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# RSO HANDBOOK

## 2015–16

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Reasonable changes may be made to this document without notice.

Information describing any changes will be made available.

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# SALP INFORMATION

## MISSION STATEMENT

To enhance student learning and leadership development by engaging students in educationally purposeful and diverse co-curricular experiences.

## OFFICES

### **Student Activities and Leadership Programs Main Office**

223 Bernhard Center  
Kalamazoo, MI 49008-5356  
Phone: (269) 387-2115  
Fax: (269) 387-2185  
Website: [wmich.edu/activities](http://wmich.edu/activities)

### **Graduate Assistant Offices**

*Campus Programming, and Fraternity & Sorority Life Office*  
131 Bernhard Center

*RSO Development and Leadership Programs & Volunteer Services*  
G06 Bernhard Center

### **Resource and Graphic Design Center**

G06 Bernhard Center  
Kalamazoo, MI 49008-5356  
Phone: (269) 387-4889

### **Student Organization Center**

194 Bernhard Center  
Kalamazoo, MI 49008-5356  
Phone: (269) 387-2115

### **Faith and Spiritual Development**

Kanley Memorial Chapel  
Phone: (269) 387-2506  
Website: [wmich.edu/activities/kanley](http://wmich.edu/activities/kanley)

## PROFESSIONAL STAFF

Chris Sligh, Director: (269) 387-2115  
 Kate Bates, Associate Director for Leadership Programming & Volunteer Opportunities: (269) 387-2182  
 Position Vacant, Assistant Director for Fraternity & Sorority Life: (269) 387-2131  
 Brienne Rogers, Assistant Director for Campus Programming & RSO Development: (269) 387-2118  
 Terri Riemland, Office Coordinator: (269) 387-2119

## GRADUATE STAFF

Beth Brandon, Campus Programming: (269) 387-2547  
 Lauren Behmlander, Registered Student Organization Development Advisor: (269) 387-2476  
 Emily Nacy, Fraternity and Sorority Life: (269) 387-2138  
 Adrienne Clabin, Fraternity and Sorority Life: (269) 387-2475  
 Emily Briggs, Leadership Programming & Volunteer Opportunities: (269) 387-2565

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# RSO REGISTRATION

## OVERVIEW

Currently enrolled Western Michigan University students come together to form registered student organizations (RSOs) around common interests. An RSO must include a **minimum of four (4)** but some consist of more than 200 students. SALP staff members engage students in learning and personal development by advising, not supervising student organizations. SALP recognizes over 400 RSOs at WMU.

## OFFICIAL RECOGNITION BY THE UNIVERSITY

The University will officially recognize student organizations and agencies that meet the below criteria. However, such recognition does not imply that Western Michigan University is liable for the actions of an organization because of its association with the University. Furthermore, the student organization agrees to assume responsibility and indemnify and hold harmless Western Michigan University, its trustees, employees, and agents for any and all liability which may result from actions conducted on or off campus, including, but not limited to judgment costs, attorney's fees, discovery costs, or other expenditures.

In the event that an RSO engages in behavior or sponsors an event or an activity which, in the judgment of the university, is adverse to the best interests of the university, the university may intervene and take appropriate corrective action. In such event, the university will, to the extent practicable, work with the RSO to minimize disruption and to provide guidance on appropriate RSO behaviors and activities.

Organizations that promote and/or involve drugs, alcohol, and/or intentional discrimination of any group will not be approved by or recognized through SALP. Also, any organization having goals or objectives that do not support the mission of SALP and the university will not be approved.

The purpose of registering student organizations is to give them access to University facilities and to provide opportunities and resources for development. These resources include an RSO Graduate Assistant whose primary role is to assist and support RSOs and can be reached at (269) 387-2476.

## RSO GOOD & PROPER CONDUCT POLICY

Registered Student Organizations are expected to abide by all SALP and University policies and procedures as well as federal, state, and local laws. A statement of compliance must be included in each organization's constitution or charter.

Further, all RSOs approved by or recognized through SALP acknowledge and agree to uphold the organization's commitment to good and proper conduct.

Poor conduct includes but is not limited to financial debt, use or possession of alcohol or drugs, dishonesty (furnishing false information, forgery, acting as an agent of the university without authorization), unauthorized posting, and violations of the law and university policies.

## RSO CLASSIFICATIONS

Academic	Honorary	Special Interest
Cultural-International	Media	Sports & Recreation
Faith/Spiritual	Political & Social Action	Student Government
Fine & Performing Arts	Service-based	
Fraternity	Sorority	

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## REGISTRATION REQUIREMENTS

To become a Registered Student Organization recognized by Western Michigan University, all student groups must complete the following steps:

- 1) Register (or re-register) on the ExperienceWMU website. **A minimum of 4 members with [wmich.edu](mailto:wmich.edu) email addresses** must be listed before the organization can be approved. Students who are listed as members or officers of an organization must be currently enrolled WMU students, should be in good academic and disciplinary standing with the University, and should meet the criteria stated in the organization's charter or constitution.
- 2) A current constitution or charter that includes (a sample constitution may be obtained from the from our website [wmich.edu/activities/rso/docs/sample\\_constitution.pdf](http://wmich.edu/activities/rso/docs/sample_constitution.pdf))
  - The organization's name
  - The organization's purpose
  - Finances section (see Article IV of the sample constitution)
  - Statement of compliance with all SALP and University policies, procedures, and practices, and all local, state, and federal laws
  - Nondiscrimination statement modeled on the University's nondiscrimination policy [wmich.edu/oie](http://wmich.edu/oie) (see Article II Section B. of sample constitution)
- 3) All NEW RSOs AND ALL RSOS WHO WISH TO RECEIVE ALLOCATIONS FUNDING must have their Treasurer AND President attend one of the following RSO Orientations. You can find the listing of RSO orientation dates, here: [wmich.edu/activities/rso/](http://wmich.edu/activities/rso/). To sign your RSO up for an RSO orientation please contact Terri Riemland at (269) 387-2119.
- 4) New groups can register at any time during the year.

## ANNUAL REGISTRATION PROCESS

[wmich.collegiatelink.net](http://wmich.collegiatelink.net)

SALP requires all existing RSOs to register their group using the online ExperienceWMU program on an annual basis starting in August with a deadline of the first Friday in October. In order to be recognized by the University, all student groups must complete the annual registration process. The step-by-step registration process is also found in *Appendix A*. This year's registration will open on April 7, 2015 and will close on September 10, 2015.

# RSO PRIVILEGES

Once your organization meets the basic registration requirements (including good standing with the University) and attends an Orientation meeting (if required), it will be granted active status. Active status will allow your organization to take advantage of the privileges granted to Registered Student Organizations.

## EXPERIENCEWMU DATABASE

ExperienceWMU also has a database that allows students and others to explore registered organizations and learn how to contact them. ExperienceWMU can also be used as a way to create surveys, other forms, and election ballots for organizations, while also providing the opportunity to create and advertise campus events.

## CAMPUS MAILBOXES

RSOs can apply for mailbox space in the Student Organization Center (SOC). There are not enough spaces for each RSO to have a mailbox. If mail accumulates and the organization does not respond to requests for mail pickup, SALP reserves the right to return all mail to the original sender or dispose of documents at the conclusion of the semester. Organizations may use another on-campus address; however SALP will not forward mail to other locations on campus.

## DISPLAY CASES

RSOs can reserve display cases in the Bernhard Center to promote their RSO. Policies and procedures for reserving display cases can be found at [wmich.edu/activities/administrative/displaycases.html](http://wmich.edu/activities/administrative/displaycases.html)

## SOLICITATION TABLES

RSOs can use solicitation tables in the Bronco Mall area of the Bernhard Center to promote their RSO. Policies and procedures for reserving solicitation tables can be found at [wmich.edu/activities/administrative/tables.html](http://wmich.edu/activities/administrative/tables.html)

## TABLE TENTS

RSOs can purchase a month long advertisement space to be placed on the paper table tents that are

located in some of the dining halls on campus. Policies and procedures for purchasing a space can be found at [wmich.edu/activities/administrative/tabletents.html](http://wmich.edu/activities/administrative/tabletents.html)

## RSO DESIGNS

RSO Designs is a graphic service available to all active registered student organizations on campus. RSO Designs will create flyers, brochures, business cards, buttons, and more free of charge with the requirement that printing is done within the office. Additionally, RSO Designs can create a logo or t-shirt design for your organization for a \$25.00 fee. For more information, visit [wmich.edu/activities/rso/rsodesigns/index.html](http://wmich.edu/activities/rso/rsodesigns/index.html)

## BRONCO-NET E-MAIL AND WEB SITE ACCOUNT

RSOs can request a BroncoNet e-mail and web site account. Policies and rules governing the use of the BroncoNet account can be found at [wmich.edu/oit/policies](http://wmich.edu/oit/policies). To request a BroncoNet account, email the RSO Advisor ([salp-rsodevelopment@wmich.edu](mailto:salp-rsodevelopment@wmich.edu)) with the following information: RSO name, requestor name, requestor email, and your desired directory name.

## POSITION IN CAMPUS ACTIVITIES BOARD

All RSOs are granted one voting membership in Campus Activities Board (CAB), providing they meet membership requirements and have a letter of verification from the RSO's President. See the CAB website for more information at [wmich.edu/cab](http://wmich.edu/cab).

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## POSITION IN WESTERN STUDENT ASSOCIATION

Every organization has the option to participate in campus issues via the Western Student Association (WSA). All organizations are granted one position in the WSA Senate. See the WSA website for more information: [westernstudentassociation.org](http://westernstudentassociation.org).

## MEDIATION AND CONFLICT RESOLUTION SERVICES

Periodically, RSOs have an internal issue that may need mediation from an unbiased, outside entity. SALP has trained professionals who can assist an organization in achieving a resolution diplomatically. However, SALP will not intervene unless asked by all parties to enter as a mediator. To set up a meeting please contact the RSO Advisor at [salp-rsodevelopment@wmich.edu](mailto:salp-rsodevelopment@wmich.edu).

## ROOM RESERVATIONS

### ACADEMIC BUILDINGS

Academic buildings may be available for use by organizations on a first-come, first-served basis. Reservation policies and procedures may vary depending on the individual building. For more information on how to reserve space in academic buildings, please go to

[wmich.edu/studentcenter/reservation/academic-rso.php](http://wmich.edu/studentcenter/reservation/academic-rso.php)

### BERNHARD CENTER

There are 23 meeting rooms available for conferences, banquets, and meetings for all [Registered Student Organizations](#) (RSOs), University departments, professional organizations and the community. Specific policies and procedures on how to reserve a room in the Bernhard Center can be found here [wmich.edu/studentcenter/policies/rso.html](http://wmich.edu/studentcenter/policies/rso.html).

