

ILLINOIS STATE UNIVERSITY

Registered Student Organization Handbook

2009-2010



Get Involved
stay connected

Student Involvement Center,
a unit of the Dean of Students Office
Bone Student Center 229C; (309) 438-3212
studentorganizations@ilstu.edu
www.deanofstudents.ilstu.edu

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Welcome

Welcome to the world of registered student organizations (RSOs). RSOs are an important part of the educational experience at Illinois State University.

The Student Involvement Center, a unit of Dean of Students Office, strives to provide you with the information, support, and assistance needed to run your organization both smoothly and effectively. Upon the successful establishment and annual registration of your organization with the center, you will be officially recognized as a “RSO” and entitled to all of the benefits and privileges outlined in this document.

This handbook is designed to provide organization leadership with a guide to rules and policies related to RSOs. However, this is only a guide and although it will explain the basic processes and rules governing student organizations, it should always be used in conjunction with the university’s policy website, Student Involvement Center, Dean of Students Office website, and the Student Code of Conduct.

The Student Involvement Center is ready and willing to assist you with any questions or concerns you may have with the material covered in this handbook. Stop by our office in room 229C of the Bone Student Center, or email studentorganizations@ilstu.edu or call 438-3212.

This handbook, along with our ongoing trainings, will provide you with the tools necessary for a successful year. Best wishes in your position, and please let us know if we can be of assistance.

Steve Klay
Coordinator, Student Involvement Center

Greetings from the Dean of Students!

The Dean of Students Office provides services, solutions, and support to Illinois State University students through a variety of resources, programs, and activities. The Dean of Students staff is located in several different offices in the Bone Student Center and the Student Services Building. Please visit our website (www.deanofstudents.ilstu.edu) or one of our office locations to learn more about what we can do to enhance your educational experience at Illinois State and offer you support and assistance.

As you have probably already come to realize, involvement in RSOs augments your coursework through co-curricular activities. RSOs also provide you with opportunities to meet new people with similar interests, learn leadership skills including time management, program planning and conflict resolution, while at the same time becoming more marketable to future employers. In turn, the campus and surrounding community benefit from the numerous programs and volunteer hours which RSOs provide.

Whether you are exploring a new interest or continuing a personal passion, your involvement in one or more of the approximately 300 student organizations at Illinois State University is a great way to connect to the campus. Best wishes for a successful year for you and your RSO.

Dr. Jan Paterson
Dean of Students

Dean of Students

The Dean of Students Office is composed of a number of functional units that can be helpful to RSOs.

Community Rights and Responsibilities

Phone: 309-438-8621 **Location:** SSB 120

Coordinator: Anne Newman

Specialist: Bobbi John

Senior Specialist: Suzette Zompetti

The Community Rights and Responsibilities Unit provides services including student conduct/discipline, conflict resolution, and student legal services to students, faculty, staff, and ISU community members.

Diversity Advocacy

Phone: 309-438-8968 **Location:** SSB 387

Coordinator: Angela Davenport

Specialist: Jamie Bolar

Specialist: Shellynne Waldron

The Diversity Advocacy Unit has been established to serve three primary functions for the university community. First, the unit provides leadership, resources, and educational programs for the ISU community that focus on the importance and value of multiculturalism. Second, Diversity Advocacy serves as an advocate in presenting concerns that affect the quality of life for underrepresented students. Finally, the unit co-sponsors programs seeking to increase exposure and access to higher education for underrepresented students.

Greek Affairs

Phone: 309-438-3049 **Location:** SSB 387

Coordinator: Michelle Janisz

Senior Specialist: Chrysalis Grodhaus

Greek Affairs facilitates the growth and development of students who choose to affiliate with Greek lettered groups, and promotes the Greek system as an integral and productive part of the institution. Greek Affairs encourages the active pursuit of learning through the promotion of fraternal core values as outlined in the rituals, creeds, and mottos of the national organizations. Through leadership, scholarship, and service, Greek Affairs strives for excellence.

Leadership and Service

Phone: 309-438-7346 **Location:** BSC 206

Coordinator: Erin Pearce

Specialist, Service: Harriett Steinbach

Specialist, Leadership: Lisa Hurley

The Leadership and Service Unit seeks to expand involvement opportunities to students through a variety of service and leadership programs, services, and resources. Leadership programming provides a variety

of leadership training and simulation opportunities including: Camp L.E.A.D., Leadershape, Leadership Revolution, and the Civil Rights Movement Trip. In addition, the Leadership and Service Unit encourages students to become active within their communities and to make community service and activism a valued part of their educational experience.

Student Volunteer Center

Phone: 309-438-8972 **Location:** BSC 206

Student organizations interested in participating in service opportunities and civic activism can contact the Student Volunteer Center for upcoming opportunities.

Off-Campus and Nontraditional Student Services

Phone: 309-438-5951 **Location:** BSC 140

Coordinator: Michael Zajac

Off-Campus Student Services, offered through the Dean of Students Office, provides Illinois State University students support and services to help enhance their off-campus living experience so they can focus on what is most important—their education.

Students at Illinois State University can be defined as "nontraditional" based upon age, work experience, level of previous education, military experience, and more. Because of these factors and the additional responsibilities that may be held by nontraditional students, Illinois State has created Nontraditional Student Services, a unit of the Dean of Students Office, to provide support and services that help enhance their experience at the University.

Parent Services

Phone: 309-438-3753 **Location:** BSC 144

Assistant to the Dean: John Davenport

The Parent Services Unit works to enhance and facilitate communication between Illinois State University and the parents/family members of Illinois State students to foster a greater level of mutual understanding as well as sponsor programs, services, and publications that meet the needs of parents/family members to involve them in the university community.

Programming

Phone: 309-438-2836 **Location:** BSC 106 E. Lounge

Coordinator: Barb Dallinger

Senior Specialist: Damien McDonald

Specialist: Kate Lafrenz

The Programming Unit is responsible for coordinating a variety of programming through the University Programming Board (UPB). UPB provides diverse social, educational, and cultural programs for the university community. The UPB often works with other student

Departments (cont.)

organizations to sponsor events including speakers, concerts, comedians, festivals, films, and Homecoming activities. Also responsible for coordinating the Passages orientation program and Commencement activities, the Programming Unit seeks to provide a seamless transition for students both entering and leaving the university.

The Student Involvement Center

Phone: 309-438-3212 **Location:** BSC 229C

Coordinator: Steve Klay

The Student Involvement Center serves as a resource to RSOs by offering a variety of programming, workshops, and publications for organization members and advisors. Additionally, this unit assists students in getting involved on campus and coordinates the Program Fund process (distribution of student fees).

