



# Student Organization Handbook

2020-2021

**Kimmel Student Involvement Center  
Box 1168  
Morris University Center, First Floor**

**(618) 650-2686**

**[www.siue.edu/kimmel](http://www.siue.edu/kimmel)**

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## **University Mission**

Southern Illinois University Edwardsville is a student-centered educational community dedicated to communicating, expanding and integrating knowledge. In a spirit of collaboration enriched by diverse ideas, our comprehensive and unique array of undergraduate and graduate programs develops professionals, scholars and leaders who shape a changing world.

## **Statement on Diversity**

The SIUE Statement on Diversity reflects SIUE's commitment to recognizing and valuing the contributions of the breadth of humankind. This statement, adopted in April 2013, replaces an earlier version:

All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice and the development of full human potential, we must build on this diversity and inclusion.

- Southern Illinois University Edwardsville nurtures an open, respectful, and welcoming climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.
- Southern Illinois University Edwardsville is committed to education that explores the historic significance of diversity in order to understand the present and to better enable our community to engage the future.
- Integral to this commitment, Southern Illinois University Edwardsville strives for a student body and a workforce that is both diverse and inclusive.

## **Sexual Harassment Policy**

Each member of the University community shares a common responsibility to maintain an environment free from sexual harassment, including sexual violence. Individuals who have concerns about sexual harassment should seek assistance or advice. Individuals are not required to reveal their identity in seeking advice, however, it may be necessary to reveal identity for the purpose of investigation. Members of the University community who have knowledge of such incidents should encourage victims of sexual harassment to consult with sexual harassment information advisors, if needed.

# **Kimmel Student Involvement Center**

## **Mission Statement**

The Kimmel Student Involvement Center offers educational, cultural, and social enrichment opportunities that support student learning and campus life through participation in structured leadership experiences, campus organizations, and volunteerism to develop a life-long appreciation of diversity, recognition of the value of involvement, responsible decision making, and professional and personal development.

## **Goals**

To provide enrichment opportunities for students, student organization advisors, and staff that foster growth and development. To provide programs and services that meet the educational, cultural, social, and diverse needs of the University community and enhance campus life. To strengthen collaborative relationships with academic affairs, University units, and the surrounding community to enrich student learning and enhance co-curricular opportunities for students. To promote the programs and services of the Kimmel Student Involvement Center and to enhance its image and visibility in the University community through continued development of promotional initiatives. To engage in an effective process that assesses outcomes and ensures continuous quality improvement.

## **Information and Services**

**Hours:** 8:00 a.m. – 4:30 p.m. Monday - Friday  
**Location:** Morris University Center, First Floor  
**Phone:** 618.650.2686  
**Website:** [www.siu.edu/kimmel](http://www.siu.edu/kimmel)

The Kimmel Student Involvement Center staff assists SIUE student organizations, provides leadership training and programming assistance, encourages service to the university and community, and coordinates a variety of programs and services. The staff works closely with Student Government, Campus Activities Board, fraternities and sororities, and more than 300 Recognized Student Organizations. This section will acquaint students with the many resources available, along with applicable policies and procedures.

## **SERVICES**

### **Student Organization Assistance**

The Student Organization Handbook addresses many questions student organization officers raise and provides assistance interpreting the information specific to their situation. The Kimmel Student Involvement Center staff can respond to questions on fund-raising ideas, recruitment and retention of members, funding procedures, and many other matters. If an evening meeting is required, the staff is willing to meet during those times by appointment. A number of leadership resources are available in the Kimmel Student Involvement Center to assist organizations with icebreakers, team building, and communication exercises.

### **Program Planning**

Program planning assistance is available to all student organizations. For assistance, contact the Student Government Office at 618.650.3818, or stop by their office located on the upper level of the Student Success Center.

### **Desk/Storage Space**

The Kimmel Student Involvement Center has desk space and storage lockers to accommodate a limited number of Registered Student Organizations. During fall semester, all Registered Student Organizations are invited to apply for office or storage space. Desks and file cabinets are provided for groups assigned office space, and a metal locker and key are provided for groups assigned storage space. Applications for space are available in the Kimmel Student Involvement Center during fall semester. Student Government's Student Organization Advisory Board (SOAB) reviews the applications and recommends office assignments to the Kimmel Student Involvement Center.

### **Community Engagement**

Community Engagement is located in the Kimmel Student Involvement Center and serves as the central referral service for volunteer opportunities. House Bill 2571, passed by the Illinois General Assembly in September 1989, mandates that all students be strongly encouraged to provide at least 30 hours of service per year. Refer to the Community Engagement section of the Kimmel Student Involvement Center webpage for a complete list of volunteer opportunities and dates for the fall and spring volunteer fairs, or contact the Assistant Director of Community Engagement or their designees.

## **PROGRAMS**

### **Leadership Exploration and Development Program (LEAD)**

The Student Leadership Development Program provides opportunities for students to develop leadership skills, gain practical experience, and increase civic awareness through participation in leadership modules and community service. The program is free, and students are advised to enroll in the program as early as possible. Involvement in the program is designed to accommodate each student's interests and schedule. There is no time limit for the program.

### **Activities Fairs**

Registered Student Organizations may have informational booths during the Cougar Welcome Activities Fair held in the Fall semester, and at the Activities Fair held during the beginning of Spring semester. Participation in Activities Fairs gives student organizations the opportunity to recruit members and promote their organization. If a student organization registers to request a table at the Fall or Spring Activities Fair, but does not participate and provides no cancellation update to the Kimmel Student Involvement Center, they will be restricted from participating in the next Activities Fair.

### **Alcohol and Drug Awareness Program**

The Alcohol and Drug Awareness Program is coordinated through Counseling Services. For information regarding programs or alcohol and drug awareness issues, contact Counseling Services at (618) 650-2197.

## **Blood Drives**

The Kimmel Student Involvement Center, in cooperation with the American Red Cross and Mississippi Valley Regional Blood Center, coordinates monthly blood drives throughout the year. Student organizations interested in sponsoring, donating, or volunteering at a blood drive should contact the Kimmel Student Involvement Center.

## **The Kimmel Leadership Recognition Program**

Each spring the Kimmel Student Involvement Center honors outstanding organizations, students, faculty, staff, and community members for their contributions to the campus and community.

### **Awards**

#### **Individual Awards**

##### *Outstanding Student Leader Awards*

Available to SIUE undergraduate and graduate students (at least sophomore academic status) who have made significant contributions to the SIUE co-curricular experience through leadership and service.

##### *Outstanding Student Organization Officer*

Available to SIUE undergraduate and graduate students who serve as an officer of a registered SIUE student organization. These individuals have gone above and beyond their duties to ensure the success of the student organization. These individuals must be nominated by another member of the organization or an SIUE faculty/staff member.

##### *Greek 360 Award*

Award will be given to an outstanding member of an SIUE fraternity or sorority who has also made substantial contributions to other SIUE organizations and the campus community. Two awards will be given, one to a member of a fraternity and one to a member of a sorority.

##### *Unsung Hero Award*

Available to SIUE undergraduate and graduate students who are a member of a student organization but do not hold a leadership role within the organization. These individuals have gone above and beyond the duties of a regular member of an organization to ensure the success of the student organization. These individuals must be nominated by another member of the organization or an SIUE faculty/staff member.

##### *Advisor of the Year*

Two advisors will be awarded the Advisor of the Year award. A "new" advisor will be selected from those nominees that have served as an advisor to their organization for two years or less. An "established" advisor of the year will be selected from those nominees that have served as an advisor to their organization for more than two years. Nominees should be those individuals who have displayed significant effort for the improvement and forward progress of the organization.

##### *Emerging Leader Award*

Available to SIUE undergraduate students who have demonstrated a significant, positive growth in their leadership skills over the course of the semester/year, and/or consistent and apparent implementation of their leadership and talents.

#### *Kimmel Scholarship*

Recognizes and honors SIUE students for their academic achievement, outstanding leadership, and community service contributions. The award provides tuition for one academic year of full-time study. This award is presented during the Kimmel Leadership Awards Ceremony in the Spring. Applications are available during Spring semester.

#### *Kimmel Community Service Awards*

Recognizes and honors members of the community who have demonstrated outstanding volunteer community service. Applicants or nominees must be residents of Illinois or Missouri for at least two years, must be eighteen-years-old, and must volunteer with at least once community agency, organization, or business for at least two or more continuous years. Applicants or nominees should demonstrate outstanding community service to the citizens of Illinois or Missouri and document their leadership roles and responsibilities assumed.

### **Organization Awards**

#### *New Organization of the Year*

This award recognizes a student organization that was recognized as an official SIUE student organization over the last 18 months. The organization will demonstrate a progression of growth throughout the year as indicated by their programming and membership. Along with fostering personal and professional excellence in its members, this organization will have an impact on the SIUE community.

#### *Organization of the Year*

This award recognizes a student organization that has made major contributions to the University and community will significantly enhancing campus life. Awards will be given in two categories:

- Organizations with less than 25 members
- Organizations with 25 or more members

\*Organizations must be in good standing with the Kimmel Student Involvement Center to be eligible. This includes, but is not limited to, submitting registration paperwork, having no outstanding debts, and having no pending disciplinary actions against the group or its members.

### **Program Awards**

Student Organization Program of the Year applications will be accepted for the following categories. You will select which award you are applying for. This form may be submitted multiple times for different Programs/Projects.

- ***Social Program of the Year:*** The program that receives this award will be a social program sponsored by a student organization at SIUE that contributed to the broader mission of SIUE and encouraged students to interact positively with their peers and community. This must have occurred on the SIUE campus.
- ***Educational Program of the Year:*** The program that receives this award will be an educational program sponsored by a student organization at SIUE that contributed to the broader mission of SIUE and encourages students to

continue their learning outside of the classroom. This program must have occurred on the SIUE campus.

- ***Diversity Program of the Year (Dr. Narbeth Emmanuel “We Are One” Diversity Award):*** The program that receives this award will be a diversity program sponsored by a student organization at SIUE that allowed a broad range of participants to experience and learn about diversity.
- ***Collaborative Program of the Year:*** The program that receives this award will be a program sponsored by at least two student organizations at SIUE that allowed participants to have a meaningful experience outside of the classroom. This program can be social, educational, or diverse in nature. This program must have occurred on the SIUE campus.
- ***Philanthropic Program of the Year:*** The program that receives this award will be a program sponsored by an SIUE student organization that serves as a fundraiser or supply drive for a non-profit organization. This program could have taken place on the SIUE campus or at an off-campus location.
- ***Community Service Project of the Year:*** This award will be given to an SIUE student organization who completed a service project that directly benefited a non-profit agency, community, or individuals. This project must have occurred off campus.

## Marketing & Communications Publicity Guidelines for Student Organizations

The University Marketing and Communications Department operates as an integrated marketing team for the University. Their services include strategy development, web strategy, interactive media, graphic design, publication and copywriting, media relations, advertising development, market research, event management, social media integration, email marketing, photography, video production, and more.

They work to build and manage SIUE's reputation among our key constituencies, and earn and protect the trust between SIUE and our publics. Student organizations play an important role in building the reputation of SIUE. We rely on you to help us protect the image and identity of the University. Students and organizations are doing great things at SIUE, and we want to ensure that the reputation of the University reflects your hard work and success.

In marketing and promoting your organization, please take advantage of the resources that are available, and be aware of the policies and requirements for representing the University.

### Graphic Design

The graphic design staff provides design and print production services. Designers produce a wide variety of printed products, ranging from University business cards and letterhead to award-winning brochures, student recruitment pieces, advertising, and institutional-level annual reports. Your organization is not obligated to use Marketing and Communications' design service, but any new design project intended to be seen by internal and external audiences must be approved by the Graphic Design Office. The graphic design staff is available for project consultation and wordmark and logo guideline assistance.

#### ***IMPORTANT!***

SIUE wordmarks and logos, as well as the names "Southern Illinois University Edwardsville" and "SIUE," are registered with the U.S. Patent and Trademark Office. SIUE may commence legal proceedings through the Office of General Counsel for trademark infringement to prevent unauthorized use of its name and trademarks. **Any and all use of SIUE trademarks (University wordmark, stylized SIUE, Cougar logo, etc.) must be approved.**

Any and all use of SIUE trademarks must be in compliance with the Visual Identity Requirements.

Contact University Marketing and Communications at [marketing@siue.edu](mailto:marketing@siue.edu) or (618) 650-3600 for more information or to request design approval.

Student Organizations may also utilize the services provided through the **Morris University Center Marketing** department, located in Room 2061 of the Morris University Center. The Morris University Center Marketing Department provides

marketing, promotional, graphic design, web and social media support for internal and external departments and student organizations.

### **Merchandise and Apparel**

The SIUE trademark licensing program promotes school spirit and pride by ensuring quality SIUE trademarked goods are available in the marketplace. It also protects the SIUE brand by ensuring consistency and compliance with trademark policy.

In order to use any of the SIUE Trademarks, including the wordmarks and logos, as well as the names “Southern Illinois University Edwardsville” and “SIUE,” you must work with one of our [approved licensees](#). All vendors working with SIUE trademarks must be an approved licensee. If your organization wants to work with a vendor who is not currently a licensee, instructions for the vendor to become licensed are available on the Marketing and Communications website. SIUE reserves the right, in its sole discretion, to approve or not approve the use of its marks on any product. Licensees must submit each product or design for approval, and SIUE will approve each use of its marks on a per-product, per-design basis.

Contact us with questions about purchasing SIUE merchandise and working with [licensed vendors](#) at [marketing@siue.edu](mailto:marketing@siue.edu) or (618) 650-3600.

### **Media Releases and Publicity**

You can contact University Marketing and Communications (UMC) at (618) 650-3600 or [marketing@siue.edu](mailto:marketing@siue.edu) concerning your activities and upcoming events, and to discuss future story ideas.

To publicize your organization:

1. Contact University Marketing and Communications as early as possible. We will need basic information (who, what, when, where, why) and a brief statement of purpose or background about the story. It is not necessary to write a complete press release.
2. Upcoming events and projects should be considered high priority story ideas. It is important that the stories are written prior to the event, so that the releases may reach media outlets before their deadlines.
3. UMC is always interested in features about individuals who have excelled or provided outstanding service to the University or the community, whether within your organization or on an outside endeavor.
4. UMC will try to arrange with the University Photographic Service for photos to accompany stories.

Many of your organization’s activities can be interesting news items.

- Upcoming events and projects
- Programs featuring a prominent person
- Activities that have a strong community impact
- Election of officers and special appointments
- Individual or group awards

Please be aware that University Marketing and Communications cannot guarantee that the media will use stories or that they will be published exactly as written.

### **Student Organization Webpages**

A student organization wishing to have an online space must work with the Kimmel Student Involvement Center. The Kimmel Student Involvement Center will develop the student organization online space through *Get Involved* at SIUE. *Get Involved* at SIUE is an online organization and involvement management tool. Each student organization will have a personalized website through this program which will allow them to communicate with members in an efficient way. This will be the primary means of communication from the Kimmel Student Involvement Center for student organizations.

### **Social Media**

Social media platforms are excellent tools to promote your organization and communicate with members. If your organization is using social media, it is important to recognize that publicly shared information, statements, and graphic representations online may have a significant impact on the reputation of the University and its programs. Social media accounts representing the University are subject to the [Social Media Policy for University Accounts](http://www.siue.edu/policies/5f5.shtml). (<http://www.siue.edu/policies/5f5.shtml>)

The full policy is available online, but several points are especially important for Student Organizations.

- **Account Naming** – Account names must be specific to your organization and respectful of all members of the SIUE community.
- **Account Registration and Managers** – Social media accounts representing the University must be registered with University Marketing and Communications. We will include your account in the University Media Center directory.
  - **Account Managers** –
    - Your organization must have *at least* two account managers for your social media account.
    - Your advisor must have access to your social media accounts and serve as an account manager. If your advisor is unable to serve as an account manager, a member of the University Marketing and Communications team will assist you.
    - You are responsible for your content.
    - When account managers are added/changed, you are responsible for notifying University Marketing and Communications.
- **Wordmark Usage** - All use of SIUE wordmarks and logos, as well as the names “Southern Illinois University Edwardsville: and “SIUE,” must be in full compliance with the Visual Identity Requirements and you must gain explicit written consent to use the SIUE wordmarks and logos through University Marketing and Communications. Trademark violations will be reported.
  - **Intellectual Property** – When posting content you did not create, you must cite the source.

- **Compliance with University Policy and Local, State and Federal Law** – You are responsible for complying with University policies and local, state and federal laws. Ultimately, you will be responsible if content is inappropriate or illegal.
  - **Protection of Private Information** – Be particularly careful in regards to private information. The University does not endorse social media as a secure means of communication for business transactions or matters involving personal information. Account managers must ensure that activity on social media platforms is in compliance with state and federal law (including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), all University policies and/or handbooks, and other applicable policies or regulations (such as NCAA regulations), and policies of national or parent organizations.
  - **Photo Releases** - You are responsible for ensuring that releases are acquired when necessary for photos and videos of individuals posted online. [Photo/video release guidelines](#) and approved release templates are available from University Marketing and Communications.
- **Compliance with Terms of Service** – You must comply with the Terms of Service for any social media platform you use. Terms of Service change regularly and account managers should stay apprised of changes. Accounts not in compliance with Terms of Service are subject to suspension or deletion without notice.
- **Compliance with the Policy** – Violations by student organizations will be reported to the Kimmel Student Involvement Center and the Office of the Vice Chancellor for Student Affairs pursuant to the [Student Conduct Code \(3C1\)](#). Account managers will be responsible for all content posted on a University-affiliated account.

