Registered Student Organization Handbook
Southern Illinois University Carbondale
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Introduction

All student organization activities are guided by the policies and procedures delineated in this handbook. These policies grow out of Southern Illinois University Carbondale’s mission and Board of Trustee Policies.

Participation in student organizations is voluntary. In the course of planning and implementing organizational activities, Registered Student Organizations (RSOs) need information on the use of University facilities, budgeting, planning techniques and a myriad of special arrangement concerns.

This handbook is designed to provide an easily used reference guide for members of RSOs. It contains information regarding many University services and several suggestions for student leaders to use in making their organizations more productive. This handbook does not provide answers to all of an organization’s questions or outline special cases, but it is a helpful reference.

Congratulations to all registered student organizations for prior accomplishments and best wishes with future successes. Student Involvement and Leadership Development looks forward to working with you.

PURPOSE OF RSO’S AT SIU CARBONDALE
RSOs at SIU Carbondale are designed to provide opportunities for student involvement. These opportunities contribute to the growth and development of students within an enriched environment.

The Office of Student Involvement and Leadership Development (SILD)

The Office of Student Involvement and Leadership Development actively strives to provide opportunities for students to enhance their leadership capacity and strengthen their campus engagement. Through environments that are socially just, culturally engaged, and civically involved, the office will enrich the students overall educational experience.

Student Involvement and Leadership Development offers opportunities for students to participate in approximately 400 Registered Student Organizations (RSOs), including student governmental groups, coordinating councils, public interest groups, fraternities and sororities, publication and media groups, scholastic and professional honorary societies, departmental clubs, service organizations, special interest groups, religious organizations, and sports and recreation clubs.

Services provided by Student Involvement and Leadership Development include but are not limited to:
Support and consultation for fiscal and organizational management
Support and consultation for campus policies and procedures
Membership referrals
Student organization directories
Leadership development programs
Equipment checkout services
Mailbox service
Campus solicitation authorizations
CONTACT INFORMATION:
Student Involvement and Leadership Development
Student Center, Room 305 – Mail Code 4425
Southern Illinois University
1255 Lincoln Drive
Carbondale, Illinois, 62901
www.getinvolved.siu.edu
618.453.5714

General questions can be directed to:
rsohelp@siu.edu

Or stop by the Student Life and Intercultural Relations Office
3rd floor of the Student Center
Regular office hours – 8:00 a.m. – 4:30 p.m., Monday – Friday
SIU Board of Trustee Policy

Southern Illinois University Board of Trustees Policy Regarding Student Organizations:

In accordance with Chapter 3, Section F of the Code of Policy of the Board of Trustees of Southern Illinois University:

1. The student constituency body, Undergraduate Student Government, is responsible for reviewing and recommending disposition of requests for registration of student groups.
2. Registered Student Organizations are authorized to represent student groups in their interactions with the student constituency bodies.
3. No student organization will be registered unless it adheres to all appropriate federal and/or state laws concerning nondiscrimination and equal opportunity.
4. Organized student organizations must be registered in order to receive funds generated by student activity fees recommended by the student constituency bodies.

Residence Hall Area Governments

1. Residence hall floors will not be considered for registration as student groups.
2. Only residence hall area governments will be considered for registration as student organizations for purposes of seeking student activity fee allocations recommended by the student constituency bodies.

University Policy Regarding the Registration of Student Organizations

In accordance with University Policy, each RSO is required to meet the criteria listed below. Failure to meet the criteria list below may result in the loss of the group’s registration status and access to university services and privileges.

CRITERION A: Membership in any Registered Student Organization is limited to students officially enrolled and registered with the University and to the spouses and dependents of such students.

CRITERION B: Each organization is required to have an Advisor who is an employed member of the SIU Carbondale faculty or staff. Fiscal officers must also be listed as faculty/staff members. Campus Ministers may serve as advisors if they hold an Adjunct Staff/Student Affairs position. Grad Assistants, Teaching Assistants, and emeritus faculty, do not qualify to serve as the faculty/staff advisor.

CRITERION C: Officers/chairpersons of all RSOs must be students officially affiliated and enrolled with the University and classified as being in "good standing" as defined by the offices of the Registrar and Student Rights and Responsibilities.

CRITERION D: Each RSO is required to maintain an up-to-date list of officers and advisors with Student Involvement and Leadership Development (entire executive board election results are submitted through annual registration; individual officer changes are submitted within one week of any change during the course of the term).

CRITERION E: Each RSO is required to maintain a current copy of its constitution and bylaws statement with Student Involvement and Leadership Development. All changes to the constitution, bylaws, and/or purpose must be approved by Student Involvement and Leadership Development.

CRITERION F: Each organization is required to comply with all University policies, procedures, and regulations pertaining to Registered Student Organizations.
Registered Student Organizations

Types of organizations/classifications for RSOs:
University Colleges
Constituency Groups
Entertainment Groups
Ethnic Groups
Event Programming
General Interest Groups
Greek Letter Organizations
Honor Societies
International Student Groups
Leadership Groups
Recreational Clubs
Religious Organizations
Residence Hall Organizations
Service Organizations
Sports Clubs

While most clubs and organizations are open to all students, some have specific requirements for membership and may require an application or invitation to join.

