



KIMMEL BELONGING & ENGAGEMENT HUB

STUDENT ORGANIZATION MANUAL
2026 – 2027

UNIVERSITY MISSION

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

STUDENT AFFAIRS MISSION

Student Affairs supports students as they learn from and navigate life's opportunities and challenges.

KIMMEL BELONGING & ENGAGEMENT HUB MISSION

Through meaningful collaborations, the Kimmel Student Belonging and Engagement Hub (KHUB) curates transformational experiences where students learn to define their purpose and identify their impact. Students, faculty, staff, and community partners synergize to educate and empower in a vibrant and inclusive space that fosters belonging.

This manual refers to policies that may be updated, organizations are expected to follow the most up to date policies. Links to the most up to date policies at time of update are provided.

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STUDENT ORGANIZATION RECOGNITION & REGISTRATION

The Kimmel Belonging and Engagement Hub (KHUB) staff assist SIUE student organizations, provide leadership training and programming assistance, encourage service to the university and community, and coordinate a variety of programs and services. The staff works closely with Student Government, Campus Activities 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.

PRIVILEGES AND BENEFITS OF A REGISTERED STUDENT ORGANIZATION (RSO) AND DEPARTMENTAL REGISTERED STUDENT ORGANIZATIONS (DRSO)

Registered Student Organizations (RSOs) are a group of students who share a common interest or goal and have been officially recognized by the university. Registration gives the organization access to campus resources, funding opportunities, event spaces, and support to help members build community, develop leadership skills, and enhance the student experience. All RSOs must register with the KHUB for use of campus services.

Departmental Registered Student Organizations (DRSOs) are student-led organizations which further the specific mission and/or programming, and or serve as student ambassadors/staff for an office, department, or program. DRSOs operate under the guidance or sponsorship of their affiliated department and may receive access to departmental resources, advising, or funding. In addition to complying with all University policies governing student organizations, DRSOs are expected to adhere to any applicable guidelines or expectations established by their sponsoring department.

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 mail services in KHUB,
- 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 KHUB,
- The right to request support and assistance from the KHUB staff and all other services and activities developed for the benefit of recognized organizations.

To provide your organization members with the greatest opportunity for academic success, the KHUB requires recognized student organizations to suspend formalized social events and/or programming for your organization and its members for the semester on Thursday at 11:59 pm prior to Finals Week. Student Organization events can resume the Monday after university commencement programs.

DRSOs AND STUDENT GOVERNMENT FUNDING

Departmental Registered Student Organizations (DRSOs) are recognized student organizations that maintain a formal affiliation with an academic department or university office. Because many DRSOs receive financial, operational, or programmatic support from their affiliated department or university unit, they may not be eligible for all Student Government funding opportunities.

Student Government reserves the right to establish funding eligibility requirements and may limit or deny funding to organizations that already receive substantial financial support from university departments, colleges, or other institutional sources. This policy is intended to ensure the equitable distribution of limited student activity funds among registered student organizations.

A DRSO's eligibility for Student Government funding will be determined in accordance with Student Government funding policies and may vary based on the type and amount of departmental support received. Organizations are encouraged to consult with Student Government prior to submitting funding requests if they have questions regarding their eligibility.

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

ENGAGE EXPECTATIONS

All student organizations are expected to:

- Regularly update their officers, primary contact, and full roster
- Submit events through the Activities tab in Engage to ensure visibility and record of engagement

These practices will be factored into the judging rubric for all applicable categories.

Refer to the Kimmel Belonging and Engagement Hub website for examples of model organization rosters and tips on maintaining your Engage profile.

HOW TO START A NEW STUDENT ORGANIZATION

SIUE has more than 200 Recognized Student Organizations (RSOs) consisting of various academic, cultural, fraternities, sororities, honor societies, professional, recreational, religious, and special interest groups. The following section is designed to assist students 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 RSOs. Groups seeking official recognition as new student organizations should meet student needs that are currently not being met by any other RSO.

Social fraternities and sororities must be accepted into membership in one of the four governing councils (IFC, PHC, NPHC, or UGC) as colony status and must comply with the expansion guidelines established by that council prior to applying for recognition approval from the Student Senate. A minimum of five enrolled SIUE student members, including three officers, is required to apply for recognition. Please note that while students are able to submit new organization petitions during the summer, that Student Government only meets during the Fall and Spring semesters.

NEW STUDENT ORG CHECKLIST -

- ☐ Submit a [New Student Organization Petition](#) to Student Government
- ☐ **Complete the New Student Organization Bootcamp Cycle:**
New organizations are required to complete the Bootcamp training series coordinated by the Kimmel Belonging and Engagement Hub. This training ensures your organization understands expectations for recognition, event planning, financial procedures, and officer responsibilities.
- ☐ **Create an 8-Account:**
All new organizations must complete the process of creating an 8-account through the KHUB Office. This account is required for all financial transactions, including funding requests and reimbursements. For more information, refer to the “University 8-Accounts” section of this manual for step-by-step guidance on how to create your account.

- ☐ After these steps are complete, your organization will be approved on Engage and considered active.

Important:

Failure to complete the required Bootcamp cycle and establish an 8-account within the designated timeline will result in the organization being placed in Restricted Status and may delay or revoke official recognition.

NEW STUDENT ORG PETITION PROCESS

- ☐ Submit the New Student Organization Recognition & Registration Form on Engage
- ☐ Meet with the SOAB/KHUB to review the recognition process and to review your constitution.
- ☐ Start promoting the organization and recruiting members
- ☐ Hold organization meeting to discuss the purpose and activities of the organization
- ☐ Develop a constitution and bylaws for the organization based on the input from members. Refer to the sample constitution that contains formatting examples for the ten articles required in every constitution
- ☐ Elect officers in accordance with the organization constitution
- ☐ Submit the above-reference recognition materials and the proposed constitution and bylaws to the KHUB within the petitioning status period
- ☐ Submit 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
- ☐ Make recommended changes to the constitution and submit the final draft and forward the final draft to the Student Senate for official recognition and approval
- ☐ A letter of recognition and copy of the constitution will be forwarded to the president and advisor after the Student Senate approves official recognition of the organization
- ☐ Complete organization registration process, including creating 8-account and finishing the Bootcamp cycle, within designated timeline.

