



# STUDENT INVOLVEMENT

**Registered Student Organization Handbook**

**Revised October 2021**

# Table of Contents

The Office of Student Involvement

Registered Student Organization Overview

Types of RSOs

New RSO Registration Process

RSO Re-Registration Process

RSO Websites

Student Senate & RSO Funding

25Live Room Reservations

How to Rent a University Vehicle

Contracts

Ordering items

Policies & Procedures

Budgeting

Event Resources in Hansen

## **The Office of Student Involvement**

The Office of Student Involvement strives to encourage the intellectual, social, recreational, and moral development of individual students and student groups. The office provides activities, programs, services and resources that facilitate education and entertainment. The Office of Student Involvement and the Hansen Student Center provide the environment and opportunity for informal associations and interactions among the university community. The office is designed to stimulate an interchange of ideas, activities and opinions; to develop an appreciation of our diverse society; to contribute to an enjoyable campus environment.

The Office of Student Involvement is located in Hansen 101 and works with Student Senate, RSOs, Fraternity and Sorority Life, the Hansen Student Center, Leadership Programs, and Campus Activities (including CAB).

## **Registered Student Organization Overview**

Registered Student Organizations, or RSOs, are organizations led by Illinois Wesleyan University students that enhance the academic experience through co-curricular involvement. RSOs provide opportunities for students to pursue passions, gain leadership experience, and work with peers who share common goals and interests.

The benefits of registering a student organization include having special access to campus space and resources through 25Live, support from the Office of Student Involvement, the ability to request funding through Student Senate, participation in the RSO/Involvement Fair, and more.

## **Types of RSOs**

### **ACADEMIC ORGANIZATIONS**

Groups that focus on academic disciplines or professional fields. ex. Anthropology Club; Pre-Vet Club

### **CLUB ATHLETICS ORGANIZATIONS**

Athletic Teams that educate and provide opportunities to perform and compete on campus and with other universities but do not fall under the IWU Athletic Department. ex. Dance Team; Club Volleyball

### **CULTURAL ORGANIZATIONS**

Groups that support, explore, and celebrate diverse cultural heritages including the fine arts, language, food, literature, traditions, history, etc. of the specified culture. ex. Women of Color; SALSA

### **FINE ARTS ORGANIZATIONS**

Groups that promote the exploration and education of art through music, visual art, theatre, literature, etc. ex. Ceramics Club; Student Choreographed Dance Concert

### **GENERAL ORGANIZATIONS**

Groups that educate and explore a variety of recreational, special interest, and hobbies for the purpose of enhancing student life. ex. Chess Club; Role-Playing Games

### **GREEK ORGANIZATIONS**

Groups and governing councils of national/international social fraternities and sororities recognized by the University ex. College Panhellenic Council; Theta Chi; Alpha Psi Lambda

### **HONOR SOCIETIES**

Honorary organizations to which students are admitted in recognition of academic achievement and are related to a major or specific professional field. ex. Tri-Beta; Tri Iota

### **MEDIA ORGANIZATIONS**

Groups that explore, educate, and offer hands-on experiences with student media including newspaper, TV, and radio. ex. The Argus; Titan TV

### **MUSICAL ORGANIZATIONS**

Groups that explore, educate, and/or perform music as vocal, instrumental, and organizations that may or may not require auditions and/or classroom participation. ex. Symphony Orchestra; Touch of Class; Delta Omicron

### **POLITICAL/SOCIAL ACTIVISM**

Groups that seek to make a change on campus and in the world by providing opportunities to explore and raise awareness of social, political, and environmental issues. ex. Amnesty International; Peace Garden

### **SPIRITUAL ORGANIZATIONS**

Groups that facilitate spiritual and religious exploration, education, and worship. ex. Titan Catholic; IWU Interfaith

### **VOLUNTEER ORGANIZATIONS**

Groups that give of their time and talents in Bloomington-Normal community and beyond. ex. Circle K; TitanThon

## **How to Become a Registered Student Organization at IWU**

Prior to starting the process of creating a new RSO, please review the currently registered RSOs on the IWU RSO webpage to discern if an organization with similar goals and objectives currently exists. If there are organizations that could be a good fit for the goals/objectives of the organization you would like to start, speak with a member of the existing RSO executive board. If an organization with similar goals/objectives does not exist, a new RSO might be a good fit! In order to begin this process, you are required to have three interested full-time IWU students who are committed to being on the executive board for the potential RSO.

