

REGISTERED STUDENT ORGANIZATIONS & ADVISOR'S HANDBOOK
REVISIONAL DRAFT
as of 10/21/08

PREFACE

This handbook has been designed for use by **Registered Student Organizations** and **Advisor's** at Eastern Illinois University. The information contained in this handbook is designed to facilitate the initiation and growth of student organizations and includes pertinent information about policies, procedures, resources and helpful guidelines that can affect student organizations, advisors, members and their operations within the University.

INTRODUCTION

In an effort to encourage a formal, organized system of student activities, the University provides certain services and privileges to all **Registered Student Organizations**. The registration process is designed to easily permit students to create a formal organization, which is intended to fulfill a common purpose, to provide opportunities for student interaction through participation in managing the affairs of the group and the implementation of activities/programs, and to foster individual student growth and development through responsible involvement in co-curricular activities. The registration status of an organization entitles the membership to be accorded certain privileges and to assume responsibilities as a student organization.

Registration of a student organization results from compliance with the requirements and conditions outlined in this handbook. Organizations that choose to register must complete the registration process with the Student Life Office, in order to exercise the privileges accorded registered student organizations by the University.

DEFINITION of A STUDENT ORGANIZATION

A "registered" student organization at Eastern Illinois University is defined as any student organizational group that meets the following criteria:

- * Primary officers and membership consists of students enrolled at Eastern Illinois University
- * Established in order to contribute to the students' personal interests and development
- * Meets all registration requirements as outlined in RSO and Advisor's Handbook
- * Annually registered with the Student Life Office
- * Understands and adheres to university policies and procedures governed by

USAGE OF THE UNIVERSITY NAME

Registered Student Organizations are not authorized to use or make reference to the university as part of their official name or title. It is recommended that any reference to the university in an RSO name or title be stated as "***The XYZ Student Organization at Eastern Illinois University***". This is the only official name or title recognized and approved by the university for usage by Registered Student Organizations. Any violation(s) in the usage of the university name can result in revocation of RSO's status with the university and additional university disciplinary action.

PARTICIPATION IN REGISTERED STUDENT ORGANIZATIONS

The Student Life Office believes that participation in one of the more than 150 student organizations offered is one of the most meaningful and rewarding experiences in which a student can become involved. Registered Student Organizations are a vital part of campus life at Eastern and affords students the opportunity to interact with fellow students and others at the University, while fostering their special interests outside the classroom.

The Student Life Office annually registers student organizations that complement the mission of the university and enhance the quality of education outside the classroom. Registration does not imply endorsement of the organizations' activities and actions by the university. Registration is a privilege that may be withdrawn for violation of university policies, procedures, student conduct code, state, local and federal laws.

ORGANIZATIONAL OBJECTIVES

The Student Life Office has developed organizational objectives that we believe can contribute to the development of Registered Student Organizations. Our expectations are that certain developmental outcomes will be realized by fulfilling these objectives.

1. Development of social skills through social interaction.
2. Development of leadership skills and good citizenship.
3. Development of student/community involvement through volunteerism, to promote positive campus/community interaction.
4. Development of activities that reinforce classroom instruction and supplement academics through service learning
5. Development of activities that offer students the opportunity for increased group participation and interaction, while instilling in students a sense of participation and civic responsibility as a member of the group and campus community.
6. Development of activities that promote successful development of students' intellectual and educational capabilities, personalities, and physical skills.
7. Development of activities that provide a means of uniting the campus community by promoting positive relations between students, faculty and administrators from various backgrounds.
8. Development of activities that bring cultural, intellectual, educational and social stimulation to the campus community.

THE STUDENT LIFE OFFICE OVERVIEW

The Student Life Staff recognizes the importance of co-curricular activities as an integral part of the college-learning experience. Active participation in student organizations provides opportunity for the development of leadership skills, social interaction and a sense of participation in the campus community. The Student Life Office assists registered student organizations in the planning and implementation of a wide range of social, cultural and educational programs designed to engage students, while preparing them to become contributing members in the campus community and global society.

The Student Life Office is a division within Student Affairs and reports to the Vice President for Student Affairs Office. Regular office hours during the academic year are Monday – Friday 8:00am – 4:30pm. The Student Life Office provides a variety of student involvement opportunities that compliment the academic experience outside the classroom. The Student Life Office is responsible for the advisement of Student Government, University Board, the student programming board, Greek Life, Multicultural programs and services, Organizational Leadership Support services, Student Volunteer programs, RSO Registration, and Major Campus Events – Concerts, Homecoming Week, Welcome Week, Pantherpalooza, First Night, Panther Service Day, Family Weekend and Spring Fling.

Many studies have shown students who become involved in co-curricular activities in college, benefit personally, socially, as well academically. We encourage students to become involved in student life on campus and to participate in the many co-curricular activities offered. We believe being involved in the total university community furthers student learning and personal development, and contributes to the overall satisfaction with the EIU educational experience

The Student Life Office professional staff has a unique opportunity to work in an advisory, educational, consulting, and resource role. With that in mind, the Student Life professionals, in collaboration with EIU faculty, staff and departments support student organizations and advisors outside the classroom in meeting the following organizational objectives. They include:

1. Assisting students in becoming involved with student organizations which fit their purpose, personal development, hobbies, issues and interests;
2. Encouraging successful involvement by providing leadership and skill development opportunities, informative pamphlets, specialized programs for student organizations and resource information;
3. Offering professional advising, training and an array of organizational, leadership and volunteer support services.
4. Seeking to engage students, faculty, and staff in active learning outside the classroom through participation in student organizations, community service, program planning and leadership development opportunities
5. Promoting a supportive community that assist students to work together within a diverse student population and care about the welfare of others

6. Developing policies and procedures that hold student organizations responsible for maintaining “good standing” with the university and community, while holding individuals accountable for their own actions and behaviors
7. Fostering working and mentoring relationships between EIU administrators, students, faculty, staff and local community members

The Student Life Staff encourages students to become involved in existing student organizations or to establish new and diverse organizations, and is available to assist you in answering any questions regarding student organizations. **Visit our web site at www.eiu.edu/~stdlife/index.htm, or stop by the office located on the 3rd floor in room #316 of the Martin Luther King, Jr. University Union, phone: 581-3829.**

Things to Consider Prior to Registration Process

There are basic questions that must be answered in order to form a new student organization at Eastern Illinois University. However, before you begin the registration process, there are several factors that should be considered in order to effectively organize your new student organization.

PURPOSE:

- How will your organization be defined?
- What are your proposed goals?
- What are you hoping to accomplish?
- How do you fit in on campus?
- What role do you want to play?
- How will you pick an advisor?
- Is there a department with whom you can or will be affiliated?

MEMBERSHIP

- Are there other people you already know who would want to join?
- How are you going to identify and recruit others?
- How will you convince them to join?
- What will this organization have to offer? Can other people find this elsewhere?
- What kind of commitment will members have to make?
- What makes this organization unique?

REGISTRATION OF STUDENT ORGANIZATIONS

BASIC STEPS TO GETTING STARTED

Getting started on the right foot will make your organization run more smoothly. The following guidelines give you step-by-step procedures for establishing a new student organization. Follow them carefully, and feel free to ask questions. Any staff member in the Student Life Office can provide you with the assistance you need.

STEP ONE: Selecting Members and a Faculty/Staff Advisor

All Registered student organizations at Eastern Illinois University must have (10) EIU student members and an advisor who is a member of the faculty or professional staff. This individual can provide you with valuable experience and ideas that will help your organization function more efficiently. If you do not have a faculty advisor, choose one immediately. Certain university documents and forms will often require your advisor's authorization and signature.

STEP TWO: Complete EIU Registered Student Organization Application Form

The ***EIU Registered Student Organization Application*** form can be picked up in the MLK Jr. Union - Student Life Office, Rm. 316 or on-line at <http://www.eiu.edu/~slo/>. Upon completion and return of this form, your organization:

Will have the right to:

- ♦ Reserve meeting rooms and facilities
- ♦ Use of the university name, i.e., *Chess Club at Eastern Illinois University*
- ♦ Group E-mail and Website accounts
- ♦ Hold an organizational mailbox in the Student Activity Center, MLK Jr. Union Room. #201

STEP THREE: Submit a Constitution

Upon completion of the ***EIU Registered Student Organization Application*** form, please return the form along with a current constitution to the Student Life Office. **Incomplete applications will not be processed.**

An outline of ***Elements of a Constitution*** is included in the RSO Handbook. Every student organization must include the following statements in their constitution:

1. ***Statement of Name***
2. ***Statement of Purpose***
3. ***Statement of Membership***
4. ***Statement of Non-Discrimination***
5. ***Statement of No Hazing***
6. ***Statement of Executive Officers***
7. ***Statement of Duties of Executive Officers***
8. ***Statement of Removal, Resignation, Vacancies***
9. ***Statement of Standing Committees***
10. ***Statement of Advisor***
11. ***Statement of Meetings***
12. ***Statement of Elections***
13. ***Statement of Dues***
14. ***Statement of Amendments***

15. *and By-laws*

STEP FOUR: Approval & Notification

The EIU Student Senate must approve all “New” Registered Student Organizations. New RSO’s seeking approval status, will be required to have a minimum of (2) officers and/or advisors attend a ***RSO Orientation Meeting***, pending the completion of the approval process. Upon Student Senate approval and completion of *RSO Orientation Meeting* training “new” registered student organizations will be notified of their status within 1 week.

REGISTRATION PROCESS

There are two types of registration – **re-registration** and “**new**” **registration**. The purpose of the registration process is to provide the Student Life Office, the University and potential members with vital information about registered student organizations on campus for the current academic year. Under normal circumstances, the registration process for a “new” student organization takes about 2 weeks for approval. Notification of registration approval will be sent by e-mail to the organization’s president and advisor within 5 working days. Delays may occur if all requirements are not completed by the organization.

The organization seeking registration status must submit the following information to the Student Life Office:

1. **The entire registration process completed on-line and,**
2. **The organization’s current constitution and by-laws.**
3. **The names of (10) EIU student members and officers**

In the **spring** of each year, it is necessary to register or re-register student organizations. **The annual re-registration period for all student organizations is March 1 – April 30. Annually each registered student organization will receive a user name and password in order to access the on-line registration site.** This process begins on-line at [www. http://www.eiu.edu/~slo/rso/rsoList.php](http://www.eiu.edu/~slo/rso/rsoList.php), which must be completed by the organization’s current officers/registered agents and advisor. Return forms to the Student Life Office, with a **current copy of the constitution. Incomplete on-line registrations will not be accepted.**

Re-registration Notification will be e-mailed to existing organization president and advisor during the registration period. Failure to register by the designated deadline may cause an organization’s recognition status to be withdrawn from active status. The Student Life Office reserves the right to deny registration to a student organization.

REGISTRATION PROCESS FOR NEW STUDENT ORGANIZATIONS

1. Upon receipt of the completed registration materials, all information will be reviewed for accuracy and approval by the Student Life Office and the EIU Student Senate. The purpose of the review process is to provide an opportunity for the verification of all registration materials submitted for approval.
2. During the review process, a minimum of (1) RSO officer(s) and/or advisor(s) will be required to attend (1) ***RSO Orientation Meeting***. Contact the Student Life Office for

schedule of dates and times meetings are offered throughout the year.

3. Following the review process, the organization president or representative may be asked to appear before the Student Senate to discuss the organization purpose and answer any questions.
4. Upon completion of the ***RSO Orientation Meeting*** requirement and Student Senate approval, the Student Life Office will establish a file for your organization.
5. The official registration process takes approximately two weeks from the date completed registration materials are submitted to the Student Life Office.
6. During the approval process, meeting spaces may be obtained for the purpose of recruitment, once all registration materials are on file with the Student Life Office.
7. **Organizations with less than ten (10) members will be given a “probationary period” of one (1) semester to meet the standard membership requirement.**

CONDITIONS OF REGISTRATION

In accordance with the *EIU Internal Governing Policy Number #79* the following conditions of registration are required for approval:

1. That the organization meets the minimum requirements of **10** current EIU students or probationary throughout the academic year, and have at least one (1) University advisor who is a faculty, staff or administrator.
2. That the members of a Registered Student Organization must be either registered Eastern students in good standing with the University, or Eastern faculty or staff members.
3. That the “Authorized and Responsible Agents” are authorized to act for the Organization in its relations with the University. EIU Faculty and Staff are required advisors
4. That those persons who signed the face of the form have been elected or appointed to serve in the capacities listed according to the organization’s constitution, and by signing its registration form assume responsibilities of such offices, and registered agents.
5. That membership and leadership is not limited on the basis of age, color, race, gender, religion, national origin, sexual orientation or physical ability, economic status, political persuasion, veteran status or weight. However, as long as no student is excluded from participation the following student organizations are exempt whose primary purpose is as follows:
 - A. Social fraternities and sororities may select members based on gender. (See Regulations under Title IX of the Education Amendments of 1972.)

- B. Religious-based student organizations may use beliefs as criteria for selection of membership to the extent outlined in its constitution and by-laws which state that it is affiliated with a specific religion or doctrine, or church and whose primary purpose is to promote and espouse certain beliefs that are religious in nature. Furthermore, a religious-based student organization can **not** discriminate on the basis of, nor inquire about the religious background or beliefs of students for admission into its meetings.
 - C. Athletic/Sports Clubs may select members for participation in an athletic/sport competition which is based upon gender in a specific athletic skill, experience or activity involved in athletic competition. i.e. Men's Volleyball, Men's/Women's Gymnastics, Men's Hockey, Women's La Crosse, etc.. (See Regulations under title IX of the Educational Amendments of 1972)
 - D. Academic Organizations may limit and/or select members for participation based on academic criteria that may include academic major/minor, gpa, year in school, talent/skills etc. as outlined by the academic department on the local, regional, state or national levels. i.e. academic honoraries, academic fraternities/sororities, music organizations, etc..
6. That no student organization rules, constitution, or by-laws may conflict with the university policies and procedures. In addition, that the purpose and activities of the organization are not in violation of civil, federal, or state laws of University regulations.
 7. That the organization's registered agents and members agree to abide by all University policies and procedures.
 8. That in the event the organization is delinquent in financial obligation to any University department for the purpose of goods or services, the payment shall be assumed by the authorized and responsible agents in resolving such financial obligations incurred. Usage of university facilities shall be terminated.
 9. That organizational conduct is governed by the EIU Registered Student Organization Handbook and the Student Conduct Code.
 10. Complete the RSO Registration Application and RSO Information Form and return them to the Student Life Office by the designated registration deadline.
 11. That the advisor, officers and members of the organization are aware and agree to adhere to all university policies and procedures, directives from authorized university officials, RSO Handbook, EIU Student Conduct Code, State, Local and Federal laws as they pertain to the registration status of an organization.
 12. **Registered Student Organizations engaging in official business or activities cannot represent the institution without prior university approval, including**

but not limited to scholarship, fundraising, endorsements, websites, advertising or promotional items such as t-shirts using the University name and logo. Student organizations seeking University approval should contact the Offices of EIU Alumni Services and EIU Communications.

