



Southern
Illinois University
Carbondale

REGISTERED STUDENT ORGANIZATION HANDBOOK

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Registered Student Organization Handbook

SECTION I - INTRODUCTION

Student 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, special interest groups, religious organizations, and sports and recreation clubs.

All student organization activities are guided by the policies and procedures delineated in this handbook. These policies grow out of the Southern Illinois University Carbondale's mission and Board of Trustee Policies. Student Development encourages the formation of ethical and informed leaders and the development of women and men dedicated to the service of others. Achieving these goals is dependent upon creating a campus environment in which people feel safe, sustained, engaged, challenged, and appreciated.

A core of volunteer faculty/staff advisors, along with the professional staff of Student Development, provides direction and consultation to the student organizations in the area of fiscal and organizational management and campus policies and procedures. Services include the *RSO Handbook*, membership referrals, student organization directories, leadership development programs, equipment checkout services, mailbox service, campus solicitation authorizations and more.

Participation in student organizations is voluntary. Student organization members spend countless volunteer hours participating in service projects for campus and community efforts. 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 booklet does not provide answers to all of an organization's questions or outline special cases, but it is a helpful reference. Student leaders who use this handbook will have some definite ideas and suggestions for improving future editions.

In the very likely event that you need additional information or clarification, the Student Development staff stands ready to assist you in whatever way we can.

Congratulations to all registered student organizations for prior accomplishments and best wishes with future successes. We, in Student Development, look forward to working with you.

Student Development is located on the third floor of the Student Center and welcomes your visit during our regular office hours of 8:00am – 4:30pm, Monday – Friday. We can be reached at 618. 453-5714 or visit our web site at www.siu.edu/~studdev/

SECTION II – 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. Student constituency bodies (Undergraduate Student Government and/or Graduate and Professional Student Council) are 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.

SECTION III – REGISTERED STUDENT ORGANIZATIONS

Initial Application Process / Requirements for becoming a Registered Student Organization (RSO):

Student organizations can be formed and recognized when Student Development determines that the group's purposes 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. Submit a *Petition for Registration as a Student Organization* found in Student Development located on the third floor of the Student Center.
2. Return **three (3) copies of the constitution, two (2) copies of the Petition for Registration as a Student Organization** and the **Annual Registration Form** to Student Development.
 - i. *** Petitions for student groups, other than student political groups, must include a minimum of ten (10) signatures of interested students, the proposed name of the organization, a statement of purpose/objective, and the signature of the full-time faculty or staff member who has agreed to serve as the Advisor for the organization.*
 - ii. *** Petitions for student political groups must include the proposed name of the student political party, a statement of purpose/objective, a minimum of fifty (50) student signatures, and the signature of the full-time faculty or staff member who has agreed to serve as the Advisor for the organization. These petitions must be submitted to the Undergraduate Student Government (USG) Office located on the third floor of the Student Center to participate in the election. Registration applications of all student political parties will be reviewed in accordance with the USG Constitution and Bylaws.*
3. The petition and attendant materials will be reviewed and presented for approval to Student Development, the USG Student Senate, and/or the Graduate and Professional Student Council. A representative of the organization seeking registration must attend the USG and/or GPSC meetings at which the application petition will be reviewed. The representative is responsible for knowing the time and location of the meeting(s).
 - i. *** If the purpose of the organization is to serve both undergraduate and graduate students and/or if the membership will consist of approximately one-half graduate and one-half undergraduate students the RSO petition may be presented to both USG and GPSC for review.*
4. After the petition has been properly reviewed, a letter and a copy of the application petition will be forwarded to the designated Advisor as notification of approval or non-approval.

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, on the basis of handicap, be excluded from participation in or denied the benefits of any extracurricular activities or programs, including student organizations.

Officer Requirements

1. 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.
2. 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 Admissions and Records and Student Judicial Affairs.

Advisor Requirements

1. Student organizations are required to have an advisor who is a full-time 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 which operate financially from a University Agency Account. Fiscal Officers must be a full-time member of the faculty or staff and approved by Student Development. The Faculty Advisor and Fiscal Officer may be the same person. Exception: Campus Ministers are not eligible to serve as Fiscal Officers.

Organizational Responsibility Requirements

1. Notify Student Development, within one (1) week, of any and all changes or revisions made to the constitution or executive board.
2. File an up-to-date list of officers and advisors in Student Development.

3. Submit the Annual Registration Form for Registered Student Organizations to Student Development by September 15 of each academic year.
4. Schedule all on campus events and activities through the appropriate University scheduling offices.
5. Maintain all Student Activity Funds and/or funds generated with the support of University Funds with appropriate University business officers.
6. Make every effort to participate in scheduled activity fairs, workshops, and other University events designed especially for Registered Student Organizations.
7. Comply with all University policies, procedures, and regulations applicable to Registered Student Organizations.

Organizational Procedural Requirements

The constitution and statement of purpose of the student group must reflect the democratic process for both electing officers and internal operation. (see Appendix for “Sample RSO Constitution”)

Annual Registration / On-Going Requirements for a Registered Student Organization (RSO):

In accordance with University Policy, each Registered Student Organization (RSO) is required to submit an Annual Registration Form to Student Development by **SEPTEMBER 15** of **EACH** academic year. As a reminder, all RSOs are required to meet the following criteria:

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 a full-time member of the SIUC faculty or staff. Fiscal officers must also be full-time faculty/staff members. Campus Ministers may serve as advisors if they hold an Adjunct Staff/Student Affairs position. Grad Assistants/Teaching Assistants do not qualify.

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 Records and Registration and Student Judicial Affairs.

CRITERION D:

Each RSO is required to maintain an up-to-date list of officers and advisors in Student Development (entire executive board election results are submitted on an annual registration form; individual officer changes are submitted on a “Change of Officer” form within two weeks 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 in Student Development. All changes to the constitution, bylaws, and/or purpose must be approved by Student Development.

CRITERION F:

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

Failure to meet any of the above-cited criteria may result in the loss of the group's registration status and the attendant university services and privileges.

Responsibilities of Student Organizations

The officers and members of student organizations are responsible for conducting their activities in accordance with the purposes and rules of the university, as well as with the purposes and procedures stated in their approved constitution.

- 1. 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.
- 2. The officers and members are responsible for registering the organization and maintaining their good standing as officially recognized Southern Illinois University Carbondale student organizations** by submitting an Annual Registration Form to Student Development, and by following all applicable rules, regulations, and procedures. It is strongly recommended that student organizations maintain at least five (5) active members in order to ensure the continuity of the group.
- 3. The officers and members are responsible for informing Student Development of any changes in officers and/or a change in advisor.**
- 4. The officers and members are responsible for submitting a constitution to Student Development every four (4) years for review and revision.** Any changes in a student organization's constitution are to be authorized by Student Development before the proposed change(s) becomes effective.

