



Student Organization Recognition Packet Fall 2020/Spring 2021

Included in this packet are the following forms:

Officer Roster - Membership Information - Organization Roster -
Faculty Advisor Verification Form - Policies and Procedures Compliance Form

**Please attach the most recent copy of your organization
Constitution and Bylaws.**

**Return materials to: Office of Student Activities, Curtis Williams in Building C
by :**

For office use only - Date received:

STUDENT ORGANIZATION OFFICER ROSTER FALL 2020 / SPRING 2021

Organization Name:
Mailing Address:
Organization Email:

President Information:

Name: _____ E-mail Address: _____
 WIU #: _____ Phone #: _____

For Office Use Only:	CUM GPA: _____	SEM GPA: _____	HRS. Enrolled: _____
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Officer Title: _____

Name: _____ E-mail Address: _____
 WIU #: _____ Phone #: _____

For Office Use Only:	CUM GPA: _____	SEM GPA: _____	HRS. Enrolled: _____
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Officer Title: _____

Name: _____ E-mail Address: _____
 WIU #: _____ Phone #: _____

For Office Use Only:	CUM GPA: _____	SEM GPA: _____	HRS. Enrolled: _____
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Officer Title: _____

Name: _____ E-mail Address: _____
 WIU #: _____ Phone #: _____

For Office Use Only:	CUM GPA: _____	SEM GPA: _____	HRS. Enrolled: _____
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* A student organization officer must meet the following grade requirement to be eligible to hold office:

- Be enrolled in a minimum of 12 hours (Undergraduate) or 9 hours (Graduate)
- Have a minimum 2.5 semester GPA **and** a 2.5 cumulative GPA

* For more information on this University policy go visit the:

[Office of Student Activities, Student Organizations Policies and Procedures Manual](#)

*Please attach an additional sheet of paper with any additional officers.

STUDENT ORGANIZATION MEMBERSHIP INFORMATION

FALL 2020 / SPRING 2021

This information will be used by the Office of Student Activities on the website and in various other forms to promote your organization and to assist students in searching for and connecting with your organization.

Organization Name: _____

Requirements for membership: _____

Meeting Information: When: _____

Where: _____

Time: _____

Amount of Dues: _____

Description of Organization: _____

Contact Information:

Website URL: _____

Facebook page: _____

Twitter Name: _____

Other Social Media: _____

FACULTY ADVISOR VERIFICATION FORM

FALL 2020 / SPRING 2021

Name of Organization: _____

Each student organization is required to have a faculty advisor who must be a member of the University's faculty or staff. Graduate students may not serve as faculty advisors.

Responsibilities of a Faculty Advisor:

1. Remain informed concerning the purposes and programs of the organization, and provide advice on the planning and implementation of events and activities.
2. Be aware of all University policies and procedures regarding student organizations.
3. Meet with members, inter/national visitors, alumni advisors, Office of Student Activities staff, etc. as necessary.
4. Assist in the promotion of scholarship.
5. Attend organizational meetings and events as needed.
6. Regularly meet with the organization officers to establish mutual understanding and expectations.
7. Evaluate projects, performance, and progress; serve as a resource and provide feedback to the officers of the organization.
8. Represent the organization and its interests to other faculty and staff.
9. Serve as a consistent link with the past and provide a historical perspective to assist the current leadership in accomplishing goals.
10. Approve or disapprove activities of the organization through the Registration of Activities Process.
11. Contact the Office of Student Activities if the organization could benefit from special guidance or programming.
12. Be present at designated social functions of the organization per the University policies and procedures.

I understand and agree to perform the role of faculty advisor to the above listed organization. I understand that I am the contact person responsible for working with this organization at Western Illinois University.

Name: _____

E-mail: _____

Mailing Address: _____

City, State, Zip Code: _____

Campus PHone #: _____

Cell Phone #: _____

Signature

Date

University Policies

Alcohol Philanthropic

Hazing Policy

Sexual Harassment Policy

Non-Discrimination Policy

Alcohol Policies

Trademarks and Logos

Risk and Liability Policy

Registered student organizations and advisors should also be aware of policies found in the Student Handbook and the Code of Student Conduct.

Alcohol Philanthropic Policy

The University supports and endorses student organizations' philanthropy and fundraising activities where alcohol is not present in any form. This includes, but is not limited to, sponsorship, endorsement, and donations.

Alcohol Policy

The Western Illinois University policy on alcohol as it pertains to student organizations and the campus community can be found in the *Code of Student Conduct*:

- Students and/or their guests under 21 years of age may not possess or consume. Alcoholic beverages on University property.
- Students and/or their guests may not sell or effect the delivery of alcoholic beverages on university property.
- Students may not purchase alcoholic beverages with the University-approved student fee or with any other student funds that are collected and administered by a University office or agency.

All sales of alcoholic beverages on WIU property are to be scheduled, managed, and supervised by staff of the University Union. If alcohol is going to be served at an event, arrangements must be made with the Union Scheduling Office at least five days prior to the event. There must also be a provision sponsor for a conference; convention; or educational, cultural, or political activity where alcoholic beverages are served. The University prohibits the possession of alcoholic beverages in open containers by *any person* on University-owned or controlled property, except as specified by University policy.