### KIVA ROOM

The Kiva Room is an all-purpose meeting room in the lower level of the Faunce Student Services Building. All RSOs will be charged for any cleaning costs incurred during their time spent in the Kiva Room. Reservation requests are made online at [wmich.edu/studentcenter/reservation/kiva-request.php](http://wmich.edu/studentcenter/reservation/kiva-request.php)

### MULTICULTURAL CENTER

The Multicultural Center (MCC) at Western Michigan University provides the University student population with spaces for study, meetings, projects, and conversation. The MCC is located in the Adrian Trimpe Building on campus. For reservations, see the Office of Diversity Inclusion website at

[wmich.edu/diversity/center](http://wmich.edu/diversity/center)

### RESIDENCE HALLS

Residence hall spaces are not open to the public. Lounge and meeting room space is intended for use by residents of the hall only. Resident requests for space are fielded by Hall Directors.

- Residents can host a group/organizational meeting in the halls, but not on a regular basis. If the event the resident is hosting is a recruitment meeting, the HD should review posting and soliciting policies with the resident.
- Internal (created by residence hall students) faith-based study groups that meet on a weekly basis can be approved.

For more questions about this policy, please contact Laura Darrah, Assistant Director of Residence Life at [laura.darrah@wmich.edu](mailto:laura.darrah@wmich.edu) or (269) 387-4463.

## RESERVING OUTDOOR SPACE

Reserving outdoor space is done through the Bernhard Center main office and the procedures on how to reserve outdoor space can be found at [wmich.edu/studentcenter/reservation/outdoor.php](http://wmich.edu/studentcenter/reservation/outdoor.php). For a list of policies regarding the use of outdoor space, please see page 14 of this handbook.

### OUTDOOR SPACE LOCATIONS

- Goldsworth Valley Pond (Gazebo included)

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- The Fountain Plaza (Approval from Miller, Dalton, and Shaw staff may be requested)
- The Pavilion
- Sun-Dial Area
- The Promenade (Flags)
- Amphitheater
- Grass Area in front of the Bernhard Center (Approval from Bernhard Center staff may be requested)
- Faunce Student Services Building Courtyard
- Outdoor Field Areas: A field permit is required for use of outdoor University Recreation grass spaces. Contact the Business Operations desk at the Student Recreation Center for information.

## RSO FINANCIAL SUPPORT

### STUDENT ASSESSMENT FEE ALLOCATION BODIES

#### Western Student Association Allocation Committee (WSAAC)

The Western Student Association Allocation Committee (WSAAC) is a standing committee of the Western Student Association, with the primary function of allocating a portion of the funds collected through the Student Assessment Fee. During the fall and spring semesters, WSAAC distributes guidelines and procedures about applying for available funds.

In order to be eligible for WSAAC funding, each organization must meet the following minimal requirements:

- Be registered and in good standing with SALP.
- Be active at least eight weeks prior to submitting a budget request.
- Be debt free with the University.
- Have a RSO representative attend the RSO Finance Workshop presented by SALP.

Contact WSAAC at 387-2125, [wsaac-chair@wmich.edu](mailto:wsaac-chair@wmich.edu), or visit their website at [westernstudentassociation.org/funding/](http://westernstudentassociation.org/funding/)

**Graduate Student Association (GSA/GFAC)**

The Graduate Student Association (GSA) is a committee of and for graduate students at WMU. GFAC is the Graduate Financial Allocation Committee, a standing sub-committee of GSA. GFAC is charged with the allocation of Student Activity Fee funds to primarily graduate Registered Student Organizations (RSOs).

In order to be eligible for GFAC funding, each organization must meet the following minimal requirements:

- Be registered and in good standing with SALP.
- Have at least one RSO representative present at the GFAC meeting to present the request in person and answer any questions from GFAC (**required**).
- Have a RSO representative attend the RSO Finance Workshop presented by SALP.

Contact GSA at (269) 387-8207, visit their website for complete funding rules and responsibilities: [wmich.edu/gsa](http://wmich.edu/gsa) or stop by the monthly meetings, which are held every 2<sup>nd</sup> Friday of each month at 3pm.

**Sports Club Council (SCC)**

The Sports Club Council is a resource center for all club sports at Western Michigan University. SCC is committed to promoting sports clubs at WMU by providing resources and support to help ensure the growth of club sports at our university.

For complete funding rules and responsibilities, contact the SCC at (269) 387-3772 or [wmich.edu/rec/sportsclubs](http://wmich.edu/rec/sportsclubs).

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**STUDENT SUSTAINABILITY FEE FUNDING****Student Sustainability Grant Allocations Committee (SSG-AC)**

The Student Sustainability Grant Allocations Committee (SSG-AC) is an all-student grant review committee for the Student Sustainability Grant (SSG). SSG-AC supports sustainability initiatives. The SSG-AC holds deliberations once per semester, both during the spring and fall semesters.

All applications and more details for SSG-AC funding can be found on [wmich.edu/sustainability](http://wmich.edu/sustainability).

In order to be eligible for SSG-AC funding, each RSO must meet the following minimal requirements:

- Be registered and in good standing with SALP.
- Be debt free with the University.
- The primary author on each proposal and RSO representative must attend the RSO Financial Workshop presented by SALP.

Contact the SSG-AC at (269) 387-0941, [wmu-sustainability@wmich.edu](mailto:wmu-sustainability@wmich.edu), or visit their website: [wmich.edu/sustainability](http://wmich.edu/sustainability).

**RSO RECOGNITION****BRONCO SPOTLIGHT**

**Bronco Spotlights are a way for you to recognize student leaders and RSOs on WMU's campus for outstanding work over the past month. Nominations are due on ExperienceWMU on the first of each month (ex. Nominations for the month of September are due on October 1<sup>st</sup>). Bronco Spotlight winners are displayed in the SOC, and include the following categories:**

**Student Leader of the Month**

- Describe how the student's efforts are a significant factor to his/her organization's success (e.g. attendance at meeting and events, etc.).
- Describe how the student is developing his/her own leadership skills (e.g. attendance at leadership retreats/conferences/summits/seminars, etc.)

**RSO/Agency of the Month**

- Sponsored or co-sponsored an even that benefited a large portion of the campus community.
- Participated in or offered leadership development opportunities.
- Welcomed all students and demonstrated an appreciation for diversity.

**Outstanding Student Volunteer of the Month**

- Volunteered in at least (1) community service event in the non-profit and/or WMU community during the past month.
- Agency for which the student volunteered was positively benefited by the hours of service.
- Service hours logged on ExperienceWMU.

**RSO Most Committed to Service of the Month**

- Volunteered in at least (1) community service even in the nonprofit and/or in the WMU community during both the fall and spring semesters.
- Agency for which the RSO/Agency volunteered positively benefited from the organization's contributions.
- Service hours logged on ExperienceWMU.

**RSO Advisor of the Month**

- Describe how your advisor's efforts are a significant factor in your organization's success (e.g. attendance at meetings and events, acts as a liaison, etc.).
- Describe how your advisor demonstrates interest in your growth as a leader/member (e.g. accessibility, approachability, reliability, positive reinforcement, etc.).

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**RSO Event of the Month**

- Description of event that occurred.
- Discuss the impact of this event on the members of the RSO and the WMU community.

**GOLDEN BRONCOS**

While RSOs are recognized every month, Golden Broncos are a way to recognize your RSO, or specific student leaders for a year of outstanding accomplishment and achievement. Nominations can be submitted through ExperienceWMU during the spring semester; you will receive an e-mail notification when the form becomes available. Golden Broncos are presented in the following categories:

- Agency Anniversary Achievement
- RSO Milestone Event
- 5 Star RSO/Agency
- Scholarly Student Leaders
- Best RSO Website
- Outstanding Student for Community Involvement
- Outstanding Organization for Community Involvement (Fewer than 20 Members)
- Outstanding Organization for Community Involvement (20 Members or More)
- RSO Committed to Diversity
- First Year Student Leader of the Year
- Advisor of the Year
- Best New RSO
- Agency of the Year
- RSO of the Year (Fewer than 20 Members)
- RSO of the Year (20 Members or More)
- Student Leader of the Year

# SOC OFFICE SPACES

## OVERVIEW

Office space in the Student Organization Center is a privilege provided to RSOs and Agencies. Due to limited space, RSOs and Agencies must apply annually for office space. Student Activities and Leadership Programs (SALP) is responsible for assigning and monitoring RSO and Agency office space and enforcing the provisions of this policy. Student organizations and agencies allocated office space are responsible for adhering to the guidelines set forth in this policy.

## OFFICE SPACE PROCEDURES

### ELIGIBILITY

To be eligible to apply for office space, RSOs and Agencies must be registered and in good standing with SALP and the University. In addition, the RSO or Agency must have been active for at least one year prior to applying for office space.

### APPLICATION PROCESS

1. RSOs must apply annually for office space. Applications received after the deadline will only be considered if there is more available space than applications.
2. Applications will be kept on file for one (1) year in the event office space becomes available.
3. Applications will be reviewed by SALP considering the following criteria:
  - a) The RSO or Agency is registered and in good standing with SALP.

- b) The RSO or Agency demonstrates a need for office space.
- c) The RSO or Agency demonstrates a high level of involvement in the WMU community *or* provides a critical support function for WMU students.
- d) If the RSO or Agency has had prior office space, past performance will be considered.

Note: Because of the limited amount of office space, applicants may be asked to share space with another student organization. Student organizations that agree to share office space or submit a joint request will receive priority consideration. Due to the nature and scope of their governing and coordinating responsibilities, agencies will be given first consideration for office space.

#### **ALLOCATION PROCESS**

1. RSOs and Agencies will be notified in April whether or not they have been allocated office space.
2. A designated official of the RSO or Agency is required to sign an office space agreement/contract before the RSO or Agency can take possession of the office space.
3. RSOs and Agencies may take possession of allocated office space beginning one week prior to the start of the fall semester.
4. Neither painting nor structural changes to the office space are permitted. A fine may be assessed to any RSO or Agency that paints or makes structural changes to their office space.

#### **OFFICE OCCUPANCY PROCEDURE**

1. RSOs will be required to sign an office inventory that includes any maintenance concerns prior to moving into the office space.
2. RSOs will receive one key to their assigned office space and/or storage locker at no charge.
3. Additional keys may be ordered at a cost of \$5 per key.
4. Any individual receiving a key must provide the RSO Development Advisor with his or her name, phone number, and signature before the key can be issued.
5. If a key changes hand for any reason (officer transition, graduation, etc.), the new key holder must notify the RSO Development Advisor (salp-rsodevelopment@wmich.edu) of the change to avoid a fine.

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6. Any keys that are not returned may result in fines being posted to the student accounts of those concerned. These fines may prevent students from applying for graduation or registering for classes.
7. If an RSO is moving offices, all keys from the previous office must be returned before keys to the new office will be issued.
8. Questions regarding the key process should be directed to SALP at (269) 387-2476.
9. For convenience, after hours and weekend access to RSO and Agency office space is available. Such access may at times be restricted due to business necessity as determined by the University.

