

Table of Contents

Introduction.....	i
Constitutions	ii
Sample Agenda Using Parliamentary Procedure	iii
Organizing Your Student Organization	iv
Faculty/Staff Advisers and Your Organization.....	v
Expectations of Organization Members.....	vi
University Mission.....	1
Statement on Diversity at SIUE.....	1
Sexual Harassment Policy.....	1
Kimmel Leadership Center Mission.....	1
Kimmel Leadership Center Philosophy Statement.....	2
Kimmel Leadership Center Programs & Services.....	2
SERVICES.....	2
Student Organization Assistance.....	2
Program Planning.....	2
Student Organization Directory.....	3
Student Organization Telephone and Fax.....	3
Poster/Flier Distribution Services.....	3
Bulletin Board Locations.....	3
Office/Storage Space.....	4
Volunteer Services.....	5
Other Services/Resources.....	5
Resource Library Check-Out Procedure.....	5
Additional Procedures.....	6
PROGRAMS.....	6
Student Leadership Development Program.....	6
Activities Fair.....	7
Alcohol and Drug Awareness Program.....	7
Blood Drives.....	7
The Kimmel Leadership Recognition Program.....	8
Awards.....	8
PUBLICITY AND GUIDELINES FOR STUDENT ORGANIZATIONS.....	9
STUDENT ORGANIZATION RECOGNITION.....	10
STATUS DEFINITIONS.....	11
PRIVILEGES AND BENEFITS.....	12
OFFICER REQUIREMENTS.....	13
OFFICER RESPONSIBILITIES.....	14
MEMBERSHIP REQUIREMENTS.....	14
ADVISER REQUIREMENTS.....	15
ADVISER RESPONSIBILITIES.....	16
GRIEVANCE PROCEDURES.....	17
HOW TO START A NEW STUDENT ORGANIZATION.....	18
Petitioning.....	18
RECOGNITION PROCEDURES.....	19
RECOGNITION OF AD HOC COMMITTEES.....	20
SAMPLE CONSTITUTION OF BYLAWS FOR NEW STUDENT ORGANIZATIONS.....	21

Constitution Structure.....	21
Bylaws.....	24
MAINTAINING RECOGNITION STATUS.....	24
STUDENT ORGANIZATION FUNDING.....	26
SOURCE OF FUNDS	27
FUNDING ENTITIES.....	28
OBTAINING FUNDS FOR STUDENT ORGANIZATIONS.....	28
UNIVERSITY 8-ACCOUNTS.....	29
Fiscal Officer Responsibility.....	30
Insufficient funds.....	30
UNIVERSITY POLICIES AND PROCEDURES.....	31
ALCOHOL.....	31
Student Alcoholic Beverages policy.....	31
Events with Alcoholic Beverages Present Held Off University Property.....	38
BAKE SALES.....	38
BANNER SPACE.....	39
Approval of Banner.....	39
Recommended Spaces for Hanging Banners.....	39
Posting Time of Banners.....	40
Banner Specification.....	40
Banner Content.....	40
Pepsi ® Banner.....	41
CASH HANDLING.....	43
CHALKING.....	44
COPYRIGHT INFORMATION MOTION PICTURES.....	46
CREDIT CARD DRIVES.....	48
DANCES.....	48
DIGITAL SIGNS.....	67
FREE SPEECH ZONE	68
FUND RAISING/SOLICITING.....	76
GRADE POINT AVERAGES.....	81
Procedures for Release of Grade Point Averages.....	81
HAZING AND PRE-INITIATION ACTIVITIES.....	82
PEPSI PRODUCTS	83
POSTING MATERIALS.....	83
Guidelines for the Posting and Distribution of Materials at SIUE.....	83
Distribution by Handout.....	85
Distribution from Bins.....	85
Distribution from Booths and Tables.....	85
Placement.....	86
RAFFLES.....	86
RISK MANAGEMENT.....	87
SCHEDULING FACILITIES.....	88
Reserving University Facilities.....	89
Recommended Facilities for Various Activities.....	90
Policies for Scheduled Events and Meetings.....	91
Space Assignment.....	94
Cancellation of Space—UniversityCenter (4A23)	95
Regulations Governing Use of University Premises.....	96
Scheduling Priority in Morris University Center.....	97
SCHEDULING THE CENTER FOR SPIRITUALITY AND SUSTAINABILITY.....	100
SCHEDULING THE STUDENT FITNESS CENTER/VADALABENE CENTER.....	100
SCHEDULING FOR UNIVERSITY HOUSING.....	100
SECURITY/UNIVERSITY POLICE.....	101
Procedures Regarding Security Personnel.....	101

University Police Role and Responsibilities Working Student Organization	
Events.....	104
STAKING.....	105
STUDENT ORGANIZATION SPONSORED WEEKS	106
TICKETS.....	107
WEB PAGE DESIGN.....	108
APPENDICES.....	109
ORGANIZATIONAL GOAL SETTING.....	109
BASIC ORGANIZATIONAL BUDGETING.....	110
LEADING CAN BE STRESSFUL.....	111
DELEGATE.....	112
RECRUITING NEW MEMBERS.....	114
RETAIN YOUR MEMBERS.....	115
MAXIMIZING MOTIVATION.....	115
CONFLICT RESOLUTION.....	116
PASSING THE GAVEL.....	117
RISK MANAGEMENT WAIVER FORM.....	118
SCHEDULING REQUEST FORM (SAMPLE)	119
SOLICITATION FORM (SAMPLE)	120

Introduction

Southern Illinois University Edwardsville currently recognizes over 140 student organizations. Participation in student organizations provides an opportunity for students to develop leadership and citizenship skills and learn the intrinsic rewards of community service.

The Student Organization Handbook is designed to assist student organization officers. One copy is available to each recognized student organization. A separate Adviser Handbook is available for each Student Organization Adviser. Additional copies of both Handbooks may be purchased for printing costs only.

The Handbook is divided into four color-coded sections:
The first section (pink) highlights programs and services available to student organizations;
The second section (blue) deals with organization recognition and registration;
The third section (green) reviews funding opportunities;
The last section (canary) explains University policies and procedures.

The Student Organization Handbook is designed to provide a quick reference for the many questions organization officers confront. Individuals needing more specific information or assistance should contact the Kimmel Leadership Center, located on the first floor of the Morris University Center, or call (618) 650-2686.

The Handbook is revised annually. Suggestions for improving the Handbook are welcome and can be submitted to the Kimmel Leadership Center, Campus Box 1168.

Acknowledgements

The following resources were utilized in compiling the Student Organization Handbook—

"Getting Organized Manual," Boise State University

"Student Organization Handbook," Oakland University

"*The Source* Student Organization Handbook," University of Notre Dame

Constitutions

What is a constitution?

A constitution is a document that describes the organization and how it operates.

What are bylaws?

These are the permanent body of legislative rules by which an organization operates. There is seldom any difference between the constitution and bylaws. Most organizations combine the two.

Reminders and suggestions

With a little time and attention you can write a constitution that will help prevent and/or minimize future problems within your organization.

Setting a Quorum

A quorum is the minimum number of members who have to be present at a meeting in order for business to be conducted legally. A quorum for most social organization usually consists of either the average attendance at meetings or the largest number of members who can be depended upon to come to regular meetings. The quorum should be stated in the bylaws for the protection of the group as a whole.

Defining Duties of Officers

The duties of officers are self-explanatory in many cases: The president presides; the treasurer keeps the accounts; the secretary takes notes and handles correspondence. However, other officers can be defined to suite the needs of the group. The office of vice president is one that offers much flexibility. And yet, few groups take advantage of this. Why not assign the vice president a major responsibility for an important program or need? The vice president could be in charge of membership, programs or publicity. And your organization could have more than one vice president, or secretary, etc. Think about your group's needs and programs and delegate responsibility to other officers.

Electing Officers

There is nothing quite as discouraging as holding an election and having no one interested in running for office. It's also a good way to discourage new members from getting involved if they see no one else volunteering to do anything. The best way to handle this situation is with some advance planning. Select a nominating committee (your

executive board will do) to recruit a slate of officers. This will ensure that you will have at least one willing candidate for each office. Nominations can also be taken from the floor.

Officer Transition

Officers should be elected in the spring semester for the following fall. A spring election will allow time for a very important orientation to take place—officer transition. By holding a spring election, the former officers will still be around to train the new officers. Do not pick the last week of school for elections. Allow several weeks before the end of the semester. Elections should take place earlier and the actual officer installation could take place later in the semester. If your group is not on such a schedule, you should actively consider the benefits of changing to a spring election.

Removal of Officers

Although you may think, “It can never happen to our organization,” it can. Officers could have been elected last semester and have yet to call a meeting, or officers could have misspent your group’s funds, or officers may not have attended a semester’s worth of meetings, etc. Whatever the case, a group needs to have a way to remove incompetent officers from office and to elect new ones when necessary. This is not a provision to be taken lightly, or ignored. Ask other organizations what their procedure is for such an occurrence.

Adviser

Don’t forget your organization needs an adviser. Each SIUE student organization must have a SIUE faculty or administrative staff member who works with the group. Include them as much as possible. They are eager to assist you and they want to feel a part of your efforts. Remember, without an adviser your organization could lose University recognition.

Sample Agenda Using Parliamentary Procedure

- I. ***Call to Order***: The Chairperson says, “The meeting will please come to order.”
- II. ***Roll Call***: Members say “present” as their names are called by the Secretary.
- III. ***Minutes***: The Secretary reads a record of the last meeting.

- IV. **Officers' Reports:** Each officer gives a report to the group when called on; there may be a time limit if necessary.
- V. **Committee Reports:** First come reports from "standing" or permanent committees; then from "ad hoc" or special committees.
- VI. **Special Reports:** Important business previously designated for consideration at this meeting is conducted.
- VII. **Unfinished Business:** Business left over from previous meetings is handled first.
- VIII. **New Business:** New topics are introduced for consideration.
- IX. **Announcements:** The assembly is informed of other subjects and events.
- X. **Adjournment:** The meeting ends by a vote, or by general consent.

Organizing Your Student Organization

Student organization, like all organizations, involved people—people getting together to accomplish a task. Getting people to work together in an organized manner is not an easy task, but it is essential for the success of your organization. The following are a few basic principles that may assist you in organizing your organization.

1. *An organization needs to have a reason for existing.* There needs to be a unity of purpose that the membership understands and can support. The entire membership should, therefore, establish the goals each year for the organization. This participation creates a sense of belonging. Both short-range and long-range goals should be planned a month or two in advance. Long-range goals should give the members a chance to look at the overall goals for the year. Establishing clear-cut goals helps to avoid mediocre involvement and accomplishment.
2. *Effective leadership is essential to any organization.* The officers should meet together between meetings to organize the next meeting's agenda and to brainstorm ideas. A printed agenda

distributed to members at each meeting helps to keep your members informed. It also saves time in meetings.

3. *Officers should not make decisions for the group.* Their job is to do the leg-work. Find out the information and report it to the group. The group should make the decisions. Persons involved in the decision-making process are more likely to be committed to the decision.
4. *Appoint members to committees.* This way, they feel a part of the organization and also gain valuable experience for future leadership roles.
5. *Make it a point to welcome any guests at the beginning of a meeting.* Friendliness and openness will encourage people to join and to help your accomplish your task.
6. *Enthusiasm is a must.* The officers set the tone. Enthusiasm is contagious (so is apathy). Do not be an officer if you don't believe in your group and what it aims to accomplish. Encourage a "doing" atmosphere.
7. *Regularity of meeting times and places is critical to the success of your organization.*
8. *Cooperate with other organization and campus officers.* It makes everybody's task more pleasant.

Faculty/Staff Advisers for Your Organization

Each recognized SIUE student organization is required to have an adviser who is a member of the administrative staff or faculty. A student organization that does not have an adviser may be declared defunct until an adviser is confirmed.

Why have an Adviser?

An adviser serves as a resource for you, other officers, and the organization. He/she has many "hats to wear" and has an interest in the activities of your group. This person is:

1. A historian of past activities and decisions which were made;
2. An advocate or perhaps devil's advocate for current decisions;

3. A resource for understanding University policies and procedures (he/she may be able to help you complete tasks more efficiently);
4. A respected friend.

Expectations of Organization Members

- The members are joined together for the betterment of the organization.
- The members take the initiative to set goals and have direction.
- The officers take their responsibilities seriously.
- The members are held accountable for their responsibilities.
- The members attend meetings regularly.
- The Student Organization Constitution and University policies and procedures are followed.
- The Adviser is kept informed of all organizational activities, meetings, and issues.
- The organization does not commit the Adviser without his/her consent.

University Mission

Southern Illinois University Edwardsville is a public comprehensive university dedicated to the communication, expansion and integration of knowledge through excellent undergraduate education as its first priority and complementary excellent graduate and professional academic programs; through the scholarly, creative and research activity of its faculty, staff and students; and through public service and cultural and arts programming in its region.

Statement on Diversity

All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment. SIUE is committed to education that explores the historic significance of diversity in order to understand the present and to better enable our community to engage the future. Integral to this commitment, SIUE strives for a student body and a workforce that manifests diversity.

Sexual Harassment Policy

Each member of the University community shares a common responsibility to maintain an environment free from sexual harassment. Individuals who have concerns about sexual harassment should seek assistance or advice within 60 days or as soon as practicable. Individuals are not required to reveal their identity in seeking advice. It may be necessary to reveal your identity for investigation. Members of the University community who have knowledge of such incidents should encourage victims of sexual harassment to consult with sexual harassment information advisors.

Kimmel Leadership Center Mission

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

Kimmel Leadership Center Philosophy Statement

The Kimmel Leadership Center staff believes in life-long personal development that complements the academic experience. This is achieved through the development of an appreciation of differences, student involvement, and collaborative relationships in order to prepare students for a lifetime of civic responsibility, leadership, and community involvement.

Kimmel Leadership Center Programs & Services

Hours: 8:00 a.m. – 4:30 p.m. Monday - Friday
Location: First Floor, Morris University Center
Phone: 618.650.2686
Website: www.siu.edu/KIMMEL

The Kimmel Leadership Center staff assists SIUE student organizations, provides leadership training and programming assistance, encourages University and community service, and coordinates a variety of programs and services. The staff works closely with Student Government, University Center Board, fraternities and sororities, and more than 200 Recognized Student Organizations. This section will acquaint students with the many resources available, along with applicable policies and procedures.

SERVICES

Student Organization Assistance

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

Program Planning

Program planning assistance is available to all student organizations. For assistance, contact the Assistant Director of Campus Life at 618.650.2686, or stop by the Kimmel Leadership Center located on the first floor of the Morris University Center.

Student Organization Directory

The Student Organization Directory lists all registered student organizations along with the names, campus addresses, and phone numbers of presidents and advisers. The directory is updated regularly and copies are available in the Kimmel Leadership Center.

Student Organization Telephone and Fax

A telephone is available in the Student Government Office for student organization officers/members of registered student organizations. Calls must pertain to organization business and must be recorded in the telephone log. Additionally, there is a fax machine available for student organizations to use to send and receive faxes. The number is 618.650.3517.

Poster/Flier Distribution

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

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

Bulletin Board Locations

Peck Hall

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

Founders Hall

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

Alumni Hall

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

Vadalabene Center/Student Fitness Center

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

Science Building

- Basement by elevator
- First Floor by elevator
- Second Floor by elevator
- Third Floor by elevator

Dunham Hall

- First Floor located in the northeast hallway

Lovejoy Library

- One poster may be displayed in the Library. Student Organizations should leave poster at the Administration Office (Room 1010) for posting.

Morris University Center

- A maximum of three posters may be displayed in the Center. Student organizations should leave these posters in Administration Office for posting by Morris University Center personnel.

Cougar Village Apartments

- The Area Director for Cougar Village (CV) must approve all posters. A maximum of 40 posters may be posted at Cougar Village; five of these may be left at the front desk of the Commons to be posted by housing staff; the others may be posted at the direction of the Associate Director of Housing.

Residence Halls

- All posters must be approved by the Area Director for Resident Halls (RH). A maximum of 10 posters may be posted at the Residence Halls. The posters may be left at the front desk of the Residence Halls to be posted by Housing staff.

Kiosks

- Are available for posting material without prior approval.
- Between Science Building & Lovejoy Library
- Between Peck Hall & Lovejoy Library
- Between Peck Hall & Founders Hall

Office/Storage Space

The Kimmel Leadership Center has office space and storage lockers to accommodate a limited number of Registered Student Organizations.

During fall semester, all Registered Student Organizations are invited to apply for either office or storage space. Desks and file cabinets are provided for groups assigned office space. A metal locker and key are provided for groups assigned storage space. Applications for space are available in the Kimmel Leadership Center during fall semester. Student Government Student Organization Advisory Board reviews the applications and recommends office assignments to the Director of the Kimmel Leadership Center.

Volunteer Services

Volunteer Services is located in the Kimmel Leadership Center and serves as the central clearinghouse and referral service for volunteer opportunities. House Bill 2571, passed by the Illinois General Assembly in September 1989, mandates that all students be strongly encouraged to provide at least 30 hours of service per year. An opportunity exists for student organizations to co-sponsor volunteer projects. Refer to the Volunteer Services section of the Kimmel Leadership Center web page for a complete list of volunteer opportunities or contact the Assistant Director of Leadership Development and Volunteer Services.

Other Services/Resources Available in the Kimmel Leadership Center:

- Recognized Student Organization Master Files
- Student Organization Mailboxes
- Computers and typewriters
- Fax machine
- Student Organization Forms:
 - Officer/Membership Form
 - Adviser Authorization
 - Risk Management Release Waiver
 - Scheduling Request
 - Solicitation Forms
 - Petitioning Packet
 - University & Community Service Verification Form
 - Chapter Activity/Volunteer Form
 - Greek Membership Registration
- Resource Library

Resource Library Check-Out Procedure

1. Front Desk Worker will allow students, faculty, or staff access to the Kimmel Conference Room to view available books.
2. Student, faculty, or staff member brings book back to front desk person to check out.

3. Front desk person locates book card in Leadership Library Records and records the following information on the card:
 - a. Name of person checking out the book
 - b. Identification number of person checking out the book
 - c. Contact email and phone number for person checking out the book
 - d. Date book was checked out
 - e. Date book is due to be returned (3 weeks after check out date)
4. Loanee initials and dates the sticker in the book; Front Desk person records the due date on the sticker.
5. Front desk person gives the loanee a Leadership Library Loan Agreement form, noting the exact return date on the card.
6. The loanee signs and dates the form, and then returns the form to the Front Desk Worker.
7. The Front Desk worker paper-clips the agreement to the card for the book being loaned.
8. Once the book is returned, the Front Desk Person records the return date on the book card and destroys the Leadership Loan Agreement.
9. The Front Desk worker returns the book back to its shelf in the Kimmel Conference Room.

Additional Procedures

1. Each Friday morning, the Front Desk worker should check the Leadership Library book cards to determine if any books are overdue.
2. If books are overdue, email and call the loanee at the contact information as provided. The loanee has exactly one week from the date of the first (and only) reminder to return the book at no penalty.
3. If a book is overdue for one week past the reminder, then contact Student Organization Secretary to bill the loanee's bursar account for the missing book.
4. Once a book card is full, the Front Desk Person should contact Student Organization Secretary to learn how to make a new book card for that particular book.

PROGRAMS

Student Leadership Development Program

The Student Leadership Development Program provides opportunities for students to develop leadership skills, gain practical experience, and increase civic awareness through participation in leadership modules

and University and community service. The leadership program is free to all enrolled SIUE students. Students are advised to enroll in the program as early as possible. Involvement in the program is designed to accommodate each student's interests and schedule. There is no time limit for program activity; students participate at their own pace. Students who successfully complete the program receive a Student Leadership Transcript and medallion that may be worn at Commencement.

An opportunity exists for student organizations to co-sponsor the various programs. Any groups interested in sponsorship can contact the Assistant Director of Leadership Development and Volunteer Services. Presidents are encouraged to advise their organization members to participate in the program. SLDP components include leadership modules, volunteer opportunities, IMAGE, Stephen Covey's *Seven Habits of Highly Effective People*, and fall and spring volunteer fairs. For additional information on the program, Kimmel Leadership Center staff is available to attend an organizational meeting to discuss the program.