NAMING STANDARDS

New student organizations that wish to use the University's name in the organization's title may do so, as long as University sponsorship or endorsement is not implied or stated. If an organization uses the University's name, it must adhere to one of the following naming conventions:

- Organization Name at Southern Illinois University Edwardsville
- Organization Name at SIUE

The organization name may not use any of the following naming conventions:

- SIUE Organization Name
- SIU- Edwardsville Organization Name
- "Cougar" Organization Name

Student groups not registered with the University may not use the University name any other University trademarked term in their organization's name.

Currently registered student organizations that do not follow the naming conventions outlined above are encouraged to rename their organization to align with the standards being implemented in August 2024. Following the approved naming conventions will ensure consistency and clarity among all student organizations and their connection to the University.

Club Sports and officially registered teams with Athletic and Campus Recreation and SIUE Student Government are exempted from this policy.

ANNUAL RE-REGISTRATION PROCESS

The Kimmel Belonging and Engagement Hub (KHUB)_staff is available to assist students in forming a new organization, as well as aid existing organizations in maintaining recognition status and maximizing the benefits available to Recognized Student Organizations.

- ☐ Updated Engage Profile – Remove inactive members, update officers, Advisor and Fiscal Officer
- ☐ Click Organization Request + > Re-registration
- ☐ Engage Student Leader and Advisor Training - The president, vice president or treasurer AND the advisor of every student organization must attend a training. Officers and advisors must attend every year, either in person, or online.

Student organizations are required to re-register every year in order to be considered active. **Students, not Advisors, should submit re-registration for the organization.**

Important:

- The information you submit will be checked against the Engage page, and if it does not match, your registration will not be approved.
- Advisor/Fiscal Officer information will be checked against previous registrations.
- Any changes will be confirmed with the persons who submitted the re-registration.

ANNUAL STUDENT ORGANIZATION RE-REGISTRATION WINDOWS

Student organizations must re-register during one of the official registration periods below:

Spring Re-registration - Primary Registration Period

April 1 – June 30

Organizations that fail to register by this deadline will be placed in Restricted Status and lose access to:

- The right to reserve campus spaces
- Access to funding
- Participation in the Involvement Fair or other campus-sponsored events

Fall Registration Window - Late Registration Option

November 1 – December 15

ORGANIZATION STATUS

Organizations are given a specific status depending on their registration status, restrictions, and recognition status by Student Government and the Kimmel Belonging and Engagement Hub.

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 KHUB and attended Student Organization Training.
RESTRICTED	A Recognized Student Organization with limited privileges.
PROBATIONARY	<p>A Recognized Student Organization may be placed on probation for a specific period with limited privileges as determined by the Director of the KHUB for one of the following:</p> <ul style="list-style-type: none"> • Fewer than five members, • Lack of a Faculty/Staff Advisor, • Insufficient funds or a deficit balance in the organization's account • Ineligible officer(s), <p>Privileges may also be restricted by the Office of the Vice Chancellor for Student Affairs.</p>
INACTIVE	A Recognized Student Organization that has not submitted current recognition materials and/or attended an officer training and, therefore, has no privileges.
SUSPENDED	<p>A Recognized Student Organization that has been suspended for disciplinary or financial reasons. Suspended student organizations lose all privileges granted to registered student organizations. An organization may be suspended for one or more of the following reasons:</p> <ul style="list-style-type: none"> • Insufficient funds in the organization's account, • Outstanding balance owed to off campus businesses or entities, • Violation of the Student Conduct Code document, • Violation of state or federal laws,

	<ul style="list-style-type: none"> • 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	<p>A Recognized Student Organization may have its recognized status revoked for one or more of the following reasons:</p> <ul style="list-style-type: none"> • 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 June 30 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

REVOCATION PROCESS

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

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

GRIEVANCE PROCEDURES

The grievance procedures have been developed to identify the steps taken in instances when an organization's status has been called into question because of a complaint or an adverse report about an organization's activities. Infractions that fall under the authority of the *Student Conduct Code* shall be sent to the Dean of Students office.

Reported infractions of individual RSO's constitution shall be directed to the KHUB.

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

- ☐ Any complaint against a Recognized Student Organization shall be directed to the KHUB.

- ❑ Any complaint received by the KHUB 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 KHUB.
- ❑ KHUB staff member will attempt to resolve the matter through informal means once a complaint has been received. The president and advisor of the organization involved will be contacted 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.
- ❑ If informal discussions fail to resolve the complaint, and the KHUB determines that formal action should be pursued, the KHUB will recommend to the Vice Chancellor for Student Affairs that appropriate disciplinary action be taken against the organization.
- ❑ An organization has the right to appeal the decision of the KHUB in writing to the Vice Chancellor for Student Affairs within 10 working days.
- ❑ 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 KHUB. 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.

STUDENT ORGANIZATION AWARDS - LEADERS AND LUMINARIES

The Kimmel Belonging and Engagement Hub is proud to host the annual Leaders and Luminaries Awards, celebrating outstanding student organizations, programs, and leaders that exemplify excellence in involvement, leadership, and community impact.

These awards aim to recognize organizations that are actively contributing to campus life through meaningful programming, strong internal operations, and consistent engagement with their members and the broader SIUE community.

General Evaluation Criteria

Award selections will be based on a combination of the following factors:

- Active and accurate Engage usage, including: up
 - Up-to-date roster, officer positions, and primary contact
 - Use of the events feature to promote programs, interest sessions, and meetings
- Quality and innovation of programming
- Contribution to diversity, equity, inclusion, and belonging
- Leadership development and member engagement
- Collaboration with other student organizations or departments
- Community service or civic engagement efforts
- Alignment with the organization's mission and purpose

OFFICER REQUIREMENTS & ELIGIBILITY

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

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

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

PROCEDURES FOR RELEASE OF GRADE POINT AVERAGES

- The KHUB will secure grade point averages for specific organizations directly advised through Kimmel. In addition, the KHUB can confirm GPAs to ensure that all organization members holding an office within their respective organizations hold and maintain at least a 2.3 grade point average.
- University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization.
- The following procedures have been established regarding release of grade point averages:
 - Grade point averages may be secured on a continuing basis for members of an organization and released as permitted or authorized by law.
 - Each member for whom an organization desires grade point averages will be requested to sign a Grade Point Average Release Form.
 - This release will be kept on file in the KHUB and shall remain in effect as long as the individual remains a member of a fraternity/sorority and enrolled at SIUE.
 - The KHUB will verify permission for the release of the information.
- Once grade point averages have been secured, the information will be disclosed as permitted or authorized by law, to the President, University Advisor, Scholarship Chair, and national Headquarters Staff for use in chapter scholarship programming, awards recognition, and for verification of achievement of minimum academic standards

OFFICER RESPONSIBILITIES

- Complete the annual registration process through [Engage, powered by Suitable](#) and update officer and advisor information as changes are made.