Initial Application Process / Requirements for becoming a Registered Student Organization (RSO):
Student organizations can be formed and recognized when Undergraduate Student Government (USG) determines that the purposes of the group are in accord with the stated purposes and policies of the university. A group of students wishing to form an organization must do the following:

1. Confirm with SILD whether or not the proposed organization can be formed (has not existed in the past or does not already exists on campus)
2. Complete and submit the “Register New Organization” Form
   a. Upload the required petition information needed for any potential organization to form
      i. Petitions for student groups must include a minimum of ten (10) names.
   b. Upload proposed constitution (templates available online)
3. Once the “Register New Organization” Form is submitted, SILD will review the academic and disciplinary standing of the officers listed
4. SILD will confirm that the proposed RSO’s constitution meets minimum requirements
5. Upon approval of the officer list and constitution by SILD, The Internal Affairs Committee (IAC) Chair will receive the RSO Registration Packet and contact the group to meet with IAC
6. Once the proposed group has met with IAC, a bill will be presented at the next USG Senate Session for a vote of final approval of the proposed organization. A representative of the organization seeking RSO status must attend the IAC/USG meetings at which the RSO Registration Packet will be reviewed. The RSO representative is responsible for knowing the time and location of the meeting(s)
7. After the petition and constitution have been properly reviewed and approved by USG:
   a. Notification will be sent to both the listed advisor and president of the RSO
   b. The RSO will have now have access to their RSO portal in OrgSync;
      i. RSOs leadership will be given Administrator rights for the portal
      ii. Customize their portal

Umbrella Organizations/ Priority 1 Organizations
Any RSO is eligible to become an Umbrella Organization if they meet the above guidelines and are recommended by the Internal Affairs Committee and approved by the Senate.

Umbrella Organizations’ election of top three officer candidates' names must be advertised to the entire SIUC student body and an open forum must be held for public debate and questioning of these candidates. Voting for said candidates must be made open to the public.
ORGANIZATION REQUIREMENTS AND RESPONSIBILITIES

The officers and members of any student organization are responsible for conducting themselves and their activities in accordance with the purposes and policies of the university. As well as with the purposes and procedures stated in their approved constitution. **It should be understood that the president of any organization, other listed officers, and listed members of the organization can be individually or collectively held responsible by Student Rights and Responsibilities for their actions and the actions of their organization at meetings, events, and/or activities.**

Membership Requirements
1. Active membership in any Registered Student Organization is limited to students officially enrolled and registered with the University and to the spouses and dependents of such students;
2. In accordance with Title IX of the Education Amendments of 1972: Membership requirements for student organizations must be the same for men and women. Exception: social fraternities and sororities are exempt from this regulation;
3. In accordance with Section 504 of the Rehabilitation Act of 1973: No qualified handicapped student shall, because of handicap, be excluded from participation in or denied the benefits of any extracurricular activities or programs, including student organizations;

Officer Requirements
University requirements for students to be eligible for, elected to, appointed to, or hold office in a registered student organization:

1. Must be student officially affiliated and enrolled at SIUC;
2. In accordance with Title IX of the Education Amendments of 1972: As members of student organizations students must be allowed to participate equally and may not be assigned or denied an office or benefits on the basis of sex.
3. Officers and/or chairpersons of all Registered Student Organizations must be students officially affiliated and enrolled with the University and must be classified as being in good academic and disciplinary standing as defined by the offices of the Registrar and Student Rights and Responsibilities.
   a. The student’s identification number will be used only to check for enrollment status, and to ensure that there is no disciplinary or scholastic probation on record.
4. Must meet all other reasonable academic standards established by the student organization and included in the organization’s constitution and/or bylaws.
5. Must have created a personal OrgSync account.

Advisor Requirements
1. RSO’s are required to have an advisor who is considered a member of the faculty or staff. Exception: Campus Ministers who hold the designation of Adjunct Staff/Student Affairs are eligible to advise Religious Groups. (Graduate students with or without graduate assistantship appointments are not eligible to serve as an Advisor.)
2. A Fiscal Officer is required for all student groups that operate financially from a University Agency Account. The SIU Board of Trustees requires Fiscal Officers to be a member of the faculty or staff. The Associate Dean of Students is the fiscal officer and Staff Delegate for RSO’s: Campus Ministers are not eligible to serve as Fiscal Officers.
3. If an advisor leaves his/her role, the organization has 2 weeks to identify and determine a new advisor. The new advisor must complete and submit the Advisor Verification Form (available through OrgSync).
Benefits of Finding a Good Advisor
An advisor can help provide continuity and serve as a signatory on official forms when other authorized representatives are not available. An advisor can also assist in designing and evaluating group goals and activities. In addition, in most cases, your advisor will have more familiarity with the University and its extensive services. The knowledge, leadership, and guidance that an advisor can provide an organization are priceless. Most RSOs may select their own advisor, although several larger organizations have staff advisors assigned to them. If an RSO has difficulty securing an advisor, they may contact Student Involvement and Leadership Development for assistance.

On-Going Requirements for a Registered Student Organization (RSO):
1. In accordance with University Policy, each RSO is required to renew their Annual Registration through their OrgSync portal. The date ranges listed below should help a group determine when the appropriate time to register is for their group:
   a. FALL REGISTRATION-
      Leadership changes between the last week of March and the fourth week after the beginning of the next fall semester
   b. SPRING REGISTRATION-
      Leadership Changes the last week in November through the last week in February
2. Maintain an up-to-date list of officers and members through the organizations OrgSync portal
3. Ensure that all organization officers have completed their personal OrgSync Profile. Annual Registration will not be considered complete until all listed officers have completed this task
4. Schedule all on-campus events and activities through the appropriate University scheduling offices. A list of available facilities and responsible scheduling offices is available on page 16
5. Comply with all University policies, procedures, and regulations applicable to Registered Student Organizations
6. Maintain all Student Organization Activity Fee funds and/or funds generated with the support of University Funds with appropriate University business offices
7. Make every effort to participate in scheduled activity fairs, workshops, and other University events designed especially for RSOs
8. RSOs are encouraged to maintain at least 5 active members in order to ensure the continuity of the group
9. The officers and members are responsible for observing all laws and regulations governing the various activities of the group. The university does not authorize, protect, defend, or assume responsibility for violations of public or private rights by students or student groups. Regardless of any civil or criminal action which may be taken against students or student groups by reason of irresponsible conduct, such conduct, on or off campus, may subject the student or group to university disciplinary proceedings.
10. Only officially recognized and currently registered student organizations are authorized to use university facilities or services, or permitted to identify themselves directly or indirectly with the university’s name or credit. Note that this regulation is not intended as a restriction upon the right of students to organize, but it is necessary in order to protect the proprietary name, credit, and facilities of the university.

