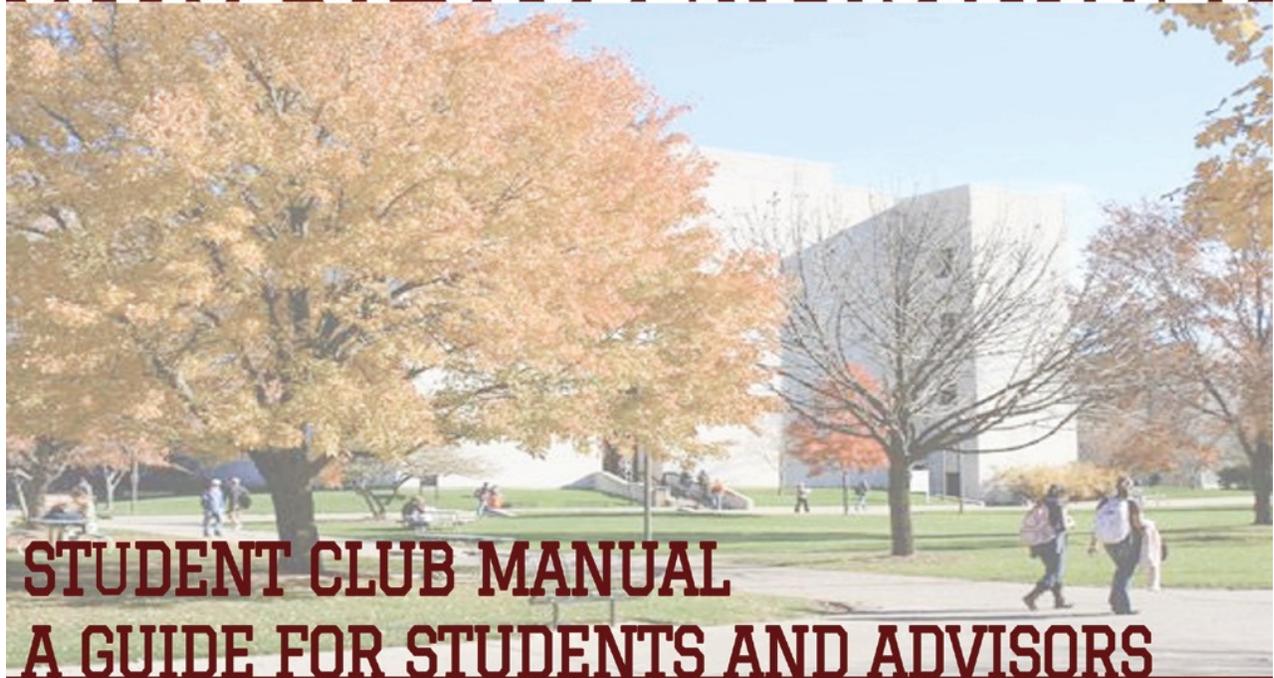


# OFFICE OF STUDENT ACTIVITIES



## STUDENT CLUB MANUAL A GUIDE FOR STUDENTS AND ADVISORS

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## Introduction

Student Activities at Indiana University Northwest recognizes the benefits associated with participating in student organizations. Co-curricular activities supplement students' traditional education, helping to prepare students for life after graduation. To this end, Student Activities exists to support the out-of-classroom education students receive at Indiana University.

**MISSION STATEMENT:** The Student Activities Office provides a supportive environment that encourages student engagement in programs and opportunities to lead, learn, serve and inspire.

Student organizations exist for a variety of reasons and come in a variety of forms. Some provide members with a chance to gain experience in a particular field of interest; some provide an outlet for fun and recreation; others provide volunteer opportunities for students. Some organizations have only a few members, others have dozens. Regardless of their size or purpose, Student Activities is here to help student organizations achieve their goals.

This manual is designed to be an introduction to the policies of the University and services offered by Student Activities. We hope it is useful in providing information on how to navigate the campus.

The Student Activities Office provides programs and services to students, faculty and staff in the following manner:

- Wide-appeal events offered through Student Activities Office and Student Activities Board programs
- SAFT-sponsored club events
- Culturally significant events sponsored by Student Activities Office and clubs with an international focus
- Purposeful Programming events to increase awareness of global, local, or personal behavioral issues
- National Society of Leadership & Success membership and associated events
- Sports clubs membership and activities
- Intramurals programs
- Student publications
- Student Government Association
- Savannah Fitness Center memberships and continuous staffing and maintenance of facility

The Office of Student Activities supports students' co-curricular learning by fostering the development of civic responsibility, leadership and personal growth. Student Activities will offer a framework of support and advisement to all clubs, organizations, programs and publications. Through such support Student Activities will provide learning opportunities for students to enhance their overall educational experience and inspire a sense of community between students and the campus.

## Location

Student Activities Office  
Savannah 217  
Indiana University Northwest  
3400 Broadway  
Gary, Indiana 46408

## Websites

Student Activities Office: <http://www.iun.edu/student-activities/>

Student Clubs and Organizations are listed on My INvolvement:

<https://myinvolvement.iun.edu>

Facebook: <https://www.facebook.com/#!/IunCampusLifeAndStuff>

## Contact Us

Office hours: Monday-Friday, 8-5

Phone: 219-980-6746

Fax: 219-981-4233

## Staff

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NOTE: This handbook is not an exhaustive listing of all University policies. Instead, it is meant to be a guide for student clubs. Each club is responsible for knowing and abiding by all University policies and procedures as well as federal, state, and local laws. For more information, please see the Office of Student Activities at IU Northwest. Additionally, you may visit the IU Policies website at <http://policies.iu.edu/policies/categories/index.shtml>.

The Office of Student Activities assists both standing organizations and clubs in providing students with a successful co-curricular experience. Standing organizations differ from clubs in that they have university accounts and tend to be active from year to year. Student clubs, on the other hand, may be active one year and inactive the next, depending on the level of interest among the student body.

### Standing Organizations:

- Spirits Literary Magazine
- Student Activities Board (programming board)
- Student Government Association

## Alcohol and IU Northwest: Law and University Policies

University policy prohibits unauthorized possession, use, or sale of alcoholic beverages, and other drugs or controlled substances, or their use, possession, or sale of contrary to law. IU Northwest Police enforces compliance with state and federal laws governing alcohol and other drugs. A violation of any law pertaining to alcohol and other drugs is also a violation of the University Code of Student Rights, Responsibilities, and Conduct. Such violations will be referred to the office of Judicial Affairs and may be subject to additional sanctions.

IU Northwest offers assistance for students with alcohol and/or drug problems. Individual screenings for substance abuse and related problems are available for students through the Student Counseling Center. Referrals to community agencies and counselors providing more intensive treatment are facilitated as warranted. Information about community resources is available at the Counseling Center. University policies pertaining to alcohol and other drugs are outlined in the university's [Drug-Free Workplace Policy](#) statement, and in the [I.U. Code of Student Rights, Responsibilities, and Conduct](#). Statements of policy are contained in the University's [Personnel Policies manual](#), and notices addressing the U.S. Department of Education Regulations regarding Alcohol and Drug Use (required under Section 120(a)-(d) of the HEA) including available drug or alcohol treatment. These documents are available from the office of the Associate Vice Chancellor for Student Services, and the department of Human Resources.

## Alcohol and Drug-Free Campus Policy For Students

### The following policy applies to all enrolled students at IU Northwest.

- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substances Act) and alcohol is prohibited on University property or in the course of a University activity, and is cause for discipline up to and including expulsion from the University.
- In compliance with the Drug-Free Workplace Act of 1988, and the federal Drug-Free Schools and Communities Act Amendments of 1989, all students enrolled in the University are required: 1) to abide by the prohibition contained in paragraph 1, above; and 2) to notify the campus Chancellor of any criminal drug statute conviction for a violation occurring on University property no later than five days after such conviction.
- Any student found to be under the influence of alcohol or a controlled substance while on University property, or in the course of a University activity, is subject to disciplinary action, up to and including expulsion. More specific information about procedures and penalties applied to students' cases of substance abuse can be found in the Indiana University Code of Student Ethics, issued August 15, 1990, Part III, Section B and C and Part IV.
- Any student whose use of alcohol or of controlled substances away from the University can reasonably be established to be the cause of poor attendance or class performance problems is to be counseled to seek rehabilitation from available University or community resources which is available in both the Vice Chancellor for Student Affairs Office and the Office of Student Life.
- When notice of a criminal drug statute conviction for a violation occurring on University property is received, the campus Chancellor's office will coordinate compliance with the reporting requirements of the Drug-Free Workplace Act of 1988.
- Any student convicted of a criminal alcohol violation or a violation of the criminal drug statutes occurring on University property is subject to disciplinary action up to and including expulsion.
- The IUN Office of Student Life shall maintain and periodically publish for the campus a list of available University and community resources for alcohol or drug abuse assistance or rehabilitation programs. In addition, that department shall provide students information about the dangers of alcohol or drug abuse.
- This policy covers all students enrolled at IUN, regardless of number of hours enrolled.

