIVERSITY UNION***

### **I. Banner Display Policy**

- A. 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.
- B. 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.

- C. All registered organizations must be currently recognized by the Office of Student Engagement. All banners must first be cleared through the Office of Student Engagement 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.
- D. There are a total of five banner areas in the University Union.
  - 1. The west wall of the SE entrance of the University Union will be divided into two (2) banner areas.
  - 2. The east wall of the Concourse will be divided into three banner areas.
- E. 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.
- F. One group may not schedule more than one banner area at one time.
- G. The hanging time of a banner shall be limited to ten business days.
- H. The hanging placement of a banner shall be handled by Union Operations Staff.
- I. Banner spaces are available on a first come, first served basis.
  - 1. Requests for specific placements will not be taken.
- J. 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.
- K. 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 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.
- L. 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.

## **II. General University Union Policies**

- A. Located on the first floor of the University Union, Scheduling and Event Services can assist student organization presidents and/or advisors with the following:
  - 1. reserving rooms and audiovisual equipment for organizational meetings on the Western Illinois University Macomb Campus
  - 2. events and special events
  - 3. reserving space and tables in the concourse
  - 4. outdoor events
  - 5. and non-athletic events in Western Hall and on Hanson Field.
- B. Registered student organizations are limited to no more than two (2) meeting rooms per week with a four (4) hour time limit for routine weekly activities with each individual meeting lasting no longer than three (3) hours. Additional space can be requested one week in advance, pending availability - no more than an additional three hours per week.
- C. Weekly Meetings can be made for the both Fall and Spring semesters beginning on April 15th (or the closest business day) of the previous school year, unless the meeting is listed on the Priority Meeting list.
- D. No Show
  - 1. A "NO SHOW" is designated by failure of the organization to be present 15 minutes after the scheduled time of the event.
  - 2. A no-show charge of \$20.00 per meeting will be assessed if a group does not use the room reserved and does not cancel the reservation in advance.
    - a) If extra setup is necessary and the group fails to use the room, Scheduling and Event Services reserves the right to assess a greater charge.
  - 3. The Union Supervisor's report will be used to determine if the organization utilized the room.

- a) There will be NO exceptions to this policy, so it is in the organization's best interest to check with the Union Supervisors if there is any question regarding room usage.
- 4. Should you arrive and find there are insufficient members to hold a meeting, you should contact the Union Supervisor and inform that person that you did not utilize the room.
- 5. Time changes of a meeting must be cleared through Scheduling & Event Services.
  - a) The organization is expected to utilize the rooms only at the times scheduled.
  - b) Should you have a problem with your room, please contact the Union Supervisor.
- E. Cancellations
  - 1. Any group canceling a meeting should contact Scheduling & Event Services during business hours (Monday-Friday, 8am-4:30pm).
  - 2. If a meeting needs to be canceled after business hours (8am-4:30pm) the organization must inform the Service Center of the cancellation, this message will be relayed to both Operations and Scheduling & Event Services staff so a no show fee will not be assessed.
  - 3. Emails or phone messages sent to the Scheduling & Event Services Office after business hours to cancel an event or meeting will not be honored.
- F. If a registered student organization schedules a room (facility) and allows a non-registered group to use that room (facility), the group who scheduled the room will lose its scheduling privileges for one full semester.
- G. Any event that is co-sponsored must be booked in the name of both groups and both sponsors must be in good standing – at the time of booking and at the time of the event.
- H. The person/organization scheduling the use of the facility 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 participant.