#### **Do I need to register my account?**

The Social Media Policy for University Accounts does not apply to the following:

- Personal social media accounts
- Private groups that are not publicly accessible

We can provide you with resources to help make your social media efforts successful. Contact University Marketing and Communications [socialmedia@siue.edu](mailto:socialmedia@siue.edu) or (618) 650-3643 for questions regarding the Social Media Policy for University Accounts or assistance building your online presence.

#### **Photography and Videography**

If your organization is interested in documenting an event or program through photos or video, University Marketing and Communications (UMC) can help. Contact University Marketing and Communications at 618-650-3600 to schedule your event. For more information on pricing or to fill out a work order/request, visit the University Marketing and Communications website: <http://www.siue.edu/marketing-and-communications/>

Please note:

- UMC cannot guarantee availability. Please submit requests well in advance.

- Fees are charged for photography and videography. Pricing information is available online.
  - Photography pricing information:  
<http://www.siu.edu/marketing-and-communications/services/photography>
  - Videography pricing information  
<http://www.siu.edu/marketing-and-communications/services/video/video-production-pricing.shtml>
- Photo Service Information
  - Photo Services recommends photo requests between the hours of 8a.m.-4:30p.m. be scheduled at least one week in advance. Requests for evening hours and/or weekends should be scheduled at least two weeks in advance. If Photo Services is unable to staff after-hours or weekend assignments, we will attempt to schedule a professional freelance photographer for the event.
  - All photo Services requests must be made by submitting a work order. Once a work order is received, we will review and follow-up with a phone call or meeting if additional information is needed.
    - Fees are charged for photography and videography. Pricing information is available online.

### **Photo Releases**

You are responsible for getting a photo or video release form signed by the subject(s) of your photo or video if you are using their image to advertise your services or products. General photography or b-roll video showcasing a past event do not require a release. However, it is common courtesy to let your attendees know that you are taking photos or video at an event. If you are unsure whether you need a release, err on the side of getting a release signed. You may also call the University Photographer in Marketing and Communications at (618) 650-3362 with any questions.

University Marketing and Communications is happy to help you promote and grow your organization. Contact us at (618) 650-3600 if you have any questions or need assistance.

## **Collective Responsibility & Conduct Process**

Groups of students and student organizations are expected to comply with all University policies, including the Student Code of Conduct and all additional policies pertaining to groups and organizations. A group or organization may be held responsible for the actions and behaviors of its members and guests. The decision to hold a group or organization responsible as a whole is ultimately determined by examining all the circumstances of a situation and by considering factors including, but not limited to, whether the actions:

1. Were committed by one or more officers or authorized representatives acting in the scope of their group or organizational capacities;
2. Involved, were committed by, or were condoned by (actively or passively) a significant number of organization members, alumni, or guests;
3. Occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated about verbally or in writing by the group or organization;
4. Occurred at a location over which the group or organization had control at the time of the action;
5. Occurred at or in connection with an activity or event that reasonable people would associate with the group or organization;
6. Should have been foreseen by the organization or its officers, but reasonable precautions against such actions were not taken;
7. Were the result of an official policy or unofficial practice of the organization;
8. Would be attributable to the organization under the group's own policies (including local or national risk management guidelines); or
9. Were taken by individuals who, but for their affiliation with the organization, would not have been involved in the incident.

Or whether:

1. One or more officers or members of an organization fail to report knowledge or information about a violation to, or otherwise fail to cooperate with, appropriate University or emergency officials; or
2. The organization, or any member acting on its behalf, fails to satisfactorily complete the terms of any disciplinary sanction or outcome.

### **Collective & Individual Responsibility**

Groups of students and student organizations, as well as their members and officers, may be held collectively and/or individually responsible for violations of the Student Code of Conduct or other University policies.

### **PROTOCOL – STUDENT ORGANIZATION CONDUCT PROCESS**

- Staff, faculty, and students should submit reports of alleged student organization misconduct to Student Conduct/Office of the Vice Chancellor for Student Affairs. Reports should be submitted in writing for documentation purposes. (E-mail is acceptable.)

- Student Conduct will begin a preliminary investigation to gather basic facts. This may include further discussion with the reporting party/parties and, potentially, involved students/organization members.
- If this preliminary investigation supports an allegation of misconduct by the organization (not just an individual member), Student Conduct will notify organization advisors and/or national organizations as a courtesy and for possible investigation by the national organization.
- Student organizations will participate in a student conduct hearing, either administrative review or hearing panel review, depending on the severity of the alleged misconduct and the potential for suspension as an organization and/or individual students.
- If the alleged violation includes hazing or violence, the student organization may be issued an interim suspension until such time as the investigation and conduct process is concluded. If an organization is placed on interim suspension and the organization is part of a national/international organization such as a fraternity or sorority, Student Conduct will notify the organization leadership via phone call. Two SIUE staff members from the Office of the Vice Chancellor for Student Affairs, and the Assistant Director for Fraternity and Sorority Life (if applicable), will make this phone call.
  - We will notify the national organization that we have begun an investigation.
  - We will encourage the national organization to also investigate.
  - We will explain the conduct process, and the rights and responsibilities of the student organization during the process.
- Student Conduct will notify organization advisors and national organization, if applicable, of the outcome of any conduct proceedings. Kimmel Student Involvement Center staff will also be copied on any correspondence to the student organization, advisor(s), and national organization (if applicable).

## Student Organization Recognition

The Kimmel Student Involvement Center staff is available to assist students in forming a new organization, as well as aid existing organizations in maintaining recognition status and maximizing the benefits available to Recognized Student Organizations.

### STATUS DEFINITIONS

- Petitioning:** A group seeking recognized status.
- Recognized:** A student organization officially recognized by the Student Senate.
- Registered:** A Recognized Student Organization that has submitted current registration materials to the Kimmel Student Involvement Center and attended the Student Organization Leadership Orientation (SOLO).
- Restricted:** A Recognized Student Organization with limited privileges.
- Inactive:** A Recognized Student Organization that has not submitted current recognition materials and/or attended an officer orientation and, therefore, has no privileges.
- Probationary:** A Recognized Student Organization may be placed on probation for a specific time period with limited privileges as determined by the Director of the Kimmel Student Involvement Center for one of the following:
- Fewer than five members,
  - Lack of a Faculty/Staff Advisor,
  - Insufficient funds or a deficit balance in the organization's account,
  - Ineligible officer(s),
  - Privileges restricted by the Office of the Vice Chancellor for Student Affairs.
- Suspended:** A Recognized Student Organization that has been suspended for disciplinary or financial reasons. Suspended student organizations lose all privileges granted registered student organizations. An organization may be suspended for one or more of the following reasons:
- Insufficient funds in the organization's account,
  - Outstanding balance owed to off campus businesses or entities,
  - Violation of the *Student Conduct Code* document,
  - Violation of state or federal laws,
  - Disruption of the regular and orderly conduct of authorized University functions,
  - Interference with the safety, welfare, and rights of members of the University community, University guests, and local citizens,
  - Destruction of public or private property,
  - Provision of false information on organization records.
- Revocation:** A Recognized Student Organization may have its recognized status revoked for one or more of the following reasons:

- An organization consistently or seriously abuses University facilities or fails to comply with University policies and procedures.
- An organization is found guilty of violating University regulations under the *Student Conduct Code* document.
- An organization has not registered by the second Friday of the fall semester for two consecutive years.
- An organization's account has a deficit balance or insufficient funds for more than 90 days.
- An organization is found guilty of violating state or federal laws.

The Associate Director of the Kimmel Student Involvement Center or Student Organization Advisory Board Chair may recommend revocation of an organization to the Student Senate. Both the above named parties must review the proposed revocation. After the revocation has been reviewed, it will be forwarded to the Student Senate for revocation approval. An organization that is no longer officially recognized will cease to function. An organization whose recognition status has been revoked has the right to appeal the decision in writing to the Vice Chancellor for Student Affairs within ten working days.

A student organization may apply for official recognition one year after date of revocation by following the procedures for recognition.

**SIUE student organizations are expected to maintain good standing with any National, Regional, or Graduate umbrella organizations they are affiliated with. The Kimmel Student Involvement Center will enforce restrictions/sanctions placed on SIUE student organizations by National, Regional, or Graduate governing officers/boards of the umbrella organization. The Kimmel Student Involvement Center will also restrict the SIUE student organization with the same restriction/sanction as placed by the National, Regional, or Graduate governing officers/boards of the umbrella organization. This includes any notice of probation, suspension, cease and desist, warning or any other restricted status. This notification and subsequent reinstatement of good standing must be received in writing from the proper governing authority ordering the restricted status.**

## **PRIVILEGES AND BENEFITS**

All Recognized Student Organizations must register with the Kimmel Student Involvement Center for use of campus services. The following privileges and benefits are available only to registered student organizations in good standing:

- The right to request the use of University facilities and services,
- Use of a campus mailbox located within the Kimmel Student Involvement Center,
- The right to apply for office/storage space,
- The right to recruit members on campus under the organization's name,
- The right to solicit on campus under the organization's name in accordance with established policies,
- The right to promote the organization and activities on campus in accordance with established policies and procedures,
- The right to request student activity fee funding from Student Government each year to help finance the organization's programs and travel,

- The right to receive publications and be included in mailings from the Kimmel Student Involvement Center,
- The right to request support and assistance from the Kimmel Student Involvement Center staff and all other services and activities developed for the benefit of recognized organizations.

All privileges for student organizations are subject to applicable University policies, regulations, procedures, and the approval of appropriate University officials.

**To provide your organization members with the greatest opportunity for academic success, the Kimmel Student Involvement Center requires recognized student organizations to suspend formalized social events and/or programming for your organization and its members for the semester on Thursday at 4:30pm prior to Finals Week.**

## **OFFICER REQUIREMENTS**

An officer of a student organization must meet the following requirements:

- Be enrolled and have paid tuition and fees at SIUE;
- Minimum 2.3 grade point average;
- Not be restricted from holding a student office due to disciplinary probation.

The Kimmel Student Involvement Center may confirm eligibility of student officers of Registered Student Organizations, if requested. A student not meeting the eligibility requirements as outlined in this policy may be required to relinquish his/her office. Appeals of any such decision must be in writing and will be heard by the Director of the Kimmel Student Involvement Center. A student has the right to appeal the decision of the Director of the Kimmel Student Involvement Center in writing to the Vice Chancellor for Student Affairs within ten working days.

## **OFFICER RESPONSIBILITIES**

- Complete the annual registration process through [Get Involved @ SIUE](#) and update office and advisor information as changes are made.
- Attend the **mandatory** Student Organization Leadership Orientation (SOLO) held each Fall semester.
- Pick up mail from the organization's mailbox at least once a week.
- Maintain a copy of the organization's current constitution and/or by-laws on file in the Kimmel Student Involvement Center. If affiliated with a national, state, or local organization beyond SIUE, a copy of the parent organization's current constitution is also required to be on file.
- Abide by the organization's constitution and stated purpose.
- Abide by University, local, state, and federal laws
- Update the organization's [Get Involved @ SIUE](#) page.

## **MEMBERSHIP REQUIREMENTS**

Membership in a Recognized Student Organization shall be open to all enrolled SIUE students. Faculty, staff, families, community persons, and others may participate in student organizations as associate members, if so provided in the constitution of the organization. Associate members may not vote or hold office in a student organization.

Student organizations must maintain sufficient membership to sustain its existence. Student organizations are required to have at least three currently enrolled SIUE students elected/selected as officers and a minimum of five enrolled SIUE student members currently active in the organization to be registered. Because of unusual or extenuating circumstances, a group may petition the Student Senate to have fewer members than the specified minimum. This is determined on a case by case basis.

When a student organization has a selective membership (i.e., honor societies, professional service, and social groups) the selection of members must be made without reference to race, color, sex, national origin, age, sexual orientation, handicap, or other factors covered by law.

All Recognized Student Organizations shall be in compliance with Federal regulations pertaining to non-discrimination on the basis of sex, as outlined in Title IX of the Education Amendments of 1972:

*No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Section 86.14 does not apply to the membership practices of social fraternities and sororities, which are exempt from taxation under IRS Section 501(a) of the Internal Revenue Code of 1954, the active membership of which consists primarily of students in attendance at institutions of higher education or of the YMCA, YWCA, Girl Scouts, Boy Scouts, and the Camp Fire Girls.

“The separation of students by sex within physical education classes or activities in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports, the purpose or activity of which involves bodily conduct, is allowed.” (Title 34-- Education, Subparagraph B, PART 106.34 NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE) “Recipients may make requirements based on vocal range or quality which may result in a chorus or choruses of one or predominantly one sex.” (Title 34-- Education, Subparagraph F, PART 106.34 NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE)

The following statement must appear in all student organization constitutions:

**This organization and its programs and activities shall be available to all interested students without regard for race, color, sex, creed, religion, national origin, age, sexual orientation, ability, or other factors covered by law.**

## **ADVISOR REQUIREMENTS**

SIUE requires that all student organizations have approved advisors. All full time University employees are eligible to serve as advisors for student organizations. Graduate assistants and student employees are not allowed to serve as advisors or fiscal officers. The Kimmel Student Involvement Center can provide assistance in the selection of an advisor; however, securing an advisor is the responsibility of the organization.

If an advisor no longer wishes to continue with the organization or leaves the University, the organization will be placed on probationary status until a new advisor has been identified. The president of the organization is responsible for notifying the Kimmel Student Involvement Center of any changes in advisor information.

Once an employee accepts the role and responsibility of advisor and/or fiscal officer for a student organization, the employee agrees to uphold the policies and procedures of the University as outlined by the Southern Illinois University Board of Trustees.

## **ADVISOR RESPONSIBILITIES**

Expectations vary between organizations, but the advisor can make a significant difference in a group's success or failure. Advisors assist student organizations in various ways, including:

- Maintaining close communication with the Kimmel Student Involvement Center,
- Attending meetings and functions of the organization,
- Acting as a source of general information regarding University policies and procedures,
- Encouraging organization members to assume responsibility for their actions and for the success of their programs,
- Being available to officers and members of the organization to share ideas about the activities of the organization,
- Overseeing financial transactions of the organization,
- Being familiar with the organization's history,
- Providing continuity,
- Assisting with new officer orientation,
- Assisting with the establishment of realistic goals,
- Evaluating progress made toward goals

It is also strongly encouraged that advisors attend the advisor workshops offered by the Kimmel Student Involvement Center to learn how to effectively carry out their role and responsibilities.

Organizations must be aware of their responsibility to their advisor. This may include, but is not limited to:

- Meeting regularly with advisors,
- Providing advanced notice of all organization meetings and activities,
- Allowing the advisor to express opinions on issues that affect the welfare of the organization and University,
- Letting advisors know their contributions are appreciated.

Organizations and advisors should openly discuss the advisor's role and establish reasonable expectations, which are mutually agreed upon.

## **Grievance Procedures for Registered Student Organizations**

The following procedures have been developed to identify the steps taken in instances when an organization's status has been called into question because of a complaint or an adverse report about an organization's activities. Infractions that fall under the authority of the *Student Conduct Code* shall be adjudicated according to the procedure as outlined in that document.

The status of a student organization may be reviewed through the following procedures:

1. Any complaint against a Recognized Student Organization shall be directed to the Kimmel Student Involvement Center.
2. Any complaint received by the Kimmel Student Involvement Center must be in writing and the Complainant identified (at least in the complaint filed in writing, but not necessarily to the organization) prior to any formal action by the Kimmel Student Involvement Center.
3. Kimmel Student Involvement Center staff member will attempt to resolve the matter through informal means once a complaint has been received. The president and advisor of the organization involved will be contacted in order to facilitate a discussion regarding the complaint. If the organization fails to respond to a telephone call or a letter inquiry, a certified letter will be sent requesting a conference.
4. If informal discussions fail to resolve the complaint, and the Kimmel Student Involvement Center determines that formal action should be pursued, the Kimmel Student Involvement Center will recommend to the Vice Chancellor for Student Affairs that appropriate disciplinary action be taken against the organization.
5. An organization has the right to appeal the decision of the Kimmel Student Involvement Center in writing to the Vice Chancellor for Student Affairs within 10 working days.
6. The disciplinary action taken against a Recognized Student Organization does not preclude possible disciplinary action being taken against individual members of the organization responsible for the violations of regulations or policies of the Kimmel Student Involvement Center. Correspondingly, the disciplinary action taken against individuals does not preclude disciplinary action being taken against an organization for actions undertaken for and by the organization by its members.

## **How to Start a New Student Organization**

SIUE has more than 300 recognized student organizations for the various academic, cultural, fraternities and sororities, honor societies, professional, recreational, religious, and special interest groups. The following section is designed to assist student who wish to start a new student organization.

The Student Senate must officially recognize any student group wishing to have the privileges and benefits granted to RSO's (Registered Student Organizations) Students seeking official recognition as a new student organization should meet student needs that are currently not being met by any other RSO.

Social fraternities and sororities must be accepted into membership in one of the four governing councils (IFC, PHC, NPHC, or UGC) as colony status and must comply with the expansion guidelines established by that council prior to applying for recognition approval from the Student Senate. A minimum of five enrolled SIUE student members, including three officers, is required to apply for recognition.