### Criminal Penalties: Alcohol and Drugs

The following information is about state and federal criminal penalties related to alcohol and drug possession or use. All students are reminded that conviction under state and federal laws that prohibit alcohol-related and drug-related conduct can result in fines, confiscation of automobiles and other property, and imprisonment. In addition, licenses to practice in certain professions may be revoked, and many employment opportunities may be barred. It is impractical to list all the alcohol and drug-related state and federal crimes and penalties. But all persons should be aware that in Indiana any person under 21 who possesses an alcohol beverage, and any person who provides alcohol to such person, is at risk of arrest. Any person who is intoxicated in public risks arrest. A person convicted of driving while intoxicated may be punished by fine, be jailed, and lose the license to drive an automobile. Any selling of alcoholic beverages without a license is illegal.

Possession, use, distribution, or manufacture of controlled substances (drugs) illegally can result in arrest and conviction of a drug law violation and:

- fines up to \$10,000 (Indiana)
- fines up to & \$250,000 (Federal)
- imprisonment up to 50 years (Indiana)
- imprisonment up to life (Federal) and confiscation of property

## Health Risks Associated with Alcohol and Controlled Substances (Drugs)

**All persons should be aware of the health risks caused by the use of alcohol, and by the illegal use of controlled substances (drugs).**

- Consumption of more than two average servings of alcohol in several hours can impair coordination and reasoning and make driving unsafe.
- Consumption of alcohol by a pregnant woman can damage the unborn child. A pregnant woman should consult her physician about this risk.
- Regular and heavy alcohol consumption can cause serious damage to liver, nervous and circulatory systems, mental disorders, and other health problems.
- Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.
- Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including: impaired short term memory or comprehension, anxiety, delusions, hallucinations, loss of appetite resulting in a general damage to the user's health over a long term, a drug-dependent newborn if the mother is a drug user during pregnancy (Pregnant women who use alcohol, drugs, or who smoke should consult their physicians.), AIDS from "needle sharing" among drug users, and death from overdose.

The health risks associated with drugs or excessive use of alcohol are many and are different for different drugs. But, all non-prescription use of drugs, and excessive use of alcohol, endangers your health.

There are no good reasons for using a drug that is not prescribed by your doctor or for drinking to excess.

## Student Club Registration

### Benefits of Being Registered as a Student Organization

Student Activities facilitates the registration of student clubs in order to provide them with University support and resources.

### Student Club Registration Requirements

- All clubs must register on IU Northwest's My INvolvement club management website.
- All club members must be students of IU Northwest
- All clubs must complete a Room Reservation Agreement on My Involvement.
- All clubs must complete a Club Account Disbursement Form.
- All clubs must send at least one officer to yearly Student Club Orientation

### Benefits of registration:

- Reserve space on campus for free
- Request a network ID and e-mail address for your organization
- Apply for a financial account through the Bursar's Office
- Petition for funds to support an event
- Reserve a table to promote the club or an event
- Utilize MyINvolvement for recruitment and networking

### Student Activities also provides support to students and student organization leaders through:

- Student Club Advisors
- Leadership development through the IU Northwest chapter of the National Society of Leadership & Success
- Ongoing Student Club Orientation sessions

### MyINvolvement.indiana.edu

MyINvolvement is the comprehensive student involvement database for Indiana University Northwest. On it you will find a listing of registered student clubs and student events.

All student organizations must use MyINvolvement to register, re-register, post events, manage your roster, and

manage your organization's public profile. Both incoming and returning IU Northwest students use the site to find ways to become involved, so it is important that you keep your organization's information current.

## Registering Your Organization for the First Time

**For organizations registering for the FIRST time on MyINvolvement, you must:**

- Fill out the Student Organization Registration form online at <https://myinvolvement.iun.edu>
- (Login with your username, click on the "Organizations" tab at the top click "New Organization Form").
- Include a constitution; this is a required element (see "**Constitutions**" section below.)
- Your club must have an advisor who is a member of the faculty or staff of IU Northwest.
- Include at least 5 IU Northwest student members' names and emails
  - *(The student completing the form must agree to be listed as the Primary Contact. List all members and your advisor. Only designated officers will have administrative privileges on myINvolvement).*
- Members and officers of your club should be registered students of IU Northwest.
- Faculty and staff are welcome to participate in student groups.
- After you submit, you will receive an email either confirming your registration or asking for additional changes. Please note that if you list an advisor, he or she must accept his position (via an email automated from the system) BEFORE your organization is officially registered
- Reregister the club following the same guidelines.

## Re-registering Your Organization

Student organizations must re-register at the beginning of each school year in order to continue receiving benefits. In order to re-register, you will need to:

- Fill out the Student Organization Re-Registration Form online at <https://myinvolvement.iun.edu>.
- Login with your username, click on the "Organizations" tab, search for the organization you want to re-register. On the organization's profile page, scroll to the "Tasks" section to access the re-registration form.
- Update the information in the form, including your full roster (remember, at least 5 currently enrolled IU Northwest students), organization description, and constitution.
- After you submit, you will receive an email either confirming your organization's renewal or asking for changes. Please note that if you list an advisor, he or she must accept his position (via an email automated from the system) BEFORE your organization is officially re-registered.

## Room Reservation Agreement

Clubs wishing to reserve space on campus for meetings or events must complete a Room Reservation Agreement, which must be signed by the club's advisor. This form designates that someone associated with the club will take responsibility if any technology, equipment, or furnishings in the room are damaged by the club or during a club event. Signed forms should be submitted to the Student Activities Office.

The Room Reservation Agreement must be filled out and turned in to Student Activities each semester, including summer terms.

## Student Club Account Disbursement Approval Form

This form must be turned in to Student Activities each year. It should be signed by the club advisor, president, and treasurer. Student Activities will send the form to the Bursar's Office, who will use the signatories listed on the form as a guideline for who may withdraw funds from the club's account. Only the names listed on this form may withdraw funds from the club's account. If the president, treasurer, or advisor changes during the year, the club must submit a new form with the appropriate signatories listed.

STUDENT ACTIVITIES SUPPORTS STUDENT CLUBS FOR THE PURPOSE OF ENCOURAGING STUDENT INVOLVEMENT IN CO-CURRICULAR ACTIVITIES, PROMOTING ENGAGEMENT WITH THE CAMPUS AND STUDENT RETENTION. STUDENT CLUBS SHOULD BE STUDENT-DRIVEN AND STUDENT ORIENTED; THEREFORE:

- Individuals may not register "dummy" student clubs for the purpose of for-profit ventures. Individuals who do so will be in violation of the IU Student Code of Ethics and may be subject to sanctioning through the Student Activities Office.
- Individuals may not register "dummy" student clubs solely for the purpose of promoting a faculty-driven agenda.

## Student Organization Categories

During registration, organizations are asked to self-select primary and secondary categories that best describe the organization. These categories help us communicate with organizations and relay information that would be of specific interest to each group. They also help students find organizations on myINvolvement that match their interests.

|                         |
|-------------------------|
| Academic & Professional |
| Arts & Entertainment    |
| Multicultural           |
| Greek                   |
| Governance              |
| Honorary                |
| Service & Philanthropy  |

## Constitutions

All student clubs must create and maintain a constitution. A constitution contains the fundamental principles which govern a club's operation. The development of a constitution will serve to clarify your purpose and delineate your basic operating structure. It will also allow current and potential members to have a better understanding of what the club is all about. Finally, it will assist in the continuity of the club from year to year.

See **Appendix A: Sample Constitution – Page 19**

These clauses MUST appear exactly as written in EVERY student club's constitution.

- **Statement of University Compliance:** This club shall comply with all Indiana University regulations, and local, state, and federal laws.
- **Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with a club or organization, regardless of the person's consent or lack of consent.
- **Personal Gain Clause:** This club, if raising funds, shall ethically raise and distribute profits from club functions to either the club or to members who provide a service that directly benefits the club. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student club.

Student organizations are strongly encouraged to include the Statement of Non-Discrimination in their constitution.

- **Statement of Non-Discrimination:** Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

## By-Laws

Frequently, a constitution is supplemented with “By-Laws” which contain the organizational details omitted from the constitution. Proper subjects for by-laws include but are not limited to: Detailed material concerning members, that is, rights, duties, resignation and expulsion procedures; provisions for initiation fee, dues, and assessments, also detail regarding delinquencies, date and method of selecting officers and duties of the officers (include grounds and process for removal, information on filling vacant positions); duties, authority, and responsibilities of an executive committee, the names of the standing committees and the method of choosing chairman and committee members. Duties of the committee should also be stated, a method to amend the by-laws (usually a majority vote). Amending the constitution should not be too simple a process for the sake of stability of the group. It should be possible to amend the by-laws with greater ease. The constitution should always carry the date it was last revised.

