

Western Illinois University

Student Organization

Registration & Policy Manual

2014-2015

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Registration Resources

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 Registration is a privilege that may be withdrawn for a violation of University rules, policies, or the *Code of Student Conduct*.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

Student Organization Center (SOC)

Located on the basement level of the University Union, this space is home to a number of student organizations. The SOC promotes co-sponsorship and better communication to create outstanding programs for the WIU community. The SOC provides a computer lab and mailboxes for Registered Student Organizations (including fraternities and sororities), but please note that Hall Government boxes are in Seal Hall and Sport Club boxes are in Campus Recreation office. Organization offices located in the SOC include: Alpha Phi Omega, Black Student Association (BSA), Blue Key Honor Society, Fraternity and Sorority Councils (Interfraternity Council, Panhellenic Council, and United Greek Council), International Friendship Club (IFC), Latin American Student Organization (LASO), National Association for the Advancement of Colored People (NAACP), Organization of Adult Students for Interaction and Support (OASIS), Students for Disability Awareness (SDA), Student Government Association (SGA), Student Tenant Union (STU), UNITY, University Union Board (UUB), and Western's All Volunteer Effort (WAVE).

PurplePost.wiu.edu

PurplePost is the social media network 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 [PurplePost.wiu.edu](https://purplepost.wiu.edu).

On [PurplePost.wiu.edu](https://purplepost.wiu.edu)

- View a list of all Registered Student Organizations & request to join
- Advertise and view events on the virtual bulletin board
- Customize and personalize your organization's page
- Learn the latest on the campus news feed
- Track your service hours
- Connect to other social media outlets so you're always in the know

Abbreviations

OSA = Office of Student Activities

SOC = Student Organization Center

RSO = Registered Student Organization

Student Organization Category Definitions

Registered Student organizations (RSOs) are put into broad categories on PurplePost.wiu.edu that assist interested students in locating an organization that matches their needs. Categories include:

Academic Related: RSOs affiliated with a WIU academic department including pre-professional groups

Activism: RSOs with an emphasis on activism...whether it is environmental, cultural, or other!

Art: Fine Art, Performance, Visual Art

Culture: RSOs whose mission is Cultural Advocacy, Culture-Specific, Language-Based, International

Dance/Modeling: RSOs focused on dance or modeling performance and/or technique

Governing Body: RSOs that are elected to represent a number of smaller organizations in the same category (i.e. Interfraternity Council, Ag Council)

Graduate Student: RSOs whose primary membership is for grad students

Health & Wellness: RSOs who promote healthy decision making

Honor Society: RSOs whose main purpose is to recognize the attainment of scholarship of a superior quality. There are honor societies for each class, for special interests, and for almost all of the academic disciplines.

Leadership: RSOs with the main focus of leadership development

Media: RSOs who focus in on Media Appreciation, Creation, or Criticism

Military: Active Service, Military Support, Officer Training, Veteran Support

Political: RSOs whose mission is to engage students in the political process; includes Conservative, Liberal, Independent, Politically Affiliated

Religion & Faith: RSOs whose mission is to engage students spiritually; RSOs can be Denominational, Non-Denominational, Spiritual

Service: RSOs with a mission 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.

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

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

Sport Clubs: RSOs whose mission is to promote a common interest and to foster participation in, officiating of, and/or competition in a specific sport or recreational activity

Other Categories on PurplePost.wiu.edu

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

University Offices: offices or centers on campus who provide involvement opportunities for students

Student Organization Registration Procedures

Registration is reviewed annually by your Office of Student Activities (OSA). All existing RSOs will re-register with PurplePost annually with a **May 15th deadline** for the following academic year. This timeline will collect the most current contact information prior to students' departure for the summer and allow students to focus on recruitment in the fall rather than paperwork. Furthermore, the OSA reserves the right to withhold registration of any organization. Social fraternities and sororities should refer to page 10, and Sports Clubs should refer to page 12 for additional registration procedures. Some semesters might include a quick officer update.

- I. **Registration is an annual requirement of all WIU student organizations.** Registration is a completely paperless process. Information is available at PurplePost.wiu.edu or at wiu.edu/soc.

- II. **Process for Registration of Existing Organizations**
 - a. **Registration Deadlines:** The registration deadline for existing organizations is May 15. If a current organization fails to register by the deadline, their student organization privileges will be temporarily suspended and their PurplePost account Frozen until the registration process is completed. If their registration is not completed by the end of the summer, the organization will lose its privileges for the remainder of the year and will not be allowed to renew its registration until the following academic year. Organization privileges include, but are not limited to, reserving meeting rooms and event space, utilizing organization accounts, and holding events.
 - b. Visit your organization at PurplePost.wiu.edu. Be sure to log in using your ecom username and password. Click on the button at the top of the page that says "Register" and follow the steps.
 - i. Permission to register each organization is restricted to current officers of each RSO.
 - ii. If you aren't on the Roster, click the "Join" button on your RSO's page and then contact the Office of Student Activities at osa@wiu.edu.
 - c. In the application, you will need the following items in order to complete it:
 - i. Electronic copy of group's constitution (dated within 2 years)
 - ii. President's & Treasurer's Name, WIU ID, WIU email, and phone number
 - iii. WIU Faculty/Staff Advisor's name, title, WIU email, and phone number
 - iv. List of at least 10 members' WIU email addresses