The **Media Lab** (SSB 379; Phone: 438-3125) is also a part of this unit and it sells project supplies including paper, Ellison cutters, and lamination to students, faculty, and staff at a great rate.

Student Government Association Advisement

Phone: 309-438-2008 **Location:** BSC 144

Advisor: Rick Olshak, Associate Dean of Students

This unit works closely with the Student Government Association (SGA) to advocate for student needs and issues as well as communicate university guidelines and policies that affect students to the student body.

Students' Attorney

Phone: 309-438-5951 **Location:** BSC 144

Staff Attorney: Ed McKibbin

Students' Attorney, a unit of the Dean of Students Office, provides students with the legal information and guidance they need to help resolve their concerns and focus on what's most important — their education.

Additional Resources

Bone Student Center and Bowling & Billiards Center

Phone: 309-438-2222 **Location:** BSC InfoCentre

The Bone Student Center (BSC) helps student organizations plan their next meeting or event. Whether a meeting for 20, a banquet for 500, or a conference for 1,500, RSOs will find an array of places to meet their individual needs. The BSC provides a variety of advanced technology and audio/visual support, along with a complete on-site catering service. Please contact the staff of the Scheduling and Event Services Office for

Career Center

Phone: 309-438-2200 **Location:** SSB 185

The Career Center is a valuable central resource for ISU students, alumni, faculty, and a wide variety of employers in search of well-prepared candidates. The Center assists students in exploring satisfying career opportunities that match their talents, interests, and goals. The Career Center staff also helps individuals to develop job search skills to pursue full-time positions, internships/cooperative education jobs, and part-time jobs.

Disability Concerns

Phone: 309-438-5853; 309-438-8620 (TTY)

Location: Fell 350

Disability Concerns is the designated office to provide approved accommodation services for students, faculty, staff, and guests with disabilities. Disability Concerns obtains and maintains documentation of disability, certifies eligibility for services, determines reasonable accommodations, and develops plans for providing such accommodations. This is accomplished in a confidential manner to ensure equal opportunity for participation in all courses, programs, activities and employment offered by Illinois State.

Student Counseling Services

Phone: 309-438-3655 **Location:** SSB 320

Student Counseling Services provides comprehensive mental health services, life planning, and career development services related to the exploration and identification of career paths. Services for students include individual and group counseling, psychological emergency services, career counseling, and a variety of outreach activities including the Coping with College series.

Student Health Services

Phone: 309-438-8655 **Location:** SSB 226

Student Health Services is a student-oriented medical clinic providing examinations, treatment, urgent care, and minor surgical procedures. In addition, the Health Promotion Office (SSB 310) and Health Stop Resource Center (SSB 228) provides comprehensive wellness information including written materials, fact sheets, brochures, texts, videos, interactive CD-ROMs, professional journals, and other media resources for students, faculty and staff to use in classroom projects, research, or for personal health care.

Important Dates

Fall Semester 2009

August 12-16 - Passages
August 17 - RSO Registration Begins
August 17 - Classes Begin
August 20 - Festival ISU
August 24 - Opportunity Fund FY10 opens
August 24-September 25 - RSO Orientations

September 7 - Labor Day (no classes)
September 25- RSO Registration Closes
Temporarily

October 12-18 - Homecoming
October 12 - RSO Ongoing Registration Opens
November 6-8 - Family Weekend

November 21 - Residence Halls close 2 p.m.
November 23-27 - Thanksgiving Break
November 29 - Residence Halls open 2 p.m.

November 30 - Classes Resume
November 30 - FY11 Annual Program Fund
Opens

December 5 - Last Day of Classes
December 7-11 - Finals Week
December 12 - Res. Halls close at 2 p.m.
December 12 - Commencement

Spring Semester 2010

January 8 - Residence Halls open at 8 a.m.
January 11 - Classes Begin
January 18 - Martin Luther King Day
(no classes)
January 27 - RSO Program Fund FY 11 closes

February 22 - Student Involvement Award
Applications available

March 6 - Residence Halls close at 2 p.m.

March 8-12 - Spring Break
March 14 - Res. Halls open at 2 p.m.
March 26 - Student Involvement Award
Applications due

April 18 - Student Involvement Recognition
Ceremony

May 3-7 - Finals Week
May 7 - RSO Registration 08-09 closes
May 7-8 - Commencement
May 8 - Residence Halls close at 2 p.m.

Summer Session 2010

May 17 - Summer Session Begins
May 31 - Memorial Day (no classes)
July 4 - Independence Day (no classes)
August 6 - Summer Session Ends

Opportunity Fund Hearing Dates

Location: BSC/DOS Admin Conference Rm
Time: Wednesdays from 5:00 - 7:00pm
2009

September 2, 16, 30
October 14, 28
November 11
December 2

2010
January 13, 27
February 10, 24
March 17, 31
April 14, 28

Phone Numbers

Academic Advisement	438-7604	Library, Milner	438-3451
Administrative		Mail Service Center	438-8383
Information System	438-3611	Media Lab	438-3125
Admissions	438-2181	Media Relations/News Service	438-5631
Alumni Association	438-2586	Newspaper—Vidette	438-2883
Athletics Academics Compliance	438-2677	Nite Ride	438-7433
Barnes and Noble		Office of the President	438-5677
College Bookstore	452-0535	Parking Service	438-8391
Bone Student Center	438-2222	Police, University	438-8631
Bowling and Billiards Ctr.	438-2555	Printing Services	438-3647
Campus Dining Services	438-8351	Recreation Services	438-3700
Career Resource Center	438-2200	Residence Halls Front Desk	
Child Care Center	438-5026	Atkin-Colby Hall	436-6261
College of:		Hamilton –Whitten Hall	436-9236
Applied Science and		Haynie Hall	436-4517
Technology	438-7602	Hewett Hall	436-4518
Arts and Sciences	438-5669	Manchester Hall	436-9267
Business	438-2251	Watterson Towers	436-0249
Education	438-5415	Wilkins Hall	436-6269
Fine Arts	438-8321	Wright Hall	436-4514
Mennonite College of		Scheduling: Academic	438-8680
Nursing	438-7400	Scheduling: Non-Academic	438-2403
Computer Help Desk	438-4357	Student Accounts	438-5643
Conflict Resolution Hotline	438-8624	Student Affairs Office	438-5451
Dean of Students:		Student Counseling Service	438-3655
Central Administration	438-2008	Student Government Assoc.	438-7423
Community Rights and		Student Health Services	438-8655
Responsibilities	438-8621	Student ID cards	438-2273
Diversity Advocacy	438-8968	Student Technology Support	438-8334
Greek Affairs	438-2151	Telecommunications	438-8731
Leadership and Service	438-7346	Theatre-ticket Office	438-2535
Off-campus and Non-traditional		Ticket Office	438-8000
Student Services	438-5951	TV-10 news	438-5481
Student Involvement		University Housing Service	438-8611
Center	438-3212	University Programming Board	438-8814
Disability Concerns Office	438-5853	University Registrar	438-2188
Diversity and Affirmative Action	438-3383	University Art Galleries	438-5487
Ewing Cultural Center	829-6333	Vice President and Provost	438-7018
Financial Aid Office	438-2231	VP for Finance & Planning	438-2143
Graduate School	438-2583	VP University Advancement	438-7681
Honors Program	438-2559		
International Studies	438-5365		

Registration

New Student Organization Registration Process

Student organizations at Illinois State University serve a valuable educational function, offering students the opportunity to join together around cultural, recreational, social, political, and special interest issues, and provide leadership roles for students. These opportunities afford students a special educational experience that significantly contributes to their development as an individual.