Special Conditions of Registration

Sororities and Fraternities: Student organizations interested in chartering as sororities or fraternities will be referred to the Greek Life Office: Panhellenic Council (NPC) Interfraternity Council (IFC), or the National Pan-Hellenic Council (NPHC) for additional referral and requirements. Registration as a student organization is subject to meeting additional criteria and requirements established by the Greek Life Office. For more information contact the **Director of Greek Life, MLK Jr. Union, Student Life Office, Rm. #3065, 581-3967.**

Deactivation: If a student organization decides to dissolve or becomes inactive (de-activation), the Student Life Office should be notified as soon as possible. The office will then inform all necessary departments and personnel of this change in status. In addition, the Student Life Office reserves the right to de-activate student organizations that have been inactive after 4 years.

Reactivation: If a previously inactive student organization wishes to re-activate, student representatives will need to contact the Student Life Office. The office will advise the student organization of the necessary procedures to complete the re-registration process. Student organizations that have been inactive 3 years or more must seek re-approval by the EIU Student Senate.

BENEFITS OF REGISTRATION

Registration of a student organization permits an organization:

1. The use of the University's name in conjunction with that of the organization's official purposes and business, *i.e., the Chess Club at Eastern Illinois University*
2. The privilege of sponsoring activities and events on campus
3. The privilege of using University facilities and property under University policies governing that usage, as administered by the Office of Scheduling;
4. The privilege of distributing literature, flyers, posters, banners and organizational materials according to Eastern Illinois University;
5. The receipt of relevant publications and inclusion in mailings by the Student Life Office;
6. The access to the Student Life Office support services, such as student organizational workshops;
7. To utilize campus bulletin boards made available to student organizations;

8. To utilize campus mailbox in the Student Activity Center and mail services as available;
9. The privilege to solicit membership on campus under the organization name;
10. The privilege to solicit funds on campus under the organization name when such solicitation is in accordance with established University policies.
11. Access to University services. Registered Student Organizations can utilize University services. Services include but are not limited to Campus Scheduling, Copy Express, Group E-mail accounts, Campus Mailing Labels, etc.
12. All requests for Campus mailing Labels must be made in writing by the RSO Advisor and are subject to approval by the EIU Computer Services Department. There is a usage fee that will be incurred and must be charged to a University Departmental Account.

REQUIREMENTS OF NEW ORGANIZATIONS

The Student Life Office encourages the formation of “new” Registered Student Organizations. Students wishing to register a “new” organization may do so by completing the following requirements.

1. Complete and have on file the appropriate registration forms, a current copy of the organization’s constitution and by-laws with the Student Life Office, Room 316 of the University Union.
2. Have at least one University Advisor who is an EIU faculty, administrator or staff member employed by the University.
3. Have an on-campus mailing address for official business and mail. RSO mailboxes are available in the MLK Jr. Union, Student Activity Center, Room #201. For more information contact the Student Life Office at 581-3829.

NOTIFICATION OF ORGANIZATIONAL CHANGES

In an effort to keep files current, Registered Student Organizations should notify the Student Life Office **within 10 working days** of changes in the organization’s status during the academic year (name/ advisors/officers/agents/address/ phone number/ web address/constitution and/or bylaw changes).

WITHDRAWAL OF REGISTRATION

An organization's registration status can be **withdrawn** by the Student Life Office for any, but not limited to, the following reasons:

1. Violations of University policies, procedures and regulations. i.e. Student Conduct Code, Illinois Governing Policies (IGP's), and RSO Handbook. (can result in disciplinary action)
2. Violation of any state, federal, or local laws
3. Failure to pay organization debts to the University that are outstanding for more than 90 days (can result in university action);
4. Falsification of any registration information
5. Non-compliance with organization registration procedures and constitution requirements and
6. Failure to re-register by the designated deadline for **three** consecutive years with the Student Life Office

Note: Student Life Office periodically checks on the status of students to verify enrollment. Persons listed on the organization's registration form, who are not currently enrolled EIU students, can result in withdrawal of recognition.

Organizations are subject to University regulations as outlined in the EIU Student Conduct Code and RSO and Advisor's Handbook. Students, University employees and the general public may initiate disciplinary action against a student organization for alleged violation of University regulations.

Where recognition of an organization is withdrawn, re-registration is possible upon review and approval by the Student Life Office. The University reserves the right to discipline a student organization that is allegedly in violation of the university policies, state, local, or federal laws. All rights and regulations, including due process, for student organizations and individual members are governed by the Student Conduct Code and the RSO Handbook.

ROLE OF THE STUDENT ORGANIZATION

RESPONSIBILITY OF THE STUDENT ORGANIZATION

The responsibility of the registered student organization to maintain active status includes the following:

1. Complete the annual RSO registration form and process on-line by the designated deadline by **September 30** of each academic year.
2. Notify the Student Life Office within 1 week of any and all revisions in RSO officers, advisors and/or constitution
3. Maintain accurate financial records and accounts of all fundraising and revenue generating activities
4. Maintain good academic and disciplinary standing with the university
5. Adhere to all university policies, procedures and regulations that govern RSO status, operations and activities. i.e. Student Conduct Code, RSO

Handbook, Illinois Governing Policies (IGP's), etc..

6. Participation in sponsored university events for registered student organizations - Homecoming Week, Student Organization Council, Pantherpalooza, Campus Life Nights, iLEAD workshops, Panther Service Day, etc..

RESPONSIBILITY OF THE STUDENT ORGANIZATION MEMBERSHIP

The responsibility of a registered student organization for the behavior of its members and guests extends to familiarizing them with EIU policies and procedures, as they pertain to their conduct. A organization shall be held responsible for the individual and collective conduct of its' members associated with organization sponsored activities and functions. A Student Organization assumes responsibility for members' behavior when:

1. An individual is acting as a member of the organization, with or without official sanction, rather than as an individual student;
2. An event is held or sponsored, officially or unofficially, in the name of the organization;
3. The conduct and action of individuals is in the name of the organization
4. The conduct, by its nature and upon review of the circumstances is deemed to be an organizational offense by the Student Life Office

ROLE OF THE ADVISOR

RESPONSIBILITIES OF THE ADVISOR

The University requires organizations, who are seeking registration status, to have a University Advisor. The role of an advisor varies, but it is always an important one. The scope of an organization's activities, the effectiveness of its officers, the time commitments of the advisor and several other factors determine the nature of an advisor's involvement with the organization. A successful organization is one that not only recognizes the value of having a good advisor, but also uses that advisor as a resource person whenever and wherever necessary. In short, a good advisor can help nurture an organization's success. **An advisor's FUNCTION is as follows:**

1. To serve as a consultant and resource on the organization's growth development and understanding of University policies/procedures;
2. To serve as a consultant as it pertains to the organization's knowledge and understanding of legal liability issues and risk management (**Please carefully review the University Liability Release & Waiver form and Assumption of Risk and Release Waiver form. For more information, consult the University's Legal Counsel, Room 109 Blair Hall, 581-7249**);
3. To foster the continuity of a organization from year to year;
4. To assist in the area of program content and purpose;
5. To act as an authorized and responsible agent of the organization;

6. Oversee the fiscal management and operations of the organizations' finances
7. To assist the organization members be accountable for their actions and behavior;
8. To monitor the academic progress and success of members of the organization.

The advisor may be a director or an overseer, but the best approach lies somewhere in between. Both the RSO Advisor and the Registered Student Organization should understand the RSO Advisor is there to help the organization and that the advisor is, with the exception of paid staff, chosen and retained at the RSO's discretion. RSO's should realize an RSO Advisor also has the right to resign.

The extent to which RSO Advisors are involved in the activities of the RSO will depend upon their time, inclination, or the needs of the organization, but their influence can make the difference between a stereotyped, routine program and one that is educationally purposeful and relevant.

Teaching: It is in this area that the RSO Advisor can be most helpful by:

- serving as a resource expert in the area of academic excellence.
- assisting members apply principles and skills learned in the classroom.
- pointing out new perspectives and directions to the organization.
- assisting RSO members in the development of problem-solving skills.
- assisting individuals in their duties as RSO leaders and officers.
- assisting in the identification and development of new leadership.
- assisting in setting high standards for organization programs and events.

To teach effectively in a co-curricular situation, advisors must participate actively, not just waiting to be called upon but also making contributions when they believe it is called for by the circumstances.

Consultation: RSO Advisors should expect that they will be consulted regularly by the officers concerning the development of activities and programs. They should know what projects or events are being planned and should offer their ideas and suggestions freely. If they are not being consulted they should insist that it be done.

Continuity: The turnover of officers and members in a RSO is constant and often the only link with the immediate past is through the RSO Advisor. The RSO Advisor can assist new officers and members in transitioning into their roles and duties.

Counseling: The sympathetic interest in an individual RSO member is a traditional role of the RSO Advisor and one that has had a long history in higher education. The relationship between the RSO Advisor and individual RSO members may be among the most rewarding experience of the EIU faculty/staff member and the students.

Interpretation of Policy: As a representative of Eastern Illinois University to the organization, the RSO Advisor is constantly in the position of interpreting the university's policies and regulations pertaining to RSO's. They should see that the RSO and its officers know what the EIU policies are, why they exist, and the channels to be followed to obtain interpretation or revisions of these policies. The RSO Advisor is responsible for reporting all possible University infractions as outlined in the Student Conduct Code and/or RSO & Advisor's Handbook.

Supervision: Although the RSO's Advisor's major responsibility is not regulatory or disciplinary, the RSO Advisor, has a responsibility to both the institution and the RSO to keep their interests in mind. An RSO Advisor should never be placed in the position of condoning violations of institutional policy even though his/her relationship with the RSO may be jeopardized if he/she does not. Whenever possible the advisor should work with and through the responsible officer of the organization to maintain standards and control individual misbehavior. Most problems can be identified for the RSO officers to handle and procedures can be established to address them.

Social Activities Supervision: The EIU faculty/staff advisor is responsible for supervising "major" social functions. "Major" social functions are those activities/events that include, but are not limited to Late Night Dances, Social Parties, Banquets, etc.. In regard to an organization's activities/event (to be held on campus) the faculty/staff advisor is required to:

- a) sign the Scheduling Request Form for the reservation of space or facilities;
- b) agree that he/she will be present throughout the scheduled activity acting both as an advisor and as the University's representative at that particular event; and

Fiscal Management: Although RSO's have a designated Treasurer, the RSO Advisor should monitor and supervise the treasurer's work. The RSO Advisor should be aware of the nature, extent, and pattern of the organization's expenditures and income, and introduce corrective measures when necessary. Particular attention should be paid to the fiscal management of accounts income/expenses, the current balance, and the timely payment of bills.

Organization Meetings: The RSO Advisor should regularly attend regular and special meetings of the RSO in order to keep informed and to be available for consultation or to introduce ideas and suggestions.

Academic Achievement: The RSO Advisor should have a general idea of the academic achievement of the members of the RSO and should know the specific standing of those members who carry time-consuming responsibilities. Membership in RSO's may be detrimental to the academic well-being of some students, and an advisor should be alert to recognize this and be willing to advise curtailment of activity with the organization.

RESPONSIBILITIES OF THE ORGANIZATION TO THE ADVISOR

The organization/advisor relationship is not a one way street, with the advisor doing all the giving and the organization doing all the taking. The organization has some definite responsibilities to its advisor. Following are some guidelines to assist in building a healthy organization/advisor relationship.

1. Meet with your advisor regularly, at least one day before a meeting to review the agenda and topics to be discussed at the meeting. If you are unsure about how to run the meeting or deal with a situation that may arise, use your advisor's knowledge and experience to develop solutions and strategies. An advisor should be "welcome" at a meeting. Officers are encouraged to hold meetings at a time when the advisor is available to attend.
2. Meet with your advisor after the meeting to process what took place or to brief them on what happened if they were unable to attend. Be willing to ask for advice or constructive criticism on the way you handled the meeting (it can only help!). Work with your advisor in seeing that follow-up assignments to be done by other officers and members are completed, and keep them posted on the progress of the organization.
3. Share your advisor! Make your advisor feel like they are part of your organization. Introduce them to new members or visitors, and ask for input in discussions. You may even want to include in your agenda a section for "Advisor's Comments".
4. Thank your advisor for a job well done. Advisors are volunteers just like organization members and should be shown appreciation for the work that they do on behalf of the group.
5. **Choose your advisor well!** If your constitution calls for your academic department to appoint one, make certain your input is considered. Discuss with your organization and with your advisor what you want their role to be. Take into consideration that the advisor has to maintain a liaison role between the organization and the University, and is a consultant and should be a stabilizing force should you need help.
6. Keep your advisor fully informed of the programs and activities of the organization and the progress being made in carrying out your plans.
7. Consult with your advisor for his or her opinion when problems arise in the organization. No one should "go over his/her head" or bypass an advisor when working out problems and plans.
8. Show appreciation for your advisor's services by a thank-you note, appropriate comments at meetings and other occasions, and through personal thank-you's.

UNIVERSITY STATEMENTS of COMPLIANCE

The "University Statements of Compliance" outline basic guidelines and procedures that must be adhere to inherent in the university's ??????????

STATEMENT of RELATIONSHIP with the UNIVERSITY

EIU recognizes the importance of its relationships, privileges and benefits afforded to

Registered Student Organizations. However, it should be mutually understood, that Registered Student Organizations are **NOT** sanctioned, or controlled by the university (exceptions include sanctioned - Student Government, University Board, Residence Hall Association, Greek Councils, Honoraries, etc.); nor is the university responsible for any contracts, actions/behaviors or other acts or omissions by an RSO officers, members and advisors; or that the university approves of all the RSO's goals, objectives and activities.

STATEMENT OF RESPONSIBILITY

Registered Student Organizations in good standing with the Student Life Office and Eastern Illinois University are accorded certain rights, privileges and benefits. Student Organizations have the responsibility for demonstrating an awareness, understanding and compliance with university policies and procedures as they pertain to the RSO & Advisor Handbook and the EIU Student Conduct Code. **Registration does not imply the university's endorsement of the actions, behaviors or activities of a student organization and its members.** Student Organizations and their individual members who join together in any enterprise bearing the name and credit of the University, and involving the receipt and expenditure of money, shall be held responsible for their own actions and behaviors created by the organization.