- v. PLEASE NOTE: The following policies must be read to and reviewed by the entire organization and indicated as done in the application: Alcohol and Alcohol Philanthropy, Hazing, Nondiscrimination, Poster Distribution, Trademarks and Logos, Risk and Liability, Solicitation/Fundraising, and Anti-Harassment.
 - vi. Optional items to gather include: Graduate Advisor's name & email address, photo for profile, mission/purpose of your organization, external website address, and URLs for Facebook, Twitter, Flickr, YouTube.
- d. After completing the application, be sure to click "Submit".
 - e. Ask your WIU Faculty/Staff Advisor to complete the Advisor Agreement for the appropriate year, available under Campus Links on PurplePost.wiu.edu. Registration won't be approved until both the application and the advisor agreement are completed!
 - f. **Notification of Registration Status:** After the staff of the SOC review the information to verify that the conditions for maintaining registration have been met, the organization President and WIU Faculty/Staff Advisor will get a message indicating either:
 - i. Approved: no further steps are necessary, the organization is registered.
 - ii. Denied: this message will come with additional instructions explaining the reason for denial. In most cases, following the instructions and re-submitting the application will lead to approval. It is vital the President follows up with a denial in a timely fashion in order to get the organization registered!
 - 1. To adjust an application after denial **DO NOT START FROM SCRATCH!** When logged in to PurplePost, click on "My Involvement" then "Submissions" then "Organization Registrations" and then on the magnifying glass to open for edits.
 - 2. A decision by OSA to deny registration may be appealed to the Associate Vice President for Student Services.

III. Process for Registration of New Organizations

- a. If you are starting a new organization, please schedule a meeting with the Graduate Assistant for the Student Organization Center or the Assistant Director for Leadership & Service. Registrations from new organizations are accepted on a rolling basis throughout the year. Registration must be approved prior to participation in the activities fair.
- b. Go to PurplePost.wiu.edu and Log In using your Ecom username and password. If you haven't done so yet, activate your personal account and set up your personal profile (set privacy settings, choose your interests).
- c. Click on "Organizations" on the menu and scroll down to find the button that says, "Register a New Organization" to create a Registration Application.
- d. In the application, you will need the following items in order to complete it:
 - i. Electronic copy of group's constitution (dated within 2 years)
 - ii. President's & Treasurer's Name, WIU ID, WIU email, and phone number
 - iii. WIU Faculty/Staff Advisor's name, title, WIU email, and phone number
 - iv. List of at least 10 members' WIU email addresses
 - v. PLEASE NOTE: The following policies must be read to and reviewed by the entire organization and indicated as done in the application: Alcohol and Alcohol Philanthropy, Hazing, Nondiscrimination, Poster Distribution, Trademarks and Logos, Risk and Liability, Solicitation/Fundraising, and Sexual Harassment.
 - vi. Optional items to gather include: Graduate Advisor's name & email address, photo for profile, mission/purpose of your organization, external website address, and URLs for Facebook, Twitter, Flickr, YouTube.

- e. After completing the application, be sure to click “Submit”.
- f. Ask your WIU Faculty/Staff Advisor to complete the Advisor Agreement for the current academic year, available under Campus Links on PurplePost.wiu.edu. Registration won't be approved until both the application and the advisor agreement are completed!
- g. **Notification of Registration Status:** After the staff of the SOC review the information to verify that the conditions for maintaining registration have been met, the organization President and WIU Faculty/Staff Advisor will get a message indicating either:
 - i. Approved: no further steps are necessary, the organization is registered.
 - ii. Denied: this message will come with additional instructions explaining the reason for denial. In most cases, following the instructions and re-submitting the application will lead to approval. It is vital the President follows up with a denial in a timely fashion in order to get the organization registered!
 - 1. To adjust an application after denial **DO NOT START FROM SCRATCH!** When logged in to PurplePost, click on “My Involvement” then “Submissions” then “Organization Registrations” and then on the magnifying glass to open for edits.
 - 2. A decision by OSA to deny registration may be appealed to the Associate Vice President for Student Services.

