



Organizational
Handbook

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Introduction



Student organizations provide a student with the opportunity to develop new friendships with individuals who share common interests, as well as leadership skills that will be beneficial in college and life after college. To help organizations maximize their potential for success, the Office of Student Activities (OSA) has developed a manual of information and resources for campus organizations and their respective advisors. The purpose of this manual is to:

- Provide students with the proper procedures to begin a student organization at UIU.
- Help organizations be aware of what resources are available on campus.
- Help organizations be aware of university policies and procedures.
- Offer assistance to student organizations, specifically in regards to planning, promoting and providing quality programs on campus.
- Recommend best practices for creating a learning environment where integrity, respect, teamwork and responsibility are valued, and leadership skills—such as communication, time management and problem solving, to name a few—are practiced.
- Guide individuals on the best ways to maximize their student involvement experience.

While this manual is meant to be a summary of certain matters of interest to student organizations, its readers should be aware that it is not a complete statement of all procedures, rules and regulations of Upper Iowa University. Divisions and departments of UIU may have their own policies and procedures, which apply to student organizations as well and all students must abide by the Student Code of Conduct.

If you have any questions about the manual, would like to schedule a time to discuss starting a student organization, or need information on how you can improve your organization, please contact the Director of Student Engagement and Leadership at (563) 425-5311 to schedule a meeting.

Sources and adaptations from:

<i>College of DuPage</i> – Clubs and Organizations Handbook <i>Eastern Illinois University</i> – Recognized Student Organization Handbook <i>Highland Community College</i> – Organization Manual <i>Rock Valley College</i> – How to Start a Club at RVC <i>Southern Illinois University-Edwardsville</i> – Student Organization Handbook <i>Triton College</i> – “Sharing Adventures” <i>University of Missouri-St. Louis</i> – SOS Student Organization Survival	<i>University of Chicago</i> – Student Activities Handbook <i>University of Notre Dame</i> – The Source <i>University of North Texas</i> – Student Organization Handbook <i>University of Wisconsin-Stevens Point</i> – Guidepoint <i>Waubensee Community College</i> – Club Handbook <i>Western Illinois University</i> – Club Handbook Wartburg College- Campus Programming Website
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Purpose of Student Organizations at Upper Iowa University

- To create a sense of community in which students, faculty, administration and staff can participate in an open educational environment.
- To help achieve a sense of identity with the college and an awareness of the surrounding community.
- To aid in individual growth and development through interpersonal activities that encourage interaction.
- To provide an opportunity for students to foster their leadership skills and capabilities.
- To enrich the cultural, aesthetic and recreational dimensions of the campus.
- To be a part of a group of individuals that share similar beliefs, values and interests, as well as the importance of community.

The Office of Student Activities

The Office of Student Activities (OSA), housed under the leadership of Student Life, is led by the **Director of Student Engagement and Leadership**. The Director oversees the **Student Engagement Graduate Assistant**. The office's goal is to provide UIU students with leadership, service, and social involvement opportunities that supplement their classroom experiences. OSA is structured specifically to aid individual students and student organizations in the planning, management, and evaluation of programs and activities directed toward meeting the diverse needs and interests of students on campus. We strive to provide a variety of opportunities for students to engage in throughout the year, challenge students to explore their leadership skills by getting involved on campus, encourage them to participate in a various social programs, and support them in their individual growth and development.

OSA is responsible for all the clubs and organizations on campus and has the right to decide if clubs and members can participate in an event or not. If any club or organization demonstrates inappropriate behavior or does not follow the handbook rules, OSA holds the right to put the club or organization on probation and exclude the club or organization from participating in any events.

Office of Student Activities is located on the second level of the Student Center in rooms 213 & 214. Regular office hours for the fall and spring semesters are Monday – Friday, 8:00am-5 pm. To schedule an appointment, please call the Director of Student Engagement and Leadership at (563) 425-5311 or the Student Engagement Graduate Assistant at (563) 425-5921.

Some of the opportunities to get involved in through Office of Activities include:

Student Government Association (SGA) – The SGA office is located on the second floor of the Student Center in room 210. SGA is a student-led organization that is elected by the student body. SGA is responsible for working and communicating with UIU's administration concerning all student-related issues and concerns. These student leaders sit in on standing university committees, assist in the policy-making process, and serve as representatives for the entire student body at Upper Iowa (As a reminder, all UIU students are invited to attend SGA meetings and bring their ideas, feedback, questions and concerns with them).