STATEMENT OF MEMBERSHIP

Membership in a Registered Student Organization shall be restricted to Eastern Illinois University students, faculty, and staff. Officers and/or registered agents of student organizations are required to be EIU students. Faculty, staff members and their families, community members and others may serve as "associate" members with a registered student organization. When a student organization, whether national or local, has a selective membership (i.e., honor and recognition societies, or professional, service and social groups) the selection of members must be made without reference to race, creed, sex, national origin, sexual orientation or physical ability. The criteria for membership, as set forth in the constitution of a student organization shall not be exclusively based upon race, creed, sex, national origin or sexual orientation. All Registered student organizations shall be in compliance with Federal regulations pertaining to non-discrimination on the basis of sex education programs, 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 benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Section 86.14 – "This part does not apply to the membership practices of social fraternities and sororities which are exempt from taxation under 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.”

“Membership requirements for student organizations must be the same for men and women. **Exemption:** Academic honoraries, social fraternities and sororities, religious and sports club are exempt from this regulation, as outlined in this handbook

In accordance with Section 504 of the Rehabilitation Act of 1973: “No qualified student with a disability shall, on the basis of a disability, be excluded from participation in or denied the benefits of any extracurricular activities or programs, including student organizations.”

The following membership criteria are restricted to EIU students:

1. Serving as “**Authorized and Responsible Agents**” for the student organization.
2. Holding a major executive office in the organization
3. Solicitation of funds and the coordination of fundraising activities; Associate members may assist the organization.

STATEMENT OF PRIVACY

In accordance with **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974**, the Student Life Office reserves the right to release RSO Registration and Directory Information for public access, i.e. in person, print publications, telephone, in writing, or data base. Registered Student Organizations and its individual members have the right to request that all or any compiled information be maintained for the private and confidential use of Eastern Illinois University. Objections to public access requests for RSO registration information should be submitted in writing to the Student Life Office upon the completion of the RSO Registration Application and Process.

STATEMENT OF INDEMNIFICATION

Registered Student Organizations and its officers, individual, active, and associate members agree to indemnify and hold harmless the EIU Board of Trustees, Eastern Illinois University and its officers, agents, and employees from and against any and all liability loss, claims, damages, or expenses for personal injury, loss of life, personal property arising from or relating to the university performance, any activity undertaken on their respective officers, agents, and employees. Registered Student Organizations understand and agree that neither its officers, members, staff nor activity participants are neither covered or protected by the University’s insurance policies. In the event of any legal claim or action against a registered student organization, the university will not provide legal defense or support for the RSO or any such officer, members, staff or activity participants.

STATEMENT OF NON-DISCRIMINATION

Registered Student Organizations shall be in compliance with Federal and state non-

discrimination and equal opportunity laws and regulations pertaining to non-discrimination on the basis of race, color, sex, marital status, veteran's status, religion, ancestry, age, sexual-orientation, national origin, financial status, and disability. In accordance with the Civil Rights of 1964, Sections # 504 and #508 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Registered Student Organizations shall not discriminate on the basis or race, color, sex, marital status, religion, ancestry, age, sexual orientation, national origin, financial status, and disability in all University recruitment, hiring, training, programming and promotions. Registered Student Organizations are **required** to have a non-discrimination statement or clause included in their constitution. The official name of a registered student organization shall not be construed or interpreted as denying open membership or prohibiting participation in any program or activity. Any violations of this statement should be reported to the Student Life Office and the Office of Civil Rights, Old Main, Rm. # 1011, 581- 5020.

STATEMENT OF DISABILITY

All events sponsored by Registered Student Organizations should be planned so as to provide complete participation and access to persons with disabilities. This includes not only the accessibility of university facilities and spaces, but also awareness of special needs like interpreters, attendants, and transportation needs to any on-campus events. When in doubt, discuss special circumstances with University personnel or the Office of Disability Services 581-6583.

STATEMENT OF FINANCIAL DISCLOSURE

Eastern Illinois University reserves the right to request a financial report and as such, Registered Student Organizations may be subject to auditing of their financial transactions, expenditures and receipts by the Student Life Office.

STATEMENT OF RISK, LEGAL LIABILITY AND LIABILITY RELEASE

Eastern Illinois University does not assume liability for a Registered Student Organization's financial transactions, group activities, or the actions of individual or group members. It is understood by the University that students are adults; and, that they the organizations to which they belong are expected to obey the University policies, state and federal laws, and take responsibility for their conduct. The University recognizes that students and student organizations are not agents of the University and the University will not assume any responsibility for them on or off campus. The University cautions that student organizations can be disciplined if their conduct threatens or causes disorder, causes public disturbances, danger to themselves and others, or property damage.

Risk Management

Any activity undertaken by a RSO may contain an element of risk. Part of the responsibility of any RSO is to minimize potential risks. While it is not possible to completely avoid risk, careful planning can prevent and, in many circumstances,

eliminate the greatest risks for both the RSO and its membership.

Definition

The term “risk”, for the purposes of the RSO and Advisors Handbook, refers to the potential loss, damage, or danger associated with an activity, decision or event. Any possibility of loss, harm or damage to individuals, property or organizations associated with an activity or event would be considered to be risk.

The goal of risk management is to identify, control, and minimize the negative impacts to your organization. Due to the nature of RSO activities, certain types of risk are more prevalent than others. For more information on any particular activity/event, assessing potential risk for your organization, or risk management in general, contact the EIU Legal Counsel and/or the EIU Safety Officer

The Student Life Office recommends the use of “**Liability Release and Assumption of Risk & Release Waivers**”. Waivers can fulfill an important function. Waiver forms can provide documentation that a student acknowledges and understands the potential risks inherent in an activity prior to engaging in it. While possession of a signed waiver may dissuade someone from pursuing legal action, it will not protect the organizers from any possible responsibility. Although the usage of “**Liability Release** and “**Assumption of Risks**” Waivers are intended to exempt the organizers from any liability that may come from the risky aspects of a program or activity, these waiver forms **DO NOT** hold the power to exempt the registered student organization, the University, or the students from the liability.

These waiver forms can be completed according to the organization’s specific needs and should be kept on file by the advisor for a minimum of two years. Any additional questions and copies of the forms can be directed to the **University’s Legal Counsel, Room 109 Blair Hall, 581-7249 or www.eiu.edu/gcounsel**.

STATEMENT OF FACULTY/STAFF LEGAL LIABILITY

(*SUBJECT TO APPROVAL BY THE OFFICE OF EIU LEGAL CONSUL*)

EIU Faculty and Staff who agree to serve as an advisor for a Registered Student Organization does assume the potential risk of legal liability for actions of the student organization. While no specific statement can be made regarding an advisor's liability for a student organization, proven negligence is usually the basis for a judgment against a person serving in such a capacity. Although legal action against a EIU Faculty or Staff is a rare occurrence, however advisor's should be made aware of the risks involved when serving in an advisory capacity; adhere to university policies and procedures; be well informed concerning the plans, behavior and actions of the student organizations and/or members in order to reduce the potential for legal action to be taken.

OR

EIU Faculty and Staff who agree to serve as an advisor for a registered student organization will be indemnified as employees of the university against claims, liabilities and legal actions to which he/she are subject to in the fulfillment of their role and duties as a RSO Advisor. Indemnification is defined as university action taken in the case of claims, legal action or law suit, to provide legal defense on behalf of an EIU employee acting on the university's behalf. Indemnification of RSO Advisors is subject to University policies and procedures that govern the indemnification of EIU employees, in the scope of fulfilling their role as a RSO Advisor.

STATEMENT of TAX EXEMPT STATUS

Registered Student Organization is registered by the University as independent and separate from the University, conducting itself as a non-profit entity. Registered Student Organizations are considered independent and autonomous from the University and therefore do not have access to the University's tax exempt status. The only exemption is those registered student organizations "sanctioned" by the university. i.e. Student Government, University Board, Residence Hall Councils, Greek Councils, etc..

Recognition of **Non-Profit** status or **Tax-Exempt** status is not granted solely by the taxing authorities. **Non-Profit** status can be a state law concept. **Non-Profit** status may make a registered student organization eligible for certain benefits such as sales tax, property, and income tax exemptions. A registered student organization requesting **Tax-Exempt** or **Non-Profit** status must go through a federal and/or state application and approval process.

To qualify as **Tax-Exempt** from federal taxes, a Registered Student Organization must meet requirements set forth in the Internal Revenue Code. For more information see **Types of Tax-Exempt Organizations** or **Publication 557** on the **IRS Website at**

www.irs.gov. The IRS also has excellent resource material on the life cycle of a tax-exempt entity on its website that explains the appropriate procedures that a Registered Student Organization must take to be tax-exempt and to maintain its exemption.

Some Registered Student Organizations may have **Tax Exemption** status through exemption from their national organization. A national student organization should have a standard form which may be used by Registered Student Organizations to claim exemptions. Registered Student Organizations should contact their national organization or headquarters to confirm their eligibility for **Tax-Exempt** status for the IRS as well as state sales tax exemption for any items purchased at stores.

There are different types of tax exemption, based primarily upon the purposes of the registered student organization. Some of the benefits are as followed:

1. Exemption from federal and state income taxes.
2. A significantly reduced cost for mailing 200 or more identical pieces of mail at one time.
3. Possible exemption from paying federal unemployment tax on payroll, stipends, wages, etc. All groups are required to withhold Social Security (FICA), Federal and State income taxes, and pay Illinois unemployment tax on wages paid.
4. Donor's gifts to student organizations are tax-deductible under certain conditions. If student organizations solicit large donations this is important. Generally, student organizations must be registered as a 501 (c) (3) group to benefit. This is an IRS designation for charitable, religious, educational, and scientific organizations.
5. Exemption from Illinois sales tax can be obtainable by charitable, religious or educational organizations on purchases for your student organization's own use (tables, chairs, office supplies, etc.), but not from sales of tangible personal property, nor admission events.

Because of the complexities of this subject and because regulations are subject to change, not everything can be covered in this *RSO and Advisor's Handbook*. It is recommended that Registered Student Organizations contact the IRS at www.irs.gov and request Publication 557, "*How to Apply for and Retain Exempt Status for Your Organization*". If they are interested in applying for exempt status and/or a Tax ID Number.

Tax ID Number or Federal Employer Identification Number (FEIN#)

Any Registered Student Organization that engages in raising or spending money will need to maintain proper financial accounts and records of their transactions. The financial accounts and records should not be the same as any individual or member accounts. Registered Student Organizations can request a Federal Taxpayer ID or EIN # specific to their student organization. The Registered Student Organization should file Form SS-4 with the IRS to apply for this number.

STATEMENT OF FREE SPEECH

(TO BE DETERMINED)

REGISTERED STUDENT ORGANIZATION POLICIES & PROCEDURES

MAILING LABELS POLICY

To request mailing labels for organizational mailings, registered student organizations must submit a formal letter of authorization from the RSO Advisor and submit in writing a formal request to the Student Life Office. The request letter should include:

- The RSO's name and phone number
- The RSO's mailing and e-mail addresses
- The RSO Advisor "letter of authorization"
- The name of contact person who is coordinating the mailing
- Explain the purpose of the mailing (Note: labels for EIU students' parents are NOT available)
- Attach a copy of the item to be mailed to the letter

All requests are subject to review, approval and verification for official university business by the Student Life Office. A fee may be imposed by the university to cover printing and labor costs.

ALCOHOL POLICY

Eastern Illinois University encourages a positive philosophy about alcoholic beverages in which a consistent example of non-use or moderate use is presented and where alternative, non-alcoholic beverages are encouraged at social events/functions. The University fosters an environment where choosing not to drink is as socially acceptable as choosing to drink, where excessive drinking or drunkenness is not condoned, and where alcohol use is not the primary focus of social activity. **As such, the use of alcohol, its manufacturers or distributors, or the likeness of any of the before mentioned in advertisement or in relation to a registered student organization sponsored activity or event is prohibited.**

Consistent with this philosophy and in accordance with the amendments to the Liquor Control Act and subsequent action by the Board of Trustees of Eastern Illinois University and the State of Illinois, the University Alcohol Policy has been established to govern the sale, serving, and consumption of alcoholic beverages at Eastern Illinois University. The use of alcohol is an option service provided principally for off-campus groups and organizations in conjunction with the institution's program of conference and convention-type activities.

Therefore, organization members and guests under 21 years of age are prohibited from the delivery, sale, serving, possession and consumption of alcoholic beverages on University property or at University events. Organization members and guests who are 21 years of age or older are prohibited from the delivery, sale, serving, possession and consumption of alcoholic beverages on University property or at University events, except in certain designated locations that have been specified in accordance with State Law and University Policy.

Organizations and individuals found to be in violation of the University Alcohol Policy will be subject to disciplinary action.

ALCOHOL GUIDELINES FOR REGISTERED STUDENT ORGANIZATIONS:

Eastern Illinois University recognizes and respects the rights of individuals and student organizations to engage in the legal and responsible consumption of alcohol. Hence, Eastern Illinois University has adopted the following guidelines associated with the responsible usage and consumption of alcohol by Registered Student Organizations as follows:

7. Registered Student Organizations are encouraged to promote and sponsor alcohol awareness programs that educate members and the EIU community about the use, abuse, responsibility and consequences associated with alcohol.
8. Registered Student Organizations are encouraged to promote the importance of its members making informed decisions about alcohol and that it is also “socially acceptable” for its members NOT to drink.
9. Registered Student Organization officers and members should learn how to identify the signs and symptoms of alcohol problems, recognize people with alcoholic related problems and locate campus resources and treatment for assistance. **Contact the Health Education and Resource Center (HERC) at 581-7786 for more information or assistance.**
10. Registered Student Organizations should educate members about the legal liability, responsibilities and consequences associated with the usage of alcohol.
11. Registered Student Organizations should refrain from the promotion of alcohol in advertising and promotional materials associated with sponsored activities/events. i.e. posters, flyers, ads, facebook, websites, etc..
12. Registered Student Organizations are expressly forbidden from the usage of alcohol on university property, at venues and facilities associated with sponsored activities/events.
13. Registered Student Organizations are to refrain from the serving of alcohol to participants **under 21 years of age** at off-campus properties, venues and facilities where activities/events are sponsored.
14. Registered Student Organizations are to refrain from sponsoring activities/events that promote alcohol abuse through alcohol drinking games, contests, competitions, prizes, and reward incentives.