- I. All individuals and groups are expected to follow the itinerary scheduled for their particular events. Other groups may be using the facilities prior to or following your scheduled event.
- J. Extraordinary clean-up requirements as determined by the Union Staff will result in additional labor charges for the organization/sponsor.
  1. Any damage to the room and/or its contents will be charged to the organization/sponsor.
- K. Special Events
  1. These events are larger in size and open to the public.
  2. The Grand Ballroom, Heritage Room, and Lamoine Room are priority locations for special events
    - a) weekly meeting requests are not permitted in these rooms, unless space is available in one of these locations one week in advance of the meeting.
  3. Late Cancellations
    - a) Cancellations for the Grand Ballroom, Heritage Room, and Lamoine Room within two (2) weeks of the scheduled event will result in a \$50 surcharge to the sponsoring organization.
- L. B-Room
  1. The B-Room in the University Union is provided for the benefit of registered student organizations that are in need of an empty space to rehearse routines for their respective organization.
  2. Only through effective scheduling procedures can we maintain the quality and maximum utilization of this space.
  3. 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.
    - a) Dance and modeling practices, as well as amplified music, in lounge spaces and hallways of the Union are prohibited.

4. The B-Room is an as-is room – no special setup requests will be taken.
5. 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.
  - a) Additional dance practice time can be requested one week in advance.
  - b) Pending availability of the B-Room - additional practice time is limited to an additional three (3) hours per week

#### M. After Hours Functions

1. After hours social functions held in the University Union require:
  - a) Completed Union Scheduling Form on 30 days in advance of the event
  - b) Organizational advisor (for recognized student organizations) must be in attendance throughout the event
  - c) One building supervisor in attendance at overtime wages – to be paid by sponsoring organization - limited to one hour past normal closing time.
  - d) Additional security for event as determined by the Office of Public Safety based on review of Campus Scheduling Form - to be paid by sponsoring organization
  - e) Pre-event meeting prior to the event including representatives from the sponsoring organization, Office of Public Safety, Concert Safety Corps, and the University Union.
2. Final approval left to the discretion of Union Administration.

#### N. Catering Policy

1. All food and beverages for events in the University Union must be provided for and administered by University Food Services.
2. Menu arrangements must be made at least two (2) weeks in advance. There is no charge for cancellations made at least 72

hours in advance. Cancellations within 72 hours may be subject to a charge according to the nature of the event

### 3. Food Service Exemption Policy

- a) Individuals, groups or organizations seeking an exception to provisions of this policy are directed to contact the University Union Director where consideration will be given to the rationale and reasons for the request and a decision made to grant or deny the request.
- b) Registered Student Organizations, departments, and outside groups may request to bring prepared food into the University Union for consumption in private meeting spaces only for events/meetings not exceeding 20 people, unless otherwise approved by University Union Administration
- c) Off-site catering companies or deliveries will not be permitted inside the University Union. Food deliveries from any off-site establishment must be coordinated and picked up outside of the Union building.

### 4. Completion of the Food Service Exception Form

- a) Required to be completed anytime there is a plan to provide food or drink in the University Union and Sodexo Catering will not be involved.
- b) Your request will not be considered approved until you receive email confirmation of such.

(1) Failure to receive proper approvals could result in the loss of future scheduling privileges and charges.

O. For a more detailed University Union Policy please refer to the Union Policy Manual

## III. **Table Tent Policy**

- A. 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.

- B. A total of two table tent inserts will be allowed to be scheduled consecutively in the Food Court and Murray St. Café areas.
  - 1. One side of the table tent insert is limited to programming taking place in the University Union.
  - 2. The remaining side will be reserved for programming taking place elsewhere on the WIU campus or for registered student organization or departmental recruitment efforts.
- C. All table tent inserts must be promoting programming taking place on the WIU campus.
- D. Alleged violations of this policy should be reported to Scheduling and Event Services for a determination of whether or not a violation is occurring. Upon a determination that a violation is occurring, the person(s) responsible shall be informed that the violation and/or activity must cease.
- E. Violations of this policy may result in the withdrawal of permission to post materials in the University Union in the future. Flyers/table tents that are placed directly on tables in the University Union without following the Table Tent reservation process will be discarded.
- F. Table tent reservations will be limited to seven days – weekends included and will be scheduled Monday-Sunday.
- G. One registered student organization or department may not schedule more than one table tent at one time.
- H. 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).
- I. All table tent inserts must be approved by Scheduling & Event Services staff for content and size.
- J. Approved table tent inserts must be on a one-sided flat sheet that is 8" ½ x 5" ½ in size.
- K. Once approved, please bring 80 copies of the approved table tent insert to the Scheduling & Event Services office the Friday prior to your table tent reservation. These will then be inserted in our table tent sign standards by Union staff and removed per the dates of the table tent reservation.