### **Petitioning for recognition**

Petitioning status is granted to groups just beginning to organize on campus and to recruit new members. Petitioning status is in effect for a maximum of two (2) months. The Kimmel Student Involvement Center staff member responsible for Student Organizations may grant an extension. Petitioning organizations are extended limited organization privileges. They may schedule recruitment meetings and recruitment informational tables, **but may not sponsor any other events on or off campus until they become officially recognized by the Student Senate.** The following privileges

are strictly for the purpose of organizing, recruiting members, developing a constitution, and holding elections:

1. Use of University facilities for organizational meeting.
2. The right to recruit members on campus under the organization's name.
3. The right to promote the organization on campus in accordance with established policies and procedures.
4. Use of a campus mailbox located in the Kimmel Student Involvement Center.

### **Recognition Procedures**

1. Submit the New Organization Registration Form on the *Get Involved @ SIUE* website.
  - a. List those individuals (with addresses and phone numbers) organizing the group.
  - b. Include the name of the advisor, organization name, and purpose of the group.

The two-month Petitioning Status begins on the date the Petition to Organize Form is submitted to the Kimmel Student Involvement Center during the Fall or Spring Semester. Any group submitting petitioning paperwork during the summer, will have their two-month Petitioning Status begin on the first day of Fall classes.
2. Meet with the Kimmel Student Involvement Center to review the recognition process and to review your constitution.
3. Start promoting the organization and recruiting new members.
4. Hold organization meeting to discuss the purpose and activities of the organization.
5. Develop a constitution and bylaws for the organization base on the input from the members. A group's constitution is its license to exist. Please use the following guidelines:
  - a. Refer to the sample constitution that contains formatting examples for the ten articles required in every constitution: Name, Purpose, Nondiscrimination, Membership, Qualifications for Officers, Advisors, Meetings, Quorum, Amendments, and Ratification. The sample is intended for use as a guide.
  - b. Type the constitution in a legible, final draft form and include the date. Please save all documents in such a manner that they can be easily changed should changes be necessary.
  - c. Ensure that the constitution is in proper outline form so that it can be easily read and understood.
  - d. Be sure that the constitution contains no contradictory statements.
  - e. Anticipate the future and ensure that the constitution does not limit the organization's options for growth and change.
6. Elect officers in accordance with the organization's constitution.
7. Complete the following registration materials available in the Kimmel Student Involvement Center during the two-month Petition Status period.
  - a. Officer/Membership form listing the organizations officers and advisor, their addresses and telephone numbers (along with the organization information)
  - b. Statement of the Organizational Purpose, Goals, and Proposed Activities.
  - c. Membership Statement signifying at least three officers and five enrolled SIUE students. This is to ensure sufficient membership to sustain future existence.
  - d. Advisor Authorization Form signed by a University employee agreeing to advise the organization.
8. Submit the above-referenced recognition materials and the proposed constitution and bylaws to the Kimmel Student Involvement Center within the two-month petitioning status period.

9. Submit a copy of the Constitution and membership requirements of any local, state, regional or national organization with which the intended organization is or will be affiliated with.
10. Arrange for a representative of the group to attend an SOAB meeting. The organization advisor is also encouraged to attend, but is not necessary. The representatives should bring a copy of the constitution on which to write recommendations and changes.
11. Make recommended changes to the constitution and submit the final draft of the constitution to the Kimmel Student Involvement Center. The Student Organization Advisory Board Chairperson will review the final draft and forward the draft to the Student Senate for official recognition and final approval.
12. A letter of recognition and copy of the constitution will be forwarded to the president and advisor after the Student Senate approves official recognition of the organization.

### **Recognition of Ad Hoc Committees**

1. A group wishing to sponsor a specific activity or organize solely to meet short-term objectives is referred to as an Ad Hoc Committee.
2. An Ad Hoc Committee must apply for recognition from the Kimmel Student Involvement Center. Recognition will expire at the duration of the specific activity or at the end of six months; whichever comes first. The Ad Hoc Committee student organizer should submit in writing a request to form a committee stating that includes:
  - a. List of names of committee members (with addresses and 800 numbers) organizing the group.
  - b. Name of the advisor, committee name, and purpose of the committee.
  - c. The length of time the committee wishes to exist, not to exceed six months.
3. An Ad Hoc Committee that extends its activities beyond the six-month limit must to become an official RSO. Ad Hoc groups must comply with all policies and procedures outlined for RSO's.
4. Ad Hoc Committees are eligible for funding through Student Government in accordance with funding guidelines.

### **Student Organization Funding**

An important responsibility of an organization is to maintain financial records of revenue and incurred expenses. Keeping accurate and up-to-date information on revenues and expenses is vital to the financial success of the organization.

#### **Role of the Treasurer, President, and Advisor**

Each organization should elect a treasurer to be responsible for the finances of the organization. This person should be carefully chosen and be trustworthy and honest. The treasurer will be entrusted with all revenues received by the organization and be authorized to disburse funds. The treasurer should execute fiscal responsibilities to the organization by using the best judgment when paying expenses from the group's funds and by keeping accurate records to substantiate all transactions.

The president and advisor should also take part in the group's finances. The treasurer should regularly inform these individuals of the organization's financial status. Many organizations maintain a checking account at a local bank. It is suggested that all three individuals be authorized to secure funds for disbursement to keep proper control of the

organization's funds. The group should stipulate that the bank process only checks with two of the three authorized signatures.

The best place to send an organization's bank statement is to the organization's campus mailbox. Since most organizations have new officers at least once a year, the permanent campus address of the organization will ensure that the statements reach the organization instead of a past officer. Bank statements will be locked in a secure area of the Kimmel Student Involvement Center. A notice will be placed in the organizations mailbox indicating that they need to pick up the statement from the Kimmel Student Involvement Center front desk.

### **Financial Accounting**

The organization's financial records should be kept in one central location. The group might be able to secure a space in the advisor's office or another place on campus (i.e., office space or storage space). The transition from treasurer to treasurer will be much easier if all organization records are in one location.

Knowing the current financial status of the organization is vital to its officers. Does the organization need to work on fund raising to meet its needs? Is there enough money in the account to send organization members to a regional convention? If the group purchases refreshments for the next meeting, will there be enough money to buy supplies for a major event later in the year? These questions could be answered easily if accurate records are kept of all organization transactions.

For most organizations, a simple journal, much like a check register, should be sufficient to track organization transactions. Records should always be balanced with the bank statement and/or SIUE records. By balancing records often, discrepancies and errors may be eliminated when they occur rather than creating hours of work at a future date.

Student organizations may consult the Kimmel Student Involvement Center staff member responsible for Student Organizations for help in developing a bookkeeping system or in reviewing the current system.

### **Develop a Budget**

Recognized student organizations should develop a budget for each year. Goals and objectives should be considered when developing the budget. Past records are an excellent resource for future planning or projections.

Organizations should start the budget process by projecting revenues and estimating expenses for the coming year's activities. Generally, revenues are conservatively projected and expenses are slightly overestimated. This allows for some variance and organizations are not put into a position of cutting items from the budget or planning unexpected fundraisers.

During the year, actual transactions should be compared to the budget. Organizations should keep in mind that the budget is just that—a budget. The budget is not set in stone and may be modified during the year to conform to changing group goals and objectives.

## **Source of Funds**

Student Activity Fees are collected from all students and administered under the jurisdiction of the Vice Chancellor for Student Affairs. The Vice Chancellor for Student

Affairs has delegated authority to administer the funds to Student Government under the guidance of the Kimmel Student Involvement Center.

The Student Government Office serves several functions:

- Assists student organizations in the management of their funding request accounts
- Advises and trains student organization leaders on the funding process
- Provides accurate bookkeeping and reporting services
- Ensures adherence to all University policies and procedures
- Ensures that the funds allocated to student organizations are expended as approved

## **Funding Entities**

Registered student organizations are eligible to apply for funding in the following areas:

- Annual Allocations
- Programs
- Travel

New student organizations are eligible to apply for annual allocation funding 30 days after official recognition by the Student Senate, 60 days after official recognition for program funding, 90 days after official recognition for travel funding.

**Funding is available on a first-come, first-served basis due to limited funds.**

## **Obtaining Funds for Student Organizations**

No organization or event shall be funded if it discriminates on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability, or other factors covered by law.

**Any student organization that owes funds to the University or outside businesses or entities will not be eligible to receive any new funding until the outstanding balance has been paid.**

Funding request forms are available in the Student Government Office. All requests for funding must go through the Student Government Finance Board. The Finance Board reviews all student organization funding requests based on the merits of the request and the policies approved by the Student Senate. The Finance Board then submits its recommendations to the Student Senate for approval. The Kimmel Student Involvement Center determines final approval.

Annual Allocation requests for the following fiscal year are approved during the Spring semester. For an organization to be considered for funding, an Annual Allocation request must be submitted to the Student Government Office. The deadline will be posted and announced by the Finance Board Chair.

Program requests must be submitted to the Student Government Office **at least** ten (10) weeks prior to the event. Travel requests must be submitted to the Student Government Office **at least** forty-five (45) days prior to travel.

**No late submissions will be heard.**

To learn more about the process to receive Annual Allocations, Program Funding, or Travel Funding please refer to the Student Government Funding Manual. The manual can be found on the Student Government website, <http://www.siue.edu/kimmel/sq>

## **UNIVERSITY 8-ACCOUNTS**

An 8-account is the University's version of a personal savings/checking account for a Student Organization.

Student Organizations who do not currently have an 8-account and want to apply for one need to begin the process through the Kimmel Student Involvement Center. A Request for New Account Form must be completed and a fiscal officer's signature is required.

Recognized Student Organizations that purchase services or supplies from SIUE departments (i.e., copies, refreshments, audiovisual charges, facility charges, etc.) or who do not receive funding from Student Government may find it convenient to have a University 8-account.

There are specific procedures to be followed when depositing into and requesting expenditures from 8-accounts. The staff of the Kimmel Student Involvement Center is available to assist organizations with these processes.

### **Fiscal Officer Responsibility**

- 1) The fiscal officer must be a full time SIUE employee (not a graduate assistant or student employee.)
- 2) Fiscal officers must sign an Attestation form and a Responsibility form in accordance with the Oracle Administrative Information System (AIS).
- 3) Fiscal officers are recommended to attend Oracle training sessions (University Accounting) before a password is issued in order to access the AIS system for generation of a monthly statement.
- 4) It is the fiscal officer's responsibility to be aware of the financial resources available in the account and to ensure that the account is not over committed. Fiscal irresponsibility will not be condoned. Commitments in excess of available funds will be returned to the fiscal officer.
- 5) Acceptance of the fiscal officer responsibilities of an account includes responsibility for the personal property (inventory equipment) charged or to be charged to the account in addition to responsibility for the control of the financial resources of the account within the terms of the approved Account Request form. A current list of all personal property charged to the account may be secured by contacting the Property Control Section of the Administrative Accounting Office. When a change of Fiscal Officer occurs, it is important that the retiring officer verifies the existing inventory and "sign off" so that the incoming fiscal officer may establish the inventory for which the new fiscal officer is responsible. A copy of the Property Control Manual for fiscal officers is available from the Administrative Accounting Office—Property Control Section.

### **Insufficient Funds**

If insufficient funds or a deficit occurs in an 8-account, the student organization will immediately be given a restricted status and will be unable to schedule space or request Student Government funding until proof is received that the debt has been paid

(cancelled check, receipt, paid invoice, etc.). Any space already held in the name of the organization is also subject to cancellation.

### **Funds Owed to Outside Entities**

Student organizations are required to pay all debts to off-campus entities in full within 60 days of receipt of merchandise or service, or receipt of invoice for merchandise or service. If the Kimmel Student Involvement Center receives notification of organization debt to an off-campus entity beyond 60 days, the organization(s) that incurred the debt will be given a restricted status on campus and will be unable to schedule space or request Student Government funding until proof is received that the debt has been paid (cancelled check, receipt, paid invoice, etc.).

## SIUE Student Organization Procurement Card Purchases

Recognized SIUE student organizations may request to check out a procurement card (p-card) from the Kimmel Student Involvement Center Account Technician (located in the Student Government Office). The following are guidelines, as well as instructions for using the p-card:

- P-cards are to be used for local business and online purchases only.
- The amount of the purchase must be less than \$1000.00.
- Requests should be submitted at least 24 hours prior to when the card will be checked out.
- Student organizations may have one (1) p-card checked out for 24-hours (1 – business day). No p-cards may be checked out over the weekend. Failure to return in 24-hours may result in restricted use/loss of privilege of p-card use.
- Any student organization member may complete the *Procurement Card Request Form*, provided the student is listed on the student organizations roster through *Get Involved* (<https://getinvolved.siue.edu>), and that they have obtained the appropriate signatures (Organization President and Fiscal Officer) on the form.
- Complete a separate *Procurement Card Request Form* for each business at which you wish to make purchases.
- **Certain purchases are restricted (e.g. copies, donations, flowers, gasoline, gift cards, etc.) A complete listing of prohibited and restricted items are located in Kimmel or Student Government, or can be found at [www.siue.edu/purchasing](http://www.siue.edu/purchasing) - *P-Card Purchasing Rules & Regulations*.**
- Purchases are tax exempt and user should tell the business PRIOR to checking out. Tax-exempt cards or letters for businesses will be provided at time of checkout.
- Itemized receipts and the p-card are due back at the same time.
- Only the student who checks out card may use the card during the time checked out. There is to be no transfer of the card to other students or student organizations.
- Any organization who misuses the p-card, or if it is lost or stolen, may be subject to repayment of funds, restricted use of the p-card or restrictions on Student Government funding requests. Serious misuse may result in referral of student or student organization to the Dean of Students office.

### **Steps for a Student Organization Member to checkout a P-card**

1. Make sure you are listed as a member on your organization's roster within *Get Involved*.
2. Complete the *Procurement Card Request Form* (located in Kimmel & Student Government)
3. Obtain signatures of approval for purchases from Student Organization President and Fiscal Officer (usually your Campus Advisor)
4. Bring completed form to the Kimmel Account Technician, located within the Student Government Office (SSC, Room 1280).
5. Check out p-card to make purchases for 24 hours (1 – business day).
6. **DO NOT PURCHASE ANYTHING PROHIBITED!**
7. Notify business PRIOR to checking out that your purchases are TAX EXEMPT.
8. Bring itemized receipt and p-card back to the Kimmel Account Technician by the deadline.

## Use of External Bank Accounts

While SIUE prefers recognized student organizations to solely use the University 8-accounts created for student organizations, external bank accounts may be utilized for enhanced access to liquid assets obtained through donations and fundraising. In agreement with Busey Bank (formerly The Bank of Edwardsville), the following policies must be adhered to:

- Advisors/fiscal officers (full-time employees of SIUE), must be listed on the bank account. They must be listed as an authorized signature
- In the event a change occurs with an organization's advisor/fiscal officer or they are no longer employed at SIUE, Busey Bank will require written authorization from said advisor (or the Kimmel Student Involvement Center, if the former advisor is not available) to include the new advisor on the bank account.
- All individuals listed as signatories on the organization's bank account must be present in the event of an account change (adding/removing signatories, for example).
- The advisor/fiscal officer will be responsible for creating a new EIN for the creation of a bank account for a student organization. A secondary piece of identification for the student organization will be required (proof the organization is formed and recognized by SIUE such as meeting minutes, a website, etc.). The organization's name and individuals listed on the account must be included on the secondary piece of identification.
- In the event an account needs to be closed (organization inactivity, organization revocation, etc.), any funds in the account will be distributed via cashier check, money order, or personal check (no cash will be allowed to be distributed).
- The Kimmel Student Involvement Center will communicate regularly with Busey Bank when recognized student organizations have been revoked or have been inactive for more than 1 year to determine status of accounts.

## University Policies and Procedures

*The policies in this section are not inclusive of all University policies. For additional University policies, refer to the **Policies and Procedures of Southern Illinois University** that may be found in the Kimmel Student Involvement Center.*

### **Alcohol**

(University Policy)

### **Student Alcoholic Beverages Policy Southern Illinois University Edwardsville**

#### *I. Rationale for Alcoholic Beverages Policy*

The laws of the State of Illinois and the regulations of the University restrict the use of alcoholic beverages on any property owned or controlled by Southern Illinois University Edwardsville. Pursuant to the Regulations Governing Alcoholic Beverages at SIUE, the following guidelines have been approved by the

President, and filed with the Chancellor, and shall apply to the use of alcoholic beverages at Southern Illinois University Edwardsville. To mitigate abuse and honor its obligation under state law, the University has established these policies and procedures to regulate consumption of alcoholic beverages by students on University property and at University sponsored activities. Persons who violate these policies and procedures shall be held accountable for their actions and subject to disciplinary, criminal prosecution and/or civil action.

The University acknowledges that students are adults and are expected to obey the law and take personal responsibility for their conduct. Consumption of alcoholic beverages shall be considered a privilege and shall be permitted consistent with State law and University regulations, and only if such use does not interfere with the educational environment of the University. The University will not intrude into the personal lives of students on or off campus nor invade their privacy by intrusive searches.

SIUE affirms its institutional role to encourage mature reflection and a free and thoughtful choice of alternatives. The University acknowledges that students may choose to use alcoholic beverages; however, the University expects deliberate consideration of personal responsibility and accountability.

## *II. Definitions of the Terms used in the Student Alcoholic Beverages Policy*

The following are definitions of terms used in this policy.

**Alcoholic Beverages**—Includes beer, wine, malt liquor or any beverage containing an intoxicating ingredient such as whiskey, gin, rum or other fermented or distilled liquor.

**Registered Apartment Event in University Housing:**

**Host(s)**—A host must be:

- a. A currently enrolled student
- b. 21 years of age or older
- c. A resident in the apartment hosting the event

The host must assume responsibility for the event and sign the Event with Alcohol Application form and agree to remain alcohol and drug free throughout the event. The host must obtain signatures on the application form from all the other residents of the apartment.