15. Registered Student Organizations are expressly forbidden from the use and abuse of alcohol in ANY recruitment, initiation or new members activities/events.
16. Registered Student Organizations should refrain from promoting the irresponsible, illegal and excessive drinking that often results in drunkenness among its members and participants.

Definition of a Party

“Any event held on a student organization’s premises, or a social function/event sponsored or endorsed by the student organization, or any event an observer would associate with the organization that includes _____ or more members in attendance.”

Partly Legally, Courteously and Responsibly

A typical weekend usually represents two different things to the students and community residents of Charleston. Permanent community residents relish the idea of a few days of peace and relaxation, while students view the weekend as a time of celebration and parties with friends. When preparing for a party, the host should take into account **two considerations** prior to the party.

First, let your neighbors know you are having a party. Make sure they have your name and phone number, so they can call you regarding any complaints. If a neighbor does call you to complain about problems such as excessive noise or parked cars, be courteous. They could just as easily have called the police. Cooperation will hopefully eliminate legal problems associated with parties and also promote better relations with your neighbors.

Secondly, call the Charleston Police Department at 345-2144, and let them know you are having a party. They will appreciate having a name and phone number to call if complaints start coming. This will save you and the police department the inconvenience of police intervention because of a complaint.

The legal age of drinking is 21. You can’t watch everyone; but, remember, that as long as you supply the alcohol, you can be held responsible for the actions of your guests—that includes any destruction of property or personal injury that occurs resulting from your party.

You cannot sell alcohol; only licensed establishments can distribute and sell alcohol. This means that:

- You cannot sell cups, popcorn or any commodity to recover cost of alcohol;
- You cannot collect for the alcohol at the party; and,
- You cannot charge admission to the party.

Consumption of alcohol on public property is illegal. This means alcohol cannot be consumed on public streets, parks, or sidewalks.

Provide a trash can at the door so guests may dispose of their cups before they leave your party. This will prevent your guests from being arrested for possession of alcohol and eliminate any littering.

Also, remember the people at your party are your friends. Although refusing to supply beer to your intoxicated guests may be difficult, allowing them to drive themselves home in that condition is unconscionable.

AUXILIARY ORGANIZATION POLICY

Eastern Illinois University **prohibits** the existence of auxiliary groups sponsored by Registered Student Organizations. The sponsorship of and the participation in “little sister”, “little brother”, “mom”, or “dad” auxiliary groups, or any other group that may imply a cross-gender organization or association detracts from the purpose of legitimate programs of student organizations. The existence of such auxiliary subjects’ members to subservient or “second class” status. Members of both the auxiliary group and its hosting organization often are exposed to an environment of demeaning activities and sexual inequality. The granting of University recognition to recognize student organizations does not grant the authority to host a sub-group or provide a membership status beyond the scope of its constitution and bylaws. Violation of this policy can result in the withdrawal of a student organization’s recognition status, and can result in further disciplinary action.

AWARENESS & SENSITIVITY POLICY

Eastern Illinois University has a strong commitment to the promotion and the development of a multicultural campus community that promotes a spirit of unity and positive human interaction.

The Student Life Office stresses the importance of Registered Student Organizations eliminating discriminatory and/or culturally insensitive language, behavior and content from their sponsored activities. All Registered Student Organizations are encouraged to strive for awareness and sensitivity in all programs, activities, publications, advertisements and services offered that may have a negative impact on the University, any individual(s), and/or group, as they relate to race, creed, ethnic, origin, gender, national origin, sexual-orientation, age and physical ability.

The Student Life Office will monitor and review Registered Student Organizations sponsored activities to assist in identifying and eliminating any inappropriate language content from activities, advertisement, publications, and policies deemed discriminatory or insensitive in nature.

All Registered Student Organizations are encouraged to uphold this policy in spirit and action.

HAZING POLICY

Since the time of its founding, Eastern Illinois University has developed a comprehensive and stimulating curriculum, which offers an education in the liberal arts and sciences and in professional areas. The primary goal of the University's program is to provide excellent instruction and an educational environment, which will produce broadly educated responsible citizens who are prepared to serve and to lead in a free society. Academic instruction and co-curricular activities couple to meet the goals of Eastern Illinois University. All members of the University community must be provided the opportunity to function to the best of their individual abilities. One activity that has been an inhibiting factor in achieving the above stated purpose is the practice of hazing.

Although hazing has concentrated itself in the social Greek community, other Registered Student Organizations are not untouched by this unacceptable practice.

Therefore, this policy shall apply to all Registered Student Organizations.

Hazing Defined:

Eastern Illinois University defines hazing as any act or action taken, however communicated, involving or resulting in abusive physical contact or mental harassment to a member or prospective member, whether on or off campus, fraternity/sorority premises, campus, or place where organizations or prospective members meet, designed to or the result of which is to produce excessive mental or physical discomfort, embarrassment, or harassment.

Eastern Illinois University does not condone or tolerate any acts of hazing, harassment or humiliation. Any such acts which interfere with scholastic activities, which are not consistent with fraternal law, state or federal law, or the University regulations and policies are expressly forbidden. Students or organizations that cause infractions are subject to disciplinary action.

STATE OF ILLINOIS HAZING LAW: Be it enacted by the People of the State of Illinois, represented in the General Assembly as of August 11, 1995:

Sec. 5. HAZING – A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

- (a) the act is not sanctioned or authorized by that educational institution; and,
- (b) The act results in bodily harm to any person.

Sec. 10. SENTENCE – Hazing is a Class A misdemeanor, except hazing that results in death or great bodily harm is a Class 4 felony.

Hazing will be determined as an activity of the organization when:

1. The organization was aware of the impending action, evidence of which might be a vote having been taken by the organization, regardless of the outcome;
2. The action originated or took place on property owned or controlled by the organization;

3. One or more officers were aware of the planning activity and did nothing to stop it from happening; and,
4. Organization members or officers knew of the incident and refused to supply the University with any information regarding the incident.

Hazing activities and situations include, but are not limited to, the following acts.

1. Pre-pledging, illegal pledging, or underground activities.
2. Acts of mental and physical abuse including, but not limited to paddling, slapping, kicking, pushing, yelling, biting, duck-walking, belittling, excessive exercise, beating or physical abuse of any kind, and the consumption of so-called "Greek Foods".
3. Dietaries of any kind, i.e., special diet plans.
4. Late work activities beyond 10:00 p.m. or early morning activities before 8:00 a.m., which may interfere with scholastic work.
5. Sleep deprivation; activities that deprive prospective members of the opportunity for sufficient sleep (minimum six hours per day).
6. Encouraging or forcing use of alcohol or drugs.
7. Any type of scavenger hunt, quests, road trip, or any activity that would endanger a prospective member or others.
8. Stroking or physical touching in an indecent or inappropriate manner.
9. Morally degrading or humiliating activities, which prospective members are required to perform that can cause extreme embarrassment or which are contrary to the individual's moral values or religious beliefs.
10. Any activity in violation of Illinois laws/statutes, University policies or fraternal laws.
11. Activities that subject prospective members to public nuisance, spectacle or buffoonery.
12. Alteration, forgery and falsification of University or Fraternal records and documents.
13. Aiding or abetting theft, fraud, embezzlement of funds, destruction of personal or private property of academic misconduct.
14. Any request or action that results in the misuse or mismanagement of a prospective member's personal property, i.e., car, clothing, jewelry, money, etc.
15. Being required to wear bizarre apparel.

Hazing Policy Enforcement

Should alleged hazing activities come to the attention of any member of the University, the activity should be reported to the Student Life Office or the Office of Judicial Affairs immediately.

The process for investigating alleged hazing incidents shall be as follows:

1. Upon receipt of the complaint, the incident shall be investigated by the Student Life Office. In special circumstances, a Registered Student Organization may be placed on **Interim Suspension** pending an investigation by the Student Life Office regarding an alleged violation of University regulations. This action will be taken only those situations where there is reasonable cause to believe a Registered Student Organization's actions are such a nature as to pose a clear and present threat of harm or injury to persons and/or damage to property. During the **Interim Suspension**, the organization is required to cease all organizational operations and activities.
2. Should the investigation substantiate a violation of this policy, a judicial review meeting shall be held, at which the organization may respond to the findings presented by the Student Life Office. The organization shall be notified in writing at least three (3) days in advance of all charges and the hearing date.
3. The judicial review meeting will be conducted by the Student Life Office (or designee), in a similar manner as that provided for individuals by the Student Conduct Code.
4. The findings and recommendation of the Student Life Office shall be presented to the organization in writing. The organization shall have 48 hours to accept or decline said recommendation(s).
5. The recommendation(s) of the Student Life Office will be forwarded to the Vice President for Student Affairs and may be appealed. Student organizations that have been assessed disciplinary sanctions may file for an appeal within 72 hours.
6. Should the student organization have nation affiliation or incorporation, the national office shall be notified of the alleged incident and the results in the writing within one (1) week.
7. The recommendation(s) of the Student Life Office will be forwarded to the University Judicial Hearing Office (or designee) for further disciplinary review.
8. Judicial review meetings shall be closed.

Should the hearing substantiate an occurrence of hazing, the Student Life Office will recommend the sanction authorized below that best suits the severity of the hazing incident.

1. **CENSURE** – Censure may include the required completion of a program designed with the intent of eliminating hazing. The program designed with the intent of eliminating hazing. The program will be devised by the Judicial Hearing Officer, the Student Life Office, and the organization's officers and advisors. The program will be monitored by the Student Life Office.
2. **PROBATION** – The organization will be placed on probation for a specified period of time. Conditions of probation will be determined by the Student Life Office and outlined in writing for the organization. The probationary term will be monitored by the Office of Student Life.
3. **SUSPENSION** – The organization will be suspended. The terms of the suspension shall be defined in the sanction, including criteria that the organization must meet within a specified period of time to be considered for renewal of University recognition status.
4. **REVOCAION** – The organization will have its status as a Registered Student Organization revoked, with loss of all University recognition and privileges. The national office of an organization so affiliated will be requested to revoke the charter of the organization.

In addition to the enforcement of this Hazing Policy regarding student organizations, the University may initiate appropriate disciplinary action against individual students for violations of the Student Conduct Code arising from the incident.

ORGANIZATION FUNDING & FUNDRAISING POLICY

Funding is not available through the University for the sponsorship of Registered Student Organizations' activities and events. Registered Student Organizations may contact the student fee allocation and fee-funded boards for possible financial assistance (Apportionment Board/Student Government/University Board, RM. #201 University Union).

DEFINITION of FUNDRAISING

Fundraising is defined as *to include all events and activities through which funds are collected by a registered student organization. Fundraising by definition, does not exclude solicitation of donations or events or activities, which produce no profits after expenses.*

FUNDRAISING POLICY

Registered Student Organizations are authorized to engage in commercial solicitation and conduct fundraising activities on University property, which result in the exchange of goods or services for financial gain supporting charitable contributions and/or support of organizational programs and services. Student Organizations can at their option seek out additional University funding support on the departmental and institutional level.

Registered Student Organizations are required to have fiscal agent(s); prepare program/event budget and expense statements; maintain financial records, receipts and transactions. Commercial solicitation and fundraising for the personal benefit and private wealth of any individual is expressly prohibited. The Student Life Office reserves the right to audit all financial records and request documentation and copies of all solicitation and fundraising activities. Commercial solicitation and fundraising activities shall not impede the day to day campus operations, the flow of campus traffic and the educational mission and activities of the university.

All registered student organization fundraising projects, both on and off campus, must be conducted in accordance with the following guideline:

1. All fund-raising activities must be conducted in accordance with all University policies and procedures as well as local, state, and federal laws and regulations.
2. Activities conducted by registered student organizations using University facilities must not interfere with orderly University operations.
3. Off-campus agencies and groups, profit or non-profit, shall not be permitted to solicit funds on campus unless they have been granted permission by the University or are sponsored by a registered student organization as a fund-raising activity.
4. Vendors sponsored by Registered Student Organizations are restricted to designated areas in the MLK Jr. Union and other designated university facilities and must abide by university policies and procedures defined by those facilities and/or their responsible administrator(s).
5. Fund-raising activities shall not be conducted in classrooms, departmental offices, resident halls, and/or other academic buildings, except with the express consent of the instructor or appropriate university administrator.
6. Fund-raising activities involving food must comply with University Policies for Serving Food or Refreshments on University Property associated with Meetings, Social Gatherings, and Special Events; including applying and filing all necessary Food Permits with the Coles County Health Department and the EIU Safety Officer.
7. The name of the sponsoring Registered Student Organization must appear prominently in all advertising and other communications connected with the fund-raising effort.

8. All monies received for fees, dues, sales and other miscellaneous income should be supported by a receipt prepared in duplicate, indicating the name of the individual submitting the money, method of payment, source of the money, and a signature of the Treasurer and/or Fiscal Agent
9. All fundraising projects are subject to auditing by the Student Life Office

PURCHASE or SALE of EIU MERCHANDISE

Fundraising that involves the production, sale, purchase of clothing or novelty merchandise with the name, or logo of Eastern Illinois University **must** be approved **prior** to production, sale or purchase of the merchandise. i.e. Eastern Illinois University, EIU, Eastern, Old Main logo, EIU Seal, Panthers, Lady Panthers, etc.. Such items require the licensing authorization of Eastern Illinois University and the provision for payment of the royalty fee specified. For more information contact the **Alumni Services Office at 581-6616**. Failure to do can result in penalties and fines being assessed by the university.

SALE OF FOOD PRODUCTS

Fundraising that involves the sale or purchase of perishable food products to the public requires the approval and purchase of a **Temporary Food Permit** from the Coles County Department of Health. Food Permits must be purchased a minimum of 7 working days prior to the event. For more information contact Cathy Brewer at 348-0530. The sponsoring student organization shall be responsible for the adherence of all city health regulations associated with the sale and distribution of food products.

EIU NAME/LOGO USAGE POLICY

The purpose of the EIU Name/Logo Usage Policy is to protect and regulate the use of the University's Name, slogans, logos and official insignia. The university reserves the right to approve and license merchandise for those products or merchandise which promote the image of EIU and demonstrate quality and good taste.

Any commercial use of the name, slogans, logos and other related insignia associated with EIU In any manner **must** be pre-approved by the Alumni Services Offices, and licensed with an authorized vendor.

Merchandise purchased or produced by a student organization for profit or not-for-profit must be approved in advance and produced by a licensed vendor.

Such merchandise requires the licensing authorization of Eastern Illinois University and provision for payment of the royalty fee specified. For more information contact the **Alumni Services Office at 581-6616**.