### **Compliance with University Policy**

All student organizations are expected to comply with all Indiana University policies and regulations. *Violations may result in loss of full or partial student club benefits.*

Possession or use of alcoholic beverages or controlled substances by student clubs is also prohibited.

### **Student Club Accounts**

Some of the benefits of having a Student Club Account include experienced gained by club members in managing a budget, ability to fundraise and deposit monies safely, and continuity of club monies from year to year, even if the executive board and club membership changes. The following criteria are used to determine if a student club is eligible to apply for a Student Club Account. All registered student groups may apply for an account:

- Your organization must be approved on myINvolvement.
- Your organization must be in good standing with the University.
- Your organization cannot have an outside bank account.
- Your president or treasurer must attend a Student Club Orientation informational.

### **Requesting a Student Club Account**

The Student Club Account accessible through the Bursar's Office is a "pooled" account; money deposited into this account is collected into a single account, and each club's funds are tracked by the Bursar. Additionally, each club should keep careful accounting of how much money is deposited and withdrawn. Many existing clubs already have an account, so please check with Student Activities to find out if your club has one.

To request a new club account, have your advisor send an email to Student Activities ([sfulk@iun.edu](mailto:sfulk@iun.edu)) requesting that a new club account be opened in the club's name; include the name of the president and treasurer. Student Activities will send the request to the Bursar's Office. A new club account will be opened within the next few days.

All Student Club Accounts are accessible through the Bursar's Office (although monies are held in the Credit Union). To check on the balance of a club account, send an email to Student Activities ([sfulk@iun.edu](mailto:sfulk@iun.edu)) requesting a balance report. Student Activities receives a new balance report for all student clubs each month. If any money has been deposited or withdrawn from the club, a separate transaction sheet will also be available.

### **Depositing Money into a Student Club Account**

Any club member may deposit money into a Student Club Account. Take the money to the Bursar's Office in Hawthorn Lobby and tell the clerk you want to deposit money into the appropriate club account of the Student Club Account.

### **Withdrawing Money from a Student Club Account**

Only signatories listed on the Club Disbursement Approval Form may withdraw money from a club account. For reimbursement of out-of-pocket expenses:

- A 2-ply "Request for Check from Student Organization Funds" form must be completed by the organization.
- The request must be signed by the treasurer and adviser.
- Receipt totaling the amount of the requested check must accompany the request form when presented to the Office of the Bursar teller. If receipts are not available, a letter, written on departmental stationery and signed by the adviser explaining the purpose of the check, can be used in lieu of receipts.
- The completed request form is presented to the teller who will write a check in accordance with the information on the request form.

### **Fund Raising: Policies & Guidelines**

Any student club desiring to reserve University space and approach the student body for the purpose of raising money, including membership fees or dues, must obtain approval through Student Activities. Fund raising is defined to include all events and activities through which funds are collected by a club. Fund raising, by definition, does not exclude solicitation of donations or events and activities which produce no profits after

expenses.

## Fundraising Options

There are few limits to the possibilities for fundraising. Below are several examples of the ways student clubs have raised funds:

|  |  |
|--|--|
| Auctions                                   | Product sales (T-shirts, mugs, stickers, etc.) |
| Candy sale                                 | Seek co-sponsorship                            |
| Car wash                                   | Sell items for holidays                        |
| Charge dues                                | Talent shows                                   |
| Donate Days or Nights at local restaurants | Sell pizza                                     |

## Sales

Student clubs can sell pre-purchased bake goods to raise funds. Student clubs hosting any event in which food will be served must fill out a Temporary Food Service Application Form (Student Activities Office, Savannah 217 or online at <https://www.iu.edu/~ehsweb/applications/food-service/>)

## Donate Days/Nights at Local Restaurants or Theaters

Student organizations can raise money from sales from local restaurants or movie theaters on special “Dine & Donate” nights. Simply call and ask restaurants or theaters if they offer any deals for student organizations.

## Restrictions on Fundraising

Raffles and 50/50s are prohibited.

Student Activities cannot purchase items, food, or give-a-ways for a club to sell. Nor can a club petition for funding of such items through the Student Activities Fund Petition. Clubs must purchase the items used for fundraising through their Student Club Account. Student Activities can help facilitate the purchase by using approved vendors.

## Club Printing

Students are discouraged from using their RedHawk Print account for printing student club material. Student Activities will print up to 200 copies in total of flyers, meeting agendas, etc. for each club each semester. For special printing, such as oversize or mounted posters, please see the Student Activities Office. Each request will be decided on an individual basis, based on the request’s merits.

## Advisors

### Advising philosophy

Student Activities requires every student club to have an advisor; advisors must be an IUN faculty or staff member. Advisors help organizations maintain consistency from year to year and can offer advice on events and organizational decisions.

Advisors typically take on a combination of these roles:

- **Advisor**— as an advisor, the faculty/staff member works to maintain the club and delegate tasks with the executive board members.
- **Coach**— as a coach, the faculty/staff member can work to improve the effectiveness of a club and assist in reaching club goals. In this role he or she will spend more time sharing a vision for the club rather than maintaining the club.
- **Educator**— as an educator, the faculty/staff member will spend time as a sounding board with students. This role serves to provide students with an educational experience that will complement or supplement their education. Our hope is that advisors will not give students too many answers, but will ask them questions that will teach them how to think through situations, therefore supporting them in their creation of the bigger picture for the club.

*Adapted from Bloland, P.A. (1967). Student group advising in higher education (Student Personnel Series No. 8). Washington, DC: American Personnel and Guidance Association.*

The advisor/club relationship can be as complex or simple as you want. Be sure to maintain a high level of communication with your advisor; he or she should know what you expect from the advisor role. The advisor should outline what they expect of the club.

### **Drop-in advising with Student Activities**

Student Activities offers club advising on a drop-in basis. You can meet one-on-one to discuss club issues and to receive advice on maximizing your club's potential. Advising with Student Activities does not replace your group's faculty/staff advisor and cannot sign off on your club account withdrawals.

### **Financial advising**

Groups applying for a Student Club Account are required to have an advisor to approve financial decisions. The advisor must be a faculty or staff member at the Indiana University Northwest campus

### **Need an Advisor?**

To find an advisor:

- Look to an academic department or other University unit with an interest in the group's purpose. For example, an English professor might serve as an advisor to a literary organization.
- Consider asking a professor, administrator, or staff with whom you have formed a positive relationship to serve as your group's advisor.

## **Email Accounts**

Student clubs may possess a Network ID and accounts through UITS. Such an account will allow student organizations to obtain an email address and server space to house a website.

### **To apply for an email or web account:**

- Your student organization must be registered on myINvolvement
- You must have a full-time IU faculty/staff advisor
- Please see Student Activities for assistance in starting a new club email account.

## **Important Student Organization Events And Resources**

Student Activities fosters student learning and development through involvement in student clubs, campus programs, and the community. Involvement enhances student civility, character, and citizenship while building a sense of community, responsibility, and a respect for diversity.

### **Student Club Orientation**

The Student Club Orientation is an introduction to resources available to registered student organizations. It is held at the beginning of each school year. The Orientation will feature sessions on topics relevant to student organizations, including finances and funding and space reservation processes. At least TWO members of your organization should plan on attending, although more are welcome. Members who perform financial, space, and meeting facilitation functions are encouraged to attend.

**PLEASE NOTE: Student clubs petitioning for Student Activities Funds must have had at least one officer of the club attend the Student Club Orientation.**

### **Back2School Days**

Usually scheduled during the first few weeks of the new school year, Back2School Daze provides students with the opportunity to make contact with a wide variety of student clubs to encourage active involvement and enhance their IU Northwest experience. Thousands of new and returning students attend each year. Student clubs interested in hosting a table should contact Student Activities.

## Spring Jump Off

Usually scheduled during the first two weeks of Spring Semester, Spring Jump Off provides students with the opportunity to make reconnect with a wide variety of student clubs to encourage active involvement and enhance their IU Northwest experience. Student clubs interested in hosting a table should contact Student Activities.