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.

In some instances, Student Development may deem it necessary to review an organization's recognized status, operations, and procedures. Under such conditions, Student Development 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.

Disciplinary Guidelines for Registered Student Organizations

DISCIPLINARY ACTION FOR REGISTERED STUDENT ORGANIZATIONS (General Policy)

If Student Development receives information of fiscal delinquency, abuse of University privileges and/or services, violations of the GMI (fraternity/sorority), or violations of any other University policies and procedures by a Registered Student Organization (i.e., via memorandum from University service departments, Student Center, Security Police, Student Judicial Affairs, University Housing, Intramural-Recreational Sports, national organization headquarters, etc.), the RSO in question will be notified by Student Development of the charges levied against it. Depending upon the nature and severity of the violations, an administrative hearing may be scheduled.

SUSPENSION OF STATUS AND PRIVILEGES AS A RESULT OF FISCAL DELINQUENCY AND/OR ABUSE OF UNIVERSITY PRIVILEGES AND SERVICES

In cases of fiscal delinquency and/or abuse of University privileges and services, 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 delinquency or abuse of privileges and services. If found in violation of the charges, the RSO may receive sanctions ranging from probation to having the RSO's registration status and privileges suspended by Student Development 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 four (4) calendar months, but no more than twelve (12) calendar months. An RSO which has its registration status and/or privileges suspended by Student Development may appeal the suspension to the appropriate administrative officer.

All appeals must be made within five (5) working days of official notification of the suspension.

SUSPENSION OF STATUS AND PRIVILEGES AS A RESULT OF VIOLATIONS OF SIUC/STUDENT DEVELOPMENT POLICIES AND/OR OTHER UNIVERSITY POLICIES AND PROCEDURES

In cases of violations of SIUC/Student Development policies and procedures and/or violations of any other University/State/Federal policies and procedures, 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 at which time the case will be reviewed by an assigned University Hearing Officer and/or judicial panel. If the RSO is found in violation, appropriate sanctions and/or suspension of RSO status and privileges by Student Development may result.

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 director of Student Development or the Vice Chancellor of Student Affairs, 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.

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.

Privileges/Benefits of being an RSO

A registered student organization has the privilege of using on-campus facilities, raising funds, sponsoring speakers and public performances, distributing literature, and calling upon the assistance of Student Development staff. Other benefits include:

- Recognition as a Southern Illinois University registered student organization

- Use of University facilities for meetings and approved activities, including but not limited to the Free Forum Area, Pulliam Gym, Rinella Field, Classrooms, etc.
- Use of the SIU Student Center's many meeting rooms free of charge (restrictions apply) or discounted for student organizations
- Opportunity to apply for funding through Undergraduate Student Government (USG) or Graduate and Professional Student Council (GPSC)
- Host approved fundraising events on campus and obtain solicitation permits
- Participate, work, and coordinate activities with other University organizations
- Use of an RSO Mailbox
- Request mailing labels for a targeted population
- Participate in the semesterly RSO Fairs
- Distribute literature at appropriate University locations
- Obtain Student Development/University assistance in cash handling/financial procedures
- Listed in the printed and electronic directories of Registered Student Organizations
- Utilize resources for program planning and organizational development offered by Student Development
- Use of RSO Equipment & Supplies including tables, chairs, crock pots, cash boxes, etc, provided by Student Development
- Information on your student organization on file in Student Development, which serves as a resource center for those seeking information on involvement in student organizations
- Stability of a written constitution (and bylaws)
- Faculty/staff advisor available for counsel and support
- Access to other services provided by Student Development, some of which include: Invitations to join in the Student Organization Fair each Fall and Spring semester and special e-mail notice to participate in the Leadership Workshop Series, Fall Leadership Conference, Spring Symposium, etc.
- Access to the Leadership Resource Library in Student Development, which contains leadership resource materials, icebreakers, programming and activities information
- Support from the staff of Student Development willing to assist with the individual needs of your student organization at your request

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. Ordinarily, every constitution contains articles covering these subjects:

- 1) Name of the organization
- 2) Its Object (Purpose)
- 3) Members
- 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)

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

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

Requirements to be an officer of an RSO

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

1. Must be student officially affiliated and enrolled at SIUC;
2. Must be in good standing with the University as defined by the offices of Admissions and Records and Student Judicial Affairs.
3. Must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.

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.

Types of organizations/classifications for RSOs

Constituency Groups	Honor Societies
Departmental Organizations	International Student Groups
Entertainment Groups	Political Groups
Ethnic Groups	Recreational Clubs
General Interest Clubs	Religious Organizations
Greek Letter Organizations	Residence Hall Organizations
	Service Organizations

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. For additional information, contact Student Development.

See Student Development website for a complete listing of Registered Student Organizations:
www.siu.edu/~studdev

Advisor Requirements

Student organizations are required to have an advisor who:

1. Is a full-time 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 which operate financially from a University Agency Account. The Fiscal Officer for SIUC RSOs is the Director of Student Development.

Benefits of Finding a Good Advisor

All registered student organizations are required to have an 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 club goals and activities. Also, 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 your organization is 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 Development for assistance.

Duties of an RSO advisor:

- Clarify his/her role as advisor to the group members as he/she sees it; once understood, there should be fewer problems due to misunderstanding regarding roles and responsibilities
- Be aware of and be able to interpret University policies that govern registered student organizations
- Encourage and assist the group in setting organization goals
- Be available to the officers of the organization for consultation
- Encourage the officers to maintain accurate records
- Stay up-to-date on what is occurring within the organization
- Assist the officers in understanding their duties and organizing programs
- Advise and consult organization officers on budgets and other financial affairs
- Attend the Advisor Orientation in the Fall and be familiar with the location and services of Student Development
- Promote involvement and discussion
- Attend meetings as often as possible
- Challenge the students to strive for more, and then support them in their efforts
- Promote diversity within the organization
- Teach the art of leadership
- Help bridge the year-to-year change in officers
- Not let personal goals interfere with or influence group decisions, activities, or goals
- Provide continuity to the organization's policies, programs, and traditions
- Most importantly, the advisor should be a caring individual with a real interest in and concern for students and their growth

RSO Certification Program

In the fall of 2002, Student Development created the RSO Certification Program, a training program to assist student group leaders in becoming aware of the State, Board of Trustee, and University rules and regulations 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.