1. Set up a meeting with the Assistant Director of Student Involvement to discuss the possibility of starting a new organization. You must have at least three students interested in being on the executive board for this potential organization.
  - a. For faith-based/spiritual organizations, they should also meet with the University Chaplain prior to finding an advisor.
2. Find a faculty or staff advisor. An advisor can be involved as little or as much as they wish with a group. It is the RSO student leader/contact person's responsibility to find an advisor and to maintain contact with that person.
3. As a group the potential new RSO should meet and develop a Mission Statement and Constitution or if affiliated with a national organization review that mission statement or constitution.
4. Then fill out the online form <https://forms.gle/U52orzo9PzRMAEkPA>.
5. Once the form is filled out your information will be presented to the RSO Recognition Committee. The Committee will then discuss and vote whether or not to approve an RSO for official recognition. This step has the potential to take a few weeks depending on the availability of the committee members.
  - a. Faith-based/spiritual organizations will need to go before the Council of Religious Life prior to going through the RSO Recognition Committee.
6. Upon approval by the RSO Recognition Committee, The Office of Student Involvement will send out virtual training to the new organization to provide additional information.
  - a. If the RSO Recognition Committee fails to approve the potential RSO, the group will then appeal the decision through the Assistant Director of Student Involvement. The group will revise based on comments submitted by the RSO Recognition Committee and go through the recognition process again.
7. The organization will be required to update its information and attend training yearly with the Office of Student Involvement or risk losing its recognition status.

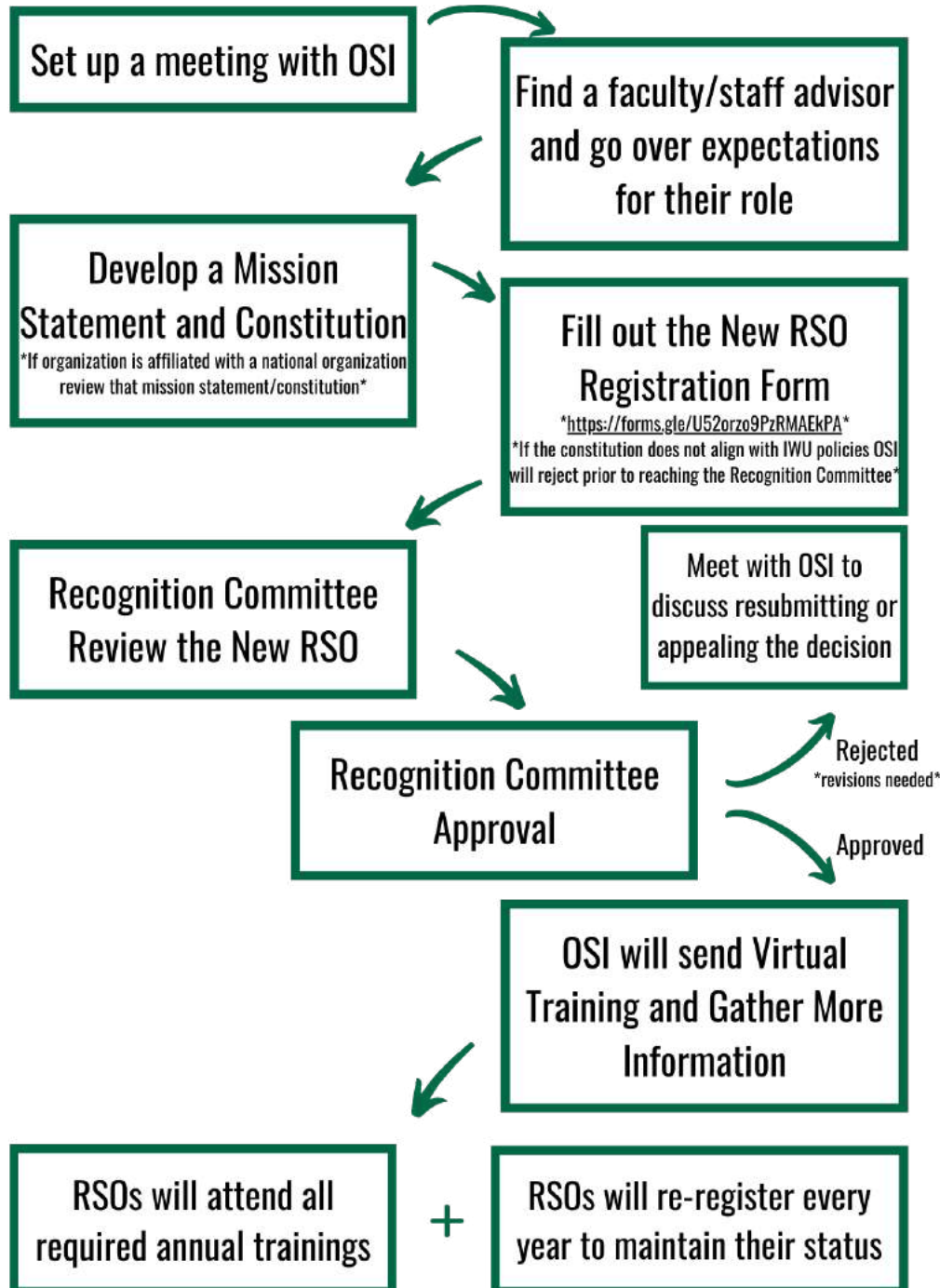
An application is considered complete once the advisor responds to the email they received when an RSO application is submitted.