## Leadership

Student Activities offers students an additional opportunity to develop their leadership skills and potential through its Sigma Alpha Pi chapter of the National Society of Leadership & Success (NSLS). This national organization has over 450 member schools, including IU Bloomington. Students must meet eligibility requirements to become members. Each year the Student Activities Office will send the names of students who meet these requirements to the national office; the national office will send these students letters of invitation. If students would like to become members, they will pay the membership fee online directly to the NSLS. Students will then have an entire school year to complete their membership requirements. Student Activities will host an Induction Ceremony, usually at the end of Spring Semester, for members who have completed their requirements. For more information about the National Society of Leadership & Success, please visit their website:

<http://www.societyleadership.org/>

## Collaboration Resources

Collaborating with other student clubs can help you work through the planning and funding of events. It is an easy way to learn about other student clubs, receive funding for your program, access new resources, and work together toward a common goal. Check IU Northwest's My Involvement website for active clubs:

<https://myinvolvement.iun.edu/>

## Creating a Culture of Care and Concern in Your Student Club

### Student Activities: Risk Management Statement

Indiana University Northwest supports a culture of care and safety in the student club community. Depending on the type of activities contemplated by a particular student club, the Student Activities Office may determine that the club should consider and be prepared to address foreseeable risks. The Student Activities Office may require a student club to complete additional safety education in order to minimize such risks.

## Event Planning

### Tips for Scheduling Events/Meetings on Campus - Office of Special Events

Below are guidelines for efficient arrangements for your campus event.

As a rule, Student Activities does not fund club events which take place off campus, unless it benefits the entire student body in some way or the very nature of the event dictates that it must take place off campus (i.e., a Walk for Water, etc.) Each case will be reviewed individually. Please note that additional Risk Management requirements may be necessary for off-campus events.

**LINK TO SCHEDULER** on-line room reservations: <http://webdb.iu.edu/iun/EventSchedule/multidaysearch.cfm>

### STUDENT GROUP ROOM RESERVATION GUIDELINES

- The student club/organization must be officially registered with the Office of Student Activities. All forms must be completed and on file, and current for room approval.
- An advisor must be present at all evening events.
- Campus police may be needed depending on the type of event - this fee must be paid by the club or Office of Student Activities.

- **Any** catering **must** be cleared through the Office of Special Events so it meets with university policies. An approved account number or payment must be submitted to the Office of Special Events two weeks prior to the event.
- Rules pertaining to catering/food at meetings or events must be adhered to, including, but not limited to, obtaining Temporary Food Service permits, following food safety procedures, etc.
- If any food is brought into a room for a meeting, the group must clean up after themselves, i.e., all food containers and trash in trash receptacles, tables and chairs wiped down, and spills, if any, cleaned.
- Collection boxes for charitable drives (food, clothing, etc.) must be cleared through Student Activities. There is a two-week time limit for keeping boxes in buildings – there is a choice of three buildings per drive. The boxes must be emptied at least every two days. All boxes and signs must be removed from selected buildings after the two-week period is over.
- Informational tables in Moraine Student Center Lounge **must** be reserved through the scheduler to determine availability. Must request a TABLE, not the lounge for this purpose (for number of people: 2, type of set-up: Exhibit). Only two information/club/recruiter tables per time slot will be allowed on any given day.

### Scheduling a Room for Meetings or Events

Student clubs must submit a Room Reservation Agreement to Student Activities before attempting to schedule a room on campus. Only the advisor and club president may schedule rooms. Availability of rooms depends on previous scheduling demands on the space.

To schedule a room, go to the IU Northwest Home Page:

- Click on “Big List” tab at top right.
- Under “E” click on “Event Schedule.”
- Click on “Submit a Facilities Request.”
- To reserve a table in Moraine Lounge for club promotions, enter “1” in the “Expected Number Attending” box. This will tell the scheduler you are requesting a table and not the entire Moraine Lounge.

The following indoor spaces may be available on a first come, first served basis:

- Moraine Lobby
- Available classrooms
- Savannah Gallery
- Savannah Seminar Rooms
- Savannah Women’s Center

Enter all pertinent information in the Scheduler including fax numbers, account numbers if requesting catering, description of event and room arrangements. Be specific on CALENDAR hours (Actual event start and end times). Provide set-up details (if uncertain of room arrangements, please contact Special Events).

**Note: Do not proceed with event arrangements until your room request has been approved**

### CATERING

- CATERING ORDERS GO THROUGH THE OFFICE OF SPECIAL EVENTS
- THEY MUST BE MADE NO LESS THAN TEN (10) BUSINESS DAYS BEFORE YOUR EVENT DATE

Contact the Office of Special Events immediately upon booking your room if you are requesting catering. Please provide the following information:

- Number of participants expected
- Time your event begins; times you require catering and tear-down
- Type of food and drink; include dietary requirements, i.e., vegetarian, food allergies
- Are service staff needed; are table coverings required

Note: An approved Billing Form and signed catering quote must be submitted to the Office of Special Events before the catering request will be confirmed. In addition, for University accounts, an approved Hospitality Form [http://www.iun.edu/~fiscal/forms/docs/Hospitality\\_Request\\_Form.pdf](http://www.iun.edu/~fiscal/forms/docs/Hospitality_Request_Form.pdf) must also be submitted.

### **AUDIO/VISUAL EQUIPMENT**

- Your advisor must contact Instructional Media Services directly for your audio/visual needs
- Contact them at:

On-line request (within 48 hours or more before your event):

[https://www.iun.edu/~help/imc\\_reservation/av\\_reserve\\_daily.shtml](https://www.iun.edu/~help/imc_reservation/av_reserve_daily.shtml)

or by calling the Support Center at extension 4357 (h-e-l-p)

### **MARKETING and COMMUNICATIONS**

PLEASE ALLOW AT LEAST FOUR (4) WEEKS BEFORE YOUR EVENT FOR ANY REQUESTS MADE TO THIS DEPARTMENT

- For questions about printed materials or press releases, please contact Marketing and Communications directly
- You may contact them at:

On-line request: <http://www.iun.edu/~marcom/> - see the left column for various form requests.

### **PARKING**

Please refer to this website: <http://www.iun.edu/~nwadmin/parkingn/specialevents/index.shtml>

FOR EVENTS SCHEDULED MONDAY – THURSDAY BEGINNING AT 8:30AM AND ENDING AT 7:00PM, COMMUNITY PARTICIPANTS SHOULD PARK IN THE PARK AND RIDE LOT AND TAKE THE SHUTTLE TO CAMPUS OR GUESTS MUST HAVE A PARKING PERMIT TO PARK IN A CAMPUS LOT

Note: Shuttle hours begin at 8:00AM and end at 7:30PM

- Temporary shuttle passes are available from the security guard at the Park & Ride lot – guard is located inside the IU Northwest Arts on Grant building
- The Park & Ride lot and RedHawk shuttle are available only when fall and spring classes are in session
- Please communicate this information to all participants; it is suggested that you include this information on your flyers and posters if your event falls into this time frame
- Please visit the RedHawk Shuttle website [www.iun.edu/~rshuttle/](http://www.iun.edu/~rshuttle/) if you have questions or contact the Office of Special Events

### **SECURITY**

- Campus Police may be required for your event
- Upon review by Campus Police, you will be notified if your event requires any police presence
- If you do need a campus police officer at your event, an approved billing form, with an account number, must be presented to Special Events prior to your event for the charges

### **CLUB PROMOTION**

**YOU MUST SCHEDULE A TABLE IN MORaine LOUNGE FOR YOUR CLUB PROMOTION! DO NOT JUST SHOW UP AND GRAB A TABLE.**

- Room Availability:
- 8:00am-9:00pm - Monday-Thursday – Savannah and Moraine
- 8:00am-5:00pm - Monday-Thursday – Anderson Library Conference Suite
- 8:00am-5:00pm - Friday - all buildings
- 8:00am-3:00pm - Saturday - Savannah

- 10:00am-5:00pm - Saturday – Anderson Library Conference
- Room 140A Anderson Library Conference is not available after 5:00 pm on weekdays, Saturday or Sunday
- Approval is on an individual basis depending on type of event and so that it does not conflict with other events scheduled at the same time in adjoining areas.

### **Amplified Sound**

In order to prevent disruption to businesses, offices, and classes, programs on campus involving amplified music or noise must keep the volume at a reasonable level, to be determined by the Student Activities Office. Multiple complaints received about the volume levels of music or sound may result in the Student Activities Office suspending the music or sound.

### **Liability**

By reserving any space, indoor or outdoor, for an event, the student reserving the space and the affiliated club accept responsibility for any problems that may arise regarding the event. You also agree to cooperate with the University and/or officials acting in their capacity.

- Clubs may be asked to sign a Facility License Agreement, outlining the club's responsibilities to the university and indemnifying the university against injury or lawsuits.

### **Frequency of Use**

As a rule because of space limitations, clubs should only expect to be allowed to use a facility once per week. Exceptions include reserving a table in Moraine Student Lounge on multiple days to promote a club or event. Other exceptions will be dealt with on an individual basis.