RSO Certification Program
The RSO Certification Program is a training program to assist RSO leaders in becoming aware of the State, Board of Trustee, and University policies related to registered student organizations. All RSO presidents, or leaders designated as scheduling officers or financial officers who plan to utilize the RSO services (scheduling rooms/events on campus, solicitation permits, accounting services, etc.) are required to be “RSO Certified” prior to being approved to utilize these services.
Newly elected (never been un-certified) officers must complete the certification test at the Student Life and Intercultural Relations Office (Third Floor Student Center). Elected officers that have already passed the certification test, and are simply continuing on as a president, scheduling or financial officer, must renew their certification in conjunction with their organizations registration request. These officers will be able to renew their certification via an online test (available off of the Student Involvement and Leadership Development website). SILD will not approve an RSO registration request until we can verify that the listed scheduling or financial officers have been or are continuing their certification. Officer certifications can take place year round in the Student Life and Intercultural Relations Office, but certification renewals will only be available during the same time as the RSO Registration periods.
Privileges/Benefits of being an RSO

Recognition as a Southern Illinois University Carbondale Registered Student Organization comes with many benefits, which include, but are not limited to:

1. Use of University facilities for meetings and approved activities, including but not limited to the Free Forum Area, Pulliam Gym, Rinella Field, Classrooms, Student Center event space etc.
2. Use of the SIU Student Center’s many meeting rooms free of charge (restrictions apply) or discounted for student organizations
3. Access to the University supported content management System, OrgSync
4. Opportunity to apply for funding. Student Organization Activity Fee (SOAF) Funding Guidelines are available for review at www.getinvolved.siu.edu
5. Obtain solicitation permits to host approved fundraising events on campus
6. Use of an RSO Mailbox
7. Participation in the bi-annual RSO Fairs
8. The ability to distribute literature at appropriate University locations
9. Student Involvement and Leadership Development/University assistance in cash handling/financial procedures
10. Listing in the printed and electronic directories of Registered Student Organizations
11. Resources for program planning and organizational development
12. Use of RSO equipment & supplies including tables, chairs, crock pots, cash boxes, etc., for approved solicitation events
13. Stability of a written constitution (and bylaws)
14. Faculty/staff advisor available for counsel and support
15. Access to other services provided by Student Involvement and Leadership Development
16. Access to the Leadership Resource Library*
17. Support from the staff of Student Involvement and Leadership Development willing to assist with the needs of student organizations
18. Access to Student Involvement and Leadership Development sponsored workshops, free of charge
19. Additional recognition and support for organizations who have completed the RSO Standards in an academic year.

Leadership Library
Stop by Student Involvement and Leadership Development and view all the great resources available to you and your RSO. Resources include a comprehensive collection of DVDs and books on a wide variety of topics including team building, icebreakers, parliamentary procedure, public speaking, marketing your RSO, and more. Most books can be checked out for up to 2 weeks.

Student Center RSO Space
The Student Center has limited space available for Registered Student Organizations to use as office space on a first come, first serve basis. Applications for Student Center space are reviewed on an annual (academic year) basis, and in review of applications the Student Center will consider, both future needs as well as previous use of space in their decision. It is not a guarantee that once an RSO has space in the Student Center, they will continue to have access to that space without review. RSOs interested in inquiring about RSO office space in the Student Center should contact the Student Center Administration Office.

RSO Standards Program
Registered Student Organizations that attend 75% of the Leadership Educator/ RSO workshops and at least 2 OrgSync Workshops within the academic year will become eligible for additional benefits during
the following academic year. A schedule of workshops is available on the Student Involvement and Leadership Development website. Benefits include:

1. Guaranteed reservations at the RSO Fairs
2. Ability to choose RSO placement at the RSO Fairs
3. Priority Student Center scheduling a week before all other RSOs can reserve space
4. Special recognition at the RSO and Leadership Awards

DISCIPLINARY ACTION FOR REGISTERED STUDENT ORGANIZATIONS

If Student Involvement and Leadership Development receives information of:

- Fiscal delinquency
- Abuse of University privileges and/or services
- Violations of the Greek Standards (fraternity/sorority)
- Violations of any other University policies and procedures by a Registered Student Organization via memorandum from:
  - University service departments
  - Student Center
  - Department of Public Safety
  - Student Rights and Responsibilities
  - University Housing
  - Intramural-Recreational Sports
  - National organization headquarters, etc.

The RSO in question will be notified of the alleged violation(s) them. Depending upon the nature and severity of the violations, a conduct hearing may be scheduled. Simple violations of the RSO handbook typically involve contact from Student Involvement and Leadership Development but more severe concerns will be directed to the Judicial Branch of the Undergraduate Student Government.

Conduct Hearings

The RSO will be provided with a specific amount of time (usually 5 days to 3 weeks, depending on the nature of the charge and circumstances) to respond to the alleged charges and/or correct the issues or abuse of privileges and services. If found in violation of the charges, the RSO may receive sanctions ranging from censure to having the RSO's registration status and privileges suspended by until such time as deemed appropriate to the circumstances of the situation.

Suspension of registration status may last until all financial obligations are settled. Suspension of registration privileges or specific privileges will be determined based on the nature of the abuse and the time of year the abuse occurred. Suspension of registration privileges or specific privileges usually will be in effect for at least 4 calendar months, but no more than 12 calendar months. An RSO, which has its registration status and/or privileges suspended, may appeal the suspension to the appropriate administrative officer.