- Participate in the **mandatory Student Organization Training** held each Fall semester.
- Pick up the organization's mail on a regular basis.
- Maintain a copy of the organization's current constitution and/or by-laws on file through Engage.
 - 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 policies, local, state, and federal laws.
- Update the organization's Engage page.

MEMBERSHIP REQUIREMENTS

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

When a student organization has a selective membership (i.e., honor societies, professional service, and social groups) the selection of members must be made without reference to race, color, national origin, ancestry, religion, sex, sexual orientation, gender expression, gender identity, marital status, genetic history, age, physical or mental disability, pregnancy or related conditions, military status, or unfavorable discharge from military service.

All Recognized Student Organizations shall follow Federal regulations pertaining to non-discrimination on the basis of sex, as outlined in [Title IX of the Education Amendments of 1972](#):

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 to race, color, national origin, ancestry, religion, sex, sexual orientation, gender expression, gender identity, marital status, genetic history, age, physical or mental disability, pregnancy or related conditions, military status, or unfavorable discharge from military service."

STUDENT ORGANIZATION ADVISORS AND FISCAL OFFICER

ADVISOR REQUIREMENTS

SIUE requires that all student organizations have approved advisors. All University employees are eligible to serve as advisors for student organizations. Emeritus Faculty are eligible to serve as advisors for student organizations but not as fiscal officers. Graduate assistants and student employees are not allowed to serve as advisors or fiscal officers. The Kimmel Belonging and Engagement Hub (KHUB) can aid in selecting an advisor; however, securing an advisor is the organization's responsibility.

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

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

ADVISOR RESPONSIBILITIES

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

- Maintaining close communication with the KHUB;
- 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;
- Assist Fiscal Officer in overseeing financial transactions of the organization;
- Being familiar with the organization's history;
- Providing continuity;
- Assisting with officer trainings;
- Assisting with the establishment of realistic goals;
- Evaluating progress made toward goals.

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

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

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

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

FISCAL OFFICER RESPONSIBILITY

All student organizations are required to have a fiscal officer. Most of the time, the student organization's advisor also serves as the student organization's fiscal officer. Below are the requirements to become a fiscal officer:

- The fiscal officer must be a full time SIUE employee (not a graduate assistant or student employee).
- Fiscal officers must sign
 - [Account Changes or Discontinue Form](#)
 - [Request for AIS Access Form](#)
 - [Fiscal Officer/Delegate Attestation Form](#)
- This is in accordance with the Oracle [Administrative Information System \(AIS\)](#). (Please review the AIS website for further instructions).
- 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 tolerated. Commitments in excess of available funds will be returned to the fiscal officer.

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.

ADVISOR/FISCAL OFFICER REMOVAL PROCESS

The Vice Chancellor for Student Affairs or Designee and the Kimmel Belonging and Engagement Hub (KHUB) reserves the right to remove an advisor and fiscal officer from their role with a student organization should circumstances require such action.

Grounds for removal of an advisor and fiscal officer include but may not be limited to:

- Inappropriate behavior and/or language;
- Behavior that violates University policy and/or procedure;
- Direct knowledge of hazing incidents and/or failure to report such incidents;
- Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior;
- Behavior resulting in unreasonable and/or unnecessary risk for students.

Student organizations may have the right to remove an advisor and fiscal officer from their role with the group. Should a student organization believe it is in the best interest of the organization to remove an advisor, the following steps should be taken:

- ☐ Student organization leadership meets with the advisor and/or fiscal officer to address and explain any concerns regarding the person's role in the organization.
- ☐ Student organization leadership and advisor and/or fiscal officer agree on a specified period of time for the concerns to be properly addressed.
- ☐ If concerns are not addressed adequately, then the group must submit a request to remove the advisor and/or fiscal officer to the Kimmel Belonging and Engagement Hub. Formal requests must include reasons and justifications for the removal.
- ☐ Only after approval from the Kimmel Belonging and Engagement Hub may an organization inform an advisor or fiscal officer that they have been removed from their responsibilities and/or affiliation with the organization.

ADVISOR/FISCAL OFFICER CHANGE PROCESS

If your organization's Advisor or Fiscal Official (FO) resigns, steps down, or is no longer affiliated with the University, it is the organization's responsibility to update its records in Engage within the required timeline. Failure to do so may result in the organization being placed in Restricted Status, which may include the loss of privileges such as event space reservations, Student Government funding, and other university resources.



FISCAL OFFICIAL GRACE PERIOD

If a Fiscal Official vacancy occurs, the organization will be granted a grace period of up to 90 days, during which the Director of the Kimmel Belonging and Engagement Hub will serve as the organization's interim Fiscal Official. This grace period is intended to allow the organization sufficient time to identify and appoint a new eligible Fiscal Official. Organizations that fail to designate a replacement Fiscal Official by the end of the 60-day grace period may be placed in Restricted Status until the vacancy is resolved. **Grace periods may be extended if pending university breaks per the [registrar calendar](#).**



NOTIFICATION PROCESS

When an Advisor or Fiscal Official is no longer affiliated with the organization, the Kimmel Belonging and Engagement Hub will send an official notification to the organization's leadership. The notification will include:

- Instructions for selecting a new Advisor or Fiscal Official.
- A link to the **Advisor/Fiscal Official Change Form**.



TIMELINE

- **Within 30 Days of Notification** the organization must submit an **Advisor/Fiscal Official Change Form**.
- After submitting the Advisor/FO Change Form, the new Advisor/FO will receive a follow-up email with paperwork to officially confirm their role.
- **Within 30 Calendar Days of Follow Up Email** - the proposed Advisor or Fiscal Official will receive an email with the required confirmation and onboarding documents. The proposed Advisor or Fiscal Official must complete and submit all required documentation.

Please Note:

- Organizations that do not complete these steps within 30 calendar days may be placed on **restricted Status until all paperwork is completed**.
- If an organization is actively working to secure a replacement Advisor or Fiscal Official, the organization may request an extension from the Kimmel Belonging and Engagement Hub before the end of the **60 day grace period**. Extension requests are reviewed on a case-by-case basis

UNIVERSITY POLICIES & PROCEDURES

The policies in this section are not inclusive of all University policies. For additional University policies, refer to the [Policies and Procedures of Southern Illinois University Edwardsville](#).