### **Security**

All events sponsored by student clubs that are open to the public or that have high attendance may be subject to the requirements of having security.

- All decisions regarding security requirements or security waivers for events will be at the discretion of IUPD in consultation with Student Activities and the host facility staff, NOT the student club.
- IUPD may require a presence of its off-duty officers to act as paid security. Payment will be considered overtime and is the club's responsibility. The number of officers required is at the discretion of IUPD.
- IUPD's presence does not relinquish the student organization's responsibility in confronting potential problems. The student organization is responsible for primary intervention in the event of any problems or potentially confrontational situations. IUPD officer(s) will assist when needed.

## **Food Policies and Guidelines**

### **Temporary Food Service by Student Clubs – Events Open Only to Club Members**

The precautionary measures listed below do not apply to club events open only to club members. Food prepared at home may be served at closed club events where no other campus students, faculty, or staff may be present.

### **Temporary Food Service by Student Clubs – Events Open to Campus**

All student organization events having food distribution are subject to approval by Student Activities and the Department of Environmental Health and Safety (EHS).

- All food distributed at any event open to the rest of the campus must be prepared in an FDA approved facility, not in the kitchen of a residential home.
- Food must be kept at appropriate temperatures for distribution: 45 degree F or below for cold food, 140 degree F or above for hot food. These temperatures include transportation of the food to the distribution center and while being served.
- Provisions must be made so that only healthy individuals are serving the food.
- All food items must be served from a clean, sterile container and an adequate supply of clean water for cleansing and cleaning must be maintained near the food distribution.

- After your space reservation has been approved by Student Activities, you can submit the Temporary Food Service Request Form at <https://www.iu.edu/~ehsweb/applications/food-service/> **at least 10 days before the event**. EHS will give final approval. No alcohol will be allowed at any Student Activity-sponsored event.

### **Comfort's Catering Policy for Special Events Involving Food**

IU Northwest's RedHawk Café is managed by Comfort's Catering. If any club is planning an event which includes major catering requirements (full food service), Comfort's Catering has first rights of refusal; therefore, the club must offer the event to Comfort's Catering first. Comfort's Catering has the right to decide whether or not to cater the event.

### **Catering Procedures – Office of Special Events Guidelines**

Catering orders from Comfort's Catering must go through the Office of Special Events (OSE).

- Please allow at least two (2) weeks – ten (10) business days – prior to your event to order catering from Comfort's Catering to ensure that all paperwork and arrangements for catering are completed.
- Orders for catering one (1) week – five (5) business days – prior to an event will be considered on a case-by-case basis. Please note that Catering may not be able to accommodate a request on short notice.
- Orders for catering two (2) business days (48 hours) prior to an event will not be considered.
- Please note that only Coke products may be served at Indiana University Northwest.

### **Steps to Complete a Catering Order – Office of Special Events**

All requests for catering must go through the Office of Special Events (OSE). The OSE will work with Comfort's Catering, the food service provider which is under contract to provide catering on our campus. The contract does not permit other caterers or food service vendors to operate on campus.

#### **STEPS TO COMPLETE A CATERING ORDER**

- Call or email the Office of Special Events with your request at least two (2) weeks in advance.
- Please provide the following information:
  - Building and room number event is to take place (please make sure you have an *approved* reservation before proceeding)
  - Number of guests
  - Time to deliver, serve and break down food service
  - Do you want servers at your event, do you want linen and skirting for your buffet and/or speaker tables
  - Category of food you require – breakfast, reception, luncheon, dinner – OSE will help you with the menu should you need advice
- OSE will obtain a quote and fax it to you for your approval.
- Fax back a signed copy of the approved quote with either a completed and approved Billing or Hospitality Form so we can confirm the order with Comforts.

#### **CATERING FORMS – MUST BE COMPLETED PRIOR TO EVENT**

- If using a university account (06-xxx-xx, 23-xxx-xx, etc.) or a Foundation account, a Hospitality form must be filled out and all approvals must be obtained. A copy of a completed form must be sent to the Office of Special Events before a catering order is confirmed.  
[http://www.iun.edu/~fiscal/forms/docs/Hospitality\\_Request\\_Form.pdf](http://www.iun.edu/~fiscal/forms/docs/Hospitality_Request_Form.pdf)
- Please complete a Billing Form found on the following website  
<http://www.iun.edu/~eventsnw/> and send this to OSE with an approved signature.
- PLEASE NOTE: the completed and approved forms must be in the Office of Special Events *before* your catering order is confirmed with Comforts; failure to do so may result in not having catering for your event.

#### **CHANGES & CANCELLATION POLICY**

- All cancellations must be called into the Office of Special Events. Any catering orders that are cancelled less than 24 hours before the event will be charged 100% the original quoted cost.

- Changes to guest numbers must be made no later than seventy-two (72) hours in advance.
- Changes to menu selections must be made no later than one (1) week in advance.

## **FOOD & BEVERAGES OTHER THAN FROM COMFORTS**

- If Comfort’s Catering is not able to cater your event and you are permitted to use another food service provider, fill out a Hospitality form if you are using a university or foundation account to cover the charges. This form must be completed and sent to the Office of Special Events to be kept on file.
- Make any arrangements for pick up or delivery of food from approved food service providers; distribution of food, clean up, etc., is the responsibility of the host. Food service guidelines regarding sanitation and food service safety must be followed.
- Clean up after your event is necessary. (Leaving trash on tables, food in the room, etc., may result in loss of future room reservation privileges.)
- For use of a food service provider not on the IU Northwest list of approved vendors, a copy of that establishment’s current Board of Health inspection report must accompany a Temporary Food Service Application.
- A Temporary Food Service Application must be completed and an approved copy must be sent to the Office of Special Events to be kept on file each time a food service provider other than Comforts Catering is used. [http://www.ehs.indiana.edu/Food\\_Protect/Temporary%20Food%20Service%20Application.pdf](http://www.ehs.indiana.edu/Food_Protect/Temporary%20Food%20Service%20Application.pdf)
- A Certificate of Insurance form must be submitted to OSE by the food service provider. This form must be submitted to OSE prior to your event.
- The Certificate of Insurance must have the following:
  - A minimum of \$1MM/\$2MM minimum general liability limits per occurrence
  - It must name “The Trustees of Indiana University, its officers, agents and employees” as both the Certificate Holder AND as Additional Insured

For more information regarding Hospitality Guidelines visit:

[http://www.iun.edu/~fiscal/campus\\_financial\\_procs/hospitality.shtml](http://www.iun.edu/~fiscal/campus_financial_procs/hospitality.shtml)

For more information regarding Food Service safety and a list of approved food service providers, visit:

<http://www.iun.edu/~ehs/resources/foodsafety.shtml>

For more information regarding these guidelines or to request a catering quote, contact the Office of Special Events – 219-980-6803 or 219-980-7763.

## **Prizes Policy**

### **Drawings and Other Games of Chance**

Registered clubs may conduct drawings or other “games of chance” to encourage attendance at or participation in events or activities if a) the value of any prize offered does not exceed \$300 and b) the total value of all prizes offered at any event does not exceed \$900. Vendors participating in a university event are also subject to the prize limits.

Raffles, as defined below, are prohibited. Bingo and poker and other similar games are prohibited if any prizes are awarded.

NOTE: Drawings for prizes that are conducted by an Indiana University entity as an incentive to complete academic research activities may be controlled by research administration policies governing human subjects and campus institutional review boards. Only those drawings that fall under human subjects compliance are exempted from the prize limitations of the policy, however, units should still check with the FMS tax department about possible reporting requirements and tax implications for prizes.

### **Prizes**

The value of a prize awarded through a drawing or contest is considered taxable income to the recipient and may require the university to report the value of the prize to federal and state revenue agencies. Units and clubs must file the appropriate forms within 10 days of distribution of any prize. (See Procedures section below.) All other units or clubs must purchase prizes with Indiana University Foundation funds or student club accounts that are

separate from the university and not funded with student activity fee revenues.

Drawings, contests and prize awards must comply with all applicable university and financial policies.

### **Reason for Policy**

The University recognizes that issues of appropriateness, reasonableness, fairness and liability may arise with all games of chance and drawings, and seeks to minimize those concerns by limiting the dollar amount for such events, by requiring additional approvals for events at which higher-value prizes will be awarded, and by establishing reporting requirements. These requirements are intended to ensure compliance with applicable IRS regulations. The University also recognizes that allowing units to conduct events at which prizes or awards of a certain value are allowed will encourage attendance and participation in University programs and activities.

The University has determined that because state law requires entities that conduct charity gaming and raffles to acquire a gaming license and to comply with substantial record-keeping requirements, the potential liability and administrative burden outweighs any potential return for allowing charity gaming or raffles.

