



# SOUTHERN ILLINOIS UNIVERSITY CARBONDALE REGISTERED STUDENT ORGANIZATION HANDBOOK

A guide for Registered Student Organizations (RSOs), their officers, members and advisors about Organizations Policies and Procedures.

**Please Note: This will be the whole page in final version, due to word formatting it does not take up whole page**

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# **Introduction and General Office Information**

## **Introduction**

The Registered Student Organization (RSO) Handbook is a resource guide, designed to inform and educate RSO officers, members, and advisors about the University policies, procedures, and processes, along with the services available to function successfully as an extension of the University community. These policies grew out of Southern Illinois University Carbondale's mission, Board of Trustees Policies, and SIU's Student Conduct Code. This document's content may change due to experience, new information, changes in process requirements and resource availability.

We expect all RSO members to educate themselves on the information provided, practice organizational ethics, exercise sound fiscal responsibilities, abide by university policies, and observe all federal, state and local laws. Failure to comply with these policies and laws, will result in RSOs being held accountable accordingly.

This Handbook is only intended to serve as a reference tool for many of the questions that may come up throughout the year, but this document is not exhaustive by any measure, and thus we encourage all students to visit our office with specific questions or concerns.

We look forward to working with you and your RSOs.

## **Office of Student Engagement (OSE)**

The Office of Student Engagement or OSE is located on the 3<sup>rd</sup> floor of the Student Center. Our purpose is to engage students on campus through meaningful involvement opportunities and enable students to gain leadership experience. Through environments that are socially just, culturally engaged, and civically involved, the office will enrich the student's overall educational experience.

The office is comprised of four primary components – Leadership Development Programs, Student Programs & Events, Campus Spirit & Traditions, and Registered Student Organizations (RSO). Specific areas within these respective functional areas that OSE oversees and manage include the following:

- Leadership Development Programs
  - Emerging Salukis
  - Student Leadership Retreat
  - Student Leadership Conference
  - Leadership Over Lunch programs
- Student Programs & Events
  - TEDxSIUC
  - Student Programming Council (SPC)

- Family Weekend
- Sibs & Kids Day
- Saluki Con
- Sunset Concerts
- Campus Spirit & Traditions
  - Homecoming
  - Dawg Pound
- Registered Student Organizations (RSO)
  - RSO Suite, Locker Rentals, and RSO Resources
  - Accounting Services for RSO Funds

## **Mission**

The Office of Student Engagement **enhances the Saluki experience.**

## **Vision**

To engage every student and be the premier destination for students on their Saluki Journey.

## **Office of Student Engagement Staff**

*Bethany Peppers – Assistant Director, Student Involvement & Leadership*

- Bethany can assist you with Registered Student Organizations, Saluki Connect, TEDxSIUC or any leadership programs!

*Sean Cooney – Assistant Director, Student Engagement & Programming*

- Sean can assist you with Student Programming Council, the Dawg Pound, large campus events, and anything Homecoming related!

*Allison Allbritten – Program Coordinator, Fraternity and Sorority Life*

- Allison can assist you with anything related to Greek Life at SIUC!

*Mona Martin – Office Administrator*

- Mona can assist you with RSO solicitation matters, storage lockers, and general info for all things OSE.

*Tracy Lake – Accountant*

- Tracy can assist you with making deposits, making purchases, travel arrangements, USG available funds or anything else regarding RSO finances.

*Richel Biby – Accountant*

- Richel can assist you with inquiries about RSO purchases, reimbursements, and general questions about your RSO account.

## **Address & Contact Information**

Southern Illinois University  
3<sup>rd</sup> Floor - Student Center  
1255 Lincoln Drive  
Mail Code 4425

P: 618/453-5714

F: 618/453/7518

Email: [rsohelp@siu.edu](mailto:rsohelp@siu.edu)

Website: <http://getinvolved.siu.edu>

## **University Mission Statements, Diversity Definition & Student Conduct Code**

### **Southern Illinois University Mission**

SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.

### **Division of Student Affairs Mission**

The Division of Student Affairs at Southern Illinois University Carbondale is committed to supporting the mission of our institution by providing purposeful and engaging programs, resources, and spaces. We create a comprehensive experience that supports and challenges all students to achieve their academic goals and personal potential.

### **How do we define diversity?**

“Diversity is a valued principle that enhances cultures, ideas, social positions, and beliefs. Our intention is to be proactive to ensure all voices are heard in an equitable manner. In doing so, we maintain a history of welcoming individuals of various backgrounds. By recognizing the intersection of such dimensions as race, age, ethnicity, gender, sexual orientation, gender identity, (dis)ability, socioeconomic status, religious beliefs, educational background, political beliefs, military experiences, geographic location, language, and work experience, we strive for inclusive excellence.” Click [here](#) for additional definitions.

## **Student Conduct Code**

Southern Illinois University Carbondale is charged by the State of Illinois and the Southern Illinois University Board of Trustees (Board of Trustees) with the responsibility of developing and administering institutional policies and rules governing the role of students and their conduct. Pursuant to the Policies of the SIU Board of Trustees, Section 3.C. these policies authorize the Chancellor to develop standards and policies to address student rights and conduct.

It is expected that students and RSO members familiarize themselves and manage all organizational operations in accordance with the Student Conduct Code. [Click Here](#) to access the Student Conduct Code.

## **Title IX**

Southern Illinois University Carbondale (“SIUC” or “the University”) does not discriminate on the basis of sex and is committed to a policy of providing equal employment and educational benefits, programs, activities, and opportunities. In particular, Southern Illinois University is committed to maintaining a community in which students, faculty, and staff can work and learn together in an atmosphere free of all forms of discrimination, including but not limited to sexual harassment and retaliation. Further, SIUC is committed to fostering an environment in which all members of our campus community are safe, secure, and free from gender-based violence of any form, including but not limited to sexual assault, dating violence, domestic violence, and stalking. SIUC expects that all interpersonal relationships and interactions—especially those of an intimate nature—be grounded upon mutual respect, open communication, and clear consent.

[Click here](#) to access the latest Title IX policies.

## **Registered Student Organizations**

Southern Illinois University supports the existence of student organizations in recognition of their overall benefit to students and the University.

Student organizations are considered to be independent entities, separate from the University. Student organizations may not represent themselves as being official bodies of the University, nor contract with third parties on behalf of the institution.

The University does not control or endorse the actions of independent student organizations, nor assume liability on their behalf. Independent student organizations are initiated by students, led by students, and exist as self-governing independent entities, responsible for their own conduct and activities.

There are a small number of student-led organizations that are provided with professional staff advisors and funding from the University. These organizations are held to a higher level of accountability by the University.

The University, via the Office of Student Engagement, ensures certain resources are available to all student organizations that participate in an annual registration process.

## **Starting a New RSO**

### ***First - Did this student organization exist in previous years?***

Contact the Office of Student Engagement if you think the RSO has existed previously, and they will check their records.

If the RSO has not existed before, it is easy to start an RSO! Once your registered student organization is recognized through the Undergraduate Student Government and the Office of Student Engagement, you are eligible for numerous benefits including:

- The ability to host events on campus
- Free or reduced cost reservations in many of the University's facilities
- Eligibility for Student Government funding
- Solicitation under the student organization's name
- Participation in many campus events that are exclusive for RSOs

### ***Follow the below steps to get started:***

- Collect the names and SIU email addresses of at least 10 currently enrolled SIU students that are interested in joining your organization. \*Students will be verified. \*
- Contact a full time SIU faculty or staff member to be your advisor. Create an organization constitution. [Click here](#) for a sample organization constitution.
- Visit [Saluki Connect](#) to complete the application.
- Your student organization's registration packet will be reviewed and forwarded onto either the Internal Affairs Committee (IAC) of Undergraduate Student Government (USG) or the Graduate Professional Student Council (GPSC) for approval. This approval process could take up to 4-6 weeks.
- For undergraduate RSOs, the IAC will invite the president and advisor to the next scheduled IAC meeting. During this meeting the committee will ask any appropriate questions that they may have.
- The IAC will create a resolution and present it at the next USG meeting for the Senate to vote on the approval of the RSO. Representatives from the RSO do not need to attend the USG meeting, but must attend an IAC meeting.
- For Graduate RSOs the registration packet will go to the GPSC executive council for consideration before being brought to the next GPSC meeting.
- After approval from either USG or GPSC, the new student organization will need to schedule a meeting with a member of the Office of Student Engagement (OSE) to complete the New RSO Orientation. Please [e-mail](#) to schedule your appointment.

## Student Organization Category Definitions

As part of the registration process, Registered Student Organizations (RSOs) are asked to select the category that best describes their mission and purpose. By selecting a category, this will assist students in locating an organization that best matches their needs. Categories include:

**Academic:** Organizations whose primary focus is affiliated with an academic department, major or discipline.

**Creative/Performing Arts:** Related to artistic expression and/or appreciation for the arts; artistic expression may include writing, painting/drawing, sculpting, poetry, dance, design, musical or dramatic performance, or audio-visual production.