IV. Constitution Guidelines

- a. It is the responsibility of the RSO to create a constitution (typed and dated) with a copy to be kept on file under Documents on their page within PurplePost.wiu.edu. A copy of the RSOs most recent constitution must be submitted each year.
- b. A sample constitution and by-laws are available on the SOC website and on pages 13-15 of this manual to provide an example of format and also outline what elements are required within a Constitution, but can be adapted toward the specifics of your organization.
- c. The following articles must appear in each RSO's Constitution with this exact language:
 - i. **Membership Statement**
 - 1. Members and officers must be enrolled students at Western Illinois University.
 - 2. Non-students may act as associate members, but may not vote or hold office. (Social Greek organizations may omit #2)
 - ii. **Statement of Non-discrimination**
 - 1. This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not be limited to, recruiting, membership, organization activities, or opportunities to hold office.” (As exempted by Federal law, Social Greek organizations may omit “gender”)
 - iii. **Not-for-Profit Statement**
 - 1. This is a not-for-profit organization.
 - iv. **Statement of Non-hazing**
 - 1. This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.
 - v. **Statement of Compliance with Campus Regulations**

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

V. Requirements for Maintaining Registration

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

- a. The organization president and advisor agree to accept full responsibility for the group's adherence to its Constitution and By-Laws; University policies and directives by authorized University officials; the *Western Illinois University Student Handbook*; the *Western Illinois University Student Organization Registration & Policy Manual*; the *Western Illinois University Code of Student Conduct*; and local, state, and federal laws. Accordingly, the president and advisor must be familiar with such policies, laws, regulations, directives, and procedures and must educate the membership.
- b. Each RSO must complete the registration process on PurplePost.wiu.edu with OSA by the deadline given for the fall semester which includes:
 - Electronic copy of group's constitution
 - President's & Treasurer's Name, WIU ID, WIU email, and phone number
 - WIU Faculty/Staff Advisor's name, title, WIU email, and phone number
 - List of at least 10 members' WIU email addresses
 - Annual WIU Faculty/Staff Agreement
- c. RSOs shall abide by the following Western Illinois University nondiscrimination policy, except as exempted under federal or other legislative protections:
Western Illinois University complies with all applicable state and federal nondiscrimination laws, orders, and regulations. The University is an Affirmative Action and Equal Opportunity institution and affirms its commitment in all programs and activities to nondiscrimination on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status.
- d. Active membership in RSOs is limited to students currently enrolled at Western Illinois University. Other persons may be admitted to associate membership in an RSO if its constitution and by-laws so provide. The following functions and activities must be reserved for active members:
 - i. Holding office in the organization (Associate members may not hold office.)
 - ii. Presiding, officiating, voting, making or seconding motions at any meeting of the organization, or acting as a spokesperson (Associate members may attend and, as members of the audience, speak in meetings.)
 - iii. Working at tables and distributing materials on campus on behalf of the organization (Associate members may assist active members in working at tables provided that an active member is present at all times and responsible for the table and/or the distribution.)
 - iv. Soliciting funds on behalf of the organization (Associate members may not solicit funds.)
 - v. Sections ii through iv are not intended as a comprehensive definition of active membership (Other functions or acts may also indicate that a person is participating as an active member of an organization.)
- e. 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 OSA for more information regarding the role of the advisor.

- f. RSOs must maintain an active membership of ten or more members. If this is going to be an issue for your organization, contact OSA.
- g. All RSOs are expected to follow University rules and regulations governing the use of funds. **All** debts, whether incurred on or off campus, must be paid. Debts to the University will result in responsible parties being encumbered among other potential individual or organizational sanctions. (Refer to the statement of financial obligation on the Registration Application.) Any student-registered organization with outstanding debts to the University will have registration denied or suspended until all debt is paid in full.
- h. Organizations may not attempt to assume functions of established student or faculty government.
- i. Activities or organizations may not substantially interfere with the normal operations of the University.
- j. RSOs, in the conduct of their activity, cannot represent the institution without expressed prior written University consent, including, but not limited to, promotional items, t-shirts, or images on which the University name is present.
- k. RSOs cannot host events at which alcohol is present unless approved to do so by the Director of Student Activities (or designee) and, if approved, must follow proper risk management policies.

VI. Indemnification Clause

The registered student organization and its individual active or associate members shall indemnify, defend, and hold harmless the State of Illinois, the Board of Trustees, Western Illinois University, their officers, employees, and agents from and against liability, loss, claims, damages, or expenses, including reasonable attorneys' fees, arising from or related to the performance by the organization or their respective agents of any obligation or responsibility referenced in this *Western Illinois University Student Organization Registration & Policy Manual* or any other activity directly related to the student organization's activities, events, and function, but only in proportion to and to the extent such liability, loss, expense, attorney fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of the student organization, its individual active, associate members, guests or invitees directly related to the student organization's activities, events and functions.

VII. Privileges Within the University System

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

VIII. Review, Suspension, or Revocation of Registration

- a. If the University alleges that the organization, its officers, or its individual members have failed to comply with the obligations set forth under "Requirements for Maintaining Registration," the University may follow established University *Code of Student Conduct* policies and procedures to conduct an investigation and render sanctions or such other disciplinary policies and procedures as established through the University with respect to student organizations. The University may also conduct an administrative review and take summary action as it deems appropriate under the circumstances, with written appeals of each action to be reviewed by the Associate Vice President for Student Services.