The Director of Student Involvement may wish to meet with an organization prior to presenting the application to the RSO Recognition Committee for approval. The RSO Recognition Committee meets on an as-needed basis.

An email will be sent out notifying all groups of their new status as Registered Student Organizations.

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

# How to Become a Registered Student Organization at IWU



# Web Guidelines For Registered Student Organizations

Guidelines for web pages at Illinois Wesleyan University

IWU hosts three categories of pages on its website:

- **University Web Pages**
- **Department and Organization Web Pages**
- **Personal Web Pages**

While specific guidelines apply to each category, the following standards apply to all web pages hosted on IWU servers:

1. IWU as an institution must be represented with up-to-date information.
2. University fundraising may be conducted only under the auspices of the Office of Development.
3. Authors of web pages must abide by University policies set forth in the *Faculty Handbook*, *Student Handbook*, *Support Staff Handbook*, and the [IWU Information Technology Usage Policy](#). This policy includes provisions for system integrity, copyright observance, privacy rights, courtesy, sanctions, and liability.

Questions regarding these guidelines should be addressed to the Web Advisory Group.

## **Registered Student Organization Web Pages**

The University's pages located on IWU's website are official IWU publications. As with printed publications, only approved University information may be communicated on these official University pages as a result, any edits to the RSO web pages must be submitted to the Office of Student Involvement.

At the beginning of each academic year, when RSOs are expected to fill out a re-registration form to keep their standing as an active RSO all the information you wish to update on the website can be submitted to that form. If there are changes to an RSO's executive board, mission statement, or constitution all information must be submitted to the Office of Student Involvement. During executive board transition, it is the responsibility of the RSO to update the office of changes to the board or any of the governing documents. The Office may take up to a week or a couple of weeks at the beginning of the academic year to update all of the new information.

If amendments to the mission statement, constitution, or bylaws go against University policy or the Code of Conduct the Office of Student Involvement will schedule a time to meet with the leaders of the organization to

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

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

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

## **Campus Posting Policy**

In the spirit of the mission of IWU, members of the community including student organizations are free to examine and discuss all questions of interest to them and express opinions publicly and privately. To promote this atmosphere of free expression members of the community are obligated to take responsibility for that expression and to respect the expression of others.

The following guidelines apply to postings, flyers, electronic mass mail announcements or messages, chalking and other forms of printed or written expression:

- Members of the IWU community must sign their name, organization name or department to any public document that circulates or is posted.
- Individuals and interests outside the immediate IWU community that post independently are required to contact the Dean of Students office for posting information and approval.
- As a service to the community, Conference Services and Residence Life posts materials for groups or individuals in designated campus locations.
- Sponsoring individuals or groups are responsible to post materials in locations provided for information dissemination and are expected to remove materials after the information becomes outdated.
- Materials must be posted in a manner that does not damage bulletin boards or kiosks. Duct tape is not appropriate for posting because of the environmental impact as well as damage caused by the adhesive.
- Flyers and notices are not to be taped to the sidewalk or windows. Removal of these items is labor-intensive for Physical Plant grounds crew and building custodians.
- It is recommended that all campus event publicity include information regarding date(s) of event, time(s), location, sponsor(s) and a contact person where further information can be reached. The material must comply with campus policies as well as federal and state regulations.
- Advertising of alcohol-related events or parties on or off-campus is expressly forbidden
- Materials posted that do not conform to these guidelines are subject to removal by University staff and the sponsoring group or individual(s) may be referred for campus disciplinary action.
- Community members can report offensive or inappropriately posted materials to the Dean of Students Office. Copies of the offending material may also be sent or brought to the office (103 Holmes Hall)

## **Campus Chalking Policy**



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

- Chalking is restricted to sidewalk areas only.
- Only chalk that is water-soluble is permitted.
- Chalking and posters will be removed from walls, benches, posts, and other surfaces. Costs for labor to remove errant material or damage caused by inappropriate postings may be billed to the sponsoring group or individual(s).
- Because of the nature of the site, chalking is removed immediately from the entrance to Evelyn Chapel.
- Community members can report offensive chalkings to the Dean of Students Office.

## **Agency Accounts**

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

Like a checking account at a local bank, a positive balance must be maintained at all times. The funds in an agency account may be used for on-campus expenditures such as printing, laminating, vehicle renting, and catering. These funds may also be used to pay invoices and for check requests to valid vendors or speakers.

To open an agency account, an RSO must first contact the Office of Student Involvement to make certain the group's contact information is updated. The Administrative Specialist will email the updated information to the Assistant Comptroller in the Business Office.

RSOs may then go to the Assistant Comptroller in the Business Office to set up an account. Organizations must have funds to deposit at the time the account is opened. A positive balance must be maintained at all times.

For assistance in filling out Business Office forms, see the Office of Student Involvement Administrative Specialist or the Accounts Payable Specialist in the Business Office.

## **Renting a University Vehicle**

Registered Student Organizations can rent a vehicle from Physical Plant if they follow these steps:

1. A group must be an active Registered Student Organization to rent an IWU vehicle.
2. Vehicles are reserved through Physical Plant, 309-556-3066 or in person at 303 E. Emerson.
3. At the time a vehicle is reserved a group must provide Physical Plant with either an agency account number or have the Student Senate Treasurer called with the account number from agreed-upon Senate funds.
4. Contact Security, 309-556-3034 or 110 E. Graham St. for a driving test.

5. Adhere to all Security for using a university vehicle (See next page)
6. Adhere to all Physical Plant procedures of pick up, drop off, and other vehicle care.

Given the requirements of our insurance provider, the University has developed the following Motor Vehicle Record (MVR) verification procedure for all students, faculty, or staff members who wish to drive a University-owned vehicle, as well as anyone wishing to use their own vehicle to transport students, staff, or faculty on official University business or sanctioned event. The following procedures are effective January 1, 2011.

## **University Vehicle Driving Policy**

1. Prior to driving any University-owned or leased vehicle all students, staff, and faculty need to complete an **MVR authorization form**. The form (which varies depending on the state which issued the driver's license) must be submitted to the Security office at least one week prior to the date of travel. As soon as the MVR is obtained and evaluated, the driver will be notified if they will or will not be permitted to operate the University-owned or leased vehicle.
2. If a student, faculty, or staff member wishes to use their own vehicle to transport other students, faculty, or staff in their personal vehicle, they must submit an MVR authorization form and be approved prior to transporting any students, faculty, or staff (see #1 for a timeline and where to obtain and submit the MVR authorization form).
3. No one under 20 years of age will be permitted to drive any University-owned or leased vehicle, or transport other students, faculty, or staff on University sanctioned or sponsored events.
4. As we have required the past several years, anyone wishing to drive a University-owned or leased van or shuttle must also complete and pass an online van safety course. The test is administered through the Security Office.
5. MVR reviews will be conducted at least once per academic year for anyone wishing to drive a University-owned or leased vehicle, or who wants to use their personal vehicle to transport students, faculty, or staff. (i.e.: Even if a driver is approved in the academic year 2021-2022, the person would need to complete a new MVR authorization form in order to drive in the academic year 2022-2023)

### **MVR Authorization Form Instructions**

Completely fill out the [MVR Authorization Form](#) and return it to Security through campus mail, by fax (309-556-3764), or by dropping it off at the Security building. Once they receive the completed form, you will be

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

If you will be driving one of the University 15 passenger shuttles, you will also need to complete a familiarization drive (after completion of the online training). To schedule the drive, please contact Security at 309-556-3034. Please have multiple times that you will be available to take the drive as it will be based on vehicle availability. Please do this as soon as possible.