**Cultural:** Organizations whose primary focus is on a specific culture, nationality or ethnicity to provide education, advocacy, support, and camaraderie. Many of these organizations provide programming designed to promote awareness and understanding of beliefs, values, and traditions that may differ from other cultures.

**Fraternity/Sorority:** Social Greek letter organization that is associated with the Office of Fraternity and Sorority Life. Please refer to the [FSL Policy Handbook](#) and the [FSL website](#).

**Graduate Student Organization -** Registered student organization that is made up of mostly graduate students. This type of RSO is approved by the Graduate and Professional Student Council (GPSC) and applies for funding through GPSC.

**Graduate and Professional Student Council -** Governing body that represents graduate and professional students at SIU Carbondale, School of Law, and Medicine. The organization also approves all graduate student organizations and manages funding requests for those RSOs.

**Honorary:** Organizations whose primary focus is on conferring membership as an honor for academic/scholarly/leadership achievement.

**Professional:** Organizations who focus on career interests and professional preparation.

**Religious/Spiritual:** Primary mission is to engage students spiritually; can be denominational, non-denominational, or spiritual.

**Residence Life:** Associated with and supported by University Housing and Residence Life on campus.

**Service/Philanthropy:** Organizations whose mission is to provide service to the campus, community, and national charities.

**Social Action/Political:** Central mission is to engage students in the political process and/or create a forum for social change through education.



**Special Interest:** Organizations who focus on a specific issue, topic, or activity of interest that connect them with others who share the same interest.

**Sport Club:** Organizations whose primary focus is on competition against other colleges and universities in a sport but not at the varsity level. These organizations are associated with and supported by Recreational Sports and Services. More information found [here](#).

**Sport Leisure/Recreational:** Primary focus is on engaging in recreational and/or leisure activities which may or may not be competitive.

**Student Governance:** Student leaders are elected or appointed to represent student and/or student organizations in a governing body that advocates for their represented interests.

**Sustainability:** Related to environmental stewardship and/or advancement of sustainable economic policies.

**Umbrella Organizations / Governing Bodies:** RSOs that represent several student organizations of the same category (I.e. Black Affairs Council, Saluki Rainbow Network, Multicultural Greek Council).

**University Department/Office:** SIU departments or offices.

**Undergraduate Registered Student Organization** – Registered student organization that is made up of mostly undergraduate students. This type of RSO is approved by Undergraduate Student Government (USG) and applies for funding through USG

**Undergraduate Student Government** – Governing body that represents undergraduate students at SIU Carbondale. The organization also approves all undergraduate student organizations and manages funding requests for those RSOs

**Unrecognized Student Organization** – A student organization that is no longer recognized by the university due to disciplinary or administrative action, and is required to cease all operations. Any actions that this organization partakes in while on this status, including, but not limited to posting on social media, recruiting new members, advertising their organization in any manner, or hosting events or meetings, will be evaluated when they attempt to become a Registered Student Organization at the end of their suspension. Any and all activity by a student organization during this status will be reviewed by the governing body(ies) and appropriate which it falls under when it is time for re-recognition.

## **Organization Requirements and Responsibilities**

### **Recognition of an RSO**

The officers and members of any student organization are responsible for conducting themselves and their activities in accordance with the purposes and policies of the university. As well as with the purposes and policies stated in their approved constitution. It should be understood that

the president of any organization, other listed officers, and listed members of the organization can be individually or collectively held responsible by Student Rights and Responsibilities for their actions and the actions of their organization at meetings, events, and/or activities, whether approved by the organization or not.

In accordance with [Policies 3, F of the SIU Board of Trustees](#),

1. Student constituency bodies shall be responsible for reviewing and recommending disposition of requests for registration of student organizations; *USG and GPSC approves all RSOs*
2. Registered Student Organizations are authorized to represent student groups in their interactions with the student constituency bodies;
3. Student Organizations must be registered in order to receive allocations of funds generated by student activity fees recommended by the student constituency bodies;
4. No Registered Student Organization shall be authorized unless it adheres to all appropriate federal or state laws concerning nondiscrimination and equal opportunity;
5. Active membership in Registered Student Organizations shall be limited to students officially affiliated with the university and to the spouses and dependents of such students

## **Constitution & By Laws**

A student organization must have a constitution and/or bylaws. The constitution and bylaws are the documents containing basic rules relating to itself as an organization. Constitutions and bylaws must be reviewed and ratified every two years by the organization. When writing a constitution, strive for conciseness and clarity; avoid vagueness and ambiguity. Remember: The student organization will look towards the constitution when holding elections, removing members, vacancies, etc. It is important to keep this document up-to-date and to ensure all members understand its value.

A sample constitution is provided online at [getinvolved.siu.edu](http://getinvolved.siu.edu). We have also included a copy in the appendix.

Ordinarily, every constitution contains articles covering these subjects:

- a. Name of the organization
- b. Group objectives/ purpose
- c. Membership requirements
- d. Officers
- e. Meetings
- f. Executive Board (if needed)
- g. Committees
- h. Parliamentary authority to be followed by the organization
- i. Amendments (prescribing procedure for making changes to the constitution)
- j. Articles of Compliance

## Bylaws:

- a. Establishment of orientation fees, membership fees, dues, and delinquent payment procedures
- b. Description of members' rights, responsibilities, and duties
- c. Outline of orientation procedures
- d. Description of member resignation, suspension, and exclusion procedures
- e. Outline of officer election procedures - time, place, and manner
- f. Detailed outline of officer duties, responsibilities, and authority
- g. Description of executive committee responsibilities
- h. Descriptions of standing committees, their responsibilities, and the selection procedures
- i. Outline of advisor selection procedures and responsibilities of the organization
- j. Provision for accepting rules of order as described in Robert's Rules of Order, Newly Revised
- k. Provision for honorary members or officers
- l. Description of method to amend the Bylaws (usually by two-thirds vote)

## Saluki Connect

All RSOs are required to create and maintain a Saluki Connect page. Saluki Connect is used by offices at SIU to confirm active status to be able to reserve space, spend RSO account money, and to confirm if the RSO exists in general. These departments prefer to work with officers listed on the Saluki Connect portal as well. Saluki Connect is also where the constitution is stored and club rosters are kept. Organization rosters must be updated at least once per semester. RSOs must complete one of the following by the end of the academic year: 1) End of the Year Report or 2) Event Closing reports for all events hosted and conferences attended. RSOs can also promote their meetings and events on Saluki Connect.

[Saluki Connect](#) is an online, interactive database for SIU Registered Student Organizations (RSOs). Whether you are looking to become involved or you are a student leader looking to make the most of your organization, Saluki Connect has the tools that you need!

### Saluki Connect:

- View Registered Student Organization (RSO) portals
- Advertise and view events on the public calendar
- Access forms needed to conduct business
- Customize your organization's portal

A RSO's Saluki Connect portal must be updated with the correct information at all times. This includes but is not limited to: executive board members, certified officers, advisor, meeting location/information, event details, etc. If the University needs to contact the RSO regarding

RSO officers/members, events, meetings, etc., we will use the information available on the RSO's Saluki Connect portal.

\*\*Please note that many changes on your Saluki Connect portal will require approval from the Office of Student Engagement in order to be up to date. Once you have made changes, an "Advisor Approval Form" will be sent to the advisor.

## **Other Requirements**

All interested RSOs must have at least ten (10) members to become an RSO and all active RSOs must have five (5) members to remain active.

If a chapter falls below the five-person requirement, the chapter is put on “alert” with the office. Being on “alert” means organizations will be expected to uphold all other RSO expectations, in addition to showing membership recruitment efforts. A RSO must work with the Office of Student Engagement to create a recruitment plan.

If following two consecutive semesters, the organization on “alert” has failed to meet expectations and/or has not showed any recruitment efforts, University recognition of the chapter will be revoked. The Office of Student Engagement is happy to aid RSOs in developing a recruitment strategy to ensure that the RSO meets this requirement.

All RSOs must attend the Office of Student Engagement’s RSO orientations once a semester. Each RSO must send two representatives to these orientations, and one individual may represent up to two RSOs. New RSOs must work with the Office of Student Engagement to schedule a time to go through make-up training.

## **RSO Status**

### **Active**

An RSO who is in good standing with the office and has met all the necessary requirements.

### **DawgHouse/Probation**

If an RSO is found in violation of OSE policies, university policies, local, state, or federal laws the organization will be placed immediately in the DawgHouse. An RSO in the DawgHouse is considered to be on probation. Your organization will not be able to reserve spaces on campus, make purchases, request solicitation tables, and your organization is no longer in good standing. RSOs and advisors in the DawgHouse will be informed by the Office of Student Engagement via email, and it is the responsibility of the organization to complete a reinstatement plan.

RSOs that are in the DawgHouse for two consecutive semesters will be deactivated.

## **Inactive**

If an RSO does not have all of the above requirements, they will be considered inactive. If the organization has lapsed due to lack of involvement the RSO will go dormant.

If the group is missing requirements, but wishes to remain active, they will be put in the OSE Dawg House until they have completed all the requirements to be reinstated to active status.

## **Reactivation Process**

RSOs that do not operate for two consecutive semesters and do not have more than five members will need to contact the Office of Student Engagement as they will need to go through the process to reactivate their organization. Organizations must have 5 members and 1 staff or faculty member to be considered for reactivation.