Activities Fairs

One of the best ways to promote an organization and recruit new members, or generate revenue is through the Activities Fairs sponsored by the Kimmel Leadership Center. Student organizations sponsor informational booths during the Cougar Welcome Activities Fair held fall semester and the spring Activities Fair held during the beginning of spring semester. Participation in Activities Fairs gives student organizations the opportunity to recruit members and to promote their organization. Check the Calendar of Events in the Kimmel Leadership Center for specific dates or watch your organization's mailbox for information.

Alcohol and Drug Awareness Program

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

Blood Drives

To help support the community's blood needs, the Kimmel Leadership Center, in cooperation with the American Red Cross, coordinates several blood drives each year. Student organizations interested in

sponsoring a blood drive or wishing to donate or volunteer should contact the Kimmel Leadership Center.

The Kimmel Leadership Recognition Program

Student organizations are important to the mission and goals of the Kimmel Leadership Center. Each spring the Kimmel Leadership Center honors Outstanding Student Leaders, Adviser of the Year, Student Organization of the Year, students included in *Who's Who Among Students at American Universities and Colleges*, and all students who complete the Student Leadership Development Program.

Nomination forms for Who's Who will be in all student organization mailboxes in early fall. Nomination forms for Outstanding Student Leaders, Adviser of the Year, and Student Organization of the Year will be available spring semester. All forms may also be downloaded from the Kimmel Leadership Center web page at www.siu.edu/KIMMEL/.

Awards

Who's Who Among Students in American Universities and Colleges recognizes outstanding juniors, seniors, and graduate students. Applicants are considered on the basis of leadership, scholarship, service, and contributions to SIUE. Applications are available at the beginning of fall semester.

SIUE Alumni Association Student Leadership Awards are presented annually by the Alumni Association to a maximum of three students actively enrolled in the Student Leadership Development Program. Nominees shall be those who have contributed to the University and community through the Student Leadership Development Program. The SIUE Alumni Association awards honorariums to the recipients. Applications are available during spring semester.

Outstanding Student Leader Awards recognize a maximum of fifteen students who have significantly enhanced the quality of campus life or have provided outstanding leadership in the area of co-curricular activities. Applications are available during spring semester.

Emerging Student Leader Awards recognize a maximum of five students who have emerged as leaders during the year and display outstanding leadership abilities.

Organization of the Year Award

recognizes a student organization that has developed an innovative program that significantly enhances campus life or has made outstanding contributions to the University or the community. Applications are available during spring semester.

Adviser of the Year Award

recognizes a student organization adviser who performs above and beyond the expectations of the adviser and contributes to the growth and development of students and the student organization. Applications are available during spring semester.

Outstanding Program of the Year Award

recognizes a student organization that sponsored an outstanding program that contributed to campus life or to the community.

Outstanding Community Service Project of the Year Award

recognizes a student organization that sponsored a community service project that contributed to the University or to the surrounding community.

Dr. Martin Luther King, Jr. Scholarship and Humanitarian Award

recognizes an SIUE minority student who most exemplifies Dr. King's teachings, principles, and philosophical beliefs. The award is presented during the Dr. Martin Luther King, Jr. Birthday Celebration in January. Applications are available during fall semester.

Kimmel Scholarship

recognizes and honors SIUE students for their academic achievement and outstanding leadership and volunteer community service contributions. The award provides tuition for one academic year of full-time study. This award is presented during the Kimmel Banquet in spring. Applications are available during spring semester.

PUBLICITY GUIDELINES FOR STUDENT ORGANIZATIONS

The mission of University Relations is to gather news about the University and distribute that news to the media.

University Relations is interested in your organization and wants to help you promote it. You can contact the University Relations office at 618/650-3600 concerning your activities and upcoming events, and to discuss future story ideas.

The following guidelines and information can help your organization take advantage of this service:

1. Contact University Relations as early as possible. It is suggested that you prepare a fact sheet that answers *who, what, when, where*, and a brief statement of purpose or background about the story. It is **not** necessary to write a complete press release.
2. Upcoming events and projects should be considered high priority story ideas. It is important that these are planned and the stories written well in advance of the event in order that the releases may reach the various media and be considered by them prior to their deadlines. Early distribution of the stories also gives the media the opportunity to cover the event personally, which further assures publicity about the event.
3. It is suggested that you contact University Relations at least FOUR weeks in advance of the event, or sooner if you are considering publicity in a monthly publication.
4. The media are mainly interested in current or future happenings, therefore stories about meetings or events that have already occurred carry the least probability of publication. An exception to this would be a program that featured a prominent person or controversial topic.
5. Functions that have a strong community impact, or include the appearance of a controversial or prominent person are sometimes viable subjects for news conferences. In the event of a news conference, University Relations will notify the media and will advise your organization on the arrangements that will need to be made.
6. Election of officers, special appointments, and awards provide good story material, especially for hometown papers. When contacting University Relations with this information, please have the names and addresses of those people who were involved in the event. Be prepared to provide documentation when necessary.
7. University Relations is always interested in features about individuals who have excelled, or provided outstanding service whether within your organization, or on some outside endeavor.
8. University Relations will try to arrange with the University Photographic Service for photos to accompany stories.

Please be aware that University Relations cannot guarantee that the media will use stories, or that they will be published exactly as written.

Student Organization Recognition

The Kimmel Leadership Center staff is available to assist students in forming an organization as well as to aid existing organizations in

maintaining recognition status and maximizing the benefits available to Recognized Student Organizations.

STATUS DEFINITIONS

- Petitioning:** A group seeking recognized status.
- Recognized:** A student organization officially recognized by the Student Senate.
- Registered:** A Recognized Student Organization that has submitted current registration materials to the Kimmel Leadership Center and attended an officer orientation.
- Restricted:** A Recognized Student Organization with limited privileges.
- Inactive:** A Recognized Student Organization that has not submitted current recognition materials and/or attended an officer orientation and, therefore, has no privileges.
- Probationary:** A Recognized Student Organization may be placed on probation for a specific time period with limited privileges as determined by the Director of the Kimmel Leadership Center for one of the following:
- Fewer than five members,
 - Lack of a Faculty/Staff Adviser,
 - Insufficient funds or a deficit balance in the organization's account,
 - Ineligible officer(s),
 - Privileges restricted by the Office of the Vice Chancellor for Student Affairs.
- Suspended:** A Recognized Student Organization that has been suspended for disciplinary or financial reasons. Suspended student organizations lose all privileges granted registered student organizations. An organization may be suspended for one or more of the following reasons:
- Insufficient funds in the organization's account for more than 90 days,
 - Violation of the *Student Conduct Code* document,
 - Violation of state or federal laws,

- Disruption of the regular and orderly conduct of authorized University functions,
- Interference with the safety, welfare, and rights of members of the University community, University guests, and local citizens,
- Destruction of public or private property,
- Provision of false information on organization records.

Revocation: A Recognized Student Organization may have its recognized status revoked for one or more of the following reasons:

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

The Director of the Kimmel Leadership Center or Student Organization Advisory Board Chair may recommend revocation of an organization to the Student Senate. Both the above named parties must review the proposed revocation. After the revocation has been reviewed, it will be forwarded to the Student Senate for revocation approval. An organization that is no longer officially recognized will cease to function. An organization whose recognition status has been revoked has the right to appeal the decision in writing to the Vice Chancellor for Student Affairs within 10 working days.

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

PRIVILEGES AND BENEFITS

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

- The right to request the use of University facilities and services,
- Use of a telephone located within the Student Government Office, and campus mailbox located within the Kimmel Leadership Center,
- The right to apply for office/storage space,
- The right to recruit members on campus under the organization's name,
- The right to solicit on campus under the organization's name in accordance with established policies,
- The right to promote the organization and activities on campus in accordance with established policies and procedures,
- The right to request student activity fee funding from Student Government each year to help finance the organization's programs and travel,
- The right to receive publications and be included in mailings from the Kimmel Leadership Center,
- The right to request support and assistance from the Kimmel Leadership Center staff and all other services and activities developed for the benefit of recognized organizations.

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

OFFICER REQUIREMENTS

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

- Be enrolled and have paid tuition and fees at SIUE;
- Minimum 2.0 grade point average;
- Not be restricted from holding a student office due to disciplinary probation.

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

OFFICER RESPONSIBILITIES

- Complete and return to the Kimmel Leadership Center an Officer/Membership Form, and Adviser Authorization Form by the second Friday of fall semester and within ten working days of any election or changes.
- Attend a **mandatory** Student Organization Officer Orientation session held each fall term. (Advisers are also strongly encouraged to attend.)
- Pick up mail from the organization's mailbox at least once a week.
- Maintain a copy of the organization's current constitution and/or by-laws on file in the Kimmel Leadership Center. If affiliated with a national, state, or local organization beyond SIUE, a copy of the parent organization's current constitution is also required to be on file.
- Abide by the organization's constitution and stated purpose.
- Abide by University, local, state, and federal laws.

MEMBERSHIP REQUIREMENTS

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

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

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

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

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

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

The following statement must appear in all student organization constitutions:

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

ADVISER REQUIREMENTS

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

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

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

ADVISER RESPONSIBILITIES

Expectations vary from group to group, but the adviser can make a significant difference in a group's success or failure. Advisers assist student organizations in various ways, including:

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

It is also strongly encouraged that advisers attend the adviser workshops offered by the Kimmel Leadership Center to enable advisers to effectively carry out their role and responsibilities.

Organizations must be aware of their responsibility to their adviser. This may include meeting regularly with advisers and informing them well in advance of all organization meetings and activities, allowing the advisers an opportunity to express opinions on issues that affect the welfare of the organization and the University, and letting the advisers know that their contributions and support are appreciated.

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

GRIEVANCE PROCEDURES FOR REGISTERED STUDENT ORGANIZATIONS

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

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

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

HOW TO START A NEW STUDENT ORGANIZATION

SIUE has more than 200 recognized student organizations for the various academic, honor societies, Greek, professional, recreational, religious, and special interest groups. The following section is designed to assist student who wish to start a new student organization.

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

Social fraternities and sororities must be accepted into membership in Greek Council as colony status and must comply with the expansion guidelines established in the Greek Council constitution prior to applying for recognition approval from the Student Senate. A minimum of three officers and five enrolled SIUE student members is required to apply for recognition.

Petitioning for recognition

Petitioning status is granted to groups just beginning to organize on campus and to recruit new members. Petitioning status is in effect for a maximum of two (2) months. The Assistant Director responsible for Student Organizations may grant an extension. Petitioning organizations are extended limited organization privileges. They may schedule recruitment meetings and recruitment informational tables, **but may not sponsor any other events on or off campus until they become officially recognized by the Student Senate.** The following privileges are strictly for the purpose of getting the group organized, recruiting members, developing a constitution, and holding elections:

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

Recognition Procedures

1. Turn in a Petition to Organize Form to indicate the intent to start a new group. These forms are available in the Kimmel Leadership Center
 - a. List those individuals (with addresses and phone numbers) organizing the group.
 - b. Include the name of the adviser, organization name, and purpose of the group.

The two-month Petitioning Status begins on the date the Petition to Organize Form is submitted to the Kimmel Leadership Center.
2. Meet with the SOAB (Student Organization Advisory Board) to review the recognition process and to review your constitution.
3. Start promoting the organization and recruiting new members.
4. Hold organization meeting to discuss the purpose and activities of the organization.
5. Develop a constitution and bylaws for the organization base on the input from the members. A group's constitution is its license to exist. Please use the following guidelines:
 - a. Refer to the sample constitution that contains formatting examples for the ten articles required in every constitution: Name, Purpose, Nondiscrimination, Membership, Qualifications for Officers, Advisers, Meetings, Quorum, Amendments, and Ratification. The sample is intended for use as a guide. **Please note: Adviser is spelled with an "E" instead of an "O". It is done that way purposely. Please spell Adviser with an "E".**
 - b. Type the constitution in a legible, final draft form and include the date. Please save all documents in such a manner that they can be easily changed should changes be necessary. Follow all MLA guidelines throughout.
 - c. Ensure that the constitution is in proper outline form so that it can be easily read and understood.
 - d. Be sure that the constitution contains no contradictory statements.
 - e. Anticipate the future and ensure that the constitution does not limit the organization's options for growth and change.
6. Elect officers in accordance with the Constitution.
7. Complete the following registration materials available in the Kimmel Leadership Center during the two-month Petition Status period.
 - a. Officer/Membership form listing the organizations officers and adviser, their addresses and telephone numbers (along with the organization information)

- b. Statement of the Organizational Purpose, Goals, and Proposed Activities.
 - c. Membership Statement signifying at least three officers and five enrolled SIUE students. This is to ensure sufficient membership to sustain future existence.
 - d. Adviser Authorization Form signed by a University employee agreeing to advise the organization.
8. Submit the above-referenced recognition materials and the proposed constitution and bylaws to the Kimmel Leadership Center within the two-month petitioning status period.
 9. Submit a copy of the Constitution and membership requirements of any local, state, regional or national organization with which the intended organization is or will be affiliated with.
 10. Arrange for a representative of the group to attend an SOAB meeting. The organization adviser is also encouraged to attend, but is not necessary. The representatives should bring a copy of the constitution on which to write recommendations and changes.
 11. Make recommended changes to the constitution and submit the final draft of the constitution to the Kimmel Leadership Center. The Student Organization Advisory Board Chairperson will review the final draft and forward the draft to the Student Senate for official recognition and final approval.
 12. A letter of recognition and copy of the constitution will be forwarded to the president and adviser after the Student Senate approves official recognition of the organization.

Recognition of Ad Hoc Committees

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

4. Ad Hoc Committees are eligible for funding through Student Government in accordance with funding guidelines.

Recognition Procedures

The Ad Hoc Committee student organizer should submit in writing a request to form a committee stating that includes:

- a. List of names of committee members (with addresses and 800 numbers) organizing the group.
- b. Name of the adviser, committee name, and purpose of the committee.
- c. The length of time the committee wishes to exist, not to exceed six months.

The six-month status begins once the Assistant Director has reviewed and approved the request to form the committee and has communicated said approval to the leader the date the Petition to Organize Form is submitted to the Kimmel Leadership Center.

SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS

CONSTITUTION OF

(Organization's Name)

(Date)

PREAMBLE

Statement of the general aims and purposes of the organization. This statement should be brief and direct.

ARTICLE I – NAME

Section 1: This organization shall be known as _____ . Also include any variations on the name that the organization will use (acronyms, etc.).

Section 2: Identify any affiliations with national, regional, or state groups (etc.) and specify what the relationship is between the local group and the national, regional, or state group.

ARTICLE II – MEMBERSHIP AND DUES

Section 1: An explanation of the types of membership (for example, active, honorary, associate, and alumni) and the privileges of each.

Section 2: Membership Qualifications

1. The following statement must be included in the membership section verbatim: Membership is extended to all students without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, physical handicap, mental handicap, or any other factors covered by law.
2. Include any GPA or class standing requirements necessary for membership.

Section 3: Dues

Section 4: Termination of Membership

1. Procedures for voluntary termination of membership
2. Specific notation for causes which an individual's membership may be terminated.
3. Procedures for termination of membership: percentage of vote needed, notification of terminated member, etc.

ARTICLE III – OFFICERS

Section 1: List titles of officers and their general duties and responsibilities.

Section 2: Qualifications for each office, if any. All officers must be enrolled SIUE students.

Section 3: Term of office (1 year, etc.)

ARTICLE IV – ELECTIONS

Section 1: Elections shall be held (when will elections be held and frequency of elections).

Section 2: Procedures for elections

1. Who may vote in elections
2. Requirements or other conditions that members must meet before becoming candidates for office.

ARTICLE V – ADVISER

Section 1: There shall be (1, 2, or more) faculty/staff advisers who shall be ex officio members with no voting privileges. (All organizations are required to have an adviser who is a full time faculty or staff person at SIUE).

Section 2: Method for selection of adviser

Section 3: Duties or responsibilities of adviser

ARTICLE VI – MEETINGS

Section 1: Regular meetings of this organization shall be held (state frequency of meetings)

Section 2: Rules of Order (state by what rules of order or procedure the meetings of the organization. For example, *Roberts Rules of Order*).

Section 3: Special Meetings

1. How are special meetings called (Who may call special meetings?)
2. Statement of reasons for special meetings
3. How are members notified of special meetings

Section 4: Executive Board Meetings

ARTICLE VII – QUORUM

Section 1: Stipulations as to percentage of active members needed for the organization to conduct business.

ARTICLE VIII – EXPULSION

Section 1: This is where the requirements for termination of membership are stated.

Section 2: How and why expulsion/termination of membership shall take place.

Section 3: Vote needed, etc.

ARTICLE IX – IMPEACHMENT

Section 1: Who may initiate impeachment of an officer?

Section 2: How and why should an impeachment take place?

Section 3: Vote needed, etc.

ARTICLE X – AMENDMENT

Section 1: Procedure for submission of proposed amendments to the organizations' constitution.

Section 2: Voted needed to approve amendments

ARTICLE XI – RATIFICATION

Section 1: Final ratification will be made by the Student Senate.

By-Laws (not required for approval nor approved by the Student Organization Advisory Board)

The by-laws would contain:

- Detailed material concerning members, rights, duties, expulsion and resignation procedures,
- Provisions for associate and/or honorary members, if the group so desires,
- Provisions for membership fees, dues and assessments, if any, should be outlined in detail,
- Names of the standing committees, if any, and the method of choosing the chairpersons and committee members, and the duties of the committee(s)
- A provision for some accepted rules of order for parliamentary procedure, such as *Robert's Rules of Order*,
- A method to amend the by-laws, usually a majority vote,
- Other specifics as needed by the organization.

MAINTAINING RECOGNITION STATUS

Once the Student Senate officially recognizes a group, it is the organization's responsibility to register with the Kimmel Leadership Center by the second Friday of fall semester. Failure to register a recognized organization by this date will result in the expiration of privileges.

The privileges and benefits for registered student organizations will continue when organizations fulfill all the following conditions:

- Approved recognition status from the Student Senate (Please refer to How To Start A New Organization before registering with the Kimmel Leadership Center.)
- Sufficient membership to sustain its existence. Student organizations are required to have at least three currently enrolled SIUE students elected/selected as officers and a minimum of five enrolled SIUE student members currently active in the organization to be registered. Because of unusual or extenuating circumstances, a group may petition the Student Senate to have fewer members than the specified minimum.
- At least one adviser who is a full time University employee.

The following registration materials submitted to the Kimmel Leadership Center by the second Friday of fall semester:

- Completed Officer/Membership Form listing the names, social security numbers, addresses, and telephone numbers of the officers and Adviser(s) of the organization. Subsequent changes in officer information should be reported to the Kimmel Leadership Center within 10 working days of any election or changes.
- Adviser Authorization Form signed by the Adviser that verifies his/her status as a University employee. Any changes in adviser information should be reported to the Kimmel Leadership Center within 10 working days of the change.
- Revised Constitution and by-laws submitted to the Kimmel Leadership Center for review and approval by the Student Organization Advisory Board of Student Government. Copies of the most current constitution must be kept on file in the Kimmel Leadership Center. Should an issue or controversy arise, the most current constitution on file in the Kimmel Leadership Center will be considered the official constitution. If affiliated with a national or parent organization, a copy of its constitution and/or by-laws must also be on file in the Kimmel Leadership Center.
- All Student organizations must register their organization using OrySync an online management

system. Contact the Kimmel Leadership Center for details regarding the use of this system.

- Attendance at a **mandatory** Student Organization Officer Orientation offered each fall semester. The president or a representing officer of the organization **must** attend; however, the orientation is open to all officers. Advisers are also strongly encouraged to attend.

Student Organization Funding

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

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

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

The best place to send an organization's bank statement is to the organization's campus mailbox. Since most organizations have new officers at least once a year, the permanent campus address of the organization will ensure that the statements reach the organization instead of a past officer.

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

withdraws from school, the organization's records are not lost and are available for the new treasurer.

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

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

Student organizations may consult the Assistant Director responsible for Student Organizations for help in developing a bookkeeping system or in reviewing the current system.