The certification process is simple and has been conveniently compiled in a self-tutoring PowerPoint presentation available for viewing in Student Development during regular office hours and is also available on the Student Development website. The program is approximately 15-20 minutes in length, is self-guided, and can be completed at the student’s convenience. In addition, Student Development has in the past also offered several open presentations at the beginning of the fall semester in order to facilitate mass certifications. Notification of dates, times and locations will be e-mailed to presidents and advisors. The certification is good for as long as you serve as an officer!

Changing an RSO name, officers, and/or advisor

To change the name of your organization, you must submit the following information to Student Development:

1. Revised “RSO Registration” form reflecting the name change
2. Updated constitution reflecting the name change

In order to change the names of officers, you must submit the following information to Student Development within one week of a change:

1. If changing one or two officers, submit a “Change of Officer” form
2. If changing the entire slate of officers, submit a revised “RSO Registration” form along with the signature and contact information for each new officer

When changing advisors, one the following must be submitted to Student Development:

1. A signed memo from the new advisor indicating their willingness to serve
2. A revised “RSO Registration” form reflecting the change in advisor

Funding opportunities available for RSOs

Student Activity Fees are collected from all students. The Undergraduate Student Government (USG) and the Graduate and Professional Student Council (GPSC) are responsible for recommending to the Vice Chancellor for Student Affairs the annual allocation of monies for the activities and programs of RSOs.

In order to be eligible and receive funding, an RSO must:

1. Be in good standing as defined by Student Development

2. Submit a Funding Request to USG or GPSC according to the constituency groups prescribed process

For additional information on funding requests, contact the Undergraduate Student Government and/or the Graduate and Professional Student Council directly.

SECTION IV – UNIVERSITY POLICIES AND PROCEDURES

Alcohol Policy (University)

The sale, delivery, possession and consumption of alcoholic beverages in or on any property owned or controlled by the University is 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 for the purpose of transporting alcoholic beverages to 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 campus organization *may not be used* for the purchase of any form of alcoholic beverage. For additional information on the University Alcoholic Beverage Policy, contact University Housing, Student Center Scheduling/Catering, or Student Development. For a copy of the policy statement in its entirety, contact Student Development.

Alcohol Policy & Tailgating

(Date Last Updated: *August 12, 2005*)

Times Tailgating Allowed: 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 at the following location:

General Tailgate Area (including students)

- Lot 52, located on Douglas Drive near the southwest corner of SIU Arena
- **NO** pets allowed.
- Glass containers are strongly discouraged.

Dawg House List

Failure to comply with University regulations or Student Development policies may place you on the now famous “Dawg House List”. This list, maintained in Student Development, identifies those Registered Student Organizations which have had their privileges suspended because of:

1. Fiscal delinquency and/or abuse of University privileges and/or services.
2. Violation of the Student Conduct Code and/or Violation of any other University Policies and Procedures.
3. Failure to register the student organization with Student Development by September 15th and/or within two weeks of any officer change.

The “Dawg House List” is updated as required and provided to all appropriate campus offices. To remove your organization’s name from the “inactive” status, simply correct the problem, pay the bill, or consult with Student Development about what to do.

Dance Policy

This policy applies to all dances in the Student Center open to the general public. It does not apply to closed programs with restricted admittance to sponsoring organizations’ members/guests only. Student Center Staff will make the final determination.

- Dances are restricted to Ballrooms A, B, C, and/or D.
- All requests for dances and extensions must be made at least 10 working days prior to the event, by appointment with the Assistant Director.
- Dances sponsored by RSOs are required to have an advisor/designee present at the pre-event meeting(s) as well as the dance. Advisors/designees must be visible and accessible to the Building Manager throughout the event.
- A signed Fiscal Officer’s sheet for specific charges and security, including an open clause covering possible damages, must be in the Scheduling Office at least seven workdays prior to the scheduled event.
- Seven uniformed SIUC Public Safety officers will be required to be present from ½ hour before the dance to ½ hour following the dance and any additional time deemed necessary by SIUC Public Safety. Representatives from Public Safety shall meet with the Building Manager and the sponsoring organization to determine placement of officers prior to the event. Additional officers may be required as determined by the Student Center Scheduling Office. The Student Center Scheduling Office shall be in charge of all arrangements with SIUC Department of Public Safety.
- The use of metal detection equipment, located at the entrance to the dance and monitored by uniformed Public Safety officers, is required at all dances.
- The name of three contact persons who will be in authority for the sponsoring organization must be provided to the Scheduling Office at least 48 hours prior to the scheduled event.
- Prior to and following the event, a walk-through of the immediate area will take place with a contact person for the sponsoring organization and the Student Center Building Manager. Damages, if any, that are determined to have been caused as a result of the

event, will be assessed and charged to the sponsoring organization within a reasonable period of time.

- Fifteen monitors must be present one half hour prior to the dance start time. All fifteen monitors, as well as the advisor/designee, will meet with the Student Center Building Manager and the SIUC Public Safety officers. Monitors will be required to exchange their SIUC ID cards for monitor badges. The Building Manager will assign a station to each monitor prior to the start of the dance. If all fifteen monitors are not at their stations at all times, the dance may be delayed or cancelled. Organizations may provide more than fifteen monitors and relieve each other during the evening.
- Monitor responsibilities shall include:
 1. Crowd control entering and exiting the program,
 2. Observe and report crowd behavior to the Building Manager,
 3. Assist the Building Manager in clearing the scheduled area at the conclusion of the program.
- If admission is charged, it must be applied from the scheduled beginning of the dance, through the conclusion. No free or reduced admission will be allowed.
- Scheduled room capacities will be enforced at all times by the Student Center staff and the sponsoring organization.
- Organizers requesting **Late Night Dance Extensions** past the regular building hours must meet the following guidelines:
 1. Late night dance extensions will be allowed only until 2:00 a.m. with the dance ending no later than 1:30 a.m. and the building cleared by 2:00 a.m.
 2. There will be a \$50.00 per hour charge plus security expenses for each additional hour requested.
 3. Anyone in the Student Center not attending the dance must leave the building at the regular advertised building closing time.
 4. After hours areas approved for dance guests are the first floor corridor from the east entrance to the west entrance, including the locker and telephone areas, and the second floor marble steps, Gallery Lounge and the Ballrooms.
- Any problems occurring during the dance may result in the cancellation of the dance and full charges being assessed to the sponsoring organization.
- As a courtesy, organizations may temporarily deposit their dance receipts for safe keeping in the Student Center. Receipts should be counted and verified by the Building Manager and the advisor/designee or organization officer before placing into the temporary deposit area. Deposited money can be picked-up on Monday morning, or the next regular business day from the Associate Director for Operations or the Assistant Director of the Student Center.
- Sponsoring organizations must submit a signed agreement to the terms and conditions to the Assistant Director and are available in the Student Center Scheduling Office.

