Student Organization Basics

The INVOLVEMENT ZONEs provide students an opportunity to choose the level of involvement that matches up with their individual interests and their willingness to participate.

Students choose how they want to get involved – like joining a student organization or helping to plan a campus event – based on their own needs.

Each zone of Involvement offers its own challenges and rewards. As members of our Involvement Zones, Registered Student Organizations are essential partners in Student Activities & Leadership Programs’ mission to get students involved on campus.

IN VolvEMENT

Student Activities & Leadership Programs provides students with a wide range of co-curricular opportunities. Students can reflect, learn, and apply their student activities experience into their academic and work environments. Students are invited to draw from their own interests to co-create a campus environment that fosters and strengthens each student’s affiliation with the University. Supporting over 300 student organizations, Student Activities & Leadership Programs provides advising, leadership opportunities, workshops, and activities spanning a wide variety of topics and interests.
Contact Information

Offices
Student Activities and Leadership Programs
2420 Faunce Student Services Building
Kalamazoo, MI 49008-4075
Main: (269) 387-2115     Fax: (269) 387-2554
< www.salp.wmich.edu >

Faith & Spiritual Development
Kanley Memorial Chapel
(269) 387-3501
< www.salp.wmich.edu/kanley >

Lesbian, Bisexual, Gay, & Transgender Student Services
2315 Faunce Student Services Building
(269) 387-2123
< www.salp.wmich.edu/lbg >

Professional Staff
Patrick Daniel, Director
Kristen Betser, Assistant Director
Rebecca Gadson, Assistant Director
Rita Keller, Office Coordinator
Beth Schwartz, Coordinator of Kanley Memorial Chapel & Students Socializing Safely

Graduate Staff
Bonnie Benson, Lesbian, Bisexual, Gay, & Transgender Student Services ..... 387-2123
Doris Dirks, Leadership & Life Skills Development........................................... 387-2162
Lori Earls, Registered Student Organization Financial Advisor ...................... 387-2484
Chris Killian, 89.1 WIDR FM ........................................................................... 387-6301
Emily Nisley, Registered Student Organization Development......................... 387-2182
Laurel Palmer, Campus Programming............................................................. 387-2547
Stacey Spoors, Greek Life Development ......................................................... 387-2138

General Disclaimer
Reasonable changes may be made to this document without notice. Information describing any changes will be made available.

Published by Student Activities & Leadership Programs, Division of Student Affairs, Western Michigan University. Revised for the 2003-2004 academic year.
Student Organization Basics

Registered Student Organizations

Students come together to form organizations around common interests such as academics, sports, politics, or simple social reasons. A student organization might include two or two hundred students. For whatever purpose, however large or small your organization is, Student Activities and Leadership Programs (SA&LP) stands ready to support your endeavors.

Student Activities and Leadership Programs has the responsibility of registering student organizations on campus. SA&LP staff members engage students in learning and personal development by registering and advising, but not supervising student organizations. SA&LP currently recognizes over 300 Registered Student Organizations (RSOs) at WMU.

In order to be recognized by the University, all student groups must complete an annual registration process. 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 advisor as part of the SA&LP staff whose primary role is to assist and support Registered Student Organizations.

Student Agencies

Agencies are a special category of RSOs and are defined as groups which, by their nature and scope, are governing, coordinating, and/or allocations boards for other student organizations or campus media. Agencies enjoy the same level of autonomy as all other RSOs, but are distinguished by their governing/coordinating responsibilities. The following organizations have been granted agency status by SA&LP:

- Campus Activities Board (CAB)
- Interfraternity Council (IFC)
- International Programs Council (IPC)
- National Pan-Hellenic Council (NPHC)
- Women’s Panhellenic Conference (WPC)
- Residence Hall Association (RHA)
- Sports Club Council (SCC)
- Western Student Association (WSA)

Agencies are required to provide SA&LP with a list of officers and contact information by October 1 each year and are subject to all SA&LP and University policies.

Registration Process

Each year both new and existing student organizations are required to complete a registration process with SA&LP. Existing groups are required to register each year by October 1. New groups can register at any time during the year. Information on the annual registration process, along with the registration forms, can be obtained from the SA&LP front desk or from our website at <www.salp.wmich.edu>.
Requirements
At the time of registration, each organization is required to provide the following information:

1. A current constitution or charter that includes:
   a. The organization’s name
   b. The organization’s purpose
   c. Membership requirements
   d. Methods for officer selection
   e. Officer responsibilities
   f. Statement of compliance with all SA&LP and University policies, procedures, and practices, and all local, state, and federal laws

Because WMU is an open community, where freedom of expression is protected and civility is affirmed, we encourage the inclusion of a nondiscrimination statement modeled on the University’s nondiscrimination policy (see Statement on Discrimination, p. 48).

A sample constitution may be obtained from the SA&LP front desk or from our website <www.rso.wmich.edu>.

2. The names, student ID numbers, local addresses and contact information for all officers.

Informational Meetings
During the registration process, a representative from your organization is required to meet briefly with a SA&LP staff member for an informational interview. During this interview, the SA&LP staff member will review the registration paperwork and provide information on upcoming programs and events. In addition, you will be asked to complete a brief survey to help SA&LP better serve the needs of RSOs. You will have an opportunity to discuss your responses to this survey in order to highlight specific needs for your organization.

Student Organization Registration Packet
Information packets and forms are available at the SA&LP front desk (2420 Faunce) or from our website at <www.salp.wmich.edu>.

Officer Eligibility
Students who are listed as officers for an organization must be currently enrolled WMU students; must not be under any type of current disciplinary sanction from the University; and must meet the criteria stated in the organization’s charter or constitution.

RSO Registration & Leadership Conference
Designed for the leaders of WMU student organizations, this half-day conference is a great way to learn more about leadership, make connections with other campus leaders, and discover some great resources. Choose from a variety of specialized tracks or sample from each of the tracks for a more diverse focus. Registration in advance is encouraged. Contact SA&LP for more information.
Date: September 6, 2003, 11:00 a.m. to 3:00 p.m.
Place: Bernhard Center, South Ballroom
RSO Status
Once your organization meets the basic registration requirements (including good standing with the University), it will be granted active status. Active status will allow your organization to take advantage of the privileges granted to Registered Student Organizations, including access to funding from the Western Student Association Allocation Committee and others as described further in this handbook. Please note that only active Registered Student Organizations are eligible to receive and use student assessment fee funds (for more information on funding, see Managing Your RSO Funds, beginning on p. 27).

Official Recognition by the University
The University will officially recognize student organizations and agencies that meet the aforementioned 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.

Agency Involvement

Position in Campus Activities Board
All RSOs are granted one position on the Campus Activities Board (CAB). See the CAB website for more information < www.cab.wmich.edu >.

Position in the 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 < www.wsa.wmich.edu >.

Participation in Campus Events

Bronco Bash
At the beginning of the fall semester, SA&LP, along with the Campus Activities Board, presents Bronco Bash. Bronco Bash is a student organization fair that is designed to get the year started with a bang. The event is free of charge and open to all students, faculty, staff and community members.

Bronco Bash draws a large group of diverse students and is an excellent opportunity for you to attract new members to your organization. Student organizations are welcome to host an information table to market their organization. For information on how your organization can become involved, contact SA&LP.

Homecoming
Homecoming is a strong University tradition and provides students, alumni, faculty, and staff an opportunity to show their Bronco pride. The week includes many activities and programs for
students and alumni. The week ends with the popular Friday Festival that includes the Soap Box Derby, Fritter Fest and Western Olympics.

For more information about Homecoming, including how your RSO can participate in the Friday Festival events, please contact SA&LP.

**Recognition**

**Golden Bronco Awards**

Each year, members of student organizations and the campus community are invited to nominate those individuals or organizations that demonstrate excellence in leadership. The Golden Bronco Awards recognize outstanding achievement in the following categories:

**Student Leader of the Year**
Awarded to the student leader who best exhibits outstanding leadership qualities. The successful nominee should demonstrate a strong sense of vision and an ability to bring this vision to reality in their organization or in the campus community.

**Student Organization of the Year**
Awarded to the student organization that demonstrates a combination of involvement and development that benefits both the organization and the campus community. Special consideration is given to organizations that are creative, productive, and seek to enhance the mission of the University.

**Student Agency of the Year**
Awarded to the student agency whose events or programming efforts reach WMU students and contribute to community development. Special consideration is given to organizations that are creative, productive, and seek to enhance the mission of the University.

**Advisor of the Year**
Awarded to the student organization advisor who demonstrates well-rounded support and guidance and plays a beneficial role in the development of the student organization.

**Award Criteria**

The eligibility criteria for the Golden Bronco Award support the University’s commitment to Ethical Student Leadership. Both individual student leaders and student organizations can demonstrate these exemplary leadership practices. These leadership standards are critical measures in determining the finalists for the Golden Bronco Awards. The key elements of Ethical Student Leadership and the criteria used for the Golden Bronco Awards are:

- **Character** Qualities we possess and use consistently that reveal our values.
- **Citizenship** The quality of an individual’s response to membership in a community.
- **Civility** Respect and affirmation of different opinions and beliefs.
- **Diversity** A community that represents a multitude of identities, beliefs, and origins.
The following criteria apply to the nominated organization or the organization to which a nominated individual belongs:

1. The organization must be registered with Student Activities & Leadership Programs and have successfully completed all registration requirements (see p. 4).
2. A representative from the organization must successfully complete the Financial Manager Workshop.
3. A representative from the organization must have attended a SA&LP sponsored leadership retreat.
4. The organization must sponsor or co-sponsor a program, event, or activity that is open to the entire WMU community.
5. The organization must sponsor or co-sponsor a multicultural program, event, or activity. The activity may be for the benefit of the members or open to the entire community.
6. The nominated organization, student, or organization to which the nominated student belongs must be in good standing with the University.

Award Process
RSOs will be notified when the Golden Bronco Award Nomination forms become available. Nomination forms can be picked up in the SA&LP office or found on-line at our website, <www.salp.wmich.edu>. No nomination forms will be accepted after the announced deadlines.

A panel consisting of professional and student staff members review nominations. Three outstanding nominees will be chosen as finalists in each category. The finalists and winners will be recognized at an awards ceremony usually held the first week in April.
Organizational Planning

**Recruiting**

Recruiting new members is a concern for many student organizations. New members bring new ideas, foster organizational growth, prevent member burnout, and take over leadership roles when you leave. Following are some suggestions for recruiting new members:

**Plan a New Member Campaign**

- Create an action plan with achievable goals
- Develop detailed steps to achieve each goal
- Assign clear responsibilities for action steps
- Budget sufficient resources i.e., time and money
- Delegate tasks
- Create a planning calendar
- Target appropriate student populations
- Evaluate your campaign and record details for the future

**Campaign Suggestions**

- Set up a series of informational meetings
- Develop an attractive presentation that describes your organization
- Have current members contact friends who might be interested in joining
- Network with other student organizations
- Post flyers, place ads in the school newspaper or have an article written about your organization
- Participate/volunteer for campus events and activities including Bronco Bash

**Retention**

Retention of members is the responsibility of all members of an organization. By involving everyone in the varied aspects of the organization – event planning, activities, leadership, decision-making, etc. – you not only maintain interest but engender a sense of responsibility for involved members. Here are some ideas for keeping members involved:

- **Keep members informed.** Provide members current information on leaders, organization structure, committees, activities, and ways to be involved.
- **Keep the mission in mind.** Keep a copy of your constitution, particularly your mission statement, available as a guideline at all times.
- **Keep it interesting.** Make sure everyone is on board and interested before engaging in events or activities.
- **Keep it fresh.** Be open to new ideas and allow for member participation in planning for activities.
- **Keep it real.** Make sure to have fun!
Transition

Whether you are a newly elected leader trying to get a grip on your new position or an experienced leader who is leaving an organization, a smooth transition of leadership is essential to maintain a strong organization. A planned transition will avoid the pitfalls of change. Here are some suggestions for making organizational transitions:

- Start early by identifying emerging leaders and getting them involved in the organization
- Encourage emerging leaders to participate in leadership training
- Model positive leadership skills and techniques
- Hold elections at a time that will give outgoing and incoming leaders time to work together as a group in order to promote understanding of roles and responsibilities
- Document your experience and pass it on; think about the things you wished you had known when you started in your position
- Go through your files and records with your successor so that they can build on what you’ve already done.
- Involve your advisor in the process
- Outgoing leaders – share your experiences, both good and bad, before moving on
- Incoming leaders – ask questions and request training from the outgoing leaders