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

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

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

SOURCE OF FUNDS

Student Activity Fees are collected from all students and administered under the jurisdiction of the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs has delegated authority to administer the funds to Student Government under the guidance of the Director of the Kimmel Leadership Center.

The Student Government Office serves several functions:

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

FUNDING ENTITIES

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

- Annual Allocations
- Programs
- Travel

Ad Hoc Committees (approved by the Director of the Kimmel Leadership Center) are eligible to submit funding requests for programs.

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

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

OBTAINING FUNDS FOR STUDENT ORGANIZATIONS

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

Any student organization that owes funds to Student Government will not be eligible to receive any new funding until the outstanding balance has been paid.

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

recommendations to the Student Senate for approval. The Director of the Kimmel Leadership Center determines final approval.

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

Program requests must be submitted to the Kimmel Leadership Center for review **at least** twelve (12) weeks prior to the event and to the Student Government Office **at least** ten (10) weeks prior to the event. Travel requests must be submitted to the Student Government Office **at least** forty-five (45) days prior to travel.

If a request is late, a written appeal must accompany the funding request. If no appeal is submitted, the Finance Board Chair reserves the right to return the funding request without it being heard.

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

UNIVERSITY 8-ACCOUNTS

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

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

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

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

Fiscal Officer Responsibility

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

Insufficient Funds

If insufficient funds or a deficit occurs in an 8-account, the Kimmel Leadership Center staff will implement the following collection procedures:

1. A letter will be sent to the treasurer, president, and fiscal officer pointing out the existence of insufficient funds or a deficit and the need for the account to have a positive balance within 30 days.
2. If the matter is not resolved within the 30-day period, another letter will be sent detailing the consequences of non-payment and requesting that the treasurer meet with the Assistant Director of Student Development.

3. If the matter is still not resolved within this 60-day period, the Assistant Director of Student Development will notify the president and the treasurer that the organization is suspended.

University Policies and Procedures

*These policies are not inclusive of all University policies. For additional University policies, refer to the **Policies and Procedures of Southern Illinois University** that may be found in the Kimmel Leadership Center.*

ALCOHOL (University Policy)

Student Alcoholic Beverages Policy Southern Illinois University Edwardsville

I. Rationale for Alcoholic Beverages Policy

The laws of the State of Illinois and the regulations of the University restrict the use of alcoholic beverages on any property owned or controlled by Southern Illinois University Edwardsville. Pursuant to the Regulations Governing Alcoholic Beverages at SIUE, the following guidelines have been approved by the President, and filed with the Chancellor, and shall apply to the use of alcoholic beverages at Southern Illinois University Edwardsville. To mitigate abuse and honor its obligation under state law, the University has established these policies and procedures to regulate consumption of alcoholic beverages by students on University property and at University sponsored activities. Persons who violate these policies and procedures shall be held accountable for their actions and subject to disciplinary, criminal prosecution and/or civil action.

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

SIUE affirms its institutional role to encourage mature reflection and a free and thoughtful choice of alternatives. The University acknowledges that students may choose to use alcoholic

beverages; however, the University expects deliberate consideration of personal responsibility and accountability.

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

The following are definitions of terms used in this policy.

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

Registered Apartment Event Host(s)—A host must be:

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

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

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

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

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

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

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

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

III. Regulations Regarding Alcoholic Beverages on University Property

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

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

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

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

IV. University Housing Alcoholic Beverages Regulations

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

- A. Residents of University Housing and their guests who are 21 years of age or older who choose to possess or consume alcoholic beverages may do so in the following places and/or circumstances:
 1. If alcoholic beverages are possessed or consumed, then those beverages must be present only in private living areas that will be defined as the individual living unit of the resident. A private living area does not include areas such as lounges, indoor recreational areas, breezeways, hallways, stairwells, balconies, parking lots, patios, multipurpose rooms, laundry area, libraries, grounds surrounding any University building or other public areas.
 2. Those students who are 21 years of age or older may bring alcoholic beverages into apartments; however, alcoholic beverages may only be carried into the apartments in covered non-transparent bags. If the

alcoholic beverages are clearly visible, the alcoholic beverages will be confiscated and destroyed. Violation of this provision of the policy may result in disciplinary sanctions as listed in the *Student Conduct Code*.

3. Alcoholic beverages carried or transported in containers that are open will be confiscated and destroyed. Violation of this provision of the policy may result in disciplinary sanctions as listed in the *Student Conduct Code*.

B. Containers holding more than one gallon of alcoholic beverages are prohibited on University property and will be confiscated.

C. Unregistered and/or unapproved events at University Housing where alcoholic beverages are present and where nine or more people are gathered are strictly prohibited. Unregistered and unapproved events shall be considered a violation of this policy and violators will be subject to disciplinary action in accordance with *Student Conduct Code*.

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

A. In order to sponsor an event in an apartment with alcoholic beverages present the following regulations apply:

1. One host who is a currently enrolled student and who is 21 years of age or older and a resident of the apartment sponsoring the event must be identified.
2. An "Apartment Event with Alcohol Application" must be completed by the host and signed by all residents living in the apartment and returned to the Cougar Village Commons desk at least three business days before the event.
3. The application will be forwarded to the Assistant Director of Residence Life – CV who will approve or not approve the event based on the regulations stated in this policy. The Assistant Director of Residence Life - CV will notify the host of the status of the application 24 hours before the event.
4. If this is the first time the student is hosting an event with alcoholic beverages, the Assistant Director of Residence Life - CV will meet with the host and explain the regulations.

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

that employ peer pressure to entice people to consume alcoholic beverages.

VI. *Responsibilities of Hosts*

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

VII. *Sanctions and Enforcement*

The following are suggested methods for monitoring persons eligible to drink:

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

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

Recommendations for Registered Student Organization Events with Alcoholic Beverages Present Held Off University Property

1. The sale of alcoholic beverages within the State of Illinois is permitted only when an individual is properly licensed.
2. Individuals sponsoring the event should implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated. These may include, but are not limited to, prior training in serving alcoholic beverages and checking identification throughout the event.
3. At events with alcoholic beverages present, direct access to alcoholic beverages should be limited to the person(s) designated as the server(s). Serving of alcoholic beverages should be confined to an area designated for that purpose.
4. Non-alcoholic beverages should be available and identified at the same place as the alcoholic beverages and should be at least as prominent as the alcoholic beverages.
5. A reasonable portion of the budget should be designated for the purchase of food items unless guests are bringing food.
6. Events should not include any form of "drinking contest" in their activities or promotion. Alcoholic beverages should not be offered as prizes.
7. The sponsoring organization(s) should have dram shop and host liability insurance coverage. The sponsoring organization(s) should take responsibility for being fully informed of liability laws and any applicable insurance requirements.

BAKE SALES (Kimmel Leadership Center Policy)

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

- Student Organizations are allowed to schedule a maximum of one bake sale per week, provided there is adequate space available.
- **Only baked goods such as cookies, donuts, cakes, pies, etc. may be sold.**
- **No beverages, meat, or dairy products may be sold.**
- **No music allowed at bake sales and noise levels must be kept at a minimum.**
- Any noise complaint will be considered a violation and will result in a loss of bake sale privileges for **one calendar year**.
- No bake sales are permitted in the Morris University Center, Student Success Center, residence halls or Housing facilities. Space may be requested in Peck Hall, Founders Hall, Alumni Hall, the Science Building, the Engineering Building, and the Student Fitness Center.
- Exceptions are made case by case.

BANNER SPACE

Approval of Banner (Morris University Center Policy)

Registered student organizations, academic departments and administrative units may hang banners over the Goshen Lounge area, the second floor railing in Rendleman Hall, and outside the Morris University Center, Peck Hall, and the Science Building. Banners must be approved and stamped by the Morris University Center before they are displayed. The Morris University Center Administration Office shall have final approval for all banners displayed at any authorized location within or outside the Morris University Center and the Student Fitness Center. The Office of the Vice Chancellor for Administration shall grant approval for banners hung on the second floor railing in Rendleman Hall. Organizations should contact the Administration Office for assistance with hanging banners at the North Entrance. Organizations should go to the front desk in the Student Fitness Center for permission to hang banners there.

Recommended Spaces for Hanging Banners

Morris University Center Goshen Lounge
North Entrance of the Morris University Center
Science Building
Second floor balcony of the Rendleman Hall
Student Fitness Center

Posting Time for Banners (Morris University Center Policy)

A maximum of two weeks will be allowed for a banner displayed in the Goshen Lounge, outside Peck Hall and the Science Building. For posting time for banners hung at the North Entrance of the Morris University Center, contact the Morris University Center Administration Office and for the Rendleman Hall, contact the Office of the Vice Chancellor for Administration.

Any banner in the Morris University Center after the specified take-down time will be removed and thrown away.

Banner Specification (Morris University Center Policy)

The maximum size for banners displayed in the Goshen Lounge is ten feet wide by five feet high. Only special events in the Goshen Lounge that use banners as backdrops or decorations on the day of the event may use banners larger than the maximum size.

All banners displayed in the Goshen Lounge must be made of paper, cloth, lightweight plastic, or canvas. Banners made entirely or partly from wood, heavy-weight plastic, any type of fiberboard, or any heavy-weight material will not be approved.

All banners must have grommets or holes with sufficient weight string to attach them to the bottom rungs of the second floor railing with secure knots.

Banner Content (Morris University Center Policy)

All banners advertising specific events sponsored by student organizations, academic departments, and administrative units must contain the following information:

- name of sponsoring organization/department/unit (and co-sponsor if applicable)
- date
- time
- location
- admission prices, if applicable

All banners promoting services or programs of a general nature must include the following information:

- name of organization/department/unit
- name of service and/or program
- a brief description of service and/or program.

All recruitment banners for an organization, department, or unit must contain the name of the group.

Misrepresentation at the time of approval may result in the revocation of banner privileges for a period of one year.

Publicity for specific events held off campus sponsored by University organizations cannot relate to alcoholic beverages, companies, liquor establishments (except for location) or symbols, thereof.

Posting Pepsi® Banners (Kimmel Leadership Center policy)

Guidelines for Posting Pepsi® Banners to Promote Student Organization Events

- Pepsi® banner building materials are available in the Kimmel Leadership Center and may be requested to create banners to promote events and activities.
- The University will not restrict content except as otherwise set forth in this policy and except in cases where the University has determined with advice of the Office of the General Counsel that a particular item is defamatory, obscene, or possesses a clear and present danger of resulting in a serious substantive matter which the University has a right to prevent. While the University will only in very rare cases as set forth in this policy exercise prior restraint, students or student groups can be disciplined for violations of University policy which result from a publication, state, or action.
- Only recognized, registered SIUE student organizations may request materials to create Pepsi® banners to promote events and activities that have University wide appeal. A maximum of three (3) banners may be requested for a single event. (exceptions made by the Director of the Kimmel Leadership Center on a case by case basis)
- Pepsi® banner materials may not be requested by individual sponsored events nor for student group recruitment, senior class projects/assignments, class projects, or fund raising activities held off campus that do not support University organizations.
- All Pepsi® banner requests will be reviewed by the Kimmel Leadership Center for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies and may be edited to conform to space limitations.

- A Pepsi® Banner Posting Request Form must be submitted to the Kimmel Leadership Center to request banner materials and for posting approval. The request must include when the posting will take place, what the promotion is for, the student organization's name, where on the campus the posting will be displayed, and the individual's name requesting to post the banners. Upon approval from the Kimmel Leadership Center, the requesting student organization will be assigned posting locations and a removal date. Posting approval is granted at the time of request; however, banner materials will be made available within a week prior to posting time and as materials are available. The sponsoring organization will be contacted when the materials are available for pick up.
- A maximum of 7 calendar days will be allowed for a Pepsi® banner to be displayed on the SIUE campus. At the time of removal, all parts of the banner must be removed including strings and banner material.
- Banners may only be posted in designated locations as outlined in the Pepsi® Banner Posting Request Form. Student organizations or University departments/units may not post Pepsi® banners in the Morris University Center, over the balconies of University buildings, nor place them over or cover up other banners currently posted. Student organizations and University departments/units may not use their own staking poles to post banners; only the stationary poles located in designated areas throughout campus may be used to post Pepsi® banners.
- Student Organizations may not post Pepsi® banners in tree pods or between trees, or tree planters, flower beds, areas near existing University signage or on University buildings or other structures. Banners must not block ingress or egress to any facilities; disrupt the normal flow of traffic or obstruct vehicular or pedestrian traffic. They may only be placed in designated areas as outlined on the Pepsi® Banner Posting map.
- In the event the banner is torn or defaced by weather related conditions, it may be freshened up or replaced with a similar banner without prior notice to the Kimmel Leadership Center. Any banner that is torn or in need of repair while posted on campus must be taken down or repaired.

- Student organizations or University department/units are responsible for assembling banners, hanging banners and taking down banners and ropes. Materials used to post are the sole responsibility of the requesting student organization or University department/unit. Posting is at the group's own risk.
- **Any Pepsi® banner, which remains after the specified takedown time, will be considered a violation and will result in a loss of Pepsi® banner posting privileges for one calendar year.**

CASH HANDLING (University Policy)

A. Statement of Policy

An admission fee may be charged or contributions solicited for events or meetings scheduled on University premises only in accordance with University policies and regulations. Permission to charge admission fees or to solicit contributions may be granted to Recognized Student Organizations when the proceeds from approved and properly scheduled activities are deposited into the University Agency Fund (8-account) of the organization concerned, and are expended in accordance with established policies and regulations.

B. Procedures

The following procedures are to be adhered to when receiving a cash fund from the Morris University Center Business Office for a student event held in the Morris University Center. A Cash Fund Request must be filled out completely and submitted for approval to the Kimmel Leadership Center at least two weeks before the event.

1. The Director of the Kimmel Leadership Center or a designated staff member will:
 - a. submit the completed cash fund request to the head cashier at the Morris University Center Cash Office no later than two working days prior to the last working day before the event.
 - b. include tickets and a Ticket Report form (partially completed) with the Cash Request form. The Ticket Report form will be included in the deposit bag.
 - c. inform the Morris University Center Cash Office and Union Station should an event be canceled.

2. The Student Organization President/Treasurer and Adviser will follow the procedures below regarding tickets, cash box, cash bank, and valid SIUE ID:
 - a. The adviser will pick up the admission tickets and cash fund from the Night Manager at Union Station at least 30 minutes prior to the door opening of the scheduled event. He/she must present a valid SIUE ID.
 - b. The president/treasurer and adviser will verify the accuracy of the bank at the time it is picked up.
 - c. The adviser will obtain additional change from the Night Manager of the Morris University Center should change become needed during ticket sales.
 - d. The president/treasurer and adviser should count the proceeds prior to deposit although it is not required. Forms will be provided for calculation. The deposit will be credited to the organization's designated 8-account.
 - e. The president/treasurer and adviser will complete the Ticket Sales Report and place it in the deposit bag prior to the deposit.
 - f. The adviser will lock the deposit bag with the lock that is provided. CAUTION: Do not lock the bag at any time prior to the deposit.
 - g. The adviser will deposit all proceeds and the change fund in the night deposit immediately following the event. No money shall be taken from the building or stored elsewhere for later deposit.
 - h. The adviser will place the cash box on the window ledge beside the night deposit drop.
3. The Morris University Center Cash Office will notify the Director, Kimmel Leadership Center on the workday following the event if the proceeds and change fund were not deposited.
4. Any person who fails to adhere to these stated procedures will be considered in default of his/her duties. Should an adviser fail to follow the procedures, future scheduling privileges of the organization may be suspended.

CHALKING (Kimmel Leadership Center policy)

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

- The University will not restrict content except as otherwise set for in this policy and except in cases where the

University has determined with advice of the Office of the General Counsel that a particular item is defamatory, obscene, or possesses a clear and present danger of resulting in a serious substantive matter which the University has a right to prevent. While the University will only in very rare cases as set forth in this policy exercise prior restraint, students or student groups can be disciplined for violations of University policy which result from a publication, state, or action.

- All Chalking requests will be reviewed by the Kimmel Leadership Center for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies.

Chalking requests must be made in writing by recognized and petitioning SIUE student organizations and must include the specific content to be chalking, when the chalking will take place, what the promotion is for, the student organization's name, where on the campus the chalking will be done and the individual's name who is requesting to chalk.

Chalk utilized must be sidewalk chalk and be biodegradable. No spray paint chalk is allowed. In the event of rain, or defacement by weather related conditions, chalking may be freshened up without prior notice to the Kimmel Leadership Center. A maximum of two weeks will be allowed for approval of a specific incident of chalking.

- Student Organizations are prohibited from chalking on University property such as, but not limited to, sides of buildings, outside walls or inside walls, concrete-seating areas, tree pods, etc. Chalking should be limited to walkways, brick concrete and blacktop areas. Chalking should be no bigger than a 15 foot by 15 foot area.
- The Kimmel Leadership Center is not responsible for removal of the chalk from any area. Materials to chalk are the sole responsibility of the requesting student organization. Chalking is at the group's own risk.
- Chalking around Residence Halls is prohibited during housing move-in days.

- Chalk is available upon request from Student Government and while supplies last.

COPYRIGHT LAWS

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

UNITED STATES COPYRIGHT OFFICE

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

DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA)

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

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

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

Southern Illinois University Internet Privacy Policy

http://www.siu.edu/bot/botlegis/public_html/policies/chapter51.html

Intellectual Property Rights Involving Courseware Development and Distribution

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

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

MOVIE SHOWINGS:

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

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

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

1. Performances and displays of audiovisual works must be made from legitimate copies, including pre-recorded videocassettes;
 - Not copies from legitimate copies -not copies from broadcasts.
2. Performances and displays must be part of a systematic course of instruction and not for entertainment, recreation, or cultural value of any part of the audience;
 - Instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus.
 - Course does not have to be a credit course but must be one recognized by the university and for which people register.
3. Performances and displays must be given by the instructors or pupils;
 - No broadcasting from outside sources.
4. Performances and displays must be given in classrooms and other places devoted to instruction;
 - Library screening rooms, residence hall lounges, rathskellers and cafeterias do not qualify.
5. Performances and displays must be a part of the teaching activities of non- profit educational institutions;
 - Businesses that conduct educational seminars and some technical schools do not qualify.
6. Attendance is limited to the instructors, pupils (i.e., guest lecturers).
 - Only people registered for the class may attend the screening. No fee specific to the showing may be charged.

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

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

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

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

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

CREDIT CARD DRIVES (Vice Chancellor for Student Affairs policy)

Student Organizations are prohibited from holding credit card drives.

DANCES SPONSORED BY STUDENT ORGANIZATIONS

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

The following are policies and guidelines for use of University facilities for a dance sponsored by a student organization/student. A request to schedule space for a dance by a sponsoring group shall be approved, provided that the proper guidelines have been met and the space is available. The sponsoring group agrees to abide by all University policies and procedures that govern the use of University facilities and the *Student Conduct Code*. The right to sponsor a dance is a privilege and all policies and procedures will be enforced. Any violations may result in the suspension of the sponsoring group's scheduling privileges up to two consecutive calendar years.

Failure to comply with any of these regulations will result in the suspension of the sponsoring group's dance scheduling privileges. The length of any suspension shall be determined by the circumstances involved, including prior situations where the sponsoring group failed to abide by the policies and procedures.

I. POLICIES RELATED TO DANCES SPONSORED BY STUDENT ORGANIZATIONS

- A.** Dance must be scheduled at least 30 days in advance.
- B.** No alcoholic beverages, illegal substances, weapons, cameras, video cameras, canes, backpacks or large bags may be brought into dance venues.
- C.** There is to be no open flame, unless supervised by Dining Services personnel.
- D.** The noise level during a dance may not be so loud as to be disruptive to other events scheduled in the building. The Room Supervisor/Night Manager will ask the group to quiet down. Failure to abide by the suggestions of the Room Supervisor/Night Manager will result in the sponsoring group being asked to leave the room.
- E.** The sponsoring group scheduling the event will be responsible for the actions of the participants.
- F.** The sponsoring group is responsible for any damages to the scheduled space and property. This includes public spaces required to give access to the scheduled space (i.e., lounges and restrooms). There is to be absolutely no standing on chairs or tables during a dance. Repeated misuse of a facility or equipment will result in the suspension of a group's scheduling privileges. Charges will be assessed to groups that damage a facility, unless the individual(s) responsible for such can be identified and charges for damages are collected.
- G.** Due to fire regulations, exits may not be locked off. The sponsor must station a monitor at each emergency exit to prevent unauthorized entry.
- H.** Morris University Center room set-ups must be submitted to the Morris University Center (MUC) Administration Office or Student Fitness Center in detail ten working days prior to the scheduled event. Request for changes will not be accepted after five days prior to the scheduled event. This also includes requests for special equipment, etc. The request for personnel support (i.e., technicians, housekeeping, Dining Services) will be subject to advance notice in accordance with prevailing University policies and negotiated employee contracts.