One of the primary functions of the Student Involvement Center (SIC) is to provide assistance to student organizations by supporting their growth and development. To ensure this function is carried out, SIC established a registration process for student organizations. The process is designed to enhance communication between the college and student groups, provide organizations with maximum access to college services, and clearly define the privileges and responsibilities of RSOs.

The SIC Unit also assists students in starting new student organizations that address areas of interest that are not offered through existing RSOs.

The following steps are required to establish a new, an old, or re-activate a student organization at Illinois State University.

1. Determine the name of the organization as well as what its purpose is and why it would be valuable to add this organization to the ISU community.
2. Review the list of RSOs at <http://www.deanofstudents.ilstu.edu/> to ensure no other organization has a similar purpose. If there is an organization that has a similar purpose, contact them about joining that organization.
3. Cultivate interest and recruit other students to become members (5 member minimum).
4. Find a full-time faculty or staff advisor. Asking someone in person is the best way to approach this step. Think about faculty or staff members that you have interacted with and feel comfortable talking with; they will be your best choice.
5. Create a constitution. (see Constitution, pg. 10)
6. Schedule a meeting with the Student Involvement Center to discuss making your organization a Registered Student Organization. Bring all of the information gathered in steps one through five with you to the meeting using the *Starting a New Student Organization Form* (see Appendix A).
 - a. Determine your RSO category (see Categories, pg. 11)
 - b. Discuss responsibilities and benefits of being an RSO

Complete the online registration process and the additional requirements of that process.

Existing Student Organization Re-registration Process

RSO Re-registration is an annual process allowing student organizations to maintain their registration from one academic year to the next. Every academic year, the Monday classes start, RSO registration opens, allowing organizations to begin the process. Re-registration will remain open for six weeks. Organizations that have not re-registered by the end of the sixth week will lose the organization's registration status. For an RSO to re-establish itself after this deadline, an officer of the RSO must meet with a member of the SIC staff.

The registration process consists of three steps that must occur before an organization is recognized and entitled to all of the university benefits associated with being an RSO. These steps are:

1. **Attend a Mandatory RSO Orientation.**
Every RSO must attend an orientation that covers policy issues, RSO services, risk management and budgeting. During the initial registration period, group orientations are held during the day and in the evening for organizations to sign up for. After the initial registration period ends, organizations must call 438-3212 to schedule their orientation.
2. **Submit the Online Registration Form.**
The online registration form can be found at http://www.deanofstudents.ilstu.edu/about_us/RSORegistration.shtml.

Registration (cont.)

This form is filled out each year by every RSO to update officer contact information and provide information about the organization. The form is filled out and submitted online. We encourage RSOs to print out a copy, before submitting, to keep for their own records.

3. Complete Signature Pages and Constitution Ratification.

Every RSO must have their President/Senior Officer and Advisor (see RSO Advisor section) sign off on the RSO Signature Pages agreeing to follow policies set in place by the university and the Dean of Students. These signature pages are available at the website listed above for the RSO registration form. These signature pages, along with a newly ratified constitution (meeting the constitution requirements listed within this handbook) should be turned in when attending your RSO orientation.

Sports Club Registration Process

All groups who are classified as Sports Clubs must also fulfill all registration requirements within Recreation Services for Sports Clubs. To begin this process, each Sports Club must meet with James Wayne. That meeting can be scheduled by calling (309) 438-PLAY (438-7529).

Social Fraternity and Sorority Registration Process

Social fraternities and sororities at Illinois State University must be recognized as a chapter affiliated with the university by completing a registration process which requires the submission of applicable documentation. Chapters must complete the RSO registration process and adhere to their respective national/international guidelines as well as local IFC, Panhellenic and NPHC guidelines.

RSO Membership Requirements

To ensure the success and sustainability of an RSO at Illinois State University, each organization is required to have at least five (5) active student members. This requirement is designed to make sure that there is sufficient interest in the organization and that it will sustain itself over time. When an organization's

membership fall below five members, a current member of the RSO must meet with a member of the SIC staff to create a membership recruitment plan. Exemptions to this policy are handled on a case-by-case basis. Total membership within an RSO must be comprised of at least 50% current ISU students.

RSO Executive Board/Officers

There are many ways to structure your RSO. Your organizational structure determines the roles of your members and leaders and defines who does what. The two most common structures are the:

1. President, Vice-President, Secretary, Treasurer model, and
2. Chair, Vice-Chair, Committee Chairs model.

The only requirements ISU has is that all executive board members/officers must be current ISU students, and that there is a "Senior Officer" (President or Chair) who serves as the official representative of the organization to the university.

Officer, Membership, and Information Changes

RSOs have control over updating and adding to their records through the new ICS Club Management system. It is the responsibility of the RSO to keep their information online updated. The Student Involvement Center will check RSO records and information to ensure that each RSO meets the requirements of being a RSO at ISU.

RSO Advisors

Student organizations are that, "student" organizations, and should be operated from that perspective. However, every RSO is required to have a full-time faculty or staff person serving as an advisor. An advisor is a valuable asset to your organization. It is crucial for members of an RSO and the advisor to communicate what their expectations are of each other so they can effectively work together. This conversation should happen when there are new officers, a new advisor, or, at minimum, once a year. Here are some possible expectations:

RSO Structure

What a student officer may expect of an advisor:

- Attend general meeting and/or executive committee meetings
- Be accessible for weekly or bi-weekly meetings with the president
- Assist with university procedural matters
- Provide suggestions on ways to improve the organization
- Assist with goal setting
- Assist with executive board leadership training
- Attend major RSO events or activities
- Represent and advocate for the group to the campus community
- Serve as a sounding board
- Recommend programs, speakers, etc.