SGA Contact Information: **Email: studentgovernment@uiu.edu; Phone: (563) 425-5950**

SGA Officers:

President: Carter Harris - harrisc17@uiu.edu

Vice President: Alex Dombrowski - dombrowskia54@uiu.edu

Secretary: Zakaria Fuller - fullerz73@uiu.edu

Treasurer: Sara Zainal - zainals69@uiu.edu

Academic Affairs Officer: Katie O'Brien

Peacock Entertainment Crew (PEC) – Peacock Entertainment Crew is Upper Iowa University's Student Activities Board. Recognizing that co-curricular activities and social life are important at Upper Iowa, PEC is the major planning organization for all student activities. Comprised of student leaders, PEC's goal is to program a wide variety of cultural, social, recreational and educational events for the UIU campus community.

Greek Life – A sorority or fraternity can help personalize your college experience by providing close friendships, scholastic assistance, hands-on experience in leadership, and exposure to educational programs that increase knowledge and awareness, as well as opportunities to enhance the community through service projects.

Diversity & Inclusion Programming – The OSA values the diversity of Upper Iowa University students. OSA serves on various Diversity & Inclusion subcommittees and partners with various departments across campus to offer programs and events that help educate and encourage the UIU population to embrace inclusion and raise awareness around diverse cultures and experiences.

Recognition Procedures

(Obtaining Formal Recognition as a UIU Student Organization)



Benefits of Being a Recognized Student Organization

- Use of multiple campus facilities for organizational meetings and social functions.
- Open membership solicitation on campus.
- Establishment of dues and approved fundraising events on campus for identified educational purposes that benefit the organization.
- Access to poster board, markers, bulletin board paper, and any other supplies available in the Student Leadership Center.
- Use of campus mailbox and mail services (all postage to be paid by the organization).
- Use of the university's name in conjunction with that of the organization for official purposes.
- Support of the Student Government Association and Student Life, as well as faculty and administration.
- The opportunity to share common interests and broaden social horizons with other various student organizations.

Requirements to Become a Recognized Student Organization



Upper Iowa University has many diverse student organizations to meet the needs and interests of our students. Students are allowed to start a new organization at any time to meet additional needs or interests. To become a recognized student organization at UIU or to maintain recognition, the organization must fulfill the following expectations:

1. **Recruit at least seven full-time enrolled UIU students who have an interest in being a member.** At least seven full-time UIU students must be active members at all times. If a group has fewer than seven members, the organization will be put on probation and have one semester to recruit new members and bring their numbers to required status. If after one semester, the group is unable to maintain seven full-time active members, the organization will be placed on "inactive" status and lose all rights and privileges associated with being a recognized student organization on campus. The organization may be reinstated to active status at the discretion of the Director of Student Engagement and Leadership after completing the reactivation procedures.
 - a. **Club Sport Teams** may remain active according to University records as long as they maintain seven full-time enrolled UIU students. Some club sports require more involvement for an entire team, but if the club sport is an individual sport, Student Life will still recognize them as a club. Sports clubs must attend Student Government meetings and the aforementioned benefits of a recognized student organization.
2. Provide an excel doc with a list of names, email addresses, majors, t shirt sizes, and telephone numbers of current officers and all members to the Office of Student Activities at the beginning of the year. **A recognized student organization must have this to the Director of Student Engagement by September 27, 2021, and the Updated Roster Excel by December 7, 2021, and March 27, 2022.** OSA reserves the right to withhold recognition of any organization as well as the right to adjust form deadlines for new organizations.
3. All organizations are required to have an official advisor who is a full-time member of the university (either a faculty or staff member). Adjunct professors may be advisors at the discretion of the Director of Student Engagement and Leadership. The advisor serves as a mentor and guide to help facilitate growth within the organization.