The Dawg House

The Dawg House is a list, maintained by SILD, of RSOs that are not in good standing with the University, or if they are found in violation of the above mentioned list. SILD places groups in the Dawg House for:

- Failure to register annually with the Student Involvement and Leadership Development
- Fiscal delinquency
If an RSO’s is found responsible for more severe violations, based on the outcome of a conduct hearing, they will be placed in the Dawg House by the Judicial Branch of USG.

**Suspension of Status and Privileges**

The USG, the constituency body which grants RSO’s recognized status, may deem it necessary to review an organization’s recognized status, operations, and procedures. Under such conditions, USG, with support from SILD, reserves the right to remove an organization’s recognized status with the University. Southern Illinois University Carbondale reserves the right to take any action it deems appropriate with respect to any actions or activities undertaken by any student organization.

**APPEALS**

Any disciplinary determination or sanction applicable to an RSO may be appealed to the next level in the judicial structure by submitting an application for appeal in writing to the Coordinator of Student Involvement and Leadership Development or the Associate Dean of Students, as appropriate, within five days after receiving notification of the prior decision.

Please be advised that failure to request an appeal in a timely manner constitutes a waiver of any right to appeal. The right of appeal does not guarantee that an appeal will be granted nor does it entitle the RSO to a full rehearing of the case. An appeal, if granted, will be limited to consideration of the following grounds:

1. There was a procedural error which substantially affected the outcome of the hearing;
2. There is no evidence in the record to support a finding of violation;
3. There is new or newly discovered evidence which may substantially affect the outcome of the hearing;
4. The sanction is excessively severe.

Appeals may result in the following:

1. The decision is upheld
2. The decision is overturned
3. The decision is modified by the appeal body

An appeal is not a rehearing. It is a procedural safeguard. In an appeal, the burden of proof is shifted from the University to the RSO. A disciplinary sanction shall be implemented when the RSO has waived or exhausted the right of campus appeal, or the campus appeal period has expired.
UNIVERSITY POLICIES AND PROCEDURES
Unless otherwise stated, visit www.policies.siu.edu for a complete version of the policies listed below.

Alcohol Policy
The sale, delivery, possession and consumption of alcoholic beverages in or on any property owned or controlled by the University are strictly prohibited, except in the following cases:

1. Alcohol may be possessed and consumed by persons 21 years of age or older in the private living areas of designated upper class, graduate or professional residence halls owned or controlled by the University. A private living area is defined as the individual University residence hall room of the resident. Kegs and other bulk containers are not permitted.
2. The possession and consumption of alcoholic beverages is permitted in faculty and family housing owned or controlled by the University, except as otherwise prohibited by law.
3. Bulk containers of more than 2 1/2 gallons are not permitted in any University housing except as authorized by the Chancellor or an appropriate designee.
4. Possession or transporting alcoholic beverages from the above prescribed areas is not prohibited except in accordance with state and local laws governing the transportation of alcohol.

Alcohol Purchases
Monies collected through or by the University for any organization may not be used for the purchase of any form of alcoholic beverage. For additional information on the University Alcoholic Beverage Policy, refer to policies.siu.edu

Alcohol Policy & Tailgating
1. Times Tailgating Allowed: Tailgating times and space is controlled by athletics. Tailgating is allowed three (3) hours prior to kickoff and ends when the game begins. All lots will be closed one (1) hour after the game. Tailgating will NOT resume after the game. LEGAL Possession and/or Consumption of Alcoholic Beverages (students 21 years of age or older) will be allowed ONLY at the following location:
   2. General Tailgate Area (including students)
      a. Lot 52, located on Douglas Drive near the southwest corner of SIU Arena
      b. NO pets allowed.
      c. Glass containers are strongly discouraged.
*Designated areas are subject to change in order to accommodate participants

Funding Policy
A full version of RSO Funding Guidelines is available at www.getinvolved.siu.edu

Hazing Policy
No individual or group of individuals shall conduct or condone hazing activities. Hazing activities are defined as “any action required of or imposed on current or potential members of a group which, regardless of the consent of the participants, produces or is reasonably likely to produce bodily harm, humiliation or ridicule, substantial interference with academic efforts, or significant impairment or endangerment of physical well-being. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, or policy or the regulations and policies of the education institution or applicable state law.”
OrgSync
It is the responsibility of the leadership of any RSO to maintain their organizations portal, and ensure that information posted to the portal is accurate and up to date. Misuse of the software may result in an RSO being brought up on Disciplinary actions (See page 13). Please visit the Student Life and Intercultural Relations office (Student Center 3rd Floor) for more information on OrgSync.

Promotional Item Distribution
Promotional items can be a terrific tool for advertising your Registered Student Organization’s activities and campus events. However, it is expected that good taste, judgment, and courtesy be used in the displaying of any promotional material. As a general rule:

1. All posters, signs, or other articles should be placed only on appropriate bulletin boards or areas designated for this purpose. When in doubt, ask permission. Some areas, including, but not limited to, the Student Center and University Housing, have very specific regulations governing the display of posters/flyers, and thus, require additional approvals to post in these areas.
2. Posters/flyers must identify the name of the sponsoring student organization.
3. Posters/flyers must be hung and removed in a timely manner.
4. No posters, flyers, signs, or other materials must be posted, nailed, taped, stapled, etc., to any part of the interior or exterior (including windows and doors) of University buildings or on light posts, sidewalks, telephone poles, trees, trash receptacles, overpasses/bridges, or automobile windshields. Help keep our campus beautiful. YOUR RSO MAY BE RESPONSIBLE FOR CHARGES INCURRED FOR CLEAN-UP BY PLANT SERVICES.
5. Sidewalk Chalking is allowed on campus. It is encouraged that it be confined to open areas where rain and weather can wash old postings away. As with all areas of promotion, it is expected that good taste, judgment, and courtesy be used. Calking is NOT ALLOWED on walls or buildings.
6. Use of the OrgSync Community Calendar to communicate your organizations events to a larger section of the campus community is encouraged.