Failure to follow the guidelines outlined below can result in disciplinary action against the individuals and/or student organization involved and forfeiture of all imprinted merchandise with EIU/Eastern Illinois University's name and/or logos.

I. Application

Any RSO desiring to use EIU's name, or any logo identified with Eastern Illinois University, on any merchandise whatsoever, including but not limited to clothing or novelty merchandise must seek approval in writing from the Alumni Services Offices.

II. Approval

Any RSO desire to produce, sale, or purchase items bearing Eastern Illinois University's name and/or any logo identified with Eastern Illinois University on merchandise must first submit the artwork/design of the item to the Alumni Services Office for prior approval. Designs will be rejected that contain:

- a.) References to alcohol or drug use
- b.) Sexual references or connotations
- c.) Racist or sexist overtones
- d.) Any other usages deemed not in good taste

RAFFLE AND LOTTERY POLICY

In accordance with the EIU Internal Governing Policy and Section 28-1 of the Illinois Criminal Code, Registered Student Organizations are prohibited from sponsoring raffles and/or lotteries on University property.

STUDENT TAILGATE AREA POLICY

Tailgating is permitted prior to home football games to provide social opportunities for small, private groups and to encourage attendance at the football game. Tailgating will be allowed in the designated area west of O'Brien Football Stadium. The only alcohol liquor permitted at tailgating is beer. The following regulations apply:

1. Tailgate activities are limited to the following times:
1:30 p.m. game – 11:30 a.m. – 1:15 p.m.
1:00 p.m. game – 11:00 a.m. – 12:45 p.m.
6:30 p.m. game – 4:30 p.m. – 6:15 p.m.
2. No kegs (small or large) are allowed in the tailgating area. Glass bottles are not permitted in the tailgating area. Exceptionally large containers designed to hold multiple individual servings shall not be permitted.
3. Only persons twenty-one years of age or older may possess or consume alcoholic liquors.
4. No persons shall sell, give, or deliver alcoholic liquors to another person under twenty-one years of age.

UNION DANCE POLICY * The complete policy is available from the Campus Scheduling and Arrangements Office upon request.

All major dance events for Registered Student Organizations are assigned and scheduled through the Campus Scheduling and Arrangements Office in MLK Jr. Union. To reserve facilities Registered Student Organizations sponsoring dance events must complete and have on file a **Facility Reservation Form, Dance Contract** in advance of a dance event. Forms can be picked-up in the Business Operations Office – MLK Jr. Union Rm. #200. **Student Organization Advisors are required to supervise a dance event sponsored by a student organization.** Facility rental and personnel fees are the responsibility of the sponsoring student organization.

POSTING GUIDELINES

The University provides bulletin boards; display cases, etc. for on-campus posting advertisements or notices, and is intended for use by University personnel, departments, and Registered Student Organizations. Commercial advertising and/or posting of printed materials except where designated is prohibited.

Registered Student Organizations must include the sponsoring individual or organization posting the materials. **All posting materials must be removed by the sponsoring organization or individual within 5 days upon completion or cancellation of the event.**

The posting of advertisements or notices on trees, light poles, exterior walls, and doors of campus buildings, mailboxes and waste receptacles is prohibited on university property.

The Office of Judicial Affairs will closely monitor and notify organizations of any posting violations. Any inappropriate posting on buildings, doors, walls, windows, waste receptacles, and columns is prohibited and will be removed immediately. Failure to comply with posting guidelines can result in related costs and/or fines being assessed to the sponsoring organization in violation.

TYPES OF POSTING

The following posting regulations shall be adhered to and enforced at all times on university property:

CHALKING - In an effort to enhance campus aesthetics, defray costs and labor for clean-up of surfaces, chalking or any defacement on exteriors of buildings, any sidewalk, on steps, free standing structure or within ten feet of any main entrance or door shall be **PROHIBITED**. Failure to comply can result in the sponsoring organization or individual being assessed related costs for clean-up.

BULLETIN BOARDS - Registered Student Organizations may place notification of meetings, advertisement of campus events and campaign announcements on **assigned posting areas in University buildings**. However, posting policies in university buildings (i.e. academic, residence halls, union, library, etc.) may vary from building to building in designated areas, and may require prior approval. Covering other printed materials is prohibited.

FLYERS & POSTERS - Registered Student Organizations may place no more than 2-3 flyers and/or posters in the same designated posting area. Flyers, posters or other printed materials may not be taped or glued to the sidewalk, windows, doors or buildings, without authorization. Failure to comply can result in the sponsoring organization being assessed related costs for clean-up. Covering other printed materials is prohibited.

DISPLAY CASES - Registered Student Organizations may place notification of meetings, advertisement of campus events and campaign posters in University buildings. Posting policies in university buildings, i.e., academic, residence halls, union, library, etc. may vary from building to building in designated areas, and may require prior approval. All posting materials must be removed by the sponsoring organization or individual within 5 days upon completion or cancellation of the event.

BANNERS - Registered Student Organizations may place notification of meetings, advertisement of campus events and campaign posters on promotional banners in University buildings. However, banner posting policies in university buildings and surrounding areas (i.e. academic, residence halls, union, library, athletic, etc.) may vary from building to building in designated areas, and may require prior approval.

MAILBOX DISTRIBUTION - The University has specific guidelines on the distribution of printed materials through the on-campus mail system. Unaddressed materials and mass mailings by Registered Student Organizations are PROHIBITED from distribution in Departmental and Residence Halls mailboxes without prior approval. However, mass mailings that are individually addressed by individual, department, or room can be delivered as "campus mail".

LOCATIONS FOR UNIVERSITY POSTING

Informational material may be placed in the following designated areas. Any classroom bulletin board, not otherwise reserved for academic purposes, may also be used.

The bulletin board in the Vending Lounge of the University Union may be used for posting without approval. **All other MLK Jr. Union posting areas may require the approval of the Business Operations Office, located in room # 200.**

Distribution of non-commercial handout literature is permitted, subject to reasonable time and place restrictions.

OLD MAIN (6) McAFEE GYM (4)

1st floor: all Basement N corridors
E & W Stair landings 1st floor NE gym entrance

SCIENCE BUILDING (4) DOUDNA FINE ARTS BLDG. (3)

1st floor by NE entrance Art wing: 2nd floor corridor
1st floor near E entrance 3rd floor corridor
1st floor near NW entrance Music wing: on kiosk in foyer

BOOTH LIBRARY (2) COLEMAN HALL (17)

N Lower entrance each main entrance
Main entrance each stair landing

KLEHM HALL (4)BLAIR HALL (5)

Each NW floor landing 1st, 2nd, 3rd floors

Each SW floor landing Stair landing between 1&2, 2&3

LUMPKIN HALL and LIFE SCIENCE BLDG.

East & West stairwells Ground floor hallway

Residence Halls: Individual(s) and/or organizational groups are responsible for obtaining prior approval for any posting of materials, canvassing, sales, subscriptions, memberships, or solicitation they initiate in residential buildings. To ensure the privacy of residence, **distribution of literature is prohibited unless approval is first granted in writing by the Assistant Director of Housing. Questions relative to this policy should be directed to the Residence Life Office, MLK Jr. Union – Lower Level, 581-5111.**

Notices accepted for mailbox distribution must contain the resident's name, room number and hall name.

The number in parentheses is the maximum number of posters residence halls will normally accept, dependent on the availability of space on corridor boards.

ANDREWS (9) LINCOLN (4) TAYLOR (21)

252 mailboxes 87 mailboxes 310 mailboxes

CARMAN (18) DOUGLAS (4) THOMAS (17)

378 mailboxes 87 mailboxes 230 mailboxes

LAWSON (9) MCKINNEY (5) PEMBERTON (6)

252 mailboxes 70 mailboxes 105 mailboxes

WELLER (5) FORD (5) STEVENSON (9)

70 mailboxes 70 mailboxes 80 mailboxes

UNIV. APTS. (3) UNIV. CT. (10) GREEK COURT (19)

(Delivery to each Residence Hall)

TRAVEL POLICY

Registered Student organizations engaging in travel to conduct official university business should be aware of some basic travel and safety guidelines. If you are planning any group travel as a student organization, you should create a travel itinerary to present to your advisor. Your advisor can work with your student organization to review and approve the travel. The travel itinerary should be in writing and contain the following information:

1. The activity or business requiring travel, and the name of the student organization. Be as complete and descriptive as possible. Provide an attached list of all activities that will take place according to date and time. If an outside organization/company/school is coordinating the event/activity, you may need to have on file copies of a contract with that organization/company/school.

2. The student organization officer(s) contact information. They should have a cell phone number. Notify your organization advisor if the individual(s) in question does not have a cell phone, or if your organization will be traveling somewhere incompatible with US cell phones.

3. A “**Student Delegate Code of Conduct**” **Form** to be reviewed and signed by each student participant, outlining expectations, behavior and guidelines while conducting official business

3. The dates and times of departure and return to specific campus location.

4. The mode of transportation – name of carrier and contact number, as well as any other relevant information. If you are using an outside company to provide transportation, you may need a contract.

5. A telephone number for additional trip information

6. Telephone number(s) in case a participant must be reached in an emergency

7. Travel advisory information - appropriate clothing; anticipated expenses; conduct and safety tips

Student participants on official business trips are subject to the EIU Student Conduct Code throughout the planned activity.

The student participants’ names, contact information and original consent and release agreements. Each participant should complete and sign an **Assumption of Risk and Liability Waiver Form** before traveling. The original copies should be filed with the organization Advisor at least 5 business days prior to travel. The advisor should make copies of all of the forms and the student participants keep the forms with them at all times when traveling.

In the event of an emergency, address the issue with the appropriate local resources – police, fire, rescue services, etc. In addition, the student organization should report all emergencies to the Student Life Office at 581-3829 and/or University Police Department at 581-3213. Student organizations should notify their Advisor before leaving campus to travel.

ACCIDENT POLICY

Should any EIU student driver become involved in an accident while traveling on University business he or she is to stop at once. If the accident is on campus, then the driver should contact UPD (University Police Department) immediately 581-3213. If the accident occurs off campus, take the following steps:

1. Try to prevent any further accidents. Turn on emergency flashers, and move the vehicle away from traffic.

2. Keep all passengers with the vehicle. No one should walk for help unless absolutely necessary.

3. Protect the passengers and the vehicle.

4. Notify local police, and ambulance if necessary. Dial 911 in an emergency.

If a University Vehicle is involved in an accident, call ***EIU Facilities Planning and Management –Transportation Department***, no matter place or time, at (217) 581-2899. **Call EIU Police Department, no matter place or time, at (217) 581-3213.**

If possible, the driver will assist the police in obtaining names, addresses, and telephone number of all the passengers and witnesses.

The driver should exchange information (name, address, license plate number, and EIU University Police Department phone number) with the other driver.

- If you are in an accident with another vehicle, if you hit public or private property, or if you sustain damage in any way, call your insurance carrier. No matter where you are, how far away, even if it was a minor incident and no one was hurt, you should call your insurance carrier. Do not admit liability or fault. Only explain what happened.
- Discuss the accident only with the local police, and your insurance carrier. This is in your best interest, as well as in EIU's best interest. Do not discuss it with the other driver, witnesses, or passengers of either vehicle. Give only your name, home address, home phone number, vehicle license plate, and insurance carrier telephone number.
- Be sure to take down a description of the accident and note the nature and extent of damage to other property or vehicles. Be sure to include license number, make of car, body type, name of owner and addresses, name of drivers, time, date and place of accident. Also be sure to report the names and nature of any persons injured in the accident.

If the vehicle has to be towed because of an accident, damage, or breakdown, contact your insurance Carrier or Emergency Roadside Service for further assistance.

VIOLATIONS OF UNIVERSITY REGULATIONS AND POLICIES

The Student Life Office is responsible for monitoring the compliance of student organizations with University regulations and policies. All Registered Student Organizations associated with Eastern Illinois University are subject to the disciplinary guidelines outlined in the RSO Handbook.

A complaint that a Registered Student Organization has committed an alleged violation or act of misconduct may be filed with the Student Life Office. The complaint may be filed by any campus or community member against the organization and/or individual member within the organization. All rights and regulations, including due process, for organizations and individual members are governed by the EIU Student Conduct Code and RSO Handbook.

Reports of complaints about Registered Student Organizations or individual members should be forwarded in writing to the Student Life Office for consideration and action. Upon receipt of a complaint, the Director of Student Life shall determine whether or not a preliminary investigation is warranted

DEFINITION of ORGANIZATON ACTIVITY
(TO BE DETERMINIED)

PROCEDURES FOR DISPUTES, COMPLAINTS AND VIOLATION OF UNIVERSITY POLICIES

In the event of disputes or complaints that may arise among or between members of a registered student organizations, the Student Life professional staff are available to provide assistance in the mediation and resolution of conflicts and disputes that may arise. However, intervention is an option that must be requested by representatives of a student organization.

The dispute, complaint or violations must be submitted in writing to the Student Life Office and must include the following: 1.) the complaint(s), student organization(s), or individuals involved; 2.) nature of the violation outlining the incident, behavior or action at issue and 3.) the student organization or university policy alleged to have been violated.

When a written dispute, complaint or report of a violation of a University regulation or policy is received by the Student Life Office, it shall be treated in the following manner:

1. The Student Life Office shall determine whether or not a preliminary investigation into the alleged violation or act is warranted
2. If there is reasonable cause to believe a violation did occur, The Director of Student Life at his/her discretion shall meet with both parties - the complainant(s), individual(s) and representative(s) from the registered student organization
3. Disciplinary action that can be taken involving Registered Student Organization(s) shall include, but is not limited to A.) Mediation of the dispute, complaint or violation between all parties; B. Dismissal of dispute, complaint or violation; and C.) Disciplinary Action of dispute, complaint or violation. These recommendations will be reviewed with the complainant and student organization.
4. If the Registered Student Organization agrees with the disciplinary action recommended by the Student Life Office, that action will become effective immediately. In addition, the Registered Student Organization will receive a written follow-up detailing the disciplinary recommendation, within the shortest reasonable time after the recommendation(s) has been made; and
5. The recommendation(s) of the Student Life Office will be forwarded to the Vice President for Student Affairs and may be appealed. Student organizations that have been assessed disciplinary actions may file for an appeal in writing within 72 hours.