Fiscal Procedures - General

GOLDEN RULE #1 – ALL PURCHASES MUST BE PREAPPROVED BY STUDENT DEVELOPMENT!

You must receive prior approval for ALL expenditures (even for events that will be funded by USG/GPSC) – NEVER, EVER spend money without first receiving prior approval from the Student Development accounting staff and your RSO financial officer and/or advisor (advisor - if expenditure is over \$100). We have arrangements with various vendors in the area and it is possible for us to make payment arrangements on your behalf so you may not be “out of pocket” for expenses related to your RSO. If you bring in receipts for reimbursement WITHOUT receiving prior approval, you must write a letter of exception to Dr. Katie Sermersheim (sermersh@siu.edu). In the letter you must state why you did not follow the RSO guidelines on the proper procedure of spending your RSO money. Requests for reimbursement will not be processed until an exception is granted by Dr. Katie.

When requesting funds, please note that we DO NOT HAND OUT CASH! Several options are available to you:

1. We have a credit card (P-Card) assigned to several individuals in the office (most vendors in the area will allow us to phone ahead and give them our credit card information) - we do not give you the card nor provide you with the card information.
2. We have a supply of Wal-Mart cards if your RSO wishes to shop at Wal-Mart or Sam’s Club (you must be a member of Sam’s Club – we do not provide a membership card for you).
3. If, and only if, option 1 and 2 are not available, AND you have received **prior approval** from the Student Development accounting staff, you can bring in the receipts and be reimbursed for your purchases (this process usually takes at least 7-10 business days).

ALL RECEIPTS FOR PURCHASES USING STUDENT DEVELOPMENT’S P-CARD OR WAL-MART GIFT CARDS MUST BE RETURNED TO THIS OFFICE WITHIN 48 HOURS OF PURCHASE.

USE OF OUR P-CARD AND WAL-MART CARDS ARE OFFERED AS A COURTESY TO YOU. FAILURE OF YOUR GROUP TO COMPLY WITH THIS REQUIREMENT MAY PREVENT YOU FROM FUTURE USE OF THESE CARDS. WHICH MEANS – IF YOU DON’T ABIDE BY THIS 48 HOUR RULE YOU WILL HAVE TO PAY FOR EXPENDITURES OUT OF YOUR OWN POCKET AND TURN IN THE RECEIPTS TO THIS OFFICE FOR YOUR PERSONAL REIMBURSEMENT (THIS PROCESS TAKES ABOUT 7-10 BUSINESS DAYS). PLUS, YOU WOULD STILL NEED TO RECEIVE PRIOR APPROVAL FROM THIS OFFICE BEFORE MAKING THIS OUT-OF-POCKET EXPENDITURE. PURCHASES THAT ARE NOT MADE USING OUR P-CARD ARE NOT GUARANTEED TAX EXEMPT STATUS (AND YOU WILL NOT BE REIMBURSED FOR SALES TAX CHARGED TO YOU).

Fiscal Procedures – Campus Mail

If you wish to send flyers through Campus Mail to various mail stops on campus, you must stop by the Student Development Office to pick up a request form BEFORE you take the item to be mailed. A sample copy of the item to be delivered must be attached to the form. All mailings are restricted to University Business and must be arranged in numerical order by mailcode. You can

also request that a flyer be sent to all mail stops on campus. There are currently 275 departmental mail stops on campus. You can also use Campus Mail to send items off campus. Your RSO must have sufficient funds in the account to cover applicable postage charges.

Fiscal Procedures – Contracts

Contracts for speakers, entertainers, bands, and other services (hereafter referred to as vendor) must be processed at least two (2) weeks prior to the date of the performance (additional time is required if payment to vendor is over \$5,000). No advance payments may be made for any service or performance. Your RSO must have the required funds to pay the vendor in your account at the time the contract is delivered to the Student Development accounting staff. The University cannot lend money to RSOs to cover contract expenses. If completed contracts are delivered to the accounting staff two weeks prior to the event, a check for the vendor may be available for you to present to the vendor on the date of the event (please notify the Student Development accountant if you wish to have the check available for the vendor). Contracts may not be approved by the University if the contract is presented for approval “after the fact”. Without approval of the contract PRIOR to the scheduled date of the performance of service, the University is not obligated to release the funds. Therefore, it is essential that all deadlines and procedures be followed in order to ensure proper payment to the vendor. Please see the Student Development accounting staff for all applicable forms.

Fiscal Procedures – Deposits

All checks to be deposited into your RSO account should be made payable to SIUC. Funds raised through bake sales and other fundraisers scheduled through the Student Development Office must be made within 24 hours of the event.

Fiscal Procedures – Equipment Purchases

All equipment (individual items over \$100) purchased with RSO funds is considered property of the University – NOT your specific RSO and, therefore, is on the University inventory and will be inventoried annually by Student Development. All equipment purchased must be maintained properly by your RSO. Should you decide you no longer want or need the equipment, you must notify Student Development BEFORE disposing of it.

Fiscal Procedures – Imprinted Material

All imprinted designs (for t-shirts, banners, sweatshirts, pencils, mugs, plaques, etc.) **MUST BE APPROVED** by SIUC Media and Communications **BEFORE** the company can start your print job. **WE WILL NOT** approve payment for orders in which we have not yet received approval. If you have an item printed and don't get approval, you are taking a chance that we will not be able to pay for your order. E-mail artwork to sandys@siu.edu and clarkr@siu.edu. Once we receive your artwork, we will forward it to Media and Communications who will approve or make changes. Approval and/or changes will be e-mailed back to you as soon as possible so you can notify the company to begin printing.

Fiscal Procedures – Printing/Duplicating

Services provided by SIUC Printing/Duplicating Service are restricted purchases according to campus Purchasing guidelines. As a general rule, RSOs are expected to use Printing/Duplicating Service for any printing and duplicating jobs. The use of the P-card or purchase requisition to use off-campus printing/duplicating services requires advance approval of Printing/Duplicating Service. Please see the Student Development accounting staff for applicable form.

Fiscal Procedures – Travel Procedures

Travel requests for cars and vans should be submitted at least five (5) working days in advance of the scheduled departure date. All drivers must be at least 21 and be on the University payroll (student worker, GA, faculty/staff) at the time of the trip. Your advisor must accompany you on the trip or provide a letter of exception. Reimbursement for out of pocket expenses for vehicle rental within a 100-mile radius of Carbondale WILL NOT be approved. Please see the Student Development accounting staff for all applicable forms.

