



Registered Student Organization Handbook

Revised October 2021

Table of Contents

The Office of Student Involvement

Registered Student Organization Overview

Types of RSOs

New RSO Registration Process

RSO Re-Registration Process

RSO Websites

Student Senate & RSO Funding

25 Live Room Reservations

How to Rent a University Vehicle

Contracts

Ordering Items

Policies & Procedures

Budgeting

Event Resources in Hansen

Th

Types of RSOs

ACADEMIC ORGANIZATIONS

Groups tONS

How to Become a Registered Student Organization at IWU

Prior to

Any time during the process organizations are welcome to visit the Office of Student Involvement in the Hansen Student Center or call 309-556-3555 for assistance, guidance, or additional information.



Web Guidelines For Registered Student Organizations

Guidelines for web pages at Illinois Wesleyan University

IWU hosts three categories of pages on its website:

discuss amendments to the documents submitted. The Office of Student Involvement reserves the right to place a temporary or permanent hold on the status of any Registered Student Organization until amendments have been made to said documents.

The Office of Information Technology will offer assistance with updating department or organization web pages in the form of training for any faculty, staff, or student. Titan Print and Mail will offer graphic design assistance on a fee basis.

<https://www.iwu.edu/information-technology-services/about/web-policy.html>

Campus Posting Policy

In the spirit of the mission of IWU, members of the community including student organizations are free to examine and discuss all questions of interest to them and express opinions public.

Illinois Wesleyan University directs significant resources toward and takes great pride in the campus grounds and physical facilities. The University provides kiosks and bulletin boards for posting of notices and also numerous campus media to allow free expression and communication. IWU does have a policy of removing graffiti from all buildings and other facilities. Because chalking has become a popular method to advertise events and ideas, the following guidelines have been established:

Chalking is restricted to sidewalk areas only.

Only chalk that is water-soluble is permitted.

Chalking and posters will be removed from walls, benches, posts, and other surfaces. Costs for labor to remove errant material or damage caused by inappropriate postings may be billed to the sponsoring group or individual(s).

Because of the nature of the site, chalking is removed immediately from the entrance to Evelyn Chapel.

Community members can report offensive chalkings to the Dean of Students Office.

Agency Accounts

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Agency Accounts are accounts set up in the Business Office for RSOs that have funds besides those allotted by Student Senate. Typically these funds are from dues, fundraising or donations.

Like a checking account at a local bank, a positive balance must be maintained at all times. The funds in an Agency Account

sent an email with information on how to complete the online training from "Educational and Institutional Insurance Administrators, Inc." The subject line will read, "YourAlertDriving.com Program Login ID & Password!"

If you will be driving one o"

Damages: The user assumes full responsibility for the conduct of those participating in their event. The user is liable for any and all damages incurred by that conduct and will reimburse the University for damages to facilities and equipment. The University assumes no liability for property placed in the facility by users.

Safety: Exits must remain open and accessible at all times. The University must observe the maximum capacities for rooms as designed by the fire marshal. Smoking is prohibited in all IWU buildings. Open flames are also prohibited.

Decorations/Storage: Materials and decorations may not be stapled, taped or hung up in any way without prior approval. Materials must be removed at the end of the meeting/event so that the room will be ready for the next meeting/event. All items may be disposed of after the reserved time ends if the owner cannot be found or fails to come to pick them up in a timely manner.

Catering: All food and beverages for use on campus must be arranged through Sodexo Food Service. Please contact Lori Hemmer at (309) 556-3167 or at [lhemmer@iwi.edu](#)

Artist/Performer: the person or group of people hired by the organization to perform at the function/event

Presenter/Purchaser: Another term for the organization that is rendering the artist's services

Agent: The liaison between the purchaser and the artist. The agent is the person through whom contract negotiations and all other communications go. The agent is acting on behalf of the artist.

GUIDE TO THE CONTRACTING PROCESS

1. **Contact the Director of Student Involvement before beginning any contracting activity.**
 - a. Confirm that your club/organization is an approved active RSO. All RSOs must renew their status as an active RSO each year at the beginning of the Fall Semester. Only approved active RSOs can reserve space for events and Student Senate will not approve the release of funds to your organization if it has not completed the annual process to maintain Active status.
 - b. The Office of Student Involvement is knowledgeable in contracts and working with performers and can be a valuable resource who can advise you through the contracting process.
2. **Establish clear goals and objectives.** Be clear about what exactly your organization is trying to accomplish. This will have an influence on what kind of performer you want to hire.
3. **Contact Student Senate to obtain your group's budget and confirm how funds can be used.** More detailed information about applying for funds from Student Senate is contained further on in this handbook. Determine if your group can afford to spend and what your group can afford to risk by hiring a performer.
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2 Contact the appropriate vendor to give and get the specifications of your order: size, price

Illinois Wesleyan expressly recognizes the requirements of Title IX legislation. Title IX complaints should be reported to the University's Title IX coordinator, who is the Executive Assistant to the President (Holmes Hall 205, 309-556-3151).

Illinois Wesleyan University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. The Vice President for Business and Finance, the Vice President for Student ~~Assislen~~

An organization's president, captain, or other elected or appointed officials are responsible for educating their members or team of the hazing policy and enforcing it. All members of the IWU Community are expected to comply with the policy and hold others accountable for it. Enforcement responsibilities will fall into the following jurisdictions: 1) Investigations of alleged incidents involving fraternities and sororities will be the responsibility of the Greek Judicial Board. 2) Investigations of alleged incidents involving student organizations, athletic teams, and other members of the campus community will be the responsibility of the All-University Judiciary Committee.

Guidelines for Initiation

It is the expectation of the University that any organization which has a formal initiation process for new members will follow all local and (inter)national guidelines that apply to initiation. The Office of Student Involvement maintains information on (inter)national guidelines for initiation. The office also tracks membership totals and attrition for fraternities and sororities, thus all Greek Chapters are required to provide the Director of Student Involvement with membership lists and initiation dates prior to the formal initiation ceremony. It is the University's expectation that initiation practices are in place to install a sense of pride and community within the organization. Initiation and ritualistic ceremonies should not violate members' personal or moral convictions as a condition of initiation, nor should they interfere with students' academic obligations.

Reporting

Campus community members are expected to report a practice or action believed to be hazing to the Dean of Students immediately. The Dean will initiate a formal investigation and grievance procedure once the action is reported.

<http://www.iwu.edu/judicial/handbook/Student-HandbookPolicies.shtml#hazing>