What an advisor should expect of student officer(s):

- To be informed and updated regularly of organizational issues and accomplishments
 - Meeting minutes
 - Event information (date, time and location)
- Open and honest communication
- Mutual respect
- Commitment to the organization
- Written goals and objectives for the semester
- Accurate record keeping and ethical budgeting
- Members' attendance at programs and meetings
- Commitment to a smooth officer transition

The key role of the advisor is to serve as a resource for the organization. Therefore, it is important to spend time establishing expectations of both parties to develop the best collaborative and supportive relationship that serves as a resource for the students. An advisor is an educator in a “non-traditional classroom.” An advisor uses personal expertise and perspective to stimulate individual development of members and the overall development of the organization. The basic purpose of the advisor is to work with the designated leaders and members of a student organization with the intent to:

- Provide a sense of continuity for the organization especially during officer transitions;
- Be a resource with a knowledge base of institutional policies, guidelines, etc.;
- Assist the leaders and members in fulfilling their responsibilities;

- Aid the organization in defining and achieving its goals and objectives; and
- Integrating the organizational activity with the overall purpose of the educational setting.

[Adapted from: McKaig, R. and Policello, S. (1984). “Group Advising-Defined, Described, and Examined.” In Schuh, J. H. (Ed.), *A Handbook for Student Group Advisers*, 47.]

RSO Constitutions

A constitution is the basic framework of an organization. It is used to provide an administrative structure for your group. Every organization is required to submit a constitution when it is established, ratified/changed, at least every two years. Below is a list of both required and recommended components for RSO constitutions.

Required Items:

- The name of the RSO
- Purpose statement—Your goals and programming should connect clearly to this purpose. This statement will be used in official publications advertising your organization
- Qualifications of membership—what criteria are in place for member selection?
- Officer position and structure—how are your officer positions organized?
- Ratification date—when did you ratify your constitution?

Recommended Items:

- Inclusion of ISU faculty or staff advisor
- Inclusion of this statement “The organization and its members agree to adhere to city/state/national laws and university policies.”
- How to remove a member or officer from the organization
- Officer qualifications and duties
- How to amend the constitution
- Schedule and format of meetings of the organization.

For some organizations, the idea of writing a constitution can be intimidating. To assist you in this process, a sample constitution has been provided for you to use when creating your own. A downloadable PDF version of this sample constitution is available at: <http://www.deanofstudents.ilstu.edu/help/rso/SampleRSOConstitution.shtml>

RSO Categories

RSO Categories

Each RSO at Illinois State University falls into one of 17 classifications. The purpose of classifying each RSO is to help students find organizations that best fit their interest. Each RSO is assigned a primary classification, however, they are able to determine their own secondary classification (unless they are restricted classifications). The following classifications are available to choose from:

- **Academic/Departmental** - Organizations in this category provide a co-curricular outlet to socialize with others, develop leadership skills, and learn of new developments in a particular major or minor field.
- **Entertainment/Programming** - These organizations program a wide variety of entertainment for the entire student body in the form of concerts, movies, speakers, and theme weeks.
- **Ethnic** - These organizations offer opportunities to explore cultural, social, and service aspects of various ethnic backgrounds.
- **General** - General interest groups offer students the opportunity to get involved in a wide variety of student activities that are not generally offered in any other category.
- **Governing Body** - These organizations' purpose is to govern a number of smaller organizations and/or serve within the university's governance system.
- **Honorary** - These groups promote scholastic excellence and deeper involvement in various academic areas.
- **International** - These organizations' mission is to study or promote the culture of another nation.
- **Performance** - These are organizations whose purpose is to perform in front of audiences, i.e. choirs, theater, dance troupes, comedy, poetry, improv, etc.
- **Political** - Involvement in politics, on campus as well as on a national, state, and local level is the intent of these organizations. Some organizations set up political parties for campus elections, while others work national, state, and local campaigns.
- **Professional** - These are student organizations with a mission relating to a professional career, many of which are nationally affiliated.
- **Recreational** - Their purpose is to promote active involvement in a variety of recreation and leisure activities.
- **Religious** - Religious organizations offer students opportunities for involvement in spiritual programs.
- **Residential** - Governance of residence halls and promotion of cultural ideas are the two major areas of endeavor of these groups. They also provide programming, development, and unity within campus residence halls.
- **Service** - These organizations' mission is to provide service to the campus, community, and national charities.
- **Social Issues** - These organizations are involved in the education and promotion of social issues.

Restricted classifications:

- **Social Fraternities/Sororities** - Fraternities and sororities are social organizations that promote the total educational development of the individual through group concepts of brotherhood and sisterhood. All of these groups are local chapters of national organizations and must be recognized by Pan-Hellenic Association, National Pan-Hellenic Council, or Inter Fraternity Council. They must also register both as an RSO and register as a Social Fraternity/Sorority with the Greek Affairs Office.
- **Sports Clubs** - A sports club is a student organization established to promote a common interest and to foster intercollegiate participation and competition in a specific sport or recreational activity. Recreation Services advises and administers funds for Sports Clubs. These clubs must register as an RSO and as a Sports Club with Recreation Services.

RSO Privileges

RSO Privileges

Appearance in The Student Involvement Center (SIC) Publications

Organizations will be reported in several publications used by the SIC Office. All organizations registered by the publication deadline will be included in the “Getting Involved Book.”

Campus Bulletin Boards and Chalkboards

Organizations can post flyers to appointed places in academic buildings, residence halls, and the quad. Some facilities, like residence halls and the Bone Student Center, must first approve the posting. You will want to contact each location for specific posting guidelines.

Campus Mail Services

Organizations can use Mail Services located in the Nelson Smith building. Mail Services can deliver campus mail and help with large mailings by providing permits for second class and bulk rate mailings. RSOs can pay by check, cash, or, if they are funded, their ISU account.

Chalking Campus Surfaces

Organizations can chalk surfaces that can be walked on with the exception of those areas considered to be artwork (i.e. In Exchange). Chalking can only be done in areas exposed to rainwater so that eventually the Chalking will be washed away. Chalk is not allowed on buildings, artwork, bridges, or under overhangs.

Organizations are not allowed to use liquid chalk and/or any type of paint.

Listserv

All organization presidents and advisors are added to the RSO listserv in order to help Dean of Students staff keep in contact with the organization. The listserv is used to send updated information and newsletters. In addition, there is also an optional listserv available for organizations, campus departments, and affiliated agencies to send information. Access to this listserv is voluntary and a user can be added or removed at any time. See “RSO Resources” on the top of the SIC website for information on how to set up or edit a listserv.