DISCIPLINARY ACTIONS THAT CAN BE TAKEN AGAINST REGISTERED STUDENT ORGANIZATIONS:

1. **Administrative Reprimand** – A Registered Student Organization may be issued a written Administrative reprimand indicating its action(s) or misconduct are unacceptable by University standards and the reprimand is then placed in their active file. In addition, any repeated violation will warrant further disciplinary action. A written reprimand does not include Registered Student Organization privileges being withdrawn.
2. **Probation** – A Registered Student Organization placed on probation may be restricted from the use of University facilities and/or services for a specified period of time. Limitations shall be placed upon an organization's privileges. The terms and/or conditions of this probationary status must be fulfilled within a specified period, and will be clearly outlined in writing by the Student Life Office and provided in a timely manner to the Registered Student Organization. The terms and/or conditions will also be monitored by the Office of Student Life.
3. **Suspension** – A Registered Student Organization may have their recognition and their use of University facilities and/or services suspended for a specified period of time. The terms and/or conditions of this suspension will be clearly outlined in writing by the Office of Student Life and provided in timely manner to the Registered Student Organization. Any organization, whose recognition has been suspended, must cease all organizational operations and activities upon notice.
4. **Withdrawal of Registration Status** – A Registered Student Organization may have its registration status withdrawn permanently. If the organization has national affiliation, the national office will be requested to withdraw the charter of that student organization.
5. **Interim suspension** – In special circumstances, a Registered Student Organization may be placed on **Interim Suspension** pending an investigation by the Student Life Office regarding an alleged violation of University regulations. This action will be taken only in those situations where there is reasonable cause to believe a Registered Student Organization's actions are of such a nature as to pose a clear and present threat of harm or injury to persons and/or damage to property. During the Interim Suspension, the organization is required to cease all organizational operations and activities.
6. **Restitution/Fines** – A Registered Student Organization may be required to make restitution, when the organization is held responsible for conduct which is injurious to people or property, for which momentary damage can be assessed. Restitution may be in the form of financial payment, community service, educational workshops or other special activities, as designated through the Student Life Office. Additional fines may be assessed as a punitive measure through Judicial Affairs.

The disciplinary action taken against a Registered Student Organization does not exempt disciplinary action from being taken against individual members of that organization who were responsible for the violations of regulations or policies. Corresponding, the disciplining of individuals does not preclude disciplining of the organization for actions taken for and by the organization by its members.

UNIVERSITY FACILITIES & SERVICES

FACILITIES/ROOM RESERVATIONS

The University has many facilities available to Registered Student Organizations for meetings and other activities. Facilities are available for meetings and special events of almost any size. Many of these facilities may be used free of charge by RSO's, although some service charges may be assessed. Student Organizations desiring the use of University facilities for meetings or social functions should pick up a "**Request for Space**" form at the **Campus Scheduling & Arrangements Office, Rm. 200 located on the 2nd floor of the east wing in the MLK Jr. University Union. An RSO that charges a fee for meals, literature or attendance to any type of function must pay a fee to use University facilities.** The Scheduling form must be completed and signed by the RSO's advisor before it can be processed. Organizations are encouraged to request facilities up to one semester in advance. Space on campus is limited. RSO's cannot request facilities by phone. **For more information contact the Campus Scheduling & Arrangements Office at 581-3861 or visit their website at www.eiu.edu/~union/.**

Registered Student Organizations using University facilities are responsible for the behavioral conduct occurring at, or because of, their respective event(s). This responsibility is inherent in the scheduling and usage of University facilities. Charges will be assessed to student organizations whose event results in damage to University facilities. Repeated misuse of a facility or the failure to pay a financial obligation in a timely manner may result in the suspension of an organization's scheduling privileges.

Registered Student Organizations are prohibiting from reserving meeting rooms, event venues, lobby tables, or any other university facilities on campus for use by other student organizations, University departments, outside groups or individuals to provide access or reduced costs in using university facilities, services or staff. Providing this inappropriate access to University space and facilities may result in disciplinary action and revocation of university recognition. In addition reimbursement of loss university fees may be required.

Procedures for Facilities Usage and Reservations

1. Registered Student Organizations requesting University facilities under the administration of a University Academic department must arrange for such use with the Campus Scheduling & Arrangements Department. This includes, but is not limited to classroom space, concert and lecture halls and athletic facilities. Requests for space usage in residence halls must be submitted to the Office of Housing and Dining Services

2. Outdoor space, other than that specifically under the control of another university department must be reserved through the Campus Scheduling & Arrangements Office
3. Registered Student Organizations that use university facilities must adhere to university safety regulations.
4. The University shall have the authority to assess custodial, maintenance, personnel and/or security fees for events utilizing university facilities
5. Registered Student Organizations serving food on university premises shall have food prepared and provided by EIU Panther Catering or must have an **approved Food Permit issued by the Coles County Health Department at least (7) days prior to the event.**

UNUSUAL EVENT PLANNING

A Registered Student Organization sponsoring a major indoor/outdoor event on university property that may pose a risk will be required to submit in advance an "**Unusual Event**" form with the Business Operations Office, MLK Jr. Union Rm. #200 within 7 days prior to the event. Forms can be picked-up in the Business Operations Office. Failure to do so may result in cancellation of the event and loss of scheduling privileges.

CATERING & DINING

A registered student organization requiring catering services for an event in the MLK Jr. Union **must** make arrangements with the EIU Panther Catering at least days in advance. EIU Panther Catering is located in the lower-level Ratheskellar/7th Street Underground. For more information contact **EIU Panther Catering 581-5326**.

FACILITIES PLANNING & MANAGEMENT

From time to time Registered Student Organizations require the services of the EIU Facilities Planning & Management Department to assist with technical support associated with special programs and events i.e., chairs, tables, tent, power, staging, trash cans, etc. The department is located behind O'Brien Football Stadium and includes: Carpenter and Electric Shops, Moving and Grounds Crews, Paint Shop, Environmental Control, Motor Pool and Mail Room. For more information call the Facilities Planning & Management Department at **581-3416**.

To request technical support services, a "**Work Order**" or **Tech Memo** needs to be submitted days prior to the event, in writing to the *Facilities Planning & Management* Department. Please provide specific details: date(s), times, location, and services needed. Technical support services that can be provided include, but are not limited to tables, chairs, power, staging, tent, trash cans, etc. The Work Order must be authorized by the Organization Advisor and the MLK Jr. Union - Business Operations Office. All Work Order requests may be subject to minimal or overtime fees charged for services provided. To submit a Work Order Request, contact the Business Operations

Office, Room 200, MLK Jr. Union.

COMPUTER INFORMATION TECHNOLOGY SERVICES

The Computer Information Technology Department can be utilized by registered student organizations for various services including:

1. Request for *mailing labels for official organization and university business.
2. Request for an "official" web/e-mail account, to create website to promote the organization and receive official university information and notices on a regular basis.
3. Access to S.P.I.N. (Student Panther Information Network) in the dissemination of organization information. For more information about S.P.I.N. contact 581-4357

***NOTE: All requests for mailing labels must be submitted in writing by the organization advisor and charged to a university departmental account.**

EQUIPMENT RENTAL

TBD

UNIVERSITY FLEET and VEHICLE USAGE POLICY

University fleet vehicles are available for use upon request by university faculty, staff and departments. Registered Student Organizations are **not** eligible to use university vehicles, unless a university department requests, authorizes and supervises the usage for official university business. The responsible university department will be required to complete the appropriate "*Vehicle Request*" form prior to departure and approval by the University Motor Pool Department. In addition, the responsible university department shall be assessed the proper fleet fees and charges associated with the usage of a university vehicle to be billed to the appropriate university account.

A full-time EIU faculty or staff member serving in an advisory capacity will be required to accompany the Registered Student Organization in an administrative capacity on any official university business. Only EIU faculty and staff are authorized to drive university vehicles, unless in emergency situations or otherwise approved by an EIU Department.

The usage of university vehicles by a Registered Student Organization shall be approved as follows:

1. to provide transportation for EIU students, faculty, staff on official university business. i.e. conferences, workshops, athletic competitions, educational events, etc..
2. to provide transportation for EIU students, faculty, staff to any university or state sanctioned meeting or event. i.e. board meetings, state meetings, lobby days, etc..
3. to provide transportation for EIU students, faculty, staff to university sanctioned activities/events. i.e. bus trips,

entertainment/social events, athletic events, etc..
ORGANIZATIONAL LEADERSHIP

ELEMENTS OF A CONSTITUTION

All registered student organizations are required to have a current constitution on file in the Student Life Office. The constitution is the basic framework of an organization and provides more detailed information that is contained on the registration form.

The outline below is a sample to assist organizations in the drafting of a constitution. As it is only an example of the basic elements, it should be used only as a guide in the development of each organization's constitution.

**Constitution
Of**

(Name of Organization)
Adopted on

(Date Constitution was approved by Organization)

Article I – Name

The name of this organization shall be the _____ at Eastern Illinois University.

Article II – Purpose

The purpose of the _____ organization shall be (a) to foster a wide student interest and participation in activities by providing leadership, programs, and service; and, (b) to assist students in developing leadership skills.

Section 1. – Non-Discrimination Statement (required)

The _____ student organization shall not discriminate on the basis of sex, race, religion, gender or sexual orientation, except that organization with the primary purpose of promoting or celebrating a religious or national tradition which may require commitment to that purpose. Academic or scholastic achievement may determine membership or academic organizations. Social fraternities and sororities are exempt as single sex organizations under Title IX.

Section 2. – No Hazing Statement (required)
(state the organization's hazing policy)

Article III – Membership

Section 1 - Eligibility

Any student regularly enrolled in Eastern Illinois University shall be eligible to become a member of the _____ organization with voting and office holding privileges.

Section 2 – Associate Membership (optional)

An associate member is defined as a non-EIU student who is not enrolled at EIU. i.e. EIU faculty/staff, community members, etc.. Non-EIU students are eligible for “associate member” status, however such members cannot outnumber EIU student members, hold office, vote for officers, or vote on the expenditure of money. They may not schedule university facilities or services on behalf of the organization. Such members are expected to know, understand, and abide by all university rules and regulations.

Section 3 - Removal of Members or Officers

Any active member may be removed from membership or office for violation of the purposes of the organization by a two-thirds vote of the active membership. All members and/or executive officers must be notified in writing of this pending action at least one week prior to the removal decision. Formal written charges by a member are to be presented to the executive board and advisor who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership shall require _____ (majority, two-thirds, or three-fourths) from the membership and is to be done by secret ballot within the meeting. Only active members may vote. The member in question must be notified immediately of the outcome of the vote. An appeal process should be established.

Section 4 – Resignation of Officers

Any member no longer wanting to serve in an executive office must formally submit in writing a “Letter of Resignation” to the student organization and advisor at least two _____ in advance.

Article IV – Executive Officers

The executive officers of the _____ shall be as follows: President, Vice-President, Secretary, and Treasurer. The aforementioned officers shall be elected from the active membership and constitute the Executive Committee.

Section 1. - Eligibility

The _____ organization shall elect from the active membership a President, Vice President, Secretary, and Treasurer. Elections shall be held_____. Eligibility requirements to hold an office are _____.

Section 2 – Vacancies

Vacancies occurring in any of the executive offices shall be officially filled within_____ days following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term as outlined in the constitution. If an executive officer declines to succeed to a vacant office, then a “special” election shall be held to fill the vacant office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as outlined in the election process

Article V – Duties of Executive Officers

President – Shall preside at the Executive Committee and membership meetings; appoint special committees with the approval of the Executive Board; present and annual report; shall have the power to establish and maintain operation procedures, call meetings and perform other such duties as may be required by the by-laws or resolutions of the Executive Committee.

Vice-President – Shall assist the President with all administrative duties; shall preside in President's absence and perform other such duties as may be required by the by-laws or constitution that govern the organization. Plan and organize publicity for activities and special events.

Secretary – Shall attend to all general and official correspondence of the organization; shall keep accurate and detailed records of all meetings and affairs; shall keep minutes of all Executive Committee and membership meetings and preserve the records of the organization. Also perform other such duties as may be required by the by-laws or resolutions of the Executive Committee.

Treasurer – Shall receive and distribute funds upon authorization and in accordance with the financial rules and regulations of the organization, university and laws of the State of Illinois; shall oversee all fundraising; shall supervise the financial administration of all revenue regularly and report to the Executive Committee and membership on the financial condition of the organization, and perform other such duties as may be required by the by-laws or constitution of the organization.

Article VI – Standing Committees

Section 1. - (State the Standing Committees of the organization)

Section 2. – (State the Duties of each standing committee)

Article VII – Advisors (Optional)

Section 1. – (State the Number and Term of Office of Faculty/Staff Advisor(s))

Section 2. – (State the Role and Duties of Faculty/Staff Advisor(s))

Section 3. – Removal or Resignation

The EIU faculty/staff advisor shall be notified in writing of his/her possible removal at least 72 hours prior to the vote. Upon a two-third majority vote of the active members the faculty/staff advisor will be officially relieved of his/her advising role. In the event that an advisor is removed or resigns, a new advisor shall be selected or appointed within _____ days.

Article VIII – Meetings

Section 1. – Regular Meetings

Regular Business meetings shall be held every _____ and shall be operated under Roberts Rules of Order.

Section 2. – Special Meetings

Special or emergency meetings may be called by the _____. Quorum shall be _____ of the regular members.

Section 3. – Stated Rules of Order

All regular and special meetings of the _____ organization shall be conducted using parliamentary procedures as outlined by Robert’s Rules of Order, Revised.

Section 4. – Quorum – consists of the next whole number above half of the total active membership. However, the number should be determined according to the organizations needs.

Section 5. – Attendance at Meetings

(State the organization’s attendance policy and requirements)

Article IX – Elections

Section 1. – Number and Method of Elections

Election of the officers shall take place yearly during the _____ week of _____. The Executive Committee shall appoint a nominating committee consisting of students, preferably older members selected from the membership; the outgoing President (ex-officio) shall serve as the Chairperson of the Committee, who may also serve again if elected.

Section 2. – Eligibility Requirements

Any student member is eligible for nomination as an officer of the Executive Committee, who meets the student organization’s eligibility for executive office holding, which consists of a _____ GPA average, and who meet the qualifications as established by the Executive Committee.

Section 3 – Nominations

Nominations of candidates for executive office positions shall be (example: from the floor of the meeting by active member.) Nominees for executive office positions must be EIU students and an active member for a minimum of _____ (optional).

Section 4 - Voting

Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of the active membership present, provided quorum is met.

Section 5 - Succession

The order of succession shall be: (1) [example: president], (2) [example: vice president], (3) [example: secretary], (4) [example: treasurer].

Article X – Dues

Section 1. - Dues

Dues shall be assessed for membership in the _____. The amount of membership dues shall be _____ for each semester/year. Membership dues shall be paid and collected by the treasurer. Members who do not pay their membership dues as outlined may be assessed a late fee and/or are subject to loss of membership status and privileges that include, but are not limited to voting and running for office privileges.