Please visit the Student Life and Intercultural Relations office (Student Center 3rd Floor) for more information on promotional item distribution.

Protest Policy
The University is a community dedicated to intellectual development by the process of rational thought and to the freedom of expression of ideas and opinions. However, in the interest of insuring that demonstrations or protests do not interfere with the rights of others, specific guidelines and areas are in place.

Scheduling Campus Facilities

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<tr>
<th>BUILDING</th>
<th>CONTACT INFO</th>
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<tbody>
<tr>
<td>Academic Scheduling-Registrar’s Office- Woody Hall (A-14) does MOST of the buildings on campus.</td>
<td>453-2997</td>
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<tr>
<td>Davies Gymnasium</td>
<td>453-3127</td>
</tr>
<tr>
<td>Furr Auditorium</td>
<td>453-3123</td>
</tr>
<tr>
<td>Morris Library</td>
<td>453-2522 <a href="mailto:reservations@lib.siu.edu">reservations@lib.siu.edu</a></td>
</tr>
<tr>
<td>Lesar Auditorium, Law School</td>
<td>453-8736</td>
</tr>
<tr>
<td>Rec Center-campus gyms (except Davies) and Campus Lake facilities (including boat dock &amp;</td>
<td>453-1296 of 453-1278</td>
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<td>Facilities Reservations</td>
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<tr>
<td>Student Health Center Auditorium</td>
<td>453-3311 or 453-1292</td>
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<tr>
<td>Newman Center</td>
<td>529-3311</td>
</tr>
<tr>
<td>Shryock Auditorium- Event Services</td>
<td>453-7057</td>
</tr>
<tr>
<td>Touch of Nature Facilities- Meeting space and overnight accommodations</td>
<td>453-1121 - main number</td>
</tr>
<tr>
<td>Free Forum Area</td>
<td>AVC/DOC 453-1383</td>
</tr>
<tr>
<td>Student Center</td>
<td>536-6633  <a href="mailto:studentcenterscheduling@siu.edu">studentcenterscheduling@siu.edu</a></td>
</tr>
<tr>
<td>Lesar Auditorium, Law School</td>
<td>Dean of the Law School/Designee</td>
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**Solicitation Policy**

Student Involvement and Leadership Development is responsible for the scheduling of the following solicitation spaces on campus:

1. Agriculture Building Breezeway (Ag RSOs only)
2. ASA (Tech C) (Tech RSOs only)
3. Engineering (Tech D) (Engineering RSOs only)
4. Communications East & Communications North
5. Faner Main (can accommodate two activities of different nature)
6. Faner South,
7. Lawson (grassy area) away from building and off sidewalk
8. Life Science II/ Lobby
9. Neckers lobby (Westside)
10. Quigley (first floor hall near Child Development Lab)
11. Wham/Pullium hallway (near vending machines)

When an RSO in “Good Standing” wishes to have a fundraiser, sell items, distribute materials, etc. in any of the above areas, they must obtain a Solicitation Permit from Student Involvement and Leadership Development and abide by the following regulations. (Only a certified scheduling officer or advisor for the RSO can complete a Solicitation Permit request.)

**Solicitation Permits**

Solicitation permits are available through the Student Life and Intercultural Relations Office, and relate to the following policies/activities:

1. Canvassing
2. Food Sales
3. Fund Raising
4. Vending

The following are regulations to administer the Policies of the Southern Illinois University Board of Trustees and Southern Illinois University Carbondale governing the use of University property.

1. A solicitation permit MUST be placed in full view on the solicitation table.
2. ALL proceeds from a properly scheduled activity, on campus, MUST be deposited into a University account. Deposits are required daily.
3. Raffles and lotteries are ILLEGAL in the State of Illinois. When having a group activity, the activity must be a game of skill NOT a game of chance.
4. Applicants must appear in person at least two full working days prior to the time they wish to commence their activities on campus. All approvals shall expire on the time and date specified on the permit.

5. If two or more organizations request the same location on the same date, a “first come, first served” policy will be enforced.

6. No vehicles, booths, tables, stands, or displays may be set up inside or outside the following areas—Arena, Saluki Stadium, Recreation Center, Residence Halls, Shryock Auditorium, and the Student Center—without prior approval obtained for the event and use of the area by the appropriate office.

7. No product may be sold at or near the Arena, Saluki Stadium, and the Student Center that would compete with concession contracts.

8. No solicitation will be permitted in front of entrance and exit doors or near escalators, stairs, and elevators, or any public access doors.

9. Solicitation on campus is limited to daylight hours.

10. An applicant wishing a solicitation permit for an officially scheduled University event must obtain additional approval from the office responsible for the event.

11. Amplified sound and/or guest speakers in the solicitation activity are permitted only in the Free Forum area. Reservations for this area are made through the office of the Associate Vice Chancellor & Dean of Students, phone 453-2461.

12. A member of the organization is required to be on site at all times, including when working with an outside vendor (e.g., cell phone company).

An Event Request Form can be used on a case-by-case basis only if an RSO proposes an event/activity that will occur outside of the parameters of the Solicitation Permit Request Policy); i.e., in campus areas other than the standard, approved RSO usage areas. Please note that completion of this form does not constitute approval of your request. Additional information regarding the solicitation process can be found at the Student Life and Intercultural Relations Office (3rd floor Student Center) or online at http://policies.siu.edu/.

**Food Sales Policy:**

RSOs are required to secure a Solicitation Permit for food sales, which must be displayed at all times. All regular solicitation policies should be followed.

