Welcome!

The office of Student Activities and Leadership Programs (SA&LP) at Western Michigan University is committed to creating conditions that positively influence student learning and development. Staff members work to create conditions that foster an understanding of and appreciation for human differences. In doing so, establishing a marketplace of ideas is an essential part of the University’s mission.

SA&LP has registered over 275 student organizations at WMU representing a diverse range of interests. The Bridge is the student organization and agency guidebook and is distributed annually to all Registered Student Organizations (RSOs). This booklet also serves as an internal policy and procedures manual for the department.

The staff of SA&LP strives to create a University community that is…

…A purposeful community – a place where faculty and students share academic goals and work together to strengthen teaching and learning on the campus.

… An open community – a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.

… A just community – a place where the sacredness of each person is honored and where diversity is aggressively pursued.

… A disciplined community – a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.

… A caring community – a place where the well being of each member is sensitively supported and where service to others is encouraged.

… A celebrative community – one in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.1

The policies and guidelines outlined in The Bridge support the above principles that are at the heart of our work. As members of the WMU community, individuals within RSOs must adhere to all current and future University and SA&LP policies. The policies and guidelines in this booklet define what we believe the WMU community should aspire to be.

We welcome you and your organization as valued members of our community and are excited to be part of your learning and personal development.

Sincerely,

The Staff of Student Activities and Leadership Programs

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1 Campus Life: In Search of Community. The Carnegie Foundation for the Advancement of Teaching; Ernest L. Boyer (frwd.); Princeton, New Jersey;1990.
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 250 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 boards 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)
- Keystone Leadership Society (KLS)
- Minority Student Leadership Council (MSLC)
- National Pan-Hellenic Council (NPHC)
- National Panhellenic Conference (NPC)
- Residence Hall Association (RHA)
- Sports Club Council (SCC)
- Western Herald
- Western Student Association (WSA)
- WIDR-FM

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
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.).

A sample constitution may be obtained from the SA&LP front desk or from our website.

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 http://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 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.
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.

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.

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. Some ideas on keeping members involved follow.

- **Keep 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 power is essential to maintain a strong organization. A planned transition will avoid the pitfalls of change. Some suggestions follow.

- 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 don't have to spend time reinventing the wheel.
- 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. Some suggestions for event planning follow.

- 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
Get Involved!

The INVOLVEMENT ZONE

Participate

1 one
Explore your interests.
Try something new.
Beat the boredom!

Connect

2 two
Meet new people.
Make friends.
Celebrate diversity.

Lead

3 three
Build relationships.
Learn life skills.
Make a difference.

Grow

4 four
Chart your own course.
Challenge what you know.
Challenge what you do.

The INVOLVEMENT ZONE provides 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 level in the Involvement Zone offers its own challenges and rewards. As members of our Involvement Zone, Registered Student Organizations are an essential partner in SA&LP’s mission to get students involved on campus.

Leadership

Keystone Leadership Society

The Keystone Leadership Program (KLP) is designed to enhance the development of student leadership skills and personal growth. The program encompasses three levels of involvement: the Emerging Leaders Program, the Involving Leaders Program, and the Keystone Leaders Project. Each program has its own set of requirements. Students work at their own pace to complete the required competencies. Those who complete the three programs are invited to become members of the prestigious Keystone Leadership Society. To learn more about KLP, visit our website, call 387-2138, or visit the KLP Coordinator, 2420 Faunce.

Student Leadership Retreat

Early in the fall and winter semesters SA&LP sponsors a retreat for leaders of student organizations. The retreat features workshops, speakers, and activities designed to develop leadership skills and provide opportunities for campus leaders to network. Contact SA&LP for more information.

Position in Campus Activities Board

All RSOs are granted one position on the Campus Activities Board (CAB).

RSO Resources
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.

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 Award recognizes 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 page 1).
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**

RSO's 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 will be recognized at an awards ceremony usually held the first week in April and the winners will be announced.

**Events**

**Bronco Bash**

On the first day of classes each fall semester, SA&LP in conjunction with University and community partners presents Bronco Bash, a block-party type extravaganza designed to get the year started out with a bang. The event is free of charge and open to all students. The event 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**

A University tradition, Homecoming provides student organizations an opportunity to show their Bronco pride through participation in a variety of events such as parades, picnics, and fun competitions. Homecoming is a student led initiative provided support and guidance from SA&LP staff. For more information contact SA&LP.
In a caring community the well being of each member is supported and service to others is encouraged. A caring leader is free with their support, but also knows when and where to ask for help.