Event Planning

Annual events and activities are the focus of many student organizations. Thorough event planning and documentation can help make your activity a success. Check out these suggestions for event planning:

- Assess the organization’s interest in the event or activity. If no one is interested, why spend time and resources? Just because it is “something we have always done” doesn’t mean you have to do it again. Be open to change and new interests.
- Answer some questions – what do you hope to achieve? Does this event align with your organizational goals? Are other similar programs being offered? Do you have the time and resources for this event?
- Follow these steps:
  1. Identify needs
  2. Develop program goals and objectives
  3. Develop an action plan
  4. Implement that action plan
  5. Evaluate the event
  6. Document for the future

Event Checklist

An event checklist is a great way to organize your action plan and keep track of tasks to be completed. Use the example on the following page for ideas about what to include on the checklist for your specific event. You may want to add or eliminate items depending on the type of event your RSO is planning. If you are planning an on-campus ball or dance, please see the University’s Ball and Dance Guidelines, available online at <www.rso.wmich.edu/resources>.
Sample Event Checklist

Event Basics
- Event Title
- Coordinator
- Confirmed guest speaker, artist, etc
- Date of event
- Location
- Review RSO Resources section

Funding & Payment
- Review “Managing Your RSO Funds” section of this Handbook
- Write an event budget
- Identify potential funding sources & their requirements (e.g. fund-raisers, WSA, CAB)
- Contact the RSO Financial Advisor for assistance with the appropriate paperwork (independent contractor forms, vouchers, etc.)
- Determine paperwork deadlines well in advance and plan accordingly

Transportation & Lodging
- Connect with agent/artist for arrival/transportation and day-of information
- Transportation rental
- Hotel confirmation

Contract
- Independent Contractor Form completed and signed

Promotional Considerations
- Review “Marketing Your Organization & Events” section of this Handbook
- Complete and share marketing plan
- Advertising materials designed, printed, and distributed
- Bernhard Center display case
- WIDR 89.1 FM
- EduCABLE
- College Television Network
- Western Herald
- Submit event to the student events calendar <www.salp.wmich.edu/events>

Venue
- Check with venue about reservation/set-up/catering (if needed)
- Contact SA&LP for outdoor space reservations
- Special requirements met (i.e. security, stage, correct room set-up)
- Technical/Sound & Lights
- Register with SA&LP if larger than 100 people

Volunteers
- Setup
- Greeters/Tickets/Counters
- On-Stage/Sound Help/Announcements
- Tear Down/Clean-up

Miscellaneous
- Camera/Cash Box
- Hospitality
- Thank You Card to Entertainer/Speaker

Organizational Planning
RSO Resources

Events and Programs

Programming Assistance
SA&LP provides the services of a Coordinator of Campus Programming who, along with CAB (Campus Activities Board), can assist with various phases of programming. Funding and co-sponsorship of such events are possible through CAB. SA&LP also can provide assistance in locating musicians, artists and speakers for campus events.

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

Event Security
Student organizations may need to request security services from the WMU Department of Public Safety for a particular event. Generally, this service must be requested a minimum of 10 days prior to the planned event. Moreover, this service must be paid 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 387-5573 for details.

Participation in Bronco Bash
RSOs may host a table at Bronco Bash free of charge (though fees may apply for special services).

Reserving Rooms & Outdoor Spaces

Indoor Room Reservations
Typically, all organizations will be asked to seek available space in the Bernhard Center first when making indoor room reservations. If the Bernhard Center is unable to accommodate the organization's needs, academic buildings may be available for use by organizations on a first-come, first-served basis. Event and room request forms are available from SA&LP.

The University provides general classrooms and academic lecture halls with audiovisual capabilities. Most academic lecture halls with audiovisual capabilities may be reserved no more than one month in advance to provide opportunities for all organizations to utilize this limited space. General classroom space may be reserved no more than one semester in advance.

Food and beverages are prohibited in all academic lecture halls and classrooms. Each host organization is responsible for the enforcement of this policy. Furthermore, each host organization is responsible for the behavior of its members and/or participants. The space used...
must be cleaned and individuals must peacefully (especially when classes are in session) vacate the facility upon the conclusion of the organization's activity.

Finally, the University reserves the right to alter academic room reservations for academic, health, and safety related purposes. Every opportunity will be made to minimize this potential inconvenience, including but not limited to reasonable notification of change and offering of another similar space or reduced costs (if applicable). In addition, if the use of the space warrants special equipment, technical or non-technical labor or custodial service, appropriate charges related to those services will be incurred by the host organization(s).

**Kiva Room**
The Kiva Room is an all-purpose meeting room in the lower level of the Faunce Student Services Building. Food and beverages are permitted in the Kiva room only with prior written approval from SA&LP. All organizations will be charged for any cleaning costs incurred during their time spent in the Kiva Room. Reservation request forms are available from SA&LP.

**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.

**General Outdoor Areas**
SA&LP staff oversees outdoor space reservations. Please contact the SA&LP Office Manager for specific details. The following areas may be reserved for outdoor activities:

- Gazebo area near Goldsworth Valley Pond
- The Fountain Plaza (approval from neighboring facilities will be requested)
- Kruglak Sundial area
- The Promenade Tent
- Amphitheater (between Knauss, Friedman, Dunbar)
- Grassy area in front of the Bernhard Center (approval from the Bernhard Center staff may be requested by SA&LP)
- Area between the Faunce Student Services Building and Kohrman Hall
- Intramural Fields (permission must be granted by Student Recreation Center staff)
- Goldsworth Valley Pond area near Gilkison Avenue
- "Bronco Beach," Goldsworth Valley Pond Area
- The Pavilion (near Student Recreation Center)
- Parking lots and structures (permission must be granted by the Department of Public Safety)

The following are general policies and procedures regarding the use of the above outdoor areas:

1. Use of all outdoor space must be registered with SA&LP five business days before an event or activity. Copies of the registration form (signed by the requester) will be forwarded to the Department of Public Safety and Business Services. The requester will retain one copy, and one copy will be put on file in SA&LP.
2. Activities that require amplified sound will not be allowed near residential areas or near academic buildings while classes are in session unless special permission is given.
3. The use or sale of alcoholic beverages at any RSO outdoor function is a violation of state law.
4. The requester will incur any costs if cleanup, trash removal, or other services are required to put the area back in order after an event/activity.
5. A completed copy of the registration form is required at the site at all times. The form must be available upon request.
6. The University reserves the right to disband any function for cause.
7. The requester is responsible for the content of the event/activity. This individual assumes responsibility and indemnifies and holds harmless Western Michigan University, its Trustees, employees, and agents for any and all liability which may result from the activity/event, including (by way of example and not by way of limitation) any judgment costs, attorney’s fees, discovery costs, or other expenditures.
8. Charges may apply for the use of outdoor space. See SA&LP staff for additional information.

**Campus Services**
There are a variety of offices on campus that can provide specific and unique services to support your student organization including such offices as Alumni Relations, The Academic Skills Center, and Student Volunteer services. If you are looking for particular services or support for your entire organization or individual members of your organization, please contact the RSO Advisor in SA&LP for information.

**Landscaping Services**
For tent/canopy setup or trash removal, call Landscape Services at 387-8557.

**Remodeling Services**
To establish electricity for a special event site or carpentry work (including painting) call Remodeling Services at 387-8515.

**Logistical Services**
For the delivery of chairs, tables or risers call Logistical Services 387-8819.

**Transportation Services**
For travel related to organization business, organizations may rent vehicles from Enterprise Rent-a-Car and receive the University rates. Organization business includes meetings, conferences, picking up speakers at the airport and/or train station, etc. If organizations are allocated Student Assessment Fee funds for travel, they should complete a Transportation Request form and submit it to the RSO Financial Advisor. Please see p. 34 for more information. If organizations will use their own funds to pay for the car rental, arrangements can be made directly with Enterprise Rent-a-Car. RSOs can also rent vehicles from other companies.

**SA&LP Services**

**Campus Mailboxes**
All RSOs have a campus mailbox located behind the SA&LP front desk. Organizations are responsible for checking the mailbox weekly. All official notices will be directed to your mailbox, so it is important to check your mail. If mail accumulates and the organization does not respond to requests for mail pickup, SA&LP reserves the right to return all mail to the original sender. At the discretion of SA&LP staff, organizations may use another on-campus address.
Electronic Resources

Student Events Calendar
SA&LP provides students with an on-line events calendar at <www.salp.wmich.edu/events>. RSOs may submit their meetings and special events for posting.

Student Organization Unified E-Mail and Web Site Account
Registered Student Organizations are provided with a unified e-mail and web site account. The account must be renewed during RSO registration or no later than October 1 each year. Forms are available at the SA&LP front desk or from our website. Policies and rules governing the use of the unified account can be found at <www.wmich.edu/oit/policies>.

RSOs are required to have a University e-mail account. This account will be used for official announcements and communications. You are expected to check this account periodically. Also, the University e-mail account will be listed as part of your organization’s contact information. Information on how to forward e-mail from your unified account to a non-university e-mail account can be found by clicking on the ‘HELP’ tab at <www.rso.wmich.edu>.

SA&LP Web Page and RSO Database

The RSO Database lets students explore registered organizations and learn how to contact them. The contact information that you provide when you register your organization is entered into our on-line database, which allows students to learn about the purpose of your organization, your meeting time and place, and how to contact you for more information.

Mailing Labels
Organizations may obtain mailing labels for student organizations' local addresses by contacting SA&LP. Mailing labels may be purchased which include all Registered Student Organizations or for specific interest areas. For prices, contact the SA&LP Office Manager (387-2115).

Posting and Distributing Materials on Campus
RSOs may post or distribute literature on University property. However, the University expects that poster and literature content will conform to established requirements and generally accepted standards of good taste. Literature promoting the use of alcohol generally will not be approved for posting. All literature must be registered with SA&LP before posting. For more information, see Marketing Your Organization & Events, p. 21. Also, see Use of University Symbols, p. 45.

Student Organization Office Space
SA&LP is charged with allocating and monitoring student organization office space located in the lower level of the Faunce Student Services Building. Because office space is limited, RSOs are required to apply for office space on an annual basis. Office space is allocated based on an organizations demonstrated need for office space to conduct business. RSOs may be required to share office space. For details, see the RSO and Agency Office Space Policy on p. 50 or contact the RSO Advisor.
Advising

The staff of SA&LP is committed to student success and to helping you develop a successful student organization. Staff can assist you in planning and promoting events, securing funding, budgeting, facilitating leadership development and more. Please contact the RSO Advisor for information and assistance in any organizational endeavor.

Student Organization Advisors

Organization Advisors are important not only because they are role models for students, but also because their involvement in the organization itself provides a learning experience that is transferable to situations beyond college. In order to assist the advisor and the organization in understanding the roles of an effective advisor, SA&LP offers the following lists of responsibilities:

**Advisor Responsibilities to the Organization**

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.

**Organization 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.
Mediation and Conflict Resolution Services

Periodically, student organizations have an internal issue that may need mediation from an unbiased, outside entity. SA&LP has trained professionals who can assist an organization in achieving a resolution diplomatically. However, SA&LP will not intervene unless asked by all parties to enter as a mediator. Please contact SA&LP for more details.
Leadership & Life Skills Development

Participate, Connect, Lead, and Grow with Student Activities and Leadership Programs (SA&LP).

Leadership and Life Skills Development programs serve the Western Michigan University community by offering a wide range of educational opportunities. Through programs, resources and mentoring, we will help you develop a range of skills from time management to conflict resolution to cross-cultural awareness and transformational leadership. We actively incorporate students and their experiences in our development teams as we seek to continuously revitalize our programs. We encourage all students to get involved, as we believe leadership skills are life skills.

The Team

Leadership and life skills activities are coordinated and facilitated by a team of student leaders working in cooperation with professional staff members. As a staff, we believe that when students are a vital part of our team, we create better programs. If you are interested in joining the planning team yourself, drop by the SA&LP office.

Leadership and Life Skills Development Events

The following are leadership events and activities offered for the 2003 – 2004 year. The Student Assessment Fee pays for all activities and therefore no additional registration fees are charged to students.