## **Types of Membership and their Requirements for RSOs**

### **Individual Membership Requirements**

- Active membership in any Registered Student Organization is limited to students officially enrolled and registered with the University. Spouses and dependents of members are allowed to participate via approval of the RSO. All members must maintain a 2.0 cumulative grade point average, good standing with the university and adhere to all academic and institutional policies.
- In accordance with Title IX of the Education Amendments of 1972, membership requirements for student organizations must be the same for men and women with the exception of social fraternities and sororities, which are exempt from this regulation.
- In accordance with Section 504 of the Rehabilitation Act of 1973, no qualified student with a disability shall, on the basis of disability, be excluded from participation in or denied the benefits of any extracurricular activities or programs, including student organizations.

### **RSO Officers**

RSOs may choose their officer layout. Most RSOs have a President, Vice President, Treasurer, and Secretary. All RSOs are requirement to have a President, Treasurer, and Secretary level officer position, regardless of the layout or titles chosen (other position titles may include but are not limited to Coordinator, Executive, Chief Financial Officer). Saluki Connect will require you to have a President, Treasurer, and Secretary. Saluki Connect also allows RSOs to have committee chairs. Officers listed on Saluki Connect will have the ability to reserve space, spend RSO funds, and rent equipment from OSE for solicitation and events. Please note advisors will have identical access to RSO information as officers.

## **Officer Requirements**

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

- Officers and/or chairs of all Registered Student Organizations must be students officially affiliated and enrolled with the University.
- 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 office or benefits on the basis of sex.
- Must maintain a 2.0 cumulative grade point average, meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.
- Must have created a personal Saluki Connect account.
- RSO Officers are required to immediately notify their advisor, the Student Involvement and Leadership Program Director, or a University staff member when any form of misconduct that are not defined within the bounds of this handbook occur. This includes, but is not limited to, violations of the SIU student Conduct Code, alleged Title IX violations, hazing allegations, etc. RSOs are prohibited from performing investigations regarding alleged Title IX or discrimination violations.

According to [policies.siu.edu](http://policies.siu.edu): Officers and/or chairs of all Registered Student Organizations must be students officially enrolled with the University and must be classified as being in "good standing" with the University. This refers to both academic and disciplinary standing as defined by Admissions and Records and the Dean of Students, respectively.

## **RSO Advisors**

All registered student organizations are required to have an advisor who is a faculty or staff member at SIUC. Graduate students with or without graduate assistantship appointments are not eligible to serve as an advisor.

The advisor agrees to assist the organization, to provide an educational experience for its individual members and to be familiar with its programs and activities. An advisor is a consultant to an organization and assists in the growth and development of the group by providing direction through advice, understanding, and clarification. All advisors must complete the Advisor Verification Form on Saluki Connect before the start of the Fall semester.

For active RSOs only officers can request to replace a sitting advisor or approve a replacement advisor who has left the role. If an RSO wishes to change their advisor, a change of advisor form and a new Advisor Verification Form must be submitted to the Office of Student Engagement.

## **Role of an Advisor**

Advisors should fulfill the following duties:

- Clarify their role as advisor to the student organizational members as they see it.
- Read, understand and act in accordance with university policies that govern registered student organizations including the RSO Handbook.
- Assist the officers of the organization in understanding their duties, organizing programs, interpreting their constitution, and resolving any conflicts.
- Be accessible to the officers and members of the organization.
- Attend planning meetings and help execute major activities and complex events hosted by the student organization. Major activities and complex events are defined, but are not limited to:
  - 50+ in estimated attendance, require outside production (lights, sound, staging, etc.), advanced internal production equipment and/or set-up, alcohol, or other criteria deemed complex by Student Center Event Services, Office of Student Engagement, or Dean of Students area.
  - If the advisor is unable to be present for the major activity or complex event, a secondary representative must be agreed upon by all parties involved for the event to take place. This secondary representative must be a faculty or staff member of SIU.
- Stay updated on developments within the organization.
- Advise and consult the organization's officers.
- Assist the officers in maintaining RSO records.
- Provide continuity to the organization's policies, programs, and traditions.
- Assist in officer transition.
- Complete an Advisor Recap Form at the end of the Spring semester.
- Must attend an Advisor Training hosted by the Office of Student Engagement at least once a year.
- All new advisors of RSOs must attend a New Advisor Training within the first semester of entering the role.
- Must complete the Advisor Verification Form on Saluki Connect before the start of the Fall semester.
- Approve all RSO transactions over \$100.
- Maintain accurate knowledge of all funds used and raised by the RSO every fiscal year.

### ***Advisor Transition***

If an advisor leaves his/her/their position at the University or chooses to no longer be the advisor, they must notify the student organization as soon as possible. The student organization must then identify a new advisor in two weeks. Until a new advisor is secured, the RSO is not

allowed to schedule space on campus, spend money from their RSO account, or request funding from USG/GPSC. The new advisor must complete the Advisor Verification Form on Saluki Connect.

For active RSOs only the president can request to replace a sitting advisor or approve a replacement advisor who has left the role.

*Who can be an advisor?*

According to the SIU Board of Trustees, the following criteria is for RSO Advisors. Please view the full policy [here](#).

*Adviser Requirements*

- Every student organization must have an adviser that is a member of the SIU Carbondale faculty or staff. Campus ministers who hold the University designation of adjunct staff are eligible to serve as advisers for religious groups.
- If the group operates financially from a University agency account, a fiscal officer is required. Fiscal officers must be SIU Carbondale faculty or staff members. The adviser and fiscal officer may be the same person.
- If the group operates financially from a University state/student activity fee account, the fiscal officer must be approved by the Vice Chancellor of Student Affairs or their designee.

There are some exceptions to these rules that allow for individuals not associated with the university to serve as an advisor. Any religious organization may have an advisor who is not associated with the university, but they may not be a fiscal officer.

## **RSO Expectations**

### **Communication**

The Office of Student Engagement will primarily communicate with RSO officers via email. We expect officers to check their email and respond accordingly. OSE will send emails about RSO Transition, Involvement Fair sign-ups, policy updates, student government updates, upcoming events, and RSO Suite Applications. There is also a bi-weekly RSO newsletter, that you can submit information to via a [form](#) on Saluki Connect.

### **RSO Orientations**

Every RSO must send a minimum of two (2) officers from their organization to a mandatory RSO Orientation each semester. These will be held in the fall and spring semester and will provide important information on how the organization should operate in the upcoming academic year. Organizations will be informed of the RSO Orientation during the Involvement Fair and via email to the current organization officers.



## **RSO Transition**

Each Registered Student Organization (RSO) is required to complete the transitioning process on Saluki Connect once per semester. Transitioning is completely paperless and must be completed on Saluki Connect. We are not asking RSOs to actually transition their RSO leadership, this is the process that Saluki Connect calls updating your contact information. RSOs that fail to transition by the designated deadline, will be placed in the DawgHouse.

## **Benefits and Resources of an RSO**

### **RSO Suite**

The RSO Suite has 10 offices and three desks available. RSO's in good standing can apply for an office or a desk in the RSO Suite each April for the following school year. Groups in the RSO Suite operate under a three-strike rule.

Below are some behaviors that will warrant a strike:

- Failure to maintain office hours.
- Failure to post office hours in a timely manner.
- Failure to keep to your space clean and organized.
- Inappropriate use of space that violates any university policy

As a group gets additional strikes their chance of losing this privilege increases:

- 1<sup>st</sup> Strike – Written warning via email to President and Advisor(s).
- 2<sup>nd</sup> Strike – Meeting with a staff member from the Office of Student Engagement.
- 3<sup>rd</sup> Strike – Removal of RSO from office or desk space within 1 week of decision.

### **RSO Resource Checkout**

RSOs have the opportunity to check out equipment and supplies through the Office of Student Engagement. Items include, but are not limited to large games, coolers, table centerpieces, tables, chairs, and a popcorn machine. The OSE is always adding to the RSO Resource Room. Click [here](https://getinvolved.siu.edu/student-organizations/rso-resource-checkout/) to request items or check out our items at <https://getinvolved.siu.edu/student-organizations/rso-resource-checkout/>.

### **Locker Storage**

RSO lockers are available on the 3<sup>rd</sup> floor in the Student Center. Locker space is limited, and must be reserved through the Office of Student Engagement or at [rsohelp@siu.edu](mailto:rsohelp@siu.edu).

## **Involvement Fair**

As a recognized student organization, participation in the Involvement Fairs and other university-sponsored events, can help promote your organization to the campus community. Fairs are typically held in the first Thursday of the semester in Faner plaza and the Student Center.

## **RSO Travel**

Southern Illinois University Carbondale seeks to promote safe travel to events and activities occurring beyond the boundaries of university property by RSOs. As such, the travel policy applies to all RSO travel both in cases where the travel is sponsored by the university and where a RSO travels in the name of their organization. This Travel Policy also applies to all travel taken by RSOs attending out of town events and programs. Examples of activities and events that fall under this Policy include, but are not limited to club sports trips, the activities of recognized student organizations, Student Government-funded travel, and in situations where a student or recognized student organization officially represents the University, e.g., academic team competitions, conferences, and other programs.