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 only one month in advance to provide opportunities for all organizations to utilize this limited space. General classroom space may be reserved only 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 nontechnical 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.

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 Gilkinson 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 nor 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.

**Advising**

The staff of SA&LP is committed to student success and in 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.

The Bridge: A Guide to Community
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.

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 cosponsorship 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 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).

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. See Publicizing Events for more details. Also, see Use of University Symbols.

**Resource Library**
SA&LP is developing a Resource Library for student organizations that will assist leaders in developing, maintaining, and transitioning their organizations. Materials include books, videotapes, and handouts on subjects ranging from leadership skills to etiquette. For a listing of current resources or to request additional resources, please contact the RSO Advisor at 387-2182.

**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 page ___ or contact the RSO Advisor.

**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.

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

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

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

**Transportation Services**

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*RSO Resources*
Organizations may use University vehicles for their business if they have an on-campus account and sufficient funds to cover travel expenses. Organization business includes meetings, conferences, picking up speakers at the airport and/or train station, etc. All drivers must have a valid driver's license. A list of all passengers and their student identification numbers must be presented to the RSO Financial Advisor before approval may be given. Groups also will be asked to designate multiple drivers within each vehicle utilized.

The RSO Financial Advisor will require two copies of the following prior to signing a travel authorization form:

1. A list of drivers (at least two per car, three per van)
2. A copy of each driver's license
3. A copy of each driver's student ID
4. A roster of all passengers who will be in the vehicle including names, ID numbers and students' signatures.
5. All drivers must sign a statement indicating that only the individuals listed on the roster will be riding in the vehicle.
Marketing Your Organization

CAMPUS MEDIA & INFORMATION SOURCES

89.1 WIDR-FM

89.1 WIDR-FM is Western Michigan University's student-operated radio station and an excellent avenue for marketing an event and organization. "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 (channel seven & channel 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 which 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 and is shown on channel 35. If your event is for 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 (1) week in advance.
PUBLICIZING EVENTS

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). 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. Preregister at the BC Program Director's Office during business hours at least 24 hours prior to use.
2. Organizations and departments are eligible for tables a total of four (4) days a semester, not to exceed two (2) days in a one-week period.
3. A sign will be provided at check-in to identify the organization and purpose.
4. At least one (1) WMU student or WMU faculty/staff member must be present at the table throughout the entire use.
5. Literature may not be sold, but free-will donations may be accepted to help defray printing costs. Solicitation at literature distribution tables is not permitted.
6. Audiovisual equipment is limited to one (1) closed circuit TV or one (1) table model slide viewer.
7. Graphics which accompany the table must not be larger than 6' by 6'.
8. Organizations and departments may sponsor a non-University enterprise with prior approval by the BC Program Director. One (1) member from the sponsoring organization must be present at the table throughout the entire use.

**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).

**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 Office of Residence Life.

**Residence Hall Mailboxes**

Literature to be placed in student residence hall mailboxes must be delivered to the Office of Residence Life for approval and distribution. 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.

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**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 pre-checked and stamped at the BC Programming Office.
3. Organizations may post two (2) posters of one kind in areas provided (no walls, windows or doors). These areas are (a) across from the Bookstore entryway and (b) inside the southeast entrance to the Games Area on the Bronco Mall level. Oversized (14” x 22” maximum) posters will be assigned a display case if available; otherwise they will not be eligible for posting.

Bernhard Center Display Cases

Bernhard Center display cases are reserved for a one-week time period (Monday to Monday) for fall and winter semesters, and a two-week time period for spring and summer. Displays must be assembled between 12:00 noon and 4:00 P.M. on Monday and removed by noon the following Monday. Authorized booking of the display cases is granted only to Registered Student Organizations and University departments. Contact the BC Program Director for additional rules and regulations in utilizing a BC display case 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 Gilkinson 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 in The Bridge.
Managing Your RSO Funds

Financial Issues

Good Fiscal 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 Bridge.

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 Judicial Affairs to face charges.