Groups who wish to decorate must contact the Morris University Center (MUC) Administration Office for space scheduled in the Morris University Center, the Assistant

Director of the Student Fitness Center for space scheduled in the Student Fitness Center, or the Assistant Director of Housing or scheduling designee for space scheduled in Cougar Village Commons Multi-function Room and Bluff/Prairie/Woodland Hall Multi-Function Rooms to determine appropriate/available times and acceptable/approved decorating.

Dances may be scheduled for Thursday, Friday, or Saturday nights in the Morris University Center and the Student Fitness Center. Dances sponsored by a student group with an admission charge must be scheduled in the Morris University Center or the Student Fitness Center Activity Center. Dances will be limited to SIUE students who will be allowed to bring one guest. Ticket sales will be limited to 500. Only one dance per weekend scheduled in the Morris University Center or Student Fitness Center Activity Center, either Friday or Saturday may be scheduled to end no later than 2:00 a.m. and participants as well as, DJ staff and sponsoring organization members and guests are to be out of the building no later than 2:30 a.m. The University will incur Room Supervisor and the charges for one police officer for one weekend dance. A second weekend dance may be scheduled for Friday or Saturday, but must end no later than 12:30 a.m. and participants are to be out of the building no later than 1:00 a.m. All charges for the second weekend dance will be incurred by the sponsoring organization. Dances scheduled for Thursday night must end by 11:30 p.m. and participants as well as, DJ staff and sponsoring organization members and guests are to be out of the building no later than 12:00 a.m. All charges for Thursday night dances will be incurred by the sponsoring organization.

All events scheduled in the Cougar Village Commons Multi-function Room or in Bluff/Prairie/Woodland Hall Multi-Function Room must end by 12:00 a.m. and all participants as well as, DJ staff and sponsoring organization members and guests must be cleared from the buildings by this specified time. The sponsoring resident(s)/group is responsible for the set up and tear down of the space in the Cougar Village Commons Multi-function Room or Bluff/Prairie/Woodland Hall Multi-Function Room.

The resident(s)/group sponsoring the event assumes full responsibility for the behavior of all guests.

Executive officers of the sponsoring organization, and their University adviser, must attend a dance policy training meeting each semester prior to holding a dance.

Exceptions to this clause will be reviewed on a case-by-case basis. Special requests for exception to this clause must be submitted in writing to the Director of the Kimmel Leadership Center one month prior to the event. If the request is approved for a second weekend dance to end at 1:30 a.m., the sponsoring group will incur all expenses.

The sponsoring organization is responsible for removal of decorations and if the group holding the dance brings its own stereo equipment, it must allow enough "breakdown" time to be out of the building at the designated time. No furniture or equipment can be placed in areas that block fire exits. This includes, but is not limited to, DJ tables and equipment, speakers or other technical items, etc.

- H.** Tickets must be printed by Print and Design with no exceptions to this policy and the cost will be incurred by the sponsoring organization. The sponsoring organization will provide ticket information i.e., ticket prices to the Kimmel Leadership Center a minimum of 2 weeks prior to ticket sales and the Kimmel Leadership Center will make arrangements with Print and Design for ticket printing and with the MUC Information Center for ticket sales. Tickets for SIUE students and a guest (guest must be at least 18 years of age and on the night of the dance the guest must present a photo I.D. to verify age) or students without a guest will be pre-sold in the MUC Information Center one week in advance Monday-Friday, 8:00 a.m.-3:30 p.m. Additionally, students with or without a guest may purchase tickets at the door the night of the dance. Student organizations must offer lower price incentives to encourage students to purchase tickets in advance. Students must have a valid ID to purchase tickets. Guest tickets will be sold at this time and guest names will be registered at the time of purchase. Tickets will be printed with "Non-transferable" and with the date, time, and location of the dance when purchased. Ticket sales will be limited to 500. Guests must bring photo ID to verify age and to be checked against the guest list.

- I. Wristbands will be used for everyone attending the dance and all attendees must wear wristbands throughout the duration of the event. All attendees must be processed through a metal detector each time they enter the dance facility.
- J. The sponsoring group is responsible for knowing the maximum number of people allowed in an area according to specified room capacities. Sponsoring groups who do not enforce this limit will have their dance closed down.
- L. A maximum of 50 current members of the organization, dance monitors, alumni members, and members of other chapters of the sponsoring organization may attend dances. A maximum of 50 wristbands will be provided for these attendees to be worn throughout the duration of the dance. Exceptions to the number of the aforementioned attendees including wristbands allowed will be made on a case by case basis.
- M. B & D Security will be contracted, at the sponsoring organization's expense, to provide four (4) employees to staff/supervise the metal detectors, distribute wristbands, and monitor doors when the building closes at 1am or when room capacity has been reached.
- N. Parking Lot C (metered lot) will be closed and staffed by a Parking Services Agent for a minimum of four (4) hours (student organization will incur this cost) when dances are held in the MUC.
- O. Persons who leave the dance (for the restroom, Union Station, etc.) will be required to show their wristband to re-enter the dance. Attendees will not be allowed to re-enter the building once they have exited the building when lockdown occurs at 1:00 a.m. Before lockdown occurs at 1:00 a. m., smoking is permitted outside the Morris University Center and Student Fitness Center in accordance with the 2008 Smoke-free Illinois Act.
- P. There will be no off-campus advertisements including, but not limited to, fliers, banners, display ads, radio/television ads, MySpace©, Facebook©, or Twitter© (limited exceptions made on a case by case basis). **Valid photo ID required, attendance limited to SIUE students and**

one guest (must be at least 18 years of age), and no cameras, video cameras, canes, backpacks or large bags allowed" must be indicated on campus publicity. The Kimmel Leadership Center must approve all publicity.

- Q.** Any event scheduled in the Morris University Center or Student Fitness Center with extended building hours and/or which allows non-University guests will require the use of a metal detector. There is no rental charge for this equipment. The equipment will be operated and monitored by B & D Security and University Police consistent with Garrett Metal Detector operating procedures. The Sponsoring will incur the cost of setup and handling for the metal detectors.
- R.** All monitors are responsible for cleaning up discarded trash on the parking lot at the end of the dance and after the building has been cleared.
- S.** Should a disturbance occur at a dance, the sponsoring organization may be required to have additional police officers (at the organization's expense) at any future dance pending investigation and review by the Vice Chancellor for Student Affairs for the remainder of the academic year and through the entire next academic year. Such disturbances may involve, but are not limited to, acts of physical violence, property damage, possession/consumption of illegal/controlled substances and/or alcohol, or weapons, and/or failure to follow instructions of University officials.
- T.** Failure to comply with any of these regulations will result in the suspension of the sponsoring group's dance scheduling privileges. The length of any suspension shall be determined by the circumstances involved including, prior situations where the sponsoring group failed to abide by the policies and procedures.

Additional Guidelines

- The MUC Technician and the Kimmel staff member will be provided with walkie-talkies to help monitor and report trouble.

II. SCHEDULING PROCEDURES FOR DANCES

A. Morris University Center

1. To schedule space for a dance, a Scheduling Request Form and Solicitation Form, must be completed by the student organization President or Scheduling Officers at least 30 days in advance of the requested date. Forms are available in the Kimmel Leadership Center.
2. Two (2) I.D. Card Readers must be used for all dances scheduled in the Morris University Center and one in the Activity Center a request for the I.D. Card Readers must be indicated on the Scheduling Request Form when it is submitted. **Organizations are encouraged to request space for dances one semester in advance to ensure adequate time for planning.**
3. A student organization must obtain adviser's signature on the Scheduling Request Form prior to requesting dance approval from the Kimmel Leadership Center. Scheduling requests will not be accepted or honored by The Morris University Center (MUC) Administration Office Scheduling Area without approval from the Kimmel Leadership Center.
4. A Scheduling Request cannot be processed until the appropriate account number and fiscal officer's signature is obtained. The sponsoring organization is responsible for charges and fees. The Kimmel Leadership Center will encumber necessary funds from the student organization's 8-account up to four weeks prior to the dance. If sufficient funds are not available two weeks prior to the event, the event may be canceled.
5. Upon completion of the appropriate forms, the President or Scheduling Officers of the sponsoring group must meet with the dance representative of the Kimmel Leadership Center to review estimated attendance, charges, dance policies and procedures, set ticket price, and make arrangements for tickets to be sold in advance through the Morris University Center Information Center. Scheduling Requests for dances must be submitted and received by the Morris University Center (MUC) Administration Office Scheduling Area office at least ten working days in advance of the requested date. Requests for technicians and/or sound system must be scheduled at least two weeks in advance.

6. If the dance is approved by the Kimmel Leadership Center, the student organization is responsible for forwarding the Scheduling Request Form to the Office of The Morris University Center (MUC) Administration Office Scheduling Area.
7. The Morris University Center (MUC) Administration Office Scheduling Area will assign space based on availability, event needs, and estimated attendance.
8. If the sponsoring group finds it necessary to cancel scheduled space for a dance or to change the original information, the group must request in person the cancellation or change with the Kimmel Leadership Center, the Morris University Center (MUC) Administration Office Scheduling Area, and Student Organization Adviser **no later than five working days prior** to the dance. If an applicant fails to notify the Kimmel Leadership Center and the Morris University Center (MUC) Administration Office Scheduling Area at least five working days prior to the dance, prevailing cancellation charges shall be assessed.
9. To encourage and facilitate a greater number of groups to sponsor late night dances, recognized groups are permitted to sponsor a maximum of two dances per year (including co-sponsorships.)
10. Student groups are only allowed to sponsor one dance per weekend (Thursday, Friday, or Saturday.) Exceptions to this clause will be reviewed on a case by case basis. Special requests for exception to this clause must be submitted in writing to the Director of the Kimmel Leadership Center one month prior to the event. If the request is approved for a second weekend dance to end at 1:30 a.m., the sponsoring group will incur all expenses.

**B. COUGAR VILLAGE COMMONS,
BLUFF/PRAIRIE/WOODLAND HALL MULTI-
FUNCTION ROOMS**

1. Any University Housing resident or Recognized Student Organization in good disciplinary standing, with a University Housing resident member as the sponsor, may schedule space in the Cougar Village Apartments Commons Building, or Bluff/Prairie/Woodland Hall Multi-Function Rooms. Priority will be given to University Housing

- organizations/living communities prior to other groups. Student organizations may only reserve space 2 weeks prior to the event.
2. A Commons Building or Residence Hall Scheduling Request Form must be completed and submitted to the appropriate Assistant Director of Residence Life or scheduling designee for approval no later than two weeks prior to any event.
 3. If the requested space is available, the event will be approved, placed on the Commons Building/Residence Hall schedule and a confirmation sent to the sponsor. If the requested space is not available, another comparable space may be offered. No event where an admission fee/money is collected at the door will be approved.
 4. The resident/organization sponsoring the event assumes complete responsibility and liability for any damages or excessive soil/litter within the reserved space and adjoining areas, including the entire building and grounds. Charges for damages and/or cleaning will be billed to the sponsoring resident/organization unless the person(s) responsible are identified.
 5. If it is necessary to cancel the confirmed event, the resident/group must inform the appropriate Assistant Director for Residence Life or scheduling designee at least five working days prior to the event. Failure to provide notice may result in suspension of the resident/group's scheduling privileges.
 6. In order to ensure equal access to Commons Building/Residence Hall space, no resident/group will be allowed to schedule space more than twice in a one month period. The Assistant Director of Residence Life or scheduling designee for conferences or educational purposes may make exceptions.
 7. Violations of any University or Housing policy, scheduling guidelines, room/building capacities and/or giving false information on the scheduling form will be referred for disciplinary action and future facility use may be jeopardized.
 8. All events must end by 12:00 a.m. and all participants must be cleared from the Commons Building/Residence Halls by this specified time.

9. The sponsoring resident(s)/group is responsible for the set up and tear down of the space in the Cougar Village Commons Building/Multi-Function Room .

III. FACILITIES/CHARGES/ROOM CAPACITIES FOR DANCES

MORRIS UNIVERSITY CENTER MERIDIAN BALLROOM

Room Capacity for dances	550* +
Dance Floor Size	68 x 71
Dance Floor Charge	No
Set Up/Tear Down	Varies
Technician	Yes****
Supervisor**	No
Parking Services Agent(s)	\$20/Hr
Security***	Five officers at \$39/Hr minimum four (4) hours Four B & D workers at \$14/Hr minimum four (4) hours.
Tickets	Varies
Wristbands	Varies

Parking Lot C (metered lot) will be closed and staffed by a Parking Services Agent for a minimum of 4 hours (student organization will incur this cost).

STRATTON QUADRANGLE

Capacity	Varies
Dance Floor Size	Varies
Dance Floor Charge	Varies
Set Up/Tear Down	Varies
Technician	Varies
Supervisor	None
Security	\$39/Hr

STUDENT FITNESS CENTER ACTIVITY CENTER

Room Capacity for dances	550* +
Dance Floor Size	None
Dance Floor Charge	None
Set Up/Tear Down	Varies
Technician	None

Supervisor**	None
Parking Services Agent(s)	\$20/Hr
Security***	Five officers at \$39/Hr minimum four (4) hours Four B & D workers at \$14/Hr minimum four (4) hours.
Tickets	Varies
Wristbands	Varies

COUGAR VILLAGE MULTIFUNCTION ROOM

Room Capacity	120
Dance Floor Size	36 x 12
Dance Floor Charge	No
Set Up/Tear Down	No
Technician	No
Security***	\$39/Hr

*550with tables & chairs set up.

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

**This charge is waived for one dance per weekend.

***The charge for one (1) police officer is waived for one dance per weekend; (scheduled on a first-come, first-served basis; non-transferable) however, the sponsoring group will incur charges for additional officers whenever the need for an increase in security arises.

****Organization will have to provide speakers and other DJ equipment needs.

BLUFF/PRAIRIE/WOODLAND HALL MULTI-FUNCTION ROOM

Room Capacity	150
Dance Floor Size	40 x 30
Dance Floor Charge	No
Set Up/Tear Down	No (sponsoring group is responsible)
Technician	No (sponsoring group must provide)
Security*	\$39/Hr

No visitor parking available on site.

*The number of officers required will depend on anticipated attendance and will be determined by the University Police.

**The charge for one (1) police officer is waived for one dance per weekend; (scheduled on a first-come, first-served basis; non-

transferable) however, the sponsoring group will incur charges for additional officers whenever the need for an increase in security arises.

IV. MINIMUM POLICE/STAFFING ARRANGEMENTS FOR DANCES

Late night dances will be required to have a minimum of five (5) police officers working the event. One (1) officer will patrol the parking lot. Two (2) officers will be in the Meridian Ballroom and two (2) officers in the Pre Function Room. This minimum may be reduced depending upon the attendance at subsequent dances. Officers will walk through the Meridian Ballroom every fifteen (15) minutes. The charge for one (1) officer is waived for one dance per weekend.

Meridian Ballroom

- Five Police Officers (paid by the organization)*
- One Parking Services Agent to staff Lot C [metered lot] (paid by the organization.)
- Four B & D Security Personnel (paid by the organization)
- Monitors (supplied by the organization)
- One Room Supervisor (paid by the organization)**
- One Morris University Center Night Manager
- One Faculty/Staff Adviser
- Morris University Center representatives to sell tickets at the door
- One Kimmel Leadership Center representative (additional staff required for special events such as, Homecoming Dance, Marchdown Dance, etc.)

Conference Center

- Dances will not be allowed in the Conference Center.

Cougar Village Commons Multi-function Room

- One Police Officer (paid by the organization)*
- Five Monitors (supplied by the organization)
- One Faculty/Staff Adviser

Bluff/Prairie/Woodland Hall Multi-Function Room

- One Police Officer (paid by the organization)*
- Five Monitors (supplied by the organization)
- One Faculty/Staff Adviser

Stratton Quadrangle

- Police Officers(s) (paid by the organization) (number to be determined by University Police)***
- Ten Monitors (supplied by the organization)
- One Faculty/Staff Adviser

Student Fitness Center Activity Center

- Police Officers(s) (paid by the organization) (number to be determined by University Police)***
- Monitors (supplied by the organization)
- One Faculty/Staff Adviser

*The charges for a maximum of one (1) police officer is waived for one dance per weekend; (scheduled on a first-come, first-served basis; non-transferable); however, the sponsoring group will incur charges for additional officers.

**This charge is waived for one dance per weekend.

***Additional police officers will be required at the sponsoring organization's expense and the number of officers will be determined by University Police based estimated attendance. Exceptions to the minimum requirement of five (5) Police Officers will only be made by the Directors of the Kimmel Leadership Center and Morris University Center.

V. ROLE AND RESPONSIBILITY OF DANCE STAFF

A. MONITORS

The sponsoring student organization is responsible for designating and identifying the required number of SIUE volunteers to act as monitors for dances. All monitors MUST be members of the SIUE sponsoring organizations. Exceptions will be made for SIUE sponsoring organizations that have fewer than 14 members, in which case, enrolled SIUE students may also serve as monitors. Student organizations are responsible for ensuring that all monitors carry out their assigned duties.

1. Beginning monitors must be present thirty minutes prior to dance start time, as well as the group's adviser, to meet with the Room Supervisor and Police Officers. Replacement monitors must register before assuming duties.

2. Each monitor must show a valid SIUE I.D. card as verified by the I.D. Card reader and sign the Statement of Responsibility in the presence of the Room Supervisor. Failure to have either a valid SIUE I.D. or fewer than the required monitors will result in the cancellation of the dance.
3. At least 2 monitors MUST be stationed at each metal detector throughout the duration of the dance. Monitors must check for pagers, cell phones, beepers, canes, alcohol, weapons, as well as, instruct women to open purses for inspection. The other monitors are to be located in the scheduled space and "roving" to spot/prevent potential problems before they occur. A monitor should check the restrooms every 30 minutes for damage and/or other problems.
4. All monitors are responsible for clearing the building at the end of the dance.
5. All monitors are responsible for cleaning up discarded trash on the parking lot after the building has been cleared.
6. Disturbances outside should be reported to the Police Officers, who will take appropriate action.
7. Under no circumstances are high school mentoring group members allowed to serve as monitors.

B. B & D SECURITY

B & D Security will provide four (4) employees who will arrive 30 minutes prior to the start of the dance and will staff/supervise the metal detectors, distribute wristbands, and monitor doors at 1am when the doors are locked or when room capacity has been reached. The sponsoring organization will provide members to assist B & D personnel in this process. B & D will provide on-site training for students assisting with security prior to the start of the dance. B & D will ask guests to activate pagers and cellular telephones and check purses.

C. FACULTY/STAFF ADVISER

A faculty/staff adviser must be present at any student organization dance. This University representative is

expected to take an active role in the presentation of an orderly program. In order to assist the attending faculty or staff adviser at such events, the following responsibilities are listed.