STATEMENT ON DIVERSITY

The SIUE Statement on Diversity reflects SIUE's commitment to recognizing and valuing the contributions of the breadth of humankind. This statement, adopted in January 2025, replaces an earlier version:

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

- Southern Illinois University Edwardsville recognizes that our strength lies in the varied perspectives, experiences, and backgrounds of our students, faculty, and staff. The university is dedicated to creating a campus climate that embraces diversity and promotes equity and inclusion. Each member of the University is responsible for contributing to such a campus environment.
- Southern Illinois University Edwardsville is committed to education that explores the historic significance of diversity and acknowledges the historical and systemic inequities that affect marginalized groups and is committed to addressing these challenges.
- Southern Illinois University Edwardsville is dedicated to building a student body and workforce representative of the rich diversity of our society. We believe that diversity enhances learning and innovation, equipping our community with the skills needed to address complex global challenges as we progress in the 21st century.
- Southern Illinois University Edwardsville recognizes that a democratic society depends on equitable access to opportunities, representation across identities and perspectives, and the freedom for all to engage without fear of bias or discrimination. Through education, dialogue, and advocacy, we strive to equip our community with the tools and knowledge to become informed, engaged, and ethical leaders in democracy. We encourage critical thinking, respectful debate, and a dedication to social justice as we prepare to contribute meaningfully to an inclusive and fair society. The university affirms that diversity and inclusion are essential elements of a thriving democracy.

CAMPUS CLIMATE CONCERN

SIUE takes all reports regarding campus climate concerns seriously. Any incident that prevents the members of our community from fully contributing or that creates an environment that limits the ability of an individual to work, study, or participate in university life must be addressed.

If you are unsure whether the concern at hand is a campus climate concern, speak to someone in the Kimmel Belonging and Engagement Hub at (618) 650-2686.

Incidents that are criminal in nature should be reported to the Southern Illinois University Edwardsville Police Department at [\(618\) 650-3324](tel:6186503324).

For more information about Campus Climate Concerns and to submit a report [click here](#).

SEXUAL HARASSMENT

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

EQUAL OPPORTUNITY, ACCESS AND TITLE IX COORDINATION

If you have been affected by any form of sexual harassment or sexual misconduct, reporting what has happened can help ensure your safety and provide you with resources for coping with the impacts of what you have experienced.

There are several options for beginning a conversation about what has happened. The option you choose is up to you and will depend on your needs and the kind of response you want. In most cases, your decision to make a report will not automatically result in a formal investigation unless that is what you want. If you want more support and information for understanding your options, please contact the [EOA office](#).

Retaliation is prohibited - to [report an incident click here](#).

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act of 1990 ("ADA") requires that public institutions provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. Registered Student Organizations (RSOs) are expected to provide accommodations in alignment with the ADA for their programs and activities on campus. If you are planning a program, choose a location that is physically accessible. For enrolled students with disabilities requiring special accommodations, ACCESS in conjunction with Student Government has resources available for

registered, SG funded student organizations that have a request for special accommodations by enrolled students. Please visit [ACCESS](#) at least 5 business days prior to the event to determine and assist with the necessary accommodation requests.

ANTI-HAZING POLICY

The University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action.

EXPRESSIVE ACTIVITIES

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

The University's Expressive Activity Policy may be found [here](#). SIUE shall not consider the content or viewpoint of the expression or the possible reaction to that expression in applying this policy.

If your organization is interested in hosting an activity on campus, please contact Aundrea Jackson Assistant Director of Student Involvement who can organize a meeting with campus administrators to ensure University guidelines and policies are followed.

PAINTING THE ROCK

We know that painting the Rock in the Stratton Quad provides a unique opportunity for individuals and student organizations to share event announcements, organization promotion, words of encouragement and messages of general University Spirit. **Painting the areas around the Rock, such as the sidewalk, grass or bricks is strictly prohibited.**

COLLECTIVE RESPONSIBILITY & CONDUCT PROCESS

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

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

Or whether:

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

Collective & Individual Responsibility

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

STUDENT ORG CONDUCT PROCESS

- Staff, faculty, and students should submit reports of alleged student organization misconduct to Student Conduct/Office of the Vice Chancellor for Student Affairs. Reports should be submitted in writing for documentation purposes. (E-mail is acceptable.)
- The Student Conduct Administrator will follow the investigative procedures outlined in **Section Three of the Student Code of Conduct**.
- If this preliminary investigation supports an allegation of misconduct by the organization (not just an individual member), Student Conduct will notify organization advisors and/or national organizations as a courtesy and for possible investigation by the national organization.

- Student organizations will participate in a student conduct hearing, either administrative review or hearing panel review, depending on the severity of the alleged misconduct and the potential for suspension as an organization and/or individual students.
- As part of the University's response to any report of alleged misconduct, and regardless of whether there has been a request for formal disciplinary investigation or law enforcement action, the Student Conduct Administrator has the authority to impose interim administrative measures that affect the educational, living, or work environments of the student organization and its members, where necessary to protect students from potential future injury or harm impacting the educational environment. The Student Conduct Administrator will notify the student organization by email of any administrative measures being imposed. No such measures will be imposed prior to the student organization being provided with information regarding the allegations against them. Administrative measures will be effective upon sending the notification and will last until further notice if no end date is specified. If an organization is placed on administrative measures and the organization is part of a national/international organization such as a fraternity or sorority, Student Conduct will notify the organization leadership via phone call.

FINANCES & FUNDING

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

Role of the Treasurer, President, and Advisor

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

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

The best place to send an organization's bank statement is to their 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.

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 KHUB.

The Student Government Office serves several functions:

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

Funding Entities

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

- Annual Allocations
- Programs
- Travel

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

FUNDING IS AVAILABLE ON A FIRST-COME, FIRST-SERVED BASIS DUE TO LIMITED FUNDS.

OBTAINING FUNDS

No organization or event shall be funded if it discriminates on the basis of any protected classification, as stated in the [University's Non-Discrimination and Non-Harassment Policy](#).

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

Funding request forms are available on Engage. 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 KHUB determines final approval.

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

Program requests must be submitted to the Student Government Office at least sixty (60) days prior to the event. Travel requests must be submitted to the Student Government Office at least forty-five (45) days prior to travel.

No late submissions will be heard.

To learn more about the process to receive Annual Allocations, Program Funding, or Travel Funding please refer to the Student Government Funding Manual. The manual can be found on the Student Government [website](#).