Fiscal Procedures – USG

If your RSO receives funding from Undergraduate Student Government (USG), there are a few things you should remember:

Dollars from USG are classified as State Funds/”Restricted” and, therefore, may be spent only in accordance with the Illinois State Purchasing Act guidelines.

That means:

- ✓ Funds are payable only for services rendered/goods received and only for the item(s) in which USG provided the funds for you.
- ✓ Funds MAY NOT be used to purchase alcoholic beverages.
- ✓ Funds may NOT be used for donations or gifts to charities or individuals, payments to/on behalf of University employees, food and beverages for meetings, prizes and awards, clothing, items that will be resold as a fundraiser, insurance, computers, office supplies, security for events, advertising not connected to a specific event, and telecommunications. The only exceptions to this rule will be Umbrella organizations whose programs are proven to benefit the entire SIUC community. If the nature of your Organization makes one of these items necessary to the RSO’s functioning, USG will take that under consideration.

Unused funding from USG for your event will be swept back to USG to be reallocated to other groups. If you wish to use your unused funding for a future event for your group (must be the same semester or academic year), you must complete a USG Transfer Funding request and make this request to the USG Finance Committee. Sweeps typically occur in December and May of every academic year.

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 :
 - Commercially prepackaged, precooked hot dogs may be sold.
 - 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.
 - Only prepackaged single serving condiments may be dispersed.
 - 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 cups or glasses is 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 Student Center Director. 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 Development.
6. RSOs found in violation of the food policy at any solicitation site, including the Free Forum area, will be immediately shut down by the appropriate department. Security will be called if necessary.
7. Three violations will result in the loss of solicitation privileges. The length of time for suspended privileges will be determined in accordance with the RSO Disciplinary Guidelines.

Fund Raising Policy

ALL fund raising activities conducted on the SIUC campus by Registered Student Organizations require PRIOR permission in the form of a campus solicitation permit. Refer to ***Solicitation Permits***, for more specific information. Presently, it is University policy that any and all monies raised on the campus by student organizations MUST be deposited into the appropriate University account.

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.”

Leadership Library

We are proud to announce the development of a Leadership Library! Stop by Student Development and view all the great resources available to you and your RSO

Resources include DVDs, Videos, and books on a wide variety of topics including team building, icebreakers, parliamentary procedure, public speaking, marketing your RSO, and many, many more topics. Most books can be checked out for up to 2 weeks. A full listing of the resources available is posted on the Student Development website.

Poster/Flyer Distribution

Posters/flyers 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 poster/flyer. As a general rule:

- a. 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 residence halls, have very specific regulations governing the display of posters/flyers, and thus, require additional approvals to post in these areas.
- b. Posters/flyers should identify the name of the sponsoring student organization.
- c. Posters/flyers should be hung and removed in a timely manner
- d. No posters, flyers, signs, or other materials should 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 PHYSICAL PLANT**
- e. Sidewalk Chalking is allowed on campus and it is encouraged that it be confined to open areas where rain and weather can wash old postings away. As with flyers, it is expected that good taste, judgment, and courtesy be used.

Protest Policy

The full text of the University's policy on Demonstrations may be viewed at: http://intranet.siu.edu/~docedit/other_policies/index.html 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.

Room/Space Reservations

For Scheduling Student Center Rooms/Space

1. All Student Center reservations are made in the Student Center Scheduling/Catering Office on a "first-come, first-served" basis
2. Room requests will be accepted only for the semester in progress. Requests may be made for the next semester beginning with the first day of the week before final exams. The certified scheduling officer may request to schedule major, annual and/or special events one year in advance by submitting a letter of proposal.
3. A request made does not guarantee a space, even if available at the time of request. Groups should not make any arrangements or do any advertising of the event until a copy of the reservation contract is secured from the Scheduling/Catering Office.
4. Every attempt will be made to satisfy a group's request. A group may receive a room of a different set-up and/or size according to availability.
5. The Student Center reserves the right to cancel this reservation if it conflicts in any way with the general policy of the University or Student Center regarding meetings on campus or to change this reservation to other rooms with the understanding that, if possible, comparable space will be provided.
6. Any equipment or service for which there is a charge must be paid for in advance, before approval is granted. This may be accomplished by making a payment by check, by cash, or by completing a Fiscal Officer sheet in the Scheduling Office at the time of making the request.
7. Each group is permitted two Scheduling Officers who must be certified by Student Development. These people are designated by the RSO and notice provided to Student Development who will update and advise the Scheduling/Catering Office. Only these two people and the advisor are permitted to make requests, cancellations, changes and/or additions, which must be made in person at the Scheduling/Catering Office.
8. All requests for Student Center space must be made in person, in the Scheduling/Catering Office, during regularly scheduled office hours (Monday – Friday, 8:00am – 4:30pm.) Requests for weekend events must be completed by 4:30pm on Friday.
9. All requests, cancellations, changes or additions must be made by 9:00am the day prior to the event. After this time, all requests shall be considered a "late add" subject to availability and will not appear on a day's activity list.

10. All groups and organizations scheduled to use the Student Center’s facilities will be responsible for the proper use of facilities, furnishings and equipment in the scheduled areas by anyone attending the function.
11. Only RSOs in “good standing” as defined by Student Development are permitted to make requests.
12. RSOs are permitted THREE free reservations per week (Sunday – Saturday). Additional reservations within a week’s time will be charged per room at the student rate. This may be paid by cash, check or an internal transfer by submitting a signed Fiscal Officer sheet; this **MUST BE SUBMITTED** prior to the event.
13. An RSO is considered a “No-Show” if the group has not shown up one half hour after the scheduled time. After this time, the Building Manager must be paged to see if the room is still available for the group. Availability shall be at the discretion of the Building Manager.
14. All first-time “no-shows” will result in a letter of warning.
15. All second-time no-shows will result in full rental and service charges.
16. The third no-show will result in suspension of room scheduling privileges for a period of sixteen academic weeks.

For Scheduling Other Facilities

- For any University Housing facilities.....Director of University Housing/Designee
- Arena, Athletics Fields, McAndrew Stadium, Davies Gymnasium.....Director of Athletics/Designee
- Shryock Auditorium.....Director of Shryock/Designee
- Lake on Campus, Student Recreation Center
- University Activity Areas.....Director of Intramural Recreational Sports
- Touch of Nature Facilities.....Director of Touch of Nature
- Classrooms, space in academic buildings.....Admissions and Records Scheduling
Some spaces may require approval of Academic Deans
- Free Forum Area & Old Main Mall.....Student Center Scheduling/Catering
- Lesar Auditorium, Law School.....Dean of the Law School/Designee

Sidewalk Chalking

Sidewalk Chalking is allowed on campus. Please confine chalking to open areas where rain and weather can wash old postings away. As with flyers, it is expected that good taste, judgment, and courtesy be used.