4. Construct and maintain a current Microsoft Word copy of the organization's constitution and by-laws with the OSA. Any changes to the constitution need to be approved by the Director of Student Engagement and Leadership To ensure continuity and consistency, your constitution must include:
 - a. The date of adoption.
 - b. A clear statement of purpose, as well as a list of objectives (outcomes) for the year that are consistent with the mission and educational goals of Upper Iowa University.
 - c. Democratic procedures for nominations, elections and removal of officers.
 - d. Democratic provisions for policy making including amendments to the organization's constitution.
 - e. A clear statement of reasonable dues or other financial obligations of members.
 - f. A non-discrimination clause or statement (see item 4 below).
 - g. A statement of financial responsibility for any debts accumulated at Upper Iowa University.
 - h. A non-hazing statement (see page 27-28 and 48 for further information regarding the hazing policy).
 - i. A statement of compliance with university policies, procedures and campus regulations, as well as federal, state and local laws (see item 5 below).
 - j. Assurance that the petitioning organization is willing to work in a democratic manner within the framework of UIU policies and procedures (If the petitioning organization is a member of a national or regional organization, the university reserves the right to examine the record of the parent organization or affiliates.).
 - k. A list of membership expectations.
 - l. The Constitution & Bylaws should be reviewed and updated, if necessary, every year by September 15th.
5. Create an organizational policy statement that does not have any constitutional, ritualistic or selective restrictions and include it in the organization's constitution. A non-discriminatory clause must be included in every student organization's constitution. **A student organization shall not deny membership to any student for reasons of race, religion, color, age, sex, national origin, disability, veteran status or sexual orientation.**
6. Abide by all university policies, procedures and campus regulations, as well as federal, state and local laws.
7. Each President of a recognized student organization must be enrolled as a full-time student and have **at least a 2.5 cumulative GPA** (organizations may have higher standards enumerated in their constitutions if they so choose). The students must also be in good judicial standing at the time of election and during the term of office. All students must be in good academic standing according to the discretion of that particular organization's advisor.
8. Every event or social held by an organization must adhere to the following regulations:
 - a. It is the responsibility of each recognized student organization to see that their members, and those in attendance at their events and meetings, conduct themselves in accordance with UIU policies, procedures and Student Code of Conduct, their organization's national affiliation regulations, as well as federal, state, and local laws. Each recognized organization shall be held responsible, as an organization, for any violation of UIU regulations, local ordinances, state and federal laws, and the organization's affiliation regulations committed on any premises under its control.
9. As an organization you are highly encouraged to host eight events a year in order to be recognized, but no less than 4 events a year.
 - a. It can include co-hosting an event with another organization.
 - b. Events can occur on or off campus

- i. Off-campus events or volunteering at a different facility must be documented and submitted to the OSA in order to share the respective organization's experiences on campus through social media.
10. An organization will be suspended after two concurrent semesters of being inactive. The organization may reapply to reactivate if they meet all the requirements (See above).
 - a. When a club/org is suspended they cannot reserve a room and they will not receive or spend any funding from the university with the exception of informational and recruitment events. These events need to be approved by the Director of Student Engagement and Leadership.
 - b. **Greek Organizations Only:** In order to be created or to become active, Greek organizations will have to meet all the requirements in addition to an 8 weeks probationary period. Once the probationary period is over it is up to the discretion of the Greek Council as well as the Director of Student Engagement and Leadership to approve this group.
 - i. All new Greek Organizations must do a presentation at a Greek Council meeting during their 8 week probation. This presentation must cover the purpose, focus and specifics of the organization. For further details contact the Director of Student Engagement and Leadership.

Responsibilities of Student Organizations

Recognized organizations are expected to:

1. Follow all Upper Iowa University recognition procedures (as listed above).
2. Abide by the Student Code of Conduct found in the Student Handbook and located online.
3. Follow their organization's constitution.
4. Follow all procedures for making outside purchases and ensure timely payment of any obligations made in the name of the organization.
5. Work with OSA when planning activities to ensure compliance with university procedures.
6. Attend and participate in all group homecoming events (Sidewalk chalk, Window Paint, & Homecoming Parade).
7. Sign up for two dates to help in the concession stand during athletic events
8. Represent the university by maintaining a professional atmosphere.
9. Send a representative to Student Government Association and Greek Council meetings (if applicable).
10. Keep OSA informed of organizational meetings and activities.

Community Service

Community service, volunteerism, and service learning opportunities enhance your college experience in many ways. Students who participate in community service gain:

- A strong sense of self-worth and pride along with personal growth.
- Increased independence and managerial skills.
- Usable skills and experience to put on a resume.
- A network of contacts for future opportunities including career advancement.
- Satisfaction from helping to build a stronger and safer community.

Each student involved in an organization is asked to perform a minimum of two community service activities (which count toward the total number of programs per year) or eight hours each year. If all members in an organization complete their community service hours, the organization will be awarded with their community service funds from SGA. Check with the Director of Student Engagement if you need ideas for service hours. The OSA will have a running list of service projects for your club or organization to take part in.

Calculated community service hours for each individual are to be kept and recorded by an officer of the organization for their own records. A new electronic submission of service hours is now available on the UIU website, located here: <http://www.uiu.edu/service>. If you are submitting for multiple people, please write down the names of each person and the number of hours in the “Additional Information” section. Money transfers will occur once an organization’s members have fulfilled all of their hours and turned in their recorded hours.

Definition of Community Service

A recognized UIU organizational community service activity:

- Is performed without compensation.
- May have an institutional or organizational affiliation (all government, charitable and non-religious IRS-ruled non-profit organizations automatically qualify as community service providers).
- Is not associated with the practice or promotion of any religion.
- Is a service to at least one person other than the student or the student’s relative and is generally of benefit to the “community.”
- Is separate from a service activity for which the student is already receiving school or organizational credit.
- Is not performed during scheduled class time.
- Is not service mandated by a court.