**Registered Apartment Event with Alcoholic Beverages in University Housing**—A gathering of nine or more people (enrolled students and/or guests) at which alcoholic beverages are present on University Housing property. All residents of the apartment must sign the Event with Alcohol Application agreeing that the event may take place in their apartment.

**Student**—One who is registered, or enrolled, or who has paid tuition, fees, or other University costs for credit or non-credit instructional activities.

**Student Conduct Code**—The University policy that sets forth the rights and responsibilities of students. It also contains the disciplinary procedures that apply when social misconduct occurs

Student Organizations—Student organizations that are under University jurisdiction and are registered with the Kimmel Student Involvement Center.

University Property— Property owned or controlled by the Board of Trustees of Southern Illinois University.

University Sponsored Events—Any officially sanctioned field trip, conference or activity supported by University funds.

*III. Regulations Regarding Alcoholic Beverages on University Property*

- A. Illinois State law prohibits the purchase, attempt to purchase, consumption, possession or transportation of beer, wine, or distilled spirits by persons under the age of twenty-one (21).
- B. In compliance with Illinois State law, open containers of alcoholic beverages in a motor vehicle are prohibited.
- C. Intoxication, as well as associated harm to others or damage to public or private property is prohibited.
- D. Operating a motor vehicle under the influence of alcohol on University property is prohibited. The driver is subject to arrest in accordance with applicable Illinois State law and may also be subject to disciplinary sanctions as listed in the *Student Conduct Code*.
- E. Student organizations may not sponsor events on University property where alcoholic beverages are present. Violators may jeopardize their University privileges and may be subject to disciplinary action.
- F. Selling alcoholic beverages without a license is prohibited.
- G. Students may not use the driver's license and/or identification card of another person to purchase alcoholic beverages on University property or at University sponsored events.
- H. No student or student organization shall purchase, deliver, serve or otherwise procure alcoholic beverages for a student or guest under 21 years of age.
- I. Student organizations may not advertise on University property that events to be held off-campus will have alcoholic beverages present. Advertisements may not imply or suggest by symbol or name any reference to alcoholic beverages (e.g., shot glasses, wine glasses, kegs, and so forth).
- J. Student fee revenue cannot be utilized for activities where alcoholic beverages are given away, sold, or otherwise provided to those present.
- K. Alcoholic beverages may not be given as prizes for activities sponsored by student organizations.
- L. Use of alcoholic beverages must not be a part of membership recruitment or initiation processes by any student organization.

Pursuant to Public Act 82-557, it is necessary but not sufficient that

- 1) an activity must be identifiable as a "conference-type" or "convention-type" activity or as a "cultural, political, or educational" activity in order for the University to permit the sale, delivery, possession, and/or consumption of alcoholic beverages at such activity;
- 2) faculty or staff of the University, members of an organization of students, or alumni must be "active participants" in the "conference and/or convention-type activity" in order for the University to permit the sale, delivery, possession and/or consumption of alcoholic beverages at such activity on designated University premises.

The University assumes no responsibility for any liability incurred as a result of an individual's actions including actions that are a violation of these regulations or of any applicable Illinois state laws governing the use and consumption of alcoholic beverages.

#### IV. *University Housing Alcoholic Beverages Regulations*

Each resident of University Housing is responsible for informing his/her guests of these regulations and ensuring that the guests are in compliance with University policy on alcoholic beverages. The resident may be subject to disciplinary action for guests' non-compliance with these regulations. Non-student guests may be subject to civil and criminal action for violation of these regulations. All guests who visit University Housing are subject to the following regulations.

- A. Residents of University Housing and their guests who are 21 years of age or older who choose to possess or consume alcoholic beverages may do so in the following places and/or circumstances:
  1. If alcoholic beverages are possessed or consumed, then those beverages must be present only in private living areas that will be defined as the individual living unit of the resident. A private living area does not include areas such as lounges, indoor recreational areas, breezeways, hallways, stairwells, balconies, parking lots, patios, multipurpose rooms, laundry area, libraries, grounds surrounding any University building or other public areas.
  2. Those students who are 21 years of age or older may bring alcoholic beverages into apartments; however, alcoholic beverages may only be carried into the apartments in covered non-transparent bags. If the alcoholic beverages are clearly visible, the alcoholic beverages will be confiscated and destroyed. Violation of this provision of the policy may result in disciplinary sanctions as listed in the *Student Conduct Code*.
  3. Alcoholic beverages carried or transported in containers that are open will be confiscated and destroyed. Violation of this provision of the policy may result in disciplinary sanctions as listed in the *Student Conduct Code*.
- B. Containers holding more than one gallon of alcoholic beverages are prohibited on University property and will be confiscated.
- C. Unregistered and/or unapproved events at University Housing where alcoholic beverages are present and where nine or more people are gathered are strictly prohibited. Unregistered and unapproved events shall be considered a violation of this policy and violators will be subject to disciplinary action in accordance with *Student Conduct Code*.

#### V. *Regulations for Registered Apartment Events With Alcoholic Beverages Present on University Property*

- A. In order to sponsor an event in an apartment with alcoholic beverages present the following regulations apply:
  1. One host who is a currently enrolled student and who is 21 years of age or older and a resident of the apartment sponsoring the event must be identified.
  2. An "Apartment Event with Alcohol Application" must be completed by the host and signed by all residents living in the apartment and

returned to the Cougar Village Commons desk at least three business days before the event.

3. The application will be forwarded to the Assistant Director of Residence Life – Cougar Village who will approve or not approve the event based on the regulations stated in this policy. The Assistant Director of Residence Life – Cougar Village will notify the host of the status of the application 24 hours before the event.
  4. If this is the first time the student is hosting an event with alcoholic beverages, the Assistant Director of Residence Life – Cougar Village will meet with the host and explain the regulations.
  5. The host must agree to satisfy the responsibilities of hosts listed in Section VI.
- B. Registered apartment events with alcoholic beverages must be limited to no more than 20 people (including residents, host, and/or guests) for a first floor apartment and to no more than 15 people for a second floor apartment.
  - C. If a minor(s) lives in the apartment where the event with alcoholic beverages is being held, it is his/her responsibility, as well as the host's to make certain that he/she is not served and does not consume alcoholic beverages. If all the residents of the apartment are minors, an event with alcoholic beverages is prohibited in that apartment.
  - D. Registered apartment events with alcoholic beverages are required to end by 1:30 a.m. An event with alcoholic beverages present is prohibited in University Housing during the entire week of final examinations.
  - E. The Director of University Housing, or his/her designee, may approve no more than two (2) events with alcoholic beverages present in any one apartment building during any twenty-four hour period. The Director or designee may approve only one event with alcoholic beverages present in any one apartment during any twenty-four hour period.
  - F. In accordance with Illinois State Laws, at registered apartment events with alcoholic beverages present, money may not be collected for any reason or donated prior to, during, or after the event unless a valid license issued by the Illinois Liquor Control Commission and the Local Liquor Control Commission has been obtained. All licenses issued by the Illinois Local Liquor Control commission must be brought to the attention of the Office of Risk Management. Use of chips, tickets, or similar token as substitutes for cash is a violation of this policy and is prohibited.
  - G. A student may not serve alcoholic beverages to any person who appears to be intoxicated. Some indicators of intoxication include slurred speech, staggering, the smell of alcohol on the person, bloodshot eyes and belligerent behavior. This is not to be construed as a definition of intoxication; however, these indicators are intended to be useful to hosts and other students.
  - H. No activity that promotes the rapid and irresponsible consumption of alcohol will be tolerated. These activities include, but are not limited to, "chugging" of alcoholic beverages, competitive drinking activities, and activities that employ peer pressure to entice people to consume alcoholic beverages.

#### *VI. Responsibilities of Hosts*

- A. At an event with alcoholic beverages, the host(s) is responsible for ensuring that the rights of all persons are respected, including the right to a quiet environment for sleeping and studying.

- B. The host(s) is responsible for ensuring that only those students who are 21 years of age or older possess and/or consume alcoholic beverages at an approved event. Each host must have a plan for ensuring that only those individuals who are 21 years of age or older are served alcoholic beverages. The plan must be explained on the Event with Alcohol Application form.<sup>1</sup>
- C. The host(s) is responsible for the conduct of guests during the event and is expected to exhibit conduct compatible with acceptable standards as defined in the *Student Conduct Code* document. If the guests are students, they shall be expected to follow the acceptable standards of conduct as defined in the *Student Conduct Code* document.
- D. At a registered apartment event, the host(s) is responsible for compliance with Illinois State Laws regarding alcoholic beverages
- E. The host(s) is responsible for ensuring that persons who appear to be intoxicated are not served alcoholic beverages.
- F. The host(s) must remain alcohol and drug-free throughout the entire event.
- G. Non-alcoholic beverages (other than water) and food must be provided in appropriate amounts in a clearly visible and accessible area throughout the duration of the event. The amount of non-alcoholic beverages must be at least equal to, if not greater than, the amount of alcoholic beverages present.
- H. Any host(s) who does not comply with this alcoholic beverage policy will be subject to disciplinary action.

#### VII. *Sanctions and Enforcement*

Southern Illinois University Edwardsville considers violation of this alcoholic beverage policy unacceptable and violators shall be disciplined in accordance with the severity of the violation. Sanctions for social misconduct and procedures for handling allegations of social misconduct are in the *Student Conduct Code* document. Sanctions listed in that document may be accompanied by additional conditions, including appropriate counseling, participation in educational programs, and/or University or community service. Students will be disciplined if their use of alcohol or drugs precipitates disorder, public disturbances, danger to themselves and/or others, or leads to property damage. Any violation of Illinois State Law may result in criminal prosecution and/or civil action.

### **Advertising Policy**

(Morris University Center & Student Success Center Policy)

Last Updated 7/30/2019

#### I. Purpose

The Morris University Center (MUC/University Center) and Student Success Center (SSC) are the center of campus life. This policy helps ensure a consistent public image within the MUC and SSC, as well as ensuring processes for posting and advertising are efficient and consistent for all users. In order to protect the mission and vision of the MUC and SSC, advertising must be in

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The following are suggested methods for monitoring persons eligible to drink:  
 a) use an ink stamp to stamp the hands of all persons eligible to drink  
 b) check acceptable identification such as a valid driver's license, and I.D. issued by a Department of Motor Vehicles, or a passport.

accordance with the following guidelines and limitations as well as University policies.

## II. Advertising Guidelines

**Advertising Content:** The tangible display of advertisements within the University facilities or affixed to University structures shall be done in a manner consistent with this policy and the procedures set forth herein. Material presented for the available opportunities must be content neutral and will be limited to a time, place and manner regulation consistent with university policy and applicable law. No material related to alcohol, tobacco, gambling, pornography or other graphics or inappropriate images or languages will be allowed. All advertising must conform to the standards set for the SIUE campus as established by Marketing and Communications. For the most current SIUE brand standards, please visit <http://www.siu.edu/marketing-and-communications/>.

**A. Physical Advertisements:** A variety of physical locations are available within the MUC and SSC. Use of these opportunities should be coordinated with the appropriate staff as outlined below.

### 1. A-Frames

- a. A-Frames are available for use by registered student organizations and SIUE departments to promote upcoming events or meetings. Non SIUE affiliated organizations or businesses are prohibited from using the A-Frames. Any sign violating this policy will be removed by the MUC administration.
- b. A-Frames are located inside the MUC on the main level by the north entrance and on the lower level between the MUC and SSC. All reservations for A-Frames in the above locations should be made by contacting Event Services. A-Frames in the SSC are limited to one per department of the building and must be located directly outside their office.
- c. A-Frame signs must be 22 inches wide by 28 inches high and present a professional appearance. Signs must be printed on one sheet and cannot be hand-made. Peeling, disfigured or damaged signs may be removed and disposed of at any time by employees of the MUC without notifying the posting entity. Signs will not be stored or replaced.
- d. A-Frame signs may not be requested by student organizations to promote events that are held off campus unless the event is deemed to be a campus wide initiative by the MUC administration.
- e. All sign requests will be reviewed by Event Services or MUC Marketing staff for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies. It is recommended to utilize MUC Marketing's services to ensure conformity to University standards.
- f. A-Frame locations are available on a first come-first served basis. Approval is based on availability at the time of booking. No more than one sign per location with a maximum of two signs can be placed by a group to promote the same event.
- g. An A-Frame request must be submitted by an SIUE registered student organization or SIUE department to Event Services 48 hours prior to the start of the posting. Upon approval, the

requesting student organization or department will be assigned a posting location and removal date.

- h. Frames can be reserved for no longer than a duration of two weeks, unless special permission is granted by Event Services.
- i. Signs can be left with Event Services for no more than 48 hours prior to the approved posting start date.

## 2. Goshen Lounge Banners

- a. Limited spots are available for banners around the Goshen Lounge of the MUC. These banner locations are available for registered student organizations in good standing with the University only.
- b. All registered student organizations are required to work with the MUC Marketing department to design and print their banner. MUC Marketing will ensure that the banner meets standards for content and will print the banner on lightweight vinyl to be 5 feet long by 3 feet deep with grommets for installation on every corner and one in the middle of the top and bottom.
- c. Banners will be displayed on an annual basis and must be renewed by the end of finals week of the spring semester.
- d. All banners must be general to the registered student organization. No event specific banners will be approved for posting.
- e. Registered student organizations will incur a fee based on the current rate schedule for the initial printing, design and hanging as well as an annual re-hanging fee.
- f. Any banner left after the specified time will be removed and the contact person will be notified. If a banner is not claimed within five working days after notification, it will be discarded.

## 3. Exterior Banners

- a. Three banner locations are available outside the MUC. The banners are outside the east entrance, west entrance and north entrance of the MUC. These locations available for major all-University on-campus events only
- b. All banners must not exceed the appropriate sizes listed below and must have reinforced grommets for installation on every corner and a minimum of ten foot intervals along the edges. Banners must be made of canvas or lightweight vinyl.
  - i. North Entrance: Must not exceed 50 feet in width and 10 feet in height.
  - ii. East & West Entrances: Must not exceed 13 feet 6 inches in width and 4 feet 10 inches in height.
- c. Banners will be displayed for a total of seven days for each specific event.
- d. The department/organization requesting the exterior banner location must communicate the request with Event Services at least five business days prior to the start date. Once approved, the requesting department/organization will be responsible to coordinate with Facilities Management (618-650-3711) for payment, hanging and removing of the banner.
- e. The MUC/SSC Director has the right to deny any request for the exterior banner location based on the content of the banner, reason for hanging or timing of the request.

4. Wall Mounted and Free Stand Poster Signs
  - a. Wall mounted sign holders and 24 inches by 36 inches floor sign holders are available for use through MUC Marketing. These sign holders are to be used to promote events and happenings within the MUC and SSC. While any group can request to be included in the marketing plan for the sign holders, MUC Marketing has the final approval for these sign holders.
  - b. Wall mounted sign holders are located in the following areas:
    - i. MUC Center Court – 16 Available
    - ii. SSC 1<sup>st</sup> Floor – 2 Available
    - iii. SSC 2<sup>nd</sup> Floor – 1 Available
  - c. Free stand poster signs (24 inches by 36 inches) are located in the following areas:
    - i. MUC Goshen Lounge by the Stairs – 4 Available
    - ii. Floating – 2 Available
  - d. The MUC/SSC reserves the right to limit the amount of signage posted throughout the buildings to ensure accessibility, as well as to maintain the aesthetics of the space. MUC Marketing, at the direction of the MUC/SSC Director, will manage the approval and content of these signs.
  
5. Floor/Wall Stickers
  - a. Floor advertisements can be placed in the following locations; SSC at the doors between the MUC and the SSC on both the lower level and main level, the SSC lower level east entrance and the SSC lower level west entrance. Requests to place signs at these locations must be made with MUC Marketing to ensure availability and appropriate content.
  - b. Advertisements placed on the floor are strictly prohibited in the MUC. Any signs placed directly onto the floor in the MUC will be removed and will result in a damage fee based on the repair costs to fix the flooring.
  - c. All other floor or wall postings using cling paper can only be posted with approval of the Director in an agreeable location based on the message of the posting.
  
6. Event Related Wayfinding Signs
  - a. Event-related wayfinding signs must be limited to areas that have been coordinated with the Event Services office. All easels, sign holders and signs cannot be placed in areas that block the flow of traffic, stairs, entry ways etc.
  - b. Printed material posted on the walls without prior approval is prohibited. Mounting putty is the only substance allowed. Tape, 3M strips, tacks or other adhesive cannot be used. Damage to the walls will result in repair charges to the department/organization that posted the material.
  - c. Signage must be removed at the conclusion of the event. Failure to remove event-related signage may result in loss of posting privileges for future events.
  
7. Table Tents and Promotional Flyers

- a. The use of table tents is prohibited within the MUC and SSC public areas, dining areas and lounges. Table tents may be used during meetings or events in the specified meeting spaces, but must be removed at the conclusion of the event.
- b. Promotional flyers can only be hung on the two bulletin board kiosks located at the MUC east and west entrances. The flyer must be approved by the Kimmel Student Involvement Center based on criteria set forth in their policies.
- c. A “free” board is located directly outside of the bank in the west hallway and may be used without approval by the Kimmel Student Involvement Center.

## 8. Departmental Signage

- a. Departments housed within the MUC and SSC (ex: Career Services, Alestle, Health Services, the Bank of Edwardsville, etc.) may place signage outside their immediate office area to promote their department’s mission.
- b. Signs must be kept up to date by the individual area.
- c. Signs must be an appropriate size and should not impact the follow of traffic and accessibility within the building.