UTILIZING STUDENT ALLOCATED FUNDS

To utilize any funds allocated from Student Government, organizations will need to make an appointment with the KHUB Coordinator of Student Organizations for program funding and the Officer Manager for travel funding. Their hours for Student Organization Funding can be found on the KHUB Website and the door of the SG Office. Organizations who are put on NSF status will be restricted from utilizing any allocated funding until the amount is paid.

UNIVERSITY 8-ACCOUNTS

An 8-account is the University's version of a personal savings/checking account for a Student Organization. Organizations are required to have an 8-account, and new organizations will not be recognized until they complete the paperwork to establish one.

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

Recognized Student Organizations (RSOs) 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 KHUB is available to assist organizations with these processes.

P-CARD CHECK OUT PROCESS

Student Organizations in good standing can check out University Purchasing Cards (P-Card) through Student Government to make purchases utilizing the organization's 8-account.

CHECK OUT: To request a P-Card, student organizations will need to go to the Student Government Office and complete a P-card request form, itemized shopping list with cost per item, and purpose for purchase. This will need to be signed by the organization's Fiscal Officer. Organizations must show they have the funds to cover the anticipated cost of the items. **Organizations are expected to book a meeting with KHUB Office Manager, Linda Eliearnn (lieiler@siue.edu) to set up an appointment to check out a P-Card.**

CHECK IN: When returning a P-Card the organization will be expected to return an itemized receipt with a signature from the person who purchased the items. Purchases must follow [SIUE P-card Purchasing Rules and Regulations](#).

Please Note: Cards can be checked out for no more than 24 hours, Monday through Thursday, and must be returned by 4:30PM on Fridays. No student organizations are allowed to keep a P-Card over the weekend.

INSUFFICIENT FUNDS

If insufficient funds or a deficit occurs in an 8-account, the student organization will be notified and given 2-5 business days to pay their balance before they are given a restricted status and will be unable to schedule space or request or receive allocated Student Government funding until proof is received that

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

FUNDS OWED TO OUTSIDE ENTITIES

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

USE OF EXTERNAL BANK ACCOUNTS

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

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

FUNDRAISING

Most organizations find it necessary to conduct fund raising efforts to defray financial obligations for members. RSOs are permitted to solicit monies on campus according to the fundraising policy. Organizations must register any fundraising and solicitation on and off campus.

PROCESS FOR ALL FUNDRAISING/SOLICITATION ACTIVITIES

- Submit a Fundraising via Engage **no later than two (2) weeks before an event.**
- KHUB will review the form and either approve or reach out for more information.
- Once the form is approved, a copy will be sent to the contact listed.

Please Note: Solicitation requests will not be approved by Event Services without prior approval from KHUB. Failure to receive such permission prior to engaging in solicitation may result in disciplinary action being taken against an individual or an organization.

ADMISSION TO STUDENT ORGANIZATION EVENTS

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.

FOOD RELATED FUNDRAISERS

Student organizations may sponsor one (1) food related fundraising activity per semester on campus (i.e., barbecues, pizza meals, fish dinners, chili/spaghetti dinners). This excludes food fundraising activities sponsored during traditional events such as, Cougar Welcome, Homecoming, and Springfest. Said events must be scheduled according to the scheduling and solicitation policies and all rules and laws governing scheduling and solicitation must be followed. All food items must be pre-packaged, sold individually wrapped, and business created – no homemade items. Student Government Allocations and Programming Funds cannot be used for fundraising.

BEVERAGE POLICY

- Student organizations desiring to sell beverages during fundraising activities may only sell Pepsi beverage products (a complete list of approved beverages is available in the KHUB).
- Student organizations are not permitted to distribute free non-Pepsi beverage products on university premises.

OFF- CAMPUS VENDOR POLICY

Student organizations may invite off-campus vendors to campus for specific fund-raising purposes per the following guidelines.

- A scheduling request form and a solicitation form must be submitted in the usual manner.
- A member of the sponsoring student organization will be present at the fund-raising activity at all times.
- The name of the sponsoring student organization and the percentage of commission that the organization is receiving must be clearly displayed as the sponsor of the activity. The vendor's name CAN NOT be displayed. (Example: 25% of today's sale benefits (name of organization in bold)).
- 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.

- 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.

ADVERTISEMENT, MARKETING AND COMMUNICATION

Student organizations play an important role in building the reputation of SIUE. We rely on you to help us protect the image and identity of the University. Students and organizations are doing great things at SIUE, and we want to ensure that the reputation of the University reflects your hard work and success.

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

IMPORTANT!

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

Please note:

- All use of SIUE trademarks must follow the University’s [Visual Identity Requirements](#). You are responsible for complying with University policies and local, state and federal laws. Ultimately, you will be responsible if content is inappropriate or illegal.
- Contact University Marketing and Communications at marketing@siue.edu or (618) 650-3600 for more information or to request design approvals.
- RSOs may also utilize the services provided through the **Morris University Center Marketing** department, located in Room 2027 of the Morris University Center. The Morris University Center Marketing Department provides marketing, promotional, graphic design, web and social media support for internal and external departments and student organizations.

MORRIS UNIVERSITY CENTER & STUDENT SUCCESS CENTER ADVERTISING POLICIES AND RESOURCES

Advertising Content is the tangible display of advertisements within the University facilities or affixed to University structures shall be done in a manner consistent with this policy and the procedures set forth herein. Material presented for the available opportunities must be content neutral and will be limited to a time, place and manner regulation consistent with University policy and applicable law. No material related to alcohol, tobacco, gambling, pornography or other graphic or inappropriate images or languages will be allowed. All advertising must conform to the standards set for the SIUE campus as established by [Marketing and Communications](#). For the most current SIUE brand standards, and more information on advertising spaces, [click here](#).