All student and recognized student organization travel falling within this Policy must meet the following requirements:

- Recognized student organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Engagement. Travel must be planned so as not to create an undue interference with academic responsibilities.
- An individual student or recognized student organization must complete and submit the Travel Registration Form to the Office of Student Engagement no later than three (3) weeks before the scheduled trip. Please know that the travel form will be reviewed by the RSO advisor and the Program Director for Student Involvement and Leadership. Also, travel must be approved by the advisor before the trip can go forward.
- RSO Tavel Registration Form: <https://siu.presence.io/form/rso-travel-registration-form>
- RSO Vehicle Request Form: [RSO Travel Request 2019.docx](#)

## **Funding Opportunities**

### **Undergraduate Student Government RSO Funding**

The purpose of the Student Funding Board is to make allocations of the Student Organization Activity Fee in an efficient and non-biased manner.

To learn more about USG's funding board click [here](#). Per the USG Constitution and Student Funding Guidelines, student organizations are eligible to receive up to \$5,000 per academic year.

Please RSO's may submit one request form per event. This budget request form ([here](#)) is for event and travel funding for the academic year.

Before submitting any request, [please read the Funding Guidelines](#) located at <https://usg.rso.siu.edu/documents/>

## **Graduate and Professional Student Council Fee Allocation Board**

The Fee Allocation Board (FAB) of GPSC provides event funding for graduate and professional students' registered organizations. The FAB considers RSO's applications and funding requests and makes a decision based upon need, GPSC's history of giving, and budgetary limitations. Event funding request forms can be found [here](#). For additional information, please email [gpsc@siu.edu](mailto:gpsc@siu.edu).

## **Supplemental Funding**

Supplemental funding is to be used when requesting additional financial support for an event or a University approved conference or trip after exhausting existing funding options. This cannot be used in place of existing funding measures (USG, GPSC, or Fundraising). Requests must be submitted at least seven business days in advance. Funds may be used for any of the following purposes, but is not limited to:

- Campus Security – If security is needed, this funding request will cover the cost of the first two Department of Public Safety Offices.
- RSOs that qualify for a national event as a result of their regional participation.
- RSOs that are needing additional conference support – RSOs who received limited funds may be granted additional funding by capped at a maximum of \$500 for transportation, lodging, or registration costs only.

RSOs requesting Supplement Funds must meet the following criteria:

- Active RSO – Only active RSOs are eligible for these funds.
- Minimum of 5 Members on Roster – There are at least 5 members on the roster of the organization submitting a request.
- Approved Event – Through Undergraduate Student Government (USG), Student Center Event Services, or a university department, this event is approved and scheduled to take place within the current semester. Past events are not considered.
- Funding Approved – The RSO has exhausted all reasonable means of funding through USG, Graduate and Professional Student Council (GPSC\_ and have proven to have raised fund for this event, program, trip, or initiative.
- RSOs Only – Supplemental Funds are intended solely for RSOs and their members, not individuals unaffiliated with a campus RSO or their advisors
- Future Events Only – Supplemental Funds are intended for future events and cannot be used to pay for past events.

All requests must be submitted seven (7) business days in advance. Requests will take a minimum of seven (7) business days to process.

## **Additional Opportunities**

In addition to these two forms of funding, certain groups may have the ability to apply for additional funding through various umbrella groups, or university departments they are housed under. If you want to find out if your RSO is eligible for more funding opportunities, contact the Office of Student Engagement.

## **RSO Funds**

### **Accessing Funds**

RSOs have the right to check their account balances at any time and requests for this information can be done by email, phone or in person. RSOs can access the funds in their account when the Accountant office is open. Only RSOs in good standing with our office will be able to access their funds. In the case where an RSO account has been inactive for five years, all funds remaining in their account will be forfeited and no longer available to the RSO for use. In order to remain with active status an RSO must maintain the Saluki Connect page and complete the RSO Transition process and RSO Orientation each year.

### **Fiscal Authority**

Fiscal officer authority can only be given with the signature of one of the Accountants in the office. Advisers and RSO officers are not fiscal officers and cannot sign for authority to make charges against any RSO accounts.

The Dean of Students is the fiscal officer for RSOs. Some RSOs, such as those affiliated with Recreational Sports and Services, Fraternity and Sorority Life, or University Housing, may have a different fiscal officer. A Fiscal Officer is required for all student groups that operate financially from a University Agency Account. The SIU Board of Trustees requires Fiscal Officers to be a member of the faculty or staff: Campus Ministers are not eligible to serve as Fiscal Officers.

### **Deposits**

Deposits can be made at any time during which the Office of Student Engagement is open. Deposits can be made by cash, check, money order or with credit or debit cards. All credit or debit card payments will be charged a 3% processing fee. Funds deposited will be available for use immediately.

## Tax ID & Off Campus Bank Accounts

RSOs are not considered part of SIU and therefore cannot utilize SIU's tax ID information including their tax-exempt status. While we strongly recommend that RSOs utilize the University account for their funds, off campus accounts are not prohibited. RSOs are responsible for all maintenance, signatures, tax information and registration of all off campus accounts.

## Digital Banking

No RSO shall use electronic payment services such as: Venmo, PayPal, Square, or Cash App collect /hold funds. During approved on-campus solicitation, RSO officers may accept donations through Cash App; all funds received must be deposited in the on campus RSO Account by 4:00pm of the following business day along with a transaction statement.

## RSO Dawg House

The RSO Dawg House is utilized for any RSO who has a negative cash balance (balance owed to SIU), refuses to follow Office of Student Engagement purchasing guidelines (includes not obtaining fiscal officer approval for all purchases, charging purchases to other department p-cards, not providing accountants with the correct purchasing paperwork, not turning in receipts within 48 business hours of purchase, or any other policy set forth by the OSE office), not maintaining an up-to-date Saluki Connect page. Any RSO placed in the dawg house will be unable to utilize their account funds for reservations, purchases, etc. and will have all on campus reservations cancelled. Removal from the Dawg House can happen with immediate correction of the infraction. In the instance where multiple requests have to be made to the RSO to correct the infraction and/or infraction(s) is not addressed, the Office of Student Engagement has the right to suspend the RSO from making purchases and reservations for a longer period of time.

## Necessary Forms

There are various different forms that an RSO may need to utilize below is a list briefly explaining the purpose of all forms:

- [Purchase Request Form Under \\$100](#) – Form needed to make purchases under \$100, does not need Advisor signature
- [Purchase Request Form Over \\$100](#) – Form needed to make purchases over \$100, does need an Advisors signature
- [RSO Reimbursement Purchase Request Under \\$100](#) – Form needed to reimburse a member of the RSO under \$100, does not need an Advisor signature
- [RSO Reimbursement Purchase Request Over \\$100](#) – Form needed to reimburse a member of the RSO over \$100, does need an Advisor signature

- [Invoice for Services](#) – This form is used when and RSO is paying someone, student or non-student, for services that they are going to perform.

All of these forms are attached at the end of this document in the appendix. These forms are also online at <https://getinvolved.siu.edu/student-organizations/rso-finances.php>

## **Fundraising**

Registered Student Organizations are welcome and strongly encouraged to fundraise for their events, programs, and other needs that they have. Please see the solicitation section in this handbook for more guidelines about fundraising on campus. Any funds raised must be turned into the Office of Student Engagement accountants within one business day of the event or donation.

All fundraising activities must align with existing university policy. The Office of Student Engagement, or other appropriate campus office or administrator may prohibit fundraising activities if they violate university policy.

## **Space Reservations**

Information for scheduling all events and meetings on campus can be found at <https://scheduling.siu.edu/>

### **Academic Classrooms**

- Requests can be made online through the EMS website.  
<https://onlinescheduling.siu.edu/EmsWebApp/>
- Registered Student Organizations may not schedule Lawson for meetings and events.

### **Student Center**

Visit the Student Center Scheduling Services on the 2<sup>nd</sup> Floor of the Student Center.

Website: <https://studentcenter.siu.edu/conference-and-scheduling-services/>

Email: [studentcenterscheduling@siu.edu](mailto:studentcenterscheduling@siu.edu) Phone: 618.536.6633

- Ballrooms, Auditorium, International Lounge, Renaissance Room, River Rooms (Small, Medium and Large)

### **Recreational Sports and Services**

Website: <https://rec.siu.edu/facilities/>

Email: [rss.scheduling@siu.edu](mailto:rss.scheduling@siu.edu) Phone: 618.453.1277

Locations available to reserve:

- Campus Lake Becker Pavilion
- Indoor Facilities
  - Dance Studio, Courts, Fitness Studios, Climbing Wall, Pool
- Outdoor Facilities
  - Intramural Playfields, Upper Arena Field, University Tennis Court, Sam Rinella

## Outdoor Space for Events

Registered student organizations requesting outdoor space, please contact the Student Center at 618/453-3769 or email [scenter@siu.edu](mailto:scenter@siu.edu). This excludes the free forum area, Student Services Pavilion, as well as Student Center, Recreational Sports and Athletics' outdoor areas. In order to complete your request for space, please fill out this [form](#).