Membership/Recruitment

Recruitment

New members are the lifeblood of an organization. Therefore, new membership recruitment and education is very important. Recruitment can be a challenging, exciting and sometimes frustrating experience. To get new members, you 1) attract people to your organization and 2) provide individuals with reasons to maintain membership.

There are many ways to recruit. Talk to your friends or other people you believe would be interested in the activities of your organization. Send out general notices, brochures, and fliers inviting students to join your organization. When advertising, keep notices short and appealing, and include some of those benefits the organization has identified.

To assist with the recruitment of new members, the Office of Student Activities arranges a fall and spring organization fair. During the organization fair, registered student organizations display information about their group and encourage other students to join. The purpose of the fair is to gain interest and attract potential members.

So You’ve Recruited – Now What?

Developing and conducting an organization recruitment campaign is very important. Yet, as we all know, retaining these new members is another matter entirely. Involvement is crucial to the longevity of the group, understanding the

organization and its goals and objectives, structures, norms, and taboos is equally important. By taking the time to orient new members to the privileges and responsibilities of membership, you create a more educated membership—people who can and will make a significant contribution to the organization.

Do all that you can to make new members feel welcome and comfortable. For instance:

- Discourage cliques among old members.
- Refrain from telling inside jokes and stories without bringing the new members up to speed.
- Learn new members' names and help them to learn the names of others.
- Give new members some direction in their involvement. Assign them a task, ask for their input, and reward them for their contributions.

Organizational Funding

Organizational funds provide a means for groups to sponsor campus wide activities for students at Upper Iowa University. These funds can be utilized to provide educational and social programming, advertising for campus activities and events, and opportunities for growth and development in leadership and service activities. Additional funding may be requested after the allotted amount has been distributed. These funds can be obtained and used toward programming an additional campus wide event. Please use the "Additional Funding Request Form" found in the Office of Student Activities. Also, it is important to note that funds not spent during the current year will be transferred and available for use during the next academic year.

Student Organization Funding Guidelines

1. All recognized student organizations are eligible to receive funding. Organizations who are not recognized through the Office of Student Activities will not receive funding from SGA and OSA.
2. No organization shall be funded if it discriminates on the basis of race, sex, creed, religion, physical disability, sexual orientation and/or national origin.
3. Organizations may not request funding for any activity that does not comply with Upper Iowa University policies and procedures, Student Code of Conduct, Student Organizations policies and procedures, and/or federal and state laws.
4. A request for funds (i.e. check request, purchase orders) must be approved by the organization's president and advisor, as well as the Director of Student Engagement and Leadership (in that order) before receiving funds. The UIU Business Office will not process any request for funds from a student organization account without the Director of Student Engagement and Leadership's signature.
5. Generated Income – If an organization is allocated money from Clubs and Organizations, all generated income by the organization shall be considered activity fund money. Generated Income must be deposited within the organization's university account. A copy of the deposit slip must be sent to the Office of Student Activities and included in the organization's financial records. The Director of Student Engagement and Leadership is also able to deposit funds for organizations.

Organizations that misuse allocated funds may have current funds revoked, suspended and/or future funding requests denied (also see Judicial Process for Clubs and Organizations).

The Office of Student Activities reserves the right to discretionarily fund clubs in the interest of the University (*Policy implemented August 2004*).

SGA and the Office of Student Activities will award \$500 Organization of the Year – voted on at the Student Life awards. The money will be directly deposited into the club or organization's account to use in the following school year. In order for organizations to qualify:

1. The organization must have a representative attend 90% of the Student Government Association meetings and all Greek Council Meetings (if applicable) in order to receive funding.
2. The organization will fill out and submit a Program Proposal form for each activity/program, which includes program title, goals and budget information and submit it to the OSA.
 - a. If no program proposal has been submitted to the Office of Student Activities, the group will receive no funding for such event.
 - b. Include how much money is needed to complete the event.
3. **Two community service events or 8 hours** must be completed and submitted through <http://uiu.edu/service>.
4. All clubs and organizations must participate in all three homecoming activities (Sidewalk chalk, window painting, and the Homecoming parade).
5. All clubs and organizations must attend the All Club & Org Meeting and the Club & Org Fair.

Fundraising Collaboration with Dining Services

Dining Services at Upper Iowa University offer opportunities throughout the year for clubs & organizations to fundraise for their cause. In an effort to efficiently organize and plan for these opportunities, OSA and Dining Services have implemented policies and procedures for fundraising. These policies and procedures provide clubs, organizations, and groups with rules and accountability expectations. We understand that many groups desire fundraising opportunities, and thus, we have decided to broaden the opportunities to several groups. The following opportunities qualify under specific policies and procedures set by Dining Services and OSA: dining services events, catering events, concessions staffing.