- b. In the case of alleged violations of the obligations set forth under the “Requirements for Maintaining Registration,” the *Code of Student Conduct*, and/or the *Social Event Management Policy for Fraternities and Sororities* (if applicable), the Director of Student Activities, in consultation with the Associate Vice President for Student Services, has the authority to impose an immediate interim suspension on a student organization or selected privileges of a student organization pending the completion of an investigation and appropriate adjudication of the alleged violation. All subsequent investigations will be completed in a timely and judicious manner. The criteria to be used by the Director of Student Activities and the Associate Vice President for Student Services in making this determination are as follows:
- i. Whether the student organization poses a danger of serious physical harm or liability to themselves or others at the University
 - ii. Whether the student organization poses an ongoing threat of disrupting or interfering with the operations of the University
 - iii. Whether interim suspension is necessary to protect the health, safety, or welfare of the members of the student organization, others at the University, or the public

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

- i. Completion of a timely investigation of the matter by the University and/or any outside entity or entities having jurisdiction over the matter
 - ii. Completion of an appropriate adjudication process as indicated in the *Student Organization Registration & Policy Manual*
 - iii. Any hearing conducted pursuant to the interim suspension will be conducted following the completion of all investigation.
- c. The University may elect, in lieu of terminating registration, to impose educational and punitive measures against the organization and/or its officers.
- d. An organization whose registration is suspended loses the opportunity to use the name of the University, to use University facilities, to schedule events and/or activities on campus, and any other privileges as established by the University. A suspended organization must continue to comply with those requirements stipulated under “Requirements for Maintaining Registration.” Failure to comply with these requirements will prevent the suspended organization from having registration reinstated. If an organization’s registration is revoked, the organization will cease to be recognized by the University.

Greek Organization Registration

Registration is reviewed annually by your Office of Student Activities (OSA). All existing RSOs will re-register with PurplePost annually with a May 15th deadline for the following academic year. This timeline will collect the most current contact information prior to students' departure for the summer and allow students to focus on recruitment in the fall rather than paperwork. Furthermore, the OSA reserves the right to withhold registration of any organization. . Some semesters might include a quick officer update.

I. Process for Registration of Existing Organizations

- A. Follow registration guidelines for student organizations outlined on pages 4-9.
- B. All Social Greek Letter Organizations must be approved by the Assistant Director for Greek Life Programs before registration will be completed.

II. Process for Registration of New Organizations

- A. A fraternity or sorority desiring establishment as a registered Social Greek Letter Organization must follow the Western Illinois University Expansion and Colonization Procedures available from the Assistant Director for Greek Life Programs.
- B. Then the registration guidelines for student organizations outlined on pages 4-9 must be followed.

III. Requirements for Maintaining Registration

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

- A. Follow maintaining guidelines for Registered Student Organizations (RSOs) outlined on pages 4-9.
- B. Social Greek Letter Organizations are required to be members (or colonies) in good standing of the most appropriate governing council among Interfraternity Council, Panhellenic Council, or United Greek Council.
- C. Fraternal organizations that have lost University, national, or local organization recognition may not engage in any University event or activity. This includes, but is not limited to, use of the University name, funds, or resources; use of the organization's symbols, name, nickname, ritual, mascot, or organization letters; or recruitment activities. Registered campus organizations are not permitted to cohost or cosponsor any type of event with an unrecognized organization.
- D. The organization president agrees to accept full responsibility for the chapter and its members' adherence to the Constitution, By-Laws, rules, and judicial procedures of the respective governing associations (Interfraternity Council, Panhellenic Council, or United Greek Council) and those of their national/international affiliates; University policies and directives by authorized University officials; Greek Life policies; the *Western Illinois University Student Handbook*; the *Western Illinois University Student Organization Registration & Policy Manual*; the *Western Illinois University Code of Student Conduct*; and local, state, and federal laws. Accordingly, the organization president must be familiar with such policies, laws, regulations, directives, and procedures and must educate his or her membership. In addition, failure to comply with such by organization members, organization leaders, or the organization itself may result in withdrawal of the organization's registration.
- E. Each organization must file a current certificate of insurance providing, at minimum, \$1 million of general liability coverage. The following statement is required to be on the certificate, "Western

Illinois University and its Board of Trustees are Additional Insured with respect to liability arising out of the use of premises leased to or used by the Insured.”

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

Sport Clubs Registration

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

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

While Campus Recreation organizes sport clubs, they must also register with OSA each year. **Sport Clubs follow the registration guidelines for student organizations outlined on pages 4-9.** Campus Recreation advises and administers funds to sport clubs. It is the responsibility of each sport club to contact Campus Recreation at (309) 298-1228.

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

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

Sample Student Organization Constitution

This sample constitution is provided by the Office of Student Activities to assist your student organization in creating a constitution, which meets the standards for officially registering your organization with Western Illinois University.

The **starred articles MUST BE included as well as the date of adoption/revision. Article III, VI, VII, IX, & X MUST use the EXACT language included on this sample. You may add parameters to Article III after stating points 1 & 2.**

This sample must be re-typed.

STUDENT ORGANIZATION CONSTITUTION SAMPLE

*Date of Adoption and/or Revision

ARTICLE I – *Name*

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

ARTICLE II – *Objectives*

The objectives of the organization shall be:

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

ARTICLE III – **Membership** (*Must Be Included Exactly as Found Here; Additional Info is Optional*)

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

ARTICLE IV – *Officers* (*Make specific to your organization. President & Treasurer are required. Procedures for election/removal must be democratic.*)

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

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

ARTICLE V – *Voting*

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

ARTICLE VI – Not-for-profit Statement *(Must Be Included Exactly as Found Here)*

This is not-for-profit organization.

