

# Lewis University

# Student Organization Manual

Issued by the Office of Student Services

<http://www.lewisu.edu/student-services/index.htm>

This organization manual was updated in August 2009. Its purpose is to inform students of rules and regulations for student organizations. The Official copy of this *Student Organization Manual* is in the Office of Student Services and the SORC Office and can also be found on the Lewis University Web site at:

<http://www.lewisu.edu/student-services/student-development/index.htm>

*Collaboration for this manual has involved the President of Student Governing Board, Vice President for Student Services, Dean of Student Services, the Director of Student Development and Leadership and the Coordinator of Student Organizations. Any questions, comments or suggestions regarding established guidelines should be directed to the Coordinator of Student Organizations and/or SORC.*

## *Welcome*

Welcome to the world of Student Services! We thank you in advance for your contributions to the Lewis community and are excited that you have chosen to get involved outside the classroom by being a part of an organization! Your predecessors, the legions of student leaders before you, have set quite a precedent. They've enriched the campus, enhanced learning, and enabled students to reach their potential. Following in their footsteps, we're eager to see what creativity and energy you'll bring to the campus.

The Office of Student Services consists of professional and graduate staff under the supervision of the Vice President for Student Services and is responsible for all student organizations. Our goal is to provide you with the information, support and assistance you'll need to run your organization smoothly and effectively.

The Student Organization Resource Center (SORC), located in the Student Union, is the place you will need to go if you have questions, need to fill out forms, seek advice or direction, and receive mail for your organization, along with a host of additional resources.

As you make your mark at Lewis University, please know that we are here to help you! We are committed to developing Lewis students in mind, body and spirit as you discover the thrills of being a part of something bigger than yourself in the form of membership in student organizations and the opportunities they offer. We provide advice and support in a variety of areas related to help you and your organization operate successfully.

The offices of Student Services and Student Development and Leadership are located in the **Student Union Commons which is in the Lewis Memorial building.**

Office of Student Services	U-220
Vice President for Student Services	Ext. 5275
Dean of Student Services	Ext. 5278
Administrative Assistant	Ext. 5275
Office of Student Development and Leadership	U-204
Director of Student Development and Leadership	Ext. 5037
Graduate Assistant	Ext. 5067
Student Organization Resource Center (SORC)	U-2
Coordinator of Student Organizations	Ext. 5706
Student Governing Board Office	U-231
	Ext. 5279

## ***Student Organization Mission Statement***

The Office of Student Services is committed to providing and supporting co-curricular and extra-curricular programs and events that entertain, challenge, and promote the exchange of ideas. At Lewis University, our staff helps extend the learning experiences of the classroom through student involvement with campus programming, service learning, special events, volunteer opportunities, campus employment and various leadership opportunities. Co-curricular activities are available to complement our strong academic tradition in order to give students a well-rounded college experience. Both are keys to collegiate success and together, represent and uphold the integrity of our Catholic and Lasallian heritage which is inherent in our University Mission.

In accordance with the University Mission statement as indicated in the *Student Handbook*, organizations may not discriminate against any student on the basis of race, religion, ethnicity, physical ability, sexual orientation or gender.

## ***The Office of Student Services Student Organization Manual***

The *Student Organization Manual* is designed to inform and guide officially recognized student organizations of Lewis University regarding university behavioral standards and policies as listed in the *Student Handbook*. This manual is also a resource for students seeking formal recognition as an organization. Each student organization has privileges and responsibilities and the organization's officers are responsible for educating their members on the policies and expectations included in this manual. All recognized organizations and their members must have knowledge of, and adhere to, the policies, practices, and procedures mandated by *Student Organization Manual* and the *Student Handbook*.

Special Note for Greek Organizations: Lewis University *Student Organization Manual* and the *Student Handbook* take precedence over the authority of any national organization. All Greek Organizations must annually submit a copy of their national standards and constitution to the SORC office.

Any updates or revisions to this manual will be communicated to the student organizations by Student Services.

**Lewis University**  
**Organizational Chart**  
*for the*  
**Division of Student Services**

<b>Vice President of Student Services</b>	<b>Joseph Falese</b>
<b>Dean of Student Services</b>	<b>Kathy Slattery</b>
<b>Administrative Assistant of Student Services</b>	<b>Dorothy Meagher</b>

*Directly Supervised by the Vice President of Student Services*

<b>Director of Multicultural Student Services</b>	<b>Carlos Serrato</b>
<b>Director of Recreation, Fitness &amp; Wellness</b>	<b>Jill Siegfried</b>
<b>Director of University Ministry</b>	<b>Brother Phillip Johnson</b>

*Directly Supervised by the Dean of Student Services*

<b>Director of Campus Security</b>	<b>Charlie Stein</b>
<b>Director of Counseling</b>	<b>Jessica Loftus</b>
<b>Director of Health</b>	<b>Michelle Ronchetti</b>
<b>Director of International Student Services</b>	<b>Michael Fekete</b>
<b>Director of Residence Life</b>	<b>Mushtaq Choudhary</b>
<b>Director of Student Development</b>	<b>Kristin Schumacher</b>

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## *Lewis University Mission Statement*

Lewis University, guided by its Catholic and Lasallian heritage, provides to a diverse student population programs for a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth.

Lewis promotes the development of the complete person through the pursuit of wisdom and justice. Fundamental to its Mission is a spirit of association, which fosters community in all teaching, learning and service. These distinctive values guide the University in fulfilling its Mission:

- **Knowledge** The result of a lifelong pursuit of learning fostered through creative and critical interaction in a community of learners.
- **Fidelity** The spirit, which recognizes God as ultimate reality, unifying the diverse forms of knowledge in the pursuit of fullness of truth, while recognizing the diversity of human experience.
- **Wisdom** The result of the integration of reflection and action developed through higher learning throughout all of life.
- **Justice** The affirmation of the equal dignity of every person and the promotion of personal and social responsibility.
- **Association** The process of forming a community of mutual respect, collegiality, collaboration and service.



**SIGNUM FIDEI**  
SIGN OF FAITH

## ***PRESIDENTIAL PERSPECTIVE***

### **Lewis Campus Declared a Sanctified Zone**

Hate crimes and ugly racial attacks occur all too commonly in our society, so frequently perhaps as to make us somewhat immune to the pain and injustice experienced by the victims and their loved ones. Perhaps our silent although often anguished response indirectly contributes to an environment where such atrocities are tolerated. Certainly those occurrences are not unknown on many college campuses. After all, university communities are reflections of the larger issues and tensions being experienced throughout society.

Lewis University attempts to foster a campus atmosphere that is permeated by its Mission-based values: Fidelity, Wisdom, Knowledge, Justice and Association. As such, we seek to be "A Place and a People Committed to Diversity." Accordingly, we have declared our campus to be a Sanctified Zone. That is, we aspire to be a campus where people are committed to working to end racism, bias and prejudice by valuing diversity in a safe and nurturing environment.

During the 1997 Founders Week at a special dedication Mass, we declared our commitment to and appreciation for diversity and blessed our campus as a Sanctified Zone, where respect for the dignity of each person is to be promoted.

It was the President's Transcultural Facilitation Council, which formulated the Sanctified Zone initiative. That group of twenty or so students, faculty, staff and administrators called upon the entire Lewis community to help everyone, no matter their culture, race, religion or social background, to feel comfortable, accepted and respected here on campus. Furthermore, they urged everyone to speak out in opposition to racism and in support of diversity, demonstrating an appreciation for the unique gifts and traditions of each cultural and ethnic group.

This active promotion of diversity and the opposition to all forms of prejudice and bias are a powerful and healing expression of our desire to be "Signs of Faith," in keeping with the "Signum Fidei" (Sign of Faith) component of our Mission Statement. The Sanctified Zone symbol being displayed on campus features hands reaching out to each other. It also reflects the Mission-based values of Fidelity (representing many faith traditions with similar core values), Wisdom (the integration of reflection and action to work for justice, and Association (a community of mutual respect, collegiality, collaboration and service).

Our hope is that as we faithfully progress in a determined effort to build a community of respect and concern, all students, faculty, staff and alumni will be better able to contribute to a spirit of reconciliation locally, regionally and globally. We have dedicated this effort in the memory of our beloved Joseph Cardinal Bernardin, who was such an inspiring model of all that is symbolized by our being a Sanctified Zone of tolerance, respect and social justice.

Brother James Gaffney, FSC  
President

**LEWIS UNIVERSITY: A SANCTIFIED ZONE**

Inspired by the University's Mission values of Fidelity, Wisdom, Justice, Association and Knowledge, the members of the Lewis University Community declare that Lewis is a

**SANCTIFIED ZONE**

A place where people are committed to working to end racism, bias and prejudice by valuing diversity in a safe and nurturing environment.



# ***Definition of Terms***

## **Activity Form**

Any gathering of student organizations, on or off campus, requires an Activity Form. The Activity Form is available in the Student Organization Resource Center (SORC) and must be completed at least two weeks prior to the event. Failure to have an approved Activity Form on file means the event is not a University sanctioned event. Holding an event without approval will result in a referral to the Organization Review Process.

## **Activity Plan**

At the end of each academic year (by April 30) all organizations seeking renewal of their formal recognition status must submit a report to SORC. Included in this report is an Activity Plan. The Activity Plan should include dates, budget needs, and officers for the upcoming year and desired location for the following year's events. At the beginning of each semester a verification of the current year's Activity Plan must be submitted as part of the Membership Eligibility Form. The Activity Plan and budget forms are renewed by the Student Governing Board.

## **Ad hoc Committee**

Committees appointed on an as-needed basis and continue as long as there is work for them to do.

## **Appeal**

A process by which a decision is challenged as outlined in this manual.

## **Election Committee**

This committee is chaired by the President of SGB and is a standing committee of the SGB, responsible for the selection of the four (4) at-large members. The staff membership on the committee consists of the Dean of Student Services, the Director of Student Development and Leadership and the Coordinator of Student Organizations and up to four (appointed) members of SGB.

## **Executive Board**

Refers to the President, Vice-President, Treasurer and Secretary of an organization.