Procedures

- Groups wishing to participate in fundraising opportunities through Dining Services will submit their name at the end of the All Club & Org meeting for a random drawing. As names are drawn, the group's representative will pick two dates. This process will continue until all dates are filled or no more Clubs or Orgs want to sign up for more fundraising opportunities.
- If all of the dates are not filled during the All Club & Org meeting, it will be up to the discretion of OSA to fill them.
- Groups are responsible for finding members/representatives to fulfill their event needs. **The Aramark Manager must be notified with the names and phone numbers of those who will be helping at time of sign up.** To deliver this list contact the Aramark Manger at 563-425-5767.

Policies and Expectations

- 1) UIU Dining Services relies on the agreed upon number of people to show up the day of the fundraising opportunity. When you sign up for a slot, your group confirms the number of volunteers who will be in attendance.
 - a. If fewer people show up than agreed upon, the group will receive 1% less in sales per person missing (i.e. if you were to receive 4% of sales but had one fewer person than needed, the group would only receive 3% of sales).
 - b. Groups are responsible for finding replacements for individuals unable to attend. If an entire group can no longer assist, the Director of Student Engagement and Leadership should be notified ASAP to assist in finding a replacement group.
- 2) Commitment to the opportunity is valued and expected.
 - a. Groups are expected to show up 10 minutes before expected for the fundraising opportunity.

- b. Appropriate attire must be worn. Details will be communicated by Dining Services of what is expected. Generally, catering events require black shoes and pants. Shirt will vary depending on the event. Concession events are less formal. Individuals may wear their group's shirt and jeans or an approved UIU shirt. Cleanliness is expected.
 - c. Attitude of helpers is important, as you are not only representing your group, but also UIU Dining Services. Those displaying negative attitudes, actions or words, may be asked to leave and the group will be compensated less for having fewer helpers.
 - d. Once Campus Dining has issued the payment, groups will be awarded the money they have earned.
- 3) Groups and/or specific members placed on disciplinary probation or suspension are not eligible for this opportunity.

Accountability

- Groups who do not follow **all** the above procedures, policies or expectations will forfeit additional opportunities for fundraising with Dining Services until the next academic year or as indicated by Dining Services.
- Groups and/or specific members who do not follow **all** of the above procedures, policies or expectations may be placed on disciplinary probation or face other consequences as determined by the Director of Student Engagement and Leadership.

Fundraising Policies and Procedures

An organization preparing to hold a major campus fundraiser is required to contact the Office of Student Activities to receive approval of the event before proceeding. Organizations that fail to do this risk having their project or program canceled.

Solicitation

Commercial solicitation conducted for private gain and resulting in the immediate exchange of goods or services for compensation is prohibited on campus.

Organizations sponsored by a university constituency shall be granted permission to solicit contributions and conduct fundraising activities for charities whose purpose it is to benefit society. A request in writing must be submitted three days in advance of the planned solicitation to the Office of Student Activities. This request should be for permission to engage in charitable solicitation on campus. Charitable solicitations shall not interfere with the flow of traffic or with the educational processes of the university.

Judicial Process for Organizations



Upper Iowa University expects all its student organizations to conduct themselves professionally, both on and off campus. Policies and procedures have been established to protect the rights of student organizations.

Below is the Student Code of Cont, the University Community Standards & Regulations, and Disciplinary Matters statements as mentioned in the 2021-2022 Student Handbook. It is important to take note of this information as a member of a UIU student organization.

Code of Student Responsibility

As a registered Upper Iowa University student, your basic responsibilities are outlined below. As a member of the UIU community, you are expected to:

1. Become familiar with the policies and procedures explained in the University Catalogs, the Student Handbooks and other published policies.
2. Respect the right of freedom of expression of all students, faculty and staff members, following University guidelines for channels of expression.
3. Be willing to assume the consequences of your own actions, and avoid conduct that is detrimental in its effect upon other students and the University.
4. Recognize designated authority and comply with directives by staff members.
5. Practice the rules of good conduct—be truthful, respect the rights of others and respect and protect private and public property.
6. Take the responsibility to meet your financial obligations and University deadlines. This includes completing your work-study or departmental assistantship duties as assigned by the Workstudy Coordinator and the departmental supervisor.
7. Take the responsibility for class attendance, in accordance with the instructors' stated attendance policies.

University Community Standards & Regulations

The following are specific offenses to the University community that will subject offenders to disciplinary action by the University, and in some cases to conduct action by public authorities.