ARTICLE VII – Statement of Non-discrimination *(Must Be Included Exactly as Found Here)*

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office. (As exempted by Federal law, Social Greek organizations may omit “gender”)

ARTICLE VIII – *Financial Obligation*

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

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

ARTICLE IX – Statement of Non-Hazing *(Must Be Included Exactly as Found Here)*

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

ARTICLE X – Statement of Compliance with Campus Regulations *(Must Be Included Exactly as Found Here)*

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

SAMPLE BY-LAWS

Cabinet

I. President

- a. Coordinates all activities of the organization
- b. Acts as liaison to University community
- c. Serves as official representative of organization
- d. Calls regular and special meetings
- e. Presides at meetings
- f. Prepares agenda for meetings

II. Vice President

- a. Assumes duties of president, when necessary
- b. Assists president in coordinating activities

III. Secretary

- a. Maintains accurate and current information of the organization and membership
- b. Assists president and vice-president to coordinate organization activities
- c. Keeps accurate minutes of each meeting and forward copies to other officers
- d. Keep attendance records for meetings.

IV. Treasurer

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

Meetings

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

Please Note: a description of officer duties must be included either in bylaws or built within the constitution. WIU requires a President, Treasurer, and WIU Faculty/Staff Advisor for all Registered Student Organizations.

Selected University Policies

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

Alcohol Philanthropic Policy

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

Alcohol Policies

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

- Students and/or their guests under 21 years of age may not possess or consume alcoholic beverages on University property.
- The possession of alcoholic beverages in open containers by students and/or their guests is prohibited on University property, except as specified by University policy.
- Students and/or their guests may not sell or affect the delivery of alcoholic beverages on University property.
- Students may not purchase alcoholic beverages with University-approved student fees or with any other student funds that are collected and administered by a University office or agency.
- Student organizations are expected to abide by State laws and institutional policies concerning alcoholic beverages. The University will not sanction or approve an off-campus event sponsored by a student organization where alcoholic beverages are served or provided by the organization as a part of the event.
- 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.
- 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.

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

- If alcohol is going to be served at an event, arrangements must be made with Scheduling and Event Services, (309) 298-2428, at least two weeks prior to the event. There must also be a provision sponsor for a conference; convention; or educational, cultural, or political activity where alcoholic beverages are served.
- 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.

Anti-Harassment Policy

Western Illinois University strives to provide an educational and working environment that is free from harassment for faculty, staff, and students. We are committed to providing an environment that values diversity and emphasizes the dignity and worth of every individual, an environment in which every individual is treated with respect. Harassment in any form is contrary to these goals and fundamentally at odds with the core values of Western Illinois University. Harassment is unacceptable and will not be tolerated. Incidents of harassment will be met with appropriate disciplinary action, up to and including separation or dismissal from the University. Any action taken as a result of a violation of this policy will be in accordance with the relevant collective bargaining agreements or University policies. The University defines harassment as verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status, and that:

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

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

Banner Display Policy – University Union Concourse

1. All scheduling of banners in the Union Concourse shall be coordinated by Scheduling and Event Services on a first come, first served basis. The banner area may be scheduled before banner approval from OSA has been granted.
2. All registered organizations must be currently registered by the Office of Student Activities. All banners must first be cleared through the Office of Student Activities and have a stamp of approval from that office prior to hanging. If banner is not approved, the scheduled area must be cancelled through Scheduling and Event Services.
3. There are a total of five banner areas in the University Union. The west wall of the SE entrance of the University Union will be divided into two (2) banner areas. The east wall of the Concourse will be divided into three banner areas. Banner(s) must be made of paper or other lightweight material. Banners must be horizontal, each no greater than 8-feet in length by 3-feet in height. One group may not schedule more than one banner area at one time.
4. The hanging time of a banner shall be limited to ten business days. The hanging placement of a banner shall be handled by Union Operations Staff. Banner spaces are available on a first come, first served basis. Requests for specific placements will not be taken.
5. 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.
6. Banners will be hung by the Union Operations staff beginning at 12 noon on the scheduled date. Organizations must periodically check banners to avoid any problems during the display period.
7. If an event/program date is displayed on the banner, the Union Operations staff will remove the banner once that date has passed. All other banners will be removed on the final schedule day by 12 noon. Only banners marked “**save**” will be kept in Scheduling and Event Services until 4:30 p.m. on the Monday following the last scheduled date, at which time the banner will be disposed of.