### **Procedure**

The value of a prize is considered taxable income to the recipient and may require the university to report the value of the prize to federal and state revenue agencies. Therefore, units and organizations must complete the university Prize Tax Data Collection Form. If the prize winner is an employee or student with a 10-digit university identification number, only the Prize Tax Data Collection Form needs to be submitted. If the prize winner is not an employee or a student with a 10-digit university identification number, the department must also collect either an IRS Form W-9, or in the case of a non U.S. resident, IRS Form W-8BEN (see definitions below for more information.) Both the Prize Tax Data Collection Form, and if necessary, the appropriate IRS form, must be submitted to Financial Management Services Tax area within 10 days of the prize distribution.

Student clubs whose funds are outside the university financial system are not required to submit the university Prize Tax Data Collection Form. However, these clubs and prize recipients may still be required to complete and submit tax information according to federal tax law and IRS policies and may wish to seek additional financial advice.

Completion of the Prize Tax Data Collection Form is not required for prizes valued at \$20 or less or giveaways as defined below.

Indiana University tax reporting obligations will differ depending on the individual receiving the prize and various other factors. In certain cases, departments may be liable for taxes that cannot be withheld. In addition, participants should be notified of the potential tax consequences of accepting the prize.

### **Definitions**

**IRS Form W-9** - Request for Taxpayer Identification Number and Certification

**IRS Form W-8BEN** - Certification of Foreign Status of Beneficial Owner for United States Tax Withholding. This form is to be completed by a non-U.S. person for tax purposes (nonresident alien), means that the individual is not a U.S. citizen, does not hold a U.S. "green card" which indicates a lawful permanent resident status, and is not a "resident alien" for tax purposes. Resident alien status is based on the visit history to the United States and the immigration status associated with those visits. For more information on determining whether a person is a resident alien or a nonresident alien for tax purposes, please review IRS Publication 519, U.S. Tax Guide for Aliens, at <http://www.irs.gov/pub/irs-pdf/p519.pdf>.

**Contest** - a competition for a prize involving actual skill or criteria for winning that is different from a drawing based on luck, such as an academic based contest

**Drawing** - a game of chance where the prize is awarded based on participation or attendance, such as a door prize

**Giveaways** - items of nominal value (\$5 or less) provided to everyone participating in or attending an event.

**Prizes** - include cash, cash-equivalents (such as gift cards), tangible personal property, and complimentary services.

**Raffle** – the selling of tickets or chances to win a prize awarded through a random drawing. (I.C. 4-32.2-2-26)

**Value** - shall be the fair market or retail value of a prize, regardless of whether the prize is purchased by an Indiana University unit, donated, or furnished by an external entity.

### Sanctions

Violations of university policies, including the failure to avoid a prohibited activity or obtain required approvals, will be dealt with in accordance with applicable university policies and procedures. These may include disciplinary actions up to and including termination from the university and appropriate measures as set forth in the IU Code of Student Rights, Responsibilities, and Conduct.

## PETITIONING FOR FUNDS

### Advertising

#### MyINvolvement.indiana.edu

Registered student clubs can use <https://mvinvolvement.iun.edu> to post events and news articles for view by other students and organizations across campus.

#### Posting of Flyers and Posters on Campus by Student Clubs

This policy attempts to monitor communications consistent with University standards, policies and campus aesthetics. Bulletin boards outside university offices and departments are intended for information related to those offices. All other bulletin boards are under the supervision of the Office of Student Activities.

There are large bulletin boards in Savannah Center, Moraine Student Center and other campus buildings for the purpose of displaying materials concerning events, meeting notices and general information. The glass-enclosed boards in Savannah and Moraine may be used by any IU Northwest body or groups. To reserve a glass enclosed case, contact the Office of Student Activities at 219-980-6792.

#### Regulations

- All materials posted on non-departmental bulletin boards must be approved by the Office of Student Activities and must display the *Approved Office of Student Activities* stamp. Approval is also needed to display table tents in the Moraine cafeteria or library café.
- A sign may not exceed 11" x 17".
- No more than one sign per bulletin board is permitted.
- The only approved area to display any materials is on a bulletin board. Absolutely no posting of flyers or objects on wood paneling, glass doors and entry ways, metal or painted walls or doors.
- Any material posted on areas other than those designated will be taken down and disposed of without exception.
- Each individual or group is responsible for removing their signs two weeks from the approval date or the day after the conclusion of the advertised event.
- Contact the Office of Student Activities for student election poster regulations.
- Posting shall not be attached to vehicles in any way.
- Any exceptions to these policies must be approved by the Office of Student Activities.

#### Chalking

Sidewalk chalking is permitted if it is approved by the Office of Student Activities and complies with the posting policies above as well as the following:

- Chalking may be utilized by registered student organizations and University departments and is only permitted on outdoor concrete sidewalks that are exposed to the weather and can be easily washed away by rain. Do not chalk steps, vertical surfaces, landscaping, bricks or rocks.
- Chalk must be water soluble, washable and non-toxic, and clearly identified as "sidewalk chalk".
- Chalking must be clear and legible and must bear the name of the student organization if applicable.
- Chalk is not permitted on the colored concrete located at the north and south entrances to the library.

### Interior Banner Posting

Banner space is available in Savannah Center to advertise IU Northwest campus programs and events in Savannah Center.

Space is on a first come, first serve basis.

- Banners must be 6' W and 2' L with four (4) grommets on the top side for hanging.
- Requests will be accepted on a case by case basis, as space is available.
- There is a 14 day limit for banner displays.
- All banners will be installed and taken down by the Physical Plant staff.

Contact the Office of Student Activities to place your request to hang a banner.

Postings that advertise alcohol, drugs, tobacco, implied illegal activities (including gambling), or sexually suggestive or harassing content are not permitted. Any individual, club or organization in violation of this policy will be subject to University disciplinary action and/or legal action.

### Outside Organizations

All area colleges, universities and other outside groups will be allowed to post materials concerning their events subject to the above regulations. Their flyers must be stamped by Student Activities.

### Exterior Signage

All exterior signage must be approved by the University Architect's Office in Bloomington and is generally not permitted. Campus organizations and departments wishing to purchase exterior banners are strongly encouraged to consult with the Director of Physical Plant prior to contacting the Architect's Office and IU Purchasing for approval and purchase. Not all banners will be installed by Physical Plant and may require the department or organization to arrange for installation by an outside contractor. For more information on exterior banners refer to <http://www.indiana.edu/~purchase/resources/procedures.shtml#banner>.

Note: any usage of the block IU or signature mark outside of normal stationary usage must be approved by the Office of Marketing and Communications. Go to [http://www.iun.edu/~marcom/logo\\_request.shtml](http://www.iun.edu/~marcom/logo_request.shtml) to submit a request.

### Restrictions on IU Logos and Wordmarks

The IU Office of Licensing and Trademarks has put together a resource guide for student organizations concerning the use of IU logos and trademarks. There are restrictions on their use. Please refer to the following link: <http://iu.licensing.indiana.edu/licensing/pdf/studentgroups.pdf>

Any organization considering use of the IU logo or word marks for advertising or printing of promotional items should contact the Office of Licensing and Trademarks at [iulogo@indiana.edu](mailto:iulogo@indiana.edu).

### Failure to Comply with Advertising Policies

Student Activities will notify organizations failing to comply with the posting/chalking policies of their violation. In addition, **Student Activities will ensure that posters inappropriately placed are removed and that the responsible organization is assessed any related cost. Failure to comply with the advertising policy may result in a verbal, written or other suspension of benefits by Student Activities.**

## Transportation

- As a rule Student Activities does not fund travel for student clubs. Each request will be handled on an individual basis.
- Student Clubs are not permitted to use the athletic busses for their own use. If approved for use of a rented vehicle, the club and driver MUST be familiar with the driving policies of the Office of Insurance, Loss, Control and Claims. The link is found below.
- Drivers must submit a Driver's Authorization background check before driving any vehicle on university business.
- <http://rmweb.indiana.edu/orm/SiteMap2.cfm?todo=privileges>

## Appendices

### Appendix A: Sample Club Constitution

#### Why and When

The purpose of an organizational constitution is to ensure efficiency, fair and equal consideration, clarification and continuity in the regular operations of your group. Each student organization should have standard operating principles and procedural rules, which this document merely states in writing. Each time new officers are elected, the constitution should be reviewed to ensure it is up to date. When a constitution is clear, concise and followed, it will allow an organization to grow and develop because less time is needed to focus on minute details.