#### **VACATING OFFICE SPACE**

1. All RSOs and Agencies are required to vacate office space by the date set by the RSO Development Advisor unless the organization is allocated the same office space for the following year.
2. RSOs and Agencies may be charged for any structural changes or damage that requires repair.
3. All keys must be returned to SALP within five (5) business days of vacating the office space.
4. Organizations with office phones are responsible for contacting the Office of Information Technology to discontinue their phone service.

#### **REGULATION**

RSOs and Agencies with office space are responsible for meeting all requirements. SALP is responsible for monitoring compliance with office space requirements.

1. For any violation of the office space agreement, the RSO or Agency will be issued a written warning notification.

2. Three (3) warnings will constitute a violation of policy and the RSO or Agency will be subject to conference proceedings.
3. RSO and Agency office space is a privilege, which may be revoked as part of a disciplinary sanction for any policy violation. If an RSO or Agency loses their office space due to a disciplinary sanction, it is required to vacate within 48 hours.
4. An RSO or Agency that is required to vacate office space will not be eligible to apply for office space until one full year after removal.

## OFFICE EQUIPMENT

Office spaces may be equipped with the following:

1. A telephone jack (If you want to have phone services, you must contact the Office of Information Technology and they will bill your RSO monthly.)
2. Furniture consisting of a desk and a chair (Up to two additional chairs will be provided if available.)
3. Some offices may contain additional furniture.

## OFFICE SPACE POLICIES

All RSOs and members of those organizations are expected to maintain a level of reasonable behavior while occupying the Student Organization Center. Violations of the policies below will be documented.

### REQUIREMENTS

1. RSOs and Agencies allocated office space must register with SALP during the designated RSO registration period at the start of the fall semester. Failure to register with SALP within this period will result in forfeiture of the allocated office space.
2. RSOs and Agencies are required to maintain at least fifteen (15) open office hours per week. Of those hours, a minimum of eight (8) hours must be held during University business hours (8 a.m. to 5 p.m.) and must be distributed over a minimum of three (3) days.
3. Office hours must be posted on the office door no later than two (2) weeks after the beginning of each semester (or after the RSO or Agency takes possession of the office space).
4. Officer and contact information must be posted on the office door no later than two (2) weeks after the beginning of each semester (or after the RSO or Agency takes possession of the office space).

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5. Office space is to be used for RSO or Agency business purposes only.

### OFFICE MAINTENANCE

Prior to occupancy, SALP will record the condition and types of office equipment present and will determine if the office space requires maintenance or if equipment needs repair or replacement.

Neither painting nor structural changes to the office space are permitted. Prior to vacating, SALP will inspect the quantity and quality of equipment present. The RSO or agency will be held financially responsible for the expense of repairs due to structural changes, damage, or excessive use.

### POSTING POLICY

Flyers and other notices should be posted in designated areas only, including those spaces allocated and associated with the RSO's office space. General boards are available for RSO use. Tacks and staples should be used to post materials. Cubicle walls are not weight-bearing and only paper should be hung on or from them. White boards can be freely used for brainstorming or announcing important information, but profanity and obscene language is prohibited.

### KITCHEN POLICY

Students who use the SOC kitchen are expected to clean up after themselves, including doing dishes and keeping trash in the provided trash bin.

### CONFERENCE ROOM POLICY

The Student Organization Center conference room is available for RSO and department meetings. The

room must be reserved through the SOC front desk staff. Persons using the conference room are responsible for the safety and proper use of the technology in the conference room, as well as cleanliness of all furniture and white board wall. Certain equipment may need to be requested from the front desk staff (i.e. remote controls, access to DVD player, etc.)

#### **FIRE SAFETY**

In an attempt to provide an environment free of fire hazards for faculty, staff, students, and visitors, the following rules shall apply to RSO offices:

1. Decorations of any type shall be of such materials that they will not continue to burn or glow after being subjected to the flame of an ordinary match.
2. Electrical devices must bear the Underwriters Laboratories (UL) label and be in good repair and condition.
3. Decorations, displays, etc. shall be located so they will not obstruct doors or windows.
4. Harmful objects or materials (toxic, flammable, etc.) shall not be used as decorations or stored in RSO offices. Examples of unacceptable materials include: natural Christmas trees or branches unless treated with a flame retardant material, cotton batting or cotton balls, ordinary untreated crepe paper, tissue paper, fabrics, exposed electrical current, light bulbs in contact with decorations, fast burning plastic materials, candles, incense, gas or liquid-fuel lanterns, loose or baled hay, corn stalks, and leaves.

#### **VIOLATIONS**

SALP will monitor adherence to these policies and all requirements. The designated primary contact for the RSO or Agency will be notified of violations.

#### **REMOVAL**

A RSO or Agency may be removed from their allocated office space if (1) they are in violation of the requirements for office space holders as detailed in this policy or (2) they are determined to be responsible for a violation of SALP or University policies or procedures or local, state, or federal laws.

# **POLICIES & PROCEDURES**

A student who chooses to enroll at Western Michigan University assumes the obligation for conduct that is compatible with the University's mission as an educational institution. While students have the privilege to enroll at the institution of their choice, choosing to enroll at Western Michigan University requires a student to become aware of, and abide by, the behavior standards of the University.

Ignorance of acceptable boundaries of student behavior as contained in the RSO Handbook and/or Student Code is not a basis for excusing inappropriate behavior.

SALP has the official role of recognizing student organizations at WMU. Members of RSOs must adhere to all current University and SALP policies and procedures and all those developed in the future.

## **ADVERTISING POLICIES**

### **CHALKING POLICY**

For WMU purposes, "chalking" is defined as a temporary and nondestructive activity on most outdoor

horizontal surfaces. Additional guidelines are cited below:

1. Use only “environmentally friendly” (nontoxic) hand-held stick chalk. No spray chalk is permitted.
2. The RSO’s name must appear within all chalk messages.
3. Chalk must not leave a color residue after general exposure to the natural elements (i.e., rain, snow, etc.).
4. Chalking must be at least 20 feet away from entrances and exits of all buildings in order to protect carpeting.
5. Chalking must be limited to horizontal surfaces (mainly sidewalks) where the natural elements have full exposure. No chalking in tunneled areas, under tents, on buildings, under building overhangs, etc. is permitted.
6. Chalking is not permitted on any vertical surfaces, steps, buildings, sculptures, etc.
7. Violators will be subject to full restitution in accordance with the Student Code, Article IV, Section B, 17 (“Unauthorized use/destruction/defacing of property”).

## ROCK PAINTING POLICY

The rocks between Goldsworth Valley Pond and Gilkison Avenue have been designated for painting by Registered Student Organizations on campus. No other painting of any sort is permitted on any University property. Violators will be subject to full restitution in accordance with the Student Code Article IV, Section B, 17 (“Unauthorized use/destruction/defacing of property”). Guidelines for painting the rocks:

1. Painting the rocks is on a first-come, first-use basis. All organizations have equal access to the rocks.
2. Clubs and organizations may not cover or “guard” the rocks after painting them and thus may not prevent other organizations from painting over their work.

## FLYER/POSTER POSTING GUIDELINES

- (a) **General Statement of Policy.** After first obtaining permission from the Student Activities and Leadership Programs Office (“SALP”). Students, RSOs, and members of the community may post flyers or posters of up to 14” x 22” on kiosks, and under certain circumstances on bulletin boards in academic buildings, and may chalk on WMU sidewalks, subject to this policy. SALP will date stamp the flyer or poster. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement “SAF Funded” on all publicity documents. Failure to do this may result in subsequent loss of funding.
- (b) **Flyers.** Students, RSOs, and members of the community may leaflet or otherwise hand out flyers or other printed material in areas generally available to students and the community. No advance

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permission is required for any such dissemination of printed materials. No person shall be forced to accept distributed materials.

- (c) **Prohibited expression and means of expression.** No flyer or poster shall be posted that utilizes one of the following prohibited expressions or means of expression:
- (i) **Disruption.** Flyers and posters may not be used, posted, or handed out in such a manner as to disrupt or interfere with WMU’s educational mission, including teaching, research, administration, and other authorized campus activities, or with free and unimpeded flow of vehicular or pedestrian traffic.
  - (ii) **Property Damage.** No flyer or poster may be used or displayed in a way that damages or defaces WMU property or the property of any person who has not authorized the speaker to deface his or her property.
  - (iii) **Improper Posting.** Postings are not permitted on any trees, buildings, walls, doors, windows, utility poles, wires, fire hydrants, parking meters, light poles, trashcans, public

signs, or any other structure or natural feature not specifically identified for posting purposes on campus. Violators will be charged full restitution for costs to remove such literature from the unwarranted areas.

- (iv) **Incitement.** No person shall make, distribute, or display on the campus any statements directed to inciting or producing imminent violations of local, state or federal law or ordinance under circumstances such that the statements are likely to actually and imminently incite or produce violations of law or ordinance.
- (d) **Size and quantity.** Posters or flyers must not exceed 14" by 22." No more than two posters per event/activity may be placed per kiosk or bulletin board.
- (e) **Flyers and posters on kiosks.** WMU students, faculty, administrators and RSOs may post signs on kiosks. Posts made on kiosks must be taped. Individuals may not post on kiosks any sign advertising goods or services for sale. SALP will date stamp the flyer or poster. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement "SAF Funded" on all publicity documents. Failure to do this may result in subsequent loss of funding.
- (f) **Flyers and posters on bulletin boards in buildings.** Bulletin boards in academic and other buildings not specified in subsections (j), (k) or (l) below are nonpublic posting spaces curated by the Student Activities and Leadership Programs (SALP) Office. To post flyers or posters on approved bulletin boards in the academic buildings and other buildings, flyers must be approved by SALP, pursuant to the following guidelines:
  - (i) **Identification of posting entity.** The flyer or poster must contain the full name of the sponsoring organization, date, time, and anticipated location.
  - (ii) **Time for approval.** All literature must be received by the SALP office five (5) business days prior to the event/program taking place. Please allow two (2) business days for the approval process to take place.
  - (iii) **"SAF Funded" notice.** Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement "SAF Funded" on all publicity documents. Failure to do this may result in subsequent loss of funding.
  - (iv) **Placement.** It is prohibited to post literature over other validly placed flyers or posters.
  - (v) **Method of posting.** Postings may be tacked or stapled on bulletin boards. Other methods of affixing postings or types of adhesives are not permitted.