Content of Banners

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

Catering

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

Chalk Writing Policy

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

- Chalking is limited to registered student organizations and University divisions, departments, and offices that are conducting University business. The only exception to this policy is the advertising of events (generally charitable in nature) that are sponsored by not-for-profit organizations or agencies within the community of Macomb.
- Campaigning or personal dialogs/opinions are not permitted.
- Promotions of alcohol events including "all U" parties are not permitted.
- Profanity, obscenity, and the promotion of illegal acts are not permitted.
- The sponsor of an event, date, time, and location of the event must be included in all chalking.
- Each organization/office is responsible for removing the chalk as soon as possible after the event takes place (if weather does not remove the chalk) as a courtesy to other groups.
- Specific areas are designated as no chalking areas. These include:

Walls	Trash Cans	Buildings	Steps	Bricks
All other vertical surfaces not listed				
- Groups will be charged for clean up if chalking occurs in prohibited areas, advertises something other than a campus-wide event, or is not removed within a reasonable time frame after the event occurs.

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

Copy Services

Copy services are available through Document and Publication Services (DPS) to all registered student organizations. DPS offers a wide range of services for students, including high-quality color and black printing and copying, binding, CD burning, and more.

DPS prints directly from network or portable media and makes copies from hard-copy originals. Students may select from a variety of finishing options: coil, comb, and perfect binding; three-hole punching; and stapling. Additional services include collating, folding, perforating, numbering, and scoring.

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

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

Driving Policy for Student Organizations

Western Illinois University's registered student organizations are allowed access to University vehicles for organization-sponsored trips. Only employees of WIU are allowed to drive University vehicles.

Graduate or undergraduate students not employed by WIU cannot drive University-owned vehicles.

Undergraduate students may only drive University vehicles if they are employed and paid to drive by the University. In addition, if they will be driving outside of a 30 mile radius of Macomb, the organization will need to attain the appropriate VP's approval in writing, which should be forwarded to HA-Cox@wiu.edu or LM-Waller@wiu.edu in Transportation Services before the trip will be approved.

Final Exams & Scheduled Activities Policy

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

Hazing Policy

Hazing of any type whether committed or arranged by individual students or members of recognized student organizations is an unacceptable practice at Western Illinois University.

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

It shall not be an acceptable defense to a charge of hazing to claim that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

Information Table Reservations

In Union Concourse: To reserve the use of a table in the Union Concourse, an organization must contact Scheduling and Event Services, (309) 298-2421 or submit the event through [PurplePost.wiu.edu](https://purplepost.wiu.edu). These tables are scheduled on a first come-first served basis. The tables are set up along the wall between the Apple Store and the Bookstore. There are a total of seven tables that can be set up, and the Union will determine the placement of these tables. Sponsors shall be at the table at all times. If the table is not staffed, it will be removed for the day.

- Table usage by on-campus registered student organizations and University agencies may be scheduled for a maximum of three days in one week.
- No table rental will be assessed to a registered student organization distributing material (for which there is no charge) promoting that organization.
- New or prospective student organizations are permitted the use of one table in the concourse for one three-day period, providing the purpose is to solicit membership.
- A \$10 per day per table charge will be assessed to registered student organizations soliciting donations, selling or taking orders for a product or merchandise (raffles included), and selling tickets to a specific program.
- The sale of food or any edible material must have prior approval of Scheduling and Event Services. Any food, beverage, or candy items to be sold in the Concourse must be purchased University Food Services or be pre-packaged from an approved vendor. There will be no promoting of alcoholic beverages or selling food or drink.
- An organization must pay the table rental charge in advance before occupying the table. Scheduling and Event Services shall determine final table rental charges.
- A \$20 no show charge will be assessed if sponsoring organization does not utilize scheduled table.

In Residence Halls: 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. 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 business days of submitting the [request form](#). Standard set-up includes one table and two chairs.

- Table reservation requests must be submitted at least seven (7) days in advance of the desired date.
- Table reservation is limited to dinner hours (5:00 pm – 7:00 pm) on Tuesdays, Wednesdays, and Thursdays.
- The purpose of the information to be presented to students should in no way, conflict with the mission of University Housing & Dining Services.
- Individuals or organizations who violate any University policy, and/or employ any form of deception in the completion and submission of necessary University Housing and Dining Services request materials or who misrepresent their activities or services in their communications with any University personnel or resident, will be prohibited indefinitely from future activities in any University Housing & Dining Services areas and any permissions already granted for activity may be revoked.
- Table usage by on-campus registered student organizations and University agencies may be scheduled for a maximum of five (5) times/semester.
- Participants must leave the area in the order it was when arriving. All materials must be cleaned up upon departure.

- Solicitation of goods and services, and exchange of cash or credit card information is prohibited.
- Participants must remain at the table. If they leave to approach students, they will be asked to leave the building.

Lighting and Sound (WESTEC)

WESTEC is a student-run sound, light, and projection service, which can enhance an organization's production of an event. WESTEC services are available for on-campus events only. In order to request the lighting and sound services of WESTEC, a form must be filled out and submitted to WESTEC. This should be done at least **two weeks prior** to your event. (Services can also be requested through Event Submission on [PurplePost.wiu.edu](https://purplepost.wiu.edu). For further information, please contact WESTEC at (309) 298-3210. [The WESTEC office is located in the basement of the University Union.]