#### L. No Show Fee

1. 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.
2. 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.

### IV. Tabling Policy

#### A. Table Reservations

1. The placement of tables in the Union Concourse will be determined by Union management and will be scheduled through Scheduling and Event Services on a “first come, first serve” basis.
2. Appropriate forms and fees must be submitted prior to date of use. To reserve a concourse table, fill out a University Union Scheduling Form.
3. Table space priority will be given to on-campus, registered student groups and University agencies.
4. No table rental will be assessed to any University agency or registered student organization distributing material (for which there is no charge) promoting that organization.

#### B. Table rental will be charged to:

1. Registered student organizations selling tickets to an event being sponsored by that organization.
2. Registered student organizations selling chances or selling a product.
3. Registered student organizations accepting donations of any kind.
4. University department or agency selling any tickets, chances or products.
5. Non-university related, outside vendor. Credit card solicitation is not allowed on the WIU campus.

6. A \$20 no-show fee will be assessed if a group does not use the Concourse Table they reserved and does not cancel the reservation in advance.

### C. Table Usage Policies

1. Table usage by on-campus registered student organizations and University agencies may be scheduled for a maximum of three days in one week.
2. Table usage by non-university related, outside vendors is limited to three days per month. Only one outside vendor will be scheduled per day.
3. Table sponsors are required to staff the table at all times. If the table is not staffed, it will be removed. Only 2 allowed while tabling
4. Solicitation in front of the tables is prohibited.
5. No amplified sound is permitted in the Union Concourse.
6. Registered student organizations selling tickets, merchandise, or collecting monies must have prior approval through Scheduling and Event Services. UUB and SGA are exempt from rental fees.
7. 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 through University Food Services or be pre-packaged from an approved vendor.
8. 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.
9. Table requests for political purposes – refer to University-wide policy on political activities.
10. Misrepresentation of the purpose for the use of any University Union facility and/or concourse table by any individual or group will result in the loss of the privilege to use University Union facilities or concourse tables. The length of time for the loss of these privileges will be imposed by the Scheduling and Event Services according to the following schedule:

- a) first offense – 30 days
- b) second offense – 60 days
- c) third offense – one semester (minimum).

## ***Residence Halls***

### **V. Tabling Policy**

#### A. Table Reservations

1. The placement of tables in the Union Concourse will be determined by Union management and will be scheduled through Scheduling and Event Services on a “first come, first serve” basis.
2. Appropriate forms and fees must be submitted prior to date of use. To reserve a concourse table, fill out a University Union Scheduling Form.

## Advertisement and Marketing Policies

- I. 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.

### II. Poster Distribution

#### A. Residence Life Bulletin Boards

1. A [Residence Hall Bulletin Board Posting Request Form](#) must be submitted for all requests by student organizations and university departments, and are subject for approval.
2. In order to ensure timely and relevant information, materials must be delivered to the front Office in Seal Hall at least five (5) business days prior to the desired date of posting and will only be posted for a maximum of fourteen (14) days.
3. A limited amount of posting space is designated in each residence hall for outside entities (8 locations; public areas only).
  - a) Caroline Grote Hall - 1
  - b) Corbin Hall - 1
  - c) Olson Hall - 1
  - d) Seal Hall - 2
  - e) Thompson Hall - 2
  - f) Westbrook House - 1
4. The sponsoring organization is responsible for making copies of their materials.
5. Postings must be smaller than 11x17 inches or 8.5x11 inches in size and must not contain any adhesive material.
6. Outside UHDS organizations/entities may not post on residential floors.
7. Complex Directors approve information in the halls as it relates to residence hall staff programs and hall government.