Establishing a RSO Financial Account
If an organization has the desire to manage its financial resources through the University's accounting system, an account is established by the Financial Advisor in the Division of Student Affairs. The administrator of the account is the Financial Advisor, who serves as the liaison between the business office and the organization. To help the organization understand the University's business and accounting system, a "Financial Operating Guide" is made available free of charge from the Financial Advisor.

Student Organization Account Managers
Organizations banking with the University must appoint up to two members who will be designated as account managers for that organization. Account managers are required to attend a "Student Organization Account Manager's Workshop" offered by the Financial Advisor during the fall and winter semesters. These workshops offer detailed instructions on how to properly proceed in your day-to-day campus financial transactions. Following completion of the workshop, account managers will be held responsible for the financial activities of their organization. These individuals will be the only members authorized to sign for and spend funds from the organization account. Account managers must hold an office within the RSO. Please contact the Financial Advisor for more information (387-2124).

Organization Purchase/Transaction Approval Policy
In order to ensure adequate funds are available in an organizations' accounts for purchases, funds may not be expended by an organization without first gaining written approval from the Financial Advisor. No University forms/transactions may be utilized or take place without prior written approval from the Financial Advisor. Additionally, no services may be contracted with WMU departments without gaining prior written approval of the Financial Advisor. Approval can be obtained by completing a "Service Agreement Between Registered Student Organizations and University Departments" form available in the SA&LP office.
Financial Debts

Student organizations are NOT permitted to run deficit on-campus account balances. 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 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 Financial Advisor or another member of the SA&LP staff to develop a written 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. Any individual who signs a requisition, voucher or other transaction form causing a deficit account balance may be held accountable through the Student Code.

Off-Campus Accounts

All student organizations banking off campus are solely responsible for their financial matters. Western Michigan University is not responsible in any way for such transactions unless an authorized University official has developed a contractual relationship. In addition, WMU will not provide vendors and/or creditors with any information beyond that which is considered public information.

Fund-Raising and Solicitation

Solicitation on Campus

Soliciting or selling by and to individual students is not permitted on campus. However, fund-raising activities by organizations are permitted on campus with prior written approval from SA&LP. Solicitation for credit cards is not permitted. Contact SA&LP for more details.

The Student Assessment Fee (SAF)

The Student Assessment Fee (SAF) is levied each semester/session to 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 various 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 goal of the WSAAC is to support a wide variety of well-planned activities and programs. The funding of programs is based on the cultural, educational, recreational, and/or physical well being of the University community anticipated as a result of the program. During the fall and winter semesters, WSAAC distributes an application along with guidelines and procedures to apply for available funds. WSAAC funding applications are available from SA&LP.
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 one full semester (16 weeks) prior to submitting a budget request.
3. Be debt free with the University.

**SAF Funding from the Campus Activities Board**

The Campus Activities Board (CAB) is a committee 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. Guidelines are:

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 one day prior to the presentation to CAB.

Contact CAB for additional details.

**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. 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. Guidelines are:

1. An organization must demonstrate that the program impacts the larger community, particularly graduate student populations.
2. Funding requests must be submitted by the 20th of each month.

For additional details, please contact the Graduate Student Advisory Committee.

**Bernhard Center**

All fund-raising activities or solicitations taking place in the Bernhard Center, (BC), must be registered with and approved by the Bernhard Center Program Director (387-4888). Soliciting and/or selling is allowed only in designated locations. Organizations utilizing the BC sales and solicitation table must preregister with the BC Program Director for use of the sales table at least 24 hours in advance. RSOs may use solicitation tables a total of four (4) days in a semester for the same event, not to exceed two (2) days in any one (1) week time period. Organizations and departments may sponsor a non-university enterprise if approved by the BC Program Director. One member from the sponsoring organization must be present at the table throughout the entire use. See the BC Program Director for additional rules and regulations.

**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 Financial Advisor in the Division of Student Affairs.

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**Managing Your RSO Funds**
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 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 Financial Advisor in the Division of Student Affairs.

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 want to see programs of the University prosper. 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 by the Development Office (387-8700).

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 External 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 burden on an individual or group associated with Western Michigan University.

General Solicitation

Soliciting or selling by and to individual students is not permitted on campus. However, fund-raising activities by organizations are permitted on campus with prior written approval from SA&LP. Solicitation for credit cards is not permitted. Contact SA&LP for more details.