Bronco Days Leadership Track

Bronco Days participants have an additional opportunity to apply to the Leadership Track. The "Fast Track" as it is commonly known, gives students a chance to get to know other first year students and the staff of Student Activities and Leadership Programs. In addition, the “fast track” enables students to get involved in campus activities and registered student organizations as first year students. Students are mentored through an intensive two days of leadership challenges and orientation to campus issues. Applications are due July 25, 2003. Note: space is limited for this competitive program.
Date: August 21 and 22
Place: Bernhard Center
Maximum Enrollment: 30 Students

RSO Registration & Leadership Conference

Designed for the leaders of WMU student organizations, this half-day conference is a great way to learn more about leadership, make connections with other campus leaders, and discover some great resources. Choose from a variety of specialized tracks or sample from each of the tracks for a more diverse experience. Registration in advance is encouraged.
Date: September 6, 2003, 11:00 a.m. to 3:00 p.m.
Place: Bernhard Center, South Ballroom

Leadership & Life Skills Development
Student Leadership Retreat
The Student Leadership Retreat is a two-day program designed to serve the needs of developing student leaders. The guiding mission of the retreat is the belief that student leaders can be more effective in their positions and personal lives by honing their leadership skills and by developing support networks with other campus leaders. The conference brings together participants from various organizations, residence halls, and academic majors to serve both of these purposes. This program is ideal for student organization officers and/or representatives, committee or program chairs, and students with some leadership experience who are looking for ways to get involved and further their knowledge base. With the networking opportunities available at this conference, we encourage all student organizations to send representatives. *This leadership activity applies toward the Western Michigan University Leadership Institute.*
Date: October 25 and 26, 2003
Place: Sherman Lake YMCA Camp
Maximum Enrollment: 60 Students

Leadership Adventure
The Leadership Adventure offers growing leaders the opportunity to refine skills, examine current leadership practices, and reach for the next level of personal leadership. This one-day workshop combines leadership theory and a high ropes course element in a daylong adventure. *This leadership activity applies toward the Western Michigan University Leadership Institute.*
Date: February 7, 2004
Place: Sherman Lake YMCA Camp
Maximum Enrollment: 40 Students

Leadership Capstone
The Leadership Capstone offers advanced leaders the opportunity to reflect on past experiences, refine skills and prepare for the transition to leadership in the community, workplace, or family. Students have an opportunity to participate in a guided reflection of their leadership legacy at WMU. *This leadership activity applies toward the Western Michigan University Leadership Institute.*
Date: last two weeks in March
Maximum Enrollment: 20 Students

How to Register for all Leadership Experiences
Registration for all retreats, adventures, and capstone experiences are free of charge. However, space is limited and will be filled on a first come, first serve basis. A $50 charge will be posted to your student account if you sign-up for an event and do not attend. Students may cancel participation within 48 hours of the start of each experience. Please see the SA&LP staff for more information.

Western Michigan University Leadership Institute
The Institute is a yearlong intensive immersion experience in leadership. Participants engage in a range of educational activities on personal, interpersonal and organizational skills, while networking with community leaders and working cooperatively to complete a service project. The comprehensive program challenges participants to learn more about themselves and sharpen their team-working skills. Participants will be empowered to make a difference on campus and in the community. Graduates earn a certificate in leadership to complement their academic degree. Students must apply to the program.
Marketing Your Organization & Events

CAMPUS MEDIA & INFORMATION SOURCES

Student Events Calendar
SA&LP provides students with an on-line events calendar at <www.salp.wmich.edu/events>. RSOs may submit their meetings and special events for posting.

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. "Public Service Announcement" forms are available through WIDR-FM and SA&LP. Forms should be completed at least two weeks prior to the event. WIDR is located at 1518 Faunce and staff can be reached at 387-6301.

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 1523 Faunce and staff can be reached at 387-2092.

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

EduCABLE
EduCABLE, the WMU student channel (on-campus channels 7 & 28) transmits campus access programs and a student bulletin board. RSOs can promote their organizations and events by posting a message on EduCABLE. EduCABLE also can scan your organization's logo to accompany a message.

EduCABLE makes available video equipment and video stock that also can be loaned at no charge. Once campus programming has been prepared for use on EduCABLE, it also can be shared with other students and households throughout the Kalamazoo area on Community Access channels. EduCABLE is located in the University Video Services department and can be reached at 387-4997. Announcement forms are available from SA&LP.

College Television Network
CTN (College Television Network) Channel 35 is a music video and bulletin board system that is available to student organizations that want to post dates and times of programs for all students. This channel is monitored by the Student Recreation Center. If your event is open only to a specific group, it will not be listed on the site. The Student Recreation Center has the sign up for CTN postings. Postings for the bulletin should be submitted one week in advance.
ADVERTISING POLICIES

General Provisions
Organizations may post or distribute literature on University property. However, the University expects that poster and literature content will conform to established requirements and generally accepted standards of good taste. (See also Use of University symbols, p. 45). The specific content of posters and literature will be the responsibility of the person or organization submitting posters or literature for distribution. The person or organization will be expected to assume all responsibility for poster content and to hold Western Michigan University harmless from any and all liability that may arise as a result of any posting or distribution. This pertains to all damages, costs, attorney fees and discovery costs that might result from any legal action.

While WMU promotes freedom of expression, the University also affirms civility and, at its discretion, reserves the right to control conditions of time, place, and manner under which posters and literature are distributed. Publications must comply with the regulations listed in this manual.

Distribution of Materials
Academic Facilities
Organizations should not distribute material in academic facilities. Under no circumstances should materials be placed within the actual classrooms.

Athletic Facilities
Literature distribution inside any athletic facility or adjacent parking lot/structure is prohibited.

Student Recreation Center (SRC)
Signs to be posted in the Student Recreation Center must first be approved by SA&LP. Ten copies of the posting should be delivered to the Associate Director for Facilities and Programs at the SRC. The materials will be reviewed and posted in designated areas if approved.

The SRC also has a display case available for a fee. For information on reserving this space contact the SRC service desk.

University Recreation reserves the right to deny any flyers or posters that are in direct conflict with the mission of the department.

Bernhard Center (BC)
Organizations wanting to distribute literature within the Bernhard Center (BC) must follow BC guidelines:

1. Literature Distribution tables are available in the BC main lobby for RSOs and University departments to promote their events and organizations through distribution of literature only.
2. Literature may not be sold, but free-will donations may be accepted to defray printing costs. No solicitations involving the exchange of ticket, admissions, or registration fees are permitted.
3. No food or beverages may be given away or sold.
4. Pre-registration is required at the BC Program Director’s office, BC room L-12.
5. Check-in is required at the BC Program Director’s office the day of table use. Hours of operation for literature tables are 10:00 a.m. – 3:30 p.m.
6. For details, check with the Program Director’s office, BC room L-12.
Organization Mailboxes
Literature for organizations may be left with SA&LP for placement in organization mailboxes. If the literature is not to be distributed to all organizations, the literature must be pre-addressed. (To obtain mailing labels for organizations, refer to Mailing Labels, p. 16).

Parking Lots and Structures
Literature distribution in any parking lot or parking structure must be approved by the Captain of Parking Services, WMU Department of Public Safety. For more information contact Public Safety at 387-4609.

Residence Hall Free-Will
Literature may be taken to the residence halls for free-will distribution. Each hall has a free-will pickup display table at a designated location. All literature to be distributed in the residence halls must have approval from the Assistant Director of Programming in the Office of Residence Life.

Residence Hall Mailboxes
A limited amount of literature will be granted permission to be distributed through student staff mailboxes. Literature must be pre-approved by the Assistant Director of Programming in the Office of Residence Life prior to duplication and delivery. Hall officers will only distribute approved items. Materials that are too large for boxes (newspapers, etc.) will not be accepted. Lists of room numbers of residence halls and/or student names will not be provided to an individual or organization without the approval of the Director of Residence Life.

Campus Posting

General Provisions

1. All literature must comply with SA&LP guidelines and be stamped approved by SA&LP before posting. If the material is not stamped for posting, the material will be removed and restitution for the cost of labor will be charged to the organization. For exterior kiosk areas, the SA&LP validation stamp is not needed.
2. The literature must contain the full name of the sponsoring organization, date, time, and place of the event.
3. Posters or flyers must not exceed 14" by 22."
4. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement "SAF Funded" on all publicity. Failure to do this may result in subsequent loss of funding.
5. Postings are not permitted on any trees, buildings, walls, doors, windows, telephone poles, wires, fire hydrants, parking meters, trashcans, or public signs on campus. All violators will be charged full restitution for the cost to remove such literature from the unwarranted areas.
6. Postings are to be placed on bulletin boards provided by the University. There are 11 information kiosks and 35 general announcement boards. A current listing of posting areas is available in SA&LP.
7. Posters or flyers to be posted in residence halls must be delivered to and approved by each hall's director.
8. It is prohibited to post literature over other validly placed flyers or posters.
9. Because of limited space, please place only one flyer per bulletin board or kiosk.
10. Postings may be tacked or stapled on bulletin boards or taped on kiosks. Other methods of affixing postings or types of adhesives are not permitted.

Marketing Your Organization
Bernhard Center (BC) Posting Guidelines

1. Posted materials (posters/flyers) must meet all of the University guidelines.
2. Materials posted in general posting areas of the BC must be approved and stamped at the BC Program Director’s Office, BC room L-12.
3. Organizations may post two flyers on the available general posting boards (no wall, windows, or doors). These areas are (1) across from the Bookstore entryway and (2) inside the southeast entrance to the Games Area on the Bronco Mall level. Posters and flyers exceeding 14” x 22” will be assigned a display case if available.

Bernhard Center Display Cases

1. Display cases are granted for RSOs and University departments only.
2. Display cases are offered to RSOs and University departments to make the general public aware of their organizations. Messages within these cases must be of a general nature, i.e., meeting dates, locations, times, special events, lectures, concerts, dances, etc. These display cases may not be used for the purpose of debate, points of view, issues, questions, or discussions, and must contain material free of discrimination and harassment based on race, sex, sexual orientation, age or disability, and must not contain profanity, nudity, or any offensive word or visual image.
3. Display case registrations and cancellations must be completed at the BC Program Director’s office, BC room L-12.
4. Display case pre-registration for each semester is the last two weeks of the prior semester. BC reserves the right to remove portions or complete displays which do not meet the criteria above.
5. For more information, please contact the BC Program Director’s office at 387-4888.

Outdoor Chalking

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) chalk.
2. The RSO’s name must appear within all chalk messages.
3. Chalk must not leave a color residue (fully washable) 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. Therefore, no chalking in tunneled areas, under tents, under building overhangs, etc. is permitted.
6. Chalking is not permitted on any vertical surfaces, steps, buildings, sculptures, etc. at any time. Violators will be subject to full restitution in accordance with the Student Code, Article II, Section B, 1. "Destruction of Property, Defacing, Littering."
Rock Painting Policy

The rocks between Goldsworth Valley Pond and Gilkison Avenue and the rocks on the southeast corner of Stadium Dr. and Oliver St. 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 II, Section B, 1. "Destruction of Property, Defacing, Littering."

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.

Violations of Posting Policies

Violators of any of the above policies will be subject to the Student Organization Policy/Guideline Violation Procedures outlined on p. 54.
Managing Your RSO Funds

Student Activities & Leadership Programs is available to help you as you manage the financial aspects of your Registered Student Organization (RSO). If you need assistance, please contact the RSO Financial Advisor.

Fund-Raising and Solicitation

Fund-raising Activities
Soliciting or selling by individual students is not permitted on campus. However, fund-raising activities by organizations are permitted on campus. Solicitation for credit cards is not permitted. Contact the RSO Financial Advisor for more information about fund-raising opportunities.

The Student Assessment Fee (SAF)
The Student Assessment Fee (SAF) is levied each semester/session on all students and appears on each student's tuition statement. The SAF is utilized to fund various campus agencies and numerous organizations which plan activities that impact the greater University community. As a result, upon meeting certain criteria, RSOs can request funding assistance for various projects each semester as outlined in the following pages.

SAF Funding from the Western Student Association Allocation Committee
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. The WSAAC was created to give students discretion over how student funds should best be distributed. The purpose of the WSAAC is to responsibly allocate funds to deserving programs in anticipation of their contribution to the educational and recreational well being of the University community. 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:

1. Be registered and in good standing with SA&LP.
2. Be active at least eight weeks prior to submitting a budget request.
3. Be debt free with the University.

Contact WSAAC at 387-2791 or visit their website: <www.wsa.wmich.edu/Services/WSAAC>.

SAF Funding from the Campus Activities Board
The Campus Activities Board (CAB) is an organization comprised of students from diverse student organizations. The goal of CAB is to create and/or support a variety of campus programs. When evaluating the funding of programs, the nature of the program and the group's ability to organize that particular program will be considered. Thus, CAB cosponsorships, either full or partial, will be based on worthiness, viability and order of submission. The guidelines for funding include:

1. Funds will be allocated for campus programming.
2. The program must be open, available, and accessible to all Western Michigan University students.
3. Budget requests must be submitted to the treasurer of CAB at least three weeks prior to the performance, and the Thursday prior to the presentation to CAB.