<https://www.iwu.edu/campus-safety/UniversityVehicleDrivingPolicy.html>

## Room Reservation Guidelines

**General:** Rooms are available on a first-come, first-served basis, dependent on the availability of rooms and staffing. Once rooms are reserved, we cannot "bump" others out. The only exception to this rule is that in academic buildings, classes have priority. The University, in its sole discretion, may terminate a reservation at any time if the event is determined not in the best interests of the University and its mission. If there are minors, alcohol being served, or other situations outside of the normal event needs, you will need to contact the scheduler of the space and complete additional forms.

**Cancellations:** If your meeting or event is canceled, the scheduler must be notified so that the room will become available to another group. The calendar should also be updated.

**Insurance:** Special Events that may be of an unordinary nature may require special insurance, please check with the scheduler if there is a question.

**Restricted Uses:** Illinois Wesleyan University will strictly enforce the prohibition of the following activities:

- **Public Indecency.** No persons on University property shall commit an act of public indecency as defined in Illinois law, 720 ILCS 5/11-9.
- **Disorderly Conduct.** No person on University property shall commit disorderly conduct as defined in Illinois Law, 720 ILCS 5/26-1.
- **Gambling.** No person on University property shall gamble as defined in Illinois law, 720 ILCS 5-21-1, *et seq.*

- **Bodily Harm.** No person on University property shall inflict bodily harm as defined in Illinois law, 720 ILCS 5/12-1, *et seq.*

**Harassment and Intolerance:** Illinois Wesleyan University does not tolerate harassment based on racial, ethnic, gender, religion, or other hostility. Such harassment is intolerable to all members of the university community: faculty, staff, trustees, alumni, and students. The University will take appropriate disciplinary action against those found to have committed harassment, up to and including dismissal from the university. It is defined as verbal, written, or physical conduct which refers to race or which communicates slurs based on ethnicity, sexual or religious orientation, or disabilities and where such conduct has the purpose or effect of unreasonably interfering with an individual's academic, social or work-related participation in the Illinois Wesleyan Community. Harassment can include but is not limited to, hostile or intimidating verbal or written statements or symbols, or physical threats, or intimidating conduct that adversely affects the mental or emotional health of the individual or group. This definition of harassment specifically includes verbal acts, which are intended to insult or stigmatize an individual or group of individuals based on their race or color, ethnicity, sexual or religious orientation, or disability.

These protections are extended to prohibit harassment directed at the following groups or perceived groups:

gay • lesbian • transgender • bisexual • religion • ethnic group • disabled

Specific examples of harassment include, but are not limited, to the following:

- Using slurs
- Name-calling
- Creating derogatory graffiti
- Making offensive jokes
- Imitating stereotypes in speech or mannerisms
- Displaying cartoons of stereotypes

The University will consider as an aggravating factor in determining sanctions any violation of the law of this student code in which it can be shown that the accused intentionally selected the person or target of the violation based upon race, and therefore may impose harsher or additional sanctions and penalties.

A student should notify the Vice President of Student Affairs/Dean of Students' Office following an incident of harassment, etc. Upon meeting with the student, the Dean may complete an investigation and refer the incident to the All-University Judiciary Committee (AUJC).

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

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

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

**Catering:** All food and beverages for use on campus must be arranged through Sodexo Food Service. Please contact Lori Hemmer at (309) 556-3167 or at [lhemmer@sodexo.com](mailto:lhemmer@sodexo.com) for catering questions/orders. Alcoholic beverages must also be provided through Sodexo Food Service.

**Set-Up:** Technology must be requested in advance. Requests are filled on a first-come, first-served basis and may not be available upon request. Refer to the 25Live for the features of specific rooms.