1. **Endangering personal safety.** A student or group of students may take no action that disrupts or tends to disrupt the peace or endangers or tends to endanger the safety, health or life of any person.
2. **Physical, sexual or verbal abuse.** Physical, sexual or verbal abuse of persons is prohibited, as is subjecting persons to painful or humiliating ordeals. Public posting or utterance of obscene language or the display of lewd or pornographic material or erotic art is not allowed on campus. Sexual harassment, sexual abuse, bullying and hazing are in violation of student conduct regulations, state and/or federal laws. For more specific information, please reference UIU policies on Discrimination and Harassment in the policies section of the Fayette and AE Student Handbooks.
3. **Destruction of property.** Vandalism is prohibited on campus; this includes misuse of, destruction of or damage to all property—University, public and private.
4. **Mass demonstrations and/or disorderly conduct.** Any assembly or individual act that interferes with the normal operation of the University or that could result in damage to public or private property or injury to persons is prohibited, and participants will be asked to disband by designated University officials. Drunken conduct, inciting mass disturbances, and riots are also considered disorderly.
5. **Failure to comply with directives.** While performing their University duties, staff or faculty members may give directives and instructions to students. Failure to comply with these directives will result in disciplinary action.

6. **Theft.** Any form of acquiring private or public property to one's own use and/or possession is considered as, and will be dealt with as, theft.
7. **False information or dishonesty.** Furnishing false information or misleading statements (oral or written) to University officials with intent to deceive is fraudulent.
8. **Forgery.** The alteration or misuse of University documents, records or identification cards is fraudulent, as is the deceptive alteration or use of personal checks.
9. **Alcoholic beverages and alcohol abuse.** Students are expected to abide by the federal, state, and local alcohol laws of the United States or the laws of country in which he/she resides. United States law forbids the use or possession of alcoholic beverages by any person under age 21. Possession of empty or full containers or use of alcoholic beverages such as liquor, beer or other forms of intoxicants by any student is not permitted on University property that is owned, leased, or occupied by UIU, general campus buildings, athletic fields, campus recreational areas and residence halls (except in the privacy of their rooms when the student is over the age of 21). Consumption of alcoholic beverages by any student to the point of losing control and/or not functioning mentally or physically in a normal manner will result in disciplinary action. See the Substance Abuse Policy for all University guidelines governing the use of alcohol both on and off-campus. Violation of this policy is subject to disciplinary action.
10. **Drugs.** In consideration of federal and state laws, the possession, use or sale of marijuana, other illegal drugs or drug paraphernalia is prohibited on University property that is owned, leased, or occupied by UIU. University property includes general campus buildings, residence halls, athletic fields and campus recreational areas.
11. **Fire.** Setting fire to combustible materials in or on University property that is owned, leased, or occupied by UIU is in violation of the law. Setting off a false alarm is a serious offense, as is tampering with fire equipment or the alarm system.
12. **Firearms, explosives, weapons or noxious substances.** For reasons of safety, the use or possession of firearms/weapons of any type, knives with a blade longer than 3 inches, firecrackers, explosives, dangerous chemicals or noxious substances is not allowed on University property that is owned, leased, or occupied by UIU or in University buildings. (See Weapons Policy for complete definitions and any exceptions.)
13. **Misuse of telephone.** Telephone calls made with the intent to defraud, alarm or annoy others are prohibited by law in the United States. The offense may be prosecuted either at the place where the call was made or where it was received. Residence hall students are responsible for all telephone calls made from their rooms.
14. **Misuse of keys.** Keys to University housing and buildings are not to be duplicated or used for unauthorized access. Students may not possess University keys unless issued to them by a University official. Keys that are found must be turned in immediately to Student Life (Fayette Campus) or the respective staff member at that UIU location, national or international.
15. **Improper entry into buildings.** Entering a building after its posted hours of operation or after it has been locked and secured is considered improper entry. Only those individuals or authorized groups who have been granted permission by the proper person in charge may enter buildings after regular closing hours.
16. **Misuse of computers.** UIU computer resources are shared by all members of the University community. Individuals must use these resources responsibly in pursuit of University-related functions, and in doing so, not infringe on the rights, integrity or privacy of others. Responsible use covers, but is not limited to, behavior in the computer labs, use of e-mail and use of the Internet. Students must obey all appropriate

federal, state and local laws. Students must adhere to all guidelines as detailed in UIU statement of "Policy on Acceptable Use of Technology."