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

A - Frames	Great visual tool for large scale posters to advertise upcoming events. Especially helpful if you want to advertise multiple events on one poster.
Cougar Statue	The Cougar Statue is available for reservations outside the north entrance to the MUC. This location can be reserved by SIUE registered student organizations, available for major all-University on-campus events only.
Electronic/Digital Signage	TV Screens, Visix, and Charging Stations are all available for organizations to reserve to post promotional materials. <ul style="list-style-type: none"> • Visix Screens (Free) – University-wide Visix screens are free for student organizations and offices to use. To submit content for these screens, contact University Marketing and Communications (marketing@siue.edu). • Center Court & Charging Station Screens (\$15 Fee) – There is a \$15 fee for Center Court and Charging Station slides. To request these screens, contact Austin Hinderliter (ahinder@siue.edu) and complete a MUC work order form.
Event Related Wayfinding Signs	Event-related wayfinding signs must be limited to areas that have been coordinated with the Event Services office.
Exterior Banners	These event specific banners can be placed at the three main entrances to the MUC.
Free Stand Poster Signs/ Wall Mounted Signs	Available to be used in both the MUC and SSC, these 24x36 signs can be used to promote events and happenings.
Floor/Wall Stickers	These are prohibited in the MUC but can be placed in SSC.
Goshen Lounge Banners	Showcase your organization by purchasing an annual spot in one of the main programming areas on campus. These spots are not available for specific events.
Table Tents	Table tents are prohibited within the MUC and SSC public spaces.
Promotional Flyer	Unless posted on the free board located by the Lot B entrance to the MUC all flyers must be approved and posted in the locations permitted by the KHUB.

Please note:

- The Director reserves the right to approve or deny any request that does not fit within the mission and vision of the MUC and SSC.
- The MUC reserves the right to update the current MUC and SSC Advertising Policy and procedures at any time to carry out the purposes and objectives of the University.

MEDIA RELEASES & PUBLICITY

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

To publicize your organization:

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

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

SOCIAL MEDIA platforms are excellent tools to promote your organization and communicate with members. If your organization is using social media, it is important to recognize that publicly shared information, statements, and graphic representations online may have a significant impact on the reputation of the University and its programs. Social media accounts representing the University are subject to the [Social Media Policy for University Accounts](#). The full policy is available online.

MERCHANDISE & APPAREL

In order to use any of the SIUE Trademarks, including the wordmarks and logos, as well as the names “Southern Illinois University Edwardsville” and “SIUE,” you must work with one of our [approved licensees](#). All vendors working with SIUE trademarks must be an approved licensee. If your organization wants to work with a vendor who is not currently a licensee, instructions for the vendor to become licensed are available on the Marketing and Communications

ENGAGE is the student organization management platform at SIUE. Engage is the online organization and involvement management tool. Each student organization will have a personalized website through this program which will allow them to communicate with members in an efficient way. This will be the primary means of communication from the Kimmel Belonging and Engagement Hub for student organizations.

PHOTO RELEASE You are responsible for getting a photo or video release form signed by the subject(s) of your photo or video if you are using their image to advertise your services or products. General photography or b-roll video showcasing a past event do not require a release. However, it is common courtesy to let your attendees know that you are taking photos or video at an event. If you are unsure whether you need a release, err

website. SIUE reserves the right, in its sole discretion, to approve or not approve the use of its marks on any product. Licensees must submit each product or design for approval, and SIUE will approve each use of its marks on a per-product, per-design basis. marketing@siue.edu or (618) 650-3600.

on the side of getting a release signed. You may also call the University Photographer in Marketing and Communications at (618) 650-3362 with any questions.

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

DESIGN APPROVAL & USE OF UNIVERSITY LIKENESS

Student organizations that create promotional materials - such as t-shirts, flyers, banners, or social media graphics must follow University standards when using any official logos, branding, or likeness of the University.

This includes but is not limited to:

- ☐ SIUE wordmarks and logos
- ☐ The Cougar logo or mascot
- ☐ Names or likenesses of University departments (e.g., "Kimmel Belonging and Engagement Hub")

When to Seek Design Approval

Design approval is required prior to production or distribution if your organization plans to:

Include a sponsor's logo on any material (e.g., t-shirt, poster, website)

- ☐ Use any SIUE-branded elements
- ☐ Associate the University with an external business, nonprofit, or initiative

You must submit your design for approval if:

- ☐ A sponsor is being listed
- ☐ The event or material is publicly representing the organization in partnership with a company or external group
- ☐ The design may imply SIUE's endorsement

Prohibited Design Content

Designs will not be approved if they:

- ☐ Promote or depict alcohol, drugs, or tobacco
- ☐ Include political endorsements
- ☐ Misrepresent or misuse the University's name or branding
- ☐ Violate SIUE's Non-Discrimination and Inclusion policies

How to Submit for Approval

To receive approval from the Kimmel Belonging and Engagement Hub:

- ☐ Submit your design draft (PDF, image file, or link) to kimmelhub@siue.edu
- ☐ Include a brief explanation of the intended use and if any sponsors are involved
- ☐ Allow 3–5 business days for review and feedback

If a design is denied, feedback will be provided with clear suggestions for revision.

POSTING AND DISTRIBUTION OF MATERIALS (Kimmel Belonging & Engagement Hub policy)

Flyers and Posters

- **All flyers/posters must visibly bear the name of the registered student organization or university department printed in English and an expiration date.** Each flyer must also have an original approval stamp from KHUB.
- The expiration date of a posting will be the day after the event advertised. In the case of advertising not pertaining to a specific event, the poster must indicate an expiration date no later than one (1) month 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 after one (1) month.
- The University will not restrict content except as otherwise set forth in this policy and except in cases where the University has determined with advice of the Office of the General Counsel that such expression is defamatory, obscene, or is otherwise not protected by the First Amendment to the U.S. Constitution. While the University will only in very rare cases as set forth in this policy exercise prior restraint, students or student groups can be disciplined for violations of University policy which result from a publication, statement, or action.
- All materials will be reviewed for appropriateness and conformity to all applicable University guidelines and Board of Trustee policies.
- Student organizations may not advertise on University property that events to be held off-campus will have alcoholic beverages present. Advertisements may not imply or suggest by symbol or name any reference to alcoholic beverages (e.g., shot glasses, wineglasses, kegs, and so forth).
- Posting is to be done on designated bulletin boards and kiosks only. Any materials posted on walls, doors, windows, pillars, garbage cans, automobiles, benches, trees, sidewalks, or any other unauthorized area will constitute a violation of the policy and may cause the offending organization to lose its posting privileges for one full calendar year from the date of the offense.
- The KHUB 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.
- Cost of removal of flyers/posters posted in unapproved locations and unauthorized manner will be charged back to the offending organization or department.

- 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".
- A maximum of 125 fliers will be stamped (Max of 110 for Housing + Spaces on Campus)
- Questions regarding campus bulletin boards should be directed to KHUB.