## 9. Cougar Statue

- a. The Cougar Statue is available for reservations outside the north entrance to the MUC. This location can be reserved by SIUE registered student organizations, divisions or departments and is available for major all-University on-campus events only.
- b. All decorations must not exceed an appropriate size and must be weather-proof. The MUC is not responsible for any damage that occurs to the decoration due to hanging and removing of the decoration, vandalism, and/or the weather.
- c. Decorations may be displayed for a total of 14 days for each specific request.
- d. The sponsoring organization must communicate the request to the Director of the MUC at least ten business days prior to the start date.
- e. The organization is responsible for securing and removing the decoration to the statue in a way that does not damage the statue. The sponsoring organization is responsible for any damage that occurs to the Cougar Statue as a result of the decoration.

## B. Electronic/Digital Signs

### 1. Center Court Televisions

- a. Center court televisions are coordinated through MUC Marketing for the promotion of MUC and Dining operations. The content of those slides must be designed by MUC Marketing to ensure conformity to University standards.

### 2. SSC Charging Stations

- a. Two digital charging stations are located on the first floor of the SSC and are available for use by SSC departments. SSC departments must coordinate with MUC Marketing on both video and still content creation to ensure the content meets SIUE standards.

- i. Resolution Standards: 1920 x 1080 pixels
- ii. Video with audio: Need to be formatted in .MP4 with either 15 or 30 second lengths. Videos will require closed captioning when possible.
- iii. Images without audio: Need to be in .JPG format.

### 3. Visix Screens

- a. Visix Screens are located throughout the MUC and SSC and are managed through SIUE Marketing and Communications. Departments external to the MUC and SSC should follow the policy located on the Marketing and Communications website (<https://www.siu.edu/marketing-and-communications/services/media-relations/digital-signs.shtml>). The following applies for student organizations and departments within the MUC and SSC for the screens located within the MUC and SSC.
  - i. Student organizations can submit their digital sign request through Get Involved at <https://getinvolved.siu.edu/>. The Kimmel Student Involvement Center will review and post the sign to the screens in the MUC and SSC.
  - ii. Departments located within the MUC and SSC can submit their request to the Office for MUC Administration to posting to the screens in the MUC and SSC.
  - iii. All requests for screens located outside of the MUC and SSC must be submitted to Marketing and Communications.

### C. Other Signage

1. Any other signage requests must be approved by the Director of the MUC/SSC prior to posting or installing. The Director reserves the right to approve or deny any request that does not fit within the mission and vision of the MUC and SSC.

### D. Policy Updates

1. The MUC reserves the right to update the current MUC and SSC Advertising Policy, procedures, at any time to carry out the purposes and objectives of the University.

## **Bake Sales**

(Morris University Center Policy)

Bake Sales on University premises shall adhere to the following guidelines:

- Student Organizations are allowed to schedule a maximum of one bake sale per week, provided there is adequate space available.
- Student organizations must submit a Solicitation Form when requesting space.
- **Only baked goods such as cookies, donuts, cakes, pies, etc. may be sold.**
- **No beverages, meat, or dairy products may be sold.**
- **No music allowed at bake sales and noise levels must be kept at a minimum.**
- Any noise complaint will be considered a violation and will result in a loss of bake sale privileges for **one calendar year.**

- No bake sales are permitted in the Morris University Center, Student Success Center, residence halls or Housing facilities. Space may be requested in Peck Hall, Founders Hall, Alumni Hall, the Science Building, the Engineering Building, and the Student Fitness Center.
- Exceptions are made case by case.

## **Chalking**

(Kimmel Student Involvement Center policy)

### **Guidelines for the chalking of sidewalks for the promotion of Student Organizations and Academic Departments**

- The University will not restrict content except as otherwise set for in this policy and except in cases where the University has determined with advice of the Office of the General Counsel such expression is defamatory, obscene, or is otherwise not protected by the First Amendment to the U.S. Constitution. While the University will only in very rare cases as set forth in this policy exercise prior restraint, students or student groups can be disciplined for violations of University policy which result from a publication, state, or action.
- All Chalking requests will be reviewed by the Kimmel Student Involvement Center for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies.
  - Chalking requests must be made in writing by recognized and petitioning SIUE student organizations and must include the specific content to be chaked, when the chalking will take place, what the promotion is for, the student organization's name, where on the campus the chalking will be done and the individual's name who is requesting to chalk.
  - Chalk utilized must be sidewalk chalk and be biodegradable. **No spray paint chalk is allowed.** In the event of rain, or defacement by weather related conditions, chalking may be freshened up without prior notice to the Kimmel Student Involvement Center. A maximum of two weeks will be allowed for approval of a specific incident of chalking.
- Student Organizations are prohibited from chalking on University property such as, but not limited to, sides of buildings, outside walls or inside walls, concrete-seating areas, tree pods, etc. Chalking should be limited to walkways, brick concrete and blacktop areas. Chalking should be no bigger than a 15 foot by 15 foot area.
- The Kimmel Student Involvement Center is not responsible for removal of the chalk from any area. Materials to chalk are the sole responsibility of the requesting student organization. Chalking is at the group's own risk.
- Chalking around Residence Halls is prohibited during housing move-in days.
- Chalk is available upon request from Student Government and while supplies last.
- **Any chalking/staking policy violations will result in a loss of**

**chalking/staking privileges for one calendar year, no exceptions.**

## **Copyright Laws**

The following links contain informational materials for members of the Southern Illinois University Edwardsville community that are intended to accurately describe and promote compliance with the copyright laws of the United States and the policies of the Southern Illinois University relating to use of copyrighted materials.

UNITED STATES COPYRIGHT OFFICE

<http://lcweb.loc.gov/copyright>

DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA)

<http://lcweb.loc.gov/copyright/legislation/dmca.pdf>

TECHNOLOGY, EDUCATION, AND COPYRIGHT HARMONIZATION ACT (TEACH ACT)

<http://www.copyright.gov/legislation/pl107-273.html#13301>

Southern Illinois University Internet Privacy Policy

[http://www.siu.edu/bot/botlegis/public\\_html/policies/chapter5l.html](http://www.siu.edu/bot/botlegis/public_html/policies/chapter5l.html)

Intellectual Property Rights Involving Courseware Development and Distribution

<http://www.siu.edu/POLICIES/1115.html>

MOTION PICTURE COPYRIGHT (Section 110 of the 1984 Copyright Act)

### **MOVIE SHOWINGS:**

An individual must purchase the rights (license) from a movie company such as, Swank Motion Pictures of St. Louis or Criterion Pictures of Morton Grove, IL to obtain permission to show a movie in any other situation that is not covered under the 1984 Copyright Act as outlined below.

Section 110 of the 1984 Copyright Act does provide a specific exemption to the licensing of what is clearly a public performance-"Face-to-face teaching."

To qualify for the exemption, the showing must occur in a face-to-face teaching situation at a non-profit educational institution and meet all of the following six criteria.

1. Performances and displays of audiovisual works must be made from legitimate copies, including pre-recorded videocassettes;
  - Not copies from legitimate copies -not copies from broadcasts.
2. Performances and displays must be part of a systematic course of instruction and not for entertainment, recreation, or cultural value of any part of the audience;
  - Instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus.
  - Course does not have to be a credit course but must be one recognized by the university and for which people register.

3. Performances and displays must be given by the instructors or pupils;
  - No broadcasting from outside sources.
4. Performances and displays must be given in classrooms and other places devoted to instruction;
  - Library screening rooms, residence hall lounges, rathskellers and cafeterias do not qualify.
5. Performances and displays must be a part of the teaching activities of non-profit educational institutions;
  - Businesses that conduct educational seminars and some technical schools do not qualify.
6. Attendance is limited to the instructors, pupils (i.e., guest lecturers).
  - Only people registered for the class may attend the screening. No fee specific to the showing may be charged.

The film which you are showing must have been lawfully made and required (i.e., you are not permitted to make copies of a protected work for use in the classroom).

The exemption only applies to "face-to-face teaching activities which requires that the teacher and students be in the vicinity of the video performance. Broadcasting and other transmission from an outside location into classrooms whether by radio or television and whether open or closed circuited is not permitted.

The exemption is available only to non-profit educational institutions.

The exemption applies only to performances rendered in the course of teaching activities, involving systematic instruction. The exemption does not apply to performances given for recreation or entertainment purposes.

The performance must take place in a classroom or similar place devoted to instruction, which may include a gymnasium, training field, library or auditorium if it is actually used as a classroom for systematic instructional activities. However, the exemption is not applicable to performances in an auditorium or stadium during a school assembly, graduation ceremony, class play or sporting event where the audience is not confined to the members of a particular class. "The exemption is for classroom, not school, performances.

## **Expressive Activity**

(University Policy)

### **I. Policy on Expressive Activity**

This policy applies to all buildings, grounds, and other spaces owned or controlled by Southern Illinois University Edwardsville (SIUE). The term "Expressive Activity" includes:

- A. Meetings and other group activities of students and student organizations;
- B. Speeches, performances, demonstrations, rallies, vigils, and other events by members of the University community, including students, student organizations, and outside groups invited by student organizations;
- C. Distributions of literature, such as leafleting and pamphleting; and
- D. Any other expression protected by the First Amendment to the U.S. Constitution.

## **II. Policy Statement**

SIUE property is primarily dedicated to academic, student life and administrative functions. But it also represents the "marketplace of ideas," and especially for students, many areas of campus represent a public forum for speech and other Expressive Activities. For members of the University community, including students and student organizations, the outdoor areas of campus are venues for free expression, including speeches, demonstrations, and the distribution of literature.

SIUE shall not consider the content or viewpoint of the expression or the possible reaction to that expression in applying this policy. SIUE shall not impose restrictions on students, student organizations, or University employees due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organization's, or University employee's expression, SIUE (including University police ) shall take necessary steps to ensure public safety while allowing the Expressive Activity to continue.

No event or Expressive Activity shall be permitted to violate or hinder the rights of others within the campus community.

SIUE does not assume any obligation or responsibility for the content of statements or materials distributed.

## **III. Rules and Regulations**

### **A. General Rules**

Subject to the additional rules set forth herein, members of the University community, including students and student organizations shall be allowed to conduct Expressive Activities on SIUE property as long as such activity:

1. Does not block access to campus buildings.
2. Does not obstruct vehicular or pedestrian traffic.
3. Does not constitute unlawful activity.
4. Does not create a clear and present threat to public safety.
5. Does not take place in a location that has been previously reserved by another individual or group.
6. Is conducted by a non-commercial entity.
7. Does not disrupt the conduct of University business, including educational instruction, due to excessive noise.

8. Ensures distribution of printed materials must be done in person. At least one member from each registered student organization must be present to distribute the printed materials.
9. Ensures individuals and/or groups engaged in Expressive Activity are responsible for picking up any printed materials dropped on the ground around the areas of distribution. SIUE may charge such individuals and/or groups a reasonable clean up fee if they fail to do so.
10. Ensures individuals and/or groups engaging in Expressive Activity agree to pay for any damages to SIUE property that is caused by their use of such property.

This policy shall not apply to any person or organizations desiring to sell merchandise or services on campus. Such activities are governed by the SIUE Solicitation Policy, which can be found at <https://www.siu.edu/policies/6a4.shtml>.

#### **B. Spontaneous Activities in Outdoor Locations**

For outdoor campus facilities and areas, members of the University community, including students, student organizations, and their sponsored guests may freely engage in spontaneous Expressive Activities provided that such activities are in compliance with all other provisions of this Policy, and the Kimmel Student Involvement Center Student Organization Handbook, if applicable, which may be found at <http://www.siu.edu/kimmel/organizations/index.shtml>.

#### **C. Spontaneous Activities in Indoor Locations**

For indoor campus facilities and areas, members of the University community, including students, student organizations, and their sponsored guests may freely engage in spontaneous Expressive Activities subject to the following conditions:

1. Expressive Activities may only be conducted in locations that do not interfere with the educational mission of the university, or other University business.
2. The Expressive Activities are in compliance with all other provisions of this policy.

#### **D. Reserving Campus Facilities**

1. If students, student organizations, or University employees desire to reserve indoor or outdoor campus facilities, they shall submit their application for reservation to the Office of the Vice Chancellor for Administration (or the Morris University Center (MUC) Event Services Office for reservation of space within the MUC) at least three business days prior to the reservation date. SIUE will respond to the reservation application within two business days.

2. If individuals or organizations who are not members of the university community (i.e., not students, student organizations, or university employees) desire to reserve campus facilities, they shall submit their application for reservation to the Office of the Vice Chancellor for Administration, (or the Morris University Center (MUC) Event Services Office for reservation of space within the MUC) at least three business days prior to the reservation date. SIUE will respond to the reservation application within two business days. If applicable, information regarding the cost of indoor facilities will be provided to the requestor.
3. Reservation requests will be processed and granted on a first-come, first-served basis. These requests may be denied for the following reasons only:
  - a. The request conflicts with restrictions enacted pursuant to this Policy (denial must specify);
  - b. The venue is already reserved for another event<sup>[1]</sup>;
  - c. The activity will attract a crowd larger than the venue can safely contain;
  - d. The activity is a clear and present threat to public safety, according to University Police; or
  - e. The activity is unlawful.
4. During an event, the student, student organization, University employee or sponsor requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.

[1] In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official university sponsored activities and events; (2) recognized student organization activities and events; (3) student activities and events; and (4) all other activities and events.

### **Large Exterior Events Sponsored by Recognized Student Organizations** (MUC & Kimmel Student Involvement Center Policy)

The following are policies and guidelines for use of University grounds for any Large Exterior Event, as defined as all evening events with an anticipated attendance of 200 or more, requires amplified sound or music, and/or have non-seated attendants, held outdoors and sponsored by a recognized student organization. A request to schedule space for an event by a sponsoring group shall be approved, provided that the proper guidelines have been met and the space is available. The sponsoring group agrees to abide by all University policies and procedures that govern the use of University facilities and the *Student Conduct Code* (<http://www.siu.edu/policies/3c1.shtml>). This policy shall in no way effect the full exercise of constitutional rights of free speech, assembly, or religion, nor is it intended to restrict the right to engage in any activity covered by the SIUE Policy on Expressive Activity, the Solicitation Policy, or the SIUE Naming Policy.

The right to sponsor a large exterior event is a privilege and all policies and procedures will be enforced. Any violations may result in the suspension of the sponsoring group's scheduling privileges for large exterior events for up to two consecutive calendar years.

**I. POLICIES RELATED TO LARGE EXTERIOR EVENTS SPONSORED BY STUDENT ORGANIZATIONS**

- A.** Large Exterior Events must be conducted in accordance with this policy if they are occurring outside on the grounds of SIUE. This includes but is not limited to the Stratton Quad, Dunham Hall Lawn, Woodland Bowl and the Hairpin Drive.
- B.** Large Exterior Events must be scheduled at least 60 calendar days in advance through the Event Services Office in the Morris University Center who will seek approval from the Vice Chancellor for Administration.
- C.** Executive officers of the sponsoring organization, the event planner (if this person is not an executive officer of the sponsoring organization, and their University adviser (or designee), must attend a Large Exterior Event policy meeting 45 calendar days prior to holding an event with staff from the Kimmel Student Involvement Center, Facilities Management, SIUE Police and staff from the venue (typically the Morris University Center (MUC)).
- D.** Large Exterior Events may be scheduled on Thursday, Friday, and Saturday nights between 6:00 - 11:00 pm and Sunday from 2:00 – 8:00 pm only. Depending on the type of event, the number of approved Large Exterior Events per weekend may be limited to no more than two (2) events. Large Exterior Events sponsored by a student group with an admission charge must be scheduled with Event Services in the MUC. Event guests will be limited to:
  - Currently enrolled SIUE students
  - Non-SIUE students who are at least 18 years old and up (Driver's License or State Issued photo ID required for ticket purchase and entrance)
- E.** The event must be scheduled to end no later than 11:00pm if scheduled on a Thursday, Friday, and Saturday night and sponsoring organization members, DJ, staff and guests are to have the space cleared and vacated no later than 11:30 pm. If the event is scheduled on a Sunday, it must be scheduled to end no later than 8:00 pm and sponsoring organization members, DJ, staff and guests are to have the space cleared and vacated no later than 8:30 pm.
- F.** Tickets must be printed by the University with no exceptions, and the cost will be incurred by the sponsoring organization. The sponsoring organization will provide a ticket sales request to the MUC Welcome Desk a minimum of two (2) weeks prior to the start of ticket sales. The sponsoring organization is responsible for additional staffing costs to keep the Welcome Desk open past normal business hours.
- G.** Ticket sales will be limited to 1000, with 75% (750) of tickets for SIUE students, and 25% (250) of tickets for Non-SIUE students with a valid driver's license or State Issued photo ID, and will be pre-sold at the MUC Welcome Desk one (1) week in advance during normal operating hours. Any unsold tickets may be sold the night of the event from the Welcome Desk for an additional fee per the current rate schedule.
- H.** The sponsoring student organization is required to support the event with one (1) event monitor per 25 anticipated guests. For an event with 1000

guests, a maximum of 40 members of the organization, (including: monitors and active organization members) may attend the event at no charge and wristbands will be provided for these attendees to be worn throughout the duration of the event. A list of these members is due to the Kimmel Student Involvement Center at least five (5) business days prior to the event.