Mailboxes

Every RSO is provided with a mailbox located in the Bone Student Center (BSC 229C). This mailbox is used by university departments and other RSOs as a way to communicate with each other. The address for your mailbox is:

RSO Name
Campus Box 2700
Illinois State University
Normal, IL 61790-2700

RSOs will have access to their mailbox during the Dean of Students Office (BSC 229C) business hours: Monday through Thursday 9am–9pm and Fridays 9am–4:30pm (these times may vary during fall, winter, spring, and summer break). RSO mail must be picked up on a weekly basis. RSOs who misuse, or do not check their mailbox, could have this privilege revoked.

Rapid Print

Each RSO can use Rapid Print services located in the basement of Old Union (Open 8am–4pm). RSOs can pay for Rapid Print services by check, cash, or, if they are funded, their ISU account.

Sandwich Boards/Bone Student Center Display Case

Organizations have access to sandwich boards that can be placed on the Quad and a display case in the Bone Student Center for the purpose of marketing a program or their organization. Reservations can be made in the The Student Involvement Center (BSC 229C) at least one week prior to the week requested, however, reservations are made on a first come, first serve basis. Only one board or display case reservation can be made per week for an RSO. Bring any items, including flyers, you plan to decorate with. We will provide a set of dry erase markers for your use on the sandwich boards. For more information, see the request forms located in the Student Involvement Center.

Solicitation of Membership

Organizations can participate in university events, i.e. Festival ISU and Spring Fest, advertise on campus, and use other recruitment means to increase their membership. RSOs are allowed to recruit under the name of the organization at these events.

Privileges (cont.)

Solicitation of Funds

- RSO Program Fund/RSO Opportunity Fund
RSOs may seek out funding through dues, fundraising, bake sales, co-sponsorships with departments and/or other RSOs or program entry fees. RSOs can also apply for funds under the organization name through the RSO Program Fund and RSO Opportunity Fund. (See RSO Program Fund section for explanation.)
- Ropes Course
The Student Involvement Center in collaboration with University Recreation Services and funding from a gift from Caterpillar in support of the Leadership Institute is offering to fund RSOs to experience the Challenge Course. Please see the Low Ropes Course Funding Request on the SIC website for more information.

Training Sessions and Workshops

The SIC staff will coordinate RSO and Advisor trainings throughout the year. If there are any topics that you would like to see included as a training topic, please let the SIC staff know by calling 438-3212.

University Calendar

The Illinois State University Calendar provides students, faculty, staff, and the community-at-large, a view of events happening around campus and beyond. The University Calendar is a tremendous way to promote a public service event being held by your RSO, or a fundraising activity that supports a local charity or service. RSOs are permitted to enter their events on the calendar. In order to approve RSO event postings, the advisor will need to become an author. To become an author, contact the Calendar coordinator at calendar@ilstu.edu. RSOs are expected to comply with any additional policies and regulations listed in the Registered Student Organization's Handbook.

Use of Academic Buildings

Once all the academic needs of the university have been met, organizations can reserve space in academic buildings. To reserve a room in an academic building, the organization needs to contact the Conferencing Unit at 438-2403. Organizations must abide by the conferencing unit policies when using an academic building.

Use of Bone Student Center/Braden Auditorium

Organizations are able to reserve rooms in the Bone Student Center (BSC) by calling 438-2222 and scheduling a room. Rooms are available at no charge to the organization as long as no additional equipment or set-up is needed. Rooms are assigned on a first come, first serve basis. Organizations with an overdue account at the Bone Student Center will NOT be able to reserve a room.

In addition to the public rooms in the BSC, there is a conference room attached to the Student Involvement Center this is only available to RSOs. This room is equipped with the technology needed to show presentations, videos, and websites. The room fits 12 comfortably and is free for RSOs. The room is available when the Student Involvement Center is open and is reserved on a first come, first serve basis.

Use of the Student Services Building

Organizations can reserve meeting space in the Student Services Building. Rooms are located on the first and third floor and can be reserved by calling SSB at 438-2151 or stopping by SSB 387.

Promoting Events

Need ideas on how to promote your program or organization? Take a look at the list below for suggestions!

PROMOTION IDEAS	CONTACT INFO
University Calendar	Debra Wylie 438-2937
Campus Connections	University Housing Services 438-8611
Eastland Mall Electronic Message Board	Mike Hayes 663-5361
Athletic Bulletin Board (By Football Stadium)	Marc Lebovitz 438-5631
Press Release to Local Papers	Marc Lebovitz 438-5631
ISU Report (for Faculty and Staff)	Marc Lebovitz 438-5631
Banner Across Main Street (Downtown Bloomington)	Jerry Armstrong 434-2260
RSO Sandwich Boards/BSC Display Case	Student Involvement Center 438-3212
Banners/Table Skirts	Bone Student Center 438-2243 or 438-2222
Table Tents in Bone Student Center	Shirley McCauley 438-2222
Table Tents in Residence Hall Dining Halls	Campus Dining Services 438-8351
Vidette "Feature" Article	Vidette 438-2883/ See Appendix C
Vidette "E-Zone" Section	Vidette 438-2883
Classified Ads	Classified Rep. 438-7685
Fliers/Posters in Bone Student Center	Bone Student Center 438-2222
Fliers/Poster in Residence Halls	See Appendix D
RA Bulletin Boards Area	Residence Hall Coordinator
Residence Hall Loud Speaker	Front Desk Supervisor
Listservs	Contact Listserv Member
Church Newsletters	Contact Churches
Community Organizations/Specialized Groups	Contact Group Leader
Combine Efforts with Other Organizations	Contact Group Leader
Public Service Announcements (Free Events)	Contact Radio/T.V. Station
Letters to Departments (Relating to Your Program)	Contact Department Chair

RSO Policies

RSO Rules

1. Follow the Non-discrimination in Membership Clause; “Membership in a Registered Student Organization shall be open to all Illinois State University students. Officers of student organizations shall be students of Illinois State University. Faculty, staff members and their families, community persons and others may participate in Registered Student Organizations as associate members. When a student organization, whether national or local, has a selective membership (i.e., honor and recognition societies, or professional, service, and social groups) the organization shall not discriminate in member selection based on race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era. Per section 106.14 of Title IX of the Education Amendments of 1972, social fraternities and sororities that are exempt from taxation under section 501 (a) of the Internal Revenue Code and whose active membership consists primarily of students in attendance at institutions of higher education may select members based on sex.”
2. Follow the Non-discrimination in Educational Programming Clause; “All Registered Student Organizations shall be in compliance with all federal and state statutes and regulations and Illinois State University policies pertaining to non-discrimination in educational programs. Consequently, access to all programming provided or sponsored by Registered Student Organizations shall be free from discrimination based on race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era. Registered Student Organizations shall provide reasonable accommodations as necessary to individuals with disabilities in order to provide equal opportunity to participate in programs, services and activities.”
3. Abide by campus policy, code of student conduct, city, state, and national laws. A RSO that violates city, state, or national law may be potentially liable in civil and criminal court as well as through the ISU Community Rights and Responsibilities disciplinary process;
4. Be held liable for disciplinary action as a result of actions of individual members of the organization, while representing the organization;
5. Be responsible for all activities and/or damages resulting from its events. A RSO must exercise reasonable precaution (and abide by RSO Risk Management procedures) to ensure that its events, and agents acting on its behalf, do not harm people or cause damage to the property of students, university employees, other organizations, or the university;
6. Will not organize, sponsor, cosponsor, or in any way coordinate an event in university facilities with any student organization that has been prohibited in participating in that type of event or has had its RSO

status suspended, placed on interim suspension, or terminated;