1. **Attendance.** The faculty/staff adviser covering a student organization dance must be in attendance from 30 minutes prior to the dance until clean-up is completed and all participants have left the scheduled space in which the dance was held.
2. **Notification of Alternate.** The faculty/staff adviser may find an alternate who is a full-time University faculty/staff employee trained in late night event procedures. The Kimmel Leadership Center dance representative for a dance scheduled in the Morris University Center or the Assistant Director of Residence Life or scheduling designee for a dance scheduled in the Cougar Village Commons Building, Bluff or Woodland Hall must be informed of the alternate at least five working days prior to the dance. If the Kimmel Leadership Center representative/Assistant Director of Residence Life or scheduling designee approves the alternate, a substitution will be permitted. If no approved substitute is identified, Kimmel Leadership Center representative/Assistant Director of Residence Life or scheduling designee will cancel the dance. Exceptions will be allowed on a case by case basis.
3. **Arrival Time.** The faculty/staff adviser must arrive at least 30 minutes prior to the dance. The faculty/staff adviser's failure to arrive 30 minutes prior to the dance will delay the start of the dance and may potentially cause the cancellation of the event.
Should the designated faculty/staff adviser fail to arrive by the scheduled door opening of the dance, the Room Supervisor/Night Manager or Police Officers will secure the scheduled space. The sponsoring group may try to contact the faculty/staff adviser. If the faculty/staff adviser fails to arrive 30 minutes after the scheduled starting time, the dance will be canceled.
4. **Knowledge of Policies.** The faculty/staff adviser in attendance will be familiar with relevant SIUE policies and procedures, including the alcoholic

beverage policy, the University facilities policies, cash handling procedures, emergency procedures and the building hours.

5. **Visibility.** The faculty/staff adviser will be visible and available to students throughout the entire dance. He/she should assist at the entrance area, walk through the dance and table area, and check the hallways.
6. **Introduction.** The faculty/staff adviser will make it a point to introduce him/herself to the Room Supervisor/Night Manager working the dance. The faculty/staff adviser should check the room conditions before and after the scheduled dance. The faculty/staff adviser should check with the Room Supervisor/Night Manager periodically throughout the dance to become aware of their perceptions of any problem situations. The Room Supervisor/Night Manager will also assist with the facility or equipment needs or problems. The faculty/staff adviser should introduce him/herself to the Police Officers. Any situation which endangers those attending the dance or which threatens the security of the building must be reported to the Police Officers on duty. The faculty/staff adviser **should not** put him/herself in jeopardy when an emergency situation presents itself.
7. **Conclusion of the Dance.** The faculty/staff adviser should assist with getting participants out of the building.
8. **Reporting of Incidents.** If an incident occurs, a written report with details of what occurred must be submitted to the Director of the Kimmel Leadership Center the first working day following the dance.

D. ROOM SUPERVISOR

1. Introduce him/herself to the faculty/staff adviser and student organization monitors thirty minutes prior to door opening. If the designated faculty/staff adviser and/or designated number of monitors fail to arrive by the scheduled door opening time, the Room Supervisor/Night Manager, or Police Officers will

- secure the scheduled space and contact a representative of the student organization. The student organization may try to contact the adviser and/or monitors. If the faculty/staff adviser and/or monitors fail to arrive 30 minutes after the scheduled starting time, the dance will be canceled.
2. The MUC Student Supervisor will be provided with walkie-talkies to help monitor and report trouble.
 3. Check in organization monitors according to the Statement of Responsibility procedures and issue monitor vests.
 4. Walk through the scheduled room with the faculty/staff adviser to check and record the room conditions, i.e., furniture, fixtures, walls, etc. before and after the scheduled event.
 4. Maintain a two-way band radio during the course of the event.
 5. Stay in the vicinity of the event that will allow observance of the safety conditions of the room, i.e., lighting, emergency doors available, and cash receipts.
 6. Ensure that storage and non-scheduled areas are secured and locked.
 7. Ensure that lighting is set according to approved levels.
 8. Provide sign standard(s), hand held wand, basket for keys, pagers, and cellular phones. Post all signage as appropriate. Inspect to ensure signage on event regulations and use of metal detector are posted prior to door opening, and to secure signage, hand stamp, ink pad, counters, hand held wand, basket for keys, pagers, and cellular phones and smoking area rope standards following the event.
 9. Do a check of facilities with the faculty/staff adviser and organization representative after the dance to check for any damages. Any minor damages cited will be included in the Night Manager's report. Any major or safety related damages will be immediately brought to the attention of the Building Engineer who will communicate with the Morris University Center Associate Director as appropriate.
 10. MUC Building Supervisors will assist with making sure that members of the sponsoring organization are staffing entrances to the MUC.
 11. The Room Supervisor and/or University Police Shift Commander are authorized to terminate the dance

and secure the space if major University policies and procedures are violated or in the case of an emergency.

E. UNIVERSITY POLICE

1. The University Police Officers will arrive at the site of the dance by the start of the event.
2. The Police Officers will identify him/herself to the Room Supervisor, Faculty/Staff Adviser, and organization monitors assigned to the dance.
3. The University Police Officers, Faculty/Staff Adviser, and Room Supervisor should survey the site of the dance for any potential problems. Special attention should be given to doors leading to restricted areas of the building and compliance with the regulations of the Fire Marshall.
4. The University Police Officers should be stationed in the Pre-Function Room and the Meridian Ballroom and remain accessible throughout the dance. The officers will station themselves near the entrance to the dance to prevent any admission problems and will also patrol the hallways of the Morris University Center/Cougar Village Commons Building/Bluff Hall/Woodland Hall.
5. The University Police Officers will observe the operation of the metal detector and assist in the instance of an alert signal.
6. The University Police Officers will conduct a walk-through of the dance **at 15-minute intervals or as requested by sponsoring group.**
8. The University Police Officers will conduct a complete patrol of the open areas and restrooms of the Morris University Center/Commons Building/Bluff Hall/Woodland Hall at periodic intervals during the dance.
9. Should any disturbances and problems be encountered, the Officers will respond to the problem according to departmental operating procedures.
10. The University Police Officers should communicate any problems or difficulties to the Faculty/Staff Adviser and the Room Supervisor as quickly as the situation permits.
11. One half hour before the end of the dance, the assigned University Police Officers will contact the Police Dispatcher to arrange for the officer on duty to

- conduct a patrol of parking lots adjacent to the Morris University Center, Commons Building, Bluff Hall or Woodland Hall. If parking lot lighting is not on, the fact should be reported and the lighting turned on prior to the conclusion of the dance.
12. At the conclusion of the dance, the University Police Officers will aid the Faculty/Staff Adviser and the Room Supervisor/Housing Staff in clearing the building of all individuals.
 13. The University Police Officers will conduct one final patrol of the Morris University Center/Commons Building/ Bluff Hall/Woodland Hall and the adjacent parking lots.

D. KIMMEL LEADERSHIP CENTER STAFF

1. Introduce him/herself to the Faculty/Staff Adviser, student organization monitors, room supervisor, and University Police Officer(s).
2. Take tickets, swipe IDs, check student IDs against ticket sales list for student status and guest names.
3. Assist in operation of the metal detector.
4. Assist in communication and enforcement of rules and regulations contained in the Late Night Dance Policy and report policy violations to the Night Manager.
5. Assist in clearing the building at the conclusion of the event.

Fundraising

- a. All fund raising activities sponsored by registered student organizations must be granted approval through the Director of the Kimmel Leadership Center or his/her designee. Solicitation forms are available in the Kimmel Leadership Center. Student organizations may solicit off-campus businesses and said solicitation must be pre-approved by the Director of the Kimmel Leadership Center or his/her designee. A written request to solicit must be submitted 30 days prior to the date of the intended solicitation and must outline the purpose of the solicitation; what specifically will be solicited i.e., money and/or product; a list of businesses that will be solicited; and any pre-existing relationships between organizations and businesses. Failure to receive such permission prior to engaging in

solicitation may result in disciplinary action being taken against an individual or an organization.

Digital Signs (Flat Screen TV's)

Student organizations may request to promote their events through the use of digital signs located in University buildings on campus. The purpose of the digital signs is to promote events of wide interest to the university community and to serve as a source for announcing the many functions that take place on campus. Therefore, only events held on campus and have University wide appeal will be approved for posting on the signs. Events open only to members of an organization, or events that do not appeal to a wide University community audience do not qualify for the digital signs. The digital signs are not available to commercial advertisers and may not be used to promote any commercial aspects. Promotional materials from organizations not affiliated with SIUE, unless sponsored by an SIUE organization, will not be considered. Promotional materials must not state or imply University endorsement or approval of any goods or services. Promotion of alcohol, tobacco, firearms, candidates in any campus elections, political, factional, sectarian, racist, sexist, bigoted, false, misleading or deceptive viewpoints is prohibited. Promotional materials must be created in PowerPoint slide format and submitted electronically to the Assistant Director, Campus Programming or the Director of the Kimmel Leadership Center at least 2 weeks prior to posting and may be edited for clarity and readability. Materials will be posted in a timely manner, but not necessarily immediately upon submission. Approved student organization posting requests will be displayed on the digital signs located in the Peck Hall (PH), Founders Hall (FH), Skywalk Café (Skywalk), and Student Success Center (SSC). The approved postings will be forwarded to other digital sign administrators with final approval being determined at their discretion. There are no guarantees that postings will be displayed on digital signs located outside the PH, FH, Skywalk, and SSC. Posting on digital signs will be approved of a maximum of 2 weeks.

Free Speech Zone (University Policy)

Demonstrations on University Property

Policies and Procedures on Designated Public Forum, Demonstrations, and the Use of Security Personnel at Sponsored Events, SIUE [Alcoholic Beverages] - 6E1

I. Policy and Procedures for Use of the Designated Public Forum for Free Expression and Demonstration Activities

A. Statement of Policy

Southern Illinois University Edwardsville is a community dedicated to intellectual development through the free expression of ideas. As a community of scholars, it encourages rational discourse. The democratic process is based on the principle of acceptance by both the majority and the minority of the rights of both: freedom to dissent and freedom to pursue one's own purposes so long as they do not interfere with the rights of others. The preservation of freedom of expression, and the recognition of the right to peaceful demonstration as part of that freedom, is possible only in an orderly environment in which all individuals, faculty, staff, students, University organizations, and campus visitors, are free from coercion and interference in the exercise of their rights or in carrying out their legitimate activities.. To meet these objectives, Southern Illinois University Edwardsville has designated an area within a radius of twenty feet (20') of "The Rock" in Stratton Quadrangle for on-campus free expression and public demonstration activities. While regulation of all free expression and demonstration activities are content neutral, the time, place, and manner of expression shall be controlled so as not to disrupt the University's legitimate educational mission. The University's standards governing group and individual behavior prohibit activities that:

1. disrupt the regular and orderly performance of authorized University functions;
2. interfere with the safety, welfare, and the rights of members of the University community, University guests, and local citizens;

3. are destructive to public or private property.

The University reserves the right to take necessary and appropriate disciplinary action and/or law enforcement action, to the extent authorized by University policy and state and federal laws, when free expression or demonstration activities interfere with the normal function and proper conduct of the University or with the legitimate rights of individuals. Free expression and demonstration activities taking place on the premises of Southern Illinois University Edwardsville shall not be deemed to imply approval or disapproval by the University of a particular activity. The Vice Chancellor for Administration or a designated representative of the Vice Chancellor for Administration shall implement, interpret, administer, and enforce this policy.

- B. Procedures Governing Freedom of Expression and Demonstration Activities at Southern Illinois University Edwardsville
 1. A free expression or demonstration activity shall be considered to be any public manifestation of welcome, approval, solicitation, protest, or condemnation as by an individual, mass meeting, procession, picketing, or occupation of premises. Distribution of leaflets, bulletins, pamphlets, and other non-commercial written materials shall be restricted only to the designated free expression area. Exhibitions commonly associated with normal university-sponsored events, such as academic, social, or athletic activities, are not deemed to be demonstrations for purposes of this policy.
 2. All free expression and demonstration activities in the designated area shall be on a first-come, first-served basis and shall be limited to one hour duration if use of the area is requested by other persons or parties. Consent for use of the designated area at any time must be approved in advance by the Office of the Vice Chancellor for Administration . Such consent for use shall be reasonably granted unless the designated area has previously been reserved for a university sponsored event or free expression and demonstration activity. Consent for the use of amplification equipment, including approval for the type of equipment and

permissible volume, in the free expression and demonstration area must be approved by the Office of the Vice Chancellor for Administration. The University shall not provide amplification equipment or utility connections for free expression and demonstration activities.

3. Demonstrations planned for campus locations outside the designated free expression and demonstration area shall be registered with the Vice Chancellor for Administration at least 48 hours in advance of the intended beginning time of the demonstration. Registration of these occasional demonstration activities is required in order to provide the University community proper notice of such activities and for the registrant to make a showing that the designated free expression and demonstration area cannot accommodate the proposed demonstration. Whenever a demonstration is registered, the person registering the demonstration shall be given a copy of this policy.
4. Registration of a demonstration outside the designated free expression and demonstration area shall be made through the Office of the Vice Chancellor for Administration by the filing of a Notice of Intent to conduct a demonstration activity on the campus. Upon receipt of such a notice and approval of the demonstration, the Office of the Vice Chancellor for Administration shall notify (a) the University Police, (b) the Chancellor, (c) the Provost and Vice Chancellor for Academic Affairs, (d) the Vice Chancellor for Student Affairs, (e) the Vice Chancellor for University Relations, and (f) the Executive Director of Marketing and Communications of the date, time, and place of the demonstration.

C. Procedures Governing Disruptive or Potentially Disruptive Free Expression and Demonstration Activities

1. The Vice Chancellor for Administration or designated representative shall be responsible for assessing the nature of activities during the course of all free expression and demonstration activities. The Vice Chancellor for Administration shall be responsible for notifying the University Police Office when a potentially disruptive situation is developing, or in

the event a free expression and/or demonstration activity appears to violate a University policy, including but not limited to the University's standards for group and individual behavior. In the event of a potentially disruptive or spontaneous free expression or demonstration activity, or in the event a free expression or demonstration activity appears to violate a University policy, the University Police shall provide notice of the activity to the (a) Chancellor, (b) Provost and Vice Chancellor for Academic Affairs, (c) Vice Chancellor for Student Affairs, (d) Vice Chancellor for University Relations, and (e) Executive Director of Marketing and Communications.

2. After notification of proper officials, the Director of University Police and the Vice Chancellor for Administration or designated representative, as available, shall immediately proceed to the area of the demonstration, and shall evaluate the activities in progress. Whenever activities in progress are in violation of University policy or state or federal law, the Vice Chancellor for Administration or designated representative shall inform persons present of the consequences of their actions and shall insist that the participants cease and desist in their activities.
3. University Police personnel shall remain in a standby status unless directed to take affirmative measures by the Director of University Police. Before issuing such a directive, the Director of University Police shall consult, in a manner appropriate to the specific situation, with the Chancellor or the Provost and Vice Chancellor for Academic Affairs if the Chancellor is not available.
4. External law enforcement agencies shall be requested only when it is determined that the University Police office is unable to maintain and control the situation. The decision to use external forces shall be made by the Chancellor or the Provost and Vice Chancellor for Academic Affairs in the Chancellor's absence.
5. Affirmative security measures will be invoked when disorder is present or pending, (a) only after

participants have received warning as described in paragraph #2 above, and (b) only after reasonable opportunity, considering the specific circumstances, has been provided for the activities to cease.

6. Arrest and the consequences of civil prosecution notwithstanding, members of the University community (including students, faculty, and employees) who fail to respect directions to cease such activities will be subject, under procedures which will guarantee due process, to University disciplinary action which may include permanent severance from the University.
7. Protocol and mutual aid agreements and understandings have been promulgated with the Edwardsville Police Department, the Madison County Sheriff's Office, and the Illinois State Police (District 11).
8. In the event of a demonstration, all inquiries concerning the demonstration shall be referred to the Executive Director of Marketing and Communications for response.
9. This policy shall be effective on the date of its approval by the President and shall supersede all previous policies related to implementative procedures for campus demonstrations at Southern Illinois University Edwardsville.

II. Procedures Regarding Security Personnel at Major Events Not Involving Alcoholic Beverages

A. Definitions

1. Major event not involving alcoholic beverages is defined as any event held on SIUE property which meets any of the following criteria:
 - a. The event is expected to attract more than 300 individuals within a limited time span (Examples: conferences, conventions, athletic events, social gatherings).

- b. The event is controversial in nature (Examples: political figures, religious gatherings).
 - c. The event involves the temporary presence of unusually valuable items on University property (Examples: exhibitions, charity sales).
2. Event coordinator is that individual or office which holds primary responsibility for scheduling and coordinating an event. Existing policies and procedures identify the following coordinators:
- Coordinator of the Office of Conferences and Institutes--for all events scheduled on SIUE property by groups or individuals external to the University, for SIUE groups and individuals scheduling events expected to attract non-SIUE participants and, for scheduled events involving only SIUE students, faculty, or staff.
 - Director of the Carol Kimmel Student Leadership Development Center--for student events which involve on and off-campus participants.
 - Director of Athletics--for all intercollegiate athletic events.
 - Director of the Vadalabene Center--for events scheduled into that facility.
 - Director of University Housing--for events scheduled at the Cougar Village Housing complex.
 - Director of University Museums--for exhibits, art shows, etc.
 - President of the SIUE Faculty Club--for events scheduled at the faculty club tract house.
 - Appropriate Deans, Directors, or other administrative heads not listed above--for major events (such as school or college open houses, recreational tournaments in the Morris

University Center, etc.) scheduled within a school, college or unit.

3. References to deans, directors, event coordinators, or other officers should be understood to include the designates of those people.
- B. It is the responsibility of the event coordinator (as defined above) to ensure the proper level of security involvement in any major event as defined above for which he or she may be held accountable. The event coordinator should provide the Director of University Police with at least 90 days notice of an upcoming major event.
- A. Security personnel need not be involved at the same level in all major events. The appropriate level of involvement for each event should be established by mutual agreement between the Director of University Police and the appropriate event coordinator. The following will represent usual levels of security involvement:

Level 1:

Event coordinator notifies the Director of University Police of the upcoming major event. It is agreed that the event will require no special security. University Police are able to provide information and assistance to visitors seeking to participate in the event. Examples of this type of event might include: Conference dinner/dances, organization dinners or receptions, daytime major events held primarily for the campus community, Senior Citizen Fair, Cougar Village recreational activities.

Level 2:

Event coordinator notifies the Director of University Police of the upcoming major event. It is agreed that the University Police will reassign officers to specific campus locations as a part of usual security activities. University Police are able to provide information, assistance and traffic control at no cost to the event. Examples of this type of event might include: Walk-a-thons, bike-a-thons, Springfest daytime events, Homecoming daytime events, convocations and other University ceremonial events, minor sporting events, Senior Olympics, dog shows.

Level 3:

Event coordinator notifies the Director of University Police of the upcoming major event. It is agreed that the event will require

security beyond the usual levels maintained on the campus. Additional security will be provided by the University Police. The duration of additional service, number of officers provided, and rate of charge will be established in advance by mutual agreement between the Director of University Police and the event coordinator. Examples of this type of event might include: Major Homecoming social events held at the faculty club house and grounds, basketball games, major evening soccer games, Springfest evening social events, student organization events, expositions, events which may be expected to attract a large high school audience.

If the event coordinator fails to notify the Director of University Police of an upcoming major event and a problem arises which requires the presence of University Police officers other than those normally on duty, the unit or group which the event coordinator represents will be held responsible for additional personnel costs and/or any other costs incurred by the University.

- III. In the case of a disagreement between the Director of University Police and the event coordinator, regarding the level of security involvement in a major event, the disagreement will be referred to the Office of Conferences and Institutes and a solution will be sought in the same manner in which disagreements over events involving alcoholic beverages are decided. If the Office of Conferences and Institutes and the University Police are unable to agree, after exhausting all possible advice, the matter will be referred to the functional heads to whom Conferences and Institutes, University Police, and the event coordinator report.

- IV. Procedures Regarding Security Personnel at Events Involving Alcoholic Beverages

- A. The Office of Conferences and Institutes, in consultation with the Director of University Police, shall review each application for approval of an activity involving alcoholic beverages to determine whether the nature, size, and scope of the proposed activity appears to warrant the presence of security personnel at the activity in order to insure compliance with the University's regulations and administrative guidelines governing alcoholic beverages, and to maintain order at the activity.
- B. If the proposed activity appears to warrant the presence of security personnel, the Office of Conferences and Institutes, after consultation with the Director of University

Police and the sponsor of the activity, shall make a recommendation as to the number and function of security personnel and the hours such personnel would be needed. In the event of disagreement between the Office of Conferences and Institutes and the Director of University Police, and only after appropriate consultation with other University officers, the matter shall be referred to the functional heads to whom Conferences and Institutes and University Police report.