Mailing Services

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

Master Calendar

University Publications oversees the University Master Calendar. Events planned, financed, publicized by, or otherwise identified with Western Illinois University may be entered on the University Master Calendar, which is available on Western's home web page by clicking on "View All Events" and then "Submit a Public Event." Campus departments, employees, and organizations can use the electronic submission form at the URL above to add on-campus sponsored events to the calendar. This calendar increases awareness of what is occurring on campus and helps avoid scheduling conflicts. It is important that organizations submit all event details to University Relations at the earliest possible date to be included on the Master Calendar.

Nondiscrimination Policy

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

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

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

Gifts to Students/Non-Employees

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

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

Contributions to Organizations

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

1. Non-cash
 - a. The contribution is in the form of a plaque, trophy, sweatshirt, etc., and is inscribed with the name/initials of Western Illinois University. (Gift certificates are not allowed.)
 - b. The contribution has a unit value less than or equal to \$75 and is approved by the fiscal agent, or the contribution has a unit value over \$75 but less than or equal to \$150 and is pre-approved by the University President or respective vice president. Non-cash contributions greater than \$150 are prohibited from University funds.
2. Cash
 - a. The contribution is in accordance with the purpose of the account and is paid from award and grant (9000) funds.
 - b. The contribution is pre-approved by the University President or the respective vice president.

Prizes/Awards

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

Promotional Items

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

1. Tangible items (e.g., cups, pencils, pens, sweatshirts, etc.) – The purchase of tangible promotional items from University funds with retail unit values of less than or equal to \$100 is permissible **with the approval** of the University President or the respective vice president. The purchase of tangible promotional items with unit values greater than \$100 is prohibited from University funds.

2. Services (e.g., tickets, season passes, etc.) – The promotion of an activity by giving away services is permissible from University funds with fiscal agent approval if the service has a retail value of less than or equal to \$100. Services with a retail value greater than \$100 **require the approval** of the University President or the respective vice president.

Raffles (Including Cash and Non-Cash Prizes)

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

1. Overview

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

2. Sponsoring Organization's Obligations

1. Regardless of the amount of the raffle prize (cash or non-cash), the organization conducting the raffle should notify the Office of the VPAS of the intent to hold a raffle. This office can be reached by phone at (309) 298-1800 or in Sherman Hall 200.
 1. Notice should be given to the Office of the VPAS 30 days prior to the date of the raffle drawing.
 2. The VPAS will issue a raffle registration form for completion.
 3. Upon receiving the completed form, the VPAS will ensure proper vice presidential or presidential approval based on the anticipated value of the raffle prize.
 4. If applicable, the VPAS will also distribute the appropriate IRS forms to the contact of the sponsoring organization.
2. Include the following statement in all marketing or promotional material regarding the raffle: "Winners will be responsible for all taxes associated with prizes."
3. At the time of the raffle drawing, before the winner receives his or her cash or non-cash prize, the sponsoring organization must ensure the following:
 1. The winner has provided his or her name, address, and social security number (SSN) or Individual Taxpayer Identification Number (ITIN). If the winner refuses to provide this information, an attempt should be made to collect this information by sending the winner a copy of Form W-9, "Request for Taxpayer Identification Number and Certification."
 2. The winner has completed the appropriate state and federal tax forms as described in the full policy.

3. Once identifying information and forms are collected, they should be sent to the VPAS in Sherman Hall 200.
4. If applicable, the proper amount is with-held or collected from the winner prior to giving the prize.

Office Supplies

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

Poster Distribution

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

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

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

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

Table Tent Policy

All scheduling of table tents in the University Union shall be coordinated by Scheduling and Event Services on a first come, first serve basis. A total of three table tents will be allowed to be scheduled

consecutively in the Food Court and Murray St. Café areas. Table tent reservations will be limited to five days – weekends included. One registered student organization or department may not schedule more than one table tent at one time. Table tent reservations must be made prior to table tent approval has been granted.

All table tents must be approved by Scheduling & Event Services staff for content and size prior to distributing. Approved table tents must be free-standing; no flat sheet advertisements will be approved.

Table tents must be distributed to the approved locations (tables in Food Court and Murray St. Café) and removed by the issuing person(s) or organization(s) per the dates of the table tent reservation.

Registration Deadline Policy

The registration deadline for student organizations is **May 15**. All organizations will register with PurplePost in the spring semester for the next academic year to ensure the most accurate info possible is collected. OSA reserves the right to conduct an officer update process anytime. If an organization fails to register by the deadline, their student organization privileges will be temporarily suspended until the registration process is completed. If their registration is not completed by the end of the summer, the organization will lose its privileges for the remainder of the semester and will not be allowed to renew its registration until the following academic year. Organization privileges include, but are not limited to, reserving meeting rooms and event space, utilizing organization accounts, and holding events.