4. The RSO must have a voting member in the CAB General Assembly who meets the attendance requirements.

Contact CAB at 387-2112 or visit their website for complete funding guidelines: <www.cab.wmich.edu/about/org_funding.html>.

**SAF Funding from the Graduate Student Advisory Committee**

The Graduate Student Advisory Committee (GSAC) is a standing committee of the Faculty Senate comprised of graduate students from each academic college and program. GSAC's two main goals are: increasing graduate student participation in the University community and working to ensure that graduate student needs and concerns are being represented to the university's administration. The guidelines for funding include:

1. Graduate Student RSOs are encouraged to apply for operational funds to help cover the costs of monthly meetings (i.e. food, publicity).
2. An organization must demonstrate that the program or event benefits the graduate student community and/or the WMU and Kalamazoo communities academically and/or culturally. Undergraduate RSOs may apply for funding if they can demonstrate these benefits in their request.
3. Funding requests must be submitted to the Graduate Financial Allocation Committee (GFAC), a standing committee of GSAC. Requests must be submitted one week before the next GFAC meeting, which occur monthly.

Contact GSAC at 387-8207 or visit their website for complete funding rules and responsibilities: <www.wmich.edu/gsac>.

**Bernhard Center Sales and Solicitation**

Sales and solicitation tables are available at the Bronco Mall for RSOs to promote events such as fundraising.

1. All RSOs are eligible to use the tables with a pre-registration at the Bernhard Center Program Director’s Office, BC room L-12.
2. Table use may not exceed two days in a week or twice in a semester for the same RSO activity.
3. Pre-registration is on a first-come, first-served basis.
4. Only tickets for events open to the public and sponsored by a RSO or university department may be sold.
5. Check-in is required at the Program Director’s Office the day of table use. Hours of operation for the tables are 10:00 a.m.-3:30 p.m.
6. $5 will be charged per event to RSOs when using the tables for non-commercial vendor related fundraising and sales activities.
7. RSOs may sponsor an outside individual organization, subject to prior approval by the Program Director’s Office. $25 fee per day.
8. No food or beverage may be given away or sold.
9. The Bernhard Center has the right to limit sales of similar items on the same day in all areas of the BC.

**Raffles, Lotteries, Casino Nights, Gambling**

Gambling is illegal in Michigan (except for the State Lottery and specific economic zones) and therefore, will not be permitted on campus. Raffles and Casino Nights are permitted events.
Organizations must adhere to the laws of the State of Michigan. Organizations can and should obtain a copy of the rules and regulations and the required applications through the RSO Financial Advisor.

1. All organizations planning raffles and Casino Nights must obtain permission from the State of Michigan for prizes that exceed $500. Allow six weeks for processing the application.
2. A letter from SA&LP must accompany the application indicating that the organization is a Registered Student Organization.
3. A sample of the raffle ticket and prize information must be filed with the RSO Financial Advisor.

Fund-raising with University-Wide Significance

While Western Michigan University receives major financial support from the State of Michigan, a significant portion of its funding comes from private donors who wish to see programs of the University succeed. The main objective of the Development Office at Western Michigan University is to encourage and seek such financial support from the private sector. All formal requests or proposals for funds, grants, or property made in the name of the University to nongovernmental prospective donors (e.g., individual alumni or friends, private businesses or industries) by University personnel, including students, must go through a process of evaluation and approval. Contact Wendy McCormick at McCorW@groupwise.wmich.edu or 387-8877.

Corporate Sponsorships

A corporate sponsorship that has University-wide significance, (sponsorship made on behalf of WMU and not an organization per se), must be processed through the Office of Legal Affairs and General Counsel. Call 387-8970 for information. Corporate sponsorships that do not have University-wide significance may be entered into by organizations. However, if the following criteria apply to the sponsor, sponsorship will be strongly discouraged:

1. The sponsor derives 50% or more of its total annual gross profits from alcohol or tobacco sales.
2. The sponsor engages in activities that are contrary to the overall mission of Western Michigan University.
3. Sponsorship is harmful or places unwanted burdens on an individual or group associated with Western Michigan University.
4. Sponsorship conflicts with previous contractual restrictions.

General Public Food Sales

The food laws in the State of Michigan require that all food sold to the public be protected at all times while being prepared, transported, and served. No food for public sale or consumption may be prepared in a home or living quarters unless it is licensed by the Health Department. Each food handler must have a Food Handler’s Permit issued by the Kalamazoo County Environmental Health Bureau (373-5210) to sell food to the public.

Residence Halls

All fund-raising activities taking place in a residence hall must be approved by the Office of Residence Life. No solicitation or fund-raising by student organizations may take place in the Residence Halls without permission from the Office of Residence Life. Organizations should refer to the Residence Hall Solicitation Policy cited below.
General Sales in the Residence Halls
No solicitation or fund-raising by student organizations may take place in the Residence Halls. Exceptions to this policy will be made only for organizations directly related to the Residence Halls and at the discretion of the Director of Residence Life.

All approved activities covered by this policy are to be recorded on the Sales Request Form available from the Residence Hall Director or Assistant Director for Programming.

Food Sales in Residence Halls
Sales of unsealed food by nonresidence hall groups will not be permitted in the halls. Residence hall councils and staff, in cooperation with unit Food Service Managers, may conduct limited food sales for special occasions.

Any student organization desiring to solicit in the halls (food or otherwise) must get permission from the Office of Residence Life. In the case of a food sale, a sample should be provided, if possible, to ensure that the items meet specifications. If no sample is available, proof that the food is pre-sealed must be provided by the manufacturer. Individuals may not sell food in the residence halls.

Non-Profit Solicitation in Residence Halls
Leafleting, distribution, and solicitation by University organizations for nonrevenue producing purposes must be approved by the Office of Residence Life. The following conditions will need to be met in residence hall lobbies and cafeteria foyers (not in the cafeterias):

1. Approval has been obtained from the Office of Residence Life.
2. The time and duration are established and approved prior to the activity.
3. There is no interference with the normal operation of the residence hall.
4. The area is restored to its original condition.

Additionally, the Office of Residence Life (387-4735) reserves the right to grant blanket approval for certain non-University activities, usually of a public service nature, such as voter registration. If such blanket permission is granted, Hall Directors will be contacted by the office granting permission. If, in the opinion of the Director, such distribution or solicitation is causing a disturbance, the parties will be asked to leave immediately.

On-Campus Financial Account Policies

Financial Accounts
On-campus financial accounts are available to student organizations who receive Student Assessment Fee allocations from CAB, GSAC, or WSAAC. After the RSO receives funding, an account is established through the RSO Financial Advisor. The administrator of the account is the RSO Financial Advisor, who serves as the liaison between University departments and the organization. RSOs may have two accounts:

1. WSAAC SAF Account
   - Student Assessment Fee (SAF) money that is allocated by the Western Student Association Allocation Committee (WSAAC)

   fund 627
   cost center or department

2. CAB or GSAC SAF Account
Managing Your RSO Funds

- Student Assessment Fee (SAF) money that is allocated by the Campus Activities Board (CAB) or Graduate Student Advisory Committee (GSAC).

Money in these accounts can only be spent on items for which SAF funds were allocated. If all of the SAF money is not spent, it is returned to WSAAC, CAB, or GSAC to be allocated to other RSOs.

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 Managers for the organization. These students must be an officer of the RSO. They will be held responsible for the financial activities of their organization. Student Financial Managers will be the only members authorized to sign for and spend funds from the RSO accounts.

Financial Workshops
If your RSO receives SAF funding, at least one of the Student Financial Managers is required to attend a Financial Workshop offered by the RSO Financial Advisor. These workshops offer detailed instructions on how to properly manage your on-campus financial accounts. The workshop includes information about University financial policies and procedures, how to complete forms, and how to check your account balance and transactions.

Organization Purchase/Transaction Approval Policy
In order to expend funds from a RSO account, all forms must be submitted to the RSO Financial Advisor for approval. When a RSO is allocated SAF funds to pay for the services of a WMU department, a “Service Agreement Between Registered Student Organizations and University Departments” form must be completed. See p. 36 for more information.

Financial Debts
Student organizations are not permitted to have a deficit (negative) on-campus account balance. This situation will occur if an organization spends more than the SAF funds they were allocated. The organization will be required to make a deposit to pay for the deficit.

If an organization's account shows a deficit at any time, the organization may be subject to any or all of the following:

1. The RSO Financial Advisor may place a freeze on the organization's account(s). No transactions will be permitted until the account balance reaches a zero or greater balance.
2. The organization's account manager(s) may be requested to meet with the RSO Financial Advisor to develop a plan outlining how the deficit will be overcome. The organization will be reviewed periodically to ensure the deficit reduction plan is being achieved.
3. The organization's privileges (i.e., use of Faunce office space, phone lines, ability to use campus facilities for meetings, etc.) may be revoked.
4. The organization may not apply for WSAAC funding.
5. The organization may lose its recognition status with WMU.
6. A student who signs a requisition, voucher or other transaction form causing a deficit account balance may be held accountable through the WMU Student Code.
Deposits
No deposits should be made into RSO on-campus financial accounts, unless the balance of the account is negative. Student Assessment Fee funds should be the only funds in the accounts. An authorized deposit form from SA&LP is required to make a deposit. If an account has a negative balance, the RSO Financial Advisor will provide the authorized deposit form along with instructions for making the deposit.

Good Financial Management
Student organizations must adhere to all University and SA&LP accounting policies and procedures. Organizations which violate University and/or SA&LP accounting policies and procedures are subject to disciplinary procedures as outlined in the RSO Handbook on p. 54.

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. You can apply for an EIN from the IRS (<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.
University Financial Forms

To spend allocated Student Assessment Fee funds using an on-campus financial account, the following University financial forms should be completed and submitted to the RSO Financial Advisor.

Voucher  
Examples – p. 59-60

**Purpose**
- 1. Reimburse individuals for out-of-pocket expenses
- 2. Purchase items from a Kalamazoo area business that accepts vouchers
- 3. Pay vendors, including independent contractors

**Process**

Reimbursements
- 1. Verify adequate funds in account.
- 2. Complete voucher.
  - (Attach original receipts.)
  - (Obtain signature of student financial manager other than person being reimbursed.)
  - (Checks can be mailed to person being reimbursed or picked up in Accounting (Room 1080 Seibert Administration Building)).

Purchases from Kalamazoo area businesses
- 1. Verify adequate funds in account.
- 2. Complete voucher.
- 3. Give white copy to business.
- 4. Submit white and pink copies to RSO Financial Advisor with receipt or invoice.

Pay vendors
- 1. Verify adequate funds
- 2. Complete voucher.
  - (Attach invoice.)

**Timing**
- Allow two weeks for processing.
Commonly Used Object Codes

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Taxable</th>
</tr>
</thead>
<tbody>
<tr>
<td>4250</td>
<td>Rentals – building and land</td>
<td>X</td>
</tr>
<tr>
<td>4260</td>
<td>Rentals - equipment</td>
<td></td>
</tr>
<tr>
<td>4320</td>
<td>Compensation and consultation</td>
<td></td>
</tr>
<tr>
<td>4331</td>
<td>Memberships</td>
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<tr>
<td>4332</td>
<td>Subscriptions</td>
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<tr>
<td>4333</td>
<td>Advertising</td>
<td></td>
</tr>
<tr>
<td>4335</td>
<td>Program development and special projects</td>
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<tr>
<td>4340</td>
<td>Postage</td>
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<tr>
<td>4352</td>
<td>Service contract expense</td>
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<tr>
<td>4359</td>
<td>Out-of-state travel and subsistence</td>
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<tr>
<td>4360</td>
<td>In-State travel and subsistence</td>
<td></td>
</tr>
<tr>
<td>4364</td>
<td>Meals and entertainment</td>
<td>X</td>
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<tr>
<td>4370</td>
<td>Conferences</td>
<td></td>
</tr>
<tr>
<td>4390</td>
<td>Other services - general</td>
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</tr>
<tr>
<td>4450</td>
<td>Education supplies</td>
<td>X</td>
</tr>
<tr>
<td>4452</td>
<td>Computer software/Firmware/Cards</td>
<td>X</td>
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<tr>
<td>4466</td>
<td>Non-taxable food</td>
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<td>4468</td>
<td>Purchases – Sales tax paid</td>
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<td>4481</td>
<td>Office supplies</td>
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<td>4482</td>
<td>Printing and duplicating</td>
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<td>4487</td>
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<tr>
<td>8980</td>
<td>Miscellaneous income-deposits</td>
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</tr>
</tbody>
</table>

At the end of each month, expenses associated with the taxable object codes will be charged MI 6% tax.