Article XI – Amendments

Section 1. – Procedure for Amendment

Amendments to this constitution may be proposed to the active membership in writing by a majority vote of the Executive Committee or by a petition signed by ____ of the voting membership.

Section 2. - Ratification

Amendments shall be declared adopted which are presented at two regular meetings and receive either a two-thirds or three-fourths favorable vote at both meetings by the active members present.

Article XII – By-Laws

Section 1. - By-laws

By-laws not consistent with this constitution may be adopted or amended by two-thirds vote of the regular members presented at any regular or special meetings, providing the by-laws are submitted in writing at least one week previously at either a regular or special meeting of the general membership.

Student Leader Timeline

The following timeline represents an outline of many of the basic duties which an officer in a Registered Student Organization should plan for. This timeline will not be all inclusive of everything that must be addressed; however, it will give RSO officer's a head start on the school year.

SPRING/SUMMER

1. Review the RSO and Advisor's Handbook and make some notes for preparing for the start of the fall.
2. Begin to write some **goal statements** for what you want to see your organization accomplish during the Fall and Spring semesters.
3. Keep the other officers updated with any information.
4. Schedule meeting times & room reservations for Fall with the MLK Jr. Union – Business Operations Office (optional)

5. Plan for Fall Recruitment Day/Week (**usually during the month of September**)
Contact the Student Life Office for more information on Pantherpalooza event.
6. Clean offices, files and storage rooms

FALL SEMESTER

1. Reserve a table for annual Fall Pantherpalooza Day.
2. Complete Fall Registration process with Student Life Office; (see on-line website)
3. Check with RSO Advisor regarding the **financial status** of your organization.
Determine the level of fundraising that is needed.
4. Plan an Officer Transition Retreat and a Members Retreat

END OF FIRST SEMESTER

1. Reserve room/event facilities for Spring semester. (optional)
2. Review and evaluate Fall semester events/projects and maintain records in RSO files
3. Review your goals for the New Year.
4. Meet with your RSO Advisor to discuss events, goals and plans for Spring semester.

SECOND SEMESTER

1. Complete any fundraising activities or events scheduled.
2. Hold elections to change officers March/April
3. Review all organization files, information, and financial records with the past officers.
4. Meet with officers and advisor to talk about what direction to head for next year.
5. Make sure all your officers have a copy of the organization constitution to review.
6. Pay all bills and outstanding debts and close-out financial records/books for school year
7. Plan Spring Calendar of events/activities and secure university facilities

RUNNING AN EFFECTIVE MEETING

Keep these points in mind when running a meeting:

- Plan the ending time for the meeting.
- Plan follow-up action. Who will do what? When/How/Where?
- Follow through – then evaluate!

Your organization's meeting needs to be structured, productive and rewarding for those in attendance. With these goals in mind, be prepared to:

- Start on time – Executives should be early!
- Review the minutes from the previous meeting and have them approved by the membership.
- Give proper introductions; acknowledge recognition.
- Limit your meeting time. Use your time effectively!
- Set agenda and follow Roberts' Rules of Order.
- Restrict debates to 15 minutes maximum.

- Let committee heads or program leaders lead discussions, not the general group.
- The chair of the meeting **should not** add his / her opinions. If chair wants to add something, chair should pass the gravel. The chair should not try to railroad his / her opinions or ideas on the group.
- Add variety to your meetings.
- The atmosphere, climate, place and space should be all looked at when deciding where to hold your meeting.
- Try to end your meetings on a positive note.
- **DON'T FORGET TO FOLLOW THROUGH!**

10 Tips to Enhance the Meeting

1. Provide agendas for all members. It is easier for members to feel involved when they can see the plan of the meeting.
2. Invite and facilitate communication. Formal classroom style seating gives members the non-verbal clue that all action and wisdom comes from the front of the room.
3. Plan an activity for those who arrive early. This may include a question for discussion, paired interview, etc.
4. Avoid long introductions of speakers, consultants, etc. by providing printed information on anyone who you feel needs a long intro. When possible, give a short, warm, relevant welcome.
5. Outlined in advance any time limits that speakers, reporters, etc. have when making presentations. It is better for them to know before hand what the limits are than to cut them short.
6. Utilize all your resources. Have more than one resource person available, so alternatives can be more openly identified.
7. Deal with the feelings of participants. Often groups are so task oriented that they skip even obvious feelings that need to be dealt with in order to more effectively complete the task
8. Keep the minutes. Minutes serve as a record of the proceedings that can then be used as a reference. These can then become the history of the organization.
9. Be sure decisions and commitments are followed through. This will carry the group "into the future" and guarantee a pay off.
10. Undoubtedly, you can add additional tips from your experiences with meetings that will be helpful in ensuring better meetings for you, your participants, and your program.

Agenda Preparation

An agenda is an outline for an organizational meeting that should be written and distributed before the meeting, or at least at the beginning of the meeting. It contains the order of items that will need to be covered during the meeting. It should be in APA style (Roman numerals, large letters, Arabic numbers, small letters). The following is a sample agenda:

I. Call To Order

Chairperson calls meeting to order

II. Invocation (optional)

In some cases, an invocation is a formal part of an organization's meeting (i.e., Fraternities/Sororities)

III. Roll Call/ Attendance

Roll call can be time consuming but must be done for accountability –use creativity and different methods: assigned seats, passing around a sheet of paper, and getting signed in or signing in at the front door.

IV. Approval of Minutes of Last Meeting

Can be expedited by having minutes given before the meeting or as people enter the meeting. Chair must ask for any corrections or additions. If there are changes, usually these can be dealt through a friendly amendment; if there are none, the chair can state "They stand approved."

V. Officer Reports

- A. Treasurer
- B. Secretary (If Applicable)
- C. Parliamentarian (If Applicable)
- D. Vice President
- E. President

VI. Standing Committee Reports

This will help the organization to keep on top of committee progress; while reminding committee chairs they have an important role in the completion of business outside the meeting.

VII. Special/Ad Hoc Committee Reports

VIII. General Orders/Unfinished Business contains the following:

- A question that was pending at the last session when it adjourned
- Any Unfinished business that did not come up at the last session
- Any general orders from the last session that were not reached
- Matters made general orders by a majority vote (tabling)

IX. General Orders/New Business

X. Advisor's Reports

XI. Announcements

XII. Adjournment

Parliamentary Pointers

Parliamentary procedure is a set rule of conduct at meetings. The purpose of Parliamentary Procedures is to facilitate the transaction of business in a setting of cooperation and harmony. It allows everyone to be heard and to make decisions – without confusion. Parliamentary procedure is important because it is a time tested method of conducting business at meetings and public gatherings, and it can be adapted to fit the needs of any organization. Today, Robert's Rules of Order is the basic handbook of operation for most clubs, organizations and other groups. They insure efficient observance of democratic principles and guarantee full discussion prior to the vote on motions. Most important, they make it possible to keep the meeting on track, so that business can be conducted.

The Basics of Parliamentary Procedure

1. The purpose of Parliamentary procedures is to facilitate transaction of business in a setting of cooperation and harmony
2. All members have equal rights and privileges
3. The majority vote decides an issue
4. All action should be characterized by fairness and good faith
5. Most motions only need a simple majority of members present to pass
6. Quorum is the number of members that must be present to conduct business
7. Motions
 - A. A motion is a proposal which a organization takes a stand on
 - B. A motion must be seconded before additional discussion can take place
 - C. Once a motion is seconded, debate can be allowed
*The could be amended and debate is limited to the amendment
 - D. Once the amendment was decided, debate would return to the main motion
 - E. Following all debate, the motion would be voted on by the members present
8. Common methods of voting:
 - A. Ballot
 - B. Hand
 - C. General Consent
 - E. Voice
 - F. Rising

A majority is one more than $\frac{1}{2}$ of the votes cast. A $\frac{2}{3}$ vote is at least $\frac{2}{3}$ of the votes

Obtaining the Floor and Making a Main Motion

A Member of a student organization who wants to make a motion must first obtain the floor from the presiding officer as outlined below:

Obtaining The Floor And Processing A Main Motion

1. Member addresses the Presiding Officer, "Mr. / Madam President, Chair, Speaker."
2. Presiding Officer recognizes member by calling his/her name.
3. Member proposes motion, "I move that _____."
4. Another member seconds the motion, "I second the motion."
5. Presiding Officer calls for debate, "It has been moved and seconded that _____."

6. Presiding Officer calls for debate, "Is there any discussion?"; "Are there any remarks?"; "Are you ready for the question?"

7. Presiding Officer takes the vote when debate has ended. "The question is on the adoption of the motion that (repeat the motion). Those in favor say, "Aye". Those opposed say, "Nay."

8. Presiding Officer announces result of vote. "The ayes have it. The motion is carried, and we will (state effect of adopting the motion)." "The nays have it. The motion is lost, and we will not (state effect of not adopting the motion)."

Amending a Main Motion

A Member of an organization wanting to amend or "revise" a main motion on the floor must obtain the floor from the presiding officer and can amend a main motion as follows:

1. **To insert or add** "I move to amend the motion by inserting the word, 'red', before the word, 'roses'."

2. **To strike out** "I move to amend the motion by striking out the words, 'long stemmed', before the word, 'roses'."

3. **To strike out and insert** "I move to amend the motion by striking out the word, 'flowers', and inserting the word, 'roses'."

The motion to amend by striking out a complete sentence, paragraph, section, or main motion and inserting a different sentence, paragraph etc. is called: to substitute.

***NOTE:**

An amendment is voted upon first; then the motion as amended is voted upon. An amendment must be related (germane) to the motion to be amended.

TIPS TO ORGANIZING SUCCESSFUL EVENTS

EVENT PLANNING

Programming is the art of creating, planning and implementing activities that help build and provide a sense of community, and addresses the student, organizational and community needs, while providing leadership opportunities for those involved in the planning and implementation. Programs can offer a diversion from academic life while providing a cultural, educational and/or an entertaining experience.

When initiating a program, keep the following questions in mind.

- Who will do the program? Will it be your group alone or will you co-sponsor the program with an academic department, another group or an outside agency?
- What are the university policies and procedures that need to be adhered to?
- How will the program be financed? Will it be paid for from the organization's budget or treasury? Will the revenue from the program cover at all costs?
- Where will the program be held? How many people do you expect? What size room do you need? Does the program fit the facility you'd like to use?
- Who is the intended audience for the program? Students, the entire University community, members of your organization or academic department?
- What type of publicity will be needed for this program? Who is the target audience?
- What University services will be needed to produce the program? Will you need food catered, maintenance, security, and sound system, printing, transportation?

How to Get a Program from Fuzzy Idea to Reality

I. Assess Needs and Interest

- A. Word of mouth
- B. Interest Surveys
- C. Listening
- D. Brainstorming
- E. Informal Group Discussion
- F. Interviews
- G. Suggestion Box

II. Plan/Initiate Program

- A. Brainstorm
- B. Sort and evaluate for quality programs
- C. Identify objective and formulate rationale for program
- D. What do you hope to accomplish?
- E. What needs will be satisfied?
- F. Solidify ideas

III. Identify Resources

- A. Identify possible dates, times, places and budget for feasibility
- B. Contact resource people early (artist, speaker, entertainer)
- C. Check for scheduling conflicts
- D. Arrange specific time, date, and place
- E. Reserve room and arrange for equipment
- F. Involve other people – delegate duties to organization or committee members

IV. Publicity

- A. Identify who is responsible
- B. Identify who you are trying to reach (market)
- C. Determine type of publicity
 - 1. mailbox stuffers
 - 2. banners
 - 3. posters
 - 4. buttons
 - 5. t-shirts
 - 6. word of mouth
 - 7. Daily Eastern News
 - 8. Campus Radio/TV (WEIU)

V. Carry Out Program

- A. Finalize plans
 - 1. Check with resource person
 - 2. Confirm space reservation
 - 3. Make sure publicity goes out on time and in proper areas
 - 4. Make sure someone is available to greet guests or speakers
- B. At time of program
 - 1. Brief introduction
 - 2. Facilitate and direct discussion when needed
 - 3. Participate, relax, and enjoy the program

VI. Evaluation

- A. Evaluation criteria
 - 1. Program relevance
 - 2. Were fundamental objectives of specific program met?
 - 3. Level of involvement – programmer and participants
 - 4. Attendance – compare anticipated attendance with actual attendance
 - 5. Student interest in program
 - 6. Audience response
 - 7. Effectiveness of promotion
 - 8. Suitable for presenting in the future
 - 9. Overall quality

Budgeting

When planning an event, two primary questions must be considered:

How much will the program cost?

How will the program be funded?

In answering these questions, let's determine what is a budget?

A Budget is:

- A forecast or officially registered program of operation.
- A financial plan for a definite period or program which is based on projected expenditures, needs and income.
- A written guideline for your plan of action.

To be effective, a budget should reflect the knowledge gained in past ventures in the area of projecting income, expenditures, attendance at events or unexpected costs. In essence, writing a budget requires planning, coordination and establishing a system of management controls for the administration of your organization.

Contracts and Negotiations

Student Life Office staff members can provide assistance to RSO's with regards to the contracting of professional services, artists or acts on campus. Some contracts may require further review and authorization from other University departments/personnel. i.e. EIU Legal Counsel, EIU Purchasing Director, EIU Alumni Services, EIU Safety Officer, etc.. Please allow a minimum of five-ten business days for review and authorization, prior to final negotiations, terms, and conditions of contract.

A Student Organization is registered by Eastern Illinois University and as such, is not an employee or a designated representative authorized to enter into binding agreements on behalf of the university. Although RSOs cannot act as university representatives, their conduct and decisions reflect on the university, therefore it is important that RSO's conduct themselves and their affairs in a business and professional manner.

When working with artists and vendors it is **required** that RSO's include a clause or statement that states - "***XYZ is a registered student organization at Eastern Illinois University and does not represent the university. Furthermore it is understood and agreed upon, that XYZ student organization and/or its members and advisors cannot obligate the university to any terms and conditions agreed upon by said XYZ student organization and the artist or vendor.***

Keep in mind, that by signing contracts, you and/or your RSO, not the university, will be held accountable,

A contract for student organization purposes is defined as "***a written performance/service agreement between an artist/vendor and the sponsoring student organization, that specifies complete details of services rendered and obligations of both the artist/vendor and the sponsoring student organization.***"

A good contract does not have to be complicated. A simple straight forward statement of the terms mutually agreed upon is all that is needed, particularly if both parties are acting in good faith. **Careful review by the RSO Advisor and Officers of ALL contractual terms submitted in writing should be required before entering into an agreement.** For additional assistance please contact the Student Life Office.