7. Be in good financial standing;
8. Will not chalk vertical surfaces or campus art work (artwork includes, but is not limited to: “In Exchange” and the “College of Business courtyard”). Will not use liquid chalk (or sidewalk paint) and chalk any horizontal surface that is not exposed to the rain;
9. Post flyers on designated bulletin boards only. Will not tape flyers to sidewalk, trees, walls, artwork, etc.

RSO members are expected to *adhere to all the RSO Rules, expectations, and other policies outlined in this document and on the Student Involvement Center Policies and Guidelines website* (<http://www.deanofstudents.ilstu.edu>). *I understand that RSOs that do not adhere to these rules, policies, or expectations are subject to the judicial process (see Appendix 2 of the RSO Handbook for RSO Rights and Responsibilities related to the judicial process).*

University Alcohol Policy

A new university alcohol policy took effect in the spring semester of 2004. According to this policy, RSOs can have events with alcohol. However, several guidelines must be followed. It is expected that the activities are approved by the group’s faculty/staff advisor. The RSO is responsible for assuring that alcohol consumption does not detrimentally affect the health and wellbeing of those attending the event and for assuring that no person under the age of 21 possesses or consumes alcoholic beverages at the event. The university expects RSOs to utilize third party vendors in accordance with the Third Party Agreement when alcohol will be served. RSOs can use the Bone Student Center for events with alcohol. However, Campus Dining Services must serve as the third party vendor and a catered meal must be served.

RSOs can have events involving alcoholic beverages at off-campus facilities under the following conditions:

1. Alcoholic beverages (kegs, punches or cases) shall be prohibited.
2. Open events, meaning those with unrestricted access to non-members of the organizations, that are **not** utilizing third party vendors, where alcohol is present and without specific invitation, shall be prohibited.

University Policies

- 3 No members, collectively or individually, shall purchase alcohol for, serve to, or sell alcoholic beverages to any person under the age of 21.
- 4 No student organization may enter into an agreement to co-sponsor (promote drink specials, happy hours or general promotion of drinking establishments) an event with non-university affiliated organizations including, but not limited to, alcohol distributors, restaurants, or taverns (tavern is defined as an establishment generating more than half of the annual gross sales from alcohol).
- 5 No event shall include any form of “drinking contest” or encourage the rapid/excessive consumption of alcohol in the activity or its promotion.
- 6 Failure to comply with this policy may result in disciplinary action through Community Rights and Responsibilities (CR&R).
- 7 Law enforcement may be contacted for a violation of state law.
- 8 RSOs cannot host events that are BYOB (bring your own alcoholic beverage).

Code of Student Conduct—University Rules and Regulations

Below are some rules and regulations that are relevant for Registered Student Organizations. To view the rules and regulations in their entirety, they are listed on the Code of Student Conduct website:

<http://www.deanofstudents.ilstu.edu/downloads/crr/code-of-student-conduct.pdf>

- A1 Safety Regulations
Students will not falsify an emergency by activating an alarm or any other means, use university equipment without authorization, refuse to evacuate a building during an emergency, and do any action that will injure anyone.
- A2 Damage to Property
Students will not take any action that may hurt an individual or property.
- A3 Theft
Students should not take or keep public/private property without consent. Students should not keep or obtain stolen property.
- A4 Dangerous Objects
Students should not have or use firearms or

- A5 Hazing
Students should not participate in any act that hurts the mental, emotional, or physical health or safety of a student. Students should not participate or encourage acts of paddling, excessive fatigue, wearing inappropriate clothing, or encourage illegal drugs or the abuse of alcohol.
- A6 Harassment
Students should not take, harm, or threaten to harm a person, follow someone intentionally, or use obscene language.
- A7 Physical Misconduct
Students should not physically hurt someone or take action to try to do so.
- A8 Sexual Misconduct
Students should not engage in a sexual act that is done under pressure, force, threat, or without the full consent of the individual.
- A9 Arson
Students should not set fire to any public or private property.
- B1 Academic Dishonesty
Students are expected to be honest in all academic work.
- C1 Acts of Dishonesty
Students should not provide inaccurate information to the university, forge or alter documents, aid another individual to do this or participate in the use of electronic exploitation against an individual.
- C2 Failure to Comply
Students should not fail to comply with university officials or law enforcement or interfere with their duties.
- C3 Disorderly Conduct
Students should not be involved with conduct that is disruptive or indecent, which disrupts the peace of the community.
- C6 Alcohol Policy
Students should not have, purchase, give, or consume alcohol unless he/she is 21 years old. Students over the age of 21 can only have alcoholic beverages in specified areas.
- C7 Drug Policy
Students should not have, purchase, give out, sell, or consume any illegal drugs.

Finances

- C8 Drug Paraphernalia
Students should not possess items that are designed for the use of drugs.
- C9 Gambling
Organized gambling is not allowed on campus.

RSO Funding Opportunities

The Registered Student Organization Program Fund supports these organizations by generating funds for the cultural, recreational, co-curricular, entertainment, and artistic needs of Illinois State University students. The RSO program fund guidelines can be accessed at <http://www.deanofstudents.ilstu.edu/help/rso/RSOProgramFund.shtml>.

There are two funds RSOs may apply to:

RSO Current Opportunity Fund

- Applications are available online for all new program opportunities that will occur during the academic year.
- Organization representatives must attend a 15 minute hearing with the RSO Program Fund Fee Board to have their request considered.

RSO Annual Program Fund

- Provides RSOs with the opportunity to request funds for the next academic year.
- Applications are available online December through the end of January.
- More details will be posted in December.

Note: All RSO funds, wherever they are kept, must be used for the organization's events and activities, NOT for personal use.

RSO Financial Services: Benefits to RSOs

Save Money

- Use campus services, including University Communications Printing Services, instead of more expensive off-campus services.
- No account fees. RSO Financial Services members will be authorized to use the University's Tax Exempt status. You won't pay sales tax on purchases.