Transportation Request

**Purpose**

- Rent vehicles for RSO activities that have received Student Assessment Fee funding.

**Process**

1. Verify adequate funds in account.
3. Print the request.
4. Obtain signatures for each driver.
5. For the Departmental Cost Center Administrator signature line, obtain the signature of a financial manager who has signature authority for the RSO.
6. Turn the form into the RSO Financial Advisor for approval. Attach a list of travelers with their student ID numbers.
7. The form will be faxed to WMU Transportation for truck and bus requests and to Enterprise for all other vehicle requests.
8. For car rentals, you will receive a call/e-mail from Enterprise to confirm your trip has been arranged. If you have any questions, call (269) 372-1234.
**Timing**

- Allow two weeks for processing.

**Travel Expense Voucher**  
*Examples – p. 64-65*

**Purpose**

1. Reimburse individuals for out-of-pocket travel expenses.
2. Prepayment for hotel, airlines, and bus fares. This includes these types of expenses that are incurred within Kalamazoo.
3. Payment of banquet or hotel expenses within Kalamazoo.

**Process**

**Reimbursements**

1. Verify adequate funds in account.
2. Complete travel expense voucher.
   - Attach original receipts.
   - If a private car is used, reimbursement at the University’s current rate per mile is available. Check with the RSO Financial Advisor for the current rate.
   - Obtain signature of student financial manager other than person being reimbursed.
   - Checks can be mailed to person being reimbursed or picked up in Accounting (Room 1080 Seibert Administration Building).

**Prepayments**

1. Verify adequate funds in account.
2. Complete travel expense voucher.
   - Attach travel authorization form or invoice from vendor and a list of travelers.

**Timing**

- Allow two weeks for processing.

**Independent Contractor Services**  
*Example – p. 66-67*

**Purpose**

- Agreement between the RSO and an independent contractor (i.e. guest speaker, DJ, or consultant)

**Process**

1. Verify adequate funds in account.
2. If the contractor is a WMU employee, see the RSO Financial Advisor to complete a one-time payment form.
   - The signature of the contractor is required.
4. Submit forms to RSO Financial Advisor.
5. RSO Financial Advisor sends the IC to Accounts Payable for approval.
6. If the IC is approved, the voucher and IC are sent to Accounts Payable for payment.

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**Managing Your RSO Funds**
7. If the IC is not approved, see the RSO Financial Advisor who will complete a one-time payment form.

**Timing**
- Allow three weeks for processing.

**Service Agreement Between RSOs and University Departments**

*Example – p. 68*

This agreement needs to be completed when a Registered Student Organization (RSO) desires to use a service of a Western Michigan University department. This form should only be used when a RSO is allocated Student Assessment Fee money and will pay for the services using an on-campus financial account.

**Purpose**
1. To agree on the service to be performed and the total fee for the service.
2. To verify the fund and cost center for the RSO.
3. To verify that the RSO has adequate funds to pay for the desired service.
4. To verify that the RSO was allocated SAF funds for the service.

**Process**
1. University department and representative from RSO complete the form to agree on the service and fee before the service is provided.
2. University department faxes it to the RSO Financial Advisor at 387-2554.
3. RSO Financial Advisor verifies the fund and cost center, adequate funds in RSO’s account, and that the RSO was allocated SAF funds for the service.
4. RSO Financial Advisor faxes the signed form back to the University department.
5. If the fee changes, the University department must contact the RSO Financial Advisor at 387-2484 to verify adequate funds.
6. University department charges the RSO financial account after the service is provided.

**Other Forms**

Please see the RSO Financial Advisor for information about the following forms:
1. Bookstore Requisition
2. Purchase Requisition
3. Travel Authorization
4. Departmental Charge for U.S. Postage
5. Prize Award
6. Request to Transfer Funds between University Accounts

**Web Resources**

For links to financial forms and more information, visit: [www.rso.wmich.edu/resources/financial](http://www.rso.wmich.edu/resources/financial).

**Examples of Forms**

See Appendix.
Financial Tracking

General Ledger Operating Web (GLOW)
You may view your account balance and transactions by using the GLOW system. The web address is: <www.fs.wmich.edu/glow>.

To obtain the GLOW user ID and password for RSOs, please contact the RSO Financial Advisor.

WSAAC SAF Account 52 627 fund cost center or department

CAB/GSAC SAF Account 52 fund cost center or department

From the GLOW main menu, use the Summary Information to check your account balance and the “Detail Information” to check your transactions. All of the information in the GLOW system is view only and cannot be changed.

Summary Information

1. From the GLOW main menu, choose “Summary Information”.
2. On the next screen, you generally should choose the following parameters and then choose “Click to Continue”.

GLOW Summary Information

Click the desired Date, Fund/Department, Account, and Ledger Activity options. Choose one option from each box below. After choosing the desired options, click the Continue button.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Funds/Departments</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Fiscal Year</td>
<td>Specific Fund/Department</td>
<td>All Accounts</td>
</tr>
<tr>
<td>Customized Period Range</td>
<td>Customize Dept Range within ONE Fund</td>
<td>Specific Acct Type(s)</td>
</tr>
<tr>
<td></td>
<td>Specify up to twelve Deps within ONE Fund</td>
<td>Customize Acct Range</td>
</tr>
<tr>
<td></td>
<td>Specific Project ID (Funds 25-30 only)</td>
<td>Specify up to six Accts</td>
</tr>
</tbody>
</table>

Ledger Activity

- All Ledgers
- Specific Ledger(s)

Click to Continue

3. On the next screen, choose the fiscal year you want to display and enter your fund and department number. Choose “Click to Continue”.

GLOW Summary Information

Supply the Date, Fund/Department, Account, and Ledger Activity parameters by following the instructions in each box below. After specifying the parameters, click the Continue button.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Funds/Departments</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose fiscal year below. Click on fiscal year cell to see choices.</td>
<td>Specify fund and department below. NOTE: Department must be seven digits. Click List Funds or List Departments buttons below to see available values.</td>
<td>All Accounts</td>
</tr>
<tr>
<td>2004</td>
<td>Fund</td>
<td>Dept</td>
</tr>
</tbody>
</table>

Ledger Activity

- All Ledgers

Click to Continue

List Funds List Departments GLOW Main Menu
4. You will then see subtotals for each different account (i.e. object code) for the specific fiscal year.

5. To determine the account balance, scroll to the bottom of the screen. The last number (Summary Balance) in the Closing Balance column is the account balance for the fiscal year chosen. The account balance at the end of fiscal year 2003 for the above example is $490.73.
1. From the GLOW main menu, choose “Detail Information”.
2. On the next screen, you generally should choose the following parameters and then choose “Click to Continue”.

GLOW Detail Information

Click the desired Date, Fund/Department, Account, Ledger Activity, and Internal Document Number options. Choose one option from each box below. After choosing the desired options, click the Continue button.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Funds/Departments</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customized Date Range</td>
<td>Specific Fund/Department</td>
<td>All Accounts</td>
</tr>
<tr>
<td>Customized Period Range</td>
<td>Customized Dept Range within ONE Fund</td>
<td>Specific Account Type(s)</td>
</tr>
<tr>
<td>Specific Fiscal Year</td>
<td>Specify up to twelve Depts within ONE Fund</td>
<td>Customized Account Range</td>
</tr>
<tr>
<td></td>
<td>Specific Project ID (Funds 25-30 only)</td>
<td>Specify up to six Accts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ledger Activity</th>
<th>Internal Document Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ledgers</td>
<td>All Document Numbers</td>
</tr>
<tr>
<td>Specific Ledger(s)</td>
<td>Specific Document Number</td>
</tr>
</tbody>
</table>

3. On the next screen, choose the fiscal year you want to display and enter your fund and department number. Choose “Click to Continue”.

GLOW Detail Information

Supply the Date, Fund/Department, Account, Ledger Activity, Internal Document Number, and Sort Order parameters by following the instructions in each box below. After specifying the parameters, click the Continue button.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Funds/Departments</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose fiscal year below. Click on fiscal year cell to see choices</td>
<td>Specify fund and department below. Note: Dept must be seven digits. Click List Funds or List Departments buttons below to see available values.</td>
<td>All Accounts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ledger Activity</th>
<th>Internal Document Number</th>
<th>Sort Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ledgers</td>
<td>All Document Numbers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund/Dept/Account, Account/Fund/Dept</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dates, most recent listed last, most recent listed first</td>
</tr>
</tbody>
</table>
4. You will see detailed transactions grouped by each different account (i.e. object code) for the specific fiscal year.

## GLOW Detail Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Ref#</th>
<th>Description</th>
<th>Budget</th>
<th>Actuals</th>
<th>Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/03/2003</td>
<td>V00669745</td>
<td>RADISSON PLA</td>
<td>118.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>F/C/OBJ Total</td>
<td></td>
<td>118.56</td>
<td></td>
</tr>
<tr>
<td>08/27/2002</td>
<td>1000044369</td>
<td>JUL/AUG COPY CHARGES</td>
<td>0.64</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/2002</td>
<td>1000047383</td>
<td>SEPT/OCT 10 COPY SERVICES BILL</td>
<td>4.66</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/21/2003</td>
<td>1000017584</td>
<td>Printing/Duplicating</td>
<td>3.72</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>F/C/OBJ Total</td>
<td></td>
<td>3.72</td>
<td></td>
</tr>
<tr>
<td>08/21/2002</td>
<td>000000</td>
<td>10th Exp-Use Tax</td>
<td>0.08</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/30/2002</td>
<td>000000</td>
<td></td>
<td>0.28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31/2003</td>
<td>000000</td>
<td></td>
<td>0.22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>F/C/OBJ Total</td>
<td></td>
<td>0.54</td>
<td></td>
</tr>
<tr>
<td>01/17/2003</td>
<td>434474</td>
<td>1133/92CK</td>
<td>-49.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>F/C/OBJ Total</td>
<td>-49.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total</td>
<td>88.06</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. The detail information does not contain a carryforward balance from the previous fiscal year. Therefore, the Grand Total amount is not the account balance.

6. In the Actuals column, positive numbers are an expense (debit). Negative numbers are revenue (credit).

### GLOW User’s Guide
The web address for the GLOW User’s Guide is <www.wmich.edu/vpbusfin/docs/glow.pdf>
Staying Within Your Budget

It is important to consider how much money your RSO has when planning your activities. Check GLOW for your current account balance and also consider outstanding payments that have not been made yet. Contact the RSO Financial Advisor for more information and suggestions regarding how to track your RSO’s finances.

Michigan Sales Tax

Registered Student Organizations are not exempt from the 6% Michigan sales tax, therefore it is important when planning expenses to consider sales tax. When using University forms to purchase goods, vendors may not charge RSOs the 6% Michigan sales tax. Sales tax is also not charged initially by the University for services from University departments. In both of these situations, taxes will be charged to your account at the end of each month for taxable expenses. See the list of object codes on p. 34 to determine if your expense is taxable. If a RSO member pays for something, is charged taxes, and then seeks reimbursement, use object code 4468 (Purchases – Sales tax paid).
Policies and Procedures

Conduct
Registered Student Organizations are expected to abide by all SA&LP 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, as part of the annual registration process, an official of the organization must sign on behalf of the organization a statement acknowledging the organization’s commitment to good and proper conduct.

University Policies

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. Furthermore, Western Michigan University rules prohibit the possession or consumption of alcoholic beverages in University buildings or on University property, with the exception of private living units in WMU residence halls in accordance with Michigan law.

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.

Residence Halls
Determination of specific policies regarding alcoholic beverages within University residence halls, including the use of public areas, will be decided by the department head governing that facility, subject to approval of the appropriate Vice President. The current policy includes the following: residents, guests, or invitees under 21 may not possess or consume alcoholic beverages in any room or area, including their own room; open containers of alcohol are not permitted outside student rooms; large drinking parties are not allowed anywhere in the residence halls; if a room is shared by those over and under twenty-one years old, it must be clear that alcohol is being consumed only by those twenty-one years or older; guests and visitors may not consume or possess alcohol in the room of a host (resident) under the age of twenty-one; "common sources of alcohol" including kegs, trash cans, "party balls", and /or other large containers holding alcohol are prohibited; residents and guests violating the policy will be asked to dispose of the alcohol in the presence of a staff member; and intoxication is never an acceptable excuse for misconduct or for infringement upon the rights of others.