- Old Main Lawn (Quad outside of Shryock), Shryock Steps, Faner Plaza/Lawn and space outside of the SSB Pavilion, College of Agricultural Sciences Lawn (across from Thompson Point main entrance), Neckers Lawn, Quigley Courtyard, Arena Lot 56, 5K/10K race requests, etc.

## **Solicitation**

Solicitation areas are available for RSOs to advertise for events, recruitment members, or promote their organizations. If an RSO would like to request a solicitation permit, an application is available on Saluki Connect.

### **Solicitation Policy**

- Solicitation permits granted through the Office of Student Engagement must be submitted a minimum of 3 full business days prior to the date of interest.
- If two or more organizations request the same location on the same date, a "first come, first serve" policy will be enforced.
- Solicitation permits must be picked up in the Office of Student Engagement prior to the scheduled time period.
  - The solicitation permit must be visible at all times on the solicitation table.
- If money is being collected, ALL money must be deposited into the student organization's on-campus account within one (1) business day of the event. Deposits can be made between 8:00am-4:00pm in the Office of Student Engagement.
- A member of the student organization is required to be on site at all times.
- Please review the Food Policy for beverage and food distribution. RSOs selling food must ensure all items sold are pre-packaged/pre-made.
- No vehicles, booths, stands, or displays may be used without prior approval obtained by the appropriate officer or space administrator.

- Any raffles or silent auctions held need to follow the Raffle Policy and must be indicated on the Solicitation Permit request.
- If an RSO reserves equipment or items through the Office of Student Engagement and neglects to return the equipment in its same form on time, at all, or if the items are damaged, the RSO will be liable for any cost to repair or replace the item.
- A minimum of 24 hours is needed to cancel a solicitation permit. A cancellation emails must be sent to [rsohelp@siu.edu](mailto:rsohelp@siu.edu). In the subject of the email include: Cancellation: Solicitation Permit. All emails must include the name of the student organization along with the date and time of the table reservation.
  - If the student organization does not cancel the request or if it is less than 24 hours, the student organization will be recorded as a "No Show".
  - Two (2) "No Shows" per semester will result in a loss of Solicitation Permit privileges for the rest of the current semester ***or*** 8 academic calendar weeks (whichever is greater)
  - An academic calendar week is defined as a week classes are in session during the fall and spring semesters. Examples of weeks that ***do not*** fall into the academic calendar and thus ***are not*** academic calendar weeks: Fall Break, Thanksgiving Vacation, Winter Intersession, Spring Break, Summer Intersession, Summer Session.

## Solicitation Locations

The following locations are available to use with a solicitation permit:

- Communication Building East Lobby
- Communication Building North Lobby
- Faner Main Breezeway (Outdoor location) **\*\*Please note that up to 2 RSOs can reserve space**
- Faner South Near Door 1
- Lawson Grass (Outdoor location)
- Life Science II
- Neckers Lobby
- Quigley 1st Floor
- Wham/Pulliam Hallway

Additional locations are available for groups with special approval from specific colleges:

- Agriculture Lobby/Breezeway (College of Agriculture RSOs only)



- Engineering Building-Tech C (Engineering RSOs only)
- Engineering Building - Tech D (Engineering RSOs only)

### **University Policies on Solicitation**

- No solicitation will be permitted in front of entrance/exit doors or escalator/stair/elevator entry and discharge points.
- No one shall be permitted to block ingress or egress to any campus facility.
- Solicitation on campus is limited to 8:00am – 4:00pm Monday thru Friday. If the University is closed, an RSO will not be able to obtain a permit for that day/time.
- Any applicant for a solicitation permit at an officially scheduled university event must obtain additional approval from the office responsible for the event.
- RSOs may also reserve solicitation space through the following areas:

### **Student Center Solicitation**

- Space must be reserved through Student Center Event Services.
- Student Center Art Gallery: Free for RSOs.
- Student Center North Escalators: Minimal charge for RSOs.
- Be sure to review all the guidelines for the Student Center by viewing their [Solicitation Policy](#).

### **University Housing Solicitation**

- SIU RSO's are allowed to distribute fliers after approval through the [University Housing Marketing Office](#). Allow for one week for approval.
- Review the entire University Housing Solicitation Policy [here](#).

### **Free Forum Spaces**

- Individuals, organizations, and groups of persons seeking to engage in free expression may do so within the designated free forum areas:
  - Green space west of Davies Gym (amplified sound is allowed as long as it does not interfere with classes, events, ceremonies, or operations of the University.)
  - Green space in front of Morris Library (non-amplified sound).
- No food is to be sold in free forum areas.
- Any member of the public or the University community may use this area for free expression on a first-come, first-serve basis, provided that the area has not been reserved.

Members of the public and University community who wish to reserve this area may do so by contacting the Office of the Dean of Students 24 hours in advance (618-453-2461) or via email at [deanofstudents@siu.edu](mailto:deanofstudents@siu.edu)). Commercial activities associated with the event require advance approval from the Office of the Dean of Students.

## **Planning an Event on Campus**

### **What is the purpose of your event?**

Before you start anything else, you should make sure you have a clear understanding of the desired outcomes and goals of your event. The goal of your RSO event should be aligned with your RSO's mission and purpose statements. This will provide a road map for the planning process.

### **Who is in Charge?**

With planning any event, it is important to designate who will be the point person(s). Depending on the size and scope of the event, you may want to form a committee or team with which you can delegate certain roles or tasks. Be sure to provide consistent oversight and communicate often with them.

### **Timing**

What type of event are you hosting? Most RSOs host social and special events. The type of event will determine the amount of time that should be set aside for planning the event.

**Social Events:** Events are for social gatherings or social affairs, i.e., study jams or bowling nights. These events should be planned minimally, 3-4 weeks in advance.

**Special Events:** Events that are business affairs, i.e., retreats, leadership training, dances, heritage/cultural month programming. These events should be planned minimally, 6-8 weeks in advance.

We suggest you choose a few potential dates for your event and keep in mind factors that may affect its plausibility and availability (conflicting university events, major RSO events, holidays, students' school schedules, season/weather, etc.). Once you've finalized a date for your event, design a timeline for completion of important tasks and meeting important deadlines.

### **The 5 Ws**

1. **Who:** Who is the event for and who will attend?
2. **What:** What is the title of the event and what will happen at the event?
3. **Why:** Why is the organization hosting this event?
4. **When:** When will the event take place?
  - a. Consider times that work best for your organization and target audience.

5. Where: Where will the event be held?
  - a. Have multiple options and keep in mind all associated costs when selecting a venue.

## **Budget**

Once you have answered the 5 W's for your event, the next thing to figure out is HOW? How is your RSO going to fund the desired event. You will need to determine all the various costs associated with hosting your event. Form a budget that includes your group's available funds and allocates how much can and will be spent on each of the costs. If your event is not self-sufficient (i.e. entrance fees, memberships dues, etc.), you may consider fundraising with your group or inquiring about university funding (see USG Funding). There are budget templates available in the Office of Student Engagement. Please contact [rsohelp@siu.edu](mailto:rsohelp@siu.edu) if you need assistance creating a budget for your RSO Event.

## **Campus Police at SIU Events**

Organizations charging entry for an event, late night events, events open to the general public, utilizing multiple ballrooms, and/or have an anticipated event attendance at/or above 500 persons may be required to use Athletics Special Event Ticketing and may be required to pay to have Department of Public Safety (DPS) officers present as security personnel. Ticketing and DPS presence are at the discretion of the Office Student Engagement in consultation with campus partners. Organizations must use DPS as security personnel and cannot bring in outside security.

## **Facilities & Venues**

When choosing a location for your event, consider how many attendees are possible and how to best configure the space for your purposes. Be sure to account for additional set up needs. These may include, but are not limited to, a podium, projector, screen, laptop, sound system, microphone, stage, check-in tables, catering tables, and lighting. Additionally, don't assume your reservation is valid until you receive a confirmation from the venue. Check out campus facilities at [www.scheduling.siu.edu](http://www.scheduling.siu.edu).

## **Event Promotions**

Marketing your event will be essential in building visibility, connecting with your audience, and increasing attendance. Your strategy for marketing your event will largely depend on the goals you have and the audience you are attempting to reach. Your first considerations may be to develop an attractive name and theme for your event. These types of overarching elements will inform the rest of your marketing strategy. Resources exist including the [Student Center Marketing and Graphics Office](#), who can help you with the process and can also assist with designating any materials.

## **Insurance & Liability**

Anytime your Registered Student Organization (RSOs) hosts an activity of any kind, the organization is assuming varying levels of risk. RSOs need to make certain they are aware of the risks and are taking proper steps to ensure a safe event/activity/etc. Please discuss insurance needs for events with the OSE Accountants. It may be advised your RSO has attendees sign liability waivers before participating in the activity. If you have questions about implementing an liability waiver please contact [rsohelp@siu.edu](mailto:rsohelp@siu.edu).