Organizational business functions are easy

- One stop location for processing payments, deposits, and reimbursements.
- Cash reimbursements are available for out-of-pocket expenses up to \$25.
- Direct account transfers for campus services including printing services, catering, the Bone Student Center, and police services.
- Account balances and budget information will be centrally available. Statements are sent monthly to the RSO's mailbox in the Student Involvement Center.
- Easy deposits after-hours. Funds collected on evenings and weekends can be put in the overnight deposit drop anytime the student center is open.
- Self-generated funds in the account at the end of each year will rollover into the next year.
- Fee-based and self-generated funds will be in a single location.

Easier event scheduling

- Organizations with RSO Financial Services accounts can utilize enhanced online event scheduling for Bone Student Center spaces.

Individual members benefit

- Reduce possibilities for identity theft. Your personal information isn't part of an organizational bank account.
- Eliminate potential tax liability. Tax audits by the IRS have resulted in RSO officers having personal income tax liability for organizational accounts in their name.
- Reduce out of pocket expenditures.
- The ability to check available funds before approval of expenses will result in fewer leftover debts from members the previous year.

Membership changes are easy

- Authorizations for account use and information will be changed as members/officers change.
- There is no need to close an account and open a new one for the new academic year and officers.
- Consistent, centralized processing and eliminating accounts held under personal information reduces the potential for misuse of organizational funds.

To sign up for RSO Financial Services or receive additional information, see the Dean of Students Business Office (Bone Student Center across from Brewster's). For more information, also check out: <http://www.deanofstudents.ilstu.edu/help/rso/RSOFinancialServices.shtml>.

Risk Management

Risk Management

The interactions students have with professors, academic departments, and through extra-curricular activities, all combine to define the current student-institution relationship. The daily interactions of the students with faculty and staff work to create an environment that fosters the relationship, whether it is positive or negative. Over time, different outside factors, like the political and economic climate, have influenced the relationships within the higher education setting. In *The Rights and Responsibilities of the Modern University: Who Assumes the Risks of College Life?* Bickel and Lake (1999) clearly define phases of the student-institution relationship. We have drawn on Bickel and Lake's book, Texas A&M University, and other institutions to guide us as we create a facilitator university.

History

Initially, higher education institutions happily took full responsibility for the students and their conduct. The universities acted in place of the parents, which in Latin is called *In Loco Parentis*. During this time, students had strict curfews and restrictions on their social activities. The courts supported discipline within higher education and saw the student-institution relationship as custodial. The courts did not want to interfere with students' educational experiences.

In Loco Parentis continued until the early 1960s and the beginning of the Civil Rights Movement. Then, students felt they were owed their constitutional rights as students in higher education. The courts ruled in *Dixon v. Alabama State Board of Education* (1961) that the university could not disregard the constitution; stating the students are required to have notice, hearing, and an opportunity to appeal a decision, even if the university guides the hearing (not within a Court of Law). This ruling limited the power higher institutions had over their constituents.

The universities continually took less responsibility for the students, and the courts did not hold the universities accountable for students' actions. However, in the early 1990s courts began to rule that universities have a duty of care to their students. The courts ruled that if the university was positively involved in a way that prevented an incident, they fulfilled the

reasonable duty of care.

Facilitator University

Bickel and Lake have taken the duty of care one step further to the Facilitator University model. In this model, universities act like an older brother or sister giving advice to a younger sibling. The university's role is not to control students, but rather help them as they make wise decisions. The overall goal is to provide the best education possible by combining academics with extra-curricular experiences. For example, students learn how to apply their management degree while still in school by becoming president of a student organization. As president of the organization, the student makes real-life decisions that could have an impact on other students. Their advisor's role is to intentionally direct and guide students so they will get the most out of their education. The student's role is to continually get advice about different events within the organization. This kind of collaboration results in an improved quality of the organization, greater involvement, and thorough learning processes for the students.

Event planning and assessing risks before an event are two ways Illinois State University can fulfill their reasonable duty of care as well as provide the students with the best overall education.

Event Matrix






	Probability			
Seriousness	A	B	C	D
I	5	5	4	3
II	5	4	3	2
III	4	3	2	1
IV	3	2	1	1

Seriousness of Risk

- I** May result in death
- II** May cause severe injury, major damage, substantial financial losses, and/or negative publicity for Illinois State University or your organization
- III** May cause minor injury, illness, property damage, financial loss and/or negative publicity for Illinois State University or your organization
- IV** Minimal threats of safety, health and well-being of participants

Probability that Something Will Go Wrong

- A** Likely to occur immediately or in a short period of time, expected to happen frequently
- B** Probably will occur in time
- C** May occur in time
- D** Unlikely to occur

-  **5**-Event should not occur, too risky
-  **4**-Event is high risk, manage activities more thoroughly
-  **3**-Event risks are manageable, take extra caution
-  **2**-The risks are well managed
-  **1**-The risks are minimal

Adapted from Texas A&M University, 2003

Appendix 1

Starting a Registered Student Organization (RSO)

Student Involvement Center – Dean of Students Office
Illinois State University

Student organizations at Illinois State University serve a valuable educational function, offering students the opportunity to join together around cultural, recreational, social, political, and special interest issues and assume various leadership roles in carrying out group programs and activities. This opportunity affords students a special experiential component to their education that significantly contributes to their development and enriches the campus as a whole.

The Student Involvement Center assists students in starting new student organizations that address areas of interest that are not offered through other RSOs.

The following steps are required in establishing a new or re-activating an existing student organization at Illinois State University.

1. Determine name and purpose of the student organization.
Think about and select the name of the organization as well as what its purpose is and why it would be valuable to add this organization to the ISU community.
2. Check for duplicity.
Review the list of RSOs to ensure no other organization has a similar purpose. If there is an organization that has a similar purpose, contact them about joining that organization.
3. Find other interested students.
Cultivate interest and recruit other students to become members (5 member minimum).
4. Find a full-time faculty or staff advisor.
Asking someone in person is the best way to approach this step. Think about faculty or staff members that you have interacted with and feel comfortable talking with; they will be your best choice. If your organization is more skills based, try to find someone who will be a good resource, teacher, or coach.
5. Draft a constitution.
Guidelines for creating a constitution as well as the sample constitution can be found at <http://www.deanofstudents.ilstu.edu/help/rso/SampleRSOConstitution.shtml>. Writing the constitution will probably raise lots of questions for you, attempt to answer the ones you can and save the rest for the meeting with the SIC staff.
6. Schedule a meeting.
Call 438-3212 to set a meeting with the Student Involvement Center. Bring all of the information gathered in steps one through five with you to the meeting. During the meeting you will:
 - Jointly determine the category for the RSO (see pg. 11 for the list of categories)
 - Discuss responsibilities and benefits of being an RSO.
7. Complete the online registration process and the additional requirements of that process—
http://www.deanofstudents.ilstu.edu/about_us/RSORegistration.shtml.