Solicitation Policy

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

- Agriculture Building Breezeway
- CASA (Tech C)
- Engineering (Tech D)
- Communications East

- Faner Main (can accommodate two activities of different nature)
- Faner South, Lawson (grassy area)
- Life Science II
- Neckers lobby
- Quigley (first floor lounge)
- Wham/Pullium

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

Regulations Governing the Use of University Property for Fund Raising, Canvassing, Soliciting, Vending & Allied Advertising

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 at the same time, 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, McAndrew Stadium, Recreation Center, Residence halls, Shryock, 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, McAndrew 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. Any person or organization using amplified sound or a guest speaker in its solicitation must be confined to the Free Forum area.
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).

Solicitation within the Student Center

Any type of fundraising, petitioning, canvassing, distribution of materials and literature, membership drives, demonstrating and recruiting in and around the Student Center will require a Student Center Solicitation Permit from the Student Center Scheduling Office. No donations supporting outside agencies of any type will be approved. Solicitation spaces are arranged as follows: eight tables/spaces in the south Hall of Fame area and two tables/spaces in the vending/escalator area on the first floor (restrictions apply).

Requirements:

1. Only Registered Student Organizations (RSOs) that are in good standing with Student Development and University departments are eligible.
2. Only a certified scheduling officer or advisor for the RSO can complete a Solicitation Permit request.
3. Only one campus department will be allowed per day for informational solicitation.
4. The Student Center Scheduling Office shall be responsible for all scheduling.
5. Space reservations for solicitation will be accepted only for the semester in progress for both RSOs and campus departments and/or for the next semester beginning with the first day of the week before final exams.
6. All approved activities are restricted to the times, dates and locations specified on the permit.
7. All resulting proceeds must be deposited into a University account daily.
8. An applicant wishing a solicitation permit for an officially scheduled University event must obtain additional approval from the office responsible for the event.
9. If two organizations request the same space at the same time, the party making their request first will be given priority.
10. RSOs may have a solicitation table/space a maximum of three times per week but only one table/space per day. University departments may have one solicitation table/space per week, limited to the Hall of Fame area only.
11. Tables may not block entrance and exit doors, escalators, stairs and/or elevators. People staffing the table may not approach people in the hallways and must have a copy of the solicitation permit available at all times.
12. Scheduled space will be forfeited if not occupied by the scheduling organization within one hour of the beginning of the scheduled time, or if during the scheduled time the table is left unsupervised. This will be considered a “no-show” .

13. Amplified sound is allowed in the Hall of Fame area only and may not exceed a volume disruptive to adjoining tables or the Student Center. The Scheduling Office reserves the right to monitor and control volume.
14. Audio-visual equipment may be obtained from the Scheduling Office.
15. Sales items, promotional or any merchandise must be confined to the table area not to exceed six feet behind the table.
16. All games intended for fundraising must include an element of skill, not chance. Raffles and lotteries are illegal in the State of Illinois.
17. No items may be sold or given away which would compete with Student Center concessions, contracts, products and/or services. Approval of items must be made by the Scheduling Office prior to securing a solicitation permit.
18. Any organization that allows another organization to use its name or scheduled space may forfeit their space and will be subject to suspension of privileges.
19. Any activities other than those approved on the permit may result in forfeiting their space and possible suspension of privileges.
20. Any violation of the solicitation policy may result in revocation of solicitation privileges for a period of at least sixteen academic weeks. Each organization is allowed one no-show per semester without penalty.
21. Unresolved conflicts regarding the content of the solicitation policy, decisions rendered and/or Student Center policies shall be decided by the Student Center Board and/or Director of the Student Center.

Travel Guidelines

- 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.
- 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.
- 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 Development 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.
- Complete the Travel Request form 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).

- All driver's 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 don't have drivers that meet these qualifications, you CANNOT rent vehicles – sorry, no exceptions.
- Attach one copy of trip itinerary to 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.
- 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.
- 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.
- 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.
- Tickets incurred for violations are the personal responsibility of the driver!
- Reimbursement for out of pocket expenses for vehicle rental within a 100-mile radius of Carbondale WILL NOT be approved – NO EXCEPTIONS!

Websites/Web Pages for RSOs

RSO websites are assigned through Media and Communication Resources. Web policies at SIUC are found on-line at: <http://news.siu.edu/tools/web/web1Policy.html>

The web site 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 Media and Communication Resources. The memo of understanding form is found on-line at: <http://news.siu.edu/tools/web/memo.jsp>

SECTION V – FREQUENTLY USED RESOURCES

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 Development Office.

E-mail Accounts for RSOs

RSOs may request a university e-mail account by contacting Information Technology. A member of the organization will have to be the registering agent and will be asked to Fax their request to 453-4152 with three possible e-mail addresses consisting of five – eight characters.

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.siustudentcenter.org

Student Development Leadership Library

We are proud to announce the development of a Leadership Library! Stop by Student Development and view all the great resources available to you and your RSO

Resources include DVDs, Videos, and books on a wide variety of topics including team building, icebreakers, parliamentary procedure, public speaking, marketing your RSO, and many, many more topics. Most books can be checked out for up to 2 weeks. A full listing of the resources available is posted on the Student Development website

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<http://news.siu.edu/tools/web/memo.jsp>

SECTION VI - 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 submit an Annual Registration Form to Student Development by

SEPTEMBER 15 of **EACH** academic year. As a reminder, all RSOs are required to meet the following criteria:

I've 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?

The certification is good for as long as you are a student leader at SIUC!

How can I check the balance in my account??

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

When can I reserve rooms in the Student Center?

Room/Space reservations for the Student Center are made in the Scheduling and Catering Office on the 2nd floor. RSOs may reserve rooms on the Monday of the week before finals for the following semester.

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 Development Office to pick-up a memo from the accounting staff, which they then bring to the Student Center Administration Office to purchase a copy card.

How do I contact an RSO I'm interested in?

Students are welcome to call or stop by the Student Development Office and we will be glad to provide you with the name and telephone number of the contact officers and/or advisor for any of our RSOs.

How can my RSO have an on-campus fundraiser?

If your RSO is considering a food sale (see Food Sales Policy) you may reserve space, check-out a table, chairs, and equipment and free advice at Student Development. See the Fund Raising Policy for additional information.