- C. In the event that security personnel are needed at an event involving alcoholic beverages, the security personnel shall be provided through the University Police. If security personnel are required for an activity involving alcoholic beverages, the sponsor of the activity shall reimburse the University, as part of the costs for the activity, for the costs of additional security personnel provided specifically for the activity.
- D. The presence or absence of security personnel at an event involving alcoholic beverages does not in any way relieve the sponsors of the activity from their responsibility for helping to insure compliance with the University's regulations and administrative guidelines governing alcoholic beverages by those in attendance at the activity.
- E. If the sponsor fails to comply with any of the above or neglects to exercise appropriate care and control of the event, the costs of any damages or other additional costs incurred, including additional personnel costs, shall be the responsibility of the sponsor or, if applicable, the unit or group that the sponsor represents.

Approved by Chancellor or President effective 8/2/95

This policy was issued on August 24, 2007, replacing the August 27, 2004 version.

Document Reference: 6E1

Origin: OP 10/23/84 and OC 10/30/84; OP 11/5/90 and OC 11/14/90; OP 8/2/95; OC 8/13/07

FUND RAISING/SOLICITING (University Policy)

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

1. Statement of Policy

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

- a. An admission fee may be charged or contributions solicited for events or meetings held on University premises only in accordance with University policies and regulations. Permission to charge admission fees or to solicit contributions may be granted to the following:
 - b. Recognized student organizations, when the proceeds from approved and properly scheduled activities are deposited into the University Agency Fund of the organization concerned, and are expended in accordance with established policies and regulations;
 - c. Faculty and Staff organizations recognized by the University, when the funds collected are for the purpose of defraying the expenses of the event or meetings, or are to be used for University scholarships, University projects, or University philanthropic programs;
 - d. University allied or affiliated organizations, when the funds collected are for the purpose of defraying the expenses of the event or meeting, or are to be used for University scholarships, University projects, or University philanthropic programs;
 - e. Non-University groups and organizations, upon approval of the Scheduling Officers, when the funds collected are for the purpose of defraying the expenses of the event or meeting, or are to be used for University scholarships, University projects, or University philanthropic programs;
 - b. University facilities are not available to non-University organizations or individuals for presentation of public entertainment for which, from the admission fee charged, a profit is sought for the individual(s) or the organization(s) involved.
2. No person shall conduct such activity without first having procured credentials for identification as the agent for an activity within one of the above exceptions, nor when an

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

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

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

3. **Procedures**

- a. Most organizations find it necessary to conduct fund raising efforts to defray financial obligations for members. Registered student organizations are

- permitted to solicit monies on campus according to the fund raising policy.
- c. All fund raising activities sponsored by registered student organizations must be granted approval through the Director of the Kimmel Leadership Center or his/her designee. Solicitation forms are available in the Kimmel Leadership Center. Student organizations may solicit off-campus businesses and said solicitation must be pre-approved by the Director of the Kimmel Leadership Center or his/her designee. A written request to solicit must be submitted two weeks prior to the date of the intended solicitation and must outline the purpose of the solicitation; what specifically will be solicited i.e., money and/or product; a list of businesses that will be solicited; and any pre-existing relationships between organizations and businesses. Failure to receive such permission prior to engaging in solicitation may result in disciplinary action being taken against an individual or an organization.
 - d. Permission to charge admission fees or to solicit contributions may be granted to Recognized Student Organizations, when the proceeds from approved and properly scheduled activities are deposited into the University Agency Fund (8-account) of the organization concerned, and are expended in accordance with established policies and regulations.
 - e. Student organizations may sponsor one (1) food related fundraising activity per semester (i.e., barbecues, pizza meals, fish dinners, chili/spaghetti dinners). This excludes bake sales and food fundraising activities sponsored during traditional events such as, Welcome Week, International Street Fair, Homecoming, and Springfest. Said events must be scheduled according to the scheduling and solicitation policies and all rules and laws governing scheduling and solicitation must be followed.
 - f. Student organizations may invite off-campus vendors to campus for specific fund raising purposes per the following guidelines.
 - 1) A scheduling request form and a solicitation form must be submitted in the usual manner.

- 2) A member of the sponsoring student organization will be present at the fund raising activity at all times
 - 3) The name of the sponsoring student organization and the percent of commission that the organization is receiving must clearly displayed as the sponsor of the activity. The vendor's name CAN NOT be displayed. (Example: 25% of today's sale benefits (name of organization in bold).
 - 4) The sponsoring student organization MUST receive an agreed percentage of the gross sales (minimum of 25%), or receive a specific base fee from the vendor.
 - 5) A student organization may sponsor an off-campus vendor no more than two days per month. No off-campus vendor may be on campus more than two days per month.
- g. Student organizations desiring to sell beverages during fund raising activities may only sell Pepsi beverage products (a complete list of approved beverage products is available in the Kimmel Leadership Center.)
- h. Student organizations are not permitted to distribute free non-Pepsi beverage products on University premises.

FUNDRAISING ACTIVITIES:

Fundraising Strategy

Developing a successful fundraising strategy allows student organizations to cover expenses, complete projects and programs. These following principles can be helpful for fundraising success.

- 1) Think Positively: As you plan for the year, think big; dream a little. Use your imagination. It is generally easier to scale down your organization's plans that scale them up in mid-year.
- 2) Establish Financial Goals: Organizations must develop a yearly budget in reflection of the objectives and goals your organization has created.
- 3) Develop Creative Fundraising Alternatives: Identify all the potential sources of funds for your organization and creative ways to tap these sources. Successful organizations utilize multiple approaches to fundraising. Remember fundraising is more than just financial,

donations of food and products from companies can help with the extra cost of programs.

- 4) Establish a Fundraising Plan: Fundraising is like any other group project; it cannot happen successfully if left to chance. Concentrate on the basic planning questions of Who?, What?, When?, Where?, Why?. If the risks are greater than what the group wishes to assume, it is time to go back and revise the organization's overall goals for the year to reflect a reduced financial base.
- 5) Follow University Procedures: Many fundraising activities require prior University approval, particularly for sales on the mall and sponsoring vendors. You should become familiar with fundraising procedures at SORC before you undertake a fundraising activity.
- 6) Evaluate Fundraising Activities: In order to determine your level of success, maximize learning opportunities and advise future leaders of the organization, it is necessary to evaluate your funding raising activities. This evaluation should go beyond a simple comparison of the dollar goal with the amount raised. It should include an analysis of organization's time used and resources valued ask, "Was the effort worth it?"

GRADE POINT AVERAGES (University Policy)

A. Procedures for Release of Grade Point Averages

1. The Kimmel Leadership Center will secure grade point averages for members of fraternities, sororities, and honorary societies. In addition, the Kimmel Leadership Center will ensure that all organization members holding an office within their respective organizations hold and maintain at least a 2.0 grade point average.
2. University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization.
3. The following procedures have been established regarding release of grade point averages:
 - a. Grade point averages may be secured on a continuing basis for members of an organization and released as permitted or authorized by law.
 - b. Each member/pledge or associate for whom an organization desires grade point averages will be requested to sign a Grade Point Average Release.
 - c. This release will be kept on file in the Kimmel Leadership Center and shall remain in effect as long as the individual remains a member of a fraternity/sorority and enrolled at SIUE.

- d. Each term, the president or scholarship chair of the fraternity or sorority organization desiring grade point averages must come to the Kimmel Leadership Center and indicate on a prepared form which individuals are no longer in the organization. In addition, the representative must give the name and social security numbers of all new members and submit Grade Point Average Release Forms for them.
 - e. The Coordinator of Greek Life will verify permission for the release of the information.
4. Once the grade point averages have been secured, the information will be disclosed as permitted or authorized by law, to the Chapter President, University Adviser, Scholarship Chair, and national Headquarters Staff for use in chapter scholarship programming, awards recognition, and for verification of achievement of minimum academic standards.

Fraternities and sororities are required to submit a chapter roster that lists all active/enrolled members and pledges/associates to the Kimmel Leadership Center. This form, which is available in the Kimmel Leadership Center, should be submitted by the end of sixth week of classes each semester.

HAZING AND PRE-INITIATION ACTIVITIES (University Policy)

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

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

- any activity that might reasonably bring embarrassment or emotional harm to the individual;
- any activity that might reasonably bring physical harm to the individual;
- any activity that requires an unreasonable or inordinate amount of the individual's time or in any manner impairs the individual's academic efforts;

- any activity that requires consumption of any liquid or solid matter;
- any activity that would degrade or otherwise compromise the dignity of the individual, or any requirement which compels an individual to participate in any activity which is illegal or contrary to an individual's genuine, moral, and/or religious beliefs or contrary to the rules and regulations of the University.

Any acts of hazing by an organization and its members, either on or off campus, are strictly forbidden. Hazing is a Class B misdemeanor under Illinois law. Any organization that engages, through any or all of its members, in any act of hazing is subject to severe disciplinary action, including revocation of recognition as an organization at SIUE.

PEPSI PRODUCTS

Student organization may request free Pepsi products to use as refreshments at their events when the event is free and open to the University community and held on campus except in the Morris University Center. All requests for Pepsi products that meet the aforementioned criteria are available on a first come first served basis and while supplies remain available. To request free Pepsi products, the student organization must be officially recognized, registered and in good standing with the Kimmel Leadership Center. The request must be submitted in writing to the Director of the Kimmel Leadership Center at least 2 weeks prior to the event. The request must include the types of beverages i.e. soda type or water and the total number of cases (24 cans per case) needed.

POSTING MATERIALS (Kimmel Leadership Center policy)

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

Guidelines for the Posting and Distribution of Materials at SIUE

- **All fliers/posters must visibly bear the name of the registered student organization printed in English and an expiration date.** The expiration date of a posting will be the date of the event advertised. In the case of advertising not pertaining to a specific event, the poster must indicate an expiration date no later than three months from the date posted. The name of the current semester on the poster will suffice as an indication that the

expiration date is the last day of the semester.

Fliers/posters not bearing the name of a registered student organization and an expiration date will be removed.

- The University will not restrict content except as otherwise set forth in this policy and except in cases where the University has determined with advice of the Office of the General Counsel that a particular item is defamatory, obscene, or possesses a clear and present danger of resulting in a serious substantive matter which the University has a right to prevent. While the University will only in very rare cases as set forth in this policy exercise prior restraint, students or student groups can be disciplined for violations of University policy which result from a publication, statement, or action.
- All materials will be reviewed for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies.
- Student organizations may not advertise on University property that events to be held off-campus will have alcoholic beverages present. Advertisements may not imply or suggest by symbol or name any reference to alcoholic beverages (e.g., shot glasses, wineglasses, kegs, and so forth).
- Posting is to be done on designated bulletin boards and kiosks only. Any materials posted on walls, doors, windows, pillars, garbage cans, automobiles, or any other unauthorized area will be removed.
- Any board assigned to a particular University department will be maintained by that department and any posting on such boards will be done with the approval of the appropriate University department. Such boards must be clearly marked as to whom they are assigned.
- The Kimmel Leadership Center maintains 11 bulletin boards. Priority will be given to registered student organizations. Additional needs will be addressed as space permits. Materials posted on these boards must bear an approval stamp from the Kimmel Leadership Center.
- The Kimmel Leadership Center is not responsible for saving posters, signs, banners, flyers, photographs, or other similar materials from any posting area or display board. Posting of materials is at the group's own risk.
- Materials on bulletin boards must be affixed with standard size staples or thumb tacks. The use of tape, glue, nails or any other affixing device is prohibited. Materials posted in an unauthorized manner may damage the bulletin boards, and will be removed.

- In order to allow all users a fair and equal chance for space on the boards and provide maximum service to the readers of the boards, poster size must not exceed 14" x 22".
- Questions regarding campus bulletin boards should be directed to the Kimmel Leadership Center.
- Non-University groups and organizations must obtain an approval stamp from the Office of the Vice Chancellor for Administration at least 48 hours in advance of the intended date of posting.

Distribution by Handout

Distribution of handouts is limited to outside entrances to University buildings. Distribution may not occur in campus stairways, classrooms, hallways, corridors, doorways, ramps, elevators, or reserved meeting rooms.

The University reserves the right to control time, place, and manner of distribution. Those who distribute must not; a) block ingress or egress to any facilities or disrupt the normal flow of traffic, b) commit any act that creates a safety or health hazard, c) accompany the distribution of materials by loud or raucous sounds which are likely to disturb others or d) interfere or disrupt any other activity in the same general location. Distribution of materials that are libelous, obscene, or likely to cause lawless action are not permitted. All materials, in whatever manner distributed, must identify the issuing persons or organizations.

Non-University groups and organizations must obtain approval from the Office of the Vice Chancellor for Administration at least 48 hours in advance of the intended date of distribution. The Vice Chancellor for Administration's office shall notify the University Police office of the date, time, and place of the distribution site.

Distribution from Literature Bins

The Morris University Center provides bins for distribution of printed materials. Use of the bins requires written approval from the Director of the Morris University Center, or designee.

Distribution from Booths and Tables

Booths, tables, and other furnishings and fixtures provided by the University are limited for use only by registered student organizations and University units.

Placement

- Maximum time for poster displays advertising any single event will be two weeks. Posters advertising multiple events will be displayed two weeks prior to the first event through the last event.
- Posters/notices can be distributed as follows:
 - Peck Hall (3)
 - Founders Hall (1)
 - Alumni Hall (1)
 - Science Building (4)
 - Dunham Hall (1)
 - Lovejoy Library (1)
 - Morris University Center (3)
- A maximum of three posters may be displayed in the Morris University Center. Student organizations should leave these posters in the Administration Office for posting by Morris University Center personnel.
- The Kimmel Leadership Center will not be responsible for posters lost or stolen.
- Posting is to be done on designated bulletin boards and kiosks only. Any materials posted on walls, doors, windows, pillars, garbage cans, automobiles, or any other unauthorized area will be removed.
- Any posting on a board assigned to a particular University department must be approved by that department.
- Poster size should not exceed 14" x 22" to allow all users a fair and equal chance for space on the bulletin boards.

RAFFLES (County Ordinance)

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

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

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

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

RISK MANAGEMENT

Southern Illinois University Edwardsville operates under a self-insurance program that includes the following primary elements of risk management related to Registered Student Organizations (RSO) and their official advisers:

- The University will defend an RSO adviser against suit in cases where the adviser has acted within the scope of his/her usual and customary role as an official adviser, and has not engaged in any "willful or wanton misconduct."
- The University **may**, under some circumstances, act to defend an RSO. Because of the multitude of variables, it is impossible to state in advance what those circumstances would be. Because of this uncertainty, RSOs are urged to purchase commercial general liability insurance policies for their own protection.

It should be noted that both the RSO adviser and the designated officers of the RSO might be held responsible for the Registered Student Organization's compliance with all federal, state, local, and University policies, procedures and regulations applicable to Registered Student Organizations.

- As used above, **willful or wanton misconduct** generally means a course of action that shows an actual or deliberate intention to cause harm or which, if not intentional, shows an utter indifference to or conscious disregard for the safety of others and their property; an unreasonable course of action that is knowingly and intentionally committed, or committed under circumstances evidencing reckless disregard for the safety of others and their property.

Student organizations are advised to require participants in their events where risk may be involved to complete a release waiver. A copy of the approved waiver may be found in the appendices and is also available in the self help area of the Kimmel

Leadership Center and on the Kimmel Leadership Center web page.

SCHEDULING FACILITIES (Morris University Center Policy)

All student organization requests for space in the Morris University Center (MUC), Campus Recreation facilities, and the Student Success Center (SSC) must be approved by the Kimmel Leadership Center. All requests must be scheduled through the Virtual Event Management System (EMS) which can be accessed at <https://ems.isg.siue.edu/> Virtual EMS is a great way to view and request available space. All requests must be submitted **no later than 7 days prior to the date of the event except for those events listed below that require more advance notice** to allow adequate time for scheduling. Scheduling requests for use of space in academic classrooms must be approved by the Kimmel Leadership Center and the scheduling forms then submitted to the MUC Administration office for scheduling. Scheduling requests for use of space in University Housing facilities must be made in person at each respective University Housing location. University Housing scheduling fees apply for all student organization requests and a complete list of the fees can be found at : (insert link to fees)

Scheduling the Student Success Center (SCC) is done through the Kimmel Leadership Center. Student organizations can schedule space in the SCC up to 2 weeks prior to an event for any time after 4:30 pm Monday through Friday and any time on Saturday and Sunday. Requests may be made up to 4pm the day prior to the day of the scheduled event.

Kimmel Leadership Center staff members work with student organizations to access EMS for requesting designated rooms in the Morris University Center (MUC), Campus Recreation facilities, and the Student Success Center. However, student organizations are encouraged to browse for the availability of space through Virtual EMS prior to submitting requests to schedule space. The following MUC space can be requested through Virtual EMS: Board Room, Mississippi and Illinois (currently unavailable for use), Willow, Wabash, and University Club and for display tables on the main and lower levels.

Virtual requests for a room or a display table is submitted via e-mail by a member of the Kimmel Leadership Center staff to the MUC Scheduling Office. The virtual request is received and scheduled by a MUC staff member. Once the space has been

scheduled, a confirmation e-mail message is sent to the student organization sponsor and adviser. Confirmations may be pending if additional information or clarification is needed regarding the request. If additional information or clarification is needed, then it is imperative that the requestor respond immediately to the request for information so the details of the virtual request may be clarified and finalized and confirmed.

Rates:

The Morris University Center (MUC) has posted the rates for room rental, conference services, and technical services effective October 1, 2006. Changes in policies will occur beginning January 2009. Refer to the Morris University Center web page for a complete review of policy changes.

As a general rule, student organizations and SIUE University departments will not be charged a room rental fee. However, the exception to this guideline applies to registered student organizations and SIUE departments when there is a fee, admission charge, or cash donation as part of the event.

A non-university sponsor will incur charges for room rental.

Room rental will be waived for the room when a full meal is ordered through Campus Dining Catering Services.

Conference services and technical services fees vary with category.

Rate schedules can be accessed from the MUC web site: <http://www.siue.edu/MUC/mucrates.html>.

The MUC Scheduling Office is located on the second level of the MUC. Office hours are from 8 a.m. until 4:30 p.m., Monday - Friday. The office phone is 618.650.3001 or 618.650-2300.

Reserving University Facilities

Registered student organizations may use University facilities for meetings and other activities. The following section will provide a list of recommended facilities for various events, along with information on personnel who may be contacted to secure these facilities. The University has established procedural guidelines for the use of University facilities. The information in this section will assist in the planning and execution of events or meetings. Referencing these

Vadalabene Center

Policies for Scheduled Events and Meetings

Any Registered Student Organization wishing to use any space on campus, whether outdoors or in a University building, must receive approval to do so by scheduling the details of such use with MUC Administration Office Scheduling Area.

Only the President or Scheduling Applicant (as indicated on the Officer Form) of a registered student organization may schedule space.

Registered student organizations may submit requests for space on a semester basis for activities such as organizational meetings, bake sales and other events that are directed primarily toward membership. Fall semester events may be submitted the previous spring and spring semester events may be submitted during fall semester.

For guidelines on annual priority scheduling of space in the Morris University Center, refer to Morris University Center Policies and Procedures—4A1, "Scheduling Priority in Morris University Center."

Scheduling requests for space must be submitted in accordance with the following deadlines. Student organizations are encouraged to schedule space at least one semester in advance.

- Minor or no set-up required: 7 days prior to use.
- Food Service or technical personnel required: 30 days prior to use.
- Major set-up or security required: 30 days prior to use.
- Use of Morris University Center beyond operating hours: 30 days prior to use.

The MUC Administration Office Scheduling Area is located on the first floor of the Morris University Center. Scheduling Requests will be accepted during regular office hours, subject to space, room, equipment, and personnel availability.