- (g) **No posting areas.** Postings are not permitted on any trees, buildings, walls, doors, windows, telephone poles, wires, fire hydrants, parking meters, light poles, vehicles, trashcans, public signs, or any other structure or natural feature not specifically identified for posting purposes on campus. All violators will be charged full restitution for the cost to remove such literature from the unwarranted areas.
- (h) **Removal.** All flyers or posters placed in accordance with this policy must be removed no later than seven (7) days after the related event has ended. If there is no related event, all flyers and posters placed in accordance with this policy must be removed within fourteen (14) days of posting.
- (i) **Penalty for violation.** If any material is posted in violation of this policy, the material will be removed and restitution for the cost of labor will be charged to the organization. Repeated violations of this policy may result in loss of posting privileges or loss of student group status.

- (j) **Bernhard Center.** Flyers or posters to be posted in the Bernhard Center must first be approved by SALP. Copies of the posting should be delivered to the SALP Office, as described in paragraph (d) and its subparts. SALP will date stamp the flyer or poster. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement "SAF Funded" on all publicity documents. Failure to do this may result in subsequent loss of funding.
- (k) **Student Recreation Center.** Flyers or posters to be posted in the Student Recreation Center ("SRC") must be approved by SALP prior to being submitted to University Recreation. A maximum of 12 copies of promotional materials may be submitted for posting. The SRC also has a display case available for a weekly fee of \$5. For more information, please contact Cindy VanderWoude at (269) 387-3115. SALP will date stamp the flyer or poster. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement "SAF Funded" on all publicity documents. Failure to do this may result in subsequent loss of funding.
- (l) **Residence Hall Posting Guidelines.** Organizations wishing to advertise in the residence halls must have all flyers stamped "Approved" by the Office of Residence Life. An original flyer should be brought to the Residence Life office, located in the Faunce Student Services Building, to be approved for distribution. Copies of approved flyers are to be returned to the Office of Residence Life, and Residence Life staff will post them in the halls. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement "SAF Funded" on all publicity documents. Failure to do this may result in subsequent loss of funding.
- (m) **Chalking.** Chalking on WMU property is permitted only as follows:
- (i) Chalking is permitted only on sidewalks of WMU grounds that are exposed to weather and not covered by a roof or overhang.
  - (ii) Materials used to mark sidewalks must be water soluble, environmentally friendly, non-toxic stick chalk. The use of markers, paints, oil-based products, spray chalk, or other types of markers or liquids, is prohibited.
  - (iii) Sponsoring organization's name must appear within each chalk message.
  - (iv) Chalking must be at least 20 feet from entrances and exits of all buildings to protect interior carpet.
  - (v) Chalking is prohibited on other surfaces, including roadways, buildings, steps, seating walls, benches, planters, tables, signs, poles, columns, trash and recycling receptacles, trees, tunneled areas, under tents, and other surfaces and structures and fixtures.
- (n) **Prohibited claims.** Individuals and organizations may not in any way represent that their activities, including flyers and posters, are endorsed, sponsored or sanctioned by WMU without the express written consent of the Vice President for Business and Finance or Vice President for Student Affairs.

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- (o) **No indemnification or redress.** Individuals, groups and organizations are solely responsible for their expressive and other activities on or off campus. Any individual, group or organization participating in or conducting activities not under the written auspices of WMU does so voluntarily and at its own risk, with no right to seek indemnification or other redress from WMU for the consequences of its actions.
- (p) **Appeal.** A person or RSO that disagrees with a flyer/poster decision may appeal the decision to the Vice President for Business and Finance and Vice President for Student Affairs by providing written notice to the Vice President for Business and finance or the Vice President for Student Affairs on or before the third (3<sup>rd</sup>) business day when WMU is in session after the date the person or RSO is notified of the decision being appealed. The notice of appeal must contain the person or RSO's name and address, a brief description of the decision being appealed, the person or RSO's

reason for appealing, and the date the person or RSO received notification of the decision being appealed. When timely notice of appeal is received, the appealing party shall have an opportunity to meet with the Vice President for Business and Finance and Vice President for Student Affairs, or their representatives, prior to receiving a decision on the appeal. The appealing party shall be notified of the date and time of the meeting at least one (1) business day in advance. The University will consider appeals promptly and issue a decision within two (2) business days from the meeting with the appealing party.

## PROGRAMMING POLICIES

### RSO PHILANTHROPIC ACTIVITIES

RSOs interested in organizing philanthropic donations (i.e., food drives, clothing collections, Toys for Tots, etc) must work directly with the coordinators of the building(s) in which donation bins will be placed. RSOs must comply with all policies and guidelines set forth by the building(s)' coordinator(s). Contact information can be found by clicking on the building name at [www.fm.wmich.edu/ap/bldg/buildings.pl](http://www.fm.wmich.edu/ap/bldg/buildings.pl).

### SCREENING OF COPYRIGHTED MOVIES ON CAMPUS

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a video tape or DVD carries with it the right to show the movie outside the home. The **only** exception to this law is when the movie is shown for educational/instructional purposes, typically in a classroom setting. Non-classroom use of the film (i.e., entertainment) at schools and universities require a public performance license. This legal requirement applies regardless of whether an admission fee is charged. Permission must be obtained from the film's distributor, who holds the rights to the film.

Securing permission for showing a film is relatively easy. Most mainstream films that are distributed for non-commercial use come from one of two main distributors:

**SWANK Motional Pictures, Inc**  
[www.swank.com](http://www.swank.com)  
 1-800-876-5577

**Criterion**  
[www.criterionpic.com](http://www.criterionpic.com)  
 1-800-890-9494

All questions for film screenings on campus can be directed to the Student Activities and Leadership Programs Office at (269) 387-2115 or the Office of University Relations at (269) 387-8400.

### BALL AND DANCE GUIDELINES

Western Michigan University has established ball and dance guidelines in order to provide Registered Student Organizations, University departments and other organizations with the information they need in order to plan and implement positive, successful balls and dances on the campus of Western Michigan University. All departments and other entities that sponsor dances for students are governed by these

guidelines. The full guidelines, including a helpful planning checklist, can be found online at [http://www.rso.wmich.edu/PDFs/ball\\_dance\\_guidelines2011.pdf](http://www.rso.wmich.edu/PDFs/ball_dance_guidelines2011.pdf).

### POLITICAL ACTIVITIES POLICY

Western Michigan University fosters and encourages a wide variety of views and provides all organizations and candidates equal access to University facilities. The appearance of political organizations or candidates on campus implies neither approval nor disapproval by the University of those persons, organizations, or their views.

### CAMPUS APPEARANCES BY CANDIDATES FOR PUBLIC OFFICE

The responsibility for conduct within legal and constitutional bounds rests with the candidate.

The following must be honored:

- A Registered Student Organization or University department must sponsor political candidates, candidates' designees, and any other outside speakers.
- The sponsoring organization must make all arrangements for reservation of space and time with the appropriate University officials.
- Candidates will be responsible for all costs associated with their appearances. When large amounts of University resources are necessary, an advance security deposit may be required.

#### **FREE SPEECH AREA**

As an open community, WMU protects freedom of expression and powerfully affirms civility. As such, all members of the University community and all those who visit our community are expected to respect the rights and dignity of others. In support of these principles and the marketplace of ideas, WMU has established the flagpoles as an area for outdoor expression.

## **ADMINISTRATIVE POLICIES**

### **OUTDOOR SPACE POLICY**

#### **GENERAL POLICIES/PROCEDURES FOR USING OUTDOOR SPACE**

1. Use of all outdoor space by requester must be registered with SALP 5 business days before an event or activity.
2. No activity that would require amplified sound will be allowed near residential community areas unless special permission is given.
3. No activity that would require amplified sound will be allowed near academic buildings before 5pm and unless special permission is given.
4. The use or sale of alcoholic beverages at any outdoor function is a violation of state law. It is the responsibility of the requester to control and monitor the actions of the group at the event.
5. Requester will incur any costs resulting directly or indirectly from the event/activity.
6. Requester will incur any costs related to clean up, trash removal, or any other costs required to put an area back to its original form.
7. The University reserves the right to disband any function if it affects campus safety and/or security.

### **FUNDRAISING AND NON-PROFIT SOLICITATION IN RESIDENCE HALLS**

All fund-raising activities taking place in a residence hall must be approved by the Office of Residence Life. No fund-raising or solicitation by student organizations may take place in the buildings or cafeteria foyers without permission. Sales of food by non-residence hall groups will not be permitted in the halls.

Leafleting, distribution, and solicitation by University organizations for non-revenue producing purposes must be approved by the Office of Residence Life. At no time may postings be slid under residence hall room doors, except for those authorized by Residence Life. The following conditions will need to be met in residence hall lobbies and cafeteria foyers (not in the cafeterias):

- Approval has been obtained from the Office of Residence Life.
- The time and duration are established and approved prior to the activity.
- There is no interference with the normal operation of the residence hall.

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- The area is restored to its original condition.

For more information, contact the Office of Residence Life at (269) 387-4735.

### **ACADEMIC STANDARD FOR RSO OFFICERS**

This policy is intended to closely align RSOs with the mission and academic goals of Western Michigan University, and to ensure that all student leaders appreciate and uphold the value of scholarship while being actively involved in the community.

SALP recommends that all RSOs adopt a minimum 2.3 GPA for elected or appointed positions. Organizations with a pre-existing academic standard above 2.3 are encouraged to maintain that higher standard. SALP can check grades for RSOs with an official request by the president or advisor of the organization. See Appendix G on page 36 of this Handbook for the grade request form.

## **RISK MANAGEMENT**

Due to the nature of RSO activities, certain types of risk are more prevalent than others. This section focuses primarily on the most common potential problem areas and simple preventative measures that your organization may take. Any possibility of loss, harm or damage to individuals, property or organizations associated with an activity or event would be considered to be a risk.

The goal of risk management is to identify, control, and minimize the negative impacts to your organization. It is expected that RSOS take the steps necessary to manage the risks associated with their activities effectively to ensure the safety of all students, property, and organizations.

### **ASSUMPTION OF RISK FORM**

In current legal tradition, Waivers of personal rights have generally been ineffective in protecting an organization from the harm or damage sustained by an individual during a sponsored event or activity. A better method of protecting your organization from personal injury and damage claims is the Assumption of Risk Form.

Individuals participating in an activity or event should sign this form. The form acknowledges that the individual is aware of the potential risk involved in the specific activity. Under common law tradition, the individual's assumption of known risk is a more successful defense against damage claims.

Please see Appendix C for two samples of Assumption of Risk Forms that may be personalized to your organization's standards and specific events.

## **FINANCE POLICIES**

### **OVERVIEW**

Student organizations must adhere to all University and SALP accounting policies and procedures. Organizations that violate University and/or SALP financial policies and procedures are subject to disciplinary procedures as outlined in the RSO Handbook. Failure to follow proper paperwork procedures will result in a meeting with SALP staff.