Hazing Policy

Western Illinois University stands firm in its conviction and refuses to tolerate hazing activities in any form practiced by pledges, new members, members, or alumni of University organizations. Whatever form it takes, hazing subverts and corrupts the true student experience. In its more extreme forms, hazing risks human lives, brutalizes

everyone involved, and jeopardizes the very existence of the organization. Hazing is a recurrent blight that can attack any organization whenever a few persons attempt to substitute force for reason and expediency for understanding. Such persons seem to believe that subjecting members to a series of ordeals will make them fit in and that fear will somehow make them more disciplined and mature. Even though such methods may seem efficient in the short run, there can be no justification whatsoever for hazing. The principles of each and every student organization represented at Western Illinois University must be evident in the actions of its members. The University may sanction individual participants or organizations whose members are involved in or who sanction hazing. For more information, please contact the Associate Director of Student Services, 309-762-3999 exrt.62236.

Non-Discrimination Policy

No organization at Western Illinois University shall discriminate on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, status as a Vietnam era or disabled veteran in all University recruitment, hiring, training, and promotion activities.

Use of WIU Trademarks and Logos

WIU logos that are trademark property of the University. Logo usage requires a license or authorization from WIU. The marks and logos of Western Illinois University are registered trademarks and as such should only be utilized in conjunction with the official business of the University .

Risk and Liability Policy

Western Illinois University in conjunction with Chicago State University, Governors State University, Northeastern Illinois University, and Eastern Illinois University participates in the "State Universities Risk Management Association" (SURMA) Self-Insurance Pool. The program covers civil liability for bodily injury, personal injury, and damage to tangible property resulting from occurrences in the conduct of University business and damages arising out of professional services. Students, while enrolled in a practicum or other training program authorized by WIU and while acting within the scope of their duties, and University faculty and staff of Western Illinois University, are "covered persons" under this self-insurance program and are subject to its terms and conditions. The coverage of faculty, staff, and students is limited to occurrences or professional services that fall within the scope of this program. Organizations or individuals not directly associated with the University but using University- owned facilities, including all fraternities and sororities, are required to either (1) provide to the University with a certificate of insurance including the WIU Board of Trustees and Western Illinois University as an additional insured for no less than \$1,000,000 combined limits or (2) purchase coverage for the event through the Master Venue Program. The Master Venue Program, which provides affordable General Liability insurance, is available to tenants, users, and renters of Western Illinois University facilities. Protection is provided against negligent acts for which the group or organization may be held responsible for

property damage or bodily injury. Western Illinois University is named as an additional insured. The cost of the coverage is a perday charge based on the type of event and number of people attending the event. NonUniversity groups should be directed to the Office of the Vice President for Administrative Services (298-1800) for cost estimates.

For groups needing assistance in acquiring a Certificate of Insurance or if there is doubt regarding whether a specific organization is covered through the University plan or needs certification of separate insurance coverage, please contact the Office of the Vice President for Administrative Services (298-1800).

Sexual Harassment Policy

WIU is committed to maintaining a fair and respectful environment for living, working, and studying. To that end, and in accordance with state and federal law and Board of Trustees' policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus—whether they are guests, patrons, independent contractors, or clients— regardless of the sex of the other party, from sexually harassing any other member of the University community. Incidents of sexual harassment will be met with appropriate disciplinary action, up to and including dismissal from the University. For a complete guide, please review the brochure from ADA.

Non-Compliance/Infractions of Western' Policies

Recognized student organizations that fail to abide by policies and procedures of Western Illinois University - QC and the Office of Student Activities are subject to termination. In order to stay in good standing, all organizations must also maintain up-to-date information concerning the organization. Action to terminate recognition may be initiated by the advisor, organization members, associated student representatives, or any currently enrolled student at Western Illinois University - QC. All allegations or complaints regarding the actions of student organizations must be filed in writing with the Office of Student Activities. Recognized student organizations may be given the opportunity to correct non- compliance or infraction situations before action for termination of recognition begins. Recognition may not be terminated without the approval of the Office of Student Activities.

Recognized Student Organization Policies and Procedures Compliance Form

Each organization must file a signed statement with the Office of Student Services / Student Activities affirming that the following policies (which are included in the Student Organization and Advisor Handbook) have been read to and reviewed by the entire organization. It is the responsibility of the organization President to see that all new members read these policies as they join the organization.

I have read the following policies to the members of: _____

The organization understands that if there are any violations of these policies reported to Western Illinois University-Quad Cities, disciplinary action may be taken.

DATES READ & Initial

POLICY

The Western Illinois University-Quad Cities:

_____	Alcohol Policy
_____	Hazing Policy
_____	Non-Discrimination Policy
_____	Use of Trademarks and Logos
_____	Risks and Liability Policy
_____	Sexual Harassment Policy

Organization President

Date

Organization Faculty / Staff Advisor
(Must be a part-time or full-time WIU-QC Employee)

Date