The scheduling of facilities on campus is done in the following manner:

1. To schedule an event one must complete a **Scheduling Request** form and return it to the Kimmel Leadership Center. Forms are available in MUC Administration Office Scheduling Area and in the Kimmel Leadership Center.
2. **Only the president or scheduling applicant (as indicated on the Officer Form) of a registered student organization may schedule space.**

3. MUC Administration Office Scheduling Area will make every effort to assign the requested space. MUC Administration Office Scheduling Area and the Morris University Center reserve the right to change a room assignment for any reservation with the understanding that, if possible, comparable facilities will be provided when the change is necessary. The sponsoring group understands and agrees that the University shall not be liable for damages for failure to provide services or to provide the requested space for any reason.
4. If space is available, the organization will receive notification indicating the location, set-up requirements, and estimated charges for the event. Space for fall semester will be held until August 1 and for spring semester until December 1. If a specific program has not been confirmed (event title, event time, estimated attendance, account number, admission charge) by the deadlines established, the space will be released and the organization will have to reschedule on a first come, first served basis.
5. If space is not available, the applicant will be notified and alternate dates or facilities may be pursued.
6. Depending on the nature of the event, it may be necessary to direct student organizations to the Kimmel Leadership Center to obtain an approval signature.
7. Registered student organizations must have their adviser's signature for all events except organizational meetings.
8. If there are estimated charges, an account number and fiscal officer's signature must be indicated on the **Scheduling Request** form.
 - If an organization is co-sponsoring an event with the Campus Activities Board, the organization must obtain a signature from the Director of the Kimmel Leadership Center.
 - If an organization is receiving student activity fee funding through Student Government, the organization must obtain a signature from the Director of the Kimmel Leadership Center.
 - If an organization is funding the event, the organization must obtain the fiscal officer's signature for the University account to be used. Appropriate funds must be available in this account two weeks prior to the event or the space will be released.
9. For fund raising, canvassing, soliciting, vending and allied advertising, refer to fund raising procedures outlined in this handbook. Approval for fund raising, canvassing,

- soliciting, or to charge admission must be obtained from the Kimmel Leadership Center.
10. Violations of any University policy, scheduling guidelines, room/building capacities, misrepresentation of the event and/or giving false information on the scheduling form will be referred for disciplinary action and future facility use may be jeopardized.
- Use of University premises is restricted to events and meetings sponsored by the following:
 - Colleges, Schools, Departments, and functional units of the University, and any of these units in conjunction with professionally recognized educational organizations or bonafide non-University organizations.
 - University Recognized Student Organizations.
 - University allied or affiliated organizations such as the Southern Illinois University Foundation and the Southern Illinois University Alumni Association.
 - Non-student on-campus groups that require facilities unique to the University.
 - Non-University groups and organizations, with approval of the appropriate University Scheduling Officer, when the event or meeting is of educational, cultural, or social significance and constitutes a desirable contribution to general community welfare.
 - In keeping with the traditional neutrality of state universities in political matters, Southern Illinois University provides the free use of certain physical facilities for purposes primarily political and for any political party listed on the present state ballot. The free use of these facilities is allowed on each campus of the University for not more than one meeting for each division of the party (National, State, County) during any election campaign (primary or general). All meetings of this nature must be cleared through the elected county chairperson or other appointed party official. Meetings that are scheduled and paid for, such as a dinner meeting held at the Morris University Center, are not included in the number of meetings allowed each political party.

When the use of University premises and facilities for special events and meetings involves unanticipated conflicts of the University-wide educational or cultural significance, such scheduling conflicts are subject to review and resolution by the Assistant Director, Scheduling Officer, and department head or unit (customer) affected by any given conflict or problem. In such instances a meeting will be called at the discretion of the Scheduling Officer.

Space Assignment

1. A scheduling request form is provided for the purpose of reserving University premises. These forms are computerized in the Office of MUC Administration Office Scheduling Area, where requests for special equipment or services are also arranged.
 - If the desired facility **IS** available, the space will be reserved and arrangements concluded.
 - If the desired facility **IS NOT** available, possible alternate dates or facilities will be determined and presented to the applicant.
 - If the applicant requires additional time to have an alternate arrangement approved, a "tentative hold" will be placed for a maximum of two weeks only. The tentative hold will be placed in the name of the Kimmel Leadership Center.
 - When the applicant indicates a final selection and provides the necessary information, the tentative hold reservation is changed to "confirmed."
 - Events scheduled in the Morris University Center are subject to reassignment of specific rooms with the understanding that, if possible, comparable facilities will be provided when a change is necessary.
2. Once all requests are arranged and verified for the scheduled time and place, a computerized form (confirmation) is returned to the applicant for verification in order for any necessary changes to be made.
3. Scheduling Deadlines. For special events that require little or no preparation, request forms must reach the Office of MUC Administration Office Scheduling Area at least one week before the event is to be held. When the event requires lengthy preparation time, the request must reach the office at least one month before the scheduling date. It is important that these deadlines are observed; otherwise, the various University service offices will not

have the adequate preparation time to ensure provision of services.

Cancellation of Space—Morris University Center (4A23)

Notice of Change Forms must be initiated in the MUC Administration Office Scheduling Area three days prior to the event (for small meeting rooms) and one week prior to the event (for large meeting rooms, i.e., Conference Center or Meridian Hall); otherwise, the group will be assessed any charges for preparations made prior to notification of cancellation (i.e., Housekeeping and Technician charges). A sponsor's failure to provide timely notification of cancellation often precludes use of the space by other organizations. Any changes involving potential University charges require the signature of the University fiscal adviser.

- A. Events canceled after Housekeeping has set up for a scheduled event (up to 24 hours prior to the event) will incur charges.
- B. Meeting facilities will be secured by building supervisors one hour after the scheduled beginning time if the sponsor fails to show for the event. The sponsoring organization will be billed a room rental charge in addition to any requested services (i.e., technicians, catering, etc.) for scheduled facilities reported by building supervisors as "no shows."
- C. Building personnel are responsible for checking each scheduled room at event start time. If the scheduled group is not present, the supervisor will again check for room utilization within one hour and report any non-utilization to the MUC Administration Office Scheduling Area for appropriate charges.
- D. If vacating a room prior to the scheduled event ending time, sponsors are requested to contact the MUC Administration Office Scheduling Area during weekday operating hours or a night manager during evenings and weekends. This communication will prevent inappropriate charges.
- E. Sponsoring organizations who, three (3) times within an academic year, experience "no-shows" or "late cancellations" shall forfeit scheduling privileges for one (1) academic year.

Regulations Governing Use of University Premises

- A. The University reserves the right to cancel a reservation if it conflicts in any way with the general policy of the University regarding events on the campus. The MUC Administration Office Scheduling Area reserves the right to change the reservation to other rooms with the understanding that, if possible, comparable facilities will be provided when the change is necessary. The sponsoring group understands and agrees that the University shall not be liable for damages for failure to provide services and the reserved space for any reason.
- B. Any changes in the scheduled facilities must be approved by the MUC Administration Office Scheduling Area. Such changes will include, but will not be limited to, the removing, moving, or addition of any equipment, decorations, or stage properties.
- C. Any unauthorized adjustments or damage will be corrected at the expense of the sponsoring group using the University facility, and if deemed necessary, will be reported to the appropriate authority.
- D. The sponsoring group agrees to cancel reservations as soon as possible if plans are changed in order that the space will be available to other groups. **A cancellation penalty may be charged if the reservation is not canceled within the MUC Administration Office Scheduling Area procedure deadline.**
- E. Food is allowed only in those areas where it is authorized to be served. All food served in the Morris University Center must, because of covenants made at the time of issuance of Revenue Bonds by the Board of Trustees, be provided by the Morris University Center Dining Services.
- F. A guaranteed number of persons to be served for catered events is due three working days in advance of the scheduled serving time. Requests for audio-visual services must be confirmed by the sponsor five working days prior to event.
- G. The University reserves the right to assess additional catering charges to recover extra labor resulting from costs of consumer-related delays of 15 minutes or more.
- H. In the interest of personal safety of guests of the University, students, and staff, all reservations for University space are approved on the assumption that the building will not be used in excess of normal seating capacity and will be used as normally equipped. It is

further agreed that the posted safety and fire regulations will be followed.

- I. Smoking is prohibited in all University buildings.
- J. All aisles leading to exit doors must be kept clear and unobstructed. During the period of use, exit doors will not be fastened or obstructed so those doors can be opened readily from the inside.
- K. The University reserves the right not to schedule events or provide support services requested less than 72 hours in advance.
- L. Other regulations are applicable to certain University buildings and facilities and require consideration with the respective managers.

Scheduling Priority In Morris University Center—(4A1)

The Morris University Center of SIUE recognizes its obligation to provide services to the members of the University community and guests to the extent that facilities and resources permit.

This service involves use of the Morris University Center and its facilities for SIUE students, faculty, staff and alumni group events and meetings; and for other educational meetings, conferences, short courses and institutes involving non-University groups, provided such gatherings do not interfere with the non-academic programs of the University. Academic classes will not be scheduled in the Morris University Center.

The following is listed as a guideline for annual priority scheduling of space in the Morris University Center.

- A. University sponsored events that are directed toward the entire University community.
 1. The following specific University events: Welcome Week, Preview SIUE, Homecoming, SpringFest, Academic Honors Day, Commencement, Student Orientation, Board of Trustees Meetings, Campus Blood Drives, Convocation, Dr. Martin Luther King Jr., observance.
 2. Those events sponsored by the following "All University" organizations (Student Senate, University Center Board and Program Council, Greek Council, Faculty Senate, Staff Senate).
 3. Those events sponsored by the registered student organizations which involve catered meals and/or major contractual obligations when recommended by the Director of the Kimmel Leadership Center and approved by the Morris University Center Assistant Director.

4. Those events sponsored by University departments, divisions or other campus non-student organizations, primarily directed toward students, faculty and staff, e.g., Arts and Issues, Health Fairs, annual recognition programs.
 5. Events sponsored by University departments, divisions or other non-student organizations, primarily directed to the community, e.g., Very Special Arts Festival, Senior Citizens Fair, Science Fair.
- B. University sponsored events that are directed primarily at membership or internal meetings.
1. Those events sponsored by registered student organizations requiring more time for planning purposes, e.g., Alumni dances, balls, Neophytes. These events must be recommended by the Director of the Kimmel Leadership Center and approved by the Morris University Center Assistant Director prior to scheduling these events.
 2. Events sponsored by a University Division, Department, or other campus non-student organization requiring more time for planning, e.g., Meetings of Faculty Organizations, Alumni Group Meetings.
- C. Official MUC Administration Office Scheduling Area scheduled events of non-University groups and organizations.
1. Those events which are open to the entire University community.
 2. Those events primarily directed toward non-University groups or organizations.
 3. Those events that are restricted in membership or internal meetings.
- D. The scheduling year will begin with the fall academic semester. April 1st will be the cut-off date for priority consideration for the following year. All requests for space received after April 1st will be accepted on a first come first serve basis.
- E. The only requests for space that will be honored beyond one (1) year in advance are the following:
1. Annual traditional University-wide events, e.g., New Freshman Convocation, Welcome Week, Preview SIUE, Homecoming, Black Heritage Month, Springfest, Academic Honors Day, Commencement, Board of Trustees Meetings, Campus Blood Drives, and Dr. Martin Luther King, Jr. Observance.
 2. Dates bound by contractual obligations of the following all-University student organizations: Campus Activities Board, Student Senate, and Greek Council. Within this division, the dates will be honored on a first come first served basis.

3. Dates requiring contractual obligations of the Office of MUC Administration Office Scheduling Area that provide revenue generation events when not in conflict with major All-University events. Deposits may be required for the blocking of the Meridian Ballroom or Conference Center.
 4. Educational conferences of student, professional, and scientific organizations in which Southern Illinois University holds membership, having state or national recognition (Association of College Unions-International, National Association of Student Personnel Administrators, American Association of Higher Education).
- F. Organizations designated in A, B, and C, are permitted to block space as "tentative holds" for the purpose of reserving such space for future planning. This procedure will hold the space until August 1 for the fall semester and December 1 for spring semester. If a specific program has not been confirmed (event title, event time, estimated attendance, account number, admission charge) by the deadlines per the above schedule, the space will be released and the organization will have to reschedule on a first come first serve basis.
- G. Registered student organizations may submit requests for space, e.g., organizational meetings, bake sales and events that are directed primarily toward membership on a semester basis. Fall semester events may be submitted the previous spring and will be confirmed after April 1st priority scheduling. All events must previously be approved by the Kimmel Leadership Center.
- H. The University reserves the right to cancel any reservation if it conflicts in any way with the general policy of the University regarding events on the campus.
- I. MUC Administration Office Scheduling Area and the Morris University Center reserve the right to change a room assignment for any reservation with the understanding that, if possible, comparable facilities will be provided when the change is necessary. The sponsoring group understands and agrees that the University shall not be liable for damages for failure to provide services and the reserved space for any reason.
- J. The sponsoring group agrees to cancel reservations as soon as possible if plans are changed in order that the space will be available to other groups. A cancellation penalty may be charged per policy 4A23.

SCHEDULING THE CENTER FOR SPIRITUALITY AND SUSTAINABILITY

Registered student organizations may schedule events in the Religious Center by completing a scheduling application at the Religious Center. charged per policy 4A23.

SCHEDULING THE STUDENT FITNESS CENTER/ VADALABENE CENTER

Registered student organizations may schedule events in the Student Fitness Center/Vadalabene Centerer by completing a scheduling request form and contacting the Kimmel Leadership Center.

SCHEDULING FOR UNIVERSITY HOUSING (Housing Policy)

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

1. Any University Housing resident or Recognized Student Organization in good disciplinary standing, with a University Housing resident member as the sponsor, may schedule space in the Cougar Village Apartments Commons or the Woodland Hall Multi-function Room. Priority will be given to University Housing organizations/living communities prior to other groups. No organizations will be allowed to reserve space prior to the start of each semester.
2. A Commons Building or Woodland Hall Scheduling Request Form must be completed and submitted to the appropriate Assistant Director of Residence Life or scheduling designee for approval no later than two weeks prior to any event.
3. If the requested space is available, the event will be approved, placed on the Commons Building/Woodland Hall schedule and a confirmation sent to the sponsor. If the requested space is not available, another comparable space may be offered. No event where an admission fee/money is collected at the door will be approved.
4. The resident/organization sponsoring the event assumes complete responsibility and liability for any damages or excessive soil/litter within the reserved space and adjoining areas, including the entire building and grounds.

- Charges for damages and/or cleaning will be billed to the sponsoring resident/organization unless the person(s) responsible are identified.
5. If it is necessary to cancel the confirmed event, the resident/group must inform the appropriate Assistant Director for Residence Life or scheduling designee at least five working days prior to the event. Failure to provide notice may result in suspension of the resident/group's scheduling privileges.
 6. In order to ensure equal access to Commons Building/Woodland Hall space, no resident/group will be allowed to schedule space more than twice in a one month period. The Assistant Director of Residence Life or scheduling designee for conferences or educational purposes may make exceptions.
 7. Violations of any University or Housing policy, scheduling guidelines, room/building capacities and/or giving false information on the scheduling form will be referred for disciplinary action and future facility use may be jeopardized.
 8. All events must end by 12:00 a.m. and all participants must be cleared from the Commons Building/Woodland Hall Multi-function room by this specified time.
 9. The sponsoring resident(s)/group for the event assumes full responsibility for the behavior of all guests.

The sponsoring resident(s)/group is responsible for the set up and tear down of the space in the Cougar Village Commons/Woodland Hall Multi-function Room.

SECURITY/UNIVERSITY POLICE

Procedures Regarding Security Personnel

Definitions

- A major event not involving alcoholic beverages is defined as any event held on SIUE property that meets any of the following criteria:
 - The event is expected to attract more than 200 individuals within a limited time span (Examples: conferences, conventions, athletic events, and social gatherings).
 - The event is controversial in nature (Examples: political figures, religious gatherings).

- The event involves the temporary presence of unusually valuable items on University property (Examples: exhibitions, charity sales).
- The event coordinator is that individual or office who holds primary responsibility for scheduling and coordinating an event. Existing policies and procedures identify the following coordinators:

Coordinator of the MUC Administration Office Scheduling Area—for all events scheduled on SIUE property by groups or individuals external to the University, for SIUE groups and individuals scheduling events expected to attract non-SIUE participants and, for scheduled events involving only SIUE students, faculty, or staff.

Director of the Kimmel Leadership Center—for student events which involve on and off-campus participants.

Director of Athletics—for all intercollegiate athletic events.

Director of the Vadalabene Center—for events scheduled into that facility.

Director of University Housing—for events scheduled at the Cougar Village Housing and the Residence Halls.

Director of University Museums—for exhibits, art shows, etc.

Appropriate Deans, Directors, or other administrative heads not listed above for major events (such as school open houses, recreational tournaments in the Morris University Center, etc.) scheduled within a school or unit.

References to deans, directors, event coordinators, or other officers should be understood to include the designees of those people.

It is the responsibility of the event coordinator (as defined above) to ensure the proper level of security involvement in any major event as defined above for which he or she may be held accountable. The event coordinator should provide the Director of University Police with at least 90 days notice of any upcoming major event.

Security personnel need not be involved at the same level in all major events. The appropriate level of involvement for each event should be established by mutual agreement between the Director of University

Police and the appropriate event coordinator. The following will represent usual levels of security involvement:

Level 1:

Event coordinator notifies the Director of University Police of the upcoming major event. It is agreed that the event will require no special security. University Police are able to provide information and assistance to visitors seeking to participate in the event. Examples of this type of event might include: Conference dinner/dances, organization dinners or receptions, daytime major events held primarily for the campus community, Senior Citizen Fair, Cougar Village recreational activities.

Level 2:

Event coordinator notifies the Director of University Police of the upcoming major event. It is agreed that the University Police will reassign officers to specific campus locations as a part of usual security activities. University Police are able to provide information, assistance and traffic control at no cost to the event. Examples of this type of event might include: Walk-a-thons, bike-a-thons, SpringFest daytime events, Homecoming daytime events, convocations and other University ceremonial events, minor sporting events, Senior Olympics, dog shows.

Level 3:

Event coordinator notifies the Director of University Police of the upcoming event. It is agreed that the event will require security beyond the usual levels maintained on the campus. The University Police will provide additional security. The duration of additional service, number of officers provided, and rate of charge will be established in advance by mutual agreement between the Director of University Police and the event coordinator. Examples of this type of event might include: basketball games, major evening soccer games, SpringFest evening social events, student organization events, expositions, events which may be expected to attract a large high school audience.

In the case of a disagreement between the Director of University Police and the event coordinator regarding the level of security involvement in a major event, the disagreement will be referred to the Office of Conferences & Institutes and a solution will be sought in the same manner in which disagreements over events involving alcoholic beverages are decided. If the MUC Administration Office Scheduling Area and the University Police are unable to agree, after exhausting all possible advice, the matter will be referred to the functional heads to

which the MUC Administration Office Scheduling Area, University Police, and the event coordinator report.

University Police Role and Responsibilities Working Student Organization Events

1. The University Police Officers should arrive at the site of the event **at least 30 minutes prior** to the scheduled start of the event.
2. The Police Officers should identify him/herself to the Room Supervisor, Faculty/Staff Adviser, and organization monitors assigned to the event.
3. The University Police Officers, Faculty/Staff Adviser, and Room Supervisor should survey the site of the event for any potential problems. Special attention should be given to doors leading to restricted areas of the building and compliance with the regulations of the Fire Marshall.
4. The University Police Officers should be stationed at the entry door during periods of peak ticket sales and remain accessible throughout the event. The officers will station him/herself near the entrance to the event to prevent any admission problems and will also patrol the hallways of the Morris University Center/Cougar Village Commons Building/Residence Halls.
5. The University Police Officers will observe staff operation of the metal detector (when required), and assist in the instance of an alert signal.
6. The University Police Officers will ask guests to activate pagers and cellular telephones.
7. The University Police Officers should conduct a walk-through of the event **at 30 minute intervals or as requested by sponsoring group.**
8. The University Police Officer should conduct a complete patrol of the open areas and restrooms of the Morris University Center/Commons Building/Woodland Hall at periodic intervals during the event.
9. Should any disturbances and problems be encountered, the Officer will respond to the problem according to departmental operating procedures.
10. The University Police Officers should communicate any problems or difficulties to the Faculty/Staff Adviser and the Room Supervisor as quickly as the situation permits.