1. Food sales will be limited to baked goods, except:
   a. Commercially prepackaged, precooked hot dogs may be sold.
   b. Heating equipment for all hot dogs shall be limited to crock-pots. No charcoal, gas or electric grills may be used either indoors or outdoors.
   c. Only prepackaged single serving condiments may be dispersed.
   d. Electric refrigeration equipment capable of maintaining food at an internal temperature of 45 degrees F or less is allowed. Ice chests and coolers may be used for frozen hot dogs and/or factory sealed beverages.

2. Baked items should be wrapped or packaged individually in a sealed plastic or paper cover to protect them from dust, handling and insects. The sale of cream filled pies or cakes is prohibited.

3. The sale and/or serving of beverages in open cups or glasses are prohibited with the exception of coffee and non-dairy hot chocolate. Beverages must be sold in individual factory sealed containers (cans, bottles, etc.) only.

4. Food activity requests for special events such as tailgates should be made to Athletics. The director will contact Jackson County Health Department for approval, if necessary.

5. Special requests and exceptions must be submitted no less than two weeks in advance with a complete recipe for items to be sold / given away to Student Involvement and Leadership Development.
Solicitation Deposits
According to University and state regulations, ALL sales or donations received from any fund raising event held on campus property must be deposited into the appropriate university account. Deposits are required DAILY and within 24 hours of the fund raising event. If a deposit is not received as required, the RSO will be moved to the Dawg House until the fund raising proceeds are deposited.

Cancellation/ Rescheduling
If for some reason an RSO chooses not to hold a scheduled event, Student Involvement & Leadership Development must be notified of the cancellation with a minimum of 24 hour notice. Student Involvement & Leadership Development does not cancel events due to weather unless the university closes. An organization is considered a “No Show” if it does not advise Student Involvement & Leadership Development of a cancellation prior to the scheduled start time of the event or if it fails to pick up and display the solicitation permit for any event being held. Student Involvement & Leadership Development should also be notified if the scheduled start time will be delayed by more than 1 hour or the event may be recorded as a “no show.” Three “no shows” in a semester revokes good standing status for solicitation privileges for 16 academic weeks.

Student Center Policies
Student Center Polices related to RSOs include, but not limited to the Dance Policy, Room and Space Reservations, and Solicitation within the Student Center. For a complete review of these policies please visit the Student centers Policy page at http://www.siucstudentcenter.org/meetings-and-event-scheduling.

Travel Guidelines
1. All drivers must be at least 21 years of age AND be on the university payroll (i.e. Student Worker, Graduate Assistant, faculty, staff, etc.). If you do not have drivers that meet these qualifications, you CANNOT rent vehicles – sorry, no exceptions.
2. Vehicles will only be approved for use by Registered Student Organizations when it can be demonstrated by the organization that the purpose of the trip is to officially represent the University.
3. Failure to comply with University vehicle/trip guidelines applicable to Registered Student Organizations may result in disciplinary action against the organization and/or individual drivers and passengers.
4. When RSO’s reserve vehicles, the actual vehicle(s) that a group receives are contracted through Enterprise Rent-A-Car – unless extenuating circumstances arise at Travel Service, you will not be receiving a car from the university fleet service. If you are told through Travel Service that you will be receiving a university vehicle, please check with the Student Life and Intercultural Relations accountants to verify that you have enough money for this expenditure. If your group rents a university vehicle as opposed to an Enterprise vehicle, you are charged PER MILE instead of a daily rate.
5. Complete the Travel Request form (available at getinvolved.siu.edu) at least five (5) working days in advance of the scheduled departure date (this allows for Enterprise to bring in cars/vans from other locations if needed to fill all requests).
6. Attach one copy of a trip itinerary to the request (include name and address of the event, date and time of trip start, arrival at destination, list of daily events and times, and date of return – see sample in appendix). If your faculty/staff advisor will not be traveling with the group, a letter of exception must be included with the request.
7. University credit cards are assigned to each vehicle. Use the cards ONLY while on distant trips, only for purchases of fuel, oil, and pre-approved repairs, and only for the assigned vehicle designated on the credit cards. Your account will be billed for fuel/oil charges – they are NOT included in rental costs. NOTE—Fuel is currently cheaper at Travel Service then off campus; please try to bring your vehicle back to Travel Service for fueling at the end of your trip.
8. If you must cancel a vehicle rental, you must do so 24 hours prior to scheduled time of checkout. If cancellation is made later than that time period or the organization does not pick up the scheduled vehicle, a late cancellation/no show charge of $50 will be billed to the group.

9. If you are involved in an accident, immediately report all accidents to Travel Service (618/453-3357). Your student organization will be liable for a maximum of $500 per accident.

10. Tickets incurred for violations are the personal responsibility of the driver!

11. Reimbursement for out of pocket expenses for vehicle rental within a 100-mile radius of Carbondale WILL NOT be approved – NO EXCEPTIONS!
APPENDIX I

FREQUENTLY ASKED QUESTIONS

How often does an RSO have to re-register?
In accordance with University Policy, each Registered Student Organization (RSO) is required to reregister at least once annually. Every group has access to their Registration form via the group’s individual OrgSync portal. Only members of the organization listed as Organization Administrators can access the Settings tool, where the registration form can be located.

a. FALL REGISTRATION-
   Leadership changes between the last week of March and the fourth week after the
   beginning of the next fall semester
b. SPRING REGISTRATION-
   Leadership Changes the last week in November through the last week in February

I was RSO Certified last year, but was elected to a new position with a different RSO this semester; do I need to be re-certified?
YES! RSO certification for any officer position only lasts one year (one calendar year from the time your RSO reregistered). RSO officers who have been certified before can renew their certification online through the Student Involvement and Leadership Development website.