#### What

The constitution should be tailored to your organization's specific needs. In addition, student organization constitutions are drafted to ensure all members and activities are in accordance with University policy, avoiding future conflict. If your constitution is not in accordance with these guidelines, Student Activities will ask you to resubmit a draft that has the proper changes; official registration with IU will be delayed until the proper changes have been made. Please note the sections in **bold type**, taken from the Code of Student Rights, Responsibilities, and Conduct (available online at <http://www.dsa.indiana.edu/Code>). In accordance with the Code, student organization constitutions should contain language indicative of the group's adherence to University Compliance, Anti-Hazing and Personal Gain policies.

Listed below are the component parts of the constitution, which must be included. Specific article numbers may vary from group to group, but all the information must be included. If you require any further assistance in drafting your organization's constitution, please contact Student Activities at (812) 855-4311 or at [iusll@indiana.edu](mailto:iusll@indiana.edu).

#### Title

Constitution should be entitled "Constitution of [Official name of the organization]"

#### Preamble

Should state the full, official name of the organization as well as the purpose, aims and function of the group.

#### Article I: Membership

To emphasize the appreciation of full diversity at Indiana University, student organizations are strongly encouraged to include the Statement of Non-Discrimination in their constitution:

**"Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [section I.D.3(c).]"**

State the limitations of membership, if any (maximum or minimum limits). A group or organization cannot qualify as a student organization unless all of its officers and a majority of its members are currently enrolled at Indiana University [section I.D.3 (b)].

State the different classes of membership and the requirements for and rights of each class, if any.

State the procedure for selection and revocation of membership. For example: How does the organization admit persons to or remove persons from membership?

Is membership contingent on payment of dues?

Article II: University Compliance

**This section MUST be written exactly as follows: “This organization shall comply with all Indiana University regulations, and local, state and federal laws.”**

Article III: Executive Officers

State the title of all officers. What are the duties and responsibilities of each?

What are your requirements for executive officers (e.g. GPA, experience)? What other requirements are you looking for in officers?

How long do officers serve? When do they take office? When do they turn over their office? Do past officers have a specific role in the organization?

How are officer vacancies filled? How do officers resign?

Will Executive Officer meetings be held? How often? Who calls these meetings? If the organization has an advisor, is this person considered an Executive Officer? How are decisions made at these meetings?

How are officers elected or selected? How may a vacant office be filled?

What is the procedure for removing a person from office?

\*Responsibilities to consider:

- Keeping advisor current on organization activities
- Supervising officers and/or committees
- Calling general and Executive meetings
- Presiding in the absence of the President
- Developing meeting agendas
- Taking & distributing meeting minutes
- Maintaining lists of organization members
- Completing required University paperwork
- Setting organization goals (short and long term)
- Developing and maintaining organization budget
- Maintaining records of organization spending
- Re-registering the organization each year

Article IV: Advisor

(Optional: If the organization has an advisor this article must be included. In order to apply for a Student Organization Account or a Web/Email account, a group MUST have a full-time faculty or staff advisor.)

What are the responsibilities and duties of the advisor?

Article V: Meetings

Are there regular membership meetings? If so, how often are regular meetings held? How are they advertised?

Who has the authority to call meetings?

Who sets the agenda for meetings? What rules of order are followed?

How are emergency or special meetings called? Who has the authority to call these meetings? How are members notified of these emergency/special meetings?

How is attendance recorded for meetings (if necessary)?

Article VI: Elections

When and how frequently are elections held? How are people nominated to run for an office?

Is voting by secret ballot or open show of hands? What percentage of members must be present and voting for a candidate to be elected?

By what means and how far in advance will membership be notified of an upcoming election?

Article VII: Non-Hazing

**This section MUST be written exactly as follows: “Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.”**

#### Article VIII: Dues & Budgets

Are dues charged by the organization for membership? If so, how is the amount determined? How often are dues collected? What happens to members who haven't paid dues by the deadline? Who collects dues? Who creates and maintains the group's budget? How often is the budget revised?

#### Article IX: Finances

Who is in charge of financial affairs? Will the organization be applying for or maintaining a Student Organization Account? State accordance with the Student Organization Accounts office policies and procedures. What happens to the remaining money if the group dissolves?

#### Article X: Personal Gain Clause

**This section MUST be written exactly as follows: "Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit ventures or partnerships if acting as a representative of a student organization."**

#### Article XI: Amendments

How will all eligible voting members be notified of proposed amendments (i.e. announcements at meetings, email, posting etc.)? What vote is required to ratify an amendment (e.g. 2/3 or 3/4 of total or present members)?

#### Article XII: Ratification

If more than a majority of those present is desired to ratify this constitution, then this article must be included.

### **Appendix B: Event Security Policies**

Student Activities, in consultation with the IUPD and host club, is responsible for coordinating security for certain events. Student organizations hosting dances, concerts, and outdoor amplified music events may be required to hire IUPD officers. The factors used to determine the number of officers required include:

- Type of event
- Anticipated attendance
- Time of day
- Length of event
- Location of event
- Closed event for members only, or open to public
- Presence of professional staff and/or advisors
- Alcohol prevention
- History of event/organization experience
- Use of amplified sound

IUPD officers will be the security used for events on the Indiana University Northwest campus.

**THE SECURITY REQUESTS FOR ALL DANCES AND LARGE EVENTS ARE DUE NO LATER THAN TWO WEEKS PRIOR TO THE EVENT.**

**Student Activities and IUPD will make final decisions on security requirements.**

#### Responsibilities of student organizations regarding security:

As the sponsoring organization for an event, you are responsible for any problems that arise. The hiring of security provides additional assistance to you. However, security presence does not relinquish your responsibility as a student organization. Your responsibilities as the sponsoring organization include:

- The organization member noted on the security form as “student responsible” will meet the officer(s) 15 minutes before the scheduled start of the event to discuss security coverage and specific concerns. The sponsoring organization should have several additional members available to assist in monitoring the event.
- The student organization is responsible for knowing the scheduled arrival time of officers and being at the event entrance at the officers’ arrival time.
- The contact person(s) will be in contact with the assigned security officers during the event.
- The student organization will cease admitting guests when the event crowd has reached Fire Safety Code capacity (where applicable).
- IUPD’s presence does not relinquish the student organization’s responsibility in confronting potential problems. The student organization is responsible for primary intervention in the event of any problems or potentially confrontational situations. IUPS officers will assist when needed.
- The sponsoring organization, in cooperation with officers, is responsible for the orderly departure of all guests at the close of the event. For dances, the student organization will end amplified music 30 minutes prior to the time when the building must be cleared.
- The student organization is responsible for adhering to university policies.
- The student organization monitors are responsible for making officers aware of problems (e.g. traffic problems) in the parking lot before, during, and after the event (when applicable).
- The officers will check out with the student responsible at the conclusion of the event.
- The student organization is responsible for meeting the financial obligations incurred from hiring the officers.

### **Appendix C: Demonstrations on Campus**

As an institution of higher education, Indiana University Northwest is committed to the free exchange of ideas. In accordance with its responsibilities under the First Amendment of the U.S. Constitution, Indiana University affords students, faculty, staff and visitors the right to assemble and express their opinions in public areas of the campus. The First Amendment also prohibits Indiana University Northwest, as a public institution, from taking any position on or action against a message or a speaker based on the content of the message. While you are here, you may see or hear demonstrators who express ideas that you consider to be distasteful. Please remember that Indiana University Northwest does not endorse the message of any particular speaker or group of speakers.

If you are approached by demonstrators and you do not wish to engage in discussion with them, it is advisable to refrain from provoking or ridiculing them.

If you feel that your physical access to the campus and its facilities is being blocked or that your personal safety is being violated or threatened by demonstrators, you may call the IU Police Department at 980-6501 in emergency or non-emergency situations.

### **Free Speech Policies and Guidelines**

#### **Campus Demonstration and Picketing**

For purposes of this document, the definition of "student" is the following:

1. Any person who is admitted and enrolled in any credit-bearing course or program in any school or division of Indiana University Northwest.

#### Demonstration and Picketing on Campus: Basic Principle

Historically, petitions, assembly, demonstrations and picketing have been used by free people to express their beliefs and to air their grievances. These methods of expressing individual or group opinion are an important part of our American heritage and a legitimate means of showing individual or group opinion, provided they are conducted in an orderly manner with due respect to the rights of others. It is the policy of the University to permit such expression of opinion for lawful purposes and not to permit interference with demonstrations by those who disagree with the opinions expressed.

#### Specific Guidelines

The Code of Student Rights, Responsibilities, and Conduct of Indiana University provides a complete list of applicable rules and regulations. The Code can be retrieved on-line at <http://www.iu.edu/~code/index.shtml>

*Part I: Student Rights**E. Right to Freedom of Association, Expression, Advocacy, and Publication*

Students are free to form, join, and participate in groups or organizations that promote student interests, including but not limited to groups or organizations that are organized for intellectual, religious, social, economic, political, recreational, or cultural purposes.