## **Event**

An event can take on many different forms. For the purpose of this *Student Organization Manual*, "event" is synonymous (but is not limited to) the following: activity, project, event, program, dance, celebration, step show, presentation, party, fiesta, fashion show, fundraiser, co-sponsorship, lecture, occasion, reception, gathering, gala, soiree, shindig, formal, ball and/or ceremony.

## **Inactive Status**

Any student organization under the Judicial Review process can be placed on inactive status, depending on the severity of the violation of the *Student Handbook* and *Student Organization Manual*. Being inactive means the student organization is no longer recognized and all privileges would be taken away.

## **Judicial Review**

A student organization may be up for Judicial Review if they are found in violation of the *Student Handbook* and *Student Organization Manual*. Sanctions against an organization are reviewed by the Judicial Review Committee and various forms of probation and/or suspension may be placed upon the organization based on the severity of the violation. (See also, definitions listed under Probation and/or Suspension.)

## **Member**

A member of a student organization is defined as a Lewis University undergraduate with a cumulative G.P.A. of 2.0 or above and in good judicial standing. All students are responsible for abiding by the policies and procedures as outlined in the *Student Organization Manual* and *Student Handbook*. Students are reminded that they represent their organization at all times. Hence, individual action may reflect on the status of the group.

## **Membership Eligibility Form**

At the beginning of each semester every organization must complete a Membership Eligibility Form and submit it to SORC for academic and judicial approval. The Membership Eligibility Form is available in SORC.

## **Moderator**

Organizations may select a Moderator to their group that has an established association with the University as faculty or staff of Lewis University. Moderators provide guidance and direction, clarify policies and procedures, and facilitate growth and leadership within their given organization. Moderators are approved by SORC.

## **Moderator Agreement Form**

This form must be completed by the Moderator of each organization at the beginning of each academic year. This form serves as a reminder of the role and responsibilities of a Moderator. An organization cannot perform any official function until this form is on file in SORC.

## **New Member Eligibility List**

Prior to the induction process, all organizations must obtain a New Member Eligibility List from SORC. The list of new members must be signed by the Advisor and be submitted to SORC for cumulative GPA and good judicial standing approval. The organization must receive final approval in writing from SORC before the membership process can begin. First-semester students are not eligible to join any organization requiring an extensive membership process (IFC and NPHC).

## **Official Reprimand**

A written document from any administrative office or personnel and/or from the Student Governing Board stating the violation.

## **Organization Review Process**

Organizations found to be not in compliance with the *Student Handbook* or *Student Organization Manual* will be referred to the Organization Review process. A determination will be made by the Dean of Student Services or designate as to whether

or not the case will be heard and at what level. It may be referred to a student review panel, the Advisor of the Student Governing Board or an Organization Review Board.

### **Organizational Supervision**

All CC, IFC, IOC, NPHC, Service Council and RHA organizations, organizational events and members are supervised and administered by the Office of Student Services. Some IOC groups are jointly supervised and administered by the Office of Student Development and Leadership and an academic program. All remaining IOC groups are governed in the same manner as CC, IFC, NPHC and RHA. The Honorary Organizations are primarily supervised by the appropriate academic program.

### **Probation**

The organization is on probation for a given amount of time as determined by the Judicial Review Committee based upon the violation. Any further violations would place the organization's formally recognized status in jeopardy.

### **Recognition**

#### **Conditional Recognition**

If at any time an organization does not meet the requirements of Formal Recognition status, the group may be classified with a status of conditional recognition which would automatically place the organization on probation thus jeopardizing status and privileges typically received.

#### **Formal Recognition**

Lewis University formally recognizes organizations whose constitutions and activities are consistent with the educational mission and Catholic and Lasallian tradition of the University. Once formally recognized, a student organization enjoys the privilege of holding meetings, of sponsoring Activities/Events on campus, of recruiting new members, and of applying for allocation of funds from student activity monies and are required to fulfill the "5 prongs" of responsibility each semester. All new, petitioning organizations must complete an application available in SORC. Approval of a new organization comes from the Vice President and Dean of Student Services upon recommendation from SGB and SORC.

#### **Provisional Recognition**

Provisional Recognition is granted through the end of the semester in which a new group is seeking formal recognition. The organization will be re-evaluated and either recommended for Formal Recognition or continued Provisional Status. During this period of time, there is regular review by SORC to insure that the group gets the appropriate guidance in its initial operation.

#### **Removal of Formal Recognition**

The organization ceases to exist due to a sanction placed upon them by the Judicial Review Committee and the severity of the violation. An organization may or may not be eligible to reapply after a designated period of time.

### **Renewal of Recognition**

Current, recognized organizations must submit an annual renewal packet to SORC by May 30 each academic year in order to retain its Formal Recognition status.

### **Sanctified Zone**

A place where people are committed to working to end racism, bias and prejudice by valuing diversity in a safe and nurturing environment. Lewis recognizes that certain fraternity or sorority organizations may by their own definition, be open only to members of one gender.

### **Student Organization Resource Center (SORC)**

SORC is located in the Student Union Commons and is dedicated to providing students with resources for assisting in the management of student organizations.

### **Suspension**

An organization could be placed on suspension for the following reasons:

- If membership falls below the minimum requirement of 3 members.
- If organization is found to be fiscally irresponsible.
- Failure to comply with the rules and regulations as set forth in the *Student Handbook* or *Student Organization Manual*.

It should be noted that one or all of the following might be imposed.

- Suspension of Intake Activities: The group remains inactive for a designated period of time as related to intake activity.
- Suspension of Activity Sponsorship: The organization is required not to take part in the sponsorship of any educational/social/community service activity.
- Suspension of Financial privileges.
- Suspension of Operations: The group may not meet as an organization.
- Suspension of Formal Recognition that could result in dissolving of that student organization.

## *Student Governing Board*

The Student Governing Board (SGB) is the lead student organization who represents all students, clubs and organizations at Lewis University in the governance of the University. They are the voice of the students. SGB exercises a supervisory role regarding organization recognition, organization review, activity plan submission processes and budget review that is overseen by the Office of Student Development & Leadership.

There are a total of twenty three (23) student members that hold seats on SGB and is moderated by the Dean of Student Services, the Director of Student Development & Leadership and the Coordinator of Student Organizations.

The Student Governing Board office is located in the Student Union Commons. Office hours will be posted at the beginning of each semester. Additionally, the Student Governing Board officers can be reached by calling extension 5279.

The SGB meets as the Assembly of the Student Governing Board. The President, Vice President, Treasurer and Secretary are referred to as the Executive Board. The SGB Assembly consists of designated representatives of each of the following Councils: Commuter Council (CC), InterFraternity Council (IFC), InterOrganizational Council (IOC), National Pan Hellenic Council (NPHC), Service & Social Justice Council, Residence Hall Association (RHA), Black Student Union (BSU), International Student Association (ISA), South Asian Student Association (SASA), Latin American Student Association (LASO), Student Athletic Advisory Council (SAAC), Freshman Class Council, Sophomore Class Council, Junior Class Council and Senior Class Council. At-large members are selected through an election process by an Election Committee composed of the SGB Executive Board and its moderators.

The SGB will consider student-related matters regarding academics, residence and commuter life, activities, organizations, finances, facilities, maintenance and service, and act as the voice of the student body.

The SGB exercises its office in the following areas:

- 1) Reviewing the quality of student life;
- 2) Representing student needs and concerns to the administration of the University;
- 3) Assisting with the initial process for recognition of new organizations, discipline of student organizations, and the evaluation of organizations seeking renewal of recognition;
- 4) Assisting with the review of the Activity Plans and working budgets of all student organizations;
- 5) Providing and/or recommending membership for various University committees and boards;
- 6) Developing an annual platform campaign that enhances the quality of campus life;
- 7) Recommending funding of organizations to the Vice President for Student Services and Dean of Student Services.

Standing committees include: Finance Committee, Student Programming Advisory Committee, Service Review Committee, Judicial Review Committee, Election Committee

and Organization Review Committee. Ad Hoc committees are appointed on an as-needed basis and continue as long as there is work for them to do. All committees report to the Student Governing Board Assembly at each meeting.

The SGB Executive Board will meet as needed during the academic year (at least once weekly) and when necessary during the summer and winter breaks. The Assembly will meet weekly. Members of the Assembly will recognize, practice and sign the annual Integrity of Commitment and be asked to uphold the responsibility of being an informed student leader as part of the SGB commitment.

If necessary, between Assembly meetings, the Executive Board may speak and act in the SGB's name with the approval of the Dean of Student Services or designate. The SGB will not be convened without the approval of the Dean of Student Services or his/her designate.

## ***SGB Responsibilities*** as stated in the *SGB Constitution*

### **Executive Committee:**

1. Plans and initiates actions to be taken to the Assembly and implements courses of action legislated by the Assembly.
2. Discusses concerns and issues affecting student life at each meeting.
3. Cooperates with Dean of Students, Director of Student Development & Leadership and Coordinator of Student Organizations and assists, as needed, in recognition, review and discipline of student organizations.
4. Sets weekly agenda for Assembly meeting.
5. Meets regularly with the Moderator(s) and/or his/her designee.
6. Meets weekly during the academic semester and as needed during the summer.
7. Maintains visibility through cafeteria walkabouts, presence at most student events, keeps an up-to-date bulletin board, writes/initiates columns in the campus newspaper and holds regular office hours.
8. Oversees the designation of funding for student organizations and review the effective operation of student organizations with Moderator(s).
9. Assists in annual revision and updating of the *Student Organization Manual* with Student Development & Leadership.
10. Performs the duties established for each office.

### **President:**

- a) Convenes and chairs Executive Board meetings and Assembly meetings.
- b) Sets the agenda for the Executive Board meetings and Assembly meetings with the approval of the Moderator.
- c) Provides information for the agenda for the Assembly meetings to all members.
- d) Represents student interests in individual meetings with University Administrators.
- e) Serves as a member of the President's Student Advisory Council (PSAC), if appointed.
- f) Holds a seat on the University Policy and Budget Review Advisory Council (UPBRAC) and serves on at least one Board of Trustees committee, if appointed.
- g) Advises the SORC and Student Development and Leadership as appropriate.
- h) Chairs the Election Committee and in that capacity oversees the designated electoral process.
- i) Oversees the organization and administration of the Executive Board and its office.