It is important that you are aware that contracts are often written one-sided and usually

favor one party over the other, in particular a contract initiated by an artist, agent or vendor for services or goods. **Contracts issued by an artist, agent or vendor providing services or goods are usually written to protect their interest and investment.**

Keep in mind the following guidelines when conducting business and negotiating contracts with artists, agents or vendors:

1. Let the artist, agent, or vendor know the role and authority of the person inquiring on behalf of your RSO – who is authorized to negotiate a contract and who can commit and sign a contract.
2. Be very CLEAR, orally and in writing about any university restrictions, limitations or guidelines that may affect your offer or terms of agreement.
3. Be very CLEAR with the “specific” terms. i.e. price/fees, date, location, time, qty., initial and date any and all revisions to the agreement made by either party.
4. NEVER assume the negotiations and contracting is definite until the agreement has been received, revised, signed by both parties and processed for payment

“Sample” Program Checklist

Programming Checklist

	Date to be Completed	Person Responsible	Date Completed	Notes s/Additional
Prior to Event				
Budget Breakdown	_____	_____	_____	_____
Set Timeline/Deadlines	_____	_____	_____	_____
Target Audience	_____	_____	_____	_____
Reserve Rooms and Rain Location	_____	_____	_____	_____
Assess Equipment/Technical Requirements	_____	_____	_____	_____
Check for Scheduling Conflicts	_____	_____	_____	_____
8 Weeks Prior				
Have Advisor Review & Approve Event	_____	_____	_____	_____
Brainstorm Event & Publicity Ideas	_____	_____	_____	_____
6 Weeks Prior				
Confirm Funding Sources	_____	_____	_____	_____
Identify Co-sponsors & Contacts	_____	_____	_____	_____
Work on Marketing Plan/Ideas	_____	_____	_____	_____
Reserve Display Case/Marquee	_____	_____	_____	_____
Request Equipment/Technical	_____	_____	_____	_____
Complete Unusual Event Form	_____	_____	_____	_____
4 Weeks Prior				
Begin Advertising: Newspaper, Radio, Buttons, Posters, Fliers, Table Tents, Brochures	_____	_____	_____	_____
Begin Ticket Sales	_____	_____	_____	_____
Arrange Food Service & Hospitality	_____	_____	_____	_____
Arrange Food Permit	_____	_____	_____	_____
Order Event Supplies	_____	_____	_____	_____
Submit Work Order Request	_____	_____	_____	_____
Assign Committee/Volunteer Duties	_____	_____	_____	_____
2 Weeks Prior				
Specifics for Press Conference	_____	_____	_____	_____
Draft DEN & F/S Press Release	_____	_____	_____	_____
Confirm Payment Readiness	_____	_____	_____	_____
Confirm Crews/Volunteers	_____	_____	_____	_____
Full Force Advertising	_____	_____	_____	_____
Day Before				
Walk-through of Event	_____	_____	_____	_____
Prepare Introduction	_____	_____	_____	_____
Check-on Equipment/Technical	_____	_____	_____	_____
Confirm Food Services & Hospitality	_____	_____	_____	_____
Day of Event				
Check on Hospitality	_____	_____	_____	_____
Confirm facility Set-Up(s)	_____	_____	_____	_____
Compile Day of Event Schedule	_____	_____	_____	_____
After Event				
Compile Income/Expenses	_____	_____	_____	_____
Clean Up/Tear-down	_____	_____	_____	_____
Written Event Evaluation	_____	_____	_____	_____
Thank You's	_____	_____	_____	_____

Promotion and Publicity

Everyone knows a good promotional campaign is essential for the success of a program, whether it is a concert, film, lecture, dance or coffeehouse event. Since the right promotion for your program depends on the type of program, it might be helpful to think about the questions below before you start your promotion.

Why are you programming this event?

Is it Social, Recreational, Cultural, or Educational? Do you wish to make a profit, break even, or merely call the community's attention to some neglected cause or area?

What type of program is it?

Can the audience participate, or is it a "sit down and listen" type? (e.g.: is the musical event a concert or a dance?)

Whom do you want to attract?

Students (what type of students); faculty/staff (which departments); residents or commuters; people from the community or special interests, such as those interested in art, music or cinema?

When is the event?

Events before four or five in the afternoon on a class day usually attract both residents and commuters; at other times, due to work and transportation schedules, either commuters or residents may not be able to attend.

Where will the event be held?

In the Union Ballroom or in a conference room? The size of the room determines how many people will be able to attend and therefore the amount and type of promotion. Is it on campus? If not, you may not need to give directions. Off campus events may be a negative factor for those without transportation.

How to Promote Your Event

When planning a program, you'll be concerned with the best way to inform your audience of the event. Before you can plan a successful advertising campaign, it is important to keep the following in mind: you and your committee must know your program inside and out before you can convince a stranger that it's worth attending!

Your promotion should be made of an established plan of action based on persuasive communication (including the use of ticket sales, advertising, and publicity) which makes people aware of the program and attracts and convinces them to attend the program. Know what kind of audience you want. Brainstorm with your committee members to decide what will motivate the public to attend your program and plan your campaign accordingly. The following may help sell your program:

POSTERS, FLYERS AND TABLE TENTS

Attract attention with some visual material – a picture, cartoon, logo – and with that design, include the following information: who, what, where, when and how. Always include who is sponsoring the program.

NEWSPAPER AND RADIO ADS

Be sure to take note of deadlines so you'll be sure to submit the copy in time to have your ads run when you want them. Your copy should include the name of the program, the time, date and place of performance, the admission prices, the sponsoring organization or committee, and any other appropriate information. If you want a picture or design included in a newspaper, ad, submit glossy photos or art work along with instructions on reducing or enlarging such work.

The Student Life Office can provide you with resources available that can help you plan an appropriate campaign.

Promotion and Publicity Methods

The list of techniques below is by no way complete. Instead, it is hoped that this list will spark other ideas or gimmicks which will promote your events more efficiently.

LOGO – A logo is a trademark or symbol that is consistently associated with a product, event or series. An example would be a strip of film or a projector silhouette for events in the film series. A logo should be used consistently on all visual publicity materials that focus on one event or program of a series.

GIVEAWAYS – Giveaways always attract attention and provide the individual with a souvenir to take home as a reminder of the event. These may include: bumper stickers, bookmarks, posters, blotters, pocket calendars, etc.

SANDWICH BOARDS - ??????????

DISPLAYS – Set up displays at lobby tables in the University Union, student lounges, or other approved locations. Obtain or compile press kits from agencies, which may include photos and reviews, biographies, sample records, books, newspaper articles, etc. Set up an attractive display in a well-traveled area.

LIVING DISPLAYS – Use sandwich boards to publicize events; hang them on people and then walk around on campus. Have a graphic artist make posters for an upcoming event in the middle of a well-traveled area. Use costumed people to pass out information. Publicity stunts can be used to double a program's publicity. Create "extemporaneous happenings" and while the crowd forms, pass out leaflets and spread the word. Create a core group of people with extensive information about the program who will then speak to campus clubs and other organizations. One-to-one contact is time consuming but is often the most productive means of publicity.

UTILIZE OTHER PROGRAMS - Have the master of ceremonies at an event make an announcement about your program. Have a lucky ticket drawing with the winner receiving a ticket to your program. Co-sponsor some events with other organizations—there are more people to get the word out.

TEASER CAMPAIGNS – Use teasers in the form of ads, posters, buttons, pins, radio announcements, newspaper ads, etc. to begin a publicity campaign. A teaser campaign usually is begun several weeks before the program and is calculated to arouse curiosity by being mysterious –such as leaking one word a week until the entire program title is complete.

OTHER GIMMICKS – Use the corner of the blackboard in classrooms for your program information. Make huge banners and hang them in approved locations. Contact faculty and have them read a program announcement at the beginning of class (focus in on faculty whose interest may lie in the program area). Make table tents of advertising to place in eating areas and reading lounges around campus. For variety, use different designs, odd sizes, etc. Issue invitations to the faculty either typed or hand-written. Word of mouth is still perhaps the best – talk to faculty and students. Inform them personally.

VISUAL AND PRINTED MEDIA – It is important to develop a good working relationship with the University Staff. Obtain press kits and use the photos for both ads and feature articles about coming attractions in the campus newspaper. Use cartoons, which are always welcome, and which are both funny and informative. Focus on one or two programs that would appeal to the general campus. Make use of educational TV, videotape facilities and closed circuit television for previews and commercials. TV and radio stations offer free public service announcements. Use displays that include slide presentations, posters, etc. at approved, well-traveled areas.

TECHNICAL TIPS – Use odd-shaped posters (triangles, hexagons, ovals, etc. Integrate artwork with the printed message to achieve uniqueness. Realize that some posters will become wall decorations in student apartments. Make rounds several times before an event to re-hang posters to ensure adequate publicity.

Program Evaluation

(TBD and inserted)

Financial Management

1. Compliance: The financial operations of Registered Student Organizations must be conducted in accordance with all applicable local, state, and federal laws and regulations, and the Registered Student Organization respective constitutions.

2. Responsibility: Organization advisors and officers of a Registered Student Organization shall have personal responsibility and accountability for the finances and operations of the student organization, in accordance with the Registered Student Organization constitution.

3. Banking: Registered Student Organizations shall independently secure and maintain banking services through the Bank provider of their choice. All accounts should be opened and maintained under a Tax ID # specific to the student organization.

4. Taxes: Registered Student Organizations shall be responsible for all applicable taxes; including, but not limited to, collection and payment of sales taxes and filing and payment of income taxes.

Off-Campus Banking

RSO's that collect and/or manage self-generated funds such as dues or proceeds from fundraising events, are encouraged to open an off-campus bank account to manage those funds. RSO's should apply for an **Employer Identification Number (EIN)** to use on their off-campus account rather than an individual student's Social Security Number (SSN). You can apply for an EIN from the IRS (www.irs.gov) by completing **Form SS-4**. In addition, it is recommended that the RSO Advisor and at least one student officer have signature authority for the bank account.

RSO's are solely responsible for off-campus bank account matters. Eastern Illinois University is not responsible in any way for such transactions unless an authorized University official has developed a contractual relationship with the RSO. In addition, EIU will not provide vendors and/or creditors with any information beyond that which is considered public information. Outstanding debts, invoices or balances with local businesses and/or EIU is unacceptable and is the responsibility of the RSO and/or its Authorized and Responsible Agents, not the university. Students and RSO's may be held accountable through the EIU Student Code. Additionally, legal action may be taken by local businesses to resolve outstanding debts and balances.

Use of Funds

All use of student organization funds shall be in accordance with the organization's constitution. Registered Student Organizations providing individual or personal gains, incidentally or otherwise, to their respective officers or members shall be subject to revocation of their registration status and/or other sanctions. Registered Student Organizations may pay salaries, wages or lawful incentives for services

Auditing

Auditing is an important element for Registered Student Organization's in maintaining fiscal responsibility and management of funds. Registered Student Organizations should establish a regular audit cycle. The University may require audit information from an independent auditor.

Bookkeeping

The following are recommended guidelines for the responsible fiscal management of Registered Student Organizations. It is up to the advisor and officers to ensure that proper controls are in place to minimize the risks of financial mismanagement.

1. All checks written should be verified by maintaining documentation such as invoices, bills, or other statements
2. All expenditures not consistent with normal day-to-day operations should have prior approval from the entire student organization. These expenditures include, but are not limited to loans, transfers or funds to other organizations, grants, special banquets and social programs.
3. Any check payable to the signer of the check should bear the signature of the advisor and/or another authorized officer.

4. Use budgets. A Registered Student Organization should have a written plan of how it will use the monies for each semester. Budgets should be developed and approved by the membership before any expenditures are made.
5. Keep track of each and every check (written, voided, and blank). Carbon checks are recommended. Keep all returned and voided checks. It is also a good idea to have two signees/signatories required on a check.
6. Create and use a reimbursement form each time a reimbursement check is issued. Expenditures must have approval from the appropriate representative (executive board, general membership, advisor, etc.) prior to actual purchases. **No receipts, No reimbursement..**
7. Separate the function of paying bills from reconciling the student organization's financial books
8. Never issue a blank check. Checks and checkbooks should be stored under lock and key.
9. The treasurer should keep a record of all monies. Make sure to back up any electronic files in case of emergency.
10. Balance the checkbook monthly by reconciling it to monthly bank statements.
11. Prepare a monthly financial report to account for all expenditures and income
12. Deposit all checks and cash received within 48 hours of receipt. Incoming checks should be immediately stamped "For Deposit Only".
13. Keep all copies of financial records a minimum of 3 years
14. Keep all receipts to account for operating funds.
15. Be aware of possible taxable income and make sure it is documented correctly and recorded and paid properly.
16. Update authorized signees/signatories immediately with any changes in officers. When there is a new group of officers, the advisor should be present at the bank to verify change in signatories.
17. Setting an approval process for all purchases will control inappropriate spending/purchases. This could involve a minimum amount of \$25.00 or more would require prior approval.
18. Pay invoices in a timely manner to avoid late fees, as well as avoiding problems doing business with a particular vendor or business.

Organization Financial Files

It is highly recommended that Registered Student Organizations maintain complete and accurate financial records on an on-going basis. Some records need to be kept for different lengths of time.

Permanent files should include your constitution, bylaws, incorporation papers (if applicable), IRS Determination Letter (for tax-exempt groups), taxpayer identification number.

Guidelines for Record Retention

- **3 years:** Bank statements and deposit slips; Payroll time cards.
- **6 years:** Expense reports; subsidiary ledgers; trial balances.
- **8 years:** Checks (payroll and general); Payroll (individual time reports and earning records); vouchers (for payment to vendors, employees, etc.)
- **Indefinitely:** Audit reports; general ledgers and journals; by-laws; charter and minute books; checks (taxes, property and fulfillment of important contracts); contracts and agreements; legal and tax correspondence (including tax returns); vacation and sick leave records, etc.

IMPORTANT TELEPHONE NUMBERS / TELEPHONE DIRECTORY

CAMPUS LISTINGS:

MLK Jr. Union Department

Student Life Office
Business Operations
Catering & Fine Dining
Copy Express
Student Activity Center
Housing & Dining
Judicial Affairs
Safety Office

Facilities & Planning Department

Work Order Station
Movers
Motor Pool
Carpenter Shop
Electric Shop
Grounds Crew
Building Service Workers

University Police Department

(tbd)

LOCAL LISTINGS:

Coles County Public Health Dept.