Off Campus
The University encourages members of organizations to know and fully understand their responsibilities and Michigan law. If alcoholic beverages are served in a public facility where the establishment holds a valid liquor license from the state, it is the establishment's responsibility to comply with all laws subject to holding said license. If an event is held in a private home or a public facility that does not carry a valid commercial liquor license, it is the responsibility of the organization hosting the event to comply with state laws.
Hazing Policy
No RSO shall conduct hazing activities. Hazing activities are defined as: any action taken or situation created, whether on or off campus, for the purpose of initiation or affiliation with any University organization or team which jeopardizes the physical and/or mental well-being of an individual; embarrasses, frightens, degrades an individual; or is illegal (see the WMU Student Code).

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 <www.rso.wmich.edu/resources>.

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. A “Political Activities Policy” has been developed to inform candidates, political organizations, students, and University personnel of appropriate procedures to be followed for political activities on this campus.

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:

1. A Registered Student Organization or University department must sponsor political candidates, candidates’ designees, and any other outside speakers.

2. The sponsoring organization must make all arrangements for reservation of space and time with the appropriate University officials (see Outdoor Space / Free Speech Triad).

3. 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 Triad
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 Triad" as an area for outdoor expression. This area stretches from the Promenade Tent and Kruglak Sundial to the Computer Center and Waldo Library Complex to Wood Hall. Use of The Triad must be registered with SA&LP before one may use this space. See SA&LP for policies and procedures in using The Triad.

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, “The Student Club at Western Michigan University” not “WMU Student Club”.

RSO Handbook
Use of University Symbols

The name “Western Michigan University” (“WMU”), WMU insignias, signature, seal, athletic marks, etc. (collectively “WMU marks”) belong to WMU. 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. Unauthorized use will subject the user to sanctions, including but not limited to those outlined in the Student Code and this handbook. For further information and approval to use WMU marks contact University Relations at 387-8400.

University Licensing Policy

Student Organizations and departments are obligated to follow the following licensing guidelines:

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.

Who Needs to be Licensed

Anyone who uses the name or marks of Western Michigan University for a commercial purpose must be licensed by WMU. Manufacturers of products with WMU marks on them are required to pay an 8% royalty on the wholesale price of the item. WMU trademark use in advertisements, motion pictures, etc. also requires licensing approval and a payment of a licensing fee. License applications are available from Licensing Resource Group or by phone at (616) 395-0676.

Trademark Usage

WMU trademarks are property of Western Michigan University. All uses either print or electronic must be approved in advance by the WMU Licensing Office. Unauthorized use of WMU trademarks is prohibited. The University, in cooperation with our licensing agent, Licensing Resource Group, vigorously enforces our trademark rights.

Student Organization Use

Student organizations 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.

Unauthorized Use

The WMU Licensing Office works in cooperation with Licensing Resource Group to enforce the University’s trademark rights. The University is committed to protecting WMU trademarks and the reputation they represent. No use of WMU trademarks is permitted without written consent of the Western Michigan University Licensing Office.

Contact Information

Bob D’Amelio
Assistant Athletic Director
219 Read Fieldhouse
Western Michigan University
Kalamazoo, MI 49008-5406
Phone: (269) 387-3098
Fax: (269) 387-4139

Licensing Resource Group, Inc. (LRG)
426 Century Lane, Suite 100
Holland, MI 49423
Phone: (616) 395-0676
Fax: (616) 395-2517

University Weapons Policy

*Procedure 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 the Division of Student Affairs and shall apply with respect to Article IV, B 24 Weapons Possession or 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 Dean of Students. Upon receipt of the request, the Dean of Students will convene a committee to review the request. The Committee will include, staff from Student Activities and Leadership Programs, Student Conduct, University Recreation, the Department of Public Safety and may include other staff members designated by the Dean of Students, 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 as a currently registered student organization or as an enrolled student. The process for attaining organization recognition by the Student Activities and Leadership Programs (SA&LP) is outlined in “The RSO Handbook,” which is a guidebook for Student Organizations and Agencies at Western Michigan University.

- **Documentation** of active membership in the Sports Club Council, if the request is from a sports club. If an individual is applying for special exemptions, that individual must be in good standing with the University and must adhere to all rules set forth in the Student Code.

- **Articulation of the educational benefits** to be gained from participating in said activity. Examples include: The activity or exercise encourages team work, 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 Western Michigan University.

- **Documentation** that the applicant has obtained insurance 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 each applicant provides the following: 1) arrangements for the exercise or activity to be conducted in an area designated and set aside by the Committee and recognized by the University for such use; 2) a University facility manager to be present for the duration of the activity (Note: this 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 Western Michigan University 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 Dean of Students 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 Western Michigan University students will participate in the exercise or activity that takes place on University property or in connection with any university facility.

- **Agree** to comply with all local, state and federal laws as well as all University policies and procedures.

- Updated copy of national (if they exist) standards on file associated with said activity in the SA&LP office. Participation of said activity or exercise on University property does not excuse the applicant from adhering to any and all recognized national standards.

- **Arrangement** for objects* to be stored in a location acceptable to the committee. There will be a zero tolerance policy for any objects* 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 committee.

- Objects will be moved or transferred in a way that promotes safety for the applicants and University community members not involved in the activity or exercise.

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**Policies and Procedures**
• Agree to adhere to the requirements of the designated University facility. Written authorization from the facility manager is required.

• Each applicant will submit assumption of risk/waiver of liability.

• Appropriate releases for individual assumptions of risk when requested by Western Michigan University.

• The 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 committee has the freedom to accept or deny requests after a discussion and ruling. A written record of the committee’s decision will be presented to the applicant or the club or organization’s president within one week of its decision. Any appeals to the committee’s decision must be sought through the Vice President of 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 Dean of Students and the Review Committee.

• Each applicant must recognize that failure to comply with the instructions of the Dean of Students and the Review Committee will result in an immediate suspension of privileges and may result in disciplinary action.

• The committee has the right to revoke, suspend, limit, and alter any previously approved exemption. This list is not exhaustive.

• The 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 Dean of Students. In all instances, the Department of Public Safety will be consulted prior to a final decision being made.

Statement on Discrimination
Western Michigan University is committed to an environment, which encourages fair, humane, and beneficial treatment of all faculty, staff, and students. In accordance with that fundamental objective, the University has a continuing commitment to assure equal opportunity and to
oppose discrimination on the basis of sex, race, sexual orientation, age, religion, national origin, disability, height, weight, family status, or marital status. Therefore, in that same perspective, neither sexual harassment nor sexism will be tolerated at Western Michigan University. Furthermore, in this environment there is no room for any derogatory comments of a racial nature, be they in the form of slurs, posters, jokes, graffiti, or the like. It is expected that each member of the University community will consider himself/herself responsible for the proper observance of these policies.

**Statement on Human Rights**

As a *just* community, Western Michigan University does not discriminate on the basis of sex, weight, marital status, or handicap in its educational programs, admissions, employment, promotions, salaries and social activities. Through its example and teaching, Western strives to foster in its students, faculty and staff a respect for basic human rights. In its external relationships, the University is supportive of those activities that seek constructive change in the development of human rights in this country and abroad.

**Statement on Registration**

Western Michigan University recognizes, but does not supervise, student organizations. Recognition of organizations *does not mean* those organizations are part of or controlled by the University, that the University is responsible for an organization’s contracts, financial obligations, safety, security or other acts or omissions, nor that the University approves or disapproves of the organization’s goals or activities.

The purpose of registering student organizations is to allow access to University facilities and resources. All Registered Student Organizations are independently chartered organizations existing under State laws. All organizations must adhere to the restrictions on the use of Western Michigan University’s name and marks as outlined in this document. Furthermore, all Registered Student Organizations are precluded from using the University’s tax identification number.
**Student Organization Grievance Procedure**

After an organization has been registered and recognized, members may seek the services offered by WMU via SA&LP. (Please note: only SA&LP has the official role in addressing student organization grievances). Organizations can submit grievances on five grounds:

1. issues between two or more student organizations;
2. issues within a student organization;
3. issues between a student organization's membership and/or advisorship;
4. issues between two or more student organization memberships and/or advisorships or;
5. issues between University departments and student organizations.

To officially lodge a grievance, the following process will be employed:

1. put the issue in writing by completing an RSO Incident Report form available in the SA&LP office;
2. submit the written grievance to the Director of SA&LP;
3. upon approval based on one of the aforementioned five grounds, a meeting will be arranged with the complainant;
4. additional meetings will be conducted with all pertinent parties when necessary;
5. if it is believed there has been a violation of University or SA&LP policies and procedures by the student organization(s), a Conference for Review of Allegations will be coordinated, and lastly;
6. a resolution will be established and submitted in writing to all appropriate parties (or sanctions will be assigned).

**SA&LP Policies**

**General Disclaimer**

Reasonable changes may be made to the following policies without notice. Information describing any changes made will be provided.

**RSO and Agency Office Space Policy**

**Responsibilities**

Office space in the Faunce Student Services Building is a privilege provided to registered student organizations and agencies. Because office space is limited, student organizations and agencies must apply annually for office space. Student Activities and Leadership Programs (SA&LP) is responsible for assigning and monitoring student organization 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 Equipment**

Each office space will be equipped with the following:

1. A telephone jack (If you want to have phone service, you must contact the Telecommunications department. They will bill your RSO monthly.)
2. Furniture consisting of a desk, a desk chair, and two additional chairs (if available).
Some offices may contain additional furniture or LAN/Internet access jacks. Prior to occupancy, SA&LP will record the condition and types of office equipment present. Prior to vacating, SA&LP will inspect the condition and quantity of office equipment present. The RSO or agency will be held responsible for any damaged or missing equipment.

**Office Maintenance**

Prior to occupancy, each office space will be inspected. SA&LP will determine if the office space requires maintenance (such as painting) or if equipment needs repair or replacement before an RSO or agency can occupy the office space.

Neither painting nor structural changes to the office space are permitted. A fine may be assessed to any student organization or agency that paints or makes structural changes to their office space.

Prior to vacating, SA&LP will inspect the office for damage or excessive use that requires repair. The RSO or agency will be held responsible for the expense of repairs due to structural changes, damage, or excessive use.

**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. The normal use of bulletin boards and posters shall not be subject to this rule.
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, or 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.

**Office Space Procedures**

**Eligibility**

1. The student organization or agency must be registered and in good standing with SA&LP.
2. The student organization or agency must be active for at least one year.

**Application**

1. Student organizations must apply annually for office space. SA&LP must receive applications no later than March 1. 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 SA&LP considering the following:

   a) The student organization or agency is registered and in good standing with SA&LP.
   b) The student organization or agency demonstrates a need for office space.

---

**Policies and Procedures**
c) The student organization or agency demonstrates a high level of involvement in the WMU community or provides a critical support function for WMU students.

d) If the student organization or agency has had prior office space in Faunce, 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 that submit a joint request with another student organization will receive priority consideration. Due to the nature and scope of their governing or coordinating responsibilities, agencies will be given first consideration for office space.

4. Student organizations and agencies sharing office space or wishing for a larger office must submit their request in writing, including a rationale for such a move. Such requests will be considered in the event office space becomes available and all involved parties are amenable to the changes.

Allocation

1. Student organizations and agencies will be notified by April 1 whether or not they have been allocated office space.

2. Two designated officials of the student organization or agency are required to sign an office space contract before the student organization or agency can take possession of the office space.

3. Student organizations and agencies may take possession of allocated office space beginning one week prior to the start of the fall semester.

4. The organization or agency is responsible for determining the number of members assigned keys.

5. Members receiving keys must sign for them.

6. A fee is assessed for all keys.

7. All keys must be returned upon vacating office space.

8. A lock change fee will be assessed to individuals who do not return keys.

9. Neither painting nor structural changes to the office space are permitted. A fine may be assessed to any student organization or agency that paints or makes structural changes to their office space.

Registration

Student organizations and agencies allocated office space must register with SA&LP during the designated RSO registration period at the start of the fall semester. Failure to register with SA&LP within this period will result in forfeiture of the allocated office space. The student organization or agency may re-apply for office space as provided for in this policy.

Vacating Office Space

1. All student organizations and agencies are required to vacate office space by August 15 of each year unless your organization is allocated the same office space for the following year.

2. Student organizations and agencies may be charged for any structural changes or damage that requires repair.

3. All keys must be returned to SA&LP within five business days of vacating the office space.

4. Organizations with office phones are responsible for contacting the Telecommunications office to discontinue their phone service. Organizations are responsible for all monthly telecommunications charges accrued prior to the cancellation of their phone service.
**Requirements**

1. Student organizations and agencies are required to maintain at least fifteen open office hours per week. Of those hours, a minimum of eight hours must be held during University business hours (8 a.m. to 5 p.m.) and must be distributed over a minimum of three days.