#### B. University Union Bulletin Boards

1. 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:
  - a) Printed materials CANNOT be posted on any walls, windows, doors, sidewalks, etc., or on any other University equipment
  - b) All printed materials must identify the issuing person(s) or organization(s)
  - c) Any printed materials posted without the Office of Student Engagement approval stamp or on any prohibited surface will be removed and destroyed immediately.
- C. For other buildings, please refer to the [poster distribution list](#). Specific expectations may differ from building to building.
  1. Once approved, the posters may be placed on unrestricted or general use bulletin boards only. Posters should not be displayed on walls or windows.

### **III. Chalk Writing Policy**

- A. Writing with chalk to advertise events of campus-wide interest is permitted under the following conditions:
  1. 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.
  2. Campaigning or personal dialogs/opinions are not permitted.
  3. Profanity, obscenity, and the promotion of illegal acts are not permitted.
  4. The sponsor of an event, date, time, and location of the event to be included in chalking.
  5. 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.

- B. 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.
- C. No Chalking Areas
  - 1. Walls
  - 2. Trash Cans
  - 3. Buildings
  - 4. Steps
  - 5. Bricks
  - 6. All other vertical surfaces not listed
  - 7. Under overhangs at building entrances or within 10ft of any entrance to the building
- D. Violations of this policy may subject the person or organization to disciplinary charges and judicial process review under the Code of Student Conduct.

#### **IV. Sandwich Board Policy**

- A. Sandwich boards are to be used on campus grounds as a method for student recruitment and event promotion.
- B. The use of sandwich boards in outdoor locations is limited to University departments and registered student organizations to recruit or promote campus programs.
- C. All sandwich boards must be registered and approved by Scheduling & Event Services in the University Union.
  - 1. The Sandwich Board Registration Form can be found [HERE](#).
- D. Guidelines
  - 1. Sandwich Boards are to be placed in the grass of the Campus Mall Area, located in the center of campus, hence not impeding or restricting the flow of vehicular or pedestrian traffic.
  - 2. Boards may not be chained or locked to University property, including trees, handrails, street or lamp posts and buildings.
  - 3. Boards should be weighted to withstand wind and other weather conditions.
  - 4. It is an expectation of the sponsoring department or student organization to monitor the status of their sandwich board on

the Campus Mall Area. Sandwich boards must be picked up if they have fallen over or to remove it if it has been damaged. Failure to do so may result in the board being confiscated and disposed of by University personnel.

5. Western Illinois University endeavors to provide a safe, inclusive, and equitable environment for members of the campus community. It is the expectation of the University that any and all content on an organization's sandwich board be non-offensive, non-discriminatory, and does not display text or image(s) that will harm the reputation and integrity of Western Illinois University.

#### E. Display and Removal

1. If promoting an event or activity, sandwich boards should be removed within 24 hours of the end of the event. Failure to collect the sandwich board in this timeframe could result in the board being confiscated and disposed of by University personnel.
2. If the purpose of the sandwich board is recruitment or promotion of a registered student organization or department, the sandwich board must be removed by October 1 of the Fall Semester and by May 1 of the Spring Semester. Failure to collect the sandwich board in this timeframe could result in the board being confiscated and disposed of by University personnel.
3. The contact name and information must be attached to the back of posted sandwich boards. This information could prove helpful in case the board is found, damaged, or needs to be moved from its original location.
4. Lost, stolen, and/or damaged sandwich boards are the responsibility of the individual owner, student organization, or department.

#### F. Violations

1. Any violation of this policy may result in the immediate suspension of the reservation and may prevent the Sponsoring Organization from conducting similar activities in the future. In

addition, violation of these policies and procedures by employees or students may also result in disciplinary action.

## **Program and Event Policies**

### **I. Date Auctions**

- A. Western Illinois University does not allow any group, student or otherwise to host, sponsor, or endorse date auctions.
- B. A date auction is an event or an element of an event which involves "selling" a person along with an experience, an item or service, usually for a specific period of time.
- C. The social and physical implications associated with date auctions include, but are not limited to: sexism, racism, association to slavery, date rape, violence, or other unwanted physical harm.