- j) Serves on a Board of Trustees Committee if appointed.
- k) Serves as a member of the Student Organization Review Board unless a conflict of interest exists. In such cases, another Executive Board member will be asked to serve.
- l) Chairs the Service Council Review Committee.
- m) Serves as an official representative of the student body and spokesperson at University events.

**Vice President:**

- a) Assists President in the operation of the Executive Board and the Assembly; standing in for the President when he/she is absent or is required by parliamentary procedure to “pass the gavel” and facilitate the smooth running of the meeting.
- b) Chairs the Judicial Review Committee.
- c) Primary Chair for planning and implementing Fall/Spring Formals, Awards Banquet and other special events.
- d) Advises SORC and Student Development and Leadership as appropriate.
- e) Serves as a member of the President’s Student Advisory Council (PSAC), if appointed.
- f) Holds a seat on the University Policy and Budget Review Advisory Council (UPBRAC) and serves on at least one Board of Trustees committee, if appointed.
- g) Holds a seat on at least one Board of Trustees committee, if appointed.
- h) Requests and gathers evaluative information from assembly members and Executive Board information regarding the quality of student activities both general and those that are offered by student organizations.
- i) Conducts opinion samples, polls and surveys as needed in regard to the quality and kind of student activities.
- j) Serves as an official representative of the student body and spokesperson at University events.

**Treasurer:**

- a) Oversees, under the supervision of the Moderator, the finances of the SGB.
- b) Chairs the Financial Review Committee.
- c) Monitors distribution of funds for specific activities and organizations under the sponsorship of the Student Governing Board in cooperation with the SORC.
- d) Recommends supplementary funding as requested by organizations, other groups, or individuals to Executive Board which can, in turn, recommend supplementary funding request to the Assembly for its consideration.
- e) Prepares and evaluates monthly financial reports pertaining to the expenditure of University monies being spent within each student organization.
- f) Reports on necessary financial matters related to student organizations to the Executive Board.
- g) Maintains SGB inventory ordering replacement materials as needed.
- h) Holds a seat on the Financial Board of Trustees committee.
- i) Serves as an official representative of the student body and spokesperson at University events.

**Secretary:**

- a) Electronically prepares and records minutes of the SGB Assembly and Executive Board meetings.

- b) Together with the President reviews meeting minutes immediately following both General Assembly and Executive Board meetings.
- c) Distributes meeting minutes electronically within 24 hours after SGB General Assembly meetings to appropriate subgroups including: SGB members, Moderator(s), Dean of Student Services and the Vice President of Student Services.
- d) Review major motions and actions by the Assembly before approval of the minutes by the assembly approved by the Assembly at the previous meeting.
- e) Processes correspondence from the SGB Executive Board and Assembly.
- f) Chairs the Student Programming Advisory Committee (SPAC).
- g) Maintains voicemail system and other clerical duties as assigned.
- h) Helps coordinate communication with student body via columns in campus newspaper, flyers, LUTV, WLRA and other forms of communication.
- i) Coordinates reports from formal councils for the General Assembly meetings.
- j) Serves on at least one Board of Trustees committee, if appointed. Mentors Chairs of IOC, Service & Social Justice Council, IFC, NPHC as to their responsibilities of communicating information from general assembly meetings to the heads of the student organizations that fall under each of these councils.
- k) Serves as an official representative of the student body and spokesperson at University events.

The Executive Board positions hold their offices during a single year for as long as their service satisfies the Assembly. They also receive a stipend and thus, are student employees of the University. Therefore, they are held accountable for upholding the performance standards as outlined in the Office of Financial Aid Services *Student Employee Manual* as well as the behavioral standards as outlined in this *Student Organization Manual* and the *Student Handbook*. Failure to perform job responsibilities or uphold University Behavioral standards may result in a referral to the judicial process and/or action taken which may impact student employment.

### ***Duties of all SGB Members***

1. Recognize, practice and sign the annual Integrity of Commitment and be asked to uphold the responsibility of being an informed student leader as part of the SGB commitment.
2. Attend weekly meetings of the SGB Assembly.
3. Communicate actions of the Assembly to their Councils.
4. Uphold the judgments/decisions of the Assembly.
5. Voice concerns/issues from the student body to the administration through its Executive Board.
6. Serve on or nominate representatives to serve on administrative committees.
7. Recommend Service Award recipient monthly.
8. Attending and selling tickets to events sponsored by the Student Governing Board.
9. Serves as an official representative of the student body and spokesperson at University events.

Assembly members may be removed by decision of the Moderator(s) if member is not in good social, judicial or academic standing or does not fulfill his/her responsibilities as outlined in this manual. In the case of Council presidents or representatives, such removals will require a replacement election for a representative of the Council. In the case of Member-At-Large, the Election Committee is asked to appoint replacements. In the event

an Executive position is vacated, the Assembly will be called upon to nominate and vote again.

### **Election Committee:**

1. The President and Vice President positions are voted on by the entire Assembly under the supervision and in the presence of the Moderator(s). This is to assure the Student Governing Board is representative of all student populations it serves. Once the new President and Vice President have been determined, the Treasurer and Secretary positions are interviewed and appointed by the incoming President, Vice President and Moderator(s). Each position/term will not exceed one year. However, persons may be elected for consecutive years.
2. Selection of Member-At-Large members should adhere to the following the criteria:
  - A. Nominations
    - 1.) Ask for nominations from the faculty/staff by sending out a letter and nomination form one month prior to elections.
    - 2.) Ask for nominations from students by utilizing electronic communication or by setting up nominating tables staffed by members of the Election Committee. Nominations will be taken all day for two consecutive days to give all students a chance to nominate themselves or someone else.
    - 3.) Nominees will complete an information form.
  - B. Criteria for nomination include:
    - 1.) Good academic standing (a minimum cumulative GPA of 2.5).
    - 2.) Good social standing (able to maintain, uphold and support University policies).
    - 3.) Ability to devote time outside of personal commitments and academic responsibility.
    - 4.) Good communication skills.
    - 5.) Good relationship with faculty, staff and students.
    - 6.) Good judicial standing (not on Disciplinary Probation).
  - C. Interviews with the Election Committee will be arranged by the incoming President of the SGB.

## ***Role of the Student Governing Board Moderator(s)***

The Dean of Student Services or designate serves as the Moderator of the Student Governing Board (SGB). He/she may appoint Associate Moderator(s) to oversee and approve all activities of the SGB.

The Moderator(s) serve as the University's administrative membership of the Board. They review the development of the SGB agenda, assist in the creation of effective processes for decision-making, and provide both continuity and standards for SGB performance.

## ***Student Organizations***

Below is a complete list of all Student Organizations as categorized. If an organization wishes to be an official Lewis University organization, they must go through the Formal Recognition process. If you are interested in starting a new recognized club or organization, please refer to the section titled Recognition of New Organizations.

## ***Cultural Clubs***

### **Black Student Union (BSU):**

The BSU strives to promote tolerance, awareness and unity as it educates the Lewis community about the African American and Black culture. The BSU works to help the Lewis community understand more clearly the experience of the Black student and enhance the overall curricular and co-curricular experience of African American students. BSU is moderated by the Office of Multicultural Student Services.

### **International Student Association (ISA):**

ISA promotes international cultures and builds strong coalitions with other student groups on campus to expose students to cultural experiences. The mission of ISA is to educate the Lewis community on global cultures through social and educational activities. The ISA is moderated by the Office of International Student Services.

### **Latin American Student Organization (LASO):**

LASO is an organization that provides unity, support, and community service among Latin American students on campus while promoting and sharing our Latin culture with the Lewis community. The mission of LASO is to create as many opportunities as possible for Latin American students to enhance their educational, cultural, and social well being. These objectives are promoted through programs, activities, and functions. LASO is moderated by the Office of Multicultural Student Services.

### **South Asian Student Association (SASA):**

SASA takes an active role in learning, sharing, and appreciating the South Asian culture through music, dance, films, art, literature, cuisine, language, and festival celebrations. The mission of SASA is to promote diversity and cultural unity and encourage everyone to get involved regardless of ethnic background as well as increase awareness of social, political, and cultural issues relevant to South Asians and South Asian Americans. SASA is moderated by SORC.

## ***Class Councils:***

Student representatives from each class: Freshman, Sophomore, Junior and Seniors, are encouraged to participate in their given class councils.

## ***Commuter Council (CC):***

The Commuter Council is composed of representatives of the commuter student population. The Council elects an Executive Committee composed of a President, Vice President and a Secretary/Treasurer from its membership. The President or designate of the CC is a member of the Student Governing Board. The CC assists in sponsoring activities for commuter students and provides feedback to the administration on how to improve the quality of life on campus for commuters. Commuter Council is moderated by the Office of Student Development and Leadership.

## ***Greek Life***

### ***Inter Fraternity Council (IFC)***

The InterFraternity Council is comprised of 8 various Greek social organizations (listed below) which promote the ideals of Greek campus life and healthy community activity. The purpose of IFC is to achieve strong and active relationships with all Greek organizations and the Lewis population. IFC is moderated by the Office of Student Development and Leadership.

- Alpha Eta Rho Fraternity
- Gamma Phi Omega Sorority
- Gamma Sigma Tau Sorority
- Phi Iota Alpha Fraternity
- Phi Kappa Theta Fraternity
- Sigma Delta Fraternity
- Tau Tau Tau Fraternity
- Theta Kappa Pi Sorority

\*\* Note: Sweetheart Affiliates:

Organizations wishing to be sweetheart affiliates must go through the University Formal Recognition process. Failure to do so may jeopardize the status of the primary organization as well as the sweetheart affiliate.

### ***National Pan Hellenic Council (NPHC)***

The NPHC is comprised of 7 different Greek organizations and serves as the official coordinating agent of the NPHC member fraternities and sororities. The goal of NPHC is to promote unity, knowledge and friendship and is designed to assure that member organizations cooperatively work together while maintaining their distinct identities. NPHC organizations have a profound commitment to providing community service. The NPHC is moderated by the Office of Multicultural Student Services.