The event/activity/etc. may be required to purchase one-day or special event insurance. There are two options of insurance companies that offer coverage for certain types of events/activities/etc. sponsored by student organizations. Please see the OSE Accountants if you have questions about event insurance.

## **Marketing**

### **University Communications and Marketing**

University Communications and Marketing can help with any print or digital project you may need. RSO's get special pricing that will beat any local print shop. For a full list of services including posters, banners, custom stickers, and design help go to <https://universitycommunications.siu.edu/campus/creative.php> Need a video or photo for social media? We have a full media team ready to help that can cut custom social videos for recruitment or event coverage.

Website: <https://universitycommunications.siu.edu/campus/creative.php>

### **Flier Policy**

Registered Student Organizations may choose to use posters or fliers to promote their upcoming meetings, events or to recruit new members. Though the Office of Student Engagement will not approve posters or fliers for RSOs, it's important to consider the following:

- The full name of the student organization and the date, time, and location of the meeting, event or activity must be clearly identified on the face of the poster. Acronyms and Greek symbols should only be used when in conjunction with the full name of the organization.
- Contact information: Phone number, email or website of organization or contact person.
- The Office of Student Engagement strongly encourages your organization to add the following language to your poster or flier to provide more inclusive programming on campus: "Individuals with disabilities are welcomed. Call DSS at 618.453.5738 in advance of the event to request accommodations."

In order to maintain the natural beauty of the campus and to preserve the quality of buildings and grounds, posters or fliers may only be placed on bulletin boards provided for this purpose in university buildings.

- Student Center
  - 2 (two) copies may be turned into the Student Center ID Office.
- Lawson Hall
- Morris Library
- University Housing
  - Fliers must be approved prior to posting. Groups wishing to post multiple fliers at the same time may have limited access, pending space availability. Groups posting without approval may have posting privileges revoked. Registered Student Organizations (RSOs) must be in good standing as an RSO with applicable campus office(s). Fliers may be in letter (8.5x11), legal (8.5x14) or ledger (11x17) size. Please reach out to the Housing Marketing Office at [housing@siu.edu](mailto:housing@siu.edu).
- Approval to post on additional bulletin boards around campus is at the discretion of the department/building on campus. Student organizations must work with the department/building on campus for approval prior to posting the poster or flier.
- No posters, fliers, 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.
- No posters, fliers, signs, or other materials should be posted, nailed, taped, stapled, etc. in restrooms, on tables, or left in any building common spaces.

## **Flier Policy Violations**

The Office of Student Engagement may remove any posters or fliers deemed to be obscene, offensive or discriminatory to a portion of the university community, or which advertises an event which is illegal or unlawful. The decision of the OSE may be appealed to the Vice Chancellor of Student Affairs or their designee.

Any poster deemed inappropriate must be removed by the organization/department in question, within 24-hours of written notification. Dependent on the nature of the poster or flier in question, the student organization or individuals involved may be forwarded to the Office of Student Rights and Responsibilities. Repeated violations of this policy may result in the loss of the organization's status and further disciplinary action.

## RSO Policies

### **Food & Drink Policy**

#### *Solicitation*

Student organizations are required to secure a Solicitation Permit Link to Solicitation Section before hosting a food sale. The permit should be displayed always, and all regular solicitation policies should be followed. Failure to comply with the policies listed below will result in suspension of solicitation privileges for up to 8 academic weeks.

Student organizations should adhere to the following guidelines when hosting a food sale:

- Student organizations can schedule a maximum of one food sales per week, provided there is adequate space available.
  - The Office of Student Engagement will do its best to ensure two food sales from two different student organizations are not next to one another. However, this cannot always be guaranteed.
- Only commercially pre-packed, pre-cooked items may be sold. Examples include:
- Baked goods such as cookies, donuts, cinnamon rolls, etc.
  - The sale of pies or cakes is prohibited.
  - Pre-packaged items (Candy, gum, individual chips) etc.
  - Snow cones, popcorn, cotton candy, coffee, non-dairy hot chocolate, lemonade etc. (students must wear gloves when serving)

**Prohibited Items: "Walking tacos", smoothies, ice cream, meat or dairy products, nacho cheese, and soup or chili.**

- Only pre-packaged single serving condiments may be dispersed.
- Outside vendor/restaurant food cannot be purchased and resold.
- The sale and/or serving of beverages in open cups or glasses are prohibited except for coffee, lemonade, or non-dairy hot chocolate. Beverages must be sold in individual factory sealed containers (cans, bottles, etc.) only. Per SIU's agreement with Pepsi MidAmerica, all beverages must be Pepsi products, including bottled water (Aquafina or Crisp 'n Clear). Reference this site for a list of all Pepsi beverage products: <http://www.pepsimidamerica.com/products-we-serve/>
- No product (food, promotional items, apparel, etc.) may be sold at or near the Banterra Center, Saluki Stadium, and the Student Center that would compete with a concession contract or retail sales.

## **Pepsi Policy**

SIU contracts with Pepsi MidAmerica. The agreement, which created an opportunity to support student scholarships, gives Pepsi MidAmerica exclusive pouring rights and the exclusive right to display, advertise and promote beverages on campus and in connection with the university. All staff, university departments and registered student organizations must follow the guidelines below in order to honor the university's contractual commitment:

- No other non-alcoholic beverage brand may be distributed on campus in any form.
- Events held on campus, whether or not they are university related, must use Pepsi MidAmerica products if beverages are served. This includes events that warrant a small quantity of beverages, such as a twelve pack or two that are purchased at a local retailer.
- Private parties using campus space for events are not allowed to bring products other than Pepsi brands on campus. This includes soft drinks as well as bottled water, sports and energy drinks, and bottled tea.

## **Catering for On-Campus Events**

All catered events on campus must use a SIU "Approved Caterer". The Approved Caterer list is located on SIU Procurement's website ([procurement.siu.edu](http://procurement.siu.edu)) or [here](#).

In addition to the University's policy, individual buildings or departments may have additional stipulations on which caterers may be used. It is the responsibility of the student organization to work closely with the individual building or department *before* catering plans are determined.

The below links are not a comprehensive list, but a good starting point to individual building or department catering policies:

- [Student Center Preferred Caterers & Small Food Policy](#)
- [Touch of Nature Environmental Center](#)
- [University Housing](#)

## **Alcohol Policies and Overview**

Alcohol use is only allowed at certain types of events. These events must meet certain requirements and follow all SIU Alcohol Policies. Requirements include any Board of Trustees Policies and venue specific policies if applicable. Once you have reviewed all policies and discussed your event with a venue you must submit an [Alcohol Liquor Use Request Form](#) at least ten business days before your event.

The Board of Trustees Policies are located [here](#), and in the appendix. The Alcohol Liquor Use Request Form is located [here](#) and in the appendix.

## **SIU Code of Conduct**

All RSOs need to be aware that regardless of when and where they are hosting events, and whether or not they have received approval via the Alcohol Liquor Use Request Form, all students and RSOs are held accountable by the SIU Student Conduct Code. Any individual student or group reported to be in violation of the SIU Board of Trustees Policies or the SIU Student Conduct Code may be required to meet with Student Rights and Responsibilities. Depending on the severity of the circumstances an RSO may face consequences ranging from educational sanctions to removal of recognized student organization status.

For more information about the SIU Student Conduct Code or the Student Rights and Responsibilities Office please click [here](#).

## **Fraternity and Sorority Life Alcohol Policies**

The Office of Fraternity and Sorority Life has their own set of specific alcohol policies and social event guidelines. Fraternities and sororities that report to the Office of Fraternity and Sorority Life must also adhere all university alcohol policies, and the alcohol policies set forth in the Fraternity and Sorority Life Handbook. To learn more about the FSL handbook or the office, click [here](#).

## **Talking to the Media**

When a member of an RSO speaks to the media they are ultimately representing SIU. If RSOs need assistance in media preparation the OSE is available to help.

## **Week Before Finals Events**

No RSOs shall have any programming during the week before final exams (dead week), or during the week of final exams. This prohibited programming is to ensure that all students have the opportunity to adequately study and prepare for final exams, projects, or papers. The only exception to this is if the event is co-sponsored with a department on campus. All RSO events occurring during this time must be approved by the Office of Student Engagement.

## **Contracts**

RSOs have the ability to sign contracts with vendors. The OSE recommends that RSOs take the contract to Student Legal in order to have the contracts reviewed and to protect themselves.

## **Vendor Services**

RSOs are responsible for paying vendor bills for which services have been rendered. Failure to do so will result in being placed on probation until the bill is paid. If the bill remains unpaid the RSO will be suspended.



## Hazing

Hazing is strictly prohibited at Southern Illinois University. According to the Student Code of Conduct there are two definitions of hazing:

- Hazing - Any action required of, suggested to, or imposed upon current or potential members of a group which produces, or is reasonably likely to produce, bodily harm, humiliation, ridicule, substantial interference of academic efforts, significant impairment, or endangerment of physical, mental or emotional well-being, regardless of the consent of the participants.
- Organizational Hazing - Any action required of, suggested to, or imposed upon current or potential members of a group which produces, or is reasonably likely to produce, bodily harm, humiliation, ridicule, substantial interference of academic efforts, significant impairment, or endangerment of physical, mental or emotional well-being, regardless of the consent of the participants.