- I.** Wristbands, at the cost of the sponsoring organization, will be used for everyone entering the event and all attendees must wear wristbands throughout the duration of the event. Attendees will not be allowed to re-enter the designated event location once they have exited. When an attendee exits the area, their wristband will be removed by a monitor of the sponsoring student organization.
- J.** A security company will be contracted by Kimmel Student Involvement Center, at the expense of the sponsoring organization, to provide one (1) security officer per entrance/exit or a minimum of four (4) security officers to staff/supervise the wand/metal detectors, distribute wristbands, and monitor exits and the perimeter of the space for the duration of the event.
- K.** The perimeter of the exterior location must be contained with control of the entrance and exits at the expense of the sponsoring organization. For example, orange snow fence can be arranged for setup through Facilities Management. One (1) entrance and exit is required for every 200 anticipated guests, for a maximum of five (5) exits.
- L.** Due to fire regulations, exits may not be blocked. The sponsor must station a monitor at each emergency exit to prevent unauthorized entry. Nothing can be placed in areas that block fire exits. This includes, but is not limited to, DJ tables and equipment, speakers or other technical items, etc.
- M.** Portable restrooms will be required at the expense of the sponsoring organization and will be used to avoid unnecessary traffic into University Buildings. One (1) portable restroom will be required for every 100 anticipated guests. Portable restrooms should be contained within the event perimeter.
- N.** No alcoholic beverages, illegal substances, weapons, backpacks or personal bags may be brought into the controlled location or surrounding area of the event. All attendees must be willing to be searched with a metal detector.
- O.** The noise level during the event may not be so loud as to be disruptive to other events, academic classes or official University business that is occurring at the same time. This determination is to be made by University Police, University Administration, or a designee assigned by appropriate University Administration.
- P.** All equipment and/or materials that might be damaging and used in part of the event must be approved by the Kimmel Student Involvement Center at least two (2) weeks prior to the event date. (Ex: DJ equipment, snow fencing, tables, foam, paint, etc.)
- Q.** Finalized contracts with contact information must be submitted in writing to the Kimmel Student Involvement Center at least two (2) weeks prior to the event date. (Ex: DJ, security, portable restrooms, etc)
- R.** The sponsoring group is responsible for the actions of the participants.
- S.** The sponsoring group is responsible for any damages to the scheduled space and surrounding property. This includes University Buildings adjacent to the scheduled space.
- T.** When inclement weather affects the immediate area, the University reserves the right to cancel or postpone any Large Exterior Event out of

concern for safety of the sponsoring organization and the attendees of the event.

- U.** Any violation occurring at the event may result in the sponsoring organization losing privileges, including the opportunity to host a similar event on campus, etc. and/or face the appropriate penalties through the Student Code of Conduct.

## **II. STAFFING & PERSONNEL ARRANGEMENTS FOR LARGE EXTERIOR EVENTS**

The University and the sponsoring student organization are responsible to ensure the staffing at the event meets the requirements listed below. Failure to provide the appropriate staffing levels by given deadlines could result in a cancellation of the Large Exterior Event.

### **A. ROLE AND RESPONSIBILITY OF EVENT STAFF**

#### **1. ORGANIZATION MONITORS**

The sponsoring student organization is responsible for designating and identifying one (1) event monitor per 25 anticipated guests to act as monitors for the event. All monitors **MUST** be members of the sponsoring organizations. Exceptions will be made for sponsoring organizations that have fewer than 14 members, in which case, enrolled University students not part of the sponsoring organization may also serve as monitors. Student organizations are responsible for ensuring that all monitors carry out their assigned duties.

- i. Monitors must be present thirty (30) minutes prior to event start time, as well as the group's adviser, to meet with the Police Officers and Security for assigned duties.
- ii. All monitors must stay for the entire duration of the event.
- iii. All monitors are responsible for clearing the event location at the end of the event.
- iv. All monitors must be easily identifiable with a secondary colored wristband.
- v. All monitors must arrive and maintain sobriety through the event.

#### **2. SECURITY**

Outside security will be contracted to provide one (1) security officer per entrance/exit or a minimum of four (4) security officers, whichever is greater, who will arrive 30 minutes prior to the start of the event and will staff/supervise the metal detectors (if required), verify identification, distribute wristbands, and monitor the perimeter of the designated area and the exits. The sponsoring organization will provide event monitors/members to assist personnel in this process. The sponsoring organization will be required to pay for the security officers.

#### **3. SIUE POLICE OFFICERS**

Large Exterior Events will be required to have a minimum of three (3) SIUE police officers working the event. One (1) officer will patrol the parking lots. Two (2) officers will be in the event location. Officers will walk through the event at the discretion of the Police Chief. The sponsoring organization will be required to pay for the officers.

#### **4. FACULTY/STAFF ADVISER**

A faculty/staff adviser or their designee (must be full time faculty or staff at the University) must be present at any student organization Large Exterior Event for the entire duration. This University representative is expected to take an active role in the presentation of an orderly program. In order to assist the attending faculty or staff adviser at such events, the following responsibilities are listed.

- a. The faculty/staff adviser, or their designee, must attend the Large Exterior Event policy meeting 45 calendar days prior to the event.
- b. The faculty/staff adviser, or their designee, covering a student organization event must be in attendance from 30 minutes prior to the event start time until clean-up is completed and all participants have left the scheduled space in which the event was held. They should assist with all aspects of the event.

#### **5. KIMMEL STUDENT INVOLVEMENT CENTER AND/OR MUC STAFF**

One person from the Kimmel Student Involvement Center and/or Morris University Center Staff can assist, as needed and if requested, to take tickets, issue wristbands and/or check student IDs, and assist with waivers, if applicable. The Kimmel Student Involvement Center and/or Morris University Center Staff will assist in communication and enforcement of the rules and regulations contained in this Large Exterior Event policy, the Student Code of Conduct, and report policy violations if they occur to the Associate Dean of Students/Director of Student Conduct. The Kimmel Student Involvement Center and/or the Morris University Center Staff, if requested, can assist in clearing the designated location at the conclusion of the event and will walk the space and adjacent buildings to ensure no damage occurred.

#### **6. MUC WELCOME DESK STAFF**

The MUC Welcome Desk Staff, if contracted, will be onsite at the MUC Welcome Desk to sell tickets until the event is sold out or their contracted time is expired. Tickets will not be available for sale outside of the Welcome Desk location. The MUC Welcome Desk Staff will verify identification and follow the appropriate ticket sales procedure.

#### **7. FACILITIES MANAGEMENT**

The SIUE Facilities Management Staff will be contracted to setup the perimeter fencing as well as remove the fencing and clean up post event. This will be charged to the sponsoring student organization.

### **B. MINIMUM POLICE/STAFFING ARRANGEMENTS FOR EVENTS**

Department	Quantity Required	Paid by
SIUE Police Officers	Three (3)	Paid by organization Contracted by Kimmel
Security Personnel	Minimum of Four (4) or 1	Paid by Organization Contracted by Kimmel

	personnel per entrance/exit	
Monitors	One (1) per every 25 anticipated guests	Supplied by Organization
Organization Faculty/Staff Adviser	One (1)	
MUC Welcome Desk Staff Member for ticket sales	One (1)	Paid by Organization
Kimmel Student Involvement Center Representative or MUC Administration Representative	One (1), if requested by the Student Organization	

### III. FACILITIES/CHARGES/CAPACITIES FOR EVENTS

The Kimmel Student Involvement Center, in coordination with the MUC and other campus partners, will provide an estimate of costs prior to the event. These costs will be based on the current rate schedules.

#### STRATTON QUAD, HAIRPIN DRIVE, & DUNHAM HALL LAWN

Event Capacity	1040* (1000 Tickets + 40 Organization Members)
Set Up/Tear Down	Dependent on Current Rate Schedule & Event Requirements
Security**	Three (3) SIUE PD officers at the current rate schedule minimum of four (4) hours Minimum of Four (4) Security workers at the current rate schedule minimum of four (4) hours
Tickets	Dependent on Quantity
Wristbands	Dependent on Quantity

\*capacity includes current members of the organization, dance monitors, alumni members, and members of other student organizations.

### **Late Night Dances Sponsored by Recognized Student Organizations**

(Kimmel Student Involvement Center policy, approved by the Office of the Vice Chancellor for Student Affairs)

The following are policies and guidelines for use of University facilities for a late night dance sponsored by a student organization. A late night dance will be defined as lasting after the close of the building, but no later than 2:00am. A request to schedule space for a dance by a sponsoring group shall be approved, provided that the proper guidelines have been met and the space is available. The sponsoring group agrees to abide by all University policies and procedures that govern the use of University facilities and the *Student Conduct Code* (<https://www.siu.edu/policies/3c1.shtml>). The right to sponsor a dance is a privilege and all policies and procedures will be enforced. Any violations may

result in the suspension of the sponsoring group's scheduling privileges up to two (2) consecutive calendar years.

#### **I. POLICIES RELATED TO DANCES SPONSORED BY STUDENT ORGANIZATIONS**

- A.** Dance must be scheduled at least 30 days in advance in the Morris University Center (MUC) or the Student Activity Center (SAC).
- B.** No alcoholic beverages, illegal substances, weapons, backpacks or large bags may be brought into dance venues.
- C.** The noise level during a dance may not be so loud as to be disruptive to other events scheduled in the building.
- D.** The sponsoring group scheduling the event will be responsible for the actions of their participants.
- E.** The sponsoring group is responsible for any damages to the scheduled space and property. This includes public spaces required to give access to the scheduled space (i.e., lounges and restrooms). There is to be absolutely no standing on chairs or tables. Charges will be assessed to groups that damage a facility or its property.
- F.** Due to fire regulations, exits may not be blocked. The sponsor must station a monitor at each emergency exit to prevent unauthorized entry. No furniture or equipment can be placed in areas that block fire exits. This includes, but is not limited to, DJ tables and equipment, speakers or other technical items, etc.
- G.** Groups who wish to decorate must contact the building management for the acceptable/approved decoration process. (Morris University Center (MUC) – Event Services – 650-3001; Student Activity Center (SAC)– Campus Recreation – 650-2348).
- H.** Late night dance may be scheduled for Friday or Saturday nights only and only one (1) dance may occur each weekend. Dances will be limited to:
  - Currently enrolled SIUE students
  - Non-SIUE students who are at least 18 years old and up (Driver's License or State Issued photo ID required for ticket purchase and entrance)
- I.** Tickets must be printed by the University with no exceptions, and the cost will be incurred by the sponsoring organization. The sponsoring organization will provide a ticket sales request form to the MUC Welcome Desk a minimum of two (2) weeks prior to the start of ticket sales. The sponsoring organization is responsible for additional staffing costs to keep the Welcome Desk open past normal business hours, in order to see tickets during the event.
- J.** Ticket sales will be limited to 600, with 75% (450) of tickets for SIUE students, and 25% (150) of tickets for Non-SIUE students with a valid driver's license or State Issued photo ID, and will be pre-sold at the MUC Welcome Desk one (1) week in advance of the event, and only during normal operating hours. Any unsold tickets may be sold the night of the event from the MUC Welcome Desk for additional staff costs (see I.).
- K.** A maximum of 25 members of the organization, (including: dance monitors, alumni, and other organization members) may attend dances at no charge. A maximum of 25 wristbands will be provided for these attendees to be worn throughout the duration of the dance. A list of these 25 members is due to Kimmel at least two (2) days prior to the dance.

- L. The dance may be scheduled to end no later than 1:30am, and participants as well as DJ staff and sponsoring organization members and guests are to be out of the building no later than 2:00am.
- M. Executive officers of the sponsoring organization and their University adviser (or designee), must attend a dance policy meeting two (2) weeks prior to holding a dance, with staff from Kimmel and staff from the MUC or SAC.
- N. Wristbands will be used for everyone entering the dance and all attendees must wear wristbands throughout the duration of the event. All attendees must go through a metal detector wand and show their wristband each time they enter the dance facility.
- O. A security company will be contracted by Kimmel, at the sponsoring organization's expense, to provide four (4) employees to staff/supervise the wand/metal detectors, distribute wristbands, and monitor doors when the building closes at 12:00 midnight or when room capacity has been reached.
- P. Attendees will not be allowed to re-enter the building once they have exited when lockdown occurs at the posted close of the building (typically 12:00 midnight).
- Q. Policy or conduct violations may result in the loss of privileges for the sponsoring organization.

## II. STAFFING & PERSONNEL ARRANGEMENTS FOR DANCES

The University and the sponsoring student organization are responsible to ensure the staffing at the event meet the requirements listed below. Failure to provide the appropriate staffing levels by given deadlines could result in a cancellation of the late night dance.

### A. ROLE AND RESPONSIBILITY OF DANCE STAFF

#### 1. ORGANIZATION MONITORS

The sponsoring student organization is responsible for designating and identifying the required number (5) of SIUE volunteers to act as monitors for dances. All monitors MUST be members of the SIUE sponsoring organizations. Exceptions will be made for SIUE sponsoring organizations that have fewer than 14 members, in which case, enrolled SIUE students not part of the sponsoring organization may also serve as monitors. Student organizations are responsible for ensuring that all monitors carry out their assigned duties.

- vi. Monitors must be present thirty (30) minutes prior to dance start time, as well as the group's adviser (or their designee), to meet with the Police Officers and Security for assigned duties.
- vii. All monitors are responsible to assist with clearing the building within 30 minutes following the conclusion of the event.

#### 2. SECURITY

Outside security will be hired to provide four (4) employees who will arrive 30 minutes prior to the start of the dance and will staff/supervise the wands/metal detectors, distribute wristbands, and monitor doors at midnight when the doors are locked or when room capacity has been reached. The sponsoring organization will provide room monitors/members to assist personnel in this process.

### 3. SIUE POLICE OFFICERS

Late night dances will be required to have a minimum of three (3) SIUE police officers working the event. One (1) officer will patrol the parking lots. One (1) officer will be in the dance and one (1) officer in the Pre Function space. Officers will walk through the dance every fifteen (15) minutes. The sponsoring organization will be required to pay for two (2) of the officers and the Kimmel Student Involvement Center will pay for one (1).

### 4. FACULTY/STAFF ADVISER

A faculty/staff adviser or their designee (must be full time faculty or staff at SIUE) must be present at any student organization dance. This University representative is expected to take an active role in the presentation of an orderly program. In order to assist the attending faculty or staff adviser at such events, the following responsibilities are listed.

- c. The faculty/staff adviser (or their designee) covering a student organization dance must be in attendance from 30 minutes prior to the dance until clean-up is completed and all participants have left the scheduled space in which the dance was held. They should assist with all aspects of the event.

### 5. KIMMEL STUDENT INVOLVEMENT CENTER STAFF

The Kimmel Student Involvement Center Staff will assist as needed to take tickets, distribute wristbands, and check student IDs. The Kimmel Student Involvement Center Staff will assist in communication and enforcement of the rules and regulations contained in the Late Night Dance Policy and report policy violations to the Building Supervisor. The Kimmel Student Involvement Center Staff will assist in clearing the building at the conclusion of the event and will walk the space with the MUC/SAC Staff to ensure no damage occurred.

### 6. MUC/SAC STAFF

The building staff at either the MUC or SAC will support the event through logistical support, if additional resources are needed from the building (ex. example lights, electricity, etc). The building staff will ensure that the exterior doors are locked at the posted close and will verify doors are still secure at 30 minute intervals until the event concludes. At the conclusion of the event, the building staff will walk the space to ensure no items have been left and no damage has occurred. The building staff will document any damages via photos.

## B. MINIMUM POLICE/STAFFING ARRANGEMENTS FOR DANCES

Department	Quantity Required	Paid by
SIUE Police Officers	Three (3)	Two (2) paid by organization One (1) paid by Kimmel
Security Personnel	Four (4)	Paid by Organization Contracted by Kimmel
Monitors	Five (5) – minimum	Supplied by Organization
Building Supervisor	One (1)	Paid by MUC/SAC

Organization Faculty/Staff Adviser	One (1)	Supplied by Organization
MUC Welcome Desk Staff Member for ticket sales	One (1)	Paid by Organization
Kimmel Student Involvement Center Representative	One (1)	Supplied by Kimmel

### III. FACILITIES/CHARGES/ROOM CAPACITIES FOR DANCES

The Kimmel Student Involvement Center, in coordination with the MUC/SAC and other campus partners, will provide an estimate of costs prior to the event. These costs will be based on the current rate schedules.

#### MORRIS UNIVERSITY CENTER MERIDIAN BALLROOM

Room Capacity for dances	625* (600 Tickets Sold + 25 Organization Members at No Charge)
Set Up/Tear Down	Dependent on Current Rate Schedule & Event Requirements
Building Supervisor	Provided at no additional costs by the University
Security	Three (3) SIUE PD officers at the current rate schedule minimum of four (4) hours Four (4) Security workers at the current rate schedule minimum of four (4) hours
Tickets	Dependent on Quantity
Wristbands	Dependent on Quantity

#### STUDENT ACTIVITY CENTER

Room Capacity for dances	625* (600 Tickets Sold + 25 Organization Members at No Charge)
Set Up/Tear Down	Dependent on Current Rate Schedule & Event Requirements
Building Supervisor	Provided at no additional costs by the University
Security	Three (3) SIUE PD officers at current rate schedule for a minimum of four (4) hours Four (4) security workers at current rate schedule for a minimum of four (4) hours
Tickets	Dependent on Quantity
Wristbands	Dependent on Quantity

\*capacity includes current members of the organization, dance monitors, alumni members, and members of other chapters of the sponsoring organization.

## **LARGE SCALE EVENTS SPONSORED BY STUDENT ORGANIZATIONS**

Defined Statements:

- Major event is defined as any event held on SIUE property which meets any of the following criteria:
  - The event is expected to attract more than 200 individuals within a limited time span (Examples: conferences, conventions, athletic events, social gatherings).