### **II. Final Exams & Scheduled Activities Policy**

- A. 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.
- B. Included are all cultural, athletic, and extracurricular activities.
- C. 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.
  - 1. In no case may such an event be scheduled during a time when a primary participant in an event is scheduled for an examination.

### **III. Policy of Gifts, Contributions, Prizes, Promotional Items, and Raffles**

- A. 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)
- B. Contribution to Organizations
  - 1. Contributions to organizations (fund-raising groups, professional organizations, local service clubs, etc.), are prohibited from University funds except under the following circumstances:

a) Non-Cash

- (1) 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); and
- (2) 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 President or respective vice president.
- (3) Non-cash contributions greater than \$150 are prohibited from University funds.

b) Cash

- (1) The contribution is in accordance with the purpose of the account, is paid from award and grant (9000) funds; and
- (2) The contribution is pre-approved by the President or the respective vice president.

C. Prizes/Awards

1. Prizes or awards can be defined as something given without an expectation of repayment for recognition for superior performance in a competition or contest.
2. 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 (See Subsection E "Raffles").
3. Purchases with a retail unit value less than or equal to \$100 require fiscal agent approval.

- a) Prizes/awards with retail unit values of greater than \$100 but less than or equal to \$300 must have the pre-approval of the President or respective vice president.

D. Promotional Items

1. Promotional items are items used to promote WIU, a retail operation, or an event and are given away free of charge to prospective consumers.
2. Tangible Items, (cups, pencils, pens, sweatshirts, etc.)
  - a) The purchase of tangible promotional items from University funds with retail unit values less than or equal to \$100 is permissible with the approval of the President or respective vice president.
  - b) The purchase of tangible promotional items with unit values greater than \$100 is prohibited from University funds.
3. Services (tickets, season passes, etc.)
  - a) 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 less than or equal to \$100.
  - b) Services with retail value greater than \$100 require the approval of the President or respective vice president.

#### E. Raffles

1. 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 Finance and Administration (VPFA) at (309) 298-1800.
2. 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) Regardless of the amount of the raffle prize (cash or non-cash), the organization conducting the raffle should notify the Office of the VPFA of the intent to hold a raffle.
    - (1) This office can be reached by phone at (309) 298-1800 or in Sherman Hall 200.
  - b) Notice should be given to the Office of the VPFA 30 days prior to the date of the raffle drawing.

- c) The VPFA will issue a raffle registration form for completion.
- d) Upon receiving the completed form, the VPFA will ensure proper vice presidential or presidential approval based on the anticipated value of the raffle prize.
- e) If applicable, the VPFA will also distribute the appropriate IRS forms to the contact of the sponsoring organization.
- f) Include the following statement in all marketing or promotional material regarding the raffle: "Winners will be responsible for all taxes associated with prizes."
- g) 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:
  - h) 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."
  - i) The winner has completed the appropriate state and federal tax forms as described in the full policy.
  - j) Once identifying information and forms are collected, they should be sent to the VPFA in Sherman Hall 200.
  - k) If applicable, the proper amount is with-held or collected from the winner prior to giving the prize.

## **Finance and Budgeting Policies**

### **I. Funds and Debts**

- A. All RSOs are expected to follow University rules and regulations governing the use of funds.
- B. All debts, whether incurred on or off campus, must be paid by the organization.
- C. Debts to the University will result in responsible parties being encumbered among other potential individual or organizational sanctions.
- D. Any student-registered organization with outstanding debts to the University will have registration denied or suspended until all debt is paid in full.

### **II. Solicitation and Fundraising**

- A. Commercial solicitation conducted for private gain and resulting in the immediate exchange of goods or services for remuneration is prohibited on the campus proper.
- B. Charitable Solicitation on Campus
  - 1. Recognized Student 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 fund-raising 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.
- C. Approval
  - 1. No person shall conduct such activity without first having procured credentials or identification as an agent for an activity.
  - 2. 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.

- a) Said requests shall identify the soliciting organization and the charity and shall specify the times, dates, and locations at which solicitation will be conducted.
- b) Upon request, the soliciting organization will provide evidence that the charity meets the criteria specified in the preceding policy.