2. Office hours must be posted on the office door no later than two weeks after the beginning of each semester (or after the student organization or agency takes possession of the office).

3. Officer and contact information must be posted on the office door no later than two weeks after the beginning of each semester (or after the student organization or agency takes possession of the office).

4. Office space is to be used for student organization or agency business purposes only.

**Violations**

SA&LP will monitor adherence to this policy and all requirements. The designated primary contact for the student organization or agency will be notified of violations.

**Removal**

A student organization 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 SA&LP or University policies or procedures or local, state, or federal laws.

**Exceptions**

Any exceptions to these requirements require prior written approval from the Director of SA&LP.

**Regulation**

Student organizations and agencies with office space are responsible for meeting all requirements. SA&LP is responsible for monitoring compliance with office space requirements.

1. For any violation of the office space requirements, the student organization or agency will be issued a warning letter.

2. Three warnings will constitute a violation of policy and the student organization or agency will be subject to conference proceedings as detailed below.

3. Student organization and agency office space is a privilege, which may be revoked as part of a disciplinary sanction for any policy violation. If a student organization or agency loses their office space due to a disciplinary sanction, they are required to vacate within 48 hours.

4. A student organization or agency that is required to vacate office space will not be eligible to apply for office space until one year after removal.

**Access**

For convenience, after hours and weekend access to student organization and agency office space is available. Such access may at times be restricted due to business necessity as determined by the University. Students are expected to use common sense in matters of courtesy, personal safety, and securing of offices and materials.
Policy and Procedure Violations by an RSO

SA&LP has the official role of recognizing student organizations at WMU. Members of RSOs must adhere to all current University and SA&LP policies and procedures and all those developed in the future. Members of organizations which violate any University and/or SA&LP policy are subject to the procedures that follow.

Conference for Review of Allegations

Members of an organization accused of violating a University and/or SA&LP policy or procedure shall be accorded a fair conference for a review of the allegations against them. During this conference members of the RSO will be given an opportunity to respond to the alleged violation(s). This conference will be initiated and coordinated by a member of the SA&LP staff appointed by the Dean of Students or the Dean of Students' designee. The administrator coordinating the conference may expand the review body to up to three people at his/her discretion. This individual or group has the responsibility to make decisions and interpret the policies and procedures pertaining to RSO guideline violation procedures.

RSO Responsibility

Violations by members of an RSO also may result in charges against individuals. However, members of the RSO will be held responsible for a violation of University or SA&LP policies and procedures when one or more of the following apply:

1. One or more officers or authorized representatives of the RSO, acting in the scope of their organizational capacities, commit the violation;
2. One or more of the RSO's members commit the violation after the action that constitutes the violation was approved by a vote of the organization or was part of a committee assignment of the organization;
3. The violation is committed at an activity funded by the organization;
4. The violation occurs as a result of an event sponsored by the organization;
5. One or more members of an RSO or its officers permit, encourage, aid or assist in committing the violation;
6. One or more members of the organization fail to report to appropriate University authorities knowledge or information about a violation;
7. When one or more members of an organization fail to satisfactorily complete the terms of any disciplinary penalty; or
8. SA&LP staff determine an activity or circumstance relating to an organization constitutes a violation of University or SA&LP policy and procedures.

Conference Procedures

The discipline of an RSO in the educational community is a part of the teaching process and as such, its focus shall be educational. This does not preclude the use of punitive measures, as they may be invaluable tools in the education of the University community. The Student Organization Guideline/Procedure is not analogous to, is not equivalent to, and does not conform to, criminal law processes. When members of a RSO are accused of a violation of University and/or SA&LP policies and procedures, the University will provide members of the accused RSO fundamental fairness in the following ways:

1. The RSO will be notified of the charges. It is the responsibility of the RSO president or another officer of the RSO to schedule a meeting at a mutually convenient time with the designated staff member of SA&LP (and his/her designee(s) if applicable) by the stated date.
2. At this initial meeting between the RSO president or RSO officer and the SA&LP 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 a defense; (2) a notice of possible sanctions; (3) a list of witnesses against the RSO.

3. The administrator coordinating the conference may expand the review body up to three people at his or her discretion.

4. One support person representing the RSO may be present during the conference 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 conference. Once the conference 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. SA&LP staff must be notified in writing not less than 24 hours before the conference 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. At the discretion of the conference coordinator, University legal counsel also may be present at the conference to advise the conference coordinator but may not actively participate.

5. Conferences shall be closed.

6. A member of the RSO charged with a violation and/or the complaining party may call witnesses and/or present evidence in support of his/her position; however, admission of any person to the hearing shall be at the discretion of the conference coordinator. All parties may question any witnesses.

7. The conference hearing body is not bound by statutory definitions of offenses or court rules of evidence in conducting the conference or determining responsibility or whether evidence should be admitted. Evidence having reasonable value shall be admitted. The coordinator of the hearing body shall have the sole authority to determine what evidence may or may not be admitted.

8. Members of the RSO will have an opportunity to review the file for the case up to 24 hours prior to the conference.

9. If the RSO fails to send a representative to the conference, the administrator(s) hearing the case will reach a conclusion and, if necessary, assign sanctions, based on the information presented during the conference.

10. All parties involved will be notified in writing of the results and findings of the conference and any assigned sanctions.

NOTE: The nature and size of student organizations and the alleged violation(s) affect the length of the investigation process.

**Preponderance of Evidence**

A preponderance of evidence standard refers to evidence which is of greater weight or more convincing than the opposing information; that is, evidence which shows that it is more likely than not that the violation occurred. The conference hearing body shall determine (by majority vote if the hearing body consists of more than one person) if the members of the RSO have violated the policy/procedure for which they are charged. The 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.

**Sanctions**

Sanctions may be imposed upon any RSO or individual student found to have violated University and/or SA&LP 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) Not Responsible. A preponderance of evidence does not exist to prove a violation of a policy or procedure.

(2) Responsible. A preponderance of evidence does exist to prove a violation of a policy or procedure.

With a finding of responsible, one or more of the following sanctions may be imposed upon the RSO. Note that the sanctions are listed in ascending order of severity.

1. Warning: verbal or written notice that specific inappropriate conduct is unacceptable.
2. Reprimand: 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.
3. Behavior Contract: A written contract between the RSO and the University, wherein the RSO agrees to correct inappropriate behaviors.
4. Discretionary Sanctions: Service to the University, attendance at educational seminars, classes, or workshops, written assignments, or other activities deemed appropriate by the conference hearing body.
5. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
7. Probation: Probation requires that a 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 SA&LP and/or University policies and procedures, additional, and more severe sanctions shall be applied.
8. Suspension: Loss of recognition by SA&LP for a defined period of time, after which the RSO is again eligible for recognition. Conditions for regaining recognition may be specified.
9. Expulsion: Permanent loss of recognition for the RSO.
10. Other: Additional sanctions may be used at the discretion of the disciplinary conference administrator or panel.

The above sanctions may be used in conjunction or individually per disciplinary case. When an RSO is sanctioned, the organization will receive a notice, a copy will be on file in SA&LP, and copies will be sent to appropriate University offices.

Archive Policy
All RSO 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 SA&LP.

Appeals
The RSO has the right to appeal the decision of the disciplinary administrator/panel.

1. The appeal must be made to the Dean of Students within five University business days of the decision or an organization's members' rights to appeal shall be waived. The appeal must include, in writing, the reason(s) and supporting documentation for the appeal. Appeals may be made for the following reasons:
   a. new evidence that would redirect the outcome of the case
b. the finding of the disciplinary administrator/panel was inconsistent with the evidence
c. the conduct of the proceedings was unfair
d. the sanction imposed was unauthorized or unreasonable
e. the findings of the disciplinary administrator/panel were based on a misinterpretation or misapplication of University and/or SA&LP rules and regulations

2. The Dean of Students or his/her designee will review the appeal statement and all information upon which the decision was made.

3. The Dean of Students or his/her designee may decide that on the basis of appeal there is not sufficient reason to review the case. The decision of the administrator or hearing body shall then be final.

4. The Dean of Students or his/her designee may decide that on the basis of appeal there is sufficient reason to review the case. The Dean of Students or his/her designee may then:
   a. modify the previous outcome;
   b. uphold the previous outcome;
   c. reverse the previous outcome or;
   d. direct that a new conference be conducted.

5. All decisions of the Dean of Students or his/her designee shall be final.

Unless otherwise noted and at the discretion of the disciplinary conference administrator/panel, sanctions are not imposed until the appeal is exhausted.

**Interim Suspension**

At the discretion of SA&LP staff, an organization may be suspended for an interim period pending a conference 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 conference to review the allegations. If there is a finding of "responsible," additional sanctions may be assigned.
Appendix

Examples of Financial Forms
The forms on the following pages are examples. If you have specific questions about how to fill out a form for your RSO activities, please contact the RSO Financial Advisor.

Voucher

Reimbursement
**WESTERN MICHIGAN UNIVERSITY**

**VOUCHER**

**FOR ACCOUNTING USE ONLY**

**VOUCHER NO.**

52 6299990 4260

**TAX EXEMPT** A154961

**INVOICE TO:**

WESTERN MICHIGAN UNIVERSITY
ACCOUNTS PAYABLE
KALAMAZOO, MI 49008-5105

**07/30/2003**

Date

Company to be paid

Company/Individual Name

Street address

City, state, zip

**Authorized Signature**

SA-2UP Administrator

Student Financial Manager

Authorized Signature

Registered Student Organization name

Department Placeing the Order

Your name

Person Placing Order

387-9999

Phone Number

Ship to Address

Ship to Address

<table>
<thead>
<tr>
<th>INVOICE OR ACCOUNT NO. OR SOCIAL SECURITY NO.</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company's Invoice #</td>
<td>Equipment rental for ABC event</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

**TOTAL** $250.00

Please make a copy for the department prior to sending the original to Accounting.

[ ] Pick-up  [ ] Mail

**STOCK NUMBER**

**RSO Handbook**
Transportation Request

*On-line form*

| Transportation Request Form | Page 1 of 2 |

**Transportation Services**

Truck and Bus requests fax form to Transportation (387-8489).
All other vehicle requests fax form to Enterprise (372-8806)

**Must SUBMIT and FAX to be a valid request!**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Desired:</td>
<td>Full Sedan (5 person)</td>
</tr>
<tr>
<td>Passengers:</td>
<td>4</td>
</tr>
<tr>
<td>Driver Name:</td>
<td>1st Student Driver Name</td>
</tr>
<tr>
<td>Secondary (if Needed):</td>
<td>1st Student Driver Name</td>
</tr>
<tr>
<td>Tertiary (if Needed):</td>
<td></td>
</tr>
<tr>
<td>Confirmation Phone #:</td>
<td>387-9999</td>
</tr>
<tr>
<td>(xxx-xxxx):</td>
<td></td>
</tr>
<tr>
<td>Confirmation E-Mail:</td>
<td><a href="mailto:student@wmich.edu">student@wmich.edu</a></td>
</tr>
<tr>
<td>Department:</td>
<td>RSO Name</td>
</tr>
<tr>
<td>Requested By:</td>
<td>Your Name</td>
</tr>
<tr>
<td>Fund/Cost Center:</td>
<td>52</td>
</tr>
<tr>
<td>Dates of Travel:</td>
<td>Departure: Jul 30 2003</td>
</tr>
<tr>
<td></td>
<td>Return: Aug 2 2003</td>
</tr>
<tr>
<td>Pick-up Time:</td>
<td>Pickup: 08:00 AM</td>
</tr>
<tr>
<td></td>
<td>Return: 05:00 PM</td>
</tr>
<tr>
<td>Day(s) of Week:</td>
<td>□ Mon □ Tue □ Wed □ Thu</td>
</tr>
<tr>
<td></td>
<td>□ Sun □ Fri □ Sat</td>
</tr>
<tr>
<td>Destination:</td>
<td>Detroit, MI</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Conference</td>
</tr>
<tr>
<td></td>
<td>□ Reset □ Submit</td>
</tr>
</tbody>
</table>

*To quit without saving, click on the BACK button on your browser*

http://www.pp.wmich.edu/perl/tr_form.pl

7/30/2003
Print this page and submit to RSO Financial Advisor.
Attach a list of travelers to your transportation request.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

I confirm that the individuals listed above will be the only people riding in the vehicle(s).