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 in The Bridge.
**General Sales in the Residence Halls**

Student organizations must receive a majority approval of each hall council prior to the sale. No single authority or organization is authorized to give a general approval for student organization sales in the residence halls. Any approval given must be made known to the Residence Hall Director in writing no later than twelve hours prior to the proposed time of sale. 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.

**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 complete the designated form provided by the individual hall councils. 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, the hall council must get assurance that the food is pre-sealed by the producer.

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 are permitted in residence hall lobbies and cafeteria foyers (not in the cafeterias) under the following conditions:

1. Approval has been obtained from the Hall Director of the building(s) involved.
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 (387-4460) 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.

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**Managing Your RSO Funds**
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; 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).

**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”.

The Bridge: A Guide to Community
Statement on Discrimination
Western Michigan University is committed to an environment that encourages respect for all faculty, staff, and students. In support of that objective, the University has a continuing commitment to ensure equal opportunity and to oppose discrimination on the basis of sex, race, sexual orientation, age, religion, national origin, or handicap. As a result, sexual harassment and sexism will NOT be tolerated behavior at Western Michigan University. It is expected that each member of the University community will consider himself/herself responsible for honoring this policy.

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 by 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;

Policies and Procedures
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).

**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 The Bridge. For further information and approval to use WMU marks contact University Relations.

**University Licensing Policy**

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

All items purchased for distribution by student organizations that name WMU or use University symbols must be purchased through a vendor licensed with the University. A list of licensed vendors can be obtained through the University Licensing Department or the Purchasing Department. In all cases, prior approval of the product design is required to ensure such an item is a positive reflection of the University. Samples of product designs should be forwarded to the University Licensing Director.

If a student organization plans to market a product to others outside its membership as a fund-raising/for profit project, then licensing requirements do apply and (1) a formal application must be completed before any contract is signed; and (2) a percentage of net sales as a royalty fee must be paid to the University by the vendor. Contact the University Licensing Director for more information.

**Student Activities and Leadership Programs**

**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
2. Furniture consisting of a desk, a desk chair, and two (2) additional chairs

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.

Prior to vacating, SA&LP will inspect the office for damage or excessive use that requires repair. No structural changes to the office space are allowed. The RSO or agency will be held responsible for the expense of repairs due to structural changes, damage, or excessive use.

Procedure

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.
   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. Structural changes to the office space are not permitted. A fine may be assessed to any student organization or agency that 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 (5) business days of vacating the office space.

Requirements
1. Student organizations and agencies are required to maintain at least fifteen (15) open office hours per week. Of those hours, a minimum of eight (8) hours must be held during University business hours (8 a.m. to 5 p.m.) and must be distributed over a minimum of three (3) days.
2. Office hours must be posted on the office door no later than two (2) weeks after the beginning of each semester (or after the student organizations or agency takes possession of the office).
3. Officer and contact information must be posted on the office door no later than two (2) weeks after the beginning of each semester (or after the 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

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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 in The Bridge.
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 forty-eight (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 the evidence standard means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that it is more probable that the violation occurred than not. The conference hearing body shall determine (by majority vote if the body consists of more than one person) if the members of the RSO have violated the policy/procedure for which they are charged.

Sanctions
Sanctions may be imposed upon any student found to have violated The Bridge. 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.

6. Loss of RSO Privileges: Denial of specified privileges for a designated period of time. (See Student Organization Privileges.)

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 violating 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 undue 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.
Contact Information

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

Lesbian Bisexual & Gay Student Services
A327 Ellsworth Hall
(269) 387-2123

Women’s Resources and Services
A328 Ellsworth Hall
(269) 387-2990

Professional Staff
Sandy Barry-Loken, Director
Kristen Betser, Assistant Director
Linda Lumley, Assistant Director
Stevan Veldkamp, Assistant Director
Rita Keller, Office Coordinator
Beth Schwartz, Kanley Memorial Chapel Coordinator

Graduate Staff
Jessica Baby, Parents Association .....................................................387-2156
Bonnie Benson, Lesbian Bisexual & Gay Student Services........387-2123
Doris Dirks, Keystone Leadership Society.........................................387-2162
Jim Dolan, Registered Student Organizations ............................387-2182
Sara Gabriel, 89.1 WIDR FM ..........................................................387-6301
Rebecca Gadson, Sexual Assault Peer Education ......................387-2999
Laurel Palmer, Campus Programming ...........................................387-2547
Sam Picard, Greek Life .................................................................387-2138

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

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