How can I check the balance in my account?
If your RSO has a Student Organization Activity Fund (SOAF) Account, and/or you have received funding from SOAF Board, you may check your balance, arrange to make purchases, or deposit funds by visiting the accounting staff in the Student Life and Intercultural Relations Office during regularly scheduled work hours, 8:00am – 4:30pm Monday – Friday.

When can I reserve rooms in the Student Center?
RSO Scheduling for Summer begins April 30
RSO Scheduling for Fall 2012 begins July 30
RSO Scheduling for Spring December 1

How do I make photocopies for my RSO?
If your RSO has an account with sufficient funds, a financial officer may come to the Student Life and Intercultural Relations Office to complete the form for printing/duplicating services.

How do I contact an RSO I am interested in?
A complete list of RSO’s and their leadership’s contact information can be found online through getinvolved.siu.edu.

How can my RSO have an on-campus fundraiser?
RSOs considering a food sale (see Food Sales Policy), may reserve space, checkout a table, chairs, and equipment. See the Fund Raising Policy for additional information.

What is an Event Request Form?
An Event Request Form can be used on a case-by-case basis if and only when an RSO proposes an event/activity that will occur outside of the parameters of the Solicitation Permit Request Policy); i.e., in campus areas other than the standard, approved RSO usage areas.
What is “the Dawg House”?  
The Dawg House is a list of RSOs that are in bad standing with University. RSO’s can be placed in the Dawg House for the following reasons:

- Financial issues
- Lack of annual registration
- Violation of University Policies

Most of the time a group can be removed from the Dawg House and placed back in good standing through simple resolutions (paying a bill, or registering annually). More serious violations can keep a group in the Dawg House for up to one academic year. Being in the Dawg House means the RSO no longer has access to allocated funding or potential future funding, space reservations, and their OrgSync page, and potentially have previously scheduled events cancelled. Very serious violations can result in a group’s removal from campus.

What is OrgSync?  
OrgSync is the organizational network for students to find out what’s going on around campus and find new ways to get involved. OrgSync provides a closed, gated community for students to discover campus activities and manage their involvement on campus.
APPENDIX II

RSO RESOURCES

Campus Events to Consider
- Homecoming
- Family Weekend
- Bi-Annual RSO Fairs
- Fall Leadership Conference
- RSO/OrgSync Workshops
- Homecoming
- Fall Registration
- Spring Registration
- Funding Deadlines
- Fiscal Year Closures for Spending

Catering
All events held in the Student Center, athletic facilities and several other campus locations, are required to use the contracted university catering service, Chartwell’s. Chartwell’s may be contacted in the Student Center Scheduling and Catering Office at 453-1130. Events held in University Housing areas may contact Residence Hall Dining at 453-2649. For all other events, groups may provide their own food or use outside caterers. If you are unsure of the catering requirements for your location, contact Chartwell’s or the Student Involvement and Leadership Development Office.

E-mail Accounts for RSOs
RSOs may request a university e-mail account through the Information Technology website. The advisor will be the owner of the account and must complete the “Departmental Network ID Request” form and submit to I.T., with a notation that it is an email request for “XYZ” Registered Student Organization.

Printing and Duplicating
RSOs are encouraged to use Printing and Duplicating for their copying needs. Depending on the size of the job, P & D may require 3 days – 3 weeks to complete your work. For additional information, contact them at 453-2268.

Student Center Graphics
Located on the fourth floor of the Student Center, Student Center Graphics is available to assist RSOs with poster designs, banners, brochures and other promotional items for a nominal cost. Contact them at 453-3489 or visit their web site at www.studentcenter.siu.edu/

Websites/Web Pages for RSOs
RSO websites are assigned through University Communications. Web policies at SIUC are found on-line at: http://webservices.siu.edu/getawebsite/

The website request form is a memo of understanding that must be completed and signed by the RSO advisor and RSO web designate and then returned to university Communication Resources. The memo of understanding form is found on-line at: http://webservices.siu.edu/getawebsite/

External RSO websites can also be created through an RSO’s OrgSync Portal. Groups can access the development site by clicking on the Website tool located on the left side tool bar. Information on how to create a website via OrgSync can be found at: http://help.orgsync.com/organization-tools/website
APPENDIX III

RSO CONSTITUTION REQUIREMENTS

An organization's constitution and/or bylaws are the documents containing basic rules relating to itself as an organization. In most voluntary associations, modern practice is to combine the rules into a single document.

It is possible that the particular nature of an organization will require additional basic rules be added. When writing a constitution, strive for conciseness and clarity; avoid vagueness and ambiguity.

This sample constitution is provided by Student Involvement and Leadership Development to assist your RSO in creating a constitution, which meets the standards for official Southern Illinois University recognition. If you have questions, please contact us: 618-453-5714.

Note: You MAY use the guidelines and sample constitution in this appendix (including its wording, format, etc.) to help in writing your organization's constitution.

Ordinarily, every constitution contains articles covering these subjects:
1. Name of the organization
2. Group objectives/ purpose
3. Membership requirements
4. Officers
5. Meetings
6. Executive Board (if needed)
7. Committees
8. Parliamentary authority to be followed by the organization
9. Amendments (prescribing procedure for making changes to the constitution)
10. Articles of Compliance

Bylaws:
1. Establishment of orientation fees, membership fees, dues, and delinquent payment procedures
2. Description of members’ rights, responsibilities, and duties
3. Outline of orientation procedures
4. Description of member resignation, suspension, and exclusion procedures
5. Outline of officer election procedures - time, place, and manner
6. Detailed outline of officer duties, responsibilities, and authority
7. Description of executive committee responsibilities
8. Descriptions of standing committees, their responsibilities, and the selection procedures
9. Outline of advisor selection procedures and responsibilities of the organization
10. Provision for accepting rules of order as described in Robert’s Rules of Order, Newly Revised
11. Provision for honorary members or officers
12. Description of method to amend the Bylaws (usually by two-thirds vote)
SAMPLE CONSTITUTION: (ITEMS ITALICIZED ARE EXAMPLES OF LANGUAGE YOU CAN USE)

Date of Adoption and/or Revision

ARTICLE I – Name

The name of this organization shall be: ________________________________

ARTICLE II – Objectives

The objectives of the organization shall be:

1. To promote interest in ________________________________
2. To provide fellowship among students and faculty.
3. To represent student needs and wants in regard to __________
4. To provide a forum for the presentation of innovative ideas to benefit the University community.