### **ON-CAMPUS ACCOUNTS**

On-campus financial accounts are utilized for Registered Student Organizations (RSOs) that receive Student Assessment Fee (SAF) allocations from Graduate Student Allocations Committee (GSAC/GFAC), or Western Student Association Allocations Committee (WSAAC). After a RSO secures funding from one of the above sources, an account is established through the RSO Financial Advisor in the Student Activities and Leadership Programs (SALP) Office. Money in these accounts can only be spent on items for which SAF funds were allocated. SAF money remaining in these accounts following events will be returned (aka: swept) to the allocating body from which it was given. It is possible for RSOs to have two on-campus accounts based upon the source of funding:

#### **WSAAC SAF ACCOUNT:**

52            627  
fund cost center number

#### **GFAC SAF ACCOUNT:**

52            \_\_\_\_  
fund cost center number

### **STUDENT FINANCIAL MANAGERS**

Organizations who receive SAF funding must appoint at least one member, and may have up to three members, who will be designated as Student Financial Manager(s) for the organization. Student Financial Managers must also hold an officer position in their RSO. Student Financial Managers will be the only members authorized to sign for and spend funds from the RSO accounts. They will be held responsible for the financial activities of their organization.

### **ORGANIZATION PURCHASE/TRANSACTION APPROVAL POLICY**

To spend funds from a RSO on-campus account, all financial forms must be submitted to the RSO Financial Advisor for approval. See the RSO Financial Information & Resources section for sample financial forms and detailed information.

### **FINANCIAL DEBTS**

RSOs are not permitted to have a deficit (negative) in on-campus account balance. This situation can occur if an organization spends more than the SAF funds they were allocated. In this instance, RSOs will be required to make a deposit to the on-campus account to pay for the deficit. RSO accounts that show a deficit at any time may be subject to any or all of the following:

1. A freeze will be placed on the RSO account(s). No transactions will be permitted until the account deficit is resolved.
2. RSO Financial Manager(s) will need to meet with SALP Administrators to discuss the deficit situation.
3. RSOs privileges (i.e., use of SOC office space, phone lines, ability to use campus facilities for meetings, etc.) will be revoked.
4. RSO may not apply for on-campus funding through GFAC or WSAAC.
5. RSO will lose its recognition status with WMU.
6. The student who signs a requisition, voucher or other transaction form causing a deficit account balance may be held accountable through the WMU Student Code.

RSOs are similarly responsible to appropriately manage their off-campus financial accounts. Outstanding invoices or balances with businesses are unacceptable and are the responsibility of the RSO and/or students involved, not the university. Students and RSOs may be held accountable through the WMU Student Code. Additionally, legal action may be taken by businesses to resolve the outstanding balance.

### **DEPOSITS**

No deposits should be made into RSO on-campus financial accounts, unless an RSO is resolving a deficit. SAF funds are the only monies permitted in RSO on-campus accounts. An authorized deposit form from SALP is required to make a deposit.

### **FALSIFICATION OF INFORMATION**

Providing false information in the process of seeking reimbursement is a violation of law and University policy. Any student who submits documentation that is false will be referred to WMU Public Safety and the Office of Student Conduct to face formal charges.

### **OFF-CAMPUS ACCOUNTS**

If your RSO collects and/or manages self-generated funds such as dues or proceeds from fundraising events, you are encouraged to open an off-campus bank account to manage those funds. RSOs should apply for an Employer Identification Number (EIN) to use on their off-campus account rather than an

individual student's Social Security Number (SSN). You can apply for an EIN from the IRS ([www.irs.gov](http://www.irs.gov)) by completing Form SS-4. In addition, it is recommended that at least two students have signature authority for the bank account.

Off-campus bank account names cannot have reference to Western Michigan University. RSOs are solely

responsible for off-campus bank account matters. Western Michigan University is not responsible in any way for such transactions unless an authorized University official has developed a contractual relationship with the RSO. In addition, WMU will not provide vendors and/or creditors with any information beyond that which is considered public information.

Similarly as with on-campus accounts; outstanding invoices or balances with businesses are unacceptable and are the responsibility of the RSO and/or students involved, not the university. Students and RSOs may be held accountable through the WMU Student Code. Additionally, legal action may be taken by businesses to resolve outstanding balances.

## **PROPER USE OF THE UNIVERSITY NAME**

Use of the University's name in the identification of the organization and in the sponsorship of activities and events requires that the organization list its name first and the University's name second. For example, use "The Student Club at Western Michigan University" not, "WMU Student Club."

## **UNIVERSITY LICENSING POLICY**

### **PURPOSE OF THE LICENSING PROGRAM**

Western Michigan's marks are used to identify the University, its athletic programs, services, documents, publications, and products. The main purpose of the Trademark Licensing Program is to ensure that the marks of the University are used appropriately, in good taste, and with quality reproduction. Likewise, the licensing program seeks to avoid misrepresentations of the University to the public. WMU's marks should not be used in ways that imply the University's endorsement of commercial products or services, or endorsement of causes or organizations not a part of the University.

### **WESTERN MICHIGAN UNIVERSITY'S TRADEMARKS**

A WMU trademark is any mark, logo, symbol, nickname, letter(s), word or derivative that can be associated with Western Michigan University and can be distinguished from other institutions or entities. Some examples of WMU trademarks are:

- Western Michigan University
- Western Michigan University Broncos
- Western Michigan
- Western Michigan Broncos
- WMU Broncos
- WMU

### **STUDENT ORGANIZATION USE**

RSOs that have items produced bearing WMU marks are required to buy them from licensed vendors and have the design artwork approved by the WMU Licensing Office (licensed vendors will submit the artwork for you). A list of licensed vendors can be obtained through the University Licensing Department or the Purchasing Department. If the items are for sale to the public, then the licensee or organization will also be required to pay royalties. The trademarks may not be altered. Alteration of the trademarks may dilute them and weaken their protection. Accordingly, marks used for Intercollegiate Athletics may not be utilized by WMU club sports.

WMU marks may not be utilized in any fund-raising, advertising, marketing, promotional activity or other venture by any student organization, entity, or individual without prior written approval from authorized University representatives. Vendors not licensed with the University are unauthorized to reproduce marks registered to WMU. Non-licensed vendors reproducing University marks may also be subject to legal action.

### **CONTACT INFORMATION**

Bob D'Amelio

Licensing Resource Group, Inc. (LRG)

## UNIVERSITY WEAPONS POLICY

### PROCEDURES FOR REVOCABLE LIMITED EXEMPTIONS OF THE WEAPONS POSSESSION USE POLICY

The Board of Trustees adopted a revised Student Code, effective May 15, 2000. Article I of this code states that the office of student conduct interprets and enforces the student code. The student code further states, "The student code provisions may be extended or amended to apply to new and unanticipated situations which may arise." Accordingly, the following procedures have been created and approved by Student Affairs and shall apply with respect to Article IV, B 24 Weapons Possession of Use.

In order for a limited exemption request to be considered, a student or student organization (the applicant) must submit a written application to the associate vice president for student affairs via the office of student activities and leadership programs. Upon receipt of the request, the associate vice president for student affairs will convene a review committee to discuss the request. The committee will include staff from student activities and leadership programs, student conduct, the Western Michigan University (WMU) department of public safety and others as designated by the associate vice president for student affairs, based on the specifics of the request. Before the review committee will consider a request, the applicant must provide documentation of the following:

- Verification of its status or application to obtain status as a currently registered student organization or as an enrolled student. The process for attaining organization recognition is outlined in the "RSO Handbook," the guide for student organizations and agencies at WMU.
- Articulation of the educational benefits to be gained from participating in said activity. Examples include: The activity or exercise encourages teamwork, the activity or exercise promotes health and fitness, the activity or exercise increases self-respect, the activity or exercise encourages discussion and exploration, or any other potential benefits which may result from this out-of-the-classroom experience should be included.
- Verification that the activity or exercise is performed and administered in a way that demonstrates effective citizenship. Applicants are expected to responsibly participate in the event or activity and to adhere to the rules, regulations, and policies of WMU.
- Documentation that the applicant(s) obtained insurance (if applicable) in keeping with the national standards of any relevant professional associations as well as any insurance requirements of the University.
- During the event, it is required that the applicant provide the following (when applicable)
  - 1) Arrangements for the exercise or activity to be conducted in an area designated and set aside by the review committee and recognized by the WMU for such use;
  - 2) A WMU facility manager to be present for the duration of the activity (if applicable). The facilities manager is responsible for the facility and is in no part responsible for the activity;
  - 3) Arrangements for an on-site, certified supervisor present during the duration of the activity or exercise that is responsible for the activity or exercise;
  - 4) Arrangements to have a WMU police officer and/or an emergency medical technician present as deemed appropriate for the duration of the activity. (Note: the applicant is responsible for all costs, licenses, and fees that are incurred from the provision of these safe guards).
- Participation in a comprehensive training session on the student code. The means through which this training session will be administered will be approved by the director of student conduct and must be attended by the individual applicant and at least 80% of the active members of the club or organization, if the applicant is an organization.

- Written acknowledgement that, excluding certified professionals and teachers, only WMU students will participate in the exercise or activity that takes place on WMU property or in connection with any university facility.
- Agree to comply with all local, state and federal laws as well as all WMU policies and procedures.
- Updated copy of national (if they exist) standards on file associated with said activity in the student activities and leadership programs office. Participation of said activity or exercise on WMU property does not excuse the applicant from adhering to any and all recognized national standards.
- Arrangement for objects\* and/or structure to be stored in a location acceptable to the review committee. There will be zero tolerance policy for any objects\* and/or structure being stored in any residence halls or automobiles parked in university facilities. The applicant is responsible for all cost and fees incurred in the storing of equipment. *Note: \*Objects are those items identified by the review committee.*
- Objects/and or a structure with accompanying accessories will be moved or transferred in a way that promotes safety for the applicants and the WMU community members not involved in the activity or exercise.
- Agree to adhere to the requirements of the designated WMU facility/space. Written authorization from the facility manager is required (if applicable).
- Each applicant will submit assumption of risk/waiver of liability.
- Appropriate releases for individual assumptions of risk when requested by WMU.
- The review committee retains the discretion to deny a request under this procedure for any reason it deems appropriate. Nothing in this procedure creates entitlement for any applicant to utilize weapons on campus. The committee may consider any factor it deems relevant in determining whether the request is appropriate, so long as such factors do not violate university policy, state or federal law.

In addition:

- The review committee has the freedom to accept or deny requests after this discussion and ruling. A written record of the review committee's decision will be presented to the applicant of the club organization's president within one week of its decision. Any appeals to the review committee's decision must be sought through the vice president for student affairs or his/her designee.
- If the requested event includes sparring or contact, the following additional criteria apply: 1) Appropriate protective gear for the exercise or activity must be worn at all times. 2) Appropriate levels of physical skill must be demonstrated before new members may participate in the said activity or exercise. 3) The sparring or contact must be conducted in a manner that adheres to any and all nationally required standards. (Note: each applicant is responsible for developing a mechanism that will demonstrate the completion of these requirements.)
- Each applicant must agree to adhere to any other requirements (additionally) added by the associate vice president for student affairs.
- Each applicant must recognize that failure to comply with the instruction of the associate vice president for student affairs and the review committee will result in immediate suspension of privileges and may result in conduct action through the WMU student code.
- The review committee has the right to revoke, suspend, limit, and alter any previously approved exemption. This list is not exhaustive.
- The review committee reserves the right to alter or amend these requirements.