National Pan Hellenic Council (NPHC):

- Alpha Kappa Alpha Sorority Inc.
- Delta Sigma Theta Sorority Inc.
- Kappa Alpha Psi Fraternity Inc.
- Omega Psi Phi Fraternity Inc.
- Phi Beta Sigma Fraternity Inc.
- Sigma Gamma Rho Sorority Inc.
- Zeta Phi Beta Sorority Inc.

### ***Honorary Organizations & Academic Clubs***

Honorary organizations are unique in that they operate in both the academic and Student Services divisions of the University. Honorary organizations primarily serve the Mission of the University in their efforts to promote the first value **KNOWLEDGE**, the third value **WISDOM**, and the fifth value **ASSOCIATION**. They differ substantially from special interest or social organizations because of their primary allegiance to the academic purpose of the University.

#### Honorary Organizations & Academic Clubs:

- AAAE - Aviation
- American Chemical Society, Chemistry Club
- American Marketing Association – Marketing
- Beta Beta Beta (Tri Beta – Biology Honor Society)
- Club Prometheus – Computer Science
- Delta Epsilon Sigma
- Delta Sigma Pi – Business
- Fellowship of Justice – Judicial Law and Political Science
- Lewis University Athletic Students (LATS)
- Math Club
- National Society of Collegiate Scholars (NSCS)
- National Communication Association (NCA)
- Phi Alpha Theta – History Honors
- Phi Sigma Tau – Philosophy Honors
- Philosophy Club
- Pi Mu Epsilon – Mathematics Honors
- Pi Sigma Alpha – Political Science Honors
- Political Science Club
- Pre-Law Club
- Psi Chi – Psychology Honors
- Psychology Club
- Sigma Pi Sigma – Physics Honors
- Sigma Tau Delta – English Honors
- Sigma Theta Tau – Nursing Honors
- Student Nursing Association (SNA)
- Student Physics Society
- Teachers of Tomorrow – Education
- Theta Alpha Kappa – Theology Honors
- Upsilon Pi Epsilon – Computer Science Honors
- Women in Aviation

Honorary Organization Formal Recognition and Renewal of Recognition will be based on the following criteria:

1. The group is sponsored by an academic department and/or dean, has recognized leadership structure, and abides by University regulations.
2. The group's service is to assist in promoting the academic integrity of the school. Honorary organizations do this in a number of ways:
  - The sponsorship of at least one major academic event each year including, but not limited to speakers, seminars, workshops, contests and trips.
  - Direct service to students in need of tutoring in their academic discipline.

- Membership in the IOC, which is dedicated to the promotion of issues of concern to students in regard to their academic program.
- The social purpose of honorary organizations is defined by the development of an association of student learners dedicated to a particular field.

Honorary Organization members must submit an Activity Plan to SORC showing how the group has met these requirements and be submitted as part of the Renewal of Recognition process each spring.

#### Honorary Organization Membership:

An honorary organization's requirements for admission (which are normally set by national chapter organizations) will be annually reviewed by SORC through the Renewal of Recognition process. Organizations will be asked to certify annually that they abide by these requirements. No academic screening of potential members will take place through SORC as membership is an academic matter. However, a judicial review of membership will occur.

#### Scholars Council

Through its program of course contracts and out-of-class activities, the Scholars Academy promotes an engaged education as an extension of the Honorary Organizations. The process for admission involves a written essay of 400-500 words, describing an experience that in a powerful way changed your perspective in looking at the world. The experience might be in the form of a reading, a visit to an unfamiliar place, an encounter with a stimulating person, or a deep conversation with a good friend. For more information, visit <http://www.lewisu.edu/academics/scholars/index.htm>.

### ***Inter Organization Council (IOC)***

The InterOrganization Council is made up of 11 different representatives from the organizations listed below. The IOC oversees the activities of these groups and acts as a voicing body to the Student Governing Board for organizations other than Greek organizations. The IOC is moderated by SORC.

\*These clubs are also categorized under Honorary/Academic Clubs as well. They currently fall under IOC because they have applied for and are eligible to receive funding from the Student Governing Board.

- Art Club
- American Association of Airport Executives (AAAE) \*
- American Marketing Association (AMA) \*
- Delta Sigma Pi Fraternity \*
- Expressions Dance Group
- Fellowship of Justice (FOJ) \*
- Gay Straight Alliance (GSA)
- Muslim Student Association (MSA)
- Political Science Organization \*
- Pre-Law Club \*
- Prometheon
- Psychology Club \*
- Student Nurses Association (SNA) \*
- Teachers of Tomorrow (TOT) \*

### ***Residence Hall Association (RHA)***

The Residence Hall Association (RHA) is comprised of resident students from 11 different residence halls. The Council elects an Executive Committee composed of a President, Vice President, and a Secretary/Treasurer from its membership. The President or designate of the RHA is a member of the Student Governing Board. The RHA provides activities as well as feedback to the administration on the quality of life in the residence halls and dining areas. This Council also assists the Office of Residence Life by providing input into various policies and procedures related to the resident student experience. The Office of Residence Life serves as the RHA Moderator.

Lewis University Residence Halls:

- Cody Hall
- De La Salle South Hall
- De La Salle North Hall
- Dorothy Day Hall
- Fitzpatrick Hall
- Founders Hall
- John Paul II Hall
- Mother Teresa Hall
- North Hall
- Ryan Hall
- Sheil Hall
- South Hall

### ***Service/Social Justice Council***

Short description:

- Best Buddies
- InterVarsity Christian Fellowship
- P.E.A.C.E. (People to End Animal Cruelty & Endangerment)
- STAND
- Students for Life
- Up 'Til Dawn

### ***Student Athletic Advisory Council***

Governed by the NCAA, SAAC is a committee of student-athletes who provide insight on the student-athlete experience. SAAC also offers input on rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses.

### ***Special Interest Organizations***

Many other associations and activities are available on campus for students to become involved including: Gospel Choir, Intramural Sports, Mock Trial, Peer Ministry, *The Flyer*-student newspaper, *The PULSE*-student programming board, Theater, and WLRA-Radio Station. Below is a list of the following:

#### ***Gospel Choir***

The Lewis University Gospel Choir was formed more than 20 years ago by a small band of students interested in gospel music. Today, the Gospel Choir is multi-cultured and diverse and has grown to more than 50 members. Anyone interested in gospel music is welcome to join. There are no prerequisites for becoming a member of the Gospel Choir. Rehearsals are held every Monday at 7 p.m. in Ives Hall of the Fine Arts Center. Singers, musicians, and other forms of ministry are always welcome.

Additionally, the Gospel Choir offers students other ways to get involved, including "Daughters of David" praise dance ministry, "A Step Above" step team, "Unspoken Praise" mime ministry, and the Lewis University Gospel Choir Praise Team. For more information and for rehearsal times, e-mail [lewisgospelchoir@yahoo.com](mailto:lewisgospelchoir@yahoo.com).

### ***Intramural Sports***

The Intramural Sports Program at Lewis University provides students, faculty and staff with exercise, recreation and fun in a relaxed, yet structured environment. The program offers a variety of individual sports for recreational and competitive play. These events are FREE and typically scheduled during weeknights and weekends to avoid conflicts with classes. For more information, call the Intramural Coordinator (815) 836-5831 or by e-mail [burkhaad@lewisu.edu](mailto:burkhaad@lewisu.edu), or Jill Siegfried, Director of Student Recreation, Fitness and Wellness, at (815) 836-5277.

Intramural Sports:

- Badminton
- Basketball
- Bean Bags
- Bowling
- Dodgeball
- Flag Football
- Paintball
- Rugby
- Sand Volleyball
- Soccer
- Softball
- Table Tennis
- Volleyball

### ***Mock Trial***

Students interested in going to law school can participate in Mock Trial and attend local, regional, and national competitions. The Lewis University Mock Trial Team has members from 17 different disciplines, and has experienced great success. It has been among the top ten regional teams six times, earning this honor for four consecutive years. In 2004 the Mock Trial Team placed first in the American Mock Trial Association's regional competition, and earned an automatic bid to the National Intercollegiate Mock Trial Tournament.

### ***Peer Ministry***

The Peer Ministry Program intends to help students who serve as Peers:

- **To develop skills and gain valuable experience** that will help them to become better Christian leaders and more effective helpers both while at Lewis and after college.
- **To represent faith** to the University community, serving as expressions of God's love and evangelizing and helping others develop a deeper relationship with God.
- **To encourage others** to act justly and respectfully, valuing the gifts and differences that others offer, and facing the world and its challenges with a conscience that is Christian.
- **To help others better understand their call** to be ministers of Christ's love in this world through practical day-to-day living and through life commitments.

### ***The Flyer- student newspaper***

*The Flyer* is the official weekly publication of the student community at Lewis University. The purpose of *The Flyer* is to report the news of the University community consistent with the accepted and highest norms of American journalism and in conformity with the University's Mission.

Students are encouraged to join *The Flyer* staff. *The Flyer* office is located in Pope John Paul II Hall. The newspaper is published by Lewis University students under the direction of the chairperson of the Journalism department. A cooperating relationship exists with the Office of Student Services. For more information, call (815)836-5234 or e-mail [thelewisflyer@yahoo.com](mailto:thelewisflyer@yahoo.com).

### ***The PULSE- student programming board***

*The PULSE* is a group of students responsible for bringing entertainment and events to campus. Its main purpose is to gather information from the student body and plan, promote and execute programs and activities that Lewis students are interested in participating in. The type of entertainment would include: hypnotists, concerts, comedians, bus trips to sporting events, casino nights and many more. The PULSE meets weekly and changes each semester depending students' class schedules. For more information, e-mail [ThePulsePresents@yahoo.com](mailto:ThePulsePresents@yahoo.com).

### ***Theater***

The Philip Lynch Theatre is student-centered in its philosophy. It seeks to develop performing skills in acting and directing, to develop technical skills in stagecraft and to provide an opportunity for involvement in the performing arts. The theatre also seeks to improve student-teacher interaction and to provide culture and entertainment for both the University community and the surrounding area, while preparing students for careers or graduate study in the performing arts. Auditions for all performances are open to all Lewis students regardless of major.