ARTICLE III – Membership

1. Any student at Southern Illinois University is eligible to be an active member.
2. Only students in good academic standing with University can hold office
3. Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV – Officers

1. Election of Officers
   a. Officers: The officers of this organization are president, vice president, records officer, and treasurer.
   b. Election Process: Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
   c. Time of Election: Election of officers will take place during the 3rd week of the fall semester.
   d. Term of Office: Officers will assume office for the period of one year.
2. Removal of Officers
   a. Officers are subject to removal for malfeasance in office.
   b. Removal procedures will be initiated at the request of five active members.
   c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
   d. A 2/3rds vote of active members voting at the end of the hearing is necessary to remove any officer.

ARTICLE V – Amendments

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

ARTICLE VI – Statement of Non-discrimination

This organization shall not discriminate on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, and status as a Vietnam era or disabled Veteran. (As exempted by Federal law, Social Greek organizations may omit “gender”).

ARTICLE VII – Financial Obligation

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

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

ARTICLE IX – Statement of Compliance with University/Campus Regulations
This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

ARTICLE X – Robert’s Rules of Order
Procedures not covered herein shall be governed by Robert’s Rules of Order, Newly Revised.

SAMPLE BYLAWS: (items italicized are examples of language you can use)
REGISTERED STUDENT ORGANIZATION BYLAWS
1. Officers & Duties
   a. President
      i. Coordinate all activities of the organization.
      ii. Liaison to University community.
      iii. Official representative of organization.
      iv. Calls regular and special meetings.
      v. Presides at meetings.
      vi. Prepares agenda for meetings.
   b. Vice President
      i. Assumes duties of president, when necessary.
      ii. Assists president in coordinating activities.
   c. Secretary/Records Officer
      i. Maintains accurate & current information of the organization and membership.
      ii. Assists president and vice-president to coordinate organization activities.
      iii. Keep accurate minutes of each meeting and forward copies to other officers.
      iv. Keep attendance records for meetings.
   d. Treasurer
      i. Liaison to SIU for all purpose of organizational funding.
      ii. Maintains accurate and current account of all organizational funds.
      iii. Responsible for dispensing of funds in accordance with the goals and programs established by organization.
2. Meetings
   a. Meetings will be open to all organization active and associate members, faculty, and Students. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

Additional items to be considered and potentially included:
1. Establishment of orientation fees, membership fees, dues, and delinquent payments procedures.
2. Description of members’ rights, responsibilities, and duties.
3. Outline of orientation procedures.
4. Description of member resignation, suspension, and exclusion procedures.
5. Outline of officer elections procedures- time, place, and manner
7. Description of executive committee responsibilities
8. Descriptions of standing committees, their responsibilities, and the selection procedures.
9. Outline of advisor selection procedures and responsibilities of the organization
11. Provision for honorary members or officers.
12. Description of method to amend the Bylaws (usually by two-thirds vote).
APPENDIX IV
Solicitation Policy Checklist
Please read the bulleted list below and follow the matrix to better understand the Solicitation Policy/Permit process. Refer to the Solicitation Policy/Permits section of the RSO Handbook for more specific information.

- Raffles and lotteries are ILLEGAL in the State of Illinois. When having a group activity, the activity must be a game of skill NOT a game of chance.
- If two or more organizations request the same location on the same date, a “first come, first served” policy will be enforced.
- Solicitation on campus is limited to daylight hours.
- An applicant wishing a solicitation permit for an officially scheduled University event must obtain additional approval from the office responsible for the event.
- Any person or organization using amplified sound or a guest speaker in its solicitation must be confined to the Free Forum area.

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<tr>
<th>Are you the RSOs certified Scheduling Officer or Advisor?</th>
<th>Yes →</th>
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<td>No</td>
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<th>Does the activity involve food sales?</th>
<th>Yes →</th>
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<th>Does the activity involve fundraising?</th>
<th>Yes →</th>
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<tr>
<th>Does your organization have the proper equipment for the activity?</th>
<th>Yes →</th>
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</table>

- Only a certified scheduling officer or advisor for the RSO can complete a Solicitation Permit request.
- Applicants must appear in person at least two full working days prior to the time they wish to commence their activities on campus. All approvals shall expire on the time and date specified on the permit.
- Solicitation permits are available through the Student Life and Intercultural Relations Office, and relate to food sales and fundraising activities.
- A member of the organization is required to be on site at all times, including when working with an outside vendor (e.g., cell phone company).

RSOs are required to secure a Solicitation Permit for food sales, which must be displayed at all times. All regular solicitation policies should be followed.

- ALL fund raising activities conducted on the SIUC campus by Registered Student Organizations require PRIOR permission in the form of a campus solicitation permit.
- ALL proceeds from a properly scheduled activity, on campus, MUST be deposited into a University account. Deposits are required daily.

A solicitation permit MUST be placed in full view on the solicitation table.

Your activity can qualify for a Solicitation Permit. Please note that permits must be picked up in the Student Life and Intercultural Relations office and are required to be on display during the entire length of your event. Please familiarize yourself with the Solicitation Policies to ensure that all process are followed completely.