Once you fully complete all of these steps your organization will officially become a Registered Student Organization at Illinois State University. Congratulations!

Appendix 1 (cont.)

Starting a Registered Student Organization (RSO)

Student Involvement Center – Dean of Students Office
Illinois State University

Complete the following information before meeting with the Student Involvement Center.

Name of RSO (full name)

Purpose Statement

RSO Advisor

Names of interested students

Appendix 2

Understanding the Rights and Responsibilities of Student Organizations at Illinois State University

How does the ISU disciplinary process work?

Whenever an allegation of a violation of a Code of Student Conduct is made against a student organization, it is reviewed by a professional staff member in the Dean of Students Office. The staff member assumes authority over and processes the case. The staff person will meet with an organizational representative and determine if the case can be resolved informally. If the case is resolved at this level, the organization signs a disposition form and completes the sanctions posed in the agreement.

In cases where an informal decision cannot be reached, the staff member processes the case for a hearing with the University Hearing Panel (UHP). The UHP is a group of trained students, faculty, and staff given the authority by the university to determine if violations of the Code of Student Conduct have taken place. UHP also has the authority to issue educational sanctions to the organization should the organization be found in violation of the Code of Student Conduct.

Organizations may appeal decisions of the UHP to the Student Code Enforcement and Review Board (SCERB). Appeals must be consistent with grounds established in the Code of Student Conduct.

Actions taken against student organizations are separate from those disciplinary actions taken against individual students. It is important to understand that an incident can result in disciplinary charges being filed against both student organizations and individual members in the organization.

What will happen at our disciplinary conference with CR&R Staff?

Introductions
 Review Due Process Rights
 Discuss Incident
 Determine if Violations Took Place
 If Necessary, Determine a Sanction
 Schedule Follow-up Meeting
 Organization Meets to Determine Resolution Option
 If Necessary, Review Procedures for hearing
 Sign Agreement
 Complete Sanction (if necessary)

What will happen at our hearing with the University Hearing Panel?

Opening Statement
 Enter Claim to Each Violation
 Complaint's Presentation of Witnesses and Evidence
 Respondent's Presentation of Witnesses and Evidence
 Final Comments
 Deliberations of UHP (closed)
 Reaching of Decision
 Appeal or Complete Sanction (if necessary)

Organizational Rights in the Disciplinary Process...

...are different than those utilized in the legal system. The disciplinary process is educational in nature, and does not follow the rules of the criminal courts.

Organizational rights include:

- The right to receive a written summary of the complaint prior to any disciplinary hearing, along with written notice of any charges.
- The right to have your complaint heard by an unbiased disciplinary body.
- The right not to have your status as an organization affected until a final disciplinary outcome is achieved. Exceptions for this are outlined in the Code of Student Conduct.
- The right to be accompanied by an advisor throughout the disciplinary process. Advisors are typically students, faculty, or staff at ISU. Local chapter advisors may also be utilized when the organization is inter/nationally affiliated. Attorneys are only allowed to serve as non-participatory advisors when concurrent criminal charges exist for the same incident.
- The right to present information and witnesses on the organization's behalf and the right to hear and respond to all witnesses and information presented against the organization.

Your responsibilities in the Disciplinary Process...

...are just as important as your rights. **These responsibilities include:**

- The responsibility to tell the truth.
- The responsibility to assume responsibility for mistakes.
- The responsibility to attend all disciplinary meetings and hearings.
- The responsibility to provide all information and witnesses on your behalf.

Appendix 2 (cont.)

What can happen to our organization if we are found In Violation of University Regulations?

Organizations found In Violation of University Regulations will have sanctions imposed upon them. The purpose of sanctioning is to educate the members of the organization as to why their behavior is inappropriate, or problematic. Additionally, the sanctioning process is meant to provide an opportunity to create change within the group to ensure congruence between an organization's mission and actions. Sanctions related to serious or repeat offenses, will likely result in stronger consequences.

Sanctions for misconduct will be determined on a case by case basis utilizing five main criteria: a) the nature of the offense, b) the precedent established by the university for similar offenses, c) the previous disciplinary history of the organization, d) the organization's developmental level and e) members attitudes and behaviors throughout the disciplinary process. In many instances, one of these factors may outweigh the others in degree of importance. Generally, the degree to which organizational members display an understanding of the implications of their actions and assume responsibility for behavior will have an impact on sanctioning.

Sanctions will include a written sanction (Censure, Probation, Suspension, Dismissal) as well as an "active" or educational sanction such as a written assignment, program attendance, or other project requiring time and energy. We believe that time spent learning will deter future violations.

Does our organization have to attend a Disciplinary Conference?

Attendance at Disciplinary Conferences is required, without exceptions. Failure to attend will result in additional charges (C10 Abuse of the Disciplinary System).

Does our organization have to attend our own hearing?

Student organizations are required to attend UHP hearings. However, the organization may opt not to speak, or offer information during the course of the hearing. Though, organizations may not use this absence as a basis for appeal, nor may information be provided in the appeal that should have been provided at the original hearing.

SOME TIPS :

*** ISU Policies, Rules, and Regulations apply to both individuals and organizations.**

Students found to be violating regulations will be subject to individual disciplinary action, in addition to any action taken against the organization.

*** Always comply with staff directives.**

If you believe the staff member in question has made a mistake, pursue it with a supervisor at a later time. Organizations always have the right to attend a hearing with the University Hearing Panel.

*** Organizations do not have the inherent right to break the law or University regulations.**

*** Treat everyone with respect.**

Each of us deserves to be treated with respect, no matter what the person's position or standing at the University.

*** If violations of University regulations occur at your events/residence, you may bear at least a part of the responsibility.**

Be clear about what conduct you will tolerate in your residence/events, and be willing to put a stop to behaviors that might be a violation of University policy.

*** Not knowing the rules is not an excuse.**

Review University expectations and make sure everyone in the organization also understands both the policies and the consequences.

*** Remember that it is a privilege to be affiliated with Illinois State University.**

Protect that privilege, and allow others to enjoy their privileges as well.

What if the incident took place off campus?

The university reserves jurisdiction for incidents that take place off campus, and will determine on a case by case basis when such jurisdiction shall be invoked. This decision may also be made by the Vice President for Student Affairs, in consultation with the Dean of Students Office.

As a general rule, any incidents occurring off campus that would result in serious sanctioning on campus (Disciplinary Probation or higher) or that involve the use of alcohol are likely to result in disciplinary action.

Need More Information?

If you have any questions about the rights of individuals or student organizations at Illinois State University, please contact any Dean of Students staff member. Contact information can be found on pages 4-7 of the handbook.