Risk and Liability Policy

Western Illinois University in conjunction with Chicago State University, Governor's State University, Northeastern Illinois University, and Eastern Illinois University participates in the State Universities Risk Management Association (SURMA) Self-Insurance Pool. The program covers civil liability for bodily injury, personal injury, and damage to tangible property resulting from occurrences in the conduct of University business and damages arising out of professional services. Students, while enrolled in a practicum or other training program authorized by WIU and while acting within the scope of their duties, and University faculty and staff of Western Illinois University, are "covered persons" under this self-insurance program and are subject to its terms and conditions. The coverage of faculty, staff, and students is limited to occurrences or professional services that fall within the scope of this program. Organizations or individuals not directly associated with the University but using University-owned facilities, including all fraternities and sororities, are required to either (1) provide to the University a certificate of insurance including the WIU Board of Trustees and Western Illinois University as an additional insured for no less than \$1 million combined limits or (2) purchase coverage for the event through the Tenants and Users Liability Insurance Policy. The Tenants and Users Liability Insurance Policy, which provides affordable General Liability insurance, is available to tenants, users, and renters of Western Illinois University facilities. Protection is provided against negligent acts for which the group or organization may be held responsible for property damage or bodily injury. Western Illinois University is named as an additional insured. The cost of the coverage is a per-day charge based on the type of event and number of people attending the event. Non-University groups should be directed to the Office of the VPAS, (309) 298-1800, for cost estimates.

For groups needing assistance in acquiring a Certificate of Insurance or if there is doubt regarding whether a specific organization is covered through the University plan or needs certification of separate insurance coverage, please contact the Office of the VPAS at (309) 298-1800.

Solicitation and Fundraising

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

Charitable Solicitation on Campus

Registered Student Organizations shall be granted permission to solicit contributions and conduct fundraising activities for charities whose purpose it is to benefit society or any considerable part thereof through benevolent and humanitarian activities without the enhancement of the private wealth of any individual associated therewith.

Approval No person shall conduct such activity without first having procured credentials or identification as an agent for an activity. At least three days prior to the commencement of solicitation, organizations must submit via [PurplePost.wiu.edu](https://purplepost.wiu.edu) to the Director of the University Union a request for permission to engage in charitable solicitation on campus.

Scheduling Campus Events

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

Hanson Field/ Western Hall (non-athletic events)

Scheduling & Event Services: (309) 298-2421

Brophy Hall/Brophy Hall Tennis Courts

Kinesiology: (309) 298-1981

Classroom Buildings

Office of the Registrar: (309) 298-3115

Conferences and Camps

Conference Coordinator, UHDS: (309) 298-2413

East Intramural Fields, Student Recreation Center/Swimming Pools

Campus Recreation: (309) 298-1228

Multicultural Center

Casa Latina: 309.298.3379

GBCC: 309.298.2220

Women's Center: 309.298.2242

Horn Field Campus Lodge, Cabins, Ropes Course, & More

Horn Field Campus: wiu.edu/HFC, HF-Campus@wiu.edu, or (309) 833-5798

Kibbe Life Science Station: (309) 298-1546

Residence Hall Meeting Space

University Housing and Dining Services: (309) 298-3328

University Libraries: (309) 298-2762

University Union

Scheduling & Event Services: (309) 298-2421

University Union Hotel Rooms (for retreats, meetings, or speakers/performers)

Union Service Center: (309) 298-1941

Scheduling Procedures for the University Union

Located on the first floor of the University Union, Scheduling and Event Services can assist organization members or advisors with the following: reserving rooms and audiovisual equipment for organizational meetings in the University Union; events and special events; reserving space and tables in the concourse; scheduling food service on campus and in the Union, outdoor events, and non-athletic events in Western Hall and on Hanson Field.

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

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

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

Special Events Policy

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

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

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

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

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

Permit Required

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

Application

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

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

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

Standards for Denial of Permit

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

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

Indemnity Agreement

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

Limitation of Liability

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

Public Notice Required

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

Sanitation and Clean-Up

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

Other Permits Required

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

Revocation of Permit

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

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

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

Appeal Procedure

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

Western Illinois University Trademark Licensing Program

The Western Illinois University Trademark Licensing Program is administered by the Division of Advancement and Public Services. The program regulates, promotes, and protects the use of the University's name and trademarks/logos. Trademark registration ensures protection of the University's integrity and identity while providing royalty income that benefits University Marketing, Athletics, and Alumni Programs. The program further promotes Western Illinois University's reputation by ensuring that products bearing the University names and/or marks are of high quality and good taste.

Written consent is needed from the Trademark Licensing Administrator for use of the University name and/or marks for anything other than official University business. This requirement applies to student groups and organizations who wish to use University name in affiliation with their group or activities, as well as those

groups that want to use the University's identifying marks. Student organizations may receive permission to use a University name and/or mark on items produced for member use only. A club team may use the University name and/or mark as part of its uniform, provided the item is not issued or made available for sale to anyone other than team members. Student organizations and clubs are prohibited from using the University seal or logos on letterheads, business cards, or other identifying materials. Student organizations and club teams **may** be granted permission to sell t-shirts and other items outside of their membership. This permission is granted on a case-by-case basis. Any University-sanctioned club or organization using the University's name and/or identifying trademarks without prior permission is subject to loss of privileges (i.e. practice times, facility usage, etc.)

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