Note: Applicants seeking restricted use of weapons for academic presentations need to obtain permission from the appropriate college dean. Applicants seeking restricted use of weapons for entertainment purposes must obtain permission from the associate vice president for student affairs. In all instances, WMU's department of public safety will be consulted prior to a final decision being made.

## **ALCOHOLIC BEVERAGE POLICY**

### **ON CAMPUS**

Alcohol is not permitted on any grounds owned or controlled by the University except where permission has been granted. Article IV, Section B.1 of the Student Code handbook states: Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and University regulations is subject to disciplinary sanction.

### **SOCIAL EVENTS**

As set forth in the WMU Student Code: All social events sponsored by organizations or University-affiliated groups, on or off campus, must comply with University alcohol regulations. In addition, the Student Assessment Fee may not be used in whole or part for the purchase of alcoholic beverages for any purpose.

## **HAZING POLICY**

Hazing is in direct opposition to the educational mission of the institution. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person.

As per the WMU Student Code, Article IV, B. 10, hazing is defined as "any act which endangers the mental or physical health or safety of a person, embarrasses, frightens, or degrades a person or which destroys or removes public/private property, for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership, in a group, organization or team. The expressed or implied consent of the alleged person against whom the actions have been taken will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts—they are violation of this rule." In addition, according to the state of Michigan's "Garrett's Law," senate bill #783, hazing may result in criminal prosecution resulting in fines and imprisonment.

## **WEAPONS POLICY**

Western Michigan University is a weapon free school. By order of the Board of Trustees: "No person shall possess on university property any firearms or other dangerous weapons with the exception of police officers, transfer agents licensed to carry weapons and persons using any such weapons for class instruction when authorized by the dean of the appropriate college."

Any student, faculty member or other university employee violating this rule shall be subject to suspension or dismissal. Any person violating this rule may be subject to criminal prosecution.

(Approved by Board of Trustees June 11, 1971; administrative revisions 6/99)

Article IV: Proscribed Conduct, number 24 of the WMU Student Code also prohibits weapons on campus.

Following is a list of weapons prohibited by either WMU, state law, or both and it is not inclusive.

Any firearm either long gun or handgun, or any device which fires any type of projectile utilizing gunpowder as a propellant.

Any bb or pellet gun, or device that fires a projectile using compressed air, co2, or other gas as a propellant. This includes "Airsoft" and paint ball guns.

No edged weapons. This includes any folding or fixed blade knives, daggers, dirks, swords, axes, machetes, bow and arrow or any other sharp object fashioned or used as such objects. Kitchen knives are allowed as long as they are used for the intended culinary purpose.

Pepper Spray or any chemical irritant that contains 10% or less of oleoresin capsicum is permitted on campus property.

Martial arts devices such as: nunchucks, broken, throwing stars, throwing knives, bow staffs, Sai, tonfas, or any other device considered a dangerous weapon.

Stun gun or taser, or any device that produces electrical current intended to disable or injure a person either permanently or temporarily.

Any device made specific, crafted, or used with the intended purpose of causing harm to a person is prohibited.

# RSO CONDUCT PROCESS

## RSO CONDUCT PROCEDURES FOR REVIEW OF ALLEGATIONS

Members of an organization shall be accorded fair proceedings for a review of the information brought forward regarding alleged violations of the RSO Handbook/Student Code. During the RSO Hearing, members of the RSO will be given an opportunity to respond to the alleged violation(s). The RSO Hearing will be initiated and coordinated by the Assistant Director of Student Activities and Leadership Programs or his/her designee. The administrator coordinating the hearing may expand the review panel to up to three people at his/her discretion. The Assistant Director or his/her designee has the responsibility to make decisions and interpret the policies and procedures pertaining to guidelines in the RSO Handbook regarding alleged violations.

## RSO RESPONSIBILITY

Members of an RSO could be charged with an alleged violation of University and/or SALP policies and procedures when one or more of the following apply:

- One or more members of an RSO or its officers permit, encourage, aid or assist in committing the violation
- One or more members of the organization fail to report to appropriate University authorities knowledge or information about a violation
- One or more officers or authorized representatives of the RSO, acting in the scope of their organizational capacities, commit the violation
- One or more of the RSO's members are found responsible/admit responsibility for the violation after the activity was approved by a vote of the organization or was part of a committee assignment of the organization
- The violation is committed at an event funded by the organization
- The violation occurs as a result of an event sponsored by the organization
- One or more members of an RSO or its officers permit, encourage, aid or assist in committing the violation
- One or more members of the organization fail to report to appropriate University authorities knowledge or information about a violation
- When one or more members of an organization fail to satisfactorily complete sanctions given by the SALP Assistant Director/designee or hearing body

- SALP staff determines an activity or circumstance relating to an organization appears to be a violation of University or SALP policy and procedures

#### **RSO CONDUCT PROCEDURE**

The RSO Conduct Procedures are not analogous to, equivalent to, or conform to criminal law processes. When members of an RSO have allegedly violated University and/or SALP policies and procedures, the University will provide members of the RSO with fundamental fairness by adhering to the following procedure:

1. The appropriate staff in the SALP office may conduct an investigation to determine if the information has merit and/or if the situation can be resolved administratively by mutual consent of the parties involved on a basis acceptable to the appropriate staff in SALP. The nature and size of student organizations and the alleged violation(s) affect the length of the investigative process. Such resolution shall be final and there shall be no subsequent proceedings. If the situation cannot be resolved by mutual consent, the appropriate staff in SALP may later serve as the conduct body or a member thereof for the same matter. If the student admits responsibility for violating University policies but sanctions are not agreed upon, subsequent processes, including a hearing if necessary, shall be limited to determining the appropriate sanctions.
2. The RSO will be notified in writing of the charge(s). It is the responsibility of the RSO president or another officer of the RSO to schedule a pre-hearing meeting with the appropriate SALP staff by the deadline stated in the notification letter.
3. At this initial meeting between the RSO president or RSO officer and the SALP staff member, the RSO member will be informed of (1) the charges against the members of the organization with sufficient details to enable the members to prepare their case, including a review of the file of information regarding the alleged violation;(2) a notice of possible sanctions; (3) the RSO Conduct Process proceedings. The RSO officer will complete the Fundamental Fairness Form, acknowledging that he/she understands the proceedings.
4. The administrator coordinating the RSO Hearing may expand the review body up to three people at his/her discretion.
5. An RSO may have one support person present during the RSO conduct hearing to observe and advise the organization. Members of the RSO are responsible for presenting their own case, and therefore, support persons may not actively participate in the RSO hearing. Once the RSO hearing is called to order, the support person may not speak on behalf of the RSO charged with a violation(s), but may consult solely with his/her advisee. SALP staff must be notified in writing not less than 24 hours before the RSO hearing with the name and position of a support person, as well as the names of witnesses who will appear on behalf of the organization's members. University legal counsel may also be present at the RSO hearing to advise the RSO conduct proceedings coordinator but may not actively participate.
6. RSO conduct proceedings shall be closed.
7. The RSO charged with an alleged violation and the person(s) bringing the information involving the RSO forward, may call witnesses and/or present information in support of his/her position; however, admission of any person to the conduct proceedings shall be at the discretion of the RSO conduct proceedings chair.
8. The RSO hearing body is not bound by statutory definitions of offenses or court rules of evidence in conducting the RSO hearing or determining responsibility or whether evidence should be admitted. Information having reasonable value shall be admitted. The chair of the RSO hearing body shall have the sole authority to determine what information may or may not be admitted.
9. Members of the RSO will have an opportunity to review the file for the case between the prehearing and hearing by making an appointment with the Assistant Director.
10. If the RSO fails to send a representative to the RSO conduct hearing, the hearing will proceed. A conclusion will be reached, and, if found responsible, sanctions assigned based on the information presented during the RSO conduct hearing and the original previous violations (if any).
11. All parties involved will be notified in writing of the results and findings of the RSO hearing and any assigned sanctions.

#### **PREPONDERANCE OF EVIDENCE**

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RSO hearings are based on a preponderance of evidence standard. That is the RSO conduct hearing body's determination shall be made on the basis of whether a reasonable person would conclude that it is more likely than not that the accused RSO/members violated University policy/procedure from a hearing, the hearing panel will determine.

- Not Responsible. A preponderance of evidence does not exist to prove a violation of a policy or procedure.
- Responsible. A preponderance of evidence does exist to prove a violation of a policy or procedure.

### SANCTIONS

The following sanctions may be imposed upon any RSO or individual student found to have violated University and/or SALP policies. Such sanctions may be used independently or in combination depending on the circumstance of the violation. Determination of sanctions shall be based on the severity of the current offense, and /or previous offenses.

1. Warning: verbal or written notice that specific inappropriate conduct is unacceptable. An official written censure containing three components: A reprimand for inappropriate behavior; notice that the conduct associated with the violation must stop immediately and permanently; and notice that additional violations shall result in more severe sanctions.
2. Discretionary Sanctions: Service to the University, attendance at educational seminars, classes, or workshops, written assignments, or other activities deemed appropriate by the hearing body.
3. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
4. Loss of RSO Privileges: Denial of specified privileges for a designated period of time.
5. Probation: Probation requires that an RSO's activities be monitored for a designated period of time. If during this period, the RSO is found to be in violation of any SALP and/or University policies and procedures, additional, and more severe sanctions shall be applied.
6. Suspension: Loss of recognition by SALP for a defined period of time, after which the RSO is again eligible for recognition. Conditions for regaining recognition may be specified.
7. Expulsion: Permanent loss of recognition for the RSO.
8. Other: Additional sanctions may be used at the discretion of the RSO conduct proceedings chair or RSO hearing body.

When an RSO is sanctioned, the organization will receive a notice, a copy will be on file in SALP, and copies will be sent to appropriate University offices.

### ARCHIVE POLICY

All RSO conduct files are kept for a 10 year period. Past records of an RSO may be reviewed on a case by case basis to determine reinstatement and, when appropriate, to formulate a response for current offenses. Pertinent factors include, but are not limited to a) previous violations; b) the length of time that has passed since the previous violation(s); and c) current violations recorded by SALP.