- The event involves the temporary presence of unusually valuable items on University property (Examples: exhibitions, charity sales).
- The event has an entrance fee that does not correlate with fundraising for philanthropy.
- Event coordinator is that individual or office which holds primary responsibility for scheduling and coordinating an event. Existing policies and procedures identify the following coordinators:
  - Coordinator of Event Services--for all events scheduled on SIUE property by groups or individuals external to the University, for SIUE groups and individuals scheduling events expected to attract non-SIUE participants and, for scheduled events involving only SIUE students, faculty, or staff.
  - Director of the Kimmel Student Involvement Center--for student events which involve on and off-campus participants.
  - Director of Athletics--for all intercollegiate athletic events.
  - Director of Campus Recreation--for events scheduled the departments' facilities.
  - Director of University Housing--for events scheduled at the Cougar Village Housing complex.
  - Appropriate Deans, Directors, or other administrative heads not listed above--for major events (such as school or college open houses, recreational tournaments in the Morris University Center, etc.) scheduled within a school, college or unit.
  - References to deans, directors, event coordinators, or other officers should be understood to include designates of those people.

#### Large Scale Events

##### Hiring Security Staff

- RSO's are required to obtain security for their event.
- RSO's are responsible for all financial aspects of hiring security.
- Campus Police are required to be present thirty minutes prior to the approved start time and must stay until thirty minutes past the approved ending time.
- Security must be finalized and approved by Event Services no later than one full week prior to the event.

##### Attendance

- Large scale events held by a Registered Student Organization must be open to all SIUE students.
- One non-SIUE affiliated student can attend with a SIUE student with required materials, but cannot attend on their own.
- All students will need to sign in for attendance.
  - Affiliated students will need to give their 800# or Cougar Card to be scanned into the event.
  - Non-SIUE affiliated students will be required to have a picture ID copied or taken a photo of in order to gain admittance to the event.
  - Non-SIUE affiliated students will also be required to give current contact information as well as whom their responsible party is.
- Affiliated students will be responsible for their guests and will be held responsible for any policy violation.
- If an SIUE student is removed from the event, their guest must also leave the premises.

##### Event Rules and Regulations

- All SIUE policies apply during the duration of the event.
- All damages must be reported to the appropriate parties within 24 hours of the approved ending time of the event.

- All RSO's agree to end their event at the approved ending time.

## **Fundraising/Soliciting**

(University Policy)

### **Policies Governing the Use of University Property for Fund Raising, Canvassing, Soliciting, Vending, and Allied Advertising**

#### 1. Statement of Policy

Fund raisers, canvassers, solicitors, vendors, and agents are forbidden to pursue their occupations on any property owned or controlled by the University except on official University business or in accordance with policies to accept certain educational, cultural, and service activities. Proper notice of the policy shall be given.

An admission fee may be charged or contributions solicited for events or meetings held on University premises only in accordance with University policies and regulations. Permission to charge admission fees or to solicit contributions shall be granted to the following:

- a. Recognized student organizations, when the proceeds from approved and properly scheduled activities are deposited into the University Agency Fund of the organization concerned, and are expended in accordance with established policies and regulations;
- b. Faculty and Staff organizations recognized by the University, when the funds collected are for defraying the expenses of the event or meetings, or are to be used for University scholarships, University projects, or University philanthropic programs;
- c. University allied or affiliated organizations, when the funds are collected for defraying the expenses of the event or meeting, or are to be used for University scholarships, University projects, or University philanthropic programs;
- d. Non-University groups and organizations, upon approval of the Scheduling Officers, when the funds collected are for defraying the expenses of the event or meeting, or are to be used for University scholarships, University projects, or University philanthropic programs;
- e. University facilities are not available to non-University organizations or individuals for presentation of public entertainment for which, from the admission fee charged, a profit is sought for the individual(s) or the organization(s) involved.

2. No person shall conduct such activity without first having procured credentials for identification as the agent for an activity within one of the above exceptions, nor when an otherwise excepted activity disrupts or interferes with or might reasonably lead the responsible administrative officer to forecast substantial disruption of or material interference with

the official operations of the University; the normal flow of vehicular and pedestrian traffic; conditions compatible with instruction, research, study, rehearsal, and practice; and health, sanitation, and safety of the University students, staff, and invitees. In addition, no such person shall in the course of such occupation purvey any material which contains, or publish about such material, statements which are willfully scurrilous or profane, demonstrably without factual foundation, malicious in law, or intentionally misleading or fraudulent, unless such statements are within the constitutional protection of the First Amendment or other legal privilege, nor shall any such person engage in any unlawful act in the course of such occupation.

The following guidelines shall serve as standards for classification as an acceptable educational, cultural, or service activity:

- a. An educational or cultural activity may warrant such classification when it is an activity sponsored by Recognized Student Organizations and when the major aspect of the activity is the display or exhibition of goods, products, or materials for the educational or cultural benefit of persons enrolled, registered, invited, or otherwise formally involved in the activity.
- b. A service activity performed by an accredited representative of a bona fide organization that is of benefit to the education and welfare of members of the University community or its service areas, or both, may also warrant such classification. All charitable solicitations must conform to law and comply with the highest standards of disclosure of and accountability for funds received.

### 3. **Procedures**

- a. Most organizations find it necessary to conduct fund raising efforts to defray financial obligations for members. Registered student organizations are permitted to solicit monies on campus according to the fund raising policy.
- b. All fund raising activities sponsored by registered student organizations must be granted approval through the Director of the Kimmel Student Involvement Center or his/her designee. Solicitation forms are available in the Kimmel Student Involvement Center. Student organizations may solicit off-campus businesses and said solicitation must be pre-approved by the Director of the Kimmel Student Involvement Center or his/her designee. A written request to solicit must be submitted two weeks prior to the date of the intended solicitation and must outline the purpose of the solicitation; what specifically will be solicited i.e., money and/or product; a list of businesses that will be solicited; and any pre-existing relationships between organizations and businesses. Failure to receive such permission prior to engaging in solicitation may result in disciplinary action being taken against an individual or an organization.
- c. Permission to charge admission fees or to solicit contributions may be granted to Recognized Student Organizations, when the proceeds from approved and properly scheduled activities are deposited into the University Agency Fund (8-account) of the

- organization concerned, and are expended in accordance with established policies and regulations.
- d. Student organizations may sponsor one (1) food related fundraising activity per semester on campus (i.e., barbecues, pizza meals, fish dinners, chili/spaghetti dinners). This excludes bake sales and food fundraising activities sponsored during traditional events such as, Cougar Welcome, Homecoming, and SpringFest. Said events must be scheduled according to the scheduling and solicitation policies and all rules and laws governing scheduling and solicitation must be followed.
  - e. Student organizations may invite off-campus vendors to campus for specific fund raising purposes per the following guidelines.
    - 1) A scheduling request form and a solicitation form must be submitted in the usual manner.
    - 2) A member of the sponsoring student organization will be present at the fund raising activity at all times
    - 3) The name of the sponsoring student organization and the percent of commission that the organization is receiving must be clearly displayed as the sponsor of the activity. The vendor's name CAN NOT be displayed. (Example: 25% of today's sale benefits (name of organization in bold).
    - 4) The sponsoring student organization MUST receive an agreed percentage of the gross sales (minimum of 25%), or receive a specific base fee from the vendor.
    - 5) A student organization may sponsor an off-campus vendor no more than two days per month. No off-campus vendor may be on campus more than two days per month.
  - f. Student organizations desiring to sell beverages during fund raising activities may only sell Pepsi beverage products (a complete list of approved beverage products is available in the Kimmel Student Involvement Center.)
  - g. Student organizations are not permitted to distribute free non-Pepsi beverage products on University premises.

## **Grade Point Averages**

(University Policy)

### **A. Procedures for Release of Grade Point Averages**

1. The Kimmel Student Involvement Center will secure grade point averages for specific organizations directly advised through Kimmel. In addition, the Kimmel Student Involvement Center can confirm GPA's to ensure that all organization members holding an office within their respective organizations hold and maintain at least a 2.3 grade point average.
2. University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization.
3. The following procedures have been established regarding release of grade point averages:

- a. Grade point averages may be secured on a continuing basis for members of an organization and released as permitted or authorized by law.
  - b. Each member for whom an organization desires grade point averages will be requested to sign a Grade Point Average Release Form.
  - c. This release will be kept on file in the Kimmel Student Involvement Center and shall remain in effect as long as the individual remains a member of a fraternity/sorority and enrolled at SIUE.
  - d. The Kimmel Student Involvement Center will verify permission for the release of the information.
4. Once the grade point averages have been secured, the information will be disclosed as permitted or authorized by law, to the President, University Advisor, Scholarship Chair, and national Headquarters Staff for use in chapter scholarship programming, awards recognition, and for verification of achievement of minimum academic standards.

## **Hazing & Pre-Initiation Activities**

(University Policy)

Members of student organizations or other persons associated with activities of student organizations may not engage in any hazing activities that pose any risk of physical or psychological injury to any person.

Hazing in any form is an inappropriate activity. By definition, an act of hazing includes all conditions described by Illinois statutes and/or any activity or attitude, mental, emotional, or physical which ridicules, degrades, embarrasses, leads to confusion or frustration, causes discomfort, or jeopardizes the health, welfare, and safety of an individual or group. Specifically, hazing includes, but is not limited to, the following:

- any activity that might reasonably bring embarrassment or emotional harm to the individual;
- any activity that might reasonably bring physical harm to the individual;
- any activity that requires an unreasonable or inordinate amount of the individual's time or in any manner impairs the individual's academic efforts;
- any activity that requires consumption of any liquid or solid matter;
- any activity that would degrade or otherwise compromise the dignity of the individual, or any requirement which compels an individual to participate in any activity which is illegal or contrary to an individual's genuine, moral, and/or religious beliefs or contrary to the rules and regulations of the University.

Any acts of hazing by an organization and its members, either on or off campus, are strictly forbidden. Hazing is a Class B misdemeanor under Illinois law. Any organization that engages, through any or all of its members, in any act of hazing is subject to severe disciplinary action, defined and outlined in the student code of conduct, including, but not limited to revocation of recognition as an organization at SIUE.

## **Mailboxes**

(Kimmel Student Involvement Center Policy)

The Kimmel Student Involvement Center will notify an organization of the receipt of a package (or bank statement) by inserting a notification slip in the organization's mailbox. This mail is logged & stored in a locked location. The Kimmel Student Involvement

Center will hold mail received for a student organization for 6 months. If mail has not been picked up after 6 months has passed, the Kimmel Student Involvement Center will do the following:

1. Forward mail to the most-recently listed advisor/fiscal officer
2. Return mail to sender
3. Destroy after options above have been exhausted

## **Pepsi Products**

(Kimmel Student Involvement Center Policy)

Student organizations may request up to 10 cases of free Pepsi products, twice a semester, to use as refreshments at their events when the event is:

- sponsored by a registered student organization in good standing
- free and open to the University community
- marketed towards SIUE students, faculty, and staff (only those affiliated with the university will be in attendance)
- held on campus
- not a recruitment event (informational, promotional or recruitment tables, ice cream social, etc.) or for a general organization meeting
- not a fundraiser

All requests for Pepsi products that meet the aforementioned criteria are available on a first come first served basis and while supplies remain available. To request free Pepsi products, the student organization must be officially recognized, registered, and in good standing with the Kimmel Student Involvement Center. The organization must submit a request for Pepsi product by submitting the Pepsi Product Request form a minimum of two (2) weeks prior to the date needed. This form is available on the *Get Involved* at SIUE site under "Campus Links."

## **Pepsi® Banners**

(Kimmel Student Involvement Center Policy)

- Pepsi® banner building materials are available in the Kimmel Student Involvement Center and may be requested to create banners to promote events and activities.
- The University will not restrict content except as otherwise set forth in this policy and except in cases where the University has determined with advice of the Office of the General Counsel that a particular item is defamatory, obscene, or possesses a clear and present danger of resulting in a serious substantive matter which the University has a right to prevent. While the University will only in very rare cases as set forth in this policy exercise prior restraint, students or student groups can be disciplined for violations of University policy which result from a publication, state, or action.
- Only recognized, registered SIUE student organizations may request materials to create Pepsi® banners to promote events and activities that have University wide appeal. A maximum of three (3) banners may be requested for a single event. (exceptions made by the Director of the Kimmel Student Involvement Center on a case by case basis)
- Pepsi® banner materials may **NOT** be requested by individual sponsored events

nor for student group recruitment, senior class projects/assignments, class projects, or fund raising activities held off-campus that do not support University organizations.

- Pepsi® banner materials may **NOT** be requested by student organizations to promote events that are held off-campus unless the event is deemed to be a campus wide initiative by the Kimmel Student Involvement Center.
- All Pepsi® banner requests will be reviewed by the Kimmel Student Involvement Center for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies and may be edited to conform to space limitations.
- A Pepsi® Banner Posting Request Form must be submitted to the Kimmel Student Involvement Center to request banner materials and for posting approval. The request must include when the posting will take place, what the promotion is for, the student organization's name, where on the campus the posting will be displayed, and the individual's name requesting to post the banners. Upon approval from the Kimmel Student Involvement Center, the requesting student organization will be assigned posting locations and a removal date. Posting approval is granted at the time of request; however, banner materials will be made available within a week prior to posting time. The sponsoring organization will be contacted when the materials are available.
- A maximum of 7 calendar days will be allowed for a Pepsi® banner to be displayed on the SIUE campus. Banners must be removed within 24 hours after the event advertised on the banner. At the time of removal, all parts of the banner must be removed including strings and banner material.
- Banners may only be posted in designated locations as outlined in the Pepsi® Banner Posting Request Form. Student organizations or University departments/units may not post Pepsi® banners in the Morris University Center, over the balconies of University buildings, or to cover up banners currently posted. Student organizations and University departments/units may not use their own staking poles to post banners; only the stationary poles located in designated areas throughout campus may be used to post Pepsi® banners.
- Student Organizations may not post Pepsi® banners in between trees, or on tree planters, flower beds, areas near existing University signage, on University buildings, or other structures. Banners must not block the exit or entryway to any facilities, disrupt the normal flow of traffic, or obstruct vehicular and pedestrian traffic. They may only be placed in designated areas as outlined on the Pepsi® Banner Posting map.
- In the event the banner is torn or defaced by weather related conditions, it may be repaired or replaced with a similar banner without prior notice to the Kimmel Student Involvement Center.
- Student organizations or University department/units are responsible for assembling banners, hanging banners and taking down banners and ropes. Materials used to post are the sole responsibility of the requesting student organization or University department/unit. Posting is at the group's own risk.

- **Any Pepsi® banner, which remains after the specified takedown time, will be considered a violation and will result in a loss of Pepsi® banner posting privileges for six months.**
- **Any student organization that fails to remove Pepsi® banners after receiving notification of its violation will be fined \$50 per banner.**

## **Posting Materials**

(Kimmel Student Involvement Center policy)

### **Guidelines for the Posting and Distribution of Materials at SIUE by registered student organizations and departments**

- **All flyers/posters must visibly bear the name of the registered student organization or university department printed in English and an expiration date.** Each flyer must also have an original approval stamp from the Kimmel Student Involvement Center. The expiration date of a posting will be the date of the event advertised. In the case of advertising not pertaining to a specific event, the poster must indicate an expiration date no later than three months from the date posted. The name of the current semester on the poster will suffice as an indication that the expiration date is the last day of the semester. Fliers/posters not bearing the name of a registered student organization and an expiration date will be removed.
- The University will not restrict content except as otherwise set forth in this policy and except in cases where the University has determined with advice of the Office of the General Counsel that such expression is defamatory, obscene, or is otherwise not protected by the First Amendment to the U.S. Constitution. While the University will only in very rare cases as set forth in this policy exercise prior restraint, students or student groups can be disciplined for violations of University policy which result from a publication, statement, or action.
- All materials will be reviewed for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies.
- Student organizations may not advertise on University property that events to be held off-campus will have alcoholic beverages present. Advertisements may not imply or suggest by symbol or name any reference to alcoholic beverages (e.g., shot glasses, wineglasses, kegs, and so forth).
- Posting is to be done on designated bulletin boards and kiosks only. Any materials posted on walls, doors, windows, pillars, garbage cans, automobiles, benches, trees, sidewalks, or any other unauthorized area will constitute a violation of the policy and may cause the offending organization to lose its posting privileges for one full calendar year from the date of.
- Any board assigned to a particular University department will be maintained by that department and any posting on such boards will be done with the approval of the appropriate University department. Such boards must be clearly marked as to whom they are assigned.
- The Kimmel Student Involvement Center oversees posting approval for bulletin boards. Priority will be given to registered student organizations. Additional needs will be addressed as space permits. Materials posted on these boards must bear an approval stamp from the Kimmel Student Involvement Center.

- The Kimmel Student Involvement Center is not responsible for saving posters, signs, banners, flyers, photographs, or other similar materials from any posting area or display board. Posting of materials is at the group's own risk.
- Materials on bulletin boards must be affixed with standard size staples or thumb tacks. The use of tape, glue, nails or any other affixing device is prohibited. Materials posted in an unauthorized manner may damage the bulletin boards, and will be removed. Cost of repair or replacement of bulletin boards damaged by posting in an unauthorized manner may be charged to the offending organization or department
- Cost of removal of flyers/posters posted in unapproved locations will be charged back to the offending organization or department.
- In order to allow all users a fair and equal chance for space on the boards and provide maximum service to the readers of the boards, poster size must not exceed 14" x 22".
- Questions regarding campus bulletin boards should be directed to the Kimmel Student Involvement Center.