All reports of hazing will be investigated by the Office of the Vice Chancellor and/or its designees. These designees could include but are not limited to, the Dean of Students Office, Student Rights and Responsibilities, Fraternity and Sorority Life, and/or the Office of Student Engagement.

To file a hazing report, visit <https://fsl.siu.edu/>, or complete this [form](#).

## Chalking

Registered Student Organizations (RSOs) may use water-soluble, non-aerosol chalk on campus concrete or asphalt walkways to advertise their upcoming campus events or meetings, encourage participation in student elections, and expression of current issues.

Chalk may not be used on brick, stone or any vertical surfaces which includes but is not limited to: buildings, walls, planters, doors, fountains, poles, columns, bus stops, trees, fences, stairways, benches, trash/recycle receptacles, bicycle racks, etc.

All chalking must be open to the weather elements allowing older postings to wash away. **Chalk may not be used under canopies.** Spray chalk, profanity, obscenity, promotion of illegal acts, and events with alcohol are strictly prohibited. Student organizations may be disciplined and/or fined for violations of this policy. Fines will be levied based on the labor and materials needed to remove the chalk by SIU Plant and Service Operations (PSO).

Need chalk? Email [rsohelp@siu.edu](mailto:rsohelp@siu.edu) for free chalk! Check out [getinvolved.siu.edu](http://getinvolved.siu.edu) for more information.

## Contests & Competitions

RSOs may sponsor competitions, as they require criteria for winning or actual skill (as opposed to luck or chance).

### Definition:

- “Competition” is where a prize is earned based on a presentation/performance/etc. of actual skill or criteria for winning. A competition is not based on luck or chance.
  - Examples (include but not limited to): Lip Sync Battle, Variety Show, Talent Show, Comedy Competition, Spoken Word, Step Show/Stroll Competitions, Trivia Nights, Video Game Competitions, Academic Based Contest, Spelling Bee, Sporting Tournament (where the physical sport is played), etc.

## Gambling & Raffles

### RAFFLES

Raffles are permitted in the state of Illinois pending the sponsoring registered student organization has secured the appropriate University approvals (via a space reservation and approval from facility to hold a raffle) and a raffle license. Once the raffle license has been secured, a copy of the license and raffle number will need to be provided to the University facility.

### Definitions:

- “Raffle” is a form of lottery in which *the player pays or agrees to pay something of value for a chance*. The winning chance is to be determined through a drawing (or by any method) based on an element of chance on the part of persons conducting the lottery.
- “Poker Run” is a prized-awarding event organized by an organization licensed under the **Illinois Raffle and Poker Runs Act** in which participants travel to multiple predetermined locations, including a key location, to play a randomized game based on an *element of chance*.

**Examples** (Include but not limited to): 50/50 raffle; Dice run, marble run, or other events where the objective is to build the best hand or highest score by obtaining an item or playing a randomized game at each location.

**Resources:** When applying for a license, consider the following and reference the **Illinois Raffle and Poker Runs Act**.

- An organization interested in holding a raffle must obtain a permit from the local governing body (i.e. the municipality and/or county) in which the organization desires to hold the raffle. Local laws and applications differ from city to city and county to county.
  - Carbondale, Illinois Raffle Application

- Contact Information: Jennifer Sorrell, City Clerk, 618.457.3280, [jsorrell@ci.carbondale.il.us](mailto:jsorrell@ci.carbondale.il.us)
- Carterville, Illinois Raffle Information
  - Contact Information: Khristina Hollister, City Clerk, 618.985.3871, [khollister@visitcarterville.com](mailto:khollister@visitcarterville.com)
- Marion, Illinois Raffle Information
  - Contact Information: City Clerk, 618.997.6281, [cityclerk1@cityofmarionil.gov](mailto:cityclerk1@cityofmarionil.gov)
- Murphysboro, Illinois Raffle Information
  - Contact Information: Joyce Cottonaro, City Clerk, 618.684.4961, [JMCottonaro@murphysboro-il.gov](mailto:JMCottonaro@murphysboro-il.gov)
- Williamson County, Illinois Raffle Information & Application
  - Licenses are issued by the Williamson County Board for qualified applicants in the unincorporated areas of Williamson County.
- Raffle licenses shall only be issued to select nonprofit organizations that have been in continual existence of at least five (5) years.
- The actual operation of the raffle is subject to additional restrictions and requirements of the local governing bodies. i.e. How much may be charged for a raffle ticket, the value of prizes awarded, where raffle tickets can be sold, etc.
- The proceeds from any raffle must go solely to the organization licensed to hold such a raffle
- Obligations continue after the raffle. Organizations licensed to hold a raffle must keep records of and report back to the local governing body.

## Cash Prizes

All charitable games approved through the Charitable Games Act must be played using chips, scrip, or play money. Cash may never be used to wager on any of the games. Upon completion of play, a participant may redeem his chips, scrip, or play money in exchange for prizes. A participant may not exchange his chips, scrip, or play money for a cash prize(s) exceeding \$500.00. There is no limit on the amount of non-cash prizes.

## **Bingo**

In a University facility, RSOs *may not* sponsor a bingo event in which participants pay a participation fee to play or monetary donations are collected. If an RSO is interested in a bingo fundraiser, they must obtain a Bingo License and host the event off campus. Southern Illinois University Carbondale does not hold a “Provider of Premises” License and therefore cannot host the event.

RSOs may sponsor a bingo event as long as there is no participation fee to play or monetary donations collected.

## Definitions:

- “Bingo” is a game in which each player has a card or board for which a consideration *has been paid*, containing 5 horizontal rows of space, with each row except the central one contains 5 figures. The central row had 4 figures with the word “free” marked in the center space.
- “Participation fee to play” includes but is not limited to entrance fee, bingo card fee, etc.
- “Provider of Premises” License is a license that must be obtained by the host facility/premises before a bingo/gambling activity can take place.

**Resources:** When applying for a Bingo License, reference the Bingo License and Tax Act. A summary may be found here and a directory of licenses may be found here.

## Travel Policy

There are specific travel policies that RSOs must follow because of their connection with the university. To view all university travel policies please click [here](#). In addition to campus policies the Office of Student Engagement has specific guidelines for RSOs. RSOs are required to complete a RSO Travel Registration form prior to travel. A list of these guidelines is listed in the back of this manual in Appendix X: Travel Services/Vehicle Request Form.

If you have any specific questions about the travel guidelines or vehicle request please talk to an account in the Office of Student Engagement.

## Vehicle Rentals

Due to SIU insurance policies, there is only one method of vehicle rental available to registered student organizations. RSO vehicle rentals are through Enterprise Rent-A-Car, the driver must be 21 years of age with a valid driver’s license. Rentals must be done through the Office of Student Engagement. Rentals not booked through the OSE Accountants cannot be paid for with RSO funds directly or by reimbursement.

RSO must book at a minimum of five business days prior to needed rental date. A trip itinerary must be provided, as well as a list of all student names and dawg tag numbers for attendees. Vehicles cost approximately \$60 per day, per vehicle plus the price of gas. Rentals are not guaranteed and are based on availability, so early booking is recommended.

## Vehicle Request Guidelines

- When RSO’s reserve vehicles, the actual vehicle(s) that a group receives are contracted through Enterprise Rent-A-Car. This allows a student who is not on SIU payroll to rent and/or drive the vehicle. All drivers of these vehicles must be 21 years of age.
- If your group is eligible to rent a university vehicle through Travel Service as opposed to an Enterprise vehicle, you are charged PER MILE instead of a daily rate. All drivers of

these vehicles must be 21 years of age AND be on the university payroll (i.e. Student Worker, Graduate Assistant, faculty, staff, etc.).

- Complete the Travel Request at least five (5) working days in advance of the scheduled departure date (this allows for Enterprise to bring in cars/vans from the other locations if needed to fill all requests).
- Attach one copy of **trip itinerary to request** (include name and address of the event, date and time of the trip start, arrival at destination, list of daily events and times, and date of return – see sample).
- 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 card. Your account will be billed for fuel/oil charges - they are **NOT** included in rental costs. **NOTE:** Fuel is currently cheaper at Travel Service than 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 at 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 \$1000 per accident.
- Tickets incurred for violations are the personal responsibility of the driver! This cannot be paid for with RSO or University funds.
- Reimbursement for out of pocket expenses for vehicle rental within a 100-mile radius of Carbondale **WILL NOT** be approved – **NO EXCEPTIONS!**
- Rentals of outside vehicles that do not go through the Office of Student Engagement Accountants cannot be paid for with fund in any University account.

## **Travel Etiquette and Behavior at Conferences**

To ensure that all SIU students continue to maintain a reputation for excellence and high standards, SIU has high expectations of appropriate behavior when traveling off campus and attending professional conferences. It is expected each conference participant reads, understands, and follows any conference behavior standards as well as appropriate federal, state, and local laws. SIU expects conference attendees respect the property and the rights of the respective convention center and its guests.

## Apparel and Promotional Items

The Offices of Student Engagement and University Communications and Marketing have established the following guidelines and procedures for RSOs that desire to have any apparel, jerseys, or promotional items designed and produced for their organizations.