Distribution by Outside Entities

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

Distribution by Handout

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

Distribution from Booths and Tables

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

PEPSI® BANNERS

(Kimmel Belonging and Engagement Hub Policy)

- Pepsi ® banner building materials are available in the KHUB and may be requested by organizations in good standing.
- 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.
- A maximum of three (3) banners may be requested for a single event (exceptions made by the Director of the KHUB on a case-by-case basis).
- Pepsi ® banner materials may **NOT** be requested by individual sponsored events nor for student group recruitment, senior class projects/assignments, class projects, or fund-raising activities held off-campus that do not support University organizations.

- Pepsi ® banner materials may **NOT** be requested by student organizations to promote events that are held off-campus unless the event is deemed to be a campus wide initiative by the KHUB.
- All Pepsi ® banner requests will be reviewed by the KHUB 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 KHUB 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 KHUB, the requesting student organization will be assigned posting locations and a removal date. Posting approval is granted at the time of request; however, banner materials will be made available within a week prior to posting time. The sponsoring organization will be contacted when the materials are available.
- A maximum of 7 calendar days will be allowed for a Pepsi ® banner to be displayed on the SIUE campus. Banners must be removed within 24 hours after the event advertised on the banner. At the time of removal, all parts of the banner must be removed including strings and banner material.
- Banners may only be posted in designated locations as outlined in the Pepsi ® Banner Posting Request Form. Student organizations or University departments/units may not post Pepsi ® banners in the Morris University Center, over the balconies of University buildings, or to cover up banners currently posted. Student organizations and University departments/units may not use their own staking poles to post banners; only the stationary poles located in designated areas throughout campus may be used to post Pepsi ® banners.
- In the event the banner is torn or defaced by weather related conditions, it may be repaired or replaced with a similar banner without prior notice to the KHUB.
- Student organizations or University department/units are responsible for assembling banners, hanging banners and taking down banners and ropes. Materials used to post are the sole responsibility of the requesting student organization or University department/unit. Posting is at the group's own risk.
- Any Pepsi ® banner, which remains after the specified takedown time, will be considered a violation and will result in a loss of Pepsi ® banner posting privileges for six months.

UNIVERSITY & KHUB EVENT POLICIES

Student Organizations must follow both KHUB and University Policies. As policies are being consistently updated to best reflect current needs, best practices, laws, and policies links to the official and full policies are hyperlinked throughout this section. Organizations are required to familiarize themselves with the policies as they will be held liable and responsible in following all of them

UNIVERSITY POLICIES – Alcohol, Copyright, Movie Screening, Raffle, Gambling, Chalking & Staking

<u>ALCOHOL</u>	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.
<u>EXPRESSIVE ACTIVITIES</u>	<p>This Policy applies to all buildings, grounds, and other spaces owned or controlled by Southern Illinois University Edwardsville (SIUE). The term "Expressive Activity" includes:</p> <ul style="list-style-type: none"> • Meetings and other group activities of students and student organizations; Speeches, performances, demonstrations, rallies, vigils, and other events by members of the University community, including students, student organizations, and outside groups invited by student organizations; this Policy also applies to these • Distributions of literature, such as leafleting and pamphleting; and • Any other expression protected by the First Amendment to the U.S. Constitution
<u>COPYRIGHT LAWS</u>	<p>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.</p> <ul style="list-style-type: none"> • UNITED STATES COPYRIGHT OFFICE • DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA) • TECHNOLOGY, EDUCATION, AND COPYRIGHT HARMONIZATION ACT (TEACH ACT)

	<ul style="list-style-type: none"> • Southern Illinois University Internet Privacy Policy • Intellectual Property Rights Involving Courseware Development and Distribution
<u>LARGE SCALE EXTERIOR EVENTS HOSTED BY RSOs</u>	<p>The policies and guidelines linked are for use of university grounds for any Large Exterior Event, as defined as all evening events with an anticipated attendance of 200 or more, requires amplified sound or music, and/or have non-seated attendants, held outdoors and sponsored by a recognized student organization. A request to schedule space for an event by a sponsoring group shall be approved, provided that the proper guidelines have been met and the space is available. The sponsoring group agrees to abide by all University policies and procedures that govern the use of university facilities and the Student Conduct Code . This policy shall in no way affect the full exercise of constitutional rights of free speech, assembly, or religion, nor is it intended to restrict the right to engage in any activity covered by the SIUE Policy on Expressive Activity, the Solicitation Policy, or the SIUE Naming Policy. The right to sponsor a large exterior event is a privilege and all policies and procedures will be enforced. Any violations may result in the suspension of the sponsoring group's scheduling privileges for large exterior events for up to two consecutive calendar years.</p> <p>For large scale events please see the Risk Management Section to see additional requirements.</p>
<u>MOVIE SCREENING EVENTS</u>	<p>An organization 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.</p> <p>Please contact the KHUB for assistance in securing movie rights.</p>
<u>RAFFLE</u>	<p>Raffles and gambling conducted by student organizations (or any person) are prohibited under the Illinois Criminal Code.</p>
<u>CHALKING</u>	<p>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 such expression is defamatory, obscene, or is otherwise not protected by the First Amendment to the U.S. Constitution. While the University will only in very rare cases as set forth in this policy exercise prior restraint, students or student groups can be disciplined for violations of University policy which result from a publication, statement, or action.</p> <ul style="list-style-type: none"> • Chalk utilized must be sidewalk chalk and be biodegradable. No spray paint chalk is allowed. Chalking should be limited to walkways, brick concrete and blacktop areas. Chalking should be no bigger than a 15 foot by 15-foot area. • Chalking on walls and other vertical surfaces is prohibited.

	<ul style="list-style-type: none"> • The University is not responsible for the removal of chalk from any area. 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.
STAKING	<ul style="list-style-type: none"> • Staking requests must be submitted and approved to Facilities Management. Facilities Management may be contacted at 618-650-3711 or fmserv@siue.edu. Upon approval from Facilities, the requesting student/student organization will be provided with a removal date. • 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. • 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. <p>It is the sole responsibility of the student organization to remove staking displays. Materials used to stake are the sole responsibility of the requesting student organization. Staking is at the group's own risk.</p>
EVENT CUT OFF	<ul style="list-style-type: none"> • The Kimmel Belonging and Engagement Hub reserves the right to suspend, modify, or end a student organization event at any time if the organization is found to be in violation of the Student Organization Manual or any applicable SIUE policies, procedures, or requirements. • Organizations may be subject to additional follow-up or disciplinary action based on the nature and severity of the violation.