17. **Hazing.** Any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing may include but is not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the University; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the University.
18. **Disruptive classroom behavior.** Disruptive classroom behavior is any conduct that substantially interferes with or obstructs the teaching or learning process in the context of a classroom or education setting. As determined by the instructor, it is an individual's conduct that distracts or intimidates others in a manner that interferes with instructional activities or fails to adhere to classroom rules or instructions.
19. **Stalking.** Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Course of conduct is defined as "a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct." Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:
 - - Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
 - Use of online, electronic, or digital technologies, including:
 - Posting of pictures or information in chat rooms or on web sites
 - Sending unwanted/unsolicited e-mail or talk requests
 - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
 - Installing spyware on a victim's computer
 - Using Global Positioning Systems (GPS) to monitor a victim
 - Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
 - Surveillance or other types of observation including staring, "peeping"
 - Trespassing
 - Vandalism
 - Non-consensual touching
 - Direct verbal or physical threats
 - Gathering information about an individual from friends, family, and/or co-workers
 - Threats to harm self or others
 - Defamation – lying to others about the victim

Disciplinary Matters

UIU expects its students to be accountable for their actions; the following guidelines provide a structure to ensure that all students are treated fairly in the disposition of disciplinary matters.

Each student organization shall be held responsible for following all university policies and guidelines. In some cases the organization and/or individual members of the organization may face disciplinary action. In cases where organizations face disciplinary action, all communication with the organization will be directed through the organization's president (head officer) and advisor.

1. UIU Administration reserves the right to discipline a student whose personal conduct on or off campus is regarded as undesirable. Sanctions can range from a reprimand to expulsion. Examples of undesirable personal conduct are outlined herein.
 - a) The Office of Student Activities reserves the right to expulse any student, from any club or organization, whose conduct has not been in accordance with the University's policies and expectations.
2. At the time of a student's suspension, dismissal or expulsion, all outstanding financial obligations to the University must be met. A student under suspension or dismissal may not be readmitted until these obligations are first cleared.
3. At the time of a student's suspension, dismissal or expulsion, all outstanding financial obligations to the University must be met. A student under suspension or dismissal may not be readmitted until these obligations are first cleared.

Information on the Disciplinary Hearing Process can be found in the Student Handbook. For questions, please see the Graduate Assistant for Student Life or the Director of Student Engagement and Leadership.

Types of Disciplinary Sanctions

The following types of disciplinary sanctions may be imposed by the university in handling disciplinary cases toward student organizations. Sanctions for an individual student may be found in the Student Handbook. Fines and restitution may be included in any disciplinary action.

1. **Reprimand**—A verbal or written warning.
2. **Disciplinary Probation**—A strong official warning in writing to the student organization informing them recognition is made conditional for a stated period. The action constitutes notice that further violation of any kind will result in more serious penalties and/or possible termination. Disciplinary probation can carry into and/or through another semester. Disciplinary probation may also include (but is not limited to):
 - Loss of privileges, which include specific residence hall restrictions and/or obligations; removal from class for one class session (60 or 90 minutes), denial of use of University parking areas; ineligibility to represent the University in any capacity, including, but not limited to, athletic teams, RAs, etc.
 - Cancellation of campus employment, effective immediately with repayment of awards, grants or assistantships, on a prorated basis.
3. **Temporary Suspension**—Pending the adjudication of a disciplinary hearing and appeals, the Dean of Students/Center Director/Assistant V.P. for U.S. Centers has the authority to impose a temporary suspension, which becomes effective immediately. The accused and the victim will be informed. Such action will be taken only in those cases presenting a clear and present danger of harm to the individual(s) charged,

the victim(s), other members of the University community, the educational process, University property, or guests and/or visitors of the University and their property. The respondent or accused student under temporary suspension is denied permission to return to the University and its facilities, owned or leased grounds, University vehicles and any planned or sponsored University activity.

4. **Suspension** – An interruption of the student’s enrollment at the University for a definite, stated time. This may be for a short, definitely prescribed period, as set by the imposing authority. Generally, the period of time is at least the balance of the current semester. The action may be made applicable for the following semester, with the student permitted to finish the current semester. The student is eligible for consideration for readmission upon petition to the appropriate authority upon the conclusion of the suspension period.
5. **Dismissal** – The student’s enrollment is immediately terminated for an indefinite period, usually for a minimum of one calendar year, until the authority imposing the action sees fit to reinstate the student. The student must petition to the appropriate authority before such possible reinstatement is considered.
6. **Expulsion** – The student is permanently excluded from the University and is not eligible for consideration for readmission.
7. **Fines** – Fines are due as designated in the written notice or by the date agreed upon in the hearing. Failure to pay may result in:
 - a. Impoundment of student records (transcripts/credentials)
 - b. Inability to receive diploma on graduation day
 - c. Withholding registration of student
 - d. Inability to apply for Lee Tower, Hofmaster Apartments, South Villages or other special interest housing options
 - e. Inability to reserve current room for the following academic year
 - f. Increase of fine amount
 - g. 3-Day Suspension
 - h. Banned from the residence halls
8. **Other sanctions** as deemed appropriate by the University, which may include but are not limited to restitution, community service, counseling, substance abuse assessment or educational reports.