### ***WLRA- student radio station***

WLRA, broadcasting at 88.1 on the FM dial, is the non-commercial educational radio station owned by Lewis University with potential listeners numbering around one million. Music, news, and educational material comprise a 24-hour broadcast day. Sports remote broadcasts have been transmitted to campus from across the country. WLRA is located in De la Salle Hall and is operated by Lewis students under the direction of the Coordinator of Electronic Media and the College of Arts and Sciences.

## ***Moderators***

The role of a Moderator is to provide guidance and direction, clarify policies and procedures, and facilitates growth and leadership within the student organization. Ultimately a Moderator helps the organization achieve its goals while challenging it to grow. The most successful organizations are those in which the Moderator takes an active interest in the groups' development. The Moderator assumes an educational function as well – one of guidance rather than leadership.

Organizations may choose and/or recommend a faculty or staff to serve as their Moderators as long as the Moderator has an established association with the University as an employee. If an organization is unable to make a Moderator recommendation or makes a recommendation that falls outside the University mission, SORC and the Dean of Student Services will appoint a Moderator for the organization. The Dean of Student Services is responsible for all Moderator approvals and has the discretion to assign and/or remove a Moderator from any organization.

Moderators must be willing to:

1. Hold the organization and its members to the standards as outlined in the *Student Handbook* and this *Student Organization Manual* by explaining and clarifying campus policies and procedures that apply to the organization.
2. Assume a mentoring role with the members of the organization including, but not limited to providing guidance, direction and advice; and encouraging development, leadership and goal setting.
3. Sign a Moderator Agreement form annually.
4. Maintain an awareness and/or assist in the planning of activities and programs sponsored by the student organization.
5. Meet on a regular basis with leaders of the student organization to discuss upcoming meetings, long range plans, goals and problems of the organization as well as attend meetings and executive board meeting as often as schedule allows.
6. Assist in the orientation and training of new officers.
7. Maintain contact with SORC.
8. Provide direction in the area of parliamentary procedure, meeting facilitation, group building, goal setting and program planning.
9. Assist the organizations treasurer in monitoring expenditures, fundraising activities and anything to do with maintaining monies in the business office.
10. Assist the organizations secretary in keeping records including meeting minutes, files and other important information.
11. Inform organization members of any violations of University behavioral standards which constitute unacceptable behavior on their part.
12. Assist the organization in filling out necessary paperwork and handing them in by the appropriate deadlines.

## The Office of Student Services is proud to offer the *Student Organization Resource Center (SORC)*

### ***What is SORC?***

SORC (pronounced “source”) is the resource center where all organizations can come if they have questions about putting on an Activity/Event, if they need to pick up and fill out forms, if they have questions about effective meeting planning, organizational development, situational leadership, recruitment and retention of members, reserve a room, or just get some ideas on how to best run their club! SORC is located in the Student Union, U-200.

### ***What services does SORC offer student organizations?***

#### Event Registration

- University regulations
- Advertising approval
- Activity forms
- Space & Equipment reservation
- Leadership training

#### Event Supervision

- Professional and graduate staff
- Organization of private security as needed
- Coordination of Campus Security and Student Services staff presence as needed

#### Consultation

- Program planning
- Leadership information and development
- Organizational development strategies

#### Information

- Lewis University *Student Handbook*
- Lewis University *Student Organization Manual*
- Lewis University *Student Organization Advisors Guide*
- Student organization files including constitutions, goals and objectives statements, and list of officers
- Lewis University *Club Directory*
- Complete list of student organization moderators
- Activity/Event scheduling
- Various University brochures and information

#### Workshops

- Topics such as event planning, effective advertising, team building, fundraising, and leadership development.

**Please note that all requests for services should be submitted in writing to SORC at least two weeks in advance of the event.**

# MEMBERSHIP INFORMATION

## *Characteristics of Mission-Oriented Student Activities*

All student clubs, organizations and councils are to uphold the integrity of the Lewis University Mission Statement by offering:

- Educational Activities/Events that deepen knowledge and understanding of the issues.
- Activities/ Events that provide a healthy and conflict-free environment;
- Activities/ Events that support and develop student leadership opportunities;
- Service Activities/Events that advance the well-being of the community and members of the clubs and organizations; and
- Offer social Activities/ Events that encourage the development of the Lewis community.

## *Formal Recognition Process*

Lewis University recognizes only those organizations whose constitutions and activities are consistent with the educational mission and Catholic and Lasallian tradition of the University. Organizations are considered to be Formally Recognized by Lewis University and SGB when they meet the following criteria:

- A Formal Recognition packet is completed and submitted to SORC,
- All active members must be in good judicial standing, and;
- A formal presentation given to the SGB governing body at its initial inception
- There must be a minimum of 3 or more active members if your organization was in place before August 2009, and a minimum of 5 or more if your organization was established after August 2009.
- Beginning Fall 2001, all Student Organizations will require a minimum of 5 members by the start of the Academic Year. Failure to lift membership numbers by that time will result in the dissolving of that particular organization.

If at any time an organization does not meet the requirements of Formal Recognition status, the group may be classified with a status of Conditional Recognition thus jeopardizing status and privileges typically received. This may include, but is not limited to: access to university funding, room reservation privileges, holding events on campus and utilizing university property and equipment.

## *Privileges and Responsibilities of Formally Recognized Student Organizations and Members*

Once recognized, a student organization enjoys the privilege of holding meetings, of sponsoring Activities/Events on campus, of recruiting new members, and of applying for allocation of funds from student activity monies.

All recognized student organizations are required to fulfill the “5 prongs” of responsibility each semester. Each prong should serve the University or greater community and be open to the entire student body and are listed as follows:

- Service Activity/Event
- Educational Activity/Event
- Fund Raising Activity/Event
- Co-sponsorship Activity/Event
- Social Activity/Event (cultural, issue awareness, artistic expression, etc.)

Sponsorship or support of Activities/Events that involve public protest, petitions or Activities/Events that conflict with University policy are prohibited and could result in removal of Formal Recognition status. In the event that an organization has had its recognition removed, they may be eligible to reapply after a designated period of time determined by the Office of Student Services.

### *Assuring Mission Fit*

Student organization representatives should take great care in planning their Activities/Events to ensure that they have the appropriate “Mission fit”. What works at public colleges or universities (or other private institutions, for that matter) does not necessarily work at Lewis. Our Catholic and Lasallian Mission carries with it great responsibilities. For example, as a Catholic university in the Diocese of Joliet, it is important that Activities/Events sponsored by the University or by student organizations (an extension of the University) adhere to the teachings of the Catholic Church. Therefore, very special attention needs to be focused on events that address sensitive issues such as human sexuality, abortion, birth control, teachings and traditions of the Catholic Church, etc. This does not mean that activities which address these issues are prohibited; however, great care should be taken when developing programming around these topics. The Dean of Student Services and the Director of Mission are available to assist student organizations in determining “Mission fit” as they plan their activities and if necessary, will determine which programs may violate and are inconsistent with the Catholic and Lasallian Mission and identity of Lewis University.

## ***Recognition of New Organizations***

Recognition of a new student organization is an official action of the University. Once recognized, a new student organization enjoys the privileges of holding meetings, of sponsoring approved Activities/Events on and off campus, of recruiting new members, and of applying for allocation of funds from student activity monies. Because fiscal and personnel resources are limited, every effort is made to insure that groups offer a unique experience for students, and do not duplicate the efforts of existing groups. All organizations are a part of the University's educational mission and must be compatible with and supportive of its liberal arts, Catholic and Lasallian heritage.

### *How to start a new organization and get “official” recognition*

It’s easy! Starting Fall 2009, new student organizations require a minimum of five people when seeking formal recognition. Once students decide whether or not they wish to be officially recognized as a student organization, they must proceed as follows:

- Go to the SORC Office in the Student Union and pick up a packet titled Lewis University Formal Recognition Form.
- Make sure the organization has a Lewis faculty or staff person to act as Moderator.
- Fill out all of the paperwork submit to SORC by the deadline.
- The fall semester deadline is the last Friday of September.
- The spring semester deadline is the last Friday of February.

The criteria for recognition are:

1. Establishing a compelling need for the group;
2. Establishing the uniqueness of its purpose and service;
3. Demonstrating compatibility with the University Mission;
4. Having a dedicated and available Moderator;
5. Submitting a constitution, by-laws, history of the group, statement of purpose, etc.
6. Submitting a list of all of those seeking membership with a minimum of at least 5 people; and
7. Submitting an Activity Plan including a list of budgetary needs.

Once an organization hands all paperwork back into SORC, all new applications will go through the formal approval process including the review and recommendation/rejection by SGB, SORC, and review and decision by the Dean of Student Services.

Provisional Recognition is granted through the end of the semester in which the group is seeking formal recognition. The organization will be re-evaluated and either recommended for Formal Recognition or continued Provisional Status. During this period of time, there is regular review by SORC to insure that the group gets the appropriate guidance in its initial operation.

### *Sample of NEW Student Organization Constitution*

A constitution is the basic framework of an organization. The by-laws stated within the constitution typically outlines all of the rules and regulations in which the student organization would function. The purpose is to give clarity to each new executive board from year to year and states detailed methods of general operating procedures. Many times, a constitution includes the number of officers they have & their job responsibilities, methods for elections and requirements for membership. If you would like a sample of the New Student Organization Constitution, you may obtain one from the SORC Office or the SGB Office, both located in the Student Union.

## ***Scheduling Activities/Events***

To begin the process of scheduling an activity, all organizations must fill out an Activity Form, available in SORC at least FOUR WEEKS prior to any activity. This form initiates and puts the Activity/Event into action and has all the pertinent information to help the organization secure the “date” of the event, reserve a room, promote the event on the

university activities calendar (if needed), notify security (if needed) and/or make food arrangements (if needed). Failure to submit forms in the appropriate time frame may put the execution of the event in jeopardy. Please see the Event Policy at the end of this manual.

Student Organizations under judicial review, suspension or probation are not eligible to host any Activity/Event.