**Guidelines for the Posting and Distribution of Materials at SIUE by outside entities (including SIUE students promoting non-organization events and activities)**

- Outside entities may have flyers or posters approved to be placed on the Kimmel Student Involvement Center maintained bulletin boards. All postings must follow the guidelines listed above for student organizations.
- Postings for businesses must include a benefit to SIUE students (for example, an SIUE discount, hiring students). They cannot simply be promoting the business.
- Postings can make no reference to alcohol, happy hours, drink specials, or other alcohol related items.
- The Kimmel Student Involvement Center will approve postings by SIUE students for roommates, tutoring, fundraisers for non-profits, etc. on a case by case basis. Postings must follow all of the above guidelines.

**Distribution by Handout**

Distribution by handout must be done in accordance with the University's Policy on Expressive Activity (refer to Policy above). All materials, in whatever manner distributed, must identify the issuing persons or organizations.

**Distribution from Booths and Tables**

Booths, tables, and other furnishings and fixtures provided by the University are limited for use only by registered student organizations and University units. Students may not post flyers on tables or other common areas around campus. This includes table tents in the Morris University Center.

**Poster/Flyer Distribution**

(Refer to posting policy and leafleting of posters and flyers)

The Kimmel Student Involvement Center maintains several bulletin boards on campus. All posters/flyers displayed on campus must have an approval stamp from the Kimmel Student Involvement Center.

*Bulletin Board Locations*

### Kiosks

- Between Science Building and Lovejoy Library
- Between Peck Hall and Lovejoy Library
- Between Peck Hall and Founders Hall

### Art Building

•A maximum of three posters may be displayed in the Art Building. Student Organizations should leave posters at the Administration Office for posting.

### Peck Hall

- First Floor Lobby
- Second Floor Lounge
- Third Floor Lounge

### Founders Hall and Alumni Hall

• Bulletin boards are located on the basement level of the building at the far end of the lounge area.

### Vadalabene Center/Student Fitness Center

• A maximum of two posters may be displayed. Student organizations are responsible for delivering posters to the Vadalabene Center.

### Science Building (old and new)

- Check with individual departments

### Dunham Hall

- First Floor located in the northeast hallway

### Lovejoy Library

• One poster may be displayed in the Library. Student Organizations should leave poster at the Administration Office (Room 1008) for posting.

### Morris University Center

• A maximum of three posters may be displayed in the Center. Student organizations should leave these posters at the Information Desk for posting by Morris University Center personnel.

### Cougar Village Apartments

• The Area Director for Cougar Village (CV) must approve all posters. A maximum of 40 posters may be posted at Cougar Village; posters may be left at the front desk of the Commons and will be posted by Housing staff at the discretion of the Assistant Director of Housing.

### Residence Halls

• All posters must be approved by the Assistant Director of University Housing. A maximum of 13 posters may be posted at each Residence Hall. The posters may be left at the front desk of the Residence Halls to be posted by Housing staff.

### *Placement*

- Maximum time for poster displays advertising any single event will be two weeks. Posters advertising multiple events will be displayed two weeks prior to the first event through the last event.

- The Kimmel Student Involvement Center will not be responsible for posters lost or stolen.
- Posting is to be done on designated bulletin boards and kiosks only. Any materials posted on walls, doors, windows, pillars, garbage cans, automobiles, or any other unauthorized area will be removed.
- Any posting on a board assigned to a particular University department must be approved by that department.
- Poster size should not exceed 14" x 22" to allow all users a fair and equal chance for space on the bulletin boards.

## **Raffles**

(County Ordinance)

Raffles conducted by student organizations (or any person) are prohibited under to the Illinois Criminal Code.

Sec. 28-1: The offense of gambling is committed by a person who "sets up or promotes any lottery or sells, offers to sell or transfers any ticket or share of any lottery."

Sec. 28-2: Lottery is "any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such prizes, whether such scheme or procedure is called a lottery, raffle, gift, sale or some other name."

Sec. 28-3 : A gambling place is defined as "any real estate, vehicle, boat or any other property whatsoever used for the purposes of gambling. Any person who knowingly permits any premises or property owned or occupied by him/her or under his/her control to be used as a gambling place commits a Class A misdemeanor." Each subsequent offense is a Class 4 felony.

## **RISK MANAGEMENT**

Southern Illinois University maintains a general liability insurance program. The programs cover University employees while acting within the scope of their responsibilities to Southern Illinois University. This includes RSO advisors, who are employees or volunteers, responsibly performing duties with the scope of being an advisor. Program details and exclusions can be found at: <http://siusystem.edu/risk-management/generalandprof.shtml>

Southern Illinois University organizations, clubs, sport clubs, and officers of these respective groups are not ordinarily covered by SIU's general liability insurance program. These organizations, officers, and individual members can be sued for negligence and held personally liable for damages. Therefore, these organizations need to consider and address risk inherent in any activity or event. This includes considering general liability insurance for the organization and events.

SIU may require such organizations to provide proof of general liability insurance, other insurance, and signed participant waivers for activities held on campus or coordinated through the Kimmel Student Involvement Center. These will likely be required for the following events or activities:

1. Anticipated attendance is above 100
2. Police are needed
3. Significant community presence is expected
4. Involving alcohol
5. Involving travel
6. Considered high risk\*

A copy of the approved waiver may be found in the appendices and is also available in the self-help area of the Kimmel Student Involvement Center on the Kimmel Student Involvement Center website.

\*(including but not limited to combustible material (including firearms, engines, rockets, etc), inflatables, water activities, livestock, horseback riding, weapons, activities above or below the earth, Club sports, International travel, and martial arts)

## **SCHEDULING FACILITIES**

Information about reserving spaces in the Morris University Center, including rates, reservation process, and associated policies, can be found here:

<http://www.siu.edu/muc/events.shtml>

### **Scheduling the Center for Spirituality and Sustainability (CSS Policy)**

Recognized Student Organizations may schedule events in the Center for Spirituality and Sustainability and should contact the Business Administrator at (618) 650-3246 reserve space. Student organizations should note that they may be allowed to use the Center on an occasional basis, with the stipulation that such scheduling will not conflict with a scheduled event or activity of a Participating Organization.

Student organizations, with exceptions, may be charged for their use of the facility, attendant fees and use of the kitchen. In some cases, student organizations will be charged a custodial fee.

The Campus Ministers, Business Administrator and other staff members are not to be expected in any way to move or arrange furniture, decorations or equipment; to serve as assistant, secretary, cook or waitress/waiter; or otherwise to assist in preparation for an cleanup after an activity or event. None of the existing decorations or the furniture and equipment used for worship are to be removed or relocated within the Center.

### **Scheduling the Student Fitness Center/Vadalabene Center**

Registered student organizations may schedule events in the Student Fitness Center by contacting the Student Fitness Center front desk.

### **Scheduling for University Housing (University Housing Policy)**

Student organizations are charged a fee for the use of University Housing facilities. Please contact the respective Residence Halls or Cougar Village Commons for fee information.

1. Any University Housing resident or Recognized Student Organization in good disciplinary standing, with a University Housing resident member as the sponsor, may schedule space in the Cougar Village Apartments Commons or the Residence Hall Multi-function Rooms. Priority will be given to University Housing organizations/living communities prior to other groups. Student Organizations may only request space two weeks prior to an event.
2. A University Housing Scheduling Request Form must be completed and submitted to the appropriate building/area.
3. If the requested space is available, the event will be approved, placed on the Commons Building/Residence Hall schedule and a confirmation sent to the sponsor. If the requested space is not available, another comparable space may be offered. No event where an admission fee/money is collected at the door will be approved.
4. The resident/organization sponsoring the event assumes complete responsibility and liability for any damages or excessive soil/litter within the reserved space and adjoining areas, including the entire building and grounds. Charges for damages and/or cleaning will be billed to the sponsoring resident/organization unless the person(s) responsible are identified.
5. If it is necessary to cancel the confirmed event, the resident/group must inform the appropriate scheduling designee at least five working days prior to the event. Failure to provide notice may result in suspension of the resident/group's scheduling privileges.
6. In order to ensure equal access to Commons Building/Woodland Hall space, no resident/group will be allowed to schedule space more than twice in a one month period. The Associate Director of Residence Life or scheduling designee for conferences or educational purposes may make exceptions.
7. Violations of any University or Housing policy, scheduling guidelines, room/building capacities and/or giving false information on the scheduling form will be referred for disciplinary action and future facility use may be jeopardized.
8. All events must end by 12:00 a.m. and all participants must be cleared from the Commons Building/Residence Hall Multi-function rooms by this specified time.
9. The sponsoring resident(s)/group for the event assumes full responsibility for the behavior of all guests.
10. The sponsoring resident(s)/group is responsible for the set up and tear down of the space in the Cougar Village Commons/Residence Hall Multi-function Rooms if the resident(s)/group brings their own materials. Chairs and/or tables included in the space reservation request will be set up and cleaned up by University Housing staff.

## **Staking**

(Kimmel Student Involvement Center policy)

### **Guidelines for the Staking of Placards to promote Events and Student Organizations**

- The University will not restrict content except as otherwise set forth in this policy and except in cases where the University has determined with advice of the Office of the General Counsel that such expression is defamatory, obscene, or is otherwise not protected by the First Amendment to the United States Constitution. While the University will only in very rare cases as set forth in this

policy exercise prior restraint, students or student groups can be disciplined for violations of University policy which result from a publication, statement, or action.

- All Staking requests will be reviewed by the Kimmel Student Involvement Center for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies.
  - Staking requests may be made in writing by recognized and petitioning SIUE student organizations and must include the specific content to be included on the signs, when the staking will take place, what the promotion is for, the student organization's name, where on the campus the staking will be displayed, and the individual's name who is requesting to stake signs.
  - Upon approval from the Kimmel Student Involvement Center the requesting student/student organization will be provided with a removal date. A maximum of 14 days will be allowed for a staking display to be displayed on the SIUE campus.
  - **Any staking display, which remains after the specified takedown time, will be considered a violation and will result in a loss of staking privileges for one semester.**
  - In the event of rain, or defacement by weather related conditions, staking displays may be freshened up or replaced with a similar poster board without prior notice to the Kimmel Student Involvement Center. Any staking display that is torn or in need of repair while posted on campus must be either taken down or repaired.
- Student Organizations may not stake in tree pods or planters, flower beds, or areas near existing University signage. Staking displays must not block ingress or egress to any facilities; disrupt the normal flow of traffic or obstruct vehicle or pedestrian traffic.
- The Kimmel Student Involvement Center is not responsible for removal of the staking display from any area. It is the sole responsibility of the student organization to remove displays. Materials used to stake are the sole responsibility of the requesting student organization. Staking is at the group's own risk.

# Student Organization Leader/Officer Transition Guide

A thorough and intentional Leadership Transition plan will provide an organization with continuity so that next year's officers can build on the knowledge gained rather than starting from ground zero. Below are only suggestions, take pieces that work for your group.

## Tips for a successful transition

- When new officers have been elected, orient them together as a group with all of the outgoing officers. Try going on a retreat together. This process provides the new leaders with an opportunity to understand each other's roles and to start building their leadership team. Outgoing officers should openly share what they believe went well and what they would change if they had it to do over again.
- Make introductions to resources. Schedule time to walk around campus with the new officers and introduce them to important people who can serve as key resources (Advisor, Kimmel, Event Services, etc.).
- Recognize your outgoing officers. Could be certificates, gifts, thank-you cards, etc. Show your group that leaders are valued and an important part of your organization.

## The Basics

- Register your organization through Get Involved at SIUE. This is done annually each spring
- Ensure you transition your [Get Involved](#) page to the new officers. You can access "how to guides" online to assist with this transition [here](#).
- Give access and instructions to any other online platforms, including (but not limited to):
  - Email accounts
  - Social media accounts
  - External websites
  - Online document storage (Dropbox, Google Drive, etc.)
  - National affiliation website login information
- If your organization holds space (desk or locker) in the Kimmel Student Involvement Center, ensure the key is passed on to the new leadership (and that they know where your space is and the requirements for use of the space)
- If you transition officers AFTER you register your organization for the year, complete the officer change form [here](#).
- If you transition officers BEFORE your register for the year (in the spring), complete the online registration process through Get Involved at SIUE
- Explain how to reserve space on campus through Event Services
- If your organization received annual allocations through Student Government, make sure the new officers are aware of the process to spend those funds

## Share all organization documents

Share documents electronically to allow new officers to easily update. Hard copy binders are an option as well, but harder to pass along to future leaders or edit documents. You can load any documents your organization needs to use to your Get Involved page. Some organizations also use Google Drive and/or Dropbox to help store documents online easily. Below are ideas of what to include:

- Constitution/Bylaws
- Mission, philosophy, goals and/or purpose of organization
- Organization history
- Budgets/Financial Reports/Bank Statements
- Meeting minutes
- Agendas
- Any evaluations of events/programs
- Calendar of events/deadlines
- Officer position descriptions
- Committee position descriptions
- Election process and timeline
- Membership recruitment information and timeline
- List of members and their contact information (email, phone number, etc.)
- Membership application
- Past correspondence
- Event planning guides for any annual events
  - Copies of flyers/posters from events
- Marketing materials including logos, posters, photos

### **Finances**

- Discuss the financial status of the organization
- Share where your organization receives money from
- If your club received annual allocation funding, share information and budget
- Get new leadership on as signers on your bank account and remove old leadership.
- Pass on any online bank passwords.
- Discuss any fundraising plans or goals
- Pass along checkbook
- Documents to share: Budget spreadsheet, past student organization funding applications, any approved budgets

## **LIABILITY RELEASE, WAIVER AND COVENANT NOT TO SUE**

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Release to the Board of Trustees of Southern Illinois University, a body politic and corporate of the State of Illinois, governing Southern Illinois University Edwardsville (the "University").

1.0 I desire to voluntarily participate in the following activity: \_\_\_\_\_ ("Activity"), to be held at \_\_\_\_\_ on \_\_\_\_\_. I understand and appreciate the dangers, hazards, and risks inherent in the Activity, and in the transportation to and from the Activity, which dangers could include serious or even mortal personal injuries and property damage.

2.0 Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the Activity and of the University allowing my participation in the Activity, and making available for my use while participating in the Activity, certain equipment, facilities, grounds or personnel of the University, on behalf of myself, my family, heirs, and personal representative(s), I, the undersigned, voluntarily agree to assume all the risks and responsibilities surrounding my participation in the Activity, the transportation to the Activity, and in any related activities undertaken, as a part of the Activity, and in advance release, waive, forever discharge, and covenant not to sue the University, its governing board, officers, agents, employees, and any students acting in their capacity as University employees (hereafter called the "Releasees"), for any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to pain and suffering, death, or damage that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while in, on, upon, or in transit to or from the premises where the Activity, or any activities related to the Activity, occurs or is being conducted.

3.0 I understand and agree that Releasees may not have medical personnel available at the location of the Activity. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment. Further, Releasees shall not be responsible or liable for any costs or other charges related to such medical treatment. I acknowledge that I am solely responsible, through insurance or otherwise, for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in the Activity. I hereby assume any and all such risk. I acknowledge that University does not provide insurance coverage for me.

4.0 I understand that any personally owned automobiles used in conjunction with this Activity are not covered by the University for personal property damage or liability. I understand that if I utilize a personally owned automobile I am required to carry auto liability insurance as required by the State of Illinois and any state or nation in which the Activity takes place. Further, if I agree to be a passenger in a vehicle that is not owned and/or operated by a University faculty member or representative, I hereby assume any and all risks that may be associated with riding in such vehicle and will hold the Releasees harmless from any and all loss, damage, injury or liability that may arise from such act.

5.0 It is my express intent that this Agreement shall bind the members of my family and spouse and my estate, family, heirs, administrators, personal representatives, and assigns and shall be deemed as a "Release, Waiver, Discharge and Covenant Not to Sue" the above-named Releasees.

I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my family, arising out of my participation in the Activity.

6.0 In signing this Agreement, I acknowledge and represent that I have fully informed myself of the content of this Agreement by reading it before I sign it, and I understand that I sign this Agreement as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.

7.0 I am voluntarily participating in the Activity, despite the possible dangers and risks and despite the release in this Agreement and I understand that this Agreement shall be effective during the entire period of my participation in the Activity.

8.0 I warrant and represent that I am at least eighteen (18) years of age and fully competent to sign this Agreement; and that I execute this release for full, adequate, and complete consideration fully intending to be bound by the same. I further warrant and represent as follows: (a) that there are no health-related reasons or problems which preclude or restrict my participation in the Activity; (b) that I am of sufficiently good health, and medically able, to take part in the Activity; and (c) that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

9.0 I further agree that this Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois without regard to its conflict or choice of law principles. If any term or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law governing this Agreement the validity of the remaining portions shall not be affected thereby. Acceptance of this Agreement by the University shall not constitute a waiver, in whole or in part, of sovereign immunity.

IN WITNESS WHEREOF, the following persons have executed this release this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**THIS IS A RELEASE AND WAIVER OF SUBSTANTIAL LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND THE PROVISIONS IN THIS DOCUMENT BEFORE SIGNING.**

**PARTICIPANT:**

**WITNESS:**

\_\_\_\_\_

\_\_\_\_\_

**Signature (If 18 years or older)**

**Signature (Must be 18 years or older)**

**Printed Name**

**Printed Name**

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Parent or Legal Guardian Signature (if Participant is under age of 18)**

**Parent or Legal Guardian Printed Name (if Participant is under age of 18):**