In accordance with the state and federal Constitution and university policy, the university recognizes the rights of all students to engage in discussion, to express thoughts and opinions, and to assemble, speak, write, publish or invite speakers on any subject without university interference or fear of university disciplinary action.

Students may engage in peaceful and orderly protests, demonstrations, and picketing that do not disrupt functions of the university, subject to appropriate regulation concerning time, place, and manner. If a student feels that this right has been violated, the student may file a request with the Vice Chancellor of Student Affairs for an investigation and appropriate action.

Students who publish student publications under university auspices have the right to be free of university censorship. Student editors and managers may be suspended or removed from their positions only for proper cause and by appropriate investigation conducted by the agency responsible for the appointment of such editors and managers.

Student clubs must comply with all federal, state and local laws, as well as university policies.

A student club or organization may be authorized to use university facilities for extracurricular activities, subject to the procedures established on each campus.

*Specifically with regard to demonstration and picketing the Code provides:*

I. A.I - Citizenship Rights.

- a. A student (see definition above) has the right to exercise his or her full rights as a citizen. Indiana University Northwest affirms the right of students to exercise their citizenship rights without university interference or fear of university disciplinary action for such activity.

I. E.1 - Indiana University considers freedom of inquiry and discussion essential to a student's educational development. Thus, the university recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or publish freely on any subject, in accordance with the guarantees of the federal and state constitutions. This broad principle is a cornerstone of education in a democracy.

I. E.4 - Students are free to engage in peaceful and orderly protests, demonstrations, and picketing which do not disrupt functions of the university, subject to appropriate regulations concerning time, place, and manner. Under terms of Section III B. of the Code, the University may discipline a student for the following acts of personal misconduct which occur on university property:

- III. B.5 - Disorderly conduct which interferes with teaching, research, administration or other university- authorized activity.
- III. B.6 - Actions which endanger the student, the university community, or the academic process.
- III. B.7 - Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction.
- III. B.8 - Unauthorized entry, use, or occupancy of university facilities; refusal to vacate a university facility when directed to do so by an authorized official of the university.
- III. B.10 - Damage to or destruction of university property or of property on university premises belonging to others.
- III. B.11 - Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment.
- III. B.14 - Acting with violence; and aiding, encouraging, or participating in a riot.
- III. B.18 - Physical abuse of any person, including the following:
  - a. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person.
  - b. Physical behavior that involves an express or implied threat to interfere with an

individual's personal safety, academic efforts, employment, or participation in university-sponsored extra-curricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or c. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extra-curricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

III.B.20. - Verbal abuse of another person, including the following:

a. Verbal behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extra-curricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or b. "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.

III.B.23. - Violation of other published university regulations, policies, or rules.

III.B.24. - A violation of any Indiana or federal criminal law.

*In administration of the above statements the following procedures have been established:*

1. Students or clubs or organizations planning a protest march or demonstration on campus should contact the Student Activities 72 hours in advance of the proposed march to discuss applicable University policies and to confirm the line of march.
2. Picketing or demonstrations usually are to be confined to the exterior of buildings. Carrying of placards and the use of bullhorns within buildings are disruptive forms of protest and, therefore, in violation of the Code of Student Rights, Responsibilities, and Conduct.
3. Demonstrators are requested to assist in cleaning up any litter that might result from leafleting activity.
4. Printed materials distributed should bear the name of the sponsoring club, organization or individuals.
5. A demonstration with a noise level that disrupts other authorized activities occurring on the University campus violates the Code of Student Rights, Responsibilities, and Conduct and makes participants subject to disciplinary sanction.
6. Those participating in counter-demonstrations are expected to respect the rights of other demonstrators and to observe all of the guidelines and policies noted above.

Overnight camping is not a form of expression and, therefore, permission will not be granted to cook or live in overnight structures.

## **Appendix D: Guidelines for Political Campaign Invitations, Events and Activities**

The University, in accordance with the provisions of section II B of these guidelines, may host sponsored events and invite political candidates in either their campaign or individual capacities.

### II. Examples of Permitted Activities:

- A. Voter Education: Section 501(c)(3) organizations are permitted to conduct certain voter education activities as long as they are carried out in a non-partisan manner.
  1. Conducting public forums, get-out-the-vote drives, and the publication of voter education guides that covers a wide range of issues are examples that are allowed as long as the activities are NOT conducted in a biased manner that favors or opposes a single candidate or issue.
  2. Circulating unbiased questionnaires to all candidates running for a public office and then reporting the results is acceptable assuming that the questions are fair and neutral, cover a broad array of topics, and each candidate is afforded a reasonable amount of time to respond to the questionnaire. Any "yes or no" questions should include space for a candidate to explain their response.
- B. Candidate Appearances:
  1. University Sponsored Invitations and Events:
    - i. Political candidates can be invited to speak at events in their capacity as a political candidate or in their individual capacity. If a candidate is being invited in a campaign capacity by the University, the University must provide all legally-qualified candidates or their representatives an opportunity to appear either at the same event or at a comparable event

within a reasonable time period. If a candidate declines, the University should retain documentation that the invitation was issued and declined. The introduction of a candidate or their representative should be neutral and include a brief statement that the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election. Appropriate steps must be taken to avoid the appearance of the University's endorsement of or opposition to any candidate. No fundraising is allowed.

- ii. When a candidate is invited in an individual (non-candidate) capacity, there is no need to provide a comparable opportunity to the other candidates, the introduction of the candidate should not mention their candidacy, absolutely no fundraising or campaign literature is allowed, and a nonpartisan atmosphere should be maintained.
2. Student Organization Sponsored Invitations and Events:
    - i. "Student organization" refers to a student group that is recognized in accordance with any specific campus policies or practices.
    - ii. A student organization hosting an event may extend invitations to candidates to come and speak. A student organization is not obligated to invite all legally-qualified candidates if the student organization is using its own funds and resources. However, no campaign fundraising may occur and the student organization must include a brief statement when introducing the candidate that the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.
    - iii. The nature of the event will determine the facility rental charge that a student organization will be assessed. If it is a campus community event and is not open to the general public, then the normal fees, if any, assessed to a student organization for facility rental and usage fees can be applied. However, if the event is open to the general public, facility rental and usage fees must be charged.
    - iv. Appropriate steps should be taken by student organizations to avoid the appearance of the University's endorsement of or opposition to any candidate.
  3. External Group Sponsored Invitations and Events
    - i. Candidates, campaign organizations, and other external groups may request space on the campus to host political events which may be either limited audience or general public events.
    - ii. Normal charges assessed to outside groups renting space shall apply with no discounts, preferential scheduling or other gratuities (security, sound systems, parking, etc.) extended to the sponsoring individual or organization.
    - iii. If facilities are made available to one candidate or political party, the same must be made available to all others on equal terms and conditions, which include any limitations on availability of particular facilities, due to the scheduling of other events, at the time a candidate or party makes a request.
    - iv. University or campus officials should not appear on the podium to introduce or in any other way convey the perception of support or endorsement.
    - v. Appropriate steps must be taken to avoid the appearance of the University's endorsement of or opposition to any candidate.

### III. Examples of Prohibited Activities:

- A. The University shall not expressly or impliedly endorse any candidate for public office.
- B. Hyperlinks to the websites of candidates for public office shall not be placed on the University's website in any manner that favors one candidate over another.
- C. No political fundraising may occur on university property or through the use of the University's technology resources.
- D. Student organizations shall not use the name of the University or any trademark of the University, such as a logo, in connection with political candidates or partisan political activities.  
Additional information about the policies and regulations related to logos and licensing can be found at:
- E. <http://iu.licensing.indiana.edu/policies/mainpolicy.shtml>
- F. Student organizations shall not use University funds on behalf of a candidate for public office in a

political campaign or to influence the public legislature.

- G. The foregoing is not exhaustive. Maintaining its 501(c)(3) tax status is of the utmost importance to the University and sensible judgment and due diligence should be exercised in arranging any event or activity that involves political activity.

IV. Additional Information:

- A. The Office of the Vice President for Public Affairs and Government Relations and the appropriate campus vice chancellor responsible for external affairs and government relations shall be notified of all requests for political campaign invitations and events in order to help ensure proper communication within the University.
- B. These guidelines are to be read as a complement to the Academic Guide, Academic Handbook, Non-Tenure-Track Handbook, Tenure & Promotion Handbook, Handbook for Student Academic Appointees, all policy memoranda, and the policies listed at <http://gov.indiana.edu/policies/index.shtml>.
- C. These guidelines do not address contacts with elected officials by faculty, staff and students. For more information regarding elected officials and staff, please see the policies found in the Academic Handbook or <http://www.gov.indiana.edu/policies/contacts.shtml>