#### **Culture & Civilization Points:**

If a Student Organization is interested in having their event worth Cult & Civ points, the following criteria must be followed:

- Identify an Academic faculty member who would be willing to sponsor the event. If a student organization needs help identifying a faculty sponsor, make an appointment to speak with the Director of Arts & Ideas
- All events must be submitted VIA EMAIL by the faculty sponsor three weeks prior to the event date
- All events must be of high educational merit and have strong academic affiliation. Academic value will be determined by the fulltime faculty sponsor and not the student organization.
- All events must be free and open to the entire Lewis community

Once a date, time and place is submitted and accepted by Arts & Ideas, the event will be confirmed. The faculty sponsor will be notified by email upon approval of the event. Under no circumstances will an event be allowed to change date, time and place. Failure to comply with the above criteria will jeopardize the execution of the event, upon discretion of the Director of Arts & Ideas.

### ***Advertising Activities/Events***

Organizations must receive approval and an official stamp from SORC to post fliers on campus bulletin boards, marquee, and kiosks and/or to be distributed or posted in the residence halls. Such materials may be circulated two weeks prior to an event and must be removed the day following the event. Posting is allowed only in designated places and will be removed if it is not in compliance. Organizations found in violation of these posting guidelines could be submitted to the Judicial Review process.

All campus organizations are encouraged to utilize the Lewis University Television Network, WLRA and the Lewis University *FLYER* newspaper to announce upcoming events. Student Organization flyers or posters that are approved can be in the following areas:

- Learning Resource Center bulletin boards
- Academic Building bulletin boards
- Student Union
- Campus Kiosks

Advertisements MAY NOT be hung on doors, benches, windows or any other space. Writing on the sidewalks or other University property is NOT encouraged. This includes sidewalk chalk. Fliers that are hung in inappropriate areas will be removed and discarded and disciplinary action may result. The distribution of fliers on vehicles is also prohibited.

Mounting any large signs inside the dining hall or Student Union requires specific prior approval from SORC and the Office of Student Services. Mounting any outdoor sign requires the approval of SORC in consultation with the Office of Marketing and Communications as well as Facilities.

No advertising may promote alcohol consumption as a highlight of the event. Beer cost and brand name may not be included in the advertisement for the event. All off-campus advertising of student-sponsored events must be approved by the Vice President for Student Services.

## ***Renewal of Recognition of Established Organizations***

In order to remain an active, formally recognized organization, a renewal packet must be submitted by April 30 each academic school year to the Student Organization Resource Center (SORC) for review and approval by the Student Governing Board.

The report will include the following:

1. Continuing compelling need for the group;
2. Ongoing uniqueness of its purpose and service;
3. Compatibility with and contribution to the Lewis University Mission;
4. An evaluation by the group's Moderator;
5. Constitutional updates, by-laws, history of the group, and statement of purpose;
6. A list of all members participating in the group during the year.
  - There must be a minimum of 3 or more active members if your organization was in place before August 2009, and a minimum of 5 or more if your organization was established after August 2009.
  - Beginning Fall 2011, all Student Organizations will require a minimum of 5 members by the start of the Academic Year. Failure to lift membership numbers by that time will result in the dissolving of that particular organization.
7. A report of fundraising activities and expenses; and
8. An Activity Plan including dates, budget needs, officers for the coming year and desired location for the following year's events.

All organization reports and requests for funding are reviewed by the SGB. Organizations having low membership (three or less active undergraduates all matriculating at Lewis University), having serious and/or frequent violations of policy or procedure, or having membership intake violations are subject to particular scrutiny. Recognized members are considered to be current undergraduates who went through the intake process at Lewis University and meet all group membership requirements.

Organizations failing to satisfy the requirements for renewal may be placed on probation, be categorized as inactive, or be declared as null by the Dean of Student Services. Appeal of his decision is to the Vice President for Student Services.

## ***Member Eligibility Form requirement***

At the beginning of each semester a Membership Eligibility form must be submitted to SORC. This form includes:

1. List of all members (with special attention paid to minimums);
2. List of all officers, their mailing addresses and phone numbers;
3. Organization box number (assigned by and located in SORC);
4. Moderator information and
5. Verification of the current year's Activity Plan.

The Membership Eligibility Form will be checked to be certain that each member has a minimum cumulative GPA of 2.0 and is in good judicial standing. A person on University probation, whether judicial or academic in nature, is considered to be not in good standing. Individuals falling below a 2.0 or on academic probation will be subject to removal from the organization(s).

## ***New Member Eligibility Form requirement***

Organizations must obtain a New Member Eligibility Form available in SORC. The list of new members must be signed by the organization Moderator and will be submitted to SORC for academic and judicial approval. The organization must receive a final approval in writing from SORC before the membership process begins.

This form will be used to check the cumulative GPA and the judicial standing of Lewis University students wanting to join any organization. Any organization as well as the student seeking membership will be notified in writing if he/she is not eligible to pledge. The organization may pick up the approved eligibility list from SORC.

*Failure to submit the required organization information will jeopardize the active status of the organization.*

# **FISCAL AND ANNUAL MANAGEMENT**

## ***Funding***

All organizations submit an Activity Plan to SORC as part of the Renewal of Recognition process in the spring of each year in order to obtain funding. The Activity Plan (including a budget request) is reviewed by the Student Governing Board Executive Board and SGB Moderator(s). All recognized organizations and their representatives at Lewis University assume the responsibility of providing accountability for funds generated through the use of University monies.

Funding approval is granted by the Vice President for Student Services and Dean of Student Services. Funds are dispersed as needed by each group utilizing the University requisition process. All requisitions must be submitted through SORC at least two weeks prior to the event. Referral to the Activity Plan will occur and approval will be granted if the requested item was included in the organization's Activity Plan. If the requisition is not for an event that was part of the Activity Plan submitted in the Spring semester, an approval process will involve SORC and the SGB under the supervision of the Dean of Student Services.

No funding will be available for an organization that is on probation or inactive status and no reimbursements are permitted without prior approval from SORC. Failure to submit requisitions within the two-week time period may jeopardize funding for the event. The approval process is overseen by SORC. Any appeals of the approval process would go to the Dean of Student Services.

Organizational dues are to be accounted for with a Business Office receipt and deposited into the appropriate University account. National dues may be paid by the individuals separately; however, a receipt of payment or a copy of the check must be submitted to SORC as proof of payment.

Typically, organizations are not allowed to maintain an off-campus bank account. Those organizations wishing to be exempt from this policy are required to submit a proposal to SORC outlining the reasons for requesting an exemption. Organizations approved to have a bank account must submit a copy of the monthly statements to SORC. Other stipulations may be imposed as conditions of approval. All exemptions must be approved by the Dean of Student Services.

## ***Fundraising***

Fundraising is permitted with the approval of SORC with the support of the Dean of Student Services or his\her designate prior to any commitment to the fundraising activity. Fundraising proposals must be submitted for approval at least two weeks prior to the event. Organizations must deposit all funds raised into their University fundraising account in the Business Office. A report on monies raised should be submitted to SGB Treasurer and SORC with a copy of the deposit receipt from the Business Office.

Any organization that wishes to solicit funds on or off campus must obtain approval from the Dean of Student Services at least 10 days prior to the scheduled event. Approval may be granted through the Activity Form with the following information attached:

1. Complete description of the fundraiser;
2. Proposed date and purpose or goal;
3. Anticipated expenses;
4. Anticipated revenue; and
5. Letter of support from the Moderator.

Upon completion of the fundraiser, the organization will submit to the SGB Treasurer and SORC the following:

1. Verification the fundraiser took place;
2. An accurate account of money raised minus expenses along with a Business Office deposit receipt; and
3. A report describing how the money was raised and its intended use.
4. Any organization wishing to donate funds to an outside charity must submit a requisition form through the SORC Office.

## ***Honorary Organization Funding***

Honorary organizations will support their own operating costs through their associated academic departments or deans' offices. Honorary organizations may apply to the SGB or SORC for funding for the sponsorship of speakers, seminars, and workshops. These events should be open to all students although it is understood that they will tend to attract students with particular academic interests.

Funding for such events will be judged on their service to the overall academic integrity of the experience or on their promotion of socialization. For example, a reception following a seminar may be funded as a promotion of discussion and sharing of the information presented. An organization's recognition banquet would not be funded since it is completely closed to non-members. In regard to trips and excursions, admission to some museums or special events may be funded, but transportation or lodging costs will not be covered.

## **POLICIES AND PROCEDURES**

### ***New Membership Recruiting Policy***

Organizations may recruit members at the beginning of each semester by means of rushes and other activities. No organization shall require any student to be a member, nor shall any individual exert pressure to cause a student to join an organization.

First-semester students, students (with the exception of first-semester transfer students) with a cumulative grade point average below 2.0, students on disciplinary or academic probation, and students who have signed contracts prohibiting extracurricular involvement or membership in an organization, may not join any organization requiring an extensive membership process that would require outside activity before membership is bestowed (applies to IFC and NPHC). The only exception to the first-semester student policy applies to first-year students in the two-year aviation program who may join Alpha Eta Rho provided these students meet all other qualifications. Organizations on probation will not be allowed to participate in the pledging or intake process.

All types of induction ceremonies must be conducted in a manner consistent with the University Mission. Hazing is prohibited. Organization practices and programs must be submitted annually for review to SORC as part of the Renewal of Recognition process. The pledging schedule will be determined each semester by SORC during the previous semester.

- Recruiting tables are not permitted by the University, unless approved by SORC.
- Rushes may begin no earlier than 8p.m. and last no later than midnight.
- No alcoholic beverages may be served at any rush (formal or informal).
- At all other events, only persons 21 or older are allowed to drink alcohol at any University sanctioned event (on or off campus).
- All other alcohol-related events must be in accordance with the University alcohol policy as outlined in the *Student Handbook*.

The dates and restrictions for membership activities are under the direction of SORC.

## ***Pledging or Induction Process***

Prior to the induction process, all organizations must submit a New Membership Eligibility List to SORC. All prospective members must have at least a 2.0 cumulative GPA, cannot be a first-semester student (except for two-year aviation students that may be permitted to join Alpha Eta Rho or transfer students) and must be in good judicial standing.

Academic and judicial eligibility checks will be conducted each semester. Each organization with a membership intake process must submit a New Membership Eligibility List to SORC and must have the signature of their Moderator. SORC will then verify and approve the students named on the list for that semester. Failure to complete a New Membership Eligibility List jeopardizes the status of the new members and the sponsoring organization.