What is "the Dawg House"?

When an RSO is "in the Dog House" with Student Development, it means the organization has a financial problem, (overdrawn in their account, failed to submit receipts to accounting staff, etc.) failed to submit their annual RSO registration form, has a problem with officer and/or advisor status, or has been inactive for 2 or more years. While "in the Dog House," an RSO loses all privileges and access to their funds. In order to get "out of the Dog House," the concern needs to be corrected and reported to Student Development. For additional information, contact Student Development.

SECTION VII – STUDENT DEVELOPMENT

How to Contact Us:

Student Development is located on the third floor of the Student Center and is in operation Monday – Friday, 8:00am – 4:30pm when the University is open. Students, staff and faculty are welcome and encouraged to visit us. Our mailing address is: Student Development – Southern Illinois University – Mail Code 4425 – Carbondale, Illinois, 62901-4425. We can also be reached by telephone at 618. 453-5714 via e-mail at: studdev@siu.edu or you can visit our website at: www.siu.edu/~studdev

Who We Are & What We Do:

Katie Sermersheim, Ph.D..... Director of Student Development
Ellen Auld..... RSO concerns (registration, fund raising, etc)
Rae Clark..... RSO Accounting
Paulette Curkin..... Leadership, U-Card, & Non-Traditional Services
Carl Ervin..... Multi-Cultural Programs & Services
Sue Hawthorne..... Reception Area, P-Card, Information
Andy Morgan..... Greek Advisor
Mythili Rundblad..... Saluki Volunteer Corps & AmeriCorps
Sandy Schenk..... RSO Accounting
Melanie Stivers..... Leadership Council

Plus wonderful Graduate Assistants, Interns, and Student Workers!

SECTION VIII – APPENDIX

Sample Constitution

An RSO's constitution should possess the following information:

1. Name of organization
2. Who may be members
3. Officer structure
4. Election process
5. Amendment process
6. By-Laws (operational procedures/practices)

This sample constitution is provided by Student Development to assist your RSO/registered student organization in creating a constitution, which meets the standards for official Southern Illinois University recognition. If you have questions, please contact us: 618.453.5714.

SAMPLE: (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:

- a) To promote interest in _____*
- b) To provide fellowship among students and faculty.*
- c) To represent student needs and wants in regard to _____*
- d) 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 and may hold office.*
- 2) 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 treasure.*
- 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 – Not-for-profit Statement

This is not-for-profit organization.

ARTICLE VII – 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 VIII – 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 IX – 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 X – 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 XI – Robert’s Rules of Order

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

SAMPLE: (items italicized are examples of language you can use)

REGISTERED STUDENT ORGANIZATION BYLAWS

I. Officers & Duties

A. President

- 1. Coordinate all activities of the organization.*
- 2. Liaison to University community.*
- 3. Official representative of organization.*
- 4. Calls regular and special meetings.*
- 5. Presides at meetings.*
- 6. Prepares agenda for meetings.*

B. Vice President

- 1. Assumes duties of president, when necessary.*
- 2. Assists president in coordinating activities.*

C. Secretary/Records Officer

- 1. Maintains accurate & current information of the organization and membership.*
- 2. Assists president and vice-president to coordinate organization activities.*
- 3. Keeps accurate minutes of each meeting and forward copies to other officers.*
- 4. Keep attendance records for meetings.*

D. Treasurer

- 1. Liaison to SIU for all purpose of organizational funding.*
- 2. Maintains accurate and current account of all organizational funds.*
- 3. Responsible for dispensing of funds in accordance with the goals and programs established by organization.*

II. Meetings

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.

Sample RSO Vehicle/Trip Request

PLEASE TYPE OR PRINT ALL INFORMATION

1. DATE OF REQUEST: _____

2. STUDENT ORGANIZATION INFORMATION:

RSO NAME: _____

ACCOUNT NAME: _____

ACCOUNT NUMBER: _____

3. TRIP INFORMATION:

TYPE OF VEHICLE REQUESTED: _____

DESTINATION: _____

DEPARTURE DATE: _____

RETURN DATE: _____

DESTINATION EMERGENCY CONTACT:

NAME: _____

ADDRESS: _____

PHONE: Area Code _____ Number _____

Attach a copy of the trip itinerary

4. PRIMARY DRIVERS:

List additional drivers and required information on reverse side.

NAME: _____ ID # _____

SIGNATURE: _____

LOCAL ADDRESS: _____ PHONE: _____

DRIVER'S LICENSE #: _____ EXPIRATION DATE: _____

5. PASSENGERS:

All passengers must be listed. Attach additional sheets if needed.

NAME: _____ ID # _____

NAME: _____ ID # _____

NAME: _____ ID # _____

NAME: _____ ID # _____

6. ACCOMPANYING ADVISOR:

Exceptions to the stipulation that an advisor must accompany the group may be granted ONLY by the Director of Student Development or his/her designee. If you are requesting an exception, a letter of explanation signed by the advisor must be attached.

NAME: _____

DEPARTMENT: _____ PHONE: _____

7. APPROVALS: (Signatures Required)

ADVISOR: _____ DATE: _____

FISCAL OFFICER: _____ DATE: _____

Sample RSO Event Planning Outline

Step One – Select a committee

1. Consider what the committee needs.
2. Make sure individuals are committee.

Step Two – Brainstorm program ideas

1. Don't censor any ideas out loud.
2. Write everything down
3. Don't judge, just record.
4. After all ideas are written down go through and eliminate the ideas that aren't feasible.
5. Remember that this is a committee process and everyone on the committee should be involved. Ideas should not be rejected only on the impression of one person.

Step Three – Assign people to research program

1. Check on groups, performer, lecturer, etc.
2. Call other schools where they have performed in the past.
3. Get prices and dates available.
4. Find out what type of facility and equipment is required.
5. Find out what costs are involved other than the performance fee (i.e., hospitality, transportation, food, and lodging).

Step Four – Have a committee meeting

1. Discuss the following:
Is it appropriate for a University audience? Will it draw?
What will be the total cost – including food, renting equipment publicity, etc.?
What should ticket prices be?
Will it bring in income?
Given the committee budget, is it affordable?
Is there an appropriate facility for it? Is it available for the date and time?
Can the needed equipment, power, staging, etc. be obtained?
Will this event conflict with any other events being planned by another organization?
(Check Calendar of Events, talk to programming advisors, Director of Shryock, Director of Programming for Housing, etc.)