**Making Reservations:** Reservations should be made using the 25Live system. To obtain a login ID and Password contact Courtney Turnbull or fill out this [student request form](#). The request will go to the appropriate scheduler depending on your choice of room. Requests made through 25Live must be done at least two business days in advance of the request to allow time for processing. Requests for technology needs should also be done at this time and should be completed a week in advance to coordinate with additional staff. You will receive a confirmation once the request is filled.

If you have a last-minute request, you may call the building scheduler to see if anything is available. If you need to make changes, call the scheduler and refer to the reference number on your confirmation report.

## **Contracting Performers and Entertainment for Campus Entertainment and Events**

### **Contracting Terms and Definitions**

*Contract:* A written performance agreement between an artist and the sponsoring organization that specifies the complete details and obligations of both the artist and the sponsor.

*Contract Rider or Addendum:* A separate written document prepared by either party to the contract and added to the original documents.

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

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

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

## GUIDE TO THE CONTRACTING PROCESS

1. **Contact the Director of Student Involvement before beginning any contracting activity.**
  - a. Confirm that your club/organization is an approved active RSO. All RSO's must renew their status as an active RSO each year at the beginning of the Fall Semester. Only approved active RSO's can reserve space for events and Student Senate will not approve the release of funds to your organization if it has not completed the annual process to maintain Active status.
  - b. The Office of Student Involvement is knowledgeable in contracts and working with performers and can be a valuable resource who can advise you through the contracting process.
2. **Establish clear goals and objectives.** Be clear about what exactly your organization is trying to accomplish. This will have an influence on what kind of performer you want to hire.
3. **Contact Student Senate about reviewing your group's budget and confirm how funds can be used.** More detailed information about applying for funds from Student Senate is contained further on in this handbook. Determine what your group can afford to spend and what your group can afford to risk by hiring a performer. Student Senate-sponsored events cannot charge for admission.
4. **Conduct research.** Check out what artists are available and touring in your area during the time you would like to present a program.
5. **Make contact.** Develop an honest, open, straightforward relationship with agents. The Director of Student Involvement can help you in this process.
6. **Review the performance facility.** If the date doesn't conflict with other scheduled events and you intend to make an offer to the artist, you need to immediately reserve the space/facility for the program using 25Live.
7. **Review major requirements of the artist.** Prior to making the formal offer, you need to make sure that you review with the agent all of the major requirements and expenses contained in the contract rider from the artist. You may agree with the agent to negotiate many of the items later in the process but it is at this point that the absolute non-negotiable items must be clearly spelled out. Again, do not hesitate to consult with the Director of Student Involvement if you have concerns or are unsure of the feasibility of some detail in the contract.
8. **Make the offer.** If you know the agent and have worked with the agency in the past, the verbal offer on the phone may be sufficient to start the formal process. For star attractions, however, you may be required to send a confirming facsimile, e-mail, or letter. You are now committed if the artist agrees to accept the offer.

9. **Make counteroffers and negotiate details.** Counteroffers may occur if the artist will not accept some of your conditions or if more money is demanded or if a different date will be acceptable. At that point, you may decide you cannot meet the new requirements and withdraw your offer or you may counter with a new proposal or offer. This process may take several days or weeks depending on the urgency of the artist or the purchaser to reach an agreement. You should maintain frequent contact with the agent and continually assess and reassess your willingness to wait for an answer.
10. **Review contract documents and change or delete unacceptable items.** Normally you will receive a packet containing the contracts, riders, and publicity in the mail or a call confirming that the artist has accepted the date.

Carefully read every clause and statement in the contract and riders and cross out any expectations and language that is unacceptable. All of your changes should be initialed and dated to clearly establish your position on the provisions.

CHECK EVERYTHING VERY CAREFULLY! Feel free to stop by the Office of Student Involvement to have the Director review the contract materials.

11. **Attach college rider (If applicable)**
12. **Ask for confirmation or wait for the return of contract documents.** Do not begin advertising or spending funds to promote the program unless you are under time constraints and need to begin that process.
13. **Arrange performance details.** Make the arrangements for all of the times specified in the contract. The technical details may require rentals and other specific arrangements. *(For events taking place in Hansen Student Center a list of available technical equipment is included in this manual.)* You should also make sure that hospitality, catering, and other advanced work are included in the tasks assigned to various committee members and staff.
14. **Execute the agreement.** On the day of the performance, you need to make sure that all of the details are arranged. The student tech crew, stagehands, electricians, and other required personnel need to be on hand ready to work as soon as the production company and staff arrive. By show time you may be exhausted but enjoy the show! Remember it isn't over until it's over, so also make sure that the artist is paid and load-out is completed. On the next day, you should follow up on any details and concerns with the agent.