*For pledging organizations:*

The pledge period begins each semester at a time designated by SORC. The maximum time any one organization can conduct pledging is six weeks. All pledging must end on the date designated by SORC. A constructive pledge education program and initiation should be followed by all organizations. Such programs will result in materially better members, better public relations, and increased prestige to the organization. The pledge education program should be outlined in the Activity Plan.

*For organizations with an intake process:*

For groups that do not pledge, intake dates must be approved by SORC, must be scheduled during the six-week pledge period, and must be planned around major activities.

## ***Pledge/Club Activity Reservation Information***

Pledge/club activities, with the exception of informational gatherings are to be held between 4 p.m. and midnight. An Activity Form is required for any organization-sponsored event (on campus or off campus). Activities are not allowed anywhere on campus without prior approval.

*Academic Responsibility:*

A student's academic performance comes before any pledge/club activity. Each organization is expected to require a minimum of 24 hours of study time per week throughout the semester. At least 24 hours of study time must appear on the Activity Plan.

## ***Alumni Involvement in Pledging***

Alumni members are welcome to attend information sessions or formal new membership activities such as rushes and inductions. However, the pledging process is the responsibility of the undergraduate actives. Alumni members may not take an active role in the pledge period. At no time are any of the pledges to be left under the supervision of alum. Any activity by alumni that is not in keeping with University policy may jeopardize the continuing status of the organization.

## ***Hazing***

**Hazing is defined as any action taken or situation created, either intentionally or unintentionally, on or off campus, to produce physical discomfort, embarrassment,**

**ridicule, or possible physical harm or injury as a requirement for belonging to the group.**

University Policy Against Hazing:

The University has a zero tolerance policy regarding hazing. Should the organization be found in violation as a result of an Organizational Review, it will lead to the loss of University recognition, organization status and all funding privileges. In accordance with existing institutional policy, individual members of the organization will be required to appear before a University Judicial Board and may be found in violation of the University Behavioral Standards and Policies and held to its consequences.

Notifications and/or Agreement Pertaining to Organizations and Athletic Teams

All organizations regardless of official recognition are required to abide by the anti-hazing policy. Athletic teams are held to the anti-hazing policy as set forth by the NCAA on an annual basis. Failure to comply will jeopardize scholarship dollars, status on the team as well as status as a Lewis University student. *All organization officers are required to read and sign the anti-hazing policy annually as an acknowledgement that they have read, agree and abide by it.*

Likewise, all pledges, intake candidates, new and current members will be required to sign in acknowledgment that they have read and agree to abide by the Anti-Hazing Policy. The policy including signature lines will be approved by SORC.

Preventive Measures Regarding Hazing:

Education: Primary responsibility for the implementation of educational programs rests within the Office of Student Development and Leadership, the Director of Athletics and the Director of Mission and First Year Experience. Examples of educational programs include but are not limited to Student Governing Board informational sessions, orientation of new and returning students, team meetings and organization meetings.

Role of Moderator:

Moderators are expected to read the anti-hazing policy and sign as an acknowledgment that they agree to assist in the enforcement of this policy.

Enforcement:

The following entities are charged with enforcement of the anti-hazing policy:

Organization Review Board (*Student Organization Manual*)

University Judicial System (*Student Handbook*)

*Hazing situations include but are not limited to the following:*

- Paddling in any form;
- Tattooing, branding or any form of mutilation;
- Creation of excessive fatigue;
- Physical or psychological shock;
- Consumption of food, beverage, or any other substance, except in the course of regular meals;
- Morally degrading games or humiliating activities;
- Late-night work sessions which might interfere with academic performance;
- Alcohol consumption as part of any ritual;

- Forced binge consumption of alcohol; and
- Any activity, which violates local, state and/or federal law or breaks the rules of appropriate student conduct as set forth in the University's *Student Handbook*.
- Forcing students to buy things for them including food/use meal plan to feed others.

#### Use of Canes and Paddles

The Dean of Student Services or designate must approve the use of canes/sticks/paddles at University functions. Organizations seeking approval should submit a written request to SORC at least two weeks prior to the event. If approval is granted, the following applies:

1. The use of canes, sticks or paddles in a negative or threatening manner will result in a judicial referral, an organizational review or action up to and including police involvement. Involved organizations may be disciplined in accordance with procedures outlined in this manual.
2. Canes to be used at a fraternity or sorority function should be kept in a place designated by SORC until needed.

Should the Office of Student Services become aware of hazing by any organization, that organization jeopardizes its status as a recognized organization of Lewis University. Individuals directly responsible for the hazing jeopardize their status as students of Lewis University. Any situation of this nature should be reported to the Office of Student Services.

### ***Disciplinary Review Process***

Once SORC or the Office of Student Services is made aware of any violation of the *Student Organization Manual* and/or the *Student Handbook*, an Organization Review will ensue the situation may be handled at one of three levels:

- Student Organization Review
- Organization Administrative Review
- Organization Board Review

The entire review process is under the supervision of the Dean of Student Services and administered by SORC.

### ***Student Organization Judicial Review***

A Student Organization Review is called by the Judicial Committee of the SGB, and advised by SORC. Charges against the organization will be discussed and all or any of the following actions may be taken:

- Activity Restriction
- Advising Session
- Community Service
- Educative Essay or Project
- Facility Restriction
- Fine
- Official Reprimand
- Restitution
- Redress

## ***Organization Administrative Review***

An Administrative Review is called by SORC. At least one other staff member may be present. Charges against the organization will be discussed and all or any of the following actions may be taken:

- Activity Restriction
- Advising Session
- Community Service
- Educative Essay or Project
- Facility Restriction
- Fine
- Official Reprimand
- Restitution
- Redress

## ***Organization Board Review***

Members of the Organization Review Board must include at least one representative from the Office of Student Services and the Student Governing Board with a total of no more than six persons on the Review Board. It is presided over by the Dean of Student Services or designate with an appointed staff member to present the case against the organization.

The organization will have an opportunity to hear the alleged violations of the *Student Organization Manual* and/or the *Student Handbook* and enter a plea of either in violation or not in violation to the charges. The Review Board will deliberate to determine if the organization is in violation or not in violation. If the organization is found to be in violation, appropriate sanction(s) will be imposed. The appeal agent is the Vice President for Student Services.

The sanctions may include any combination of the following:

- Activity Restriction
- Advising Session
- Change or Addition of an Advisor
- Community Service
- Educative Essay or Project
- Facility Restriction
- Fine
- Official Reprimand
- Probation
- Removal of Formal Recognition Status
- Restitution
- Redress
- Suspension

Student member(s) of an organization may be referred to the University Judiciary Process in addition to any disciplinary action against the organization, if they are found to be individually in violation of University policies.

# EVENT POLICY

I. Definition of Event: For the purposes of this *Student Organization Manual*, an event can take on many different forms. This Event Policy refers to any event sponsored by a student organization. Student Organizations wishing to hold a Dance Event will be held to the Event Policy as stated in this manual as well as the specific Dance Event Policy as stated on page 38.

II. How to start the process of planning an event.

- Step 1 – Pick up (in SORC Office) or go online to download and print a Student Activity four weeks prior to the event. Fill the form out completely.
- Step 2 – Meet with Moderator to seek immediate approval at least four weeks prior to the event. A Moderator must know the specifics of the event including dates, times, place, and number of people expected to attend. This includes both on-campus and off-campus people. Once your Moderator approves your event, get their signature on the Student Activity Form and turn it into the SORC Office.
- Depending on the size or nature of the event, a written proposal may be required to be turned into the SORC office four weeks prior to the event.

III. How do I know the event is approved?

- The event is approved once the Activity form is completed with all required signatures, turned into and stamped “approved” by SORC, and all confirmed paperwork is placed in the Organizational Mailbox in the SORC Office.

Follow up, follow up, follow up. The sponsoring organization has a vision on what and how the event is supposed to happen. It is each organizations responsibility to make sure everything is carried out in an organized and timely fashion. Good planning will ensure a Great event! GOOD LUCK!

**In order for any event to take place, the following five guidelines must be followed.  
Overall Planning – Attendance – Security – Alcohol – Accountability**

1. Overall Planning

- Be aware that event planning must begin FOUR WEEKS prior in order to provide ample time to determine the planning needs for everyone involved. (Campus Security, Sodexho, Conferencing and Events, Facilities, etc). Failure to do so will jeopardize the status of the event. The responsibility is yours!
- Organizations sponsoring an event on campus assume full responsibility for preparation prior to the event, for maintaining order during the event, and for clean up during and immediately following the event. All passageways, entrances and exits must be kept clear during the event venue.
- An organization representative may be required to meet with University personnel one week prior to the event.
- The Office of Student Services reserves the right to cancel a student organization sponsored event.

## 2. General Entrance Requirements

- Lewis University Staff and Security reserve the right to deny or remove anyone not in compliance with University policies and procedures.
- Tickets or wristbands can/may be issued at the door.
- Lewis University Staff and Security reserve the right to disallow re-entry.
- The sponsoring organization must provide organization members to staff the check-in table along with appointed Student Services personnel.
- All guests must be at least eighteen years of age.
- All Lewis students will be required to show a Lewis University Student ID.
- Off campus guests will be required to show a driver's license or state identification card upon entering the event.
- Lewis University is not responsible for lost or stolen articles.
- Attendees are subject to search.
- Host groups or individual students are held accountable for the behavior of their guests in accordance with the Lewis University guest policy. No hats or provocative clothing will be worn at the activity. Appropriate attire required.
- Moderators may be required to attend certain events.

## 3. Security

- Depending on the size and nature of the event, the Office of Campus Security may require private security and/or the Romeoville Police for events. The number of non-student guests at an event plays an important role in the determination of Security coverage. Inadequate security coverage (University and/or non University personnel) may preclude the event from occurring.
- At the discretion of the Office of Campus Security metal detectors may be used at the entrance to the event.
- The number of overnight guest passes may be limited to a certain number on major event nights. Students may be required to obtain the overnight guest passes a specified amount of time in advance
- Guests have to be in adherence with the Lewis University Guest Policy.
- Sponsoring organizations will be held accountable for any damage that occurs during their event.
- Need for excessive security may result in additional fees to the sponsoring organization.
- Access to the building may require one entrance and one exit. Signs will be posted.
- All Security is hired by Lewis University personnel.