SCHEDULING FACILITIES

- **MORRIS UNIVERSITY CENTER** - Information about reserving spaces in the Morris University Center, including rates, reservations process, and associated policies, can be found here: <http://www.siue.edu/muc/events.shtml>
- **SCHEDULING CENTER FOR SPIRITUALITY AND SUSTAINABILITY** - (CSS Policy) - RSOs may schedule events in the Center for Spirituality and Sustainability and should contact the Business Administrator at (618) 650-3246 to reserve space. RSOs should note that they may be allowed to use the Center on an occasional basis, with the stipulation that such scheduling will not conflict

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

- **SCHEDULING UNIVERSITY HOUSING** (University Housing Policy) - RSOs are charged a fee for the use of University Housing facilities. Please email housing@siue.edu for fee information and space availability. For more information on [scheduling a University Housing space, please click here.](#)
- **SCHEDULING STUDENT FITNESS CENTER/VADALABENE CENTER/OUTDOOR RECREATIONAL SPORT COMPLEX** - RSOs may schedule events in the Student Fitness Center Area by contacting the Events Coordinator at Student Fitness Center. RSOs may be charged a fee for use of the Student Fitness Center/Vadalabene Center/ Outdoor Recreational Sport Complex. Please call the Campus Recreation Department at 618-650-3210 or visit <https://www.siue.edu/campus-recreation/facilities/> for more information.

PEPSI PRODUCTS (Kimmel Belonging and Engagement Hub Policy)

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

- ☐ Sponsored by a registered student organization in good standing
- ☐ Free and open to the University community
- ☐ Marketed towards SIUE students, faculty, and staff (only those affiliated with the University will be in attendance)
- ☐ Held on campus
- ☐ Not a recruitment event (informational, promotional or recruitment tables, ice cream social, etc.) or for a general organization meeting
- ☐ Not a fundraiser

All requests for Pepsi products that meet the aforementioned criteria are available on a first come first served basis and while supplies remain available. To request free Pepsi products, the student organization must be officially recognized, registered, and in good standing with the Kimmel Belonging and Engagement Hub. The organization must submit a request for Pepsi products by submitting the Pepsi Product Request Form a minimum of three (3) weeks prior to the date needed. This form is available on the Engage, found under “Organization requests” on your organizations page.

RISK MANAGEMENT

EVENT INSURANCE

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

SIU may require such organizations to provide proof of general liability insurance, other insurance, and signed [participant waivers](#) for activities held on campus or coordinated through the KHUB. These will likely be required for the following types of events or activities:

- ☐ Anticipated attendance is above 100;
- ☐ Police are needed;
- ☐ Significant community presence is expected;
- ☐ Involving alcohol;
- ☐ Involving travel;
- ☐ Considered high risk - including but not limited to combustible material (including firearms, engines, rockets, etc.), inflatables, water activities, livestock, horseback riding, weapons, activities above or below the earth, Club sports, international travel, and martial arts)

If your event meets any of the characteristics above, you will be required to set up a meeting with Kimmel Belonging and Engagement Hub.

LARGE SCALE EVENTS

Large scale events refer to events not just based on attendance, but scope of impact. All events being hosted by a Student Organization that meet any of the large-scale definitions listed below need approval by the Kimmel Belonging and Engagement Hub. To begin the approval process, Student Organizations need to schedule a meeting with the Student Organizations team (kimmelhub@siue.edu). This meeting should occur at least thirty (30) days prior to the event.

Large scale event is defined as any event held on SIUE property which meets any of the following criteria:

- The event is expected to attract more than 200 individuals within a limited time span (Examples: conferences, conventions, athletic events, social gatherings).
- The event involves the temporary presence of unusually valuable items on University property (Examples: exhibitions, charity sales).
- The event has an entrance fee that does not correlate with fundraising for philanthropy.
- The event extends past normal operating hours.

Meetings regarding Large Scale events will include the following:

- Student Organization President.
- Student Organization Event Coordinator--is that individual or office which holds primary responsibility for scheduling and coordinating an event.
- Student Organization Advisor.
- Coordinator of Event Services (for specific locations) --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.
- Member of KHUB Student Organization Staff.

Depending on the needs of the event 1 or more of the following will be included in the meeting

- Director of the KHUB--for student events which involve on and off-campus participants.
- Director of Athletics--for all intercollegiate athletic events.
- Director of Campus Recreation--for events scheduled the departments' facilities.
- Director of University Housing--for events scheduled at the Cougar Village Housing complex.
- Representative from University Administration.
- Representative from University Police Department.
- Appropriate Deans, Directors, or other administrative heads not listed above--for major events (such as school or college open houses, recreational tournaments in the Morris University Center, etc.) scheduled within a school, college, or unit.
- References to deans, directors, event coordinators, or other officers should be understood to include designates of those people.

If required to hire Security Staff:

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

Please Note: Organizations are required to secure security, insurance, and other safety costs will be responsible for these charges.

EVENT ATTENDANCE

- Events held by a RSO must be open to all SIUE students.
- One non-SIUE-affiliated student can attend with a SIUE student with required materials but cannot attend on their own.
- All students and guests will need to sign in for attendance.
- Affiliated students will be responsible for their guests and will be held responsible for any policy violation.
- If an SIUE student is removed from the event, their guest must also leave the premises.

EVENT STAFFING

- Student Organizations are expected to staff the entirety of their events including, event set up, and clean up
- Student Organizations must provide a responsible and unimpaired student leader event contact who is available prior, throughout, and after the event to address any concerns. These are the leaders that should be responsible for checking in and out of the event.
- Student Organization Advisors – should be present from the official start until the last guest leaves the event. **If Campus Advisors cannot attend the entire event, the Student Organization may lose permission to host said event.** KHUB staff will provide full support for Student Organizations directly advised by KHUB, including Student Government, Campus Activities Board, and Fraternity & Sorority Life organizations.
- Facility Staff Member – whoever is the point of contact for the facility during the event.
- Events funded through Student Government program funding are not considered directly advised KHUB events and will not receive KHUB staffing support.
- Security and Campus Police as needed, determined by the Kimmel Belonging or Engagement Hub or University Officials
- As available, the KHUB Staff will work events as needed, determined by the Kimmel Belonging or Engagement Hub or University Officials

EVENT RULES & REGULATIONS

- All SIUE policies apply during the entire duration of the event.
- All damage must be reported to the appropriate parties within 24 hours of the approved ending time of the event.
- All RSOs agree to end their event at the approved Event end time.