### Guidelines

- Official RSOs may produce designs promoting themselves and not departments, colleges, programs or centers. Exceptions may be made with permission of departments and approval of University Communications & Marketing.
- Designs should incorporate the official name of the RSO.
- RSOs that are sports clubs should avoid using phrases like “SIU Carbondale Rugby Team” or “SIU Hockey Team” to avoid confusion with official university NCAA teams.
- The university’s name may be included, but is not required.
- Designs should contain no promotion of drugs, alcohol, partying, and /or pornography.

### *Procedure*

- Prior to contacting a vendor for a design, all RSOs must indicate to the OSE Accountants that their RSO will either be utilizing privately-held funds or their on-campus agency account. If they are utilizing their on-campus account, there must be an amount equal in the account to cover costs **PRIOR** to ordering.
- RSOs may utilize local or national vendors for their design orders.
- All final designs must be submitted to University Communications & Marketing at [artwork@siu.edu](mailto:artwork@siu.edu) for review and approval prior to production.
  - For those organizations whose name, logos, and Greek letters are licensed by your Inter/national Headquarters, you should follow your organizations established process for getting designs approved **PRIOR** to submitting to University Communications & Marketing for review as well as **PRIOR** to purchasing.
  - Submission to University Communications & Marketing for review is an indication that the artwork has been approved through any organization required review process. University Communications & Marketing will not be held liable for any expenses associated with a violation of an RSO’s internal processes.
  - Student organizations should allow plenty of time for approval of the design. Plan ahead!

In the event that an RSO has concerns regarding the approval status of an apparel design, RSO leadership may consult with Office of Student Engagement staff or the Coordinator of Fraternity & Sorority Life) for additional support.

## Late Night Event/ Dance Policy

Only RSOs in good standing with the Office of Student Engagement and the University are eligible to request space.

- RSO's are not allowed to host off campus parties or late night events. Exemptions may be made for Greek Life and Umbrella organizations. All late night events/dances hosted off-campus by Greek Life RSOs must have prior approval by the Office of Fraternity and Sorority Life. All late night events/dances hosted off-campus by Umbrella Organizations must have prior approval by the Office of Student Engagement.
- RSO must first request space through Student Center Events for the event/dance.
  - Student Center Event Services will hold the room while the process is in progress.
- Once space is requested, Late Night Event/ Dance request form must be submitted within 5 business days of space be requested. Failure to submit dance/late night event request form will result in the reserved space being released.
  - Dance/Late Night Event Request form must be submitted 6-8 weeks before the event date.
  - Late Night Event/Dance Policy Committee must meet within 10 business days of receiving the request.
  - The RSO must receive a response that includes their approval status, requirements, and contract within 3 business days after the Late Night Event/Dance Policy Committee meeting.
  - The Late Night Event/Dance planning team is required to meet within 5 business days following approval of the event and again 7-10 days prior to the event/dance.
    - The planning team must consist of, but is not limited to: Assistant Director of Student Involvement and Engagement representative, Dean of Students, Student Center Events Coordinator of Operations, Student Center representative, RSO president, RSO vice president, RSO treasurer, and RSO advisor.
- The student organization(s) sponsoring the late night event/dance must designate a primary student contact person(s) for their group. The contact person must be a current SIUC student who is a registered officer of the RSO(s) and will be responsible for overseeing the policies and procedures outlined in this guide.

RSO Advisor must be present at all planning meetings and be present at the event. Please visit [getinvolved.siu.edu](http://getinvolved.siu.edu) for full policy.

## Demonstrations: Regulations and Procedures

*(The following was approved on February 2, 1983, with amendments on May 18, 1998, August 23, 2004, March 14, 2012, and October 8, 2013 in accordance with provisions set forth in the SIU Board of Trustees 6 Policies C.4/University policy. This policy supersedes the previous policy)*

- Demonstrations/protests on University property are limited to the times of **6:00 a.m.—6:00 p.m.**

- Locations of demonstrations/protests are limited by the section on Standards of Respect and Civility in the University Learning Community policy. Locations are the green space west of Davies Gym, if amplified sound is used and the green space in front of Morris Library if no amplified sound is used.
- For safety and security reasons, activities considered to be overnight camping or the use of tents commonly used for camping at any time are prohibited. Temporary shelters are permitted for the health, welfare, and well-being of participants. Temporary shelters may be used so long as individuals participating in the demonstration are present. Temporary shelters and any signs shall be removed at the conclusion of the demonstration, but no later than 6:00 p.m. each day.

## **Grievance Procedures for Registered Student Organizations**

The following procedures have been developed to identify the steps taken in instances when an organization's status has been called into question because of a complaint or an adverse report about an organization's activities. Infractions that fall under the authority of the Southern Illinois University Carbondale Student Conduct Code shall be adjudicated according to the procedure as outlined by the office of Student Rights and Responsibilities. The status of a student organization may be reviewed through the following procedures:

- Any complaint against a Registered Student Organization, RSO officer, or advisor shall be reported to the Office of Student Engagement.
  - Any student, faculty, or staff member of the Southern Illinois Carbondale or community member may file a written complaint of an alleged violation against a recognized student organization with the Dean of Students Office. In order to proceed, as much of the following information must be included in the written complaint:
    - Date, time, and location of alleged violation of policy.
    - A detailed description of the alleged violation of policy.
    - Name of the organization(s) involved.
    - Name of individual(s) involved in the alleged violation.
    - Name(s) of any additional witnesses of the alleged violation.
    - Name and contact information of the person filing the complaint.
- The Office of Student Engagement will attempt to resolve the matter through an administrative meeting once a complaint has been received. It is the goal of the Office to meet with student organizations at the lowest possible level to have the most beneficial educational influence on that organization and its members.
- The president and advisor of the organization will be contacted via their SIUC email in order to schedule a meeting with the Office of Student Engagement. If the organization fails to respond to a telephone call or an email to schedule a meeting, a certified letter will be sent to the address on file of the president.



- If both parties fail to resolve the complaint at an administrative meeting, and the Program Director for Student Involvement and Leadership determines that formal action should be pursued, the Program Director will recommend to the Vice Chancellor of Student Affairs or their designee that appropriate disciplinary action be taken against the organization.
- An organization has the right to appeal the decision of the Office of Student Engagement in writing to the Vice Chancellor for Student Affairs within 5 business days.
- A registered student organization may be referred to the Office of Student Rights and Responsibilities at any time during the process if it is determined that their actions may have violated the Southern Illinois University Carbondale Code of Conduct. This could include but is not limited to acts of hazing, harassment, or a violation of an Alcohol Policy.
- Any disciplinary action taken against a Registered Student Organization by the Office of Student Engagement does not prevent possible disciplinary action being taken against individual members of the organization by the Office of Student Rights and Responsibilities.

## Appendix

**Please include the following forms in the appendix. If they aren't hyperlinked below, they are included in the email I sent this document in.**

Appendix I: Advisor Agreement Form

<https://siu.presence.io/form/rso-change-of-advisor-agreement>

Appendix II: Event Checklist

<https://getinvolved.siu.edu/student-organizations/manage-rso/event-resources.php>

Appendix III: Invoice for Services

[https://getinvolved.siu.edu/\\_common/documents/student-organizations/manage-rso/student-engagement-invoice-for-services.pdf](https://getinvolved.siu.edu/_common/documents/student-organizations/manage-rso/student-engagement-invoice-for-services.pdf)

Appendix IV: Purchase Request Form Below \$100

[https://getinvolved.siu.edu/\\_common/documents/student-organizations/manage-rso/purchase-form-under-100.pdf](https://getinvolved.siu.edu/_common/documents/student-organizations/manage-rso/purchase-form-under-100.pdf)

Appendix V: Purchase Request Form Above \$100

[https://getinvolved.siu.edu/\\_common/documents/student-organizations/manage-rso/purchase-form-over-100.pdf](https://getinvolved.siu.edu/_common/documents/student-organizations/manage-rso/purchase-form-over-100.pdf)

Appendix VI: RSO Reimbursement Form Below \$100

[https://getinvolved.siu.edu/\\_common/documents/student-organizations/manage-rso/reimbursement-under-100.pdf](https://getinvolved.siu.edu/_common/documents/student-organizations/manage-rso/reimbursement-under-100.pdf)

Appendix VII: RSO Reimbursement Form Above \$100

[https://getinvolved.siu.edu/\\_common/documents/student-organizations/manage-rso/reimbursement-over-100.pdf](https://getinvolved.siu.edu/_common/documents/student-organizations/manage-rso/reimbursement-over-100.pdf)

Appendix VIII: Sample RSO Constitution

[Click here](#)

Appendix VIX: RSO Travel Registration Form

<https://siu.presence.io/form/rso-travel-registration-form>

Appendix VX: RSO Travel Services/Vehicle Request

Form [https://getinvolved.siu.edu/\\_common/documents/student-organizations/manage-rso/travel\\_services\\_request\\_form.pdf](https://getinvolved.siu.edu/_common/documents/student-organizations/manage-rso/travel_services_request_form.pdf)