11. One half hour before the end of the event, the assigned University Police Officers will conduct a patrol of parking lots adjacent to the Morris University Center, Commons Building, or Residence Halls. If parking lot lighting is not on, the fact should be reported and the lighting turned on prior to the conclusion of the event.
12. At the conclusion of the event, the University Police Officers should aid the Faculty/Staff Adviser and the Room Supervisor/Housing Staff in clearing the building of all individuals.
13. The University Police Officers should conduct one final patrol of the Morris University Center/Commons Building/Residence Halls and the adjacent parking lots.

STAKING (Kimmel Leadership Center policy)

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

- The University will not restrict content except as otherwise set forth in this policy and except in cases where the University has determined with advice of the Office of the General Counsel that a particular item is defamatory, obscene, or possesses a clear and present danger of resulting in a serious substantive matter which the University has a right to prevent. While the University will only in very rare cases as set forth in this policy exercise prior restraint, students or student groups can be disciplined for violations of University policy which result from a publication, state, or action.
- All Staking requests will be reviewed by the Kimmel Leadership Center for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies.

Staking requests may be made in writing by recognized and petitioning SIUE student organizations and must include the specific content to be included on the signs, when the staking will take place, what the promotion is for, the student organization's name, where on the campus the staking will be displayed, and the individual's name who is requesting to stake signs.

Upon approval from the Kimmel Leadership Center the requesting student/student organization will be provided with a removal date. A maximum of 14 days will be allowed for a staking display to be displayed on the SIUE campus.

Any staking display, which remains after the specified takedown time, will be considered a violation and will result in a loss of staking privileges for one semester.

In the event of rain, or defacement by weather related conditions, staking displays may be freshened up or replaced with a similar poster board without prior notice to the Kimmel Leadership Center. Any staking display that is torn or in need of repair while posted on campus must be either taken down or repaired.

- Student Organizations may not stake in tree pods or planters, flower beds, or areas near existing University signage. Staking displays must not block ingress or egress to any facilities; disrupt the normal flow of traffic or obstruct vehicle or pedestrian traffic.
- The Kimmel Leadership Center is not responsible for removal of the staking display from any area. It is the sole responsibility of the student organization to remove displays. Materials used to stake are the sole responsibility of the requesting student organization. Staking is at the group's own risk.

STUDENT ORGANIZATION SPONSORED WEEKS

Occasionally student organizations sponsor week-long celebrations and events commonly referred to as "Weeks" such as, awareness week, founders week, or "a specific organization" week. While the Kimmel Leadership Center encourages student organizations to contribute to campus life by sponsoring programs and activities that express their purpose or fulfill the goals and missions of their group, the Kimmel Leadership Center does not recognize nor support a student organization's claim to exclusive "Weeks." The position of the Kimmel Leadership Center is that any organization may sponsor an event at any time it so desires as long as, applicable scheduling policies and procedures have been applied/observed and space is available. Further, the Kimmel Leadership Center encourages organizations to communicate and cooperate with one another in the event scheduling

conflicts occur. Student organizations are advised that because of limited space, time, and resources, no organization may be guaranteed exclusivity of space during a specified time period.

TICKETS (Kimmel Leadership Center Policy)

Statement of Policy

If an organization charges a fee or set donation for an event, the organization must adhere to cash handling procedures. The following ticket procedures are required so that the University can account for money collected on University premises.

There are two types of tickets:

1. Roll Tickets -- Any general admission event must use roll tickets if there is no advance sale for the event. Roll tickets must be used for ticket sales at the door at the time of the event. These tickets are provided by the Kimmel Leadership Center and will be included with the cash fund.
2. Advance Sale Tickets -- Student organizations can sell tickets in advance through the Information Center Ticket Office. If the organization chooses to print its own tickets, tickets and stubs must be numbered consecutively.

Before either type of ticket goes on sale, the Director, Kimmel Leadership Center or designee must check tickets. At that time, a statement from the printer verifying the number of tickets printed must also be presented. The Director, Kimmel Leadership Center or designee must have the tickets at least two weeks prior to the date ticket sales begin.

Collection of admission fees or set donations without the use of approved tickets is not permitted.

Roll tickets will be required for dances without an admission fee to monitor attendance.

Procedures

1. If there is an admission charge, a Ticket Sales Report form, available in the Kimmel Leadership Center, must be completed. In addition, a cash fund request must also be completed and submitted for approval to the Director, Kimmel Leadership Center.

2. The Kimmel Leadership Center will provide roll tickets for dances.
3. Ticket takers must collect a ticket from each person admitted to the dance.
4. All unsold tickets and a written ticket report showing number sold, number of complimentary tickets issued, and amount of cash deposited to the organization's designated 8-account must be completed and placed in the cash bag.

WEB PAGE DESIGN (Campus-Wide Information System Committee policy)

The SIUE Campus-Wide Information System (CWIS) Committee publishes the University Web Pages for the University. Recognized student groups may publish University Web Pages on the SIUE Web. University Web Pages must meet the requirements of the CWIS Guidelines, which are administrated for the CWIS Committee by the Web Administrator. To be attached to the University Web Site, a Student Organization Web Page Registration form needs to be signed by the site developer, the organization adviser, and the Director of the Kimmel Leadership Center. For further information visit www.siu.edu/CWIS/guidelines.html

Appendix I

Organizational Goal Setting

How often has your organization spun its wheels for weeks, wondering in which direction to go first? What are your goals for this year? There is one way to avoid pitfalls. Having a clear purpose, goals, and objectives can clear up some the hazy thinking.

- 1) **Purpose-** a broad, general statement that tells why your organization exists; usually doesn't change from year to year, and it often the first statement in your constitution.
- 2) **Goals-** Statements describing what your organization wishes to accomplish, stemming from your purpose. Goals are the ends toward which your efforts will be directed, and often change from term to term or year to year, depending on the nature of the group.
- 3) **Objectives-** descriptions of exactly what is to done, derived from the goals. Clear specific statements of measurable tasks that will be accomplished as steps toward reaching goals. They are short term and have deadlines.

Why Set Goals?

- Goals help define your organization.
- Provide direction and help avoid chaos.
- Motivate members by clarifying and communicating what the organization is striving for.
- Time savers by helping members and leaders become aware of the problems in time to develop solutions.

Steps for Setting Goals & Objectives:

- 1) Brainstorm potential goals as a group.
- 2) Choose from the brainstorm list those you want to work on.
- 3) Prioritize as a group.
- 4) Determine objectives for each goal and plans of action for each objective.
- 5) Move into action, follow through.
- 6) Evaluate your progress on a regular basis. Remember to stay flexible and be prepared to have your objectives change.

Basic Organizational Budgeting

One of the tasks of a Treasurer or financial officer is preparing a budget. There are all sorts of methods for preparing budgets from depending on past budgets to preparing them on computers. No one method is best for all organizations.

What is a Budget?

A budget is an organizational tool used for planning and controlling funds within an organization. It is a formal written guideline for your future plans of action, expressed in financial terms within a set time period.

What can a budget accomplish?

- It can help redefine goals that reflect realistic resources.
- It can compel members of the organization to use funds efficiently.
- It can provide accurate information to adjust, analyze and evaluate programs and activities.
- It can aid in decision making.
- It can provide a historical reference to be used for future planning.

Basic Components of a Budget

- A statement of the organization's goals, objectives and priorities.
- A specific time period to which the budget applies (school year).
- A method of reviewing budget plans and procedures.
- Budgeted financial statements: An estimated detailed income breakdown and an estimated detailed expense breakdown.

Developing a Budget

- Prepare an outline of the organization's planned activities for the upcoming year.
- Determine available funds (carry over balance from previous year, cash on hand and funds in the bank and etc.)
- Do careful studies of funding sources, costs, and estimates and possible fundraisers.

- Estimate expected income and when it is expected to be available (dues, t-shirts, sales, and etc.)
- Define needed expenses.
- Rank in order activities by their relative importance which activities are the wisest expenditures for funds.
- Choose and decide on what programs to initiate, ask yourself, "How much is available to allocate?"
- Negotiate as necessary, eliminate less essential expenditures or limit certain expenditures.
- Revise, review, coordinate, cross-reference, and then assemble into an initial budget; the budget must be flexible to anticipate conditions which might have been overlooked during the planning process.

Managing the Budget

- Once approved, adopted, and prepared, the budget should be closely managed.
- Set and maintain a minimum cash balance.
- Formulate general policies and procedures needs to achieve objectives.
- Keep an accurate log of financial transactions; maintain in organization record book.
- Assess budget at any given point of time during the budgeted period.
- Budget should be reported on at each organization meeting.
- Financial statements should be reviewed with adviser on a semester basis.

Leading can be Stressful

Most college students experience anxiety as a result of five types of college pressures: separation from family, freedom, competition, peer pressure, and choosing a career or major. Leaders add a sixth reason to that list! Coping with stress of leading and working with others is an essential skill to successful management.

Practical Hints for Coping with Stress

Look for causes. Who or what is at the bottom line? Dealing directly with the person or issue may be the best approach.

Examine your relationships. What can you do to put more warmth, more communication and mutual support into them? You will always benefit from the investment.

Evaluate. Not every argument is worth winning. Defend values that are important, but learn to ignore lesser issues. Pick your battles.

Seek Advice. Confiding in a friend, adviser, or staff member can uncoil the tightly wound spring of tension. Seek professional assistance when needed. You are worth it!

Do one thing at a time.

Learn to pace yourself. It is not possible to operate in high gear all the time. Take a break. Go for a walk.

Avoid irrational goals/expectations. Remember that not everyone must be like you. You don't have to be perfect. Personal expectations are best when within reasonable limits.

Turn off Worry. When you face your problems that have no immediate solutions try to ignore them by immersing yourself in things you enjoy. 80% of what we worry about never happens, that is a lot of wasted energy and time!

Establish some personal time daily. Allow yourself a daily relaxation activity and stick to it. It will give you something to look forward to on a daily basis.

Delegate

The art of sharing work is an indispensable concept, which must be grasped by any leader who expects to be successful. The members are the greatest source for getting things done.

Why Delegate?

- ❖ Allows for more people to be actively involved.
- ❖ Distributes the workload.
- ❖ Motivates members by giving them value and importance.
- ❖ Help organizations run more smoothly.

What to Delegate?

- ❖ Frequent tasks that repeat themselves.
- ❖ Details that take up large chunks of time.

- ❖ Specialized tasks that you feel that someone is particularly qualified or talented to accomplish.
- ❖ Tasks that readily generate volunteers

How to Delegate?

- ❖ Ask for volunteers—interest and belief in something is one of the greatest motivators for success.
- ❖ Suggest someone you feel would be good for the task. Silence in response to a request for volunteers does not necessarily mean lack of interest.
- ❖ Assign the task to someone, but select thoroughly. The person can always decline.

Don't Delegate...

- ❖ Situations where you have to change someone's behavior.
- ❖ A decision that involves changing a group rule or policy.
- ❖ A controversial issue
- ❖ Something you yourself would not be willing to do.

A Delegating Checklist

- 1) Choose the appropriate people by interviewing and placing your members carefully. Consider their time, interest, and capabilities. Specific responsibilities to be delegated to a particular person must be appropriate for the growth or developmental needs of the person at that time.
- 2) Explain why the person(s) was (were) selected for the task.
- 3) Delegate logical segments of the task. Use deadlines, the type of task, and the kinds of resources to be used to establish these divisions.
- 4) Define clearly the responsibilities being delegated to each person. Explain what is expected of the person(s) and what are the bounds of authority. Be sure to agree on the areas where the person can function freely.
- 5) Give accurate and honest feedback. People want to know how they are doing and they deserve to know. This is both an opportunity for giving satisfaction and encouraging growth. Allow for risk taking and mistakes.

- 6) Support your officers and chairpersons by sharing information, knowledge and plans with them. Many errors are made simply because of the lack of information. Share their failures as well as their successes.
- 7) Really delegate. Most responsible people do not appreciate someone looking over their shoulder. As the leader, it is hard to let go of projects. Let them do the job!
- 8) Stress the importance of evaluation: you must not overlook the need to evaluate and measure the extent to which your action conformed to your plans, if the plans went well, or if the original plans were appropriate and worthwhile.

Recruiting New Members

People join organizations for many reasons. They want to get involved; meet people and make new friends; explore interests; develop skills; and have fun. New members are the life of any organization. They provide new ideas, enthusiasm; replacements for graduated members and potential officers.

Everyone wants new members. New organizations are starting all the time. As the number of student groups increase, the competition for new members intensifies.

Evaluate Your Organization

- A. The first step to take in planning a recruitment drive is to look at your organization. Your organization needs a clear mission and goals to find new members.

What is the purpose of your group? What are your future plans? Knowing the answers to these questions will help you define whom you want to recruit and how you want to recruit them.

- B. Build a profile of those you want to recruit. Consider the following:
 - ◆ Class standing
 - ◆ Majors
 - ◆ Interest and hobbies
 - ◆ Areas where these students are likely to be found
 - ◆ The medium that will likely appeal to future members, such as posters, flyers, ads.
 - ◆ Keep the profile in mind when you advertise, but not to exclusion of others!

- C. Reflect on how your current members first became acquainted with the club and why they joined. Always consider the current memberships suggestions.
- D. Think of the opportunities your organization can provide to prospective members. Publicize your organization. Let people know what your organization is about, when and where you meet, and, most important, who is welcome to attend.

Select a method

- Information tables.
- Orientation reception or open house
- Activities fairs
- Word of mouth- encourage your current members to talk it up and invite a new person to each meeting activity
- Ads in the Alestle and flyers on campus

Retain your members

New and old member will need to feel like they belong in the group. Get them involved in the workings of the organization. Get to know them. Help them get to know you. Let them know that their contributions are needed and appreciated. Following these steps will lead to a more enjoyable and rewarding experience for both new members and the entire organization.

Maximizing Motivation

Ideas to maximize members' potential:

- ◆ Be courteous and respectful.
- ◆ Give individual attention and demonstrate that you understand members and accept their strengths and weaknesses.
- ◆ Keep members informed.
- ◆ Listen to others.
- ◆ Be fair, honest, and consistent.
- ◆ Provide honest feedback- praise successes publicly and privately give constructive criticism to help them learn from their mistakes.
- ◆ Involve members in goal setting of organization and their expectations of you.
- ◆ Occasionally have food or have some kind of treat at your meetings.

- ◆ Use team-building activities to re-energize the group and strengthen loyalty and commitment.

Herzberg's Motivation Theory (lists six (6) factors as primary motivators)

Achievement

Opportunity for accomplishment and for contributing something of value when presented with a challenge.

Recognition

Acknowledgement that contributions have been worth the effort and that the effort has been noted and appreciated.

Responsibility

Acquisition of new duties and responsibilities either through the expansion of a job or by delegation.

Advancement

Opportunity to improve one's organizational position as a result of job performance.

The Work Itself

Opportunity for self-expression, personal satisfaction, and challenge.

Possibility of Growth

Opportunity to increase knowledge and develop through job experiences.

Conflict Resolution

Conflict is an inevitable part of any growing organization. Learning to manage conflict is a skill invaluable to effective leadership. If your organization members are involved in conflict and dissent, here are some ways to manage the situation and get back towards consensus.

- II Meet with the people involved in the conflict.
- II Ask yourself if this is a personal problem between members or a split within the organization.
- II Do not try to resolve personal problems in an open meeting.
- II Draw people into discussion, encouraging them to give their point of view.
- II Discuss the issue, not each other.
- II Discuss its effect on members and the organization.

- II Set ground rules for the discussion: no derogatory remarks, no personal attacks or slurs.
- II Do not talk about irrelevant issues; discuss the present and stay on the subject.
- II State facts and observable behavior.
- II Suggest alternatives.
- II Leave the meeting with everyone understanding what was accomplished.
- II Bring closure to the meeting; state any actions that will be taken.

Passing the Gavel

Your last task as an officer can be your most important one. Gracefully transferring your knowledge and authority can have several benefits:

- 1) Your group will not “re-invent the wheel” each year because it can build on your previous knowledge.
- 2) Successful transitions will prevent the “lame duck” period when group effectiveness can be limited.
- 3) The transition process will help outgoing leaders bring closure to their experiences. It can help them let go—which is a difficult thing—for committed leaders to do.
- 4) Experienced leaders will feel needed as you use their expertise for transition programs.
- 5) New leaders will start their jobs with increased confidence and knowledge of available resources.
- 6) This process is often the most important yet least done of all the characteristics of a successful organization.

Transitions Should Occur all Year

- 1) Identify emerging leaders early in the year to give them experience and exposure to resources.
- 2) Maintain organized files including contact people, facilities, financial information, and minutes on all events your group was involved in.
- 3) Elect officers one month before the installation to provide an “overlap” period for new and outgoing officers to work together.
- 4) Encourage individual meetings between new and outgoing officers to provide a smooth transition.

- 5) Establish a calendar for the year to provide a general timeline for new officers.

A Smooth Transition Includes:

- 1) A meeting or retreat to share ideas and plans for the future.
- 2) Fill in the gaps for new officers by asking yourself what you wished someone had told you a year ago.
- 3) Share traditions, ideas, or completed projects, continuing projects and concerns, or ideas never carried out.
- 4) Acquaint new officers with physical environment, supplies and equipment, including mailboxes and required forms.
- 5) Introduce officers to key people such as advisers, administrators, staff of the Kimmel Leadership Center, and faculty who have helped your group in the past.
- 6) Update your constitution and by-laws to reflect changes made during your administration. Review job descriptions to make sure they accurately describe the offices your organization uses.
- 7) Review financial records to list outstanding bills or payments.
- 8) Express the importance of staying involved in the SIUE community and the first priority is being a student and that academics matter!

Morris University Center, Edwardsville IL 62026-1168
618-650-2686

TODAY'S DATE _____

SPONSORING GROUP _____

NAME OF EVENT _____

DESCRIPTION OF EVENT _____
(Type of Event)

PRIOR TO COMPLETING THIS FORM, PLEASE VISIT <https://ems.siu.edu> TO CHECK ROOM AVAILABILITY.

Date			SETUP ARRIVAL	BEGIN PROGRAM	END PROGRAM	EST. Attend	SPACE ASSIGNED (For KLC Staff Only)
Month	Day	Year					

REQUIREMENTS / REQUESTS

Preferred Room: _____

Tech. Requirements: _____

Room Setup: _____

Other: _____

Answer the following:

Will there be an admission charge or any other type of income, excluding dues, assessments, etc.? YES NO

Will there be a speaker? YES NO

Will food be served? YES NO

- Recognized Student Group
- Petitioning Student Group
- Class Project
- Study Group

Adviser Signature

Fiscal Officer Signature (Not a member of the Group)

Professor Signature (For Class Projects Only)

I have read and agree to abide by the University regulations governing use of space.
Please print or type:

Applicant _____ E-mail address _____

Organization Campus Box Number _____ Phone _____

Approved by _____ Date _____
(Kimmel Staff Signature)

Student Organization 8- Account Number _____ Total _____



Application for Approval of University Property for Fund Raising, Canvassing, Soliciting, Vending, and Allied Advertising

Student Organization Name _____

Activity (Dance, Table, Bake Sale, Other) _____

Facility (Location) _____

Date and Hours _____

Funds or goods to be collected _____

For what purpose are funds or goods to be collected? _____

Chair of Event Signature _____

Fiscal Officer Signature (Not a member of the Group) _____

Name, address, and phone number of the person who can verify the exact amount of money collected and provided receipts verifying either deposit or manner of use for goods collected.

Name _____

Phone _____

Campus Box Address _____

I hereby acknowledge (1) that my organization is aware of and has been advised of the details concerning this event, (2) that I am aware of the policy regarding the use of University property for fund raising, canvassing, soliciting, vending, and allied advertising (Fund Raising/Soliciting University Policy can be found in the Student Organization Handbook), (3) that the activity will be conducted so as to conform to law and with the highest standards of accountability.

University 8- Account Number _____

Signature of Applicant _____

-----DO NOT WRITE BELOW THIS LINE-----

_____ Approved _____ Rejected

Date Received _____

Kimmel Leadership Center _____
(Signature)

Date Received _____

Facility Administrator _____
(Signature)

Special permission must be sought for areas not under the jurisdiction of Conferences and Institutes or the Kimmel Leadership Center, i.e., Vadalabene/Student Fitness Center, University Housing facilities, Lovejoy Library, University Center Building, Multi-Purpose Events facility.

Additional Approval/Comments _____