### APPEALS

The RSO has the right to appeal the decision of the conduct administrator/RSO hearing body for the following reasons:

- a. New information that would redirect the outcome of the case
- b. The finding of the conduct proceedings chair/RSO conduct hearing body was inconsistent with the information
- c. The proceedings were conducted unfairly
- d. The sanction imposed was unhealthy or unreasonable
- e. The findings of the conduct proceedings chair/RSO conduct hearing body were based on a misinterpretation or misapplication of the University and/or SALP rules and regulations

1. The appeal must be submitted to the Vice President of Student Affairs or designee within five University business days of the decision or an organization's members' rights to appeal

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shall be waived. The appeal must include, in writing, the reason(s) and supporting documentation for the appeal.

2. The Vice President of Student Affairs or designee will review the appeal statement and all information upon which the decision was made.
3. The Vice President of Student Affairs or designee may decide that on the basis of appeal there is not sufficient reason to review the case. The decision of the administrator or RSO hearing body shall then be final.
4. The Vice President of Student Affairs or designee may decide that on the basis of appeal there is sufficient reason to review the case. The Vice President of Student Affairs or designee may then:
  - a. modify (increase or lessen) the previous outcome
  - b. uphold the previous outcome
  - c. reverse the previous outcome
  - d. direct that a new conduct hearing be conducted
5. All decisions of the Vice President of Student Affairs or designee shall be final.

Unless otherwise noted and at the discretion of the conduct hearing administrator/RSO hearing body, sanctions are not imposed until the appeal is exhausted.

**INTERIM SUSPENSION**

At the discretion of the designated SALP staff, an organization may be suspended for an interim period pending a conduct hearing for review of allegations when there is reasonable cause to believe that continued activities of the organization and its members may cause an immediate threat and/or excessive concern within the University community. Upon notification of interim suspension, the RSO is required to cease all organizational activities immediately.

**FAILURE TO COMPLETE A SANCTION**

If the members of an RSO fail to complete a sanction(s) in the designated time period, the president or another officer of the organization will be notified. Members of the RSO may then be subject to a new conduct hearing to review the alleged failure to complete sanctions. If there is a finding of "responsible," additional sanctions may be assigned.

## APPENDIX A: RSO REGISTRATION PROCESS

You want to start a new group on campus...that's great! All the links you'll need to register your group are located on the Student Activities & Leadership Programs (SALP) homepage [wmich.edu/activities](http://wmich.edu/activities). If further assistance is needed, please contact Registered Student Organization (RSO) Development Advisor via e-mail [salp-rsodevelopment@wmich.edu](mailto:salp-rsodevelopment@wmich.edu) or by calling (269) 387-2476.

- 1) Log-in to GoWMU using your Bronco Net ID and password.
- 2) Click the ExperienceWMU icon on the top right corner of the GoWMU homepage.
- 3) You will be directed to a new page. Click on "My Involvement" tab to see the list of RSOs you are affiliated with.
- 4) Select the RSO you wish to register and click the "Register" button.
- 5) Update the profile that exists for your RSO or fill all required fields of the profile if it is the first time registering.
  - a. Name of organization cannot begin with any derivative of 'WMU' (ex: 'WMU Cool Cats') or contain 'of WMU' (ex: 'Cool Cats of WMU'). It can, however, read: 'Cool Cats at WMU.'
  - b. Nickname is typically a two or three letter acronym (ex: CC)
  - c. Purpose: What is the goal of your group? This is typically the group's mission statement.
  - d. Information: When/Where/How often does the group meet?
  - e. Classification: How would you like your group categorized (this helps prospective members narrow their search)?
  - f. Website url: If you have your own, add it here. If you'd like to request a url, that can be done once your group is approved.
  - g. RSO E-mail: If you have your own, add it here. If you'd like to request a bronco net ID to start an e-mail account; that can be done once your group is approved.
  - h. Upload constitution
    - i. You can download a copy of a sample constitution for further details  
[wmich.edu/activities/rso/docs/sample\\_constitution.pdf](http://wmich.edu/activities/rso/docs/sample_constitution.pdf)
- 6) Click "Next" at the bottom of each page to continue to the next step. You will have the opportunity to review each step prior to submitting the completed registration.
 

*NOTE: In Step 5, you **MUST** include **wmich.edu email addresses** for at least 4 students. The system will not recognize anything but **wmich.edu** addresses.*
- 7) Click "Submit for Approval" when all information has been included. This will send a message to the RSO Development Graduate Assistant, who will review all submissions. The GA will approve or respond with changes that need to be made and you will receive a message to both your university e-mail inbox and to your ExperienceWMU inbox.

## APPENDIX B: RSO ADVISORS

RSO advisors are important not only because they are role models for students, but also because their involvement in the organization itself provides learning experiences that are transferable to situations beyond college. In order to assist the advisor and the RSO in understanding the roles of an effective advisor, SALP offers the following list of responsibilities:

### ADVISOR RESPONSIBILITIES TO THE RSO

1. Serve at the discretion of the organization.
2. Assist officers in understanding their duties, administering programs and plans, organizing projects, and making appropriate transitions.
3. Preserve the continuity of the organization through the constitution, traditions, files, and minutes.
4. Encourage the use of procedures to ensure that the meetings run in an orderly and efficient manner.
5. Encourage students to understand and apply democratic principles, including the recognition of minority opinions and rights.
6. Attend as many organization meetings and events as possible.
7. Articulate campus policies and procedures and help cut through “red-tape” when necessary.
8. Support officers and be available for evaluation of ideas.
9. Maintain the ability to deal with the same issues each year and remain open to new ideas.
10. Facilitate discussions among officers and between officers and members.
11. Be familiar with national structure and services if relevant.
12. Assist with specific University services, for example, obtaining an organization account and obtaining facilities.
13. Consult on programs.
14. Advise individual students when necessary.
15. Assist the organization as needed.

Please note that for signing and filing official forms with SALP, the organization advisor is **not** the official contact person. The official contact person must be a registered WMU student. Any official requests and forms must be signed by the student listed as the Primary Contact on the Contact Information form.

### RSO RESPONSIBILITIES TO THE ADVISOR

1. Notify the advisor of all meetings and events.
2. Confer with the advisor on plans, projects, and events.
3. Consult with the advisor before making structure or policy changes.
4. Understand that although the advisor has no vote, he/she should have speaking privileges.
5. Remember the responsibility for the success or failure of group projects rests ultimately with the group, not the advisor.
6. Acknowledge the advisor’s time and energy and express appropriate appreciation.
7. State clearly and openly the expectations of the advisor.
8. Evaluate the advisor and periodically give appropriate feedback.
9. Declare the advisor’s length of service to organization.

From Reinhardy, G. Training organization advisors. Student Activities Programming, 1981, 14(1), 39-41. Appendix A.

## APPENDIX C: SAMPLE ASSUMPTION OF RISK FORMS

### PART I

#### Assumption of Risk/ Release of Liability Form

[Your Group's Name and Event]

I, \_\_\_\_\_, understand and agree that the [specific activity] of [Your Group] of which I am a [member, student volunteer, participant, etc.] involves certain risks and that regardless of the precautions taken by [your group], some bodily injuries may occur.

Specific risks/hazards involved in [specific activity] include but are not limited to the following:

1. Driving to or from the [specific activity]
- 2.
- 3.

The likelihood of such injuries may be lessened by adhering to these safety rules or procedures:

1. Group should select driver-using qualifications (background check or signing a statement of good driving record)
- 2.
- 3.

Knowing this information, in consideration of my participation in [specific activity] of [your group], I **expressly and knowingly release** [your group], its representatives, officers, advisors and agents; the University, the State, its officers, and employees, from any and all claims and causes of action for property damage, personal injury or death sustained by me arising out of any travel or activity conducted by or under the auspices of [your group] caused by **risks associated by this activity** and/or the **negligence of the sponsoring group**. Participant acknowledges that [your group] and the University/State are separate legal entities and should be treated as such.

Policies and Procedures

In addition, I understand and agree [your group] cannot be expected to control all of the risks articulated in this form but may need to respond to accidents and potential emergency situations. Therefore, I hereby give

my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility. **Neither the university nor [your group]** carry medical or accident insurance for the activities mentioned unless the participants are informed otherwise. As such, participants should review their personal insurance portfolio.

Finally, I **voluntarily and knowingly** agree to **protect, hold harmless, and indemnify** [your group], its representatives, officers, advisors and agents; the University, the State, its officers, and employees, against all claims, demands, or causes of action for property damage, personal injury, or death, including defense costs and attorney's fees arising out of my participation in the [specific activity] of [your group].

I have read the agreement and have willingly signed for the consideration expressed and with a full understanding of its purpose. Participant represents that he/she is eighteen (18) years of age or older and is otherwise competent to execute this agreement, or that his/her legal guardian is also signing.

Date: \_\_\_\_\_ DOB: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
Local Address: \_\_\_\_\_

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**PART II**

In case of emergency, contact:

At the following number:

Health Insurance Company Name:

Policy Number:

Automobile Insurance Company Name:

Policy Number:

Please list any special services you may require due to an existing medical condition or physical disability:

## APPENDIX D: EVENT PLANNING

### PRE-PLANNING

#### QUESTIONS TO CONSIDER:

- Does a contract need to be signed for anything associated with this event?
- If event is held in the community, how will this activity affect the neighborhood?
- What liability does the organization run the risk of incurring?
- What state laws or city ordinances have the potential of being violated?
- What safeguards will be used to keep these laws from being violated?
- If using officers/security, how will they maintain control over the activity?
- What will the officers/security do if this activity gets out of hand?
- List the possible problem situations that could present themselves at your activity.
- List how you will solve each of the situations listed above.
- Do you have an established procedure to follow in case of emergencies?
- Could you convince a reasonably prudent person that your event is not dangerous?
- Is the potential liability for the organization worth the potential benefits to the organization?
- Has this activity been reviewed with your organization advisor?

#### CHECKLIST

- Assess organization's interest in the event or activity
- Answer basic questions
- Follow these steps:
  - Identify needs
  - Develop program goals and objectives
  - Develop an action plan
  - Implement that action plan
  - Evaluate that event
  - Document for the future

### EVENT CHECKLIST

#### FUNDING AND PAYMENT

- Make a budget
- Identify potential funding sources/allocating bodies
- Contact RSO Financial Advisor for assistance with paperwork, including contracts
- Determine paperwork deadlines in advance and plan accordingly

**□ TRANSPORTATION AND LODGING**

Connect with agent/artist/for arrival/transportation information

Transportation rental

Hotel confirmation

**□ PROMOTIONAL CONSIDERATIONS**

Complete marketing plan

Get advertising materials approved and distributed

Use campus media and advertising sources: WIDR 89.1 FM, EduCABLE, MTV U, Western Herald, Student Events Calendar

**□ VENUE/EVENT SPACE**

Check with venue about reservation/set up/catering (if needed)

Contact SALP for outdoor space reservations

Check on any special requirements (security, stage, room set-up, etc.)