## Ordering Things

Sometime throughout the year, your group will want to order a variety of things – food, balloons, prizes, etc. for use at your organizational functions. Here is the process:

1. Examine your organization's budget to determine what and how much you can afford to spend.

2. Contact the appropriate vendor to give and get the specifications of your order: size, price, etc. Or price out from wherever you are ordering to create an itemized list of what will be needed.
3. Attend a FAB Meeting to secure funding, once you've received approval from FAB and Student Senate you can then spend the money allotted. If you need a check or to use the Student Senate credit card, you will then need to follow up with the Student Senate Comptroller.
4. Place your order with the vendor, in person, via fax, online, or through the mail. Ideally, orders should be placed 30 days in advance to allow for problems and ensure on-time delivery.

## **Integrating Diversity Equity and Inclusion in RSOs**

The Office of Student Involvement strongly believes that integrating diversity, equity, and inclusion at every part of the student experience, creates an inclusive and welcoming environment for students to thrive. RSOs are no exception to this. By working with the Office of Diversity and Inclusion RSOs can actively seek out training, have RSO-specific training offered annually, and incorporate this integral work into their best practices as an organization.

Additionally, the Office of Student Involvement will conduct internal audits of existing RSOs constitutions, programs, and practices through an equity lens. RSOs exist to bring students together from a variety of backgrounds for a common interest and are not permitted to discriminate against others in their organizations or discriminate against other existing organizations.

Any RSO can request [Social Justice Training](#) through the Office of Diversity and Inclusion, these different trainings cover a variety of topics, from power and privilege, safe zone training, racial identity development, and more. We highly encourage attending these different pieces of training and any questions can be directed to the Office of Diversity and Inclusion at [student-diversity@iwu.edu](mailto:student-diversity@iwu.edu).

### **DISCRIMINATION CLAUSE**

Illinois Wesleyan University does not discriminate on the basis of age, race, religion, sex, sexual orientation including gender identity and expression, disability, or national origin in its admissions policies, educational programs, and activities, or employment policies. Inquiries regarding the non-discrimination policy should be directed to the Office of the President, Illinois Wesleyan University, P.O. Box 2900, Bloomington, IL 61702-2900.



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

Illinois Wesleyan University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. The Vice President for Business and Finance, the Vice President for Student Affairs/Dean of Students, and the Associate Provost for Academic Planning and Standards are designated by the University to coordinate all efforts to comply with Section 504 and its implementing regulation 34 C.F.R. Part 104 of the Rehabilitation Act of 1973. All questions should be directed to the University compliance coordinators indicated above.

The programs, policies, and regulations contained in this handbook are subject to change without prior notice, and the University specifically reserves the right to make whatever changes may be necessary at any time. It is the policy of Illinois Wesleyan, however, to give such notice of planned changes as will ensure adjustment without undue inconvenience. Toward this end, substantial changes are usually made effective only at the beginning of a term. Inquiries in regard to policy changes that are not published or which are pending should be addressed to the Office of the President.

<https://www.iwu.edu/judicial/handbook/StudentHandbookPolicies.html>

## **Anti-Hazing Policy**

Illinois Wesleyan University has a zero-tolerance policy for hazing. Hazing is defined as: "Any action taken or situation created, intentionally, whether on or off-campus premises, to produce mental or physical discomfort, intimidation, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: forced use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games or activities; deprivation of sleep; and any other inappropriate activities which are not consistent with the institutional mission and governing policies. Furthermore, the institution will treat the hazing action of even one member of a group as constituting hazing by the group."

Violations of the University Hazing Policy are considered serious offenses. Groups or individuals found responsible for hazing may result in sanctions of suspension or expulsion of the individual or organization from the university.

## **Responsibility**

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

### **Guidelines for Initiation**

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

### **Reporting**

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

<http://www.iwu.edu/judicial/handbook/StudentHandbookPolicies.shtml#hazing>