Driver’s Signature | Date
-------------------|------

Driver’s Signature | Date
-------------------|------
# Travel Expense Voucher

## Reimbursement

**WESTERN MICHIGAN UNIVERSITY**  
**TRAVEL EXPENSE VOUCHER**

<table>
<thead>
<tr>
<th>INVOICE NUMBER</th>
<th>DATE</th>
<th>PAYEE</th>
<th>ADDRESS</th>
<th>ADDRESS</th>
<th>ADDRESS</th>
<th>DEPT. NAME</th>
<th>UNIVERSITY EMPLOYEE?</th>
<th>UNIVERSITY VEHICLE-PLATE #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Person to be reimbursed</td>
<td>Street address</td>
<td>City, state, zip</td>
<td></td>
<td>Registered Student Organization name</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**TRANSPORTATION (Please Attach Receipts)**  
- AIR  
- RAIL OR BUS  
- PRIVATE CAR  
- UNIVERSITY VEHICLE-PLATE #

<table>
<thead>
<tr>
<th>Departure</th>
<th>Return</th>
<th>From</th>
<th>To</th>
<th>Car Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2003</td>
<td>07/03/2003</td>
<td>Kalamazoo, MI</td>
<td>Chicago, IL</td>
<td>290.0</td>
</tr>
</tbody>
</table>

**MILEAGE REIMBURSEMENT RATE IS $0.360**

**Total Car Miles**  
**Total Mileage Expense**  
**Ticket Expense**  
**Total Transportation**

<table>
<thead>
<tr>
<th>Date</th>
<th>City, State</th>
<th>Hotel Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1</td>
<td>Chicago, IL</td>
<td></td>
<td>$60.00</td>
</tr>
<tr>
<td>7/2</td>
<td></td>
<td></td>
<td>$60.00</td>
</tr>
</tbody>
</table>

**Total Lodging**  
$120.00

**Current Meal Per Diem:**  
- Breakfast $6.00  
- Lunch $9.00  
- Dinner $19.00  
* (These include Tips) *Please indicate number of Guests in columns marked ‘G.’*

<table>
<thead>
<tr>
<th>MEALS</th>
<th>G Date</th>
<th>G Date</th>
<th>G Date</th>
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<th>G Date</th>
<th>G Date</th>
<th>G Date</th>
<th>G Date</th>
<th>G Date</th>
<th>G Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/1</td>
<td>7/2</td>
<td>7/3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>$5.00</td>
<td>$5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$5.00</td>
<td>$5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$5.00</td>
<td>$5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10.00</td>
</tr>
</tbody>
</table>

**Total Meals**  
$30.00

**Other expenses include taxis, parking, baggage handling, telephone, etc.**

**Signed**  
**Traveler's Signature**  
**Approved**  
**Student Financial Manager Signature**  
**Approved**  
**SADP Administrator Signature**

**Audited by**  
**Pick Up**  
**Check Date**  
**Total**

**Purpose of Travel**  
**Conference**

**Period Covered From**  
**07/01/2003**  
**To**  
**07/03/2003**

Please make a copy for the department and the traveler prior to sending the original to Accounts Payable.

**Grand Total**  
$254.40

**Authorized Reimbursement**  
$254.40

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**RSO Handbook**
Prepayment

WESTERN MICHIGAN UNIVERSITY
TRAVEL EXPENSE VOUCHER

INVOICE NUMBER 12345
PAYEE Company to be paid
ADDRESS Street address
ADDRESS City, state, zip
ADDRESS
DEPT. NAME Registered Student Organization name
UNIVERSITY EMPLOYEE? YES ☑ NO

TRANSPORTATION (Please Attach Receipts) AIR ☐ RAIL OR BUS ☐ PRIVATE CAR ☐ UNIVERSITY VEHICLE-PLATE #
Departure Return From To Car Miles
03/05/2003 03/07/2003 Kalamazoo, MI Minneapolis, MN

MILEAGE REIMBURSEMENT RATE IS $0.360
Total Car Miles Mileage Expense Ticket Expense
0.0 $0.00 $700.00 $700.00

LODGING (Please Attach Receipts)
Date City, State Hotel, Motel Cost

Total Lodging $700.00

Current Meal Per Diem: Breakfast $6.00 Lunch $9.00 Dinner $19.00 (These Include Tips) "Please indicate number of Guests in columns marked ‘G.’"

MEALS G Date G Date G Date G Date G Date G Date
Breakfast
Lunch
Dinner $0.00 $0.00 $0.00

Total Meals $0.00

Name & Title of Guest(s)

OTHER TRAVEL EXPENSE (Please Itemize)

Total Other

Other expenses include taxis, parking, baggage handling, telephone, etc.

Signed
Approved Student Financial Manager Signature
Approved SA&IP Administrator Signature Mail ☐ Pick Up ☑
Purpose of Business Charter bus for competition
Period Covered From 03/05/2003 To 03/07/2003

Authorized Reimbursement $700.00
Independent Contractor

WMU AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

Western Michigan University ("WMU") desires to utilize the services of Independent Contractor ("IC"), for the performance of certain tasks and IC desires to perform these services for WMU. In consideration of and reliance on the following, as well as information contained in the contractor/consultant questionnaire, the parties agree as follows (attach Exhibit A as needed):

1. IC warrants and represents that IC is engaged in an independent business, is fully qualified and has all required licenses and/or certifications to perform the services described, has adequate insurance coverages for the services to be performed, and has complied and will continue to comply with all federal, state and local laws regarding business permits, licenses, taxes, and governmental obligations of any kind that may be required to carry out the business and the tasks to be performed and regarding the payments received by IC under this contract.

2. IC shall perform the following tasks or services for WMU as described below (i.e. what, when, where?) or in Exhibit A:

- Description of services to be performed

3. WMU shall pay IC, upon receipt of invoice, according to the terms and conditions as described below or in Exhibit A:

- Amount and date of payment

4. IC shall supply all equipment, tools, materials, supplies, and personnel to accomplish the designated tasks except as described below or in Exhibit A:

5. WMU will not be liable to IC for any of IC's expenses unless otherwise agreed in writing in Exhibit A.

6. IC retains the right to control the manner by which the services (described above) are to be performed. IC expressly understands and agrees that neither IC, nor any employee or agent of IC, in the performance of IC's services required under this agreement, shall be treated or otherwise considered to be an employee(s) of WMU for taxes, workers' compensation, unemployment compensation, insurance, fringe benefits, or any other purpose, except as otherwise required by law. No payroll, employment, or other taxes of any kind shall be withheld or paid by WMU with respect to payments to IC, unless as otherwise required by law. IC understands and agrees that IC is totally responsible for, and shall comply with all laws regarding the timely reporting and payment of all income and other taxes and other governmental liabilities resulting from the performance of IC's services.

7. The term of this agreement shall end on:

- Event and date and time

8. IC has no authority to enter into any contract(s), promise(s), or agreement(s) on behalf of WMU.

9. This agreement shall be governed by and construed pursuant to the laws of Michigan.

10. To the fullest extent permitted by law, IC shall be liable for, and fully indemnify, and hold WMU, its Board, president, officers, and employees harmless from and against all claims, demands, actions and liability arising out of, resulting from, or attributable to IC, IC's employees, agents' or subcontractors' performance or nonperformance of any services or work covered by this agreement, and/or for any breach or warranty.

11. This document and Exhibit A (if applicable), constitute the entire agreement of the parties. No other representations, promises or agreements, oral or otherwise, except for subsequent properly authorized and executed written amendments, shall be of any force or effect.

INDEPENDENT CONTRACTOR SIGNATURE & TITLE (if applicable)

By: ____________________________

Date: __________________________

WMU DEPARTMENT ADMINISTRATOR SIGNATURE & TITLE

By: ____________________________

Date: __________________________

A/P (OR DESIGNEE) SIGNATURE

By: ____________________________

Date: __________________________
CONTRACTOR/CONSULTANT QUESTIONNAIRE

Payment should be made through the payroll process if the individual performing services is currently employed by the University or has been employed in the current or previous calendar year by NMU.

If the individual performing services is not a citizen or resident of the United States contact the Corporate Reporting and Taxation Department (387-2391) before completing this questionnaire.

These questions relate to the individual/business that you are considering retaining as a contractor or consultant. This questionnaire and a NMU Independent Contractor Agreement should be forwarded to Accounts Payable (before services are rendered) for evaluation. A questionnaire and agreement are required in all cases that involve payment for non-employee services. Results of this questionnaire will be reported to you with the agreement. If the agreement is approved a copy of the agreement and questionnaire should be attached to a payable voucher and forwarded to Accounts Payable (along with an invoice) for payment. If the agreement is not approved the individual rendering services must be paid as an employee. In this case the appropriate Human Resources form should be completed using the normal payroll process.

Please answer the following questions relating to the individual that will perform the services:

1. Is this individual a student at NMU?
   YES ☐ NO ☐

2. Will the individual be trained by and/or subject to the supervision of a NMU employee?
   YES ☐ NO ☐

3. Does the individual/business routinely provide the same or similar services to the general public (outside of NMU)?
   YES ☐ NO ☐

4. Can this individual/business designate who will perform the services?
   YES ☐ NO ☐

5. Will this individual supervise employees of the University?
   YES ☐ NO ☐

6. Have you contracted with this individual/business before?
   YES ☐ NO ☐ If yes, when?

7. Will this individual perform services on a full-time basis?
   YES ☐ NO ☐

8. Will this individual be paid on a per job basis?
   YES ☐ NO ☐

Name of the individual/business: Name of Independent Contractor

Type of entity: ☐ individual ☐ partnership ☐ corporation ☐ other

Business address: Address of Independent Contractor

Social Security #: 123-45-6789 or Employer Identification #: 

Print or type the NAME, TITLE, DEPARTMENT AND TELEPHONE # of the person from NMU to contact if additional information is necessary. The IC agreement and questionnaire will be returned to this individual once approved/disapproved.

Name and Title: Student Financial Manager’s Name

Department, Mail Stop Code, and Telephone #: RSO Name and Student Financial Manager’s phone number

Date: 02/02/04

Forward this questionnaire and the agreement to the Accounts Payable Department.
Service Agreement Between RSOs and University Departments

This agreement needs to be completed when a Registered Student Organization (RSO) desires to use a service of a Western Michigan University department. This form should only be used when a RSO is allocated Student Assessment Fee money and will pay for the services using an on-campus financial account.

Purpose
1. To agree on the service to be performed and the total fee for the service.
2. To verify the fund and cost center for the RSO.
3. To verify that the RSO has adequate funds to pay for the desired service.
4. To verify that the RSO was allocated SAF funds for the service.

Process for completing the agreement
1. University department and representative from RSO complete the form to agree on the service and fee before the service is provided.
2. University department faxes it to the RSO Financial Advisor at 387-2554.
3. RSO Financial Advisor verifies the fund and cost center, adequate funds in RSO’s account, and that the RSO was allocated SAF funds for the service.
4. RSO Financial Advisor faxes the signed form back to the University department.
5. If the fee changes, the University department must contact the RSO Financial Advisor at 387-2484 to verify adequate funds.
6. University department charges the RSO financial account after the service is provided.

If a University department does not receive approval of this agreement from the RSO Financial Advisor prior to charging a Registered Student Organization for a service, the University department may be responsible for the charge.

Today’s Date ________________________________

Registered Student Organization Name ________________________________

RSO Representative’s Name __________________________ Position __________________________

RSO Representative’s Phone Number __________________________ E-mail __________________________

University Department ________________________________

Department Staff Name ________________________________

Department Phone Number __________________________ Dept. Fax __________________________

RSO Event __________________________ Date(s) of Event __________________________

Desired Services ________________________________

RSO Fund/Cost Center __________________________ Total Fee for Service __________________________

This expense will be paid using SAF Funds allocated by: WSA ______ CAB ______ GSAC ______

RSO agrees to the following conditions when applicable:

1. RSO members and guests will comply with all state and federal laws and all University and Student Activities and Leadership Programs (SA&LP) policies and procedures during said event.
2. RSO members are solely responsible for the condition of all University facilities, equipment and property pursuant to this agreement and will pay all damages or losses to the University within 30 days of the billing date. The RSO hereby authorizes University staff to deduct the above noted fee for the service(s) contracted from the RSO’s account without further notice or the obtaining of additional signatures.

Signature of RSO Representative __________________________ Date __________________________

Signature of Department Staff Member __________________________ Date __________________________

Signature of RSO Financial Advisor __________________________ Date __________________________

verifies adequate funds, fund and cost center, and allocated expense

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The Mission of Student Activities and Leadership Programs is to enhance student learning and personal development by engaging students in educationally purposeful academic and social activities.