Technical issues

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Notify SALP if attendance will be larger than 100

**□ VOLUNTEERS**

Setup/Tear Down/Clean Up

Greeters/Tickets/Counters

On- Stage/Sound Help/Announcements

**EVENT SECURITY**

RSOs may need to request security services from the WMU Department of Public Safety for a particular event. Generally, these services must be requested a minimum of ten (10) days prior to the planned event. Moreover, these services must be paid for in advance by cash, certified check, money order, or by a campus financial transaction. The WMU Department of Public Safety staff makes the final decision on the number of officers needed for each scheduled event to maintain campus safety and security. Call (269) 387-5573 for details.

**EVENT CAMPUS MEDIA & INFORMATION SOURCES****89.1 WIDR-FM**

89.1 WIDR-FM is Western Michigan University's student-operated radio station and an excellent avenue for marketing an event and organization. WIDR is located at 1501 Faunce and staff can be reached at (269) 387-6301. Press releases can be sent to [widr.events@gmail.com](mailto:widr.events@gmail.com).

**WESTERN HERALD**

The Western Herald is Western Michigan University's student-operated newspaper. Student organizations can purchase ads and sometimes gain free coverage or publicity of an event by notifying the Herald staff in advance. The Western Herald is located at 1517 Faunce and staff can be reached at (269) 387-2092.

**WMU NEWS**

Western Michigan University's faculty and staff newspaper is available to publicize campus-wide events. WMU News is located in Walwood Hall and can be reached at (269) 387-8400.

## APPENDIX E: CONTRACTS

### OVERVIEW

Contracts are a binding agreement between two parties in which each gives something in return for something else. Registered Student Organizations (RSOs) routinely work with contracts for various means such as bringing speakers or performers to campus.

In contract law it is extremely important to have your agreement in writing and signed by the parties involved. Courts will generally look at a written contract signed by both parties treating it as a final written expression of the involved parties. **Contracts must be notarized.**

### RELATIONSHIP WITH THE UNIVERSITY

As an RSO you are a student group recognized by Western Michigan University but you are not an employee or a designated representative to enter into binding agreements on behalf of the university. Although RSOs cannot act as university representatives, your conduct and decisions reflect on the university so it is important that you conduct yourselves and your affairs in an appropriate manner. When working with third parties and vendors while identifying yourself as a RSO at WMU, the recommendation to avoid the possible misperception as to your group’s authority to act in a contract setting (either with direct or apparent authority) is to say:

\_\_\_\_\_ organization is a recognized student organization of the university and does not represent the university. The organization cannot contractually obligate the University. As a (member/officer) of \_\_\_\_\_ organization, I enter into this (Contract/Agreement) on behalf of organization in my role as Pres/Treasurer/etc.

Including language like this, both orally and in writing, helps avoid any possible links between your activity and the university. Given the autonomy of student leadership, you must be willing to take responsibility for your decisions as they apply to yourself and your group. By signing contracts, you and/or your RSO, not the university, will be held accountable.

### STANDARD SECTIONS OF CONTRACTS

Description:	Indicates what the contract covers, such as “Contract for T-Shirts”.
Caption:	Indicates who the contracting parties are and when contract was made.
Background:	Indicates what each party’s business or purpose is, like “Rick’s T-Shirts located at 101 Main St. is in the retail business of selling t-shirts”
Duration:	Indicates how long a contract is valid (often found early in document)
Definitions:	Indicates what the meaning of commonly used words in the contract are like “they” means “Y Club” or “late” means “any promise fulfilled after the expiration of the time limit agreed to by both parties.” It is important to

define terms that have subtle differences in their meaning like “must” (absolute), “shall” (contingent upon), and “may” (permissive).

Obligations: Indicates what each party is responsible for in the contract like “Rick’s T-Shirts shall supply Y Club with 500 t-shirts on September 30 at \$5.00 a shirt. Y Club must pay Rick’s T-Shirts \$2,500 plus tax on the date of delivery.”

Operative Provisions: Indicates what other provisions are included in the contract such as any warranties or exclusions that may apply. Often, this is the section of the contract where a disclaimer and limiting language is used to give the party who wrote the contract advantage over the party that signs the contract.

Enforcement Provisions: Indicates the part of the contract that deals with “What happens if...” (someone does not fulfill their end of the agreement, something not in the contract is causing problems, where to go if there is a dispute, what happens if the other party said we agreed verbally but it is not in the written contract)

Closing: Indicates that both parties agree to the contract upon signing the binding document.

### CONTRACT QUESTIONS

RSOs are encouraged to work through their advisor and the Office of Student Activities and Leadership Programs prior to entering into a contract agreement. **It is important that you seek this help BEFORE YOU SIGN THE CONTRACT.** If you wait until after you sign the contract, you may create problems for yourself and your organization.

### ENTERTAINMENT/SPEAKER CONTRACTS

SALP staff members can provide assistance with University entertainment contracts to organizations sponsoring an act. All entertainment contracts funded through the Student Assessment Fee (i.e., GFAC funded, WSAAC funded, etc.) must be reviewed by SALP. Some contracts may need further authorization from other University entities. Please allow five business days for review and authorization.

Complete the following form available at the SALP office:

As an RSO you are a student group recognized by Western Michigan University but you are not an employee or designated representative to enter into binding agreements on behalf of the University. This form should be signed and dated by both the RSO Student Financial Manager and the Independent Contractor. Return it to the RSO Financial Advisor along with the Independent Contract, Questionnaire, and Voucher. These forms must be completed prior to the actual event.

\_\_\_\_\_ is a **Recognized Student Organization of the University and does not represent the University. The organization cannot contractually obligate the University. As a Member or Officer of the above mentioned RSO. I enter into this Contract or Agreement on behalf of my RSO in my role as \_\_\_\_\_.**

\_\_\_\_\_  
RSO Representative Signature Date

\_\_\_\_\_  
Independent Contractor Signature Date

\_\_\_\_\_

## APPENDIX F: STATEMENT ON DATE AUCTIONS

The purpose of this statement is to briefly discuss three aspects of date auctions that make them inappropriate (in the opinion of the Student Activities & Leadership Programs office). It is not our intent to propose that the organizations that have sponsored date auctions in the past had any intentions of promoting or endorsing these issues. Rather, it is our intent to promote awareness of these concerns and point out potential problems and liabilities for future consideration.

### **RACIAL INSENSITIVITY**

Date auctions tend to have the appearance of and the “trappings” of slave auctions. Slave auctions were a very real and tragic part of the history of this country. Regardless of the intent of a date auction, it still involves one person “bidding” for the services of another person. Whether the services consist of work or time or something else, an auction of this type consists of one person paying a second person (or organization) for the services of a third person. The bidding process invariably involves a comparison of the relative “value” of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being’s services to another is inappropriate.

### **GENDER INSENSITIVITY**

An extension of the issues above is the need for us all to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between people is the concept of “whoever pays is entitled.” Many date rapes result from the assumption on the part of the individuals whoever pays for the “date” is entitled to more than what the other person wanted. Date auctions can tend to create an environment where those expectations may be used to the disadvantage to one or the other participants.

### **PERSONAL SAFETY**

A date auction often involves a “well known” person spending time with a stranger on a “date” that an individual otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A “fatal attraction” circumstance is possible, where the date auction becomes a very convenient means by which a person

has the opportunity to “buy” some time with the person to whom the individual is attracted. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event. Date auctions are usually held to raise money for good causes. The organizations have very good intentions in sponsoring the activity. Given the above concerns, which expose the potential for persons and/or groups to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money.

If an organization should want to hold an auction, we would encourage the auctioning of items, such as tickets to an event or dinners at a particular restaurant, rather than auctioning individuals.

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## **APPENDIX G: RSO GRADE WAIVER FORM**

### **REGISTERED STUDENT ORGANIZATION GRADE WAIVER FORM**

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RSO Name

#### **WAIVER:**

The Student Activities and Leadership Programs (SALP) Office encourages all RSOs to enforce an academic standard by verifying member eligibility for positions of leadership prior to the start of any election or appointment process. By signing this form you give consent to allow SALP to view your GPA, as listed by Western Michigan University, and release such information to the RSO listed above.

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Name (printed)

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Name (signed)

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WIN (on the back of your Bronco ID)

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Date

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RSO President Signature

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## **APPENDIX H: SEXUAL HARASSMENT**

### **What is sexual harassment?**

Sexual harassment is sexual misconduct. It can include verbal, nonverbal or physical conduct that:

1. Is sexual in nature (sexual advances, requests for sexual favors).
2. Is unwelcome.
3. Continues after the recipient has made clear that the conduct is unwelcome.
4. Denies or limits an individual's ability to participate in or benefit from the university's education programs, employment or professional opportunities, affects an individual's work or academic performance or creates an intimidating, hostile, or offensive work or educational environment.

In cases of overt physical sexual contact, a blatant threat if sexual favors are not given, or promised reward in exchange for sexual favors, no notice that the conduct is unwelcome shall be necessary and a finding of sexual harassment may be based on a single occurrence. Sexual violence or assault is also a form of sexual harassment.

Sexual harassment is characterized as either "quid pro quo" or "hostile environment":

- **Quid pro quo** means "this for that" or "something for something" where employment or educational

decisions or expectations (e.g., hiring, promotions, pay increases, shift or work responsibilities, performance standards) are based on the employee's or the student's willingness to grant or deny sexual favors. An example of quid pro quo sexual harassment would be a proposition or demand for sexual favors in exchange for a promotion, a raise, a good grade or evaluation; or any threat to deny or inhibit a promotion, a raise or a favorable evaluation, if sexual favors are not exchanged.

- **Hostile environment** is present when an unwelcome severe, pervasive or repeated verbal or non-verbal behavior or object in the workplace or educational setting adversely affects or unreasonably interferes with work or academic performance or creates an intimidating, hostile or offensive work or educational environment.

### Forms of sexual harassment

Sexual harassment can take different forms depending on the harasser and the nature of the harassment:

- Sexual harassment frequently occurs between people of unequal power or authority. In these cases, a person may abuse power to intimidate, coerce or humiliate someone.
- Sexual harassment can be carried out by employees, students, and non-employee third parties, such as campus visitors. Although the majority of victims are women harassed by men, both male and female individuals can be victims of sexual harassment, and the harasser and the victim can be of the same sex.
- Sexual harassment can occur in any workplace setting, university program or activity and can take place in the classroom, office, university facility, or university transportation/vehicle, or at an off-

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campus location, such as a university-sponsored or attended event, conference or professional development activity or program.

### What is sexual violence?

Sexual violence is synonymous with sexual assault and/or sexual misconduct. It may include any form of sexual activity or sexual contact, including sexual harassment, which is unwanted, that occurs as a result of intimidation, threat of force, use of force, or other coercive behavior or occurs without consent. Examples include but are not limited to circumstances where consent is expressed but ruled invalid due to coercion; and/or, circumstances where consent is expressed but ruled invalid due to incapacitation and/or physical helplessness.