## 4. Alcohol

- In accordance with Illinois State Law and the Village of Romeoville's controlling ordinance, alcohol will be served in a restricted area for persons 21 years of age or older. No person will be admitted to the area without a valid state driver's license or ID. No person will be able to leave the restricted area with open alcohol. Underage drinking is prohibited.

- Alcoholic beverages may be served only according to the University's policy as outlined in the *Student Handbook* and with the written approval of the Vice President for Student Services.
- Sodexo staff will be responsible for checking IDs while Campus Security monitors the overall safety and security of the event. If it is determined that arrangements for additional security is necessary and cannot be provided, the event will be canceled or postponed.
- The host group must order the beer through SORC who will place the order with Sodexo Services. The amount of alcohol permitted at a function will be determined by SORC upon consultation with Campus Security and Sodexo Services.
- Alcohol is to be served by Sodexo Services and excess alcohol will be disposed of after the event as supervised by Campus Security. Beer is the only alcohol that may be served.
- Alternative non-alcoholic beverages as well as snacks and/or other food items must be available at no charge or minimal costs in adequate quantities throughout the event.
- The host organization may provide one person to collect the money from the sale of beer. The person must be in compliance with the following criteria: a) the person must be at least 21 years of age; b) the person must agree not to consume alcohol while the event is in progress; c) the person may not charge less than \$1 per beer; and d) the person must not allow anyone under the age of 21 to purchase beer.
- The sale of beer must end at least one half-hour prior to the completion of the event and no later than 11 p.m. (Sunday through Thursday) and 1:00 a.m. (Friday and Saturday).
- No alcohol will be approved for student events advertised off campus and no organization may sponsor an event in a bar or pub.
- No advertising may promote alcohol consumption as a highlight of the event. Beer cost or brand names may not appear on advertisement for an event.
- Host groups or individuals sponsoring the event must follow all University, state and local laws regarding the distribution and consumption of alcohol and may be liable for damages resulting from improper or irresponsible service.

#### 5. Accountability

- Organizations that sponsor an event funded by student activity funds may not charge admission to Lewis students. The only exception to this policy is for events which the Dean of Student Services has given special permission to do so. The sponsoring organization may charge admission to non-Lewis students with prior approval from the Vice President for Student Services.
- All Sunday through Thursday activities are to conclude by 11:30 p.m. Clean up of the facility and the adjacent outside areas, including parking lots (when appropriate), must be completed by midnight. Organizations must provide personnel to return the room to order under the supervision of a Student Services staff member.
- All Friday and Saturday activities are to conclude by 12:30 a.m. Clean up of the facility and the adjacent outside areas, including parking lots, must be completed by 1 a.m. A member of the staff (or designate) of the facility involved must approve the clean up of the facility when it is used by a student organization.

- Organizations must assist Campus Security in enforcing the University Parking Regulations. Loitering within the parking lots, in cars or in the residence halls is prohibited.
- Remember: Organizations sponsoring an event on campus assume full responsibility for preparation prior to the event, for maintaining order during the event, and for clean up during and after the event. All passageways, entrances and exits must be kept clear of the event venue. Failure to comply will result in additional cleaning fees to the sponsoring organization and/or may result in the termination of University funding and/or organizational review.

## ***Dance Event Policy***

**The Office of Student Development & Leadership (SDL) will host 2 dances per semester.** This includes staffing, hiring security and working with the sponsoring student organization(s) to execute the event. There will be two pre-determined dates based on other programming throughout the semester, in which any organization may submit their request to host a dance event.

Student Organizations will have the opportunity to sponsor and/or cosponsor a dance/event through a lottery system. SORC will open up bids for six weeks.

- July 1-August 15<sup>th</sup> for the Fall Semester.
- November 1-December 15 for the Spring Semester.

Bids will be accepted throughout the six weeks, with no late submissions accepted and should include the following in their proposal:

- 1) The name of each student organization sponsoring/cosponsoring the event along with the main student contact(s) information.
- 2) The theme and/or name of the event.
- 3) The purpose of the event: Social, Co-sponsor, Fundraiser, Educational and/or Service.
- 4) The proposed number of attendees including a breakdown of Lewis Students and number of off campus guests. Student Organizations will be responsible for producing a guest list 2 days prior to the event.
- 5) List of Lewis University Faculty/Staff/Moderators attending the event.
- 6) Overview of how the student organization will go about publicizing the event.
- 7) If Fundraiser, name of charity(ies) and contact person(s) and phone number(s) as well as breakdown of percentages of where the funds will be distributed. \*\*Please see Fundraising section for additional guidelines.

### **Sponsoring Student Organization(s):**

The cooperation of the sponsoring student organization(s) is imperative for the success of the dance and must familiarize themselves with the contents of this policy. All Dance Events must adhere to all University policies, regulations, and procedures as stated in this *Student Organization Manual* and the *Student Handbook* in addition to the following:

- 1) The sponsoring student organization(s) will work closely with SDL to ensure a smooth process, including but not limited to: making sure the promotion of the

- 2) The sponsoring student organization(s) must communicate to their Moderator or their designate that they are responsible to remain at the event until its conclusion.
- 3) The sponsoring student organization(s) hosting the event is responsible for cleanup of the venue and/or other areas that were used that evening.
- 4) The sponsoring student organization(s) hosting the event is responsible for costs incurred for decorations, dj music, promotion, rental fees and/or supplies needed to execute the event.
- 5) Host groups or individual students are held accountable for the behavior of their guests in accordance with the Lewis University guest policy. No hats or provocative clothing will be worn at the activity. Appropriate attire required.
- 6) It is the responsibility of the sponsoring student organization(s) to immediately notify Student Development & Leadership of any changes or cancellations.
- 7) An organization representative will be required to meet with University personnel one week prior to the event.

**Guest Registration guidelines:**

Anytime there are off campus guests invited to campus, the following must be adhered to:

- 1) The sponsoring student organization(s) is responsible for providing an estimated number of off campus guests.
- 2) Guests will be required to register at the entrance table and must have a Lewis University student host with them as they sign in.
- 3) Guest registration list will be turned over to Campus Security at the end of the event.
- 4) All Lewis University students and guests must be over 18 years old and a picture ID will be collected upon entry. Anyone without a photo id will not be granted access. ID's will be returned when the patron leaves the event.
- 5) All attendees will be issued a wristband upon entrance indicating a one-time entrance only. Wristbands will be collected if attendee leaves with **no reentry allowed**.
- 6) The total number of guests cannot exceed capacity of the venue.
- 7) Guests have to be in adherence with the Lewis University Guest Policy.

**Student Development & Leadership will :**

- 1) Initiate planning meeting(s) as needed.
- 2) Oversee the guest registration process and its logistics during the event.
- 3) Staff entrance tables.
- 4) Administer wristbands.
- 5) Collect photo id's of all guests at the start of the dance and return them at the end.
- 6) Work with Campus Security to hire and pay for security based on guest list potential up to capacity of particular venue.
- 7) Work with sponsoring student organization to ensure an overall smooth process.
- 8) The Office of Student Services reserves the right to cancel a student organization sponsored event.

**Campus Security will:**

- 1) Contract outside Security personnel to assist with the event.
  - i. Outside Security will be responsible for operating the hand held metal detectors for each attendee at this event.

- ii. Provide outside security for the venue.
- 2) LU Security will provide one Shift Supervisor to be posted at the guest registration table for the event. They will be responsible for monitoring the incoming attendees to ensure compliance throughout the event.
- 3) LU Security will arrange for appropriate amount of local law enforcement to be present at the event.
  - i. They will be posted inside the event.
  - ii. This request must occur at least 30 days/4 weeks prior to the event.
  - iii. The event cannot occur if law enforcement personnel cannot be contracted.
- 4) The Associate Director of Campus Security will supervise security operations inside the venue.
- 5) LU Security will provide traffic control if needed for this event.
- 6) The Service Drive, north of the Student Union is for University and Emergency vehicles only.
- 7) The elevator will be secured prior to the beginning of the event. If there is a need to provide handicapped access, LU Security will activate the elevator.

## ***OFF Campus Events***

**Organization-sponsored events occurring off campus, which are not approved or recognized by the University, are outside the responsibility of the University.**

### Bus Transportation Policy

Student Organizations will not be permitted to sponsor bus trips off campus where alcohol is served. Professional Sports Team games would be an example of this. The liability on Lewis University and our students is too great a risk.

University sponsored and sanctioned events occurring off campus including SAAC formal, Fall and Spring Formal, is directly overseen by Student Services and has specific and strict policies pertaining to the presence of alcohol. In accordance with Illinois State Law alcohol will be served in a restricted area for persons 21 years of age or older. No person will be admitted to the area without a valid state driver's license or ID. No person will be able to leave the restricted area with open alcohol. Underage drinking is prohibited. Wristbands are utilized in order that the staff on location can determine which students and/or guests are of legal drinking age. The staff at the site of the event is notified in writing of the expectation that no minors be served alcohol. Outside security is hired by Campus Security and the sponsoring organization will be responsible for its cost. Any violation of University Policies can jeopardize both the student organization and/or the students' status and may be subject to Judicial Review.

## ***Deadlines/Due Dates***

The due dates for all forms will be determined by SORC. It is the responsibility of each organization to obtain all necessary forms and to complete them in a timely manner. Any questions regarding required forms and deadlines should be directed to SORC.

Below is an outline of when (some of the) required forms should be completed and submitted to SORC. This list is not all-inclusive and does not represent specific deadlines.

Fall

Activity Form (at least four weeks prior to the event)  
Evaluation Forms  
Event Proposals  
Fraternity/Sorority/Fratority Information Report  
Membership Eligibility Form  
Moderator Agreement Form  
New Membership Eligibility List  
Organization Officers

Spring

Activity Plan  
Activity Form (at least four weeks prior to the event)  
Evaluation Forms  
Events Involving Alcohol Checklist (at least one week prior to the event)  
Formal Recognition  
Membership Eligibility Form  
New Membership Eligibility List  
Organization Officers  
Proposed New Student Organization Constitution  
Renewal of Formal Recognition Form