Step Five – Reserve facility and check with advisor and GA

Step Six – Confirm

1. Confirm:
 - a. Entertainment (get FEID #, who check is to be made to, contract, etc.)
 - b. Facility
2. Confirm details with graduate assistant.
3. Confirm program with committee and set up an organizational meeting with your committee eight (8) weeks prior to event.

Step Seven – Plan schedule for committee meeting. Include:

1. Promotions
 - a. Determine a reasonable promotional schedule and budget.
 - b. Reserve display case and assign people to design it.
 - c. Think of unusual way to promote your event. Assign people.
2. Determine all equipment needed for program. Assign someone to reserve it. If it needs to be rented or borrowed, be sure proper paperwork is done beforehand. This needs to be immediately.
3. Determine any additional materials you will need for program (tickets, food, power, or lights, etc.).
4. Determine workers needed for day of program (ticket takers, ushers, Master of Ceremonies, people for refreshment table, security guards, etc.). Make arrangements.
5. Does this program have any special problems associated with it? (e.g. does it require a special license? Insurance? Is there any unusual risk involved? If so, try to anticipate obtain advice from informed source and make all necessary arrangements well in advance.)
6. Determine set-up required for program (number of chairs, tables, layout, etc.). Give information to scheduling.

Step Eight – Consult with Program Advisor and GA

1. He/She should be consulted during this entire process including:
 - a. Initially to discuss details of program and plans to execute it.
 - b. When you know what expenses will be incurred and how they will be paid.
 - c. When problems arise.
 - d. When the program is over, in order to evaluate.

Step Nine – Check progress of committee

1. Chairperson of committee should check with each committee member who has been assigned responsibilities prior to the time when these responsibilities are to be completed to determine their progress.
2. A second check with each member should be made on the date that their particular assignment should be completed.

Step Ten – Three weeks prior

1. Distribute promotional material.
2. Make sure promotion is being carried out.
3. Put tickets on sale.

Step Eleven – Two weeks prior

1. Check ticket sale two to three times.
2. Get reviewer to cover show.
3. Put on extra push if things are slow.

Step Twelve – One week prior to program

1. Check with committee members to be sure they know what they are expected to do (or bring) the day of the program, the time they should be there, etc.
2. Be sure there is someone to meet the performer(s) and go over the details of the program with them.

3. Check with Scheduling Office to make sure all details of set-up are clear.
4. Check on equipment. (Is it all in good operating condition? Who's picking it up? What time does it need to be returned? Who is responsible for it?)
5. Check ticket sales.
6. Has sufficient publicity been done? Is there a need for a last minute effort?
7. Distribute complimentary tickets.

Step Thirteen – Day of program

1. Arrive early. In sufficient time to check set-up, determine if all necessary equipment is there and working, go over other detail.
2. Go over program with performer (s) to be sure you are both clear on what is to be expected.
3. Meet with ushers if you have special instructions.
4. Deal with last minute emergencies.
5. Have refreshments in dressing room.
6. Discuss special instructions with MC.
7. Check at intermission for any stage/lighting/sound changes.

Step Fourteen – Immediately after program

1. Pay performer or inform of when check will be received.
2. Be sure facility is cleaned up and reset (if necessary).
3. Arrange for the return of equipment. (Be sure it is all there.)
4. Arrange for any cash from program to be deposited or put in some secure place – be sure it is clearly labeled and all ticket stubs and forms are accounted for.
5. Thank everyone!

Step Fifteen – Following the program

1. Write up evaluation (include samples of promotion used) – be complete.
2. Send thank you notes to people who gave special help and assistance.
3. If the program was successful, pat yourself on the back for a job well done. If it was not successful, have a meeting to determine the reasons(s) it was not and how you could have done it better.

Organization Leaders Checklist/Calendar

August

- Update your RSO Registration Form
- Check your organization mailbox
- Hold a meeting of officers and advisors to discuss and evaluate goals
- Sign up for and participate in the Fall RSO/Community Service Fair
- If not already determined, elect officers for the year
- Have new officers become RSO Certified – visit Student Development to do so

September

- Plan an interesting and effective first meeting
- Agree on a regular meeting time and reserve a meeting space

- Inform your advisor of meeting times
- Set goals for the semester/year
- Sign-up for the Saluki Volunteer Corps, “Day of Service” Event
- If you haven’t already done so, reserve rooms for upcoming events
- Begin planning events for the fall semester
- Create/update your RSO Web Page
- Sign up to participate in the Fall Leadership Conference sponsored by Student Development
- Schedule a teambuilding session for your executive board or entire organization
- Participate in a Latino Heritage Month Activity

October

- Organize a group community service project for your organization
- Develop an organizational budget
- Participate in a GLBT History Month Activity
- Continue to keep your advisor informed
- Be on the lookout for prospective members at events
- Schedule a presentation or workshop on leadership, motivation, delegation, stress relief, etc. for your members. Call Student Development (618.453.5714) for further information or resources.

November & December

- Elect new officers and plan officer transition (if scheduled)
- Continue regular contact with advisor
- Participate in a Native American Heritage Month Activity
- Begin planning for spring semester
- Plan end of the semester activity
- Register for Spring RSO/Community Service Fair

January & February

- Recruit new members
- Participate in *Dr. Martin Luther King, Jr. Recognition/Celebration Week*
- Set new goals or evaluate old goals
- Participate in a Black History Month Activity
- Meet with advisor
- Get involved in a community service project
- Reserve rooms for upcoming events
- Begin planning events for the Spring semester
- Sign up for the Spring Leadership Symposium sponsored by Student Development
- If not already determined, elect officers for the year
- Have new officers become RSO Certified – visit Student Development to do so

March

- Start recruiting new officers
- Review constitution and bylaws; update if necessary
- Participate in a Women's History Month Activity
- Continue work on spring semester goals/activities
- Continue to update advisor on goals
- Submit nominations for Leadership & Involvement Awards
- If applicable, apply for funding via the USG

April & May

- Participate in a Asian American Heritage Month Activity
- Hold elections and plan officer transition
- Have new officers become RSO Certified – visit Student Development to do so
- Close budget/expenses
- Review year's successes, accomplishments, and 'do-overs'
- Make room reservations for fall
- Reserve space/table for the fall RSO/Community Service Fair
- Ask advisor to be involved with officer transition training
- Recognize valuable organization members
- Recognize your advisor for all his/her contributions to your RSO
- Establish summer contacts and address list
- Update Registration Form/Officer List at Student Development

Summer

- Stay in contact with organization members
- Stay in contact with organization advisor
- Brainstorm ideas for fall activities
- Make marketing and recruitment plans for fall
- Prepare handouts and table decorations RSO/Community Service Fair