Right of Appeal

Appeals must be filed in writing within 24 hours (excluding weekends) after receiving notice of the hearing decision. Appeals should be sent to the appropriate university official or hearing body as directed in the sanction letter. The initial decision of the hearing body will be stayed until an appellate body ruling is rendered. The decision of the appellate body is final and cannot be further appealed.

Disciplinary Record and Reports

Confidential records of all misconduct reports, investigations and disciplinary actions of an organization are maintained by and kept in the Office of Student Activities. These records become part of the organization’s file. Those individuals who are a part of the university community who have a need to know will be granted access to view these files as approved by the Director of Student Engagement and Leadership.

Parent(s) or guardian(s) may be notified in writing of the decisions, when appropriate, in disciplinary cases if written permission is granted by the student charged for violating university regulations and/or local, state, or federal laws. Upper Iowa University will exercise its ability to notify parents of students under the age of 21 when they are found in violation of the university alcohol and drug policies. The complete policy is found in the “It’s Our Policy” section of the Student Handbook.

Hazing Policy

Any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is considered hazing. Such activities may include, but are not limited to the following:

- Use of alcohol
- Use of any drug, narcotic, or controlled substance
- Eating spoiled foods, raw onions, or anything else unreasonable
- Paddling in any form
- Branding in any form
- Tying a person to a chair, pole, anchor, tree, person, or any other object
- Creation of excessive fatigue presenting physical and psychological shocks
- Pushing, shoving, tackling, and/or any other physical abuse
- Exposing oneself indecently or appearing nude in anyway
- Subjecting a person or group of people to verbal harassment
- Calling people demeaning names
- Misleading pledges in an effort to convince them that they will not be initiated, that they will be hurt during initiation, or any other activity subject to mental stress
- Carrying items that serve no constructive purpose or that are designed to punish or embarrass the carrier
- Requiring people to deface or steal property
- Assigning or endorsing pranks
- Having people perform personal chores
- Conducting interrogations or any other non-constructive questioning
- Answering telephones, doors, or greeting organization members with a prescribed chant, riddle, song, or rhyme
- Quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the university
- Wearing of public apparel which is conspicuous and not in good taste normally
- Engaging in public students and buffoonery
- Morally degrading or humiliating games and activities
- Any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the university

Hazing at Upper Iowa University is STRICTLY PROHIBITED. Any individual or group found guilty of hazing will be subject to disciplinary sanctions which could include suspension, expulsion, and/or group termination. For further questions about hazing, please see the Student Handbook or contact the Director of Student Engagement and Leadership.

Any person suffering or witnessing a hazing activity is encouraged to report the incident to OSA. The principle officer of each registered student organization shall be responsible for informing pledges and members of the University Hazing Policy.

The Upper Iowa University Hazing Policy will be in accordance with the laws of the State of Iowa at all times. However, the university's standards of personal conduct substantially exceed the minimum expectations of civil law and custom. Student organizations and individual students found in violation of Iowa hazing laws will be subjected to university disciplinary action. The university disciplinary process does not make an individual or organization exempt from criminal prosecution with the State of Iowa.

For club and organization reference, the law on hazing in Iowa states the following (708.10):

This information was found at: <http://search.legis.state.ia.us/nxt/gateway.dll/ic?f=templates&fn=default.htm>

In accordance with the Iowa Hazing law, the Office of Student Activities has developed the following procedures:

1. At the time of registration, the president of each organization must receive a copy of the law and university policy and will be required to sign a statement acknowledging that such a copy has been received. This copy of the law/policy shall be read and signed by leading officer and advisor on behalf of the organization and its members. This signature signifies that the group, team or organization has been informed of the policy and understands and agrees to comply with the provisions of this law.
2. This statement will be kept in the group, club or organization's permanent file within the Office of Student Activities.
3. All organizations with a pledge process will only pledge members during the allotted time and will abide by all the policies and procedures laid forth by the university, including the hazing policy. Any organization pledging outside of the allotted time will face disciplinary action.



Nondiscrimination Policy

Article XV of the Upper Iowa University bylaws states: "In administering its affairs, the university shall not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, sexual orientation, age or physical disability."

The university is committed to providing all of its students, faculty, staff, and visitors with equal access to its programs, events and facilities. To this end, and in compliance with Section 504 of the Rehabilitation Act of 1973, Upper Iowa University has made some reasonable modifications to its buildings and grounds that allow students, faculty, and staff, including those with limiting visual or hearing impairments, equal access to the regular programs and degree objectives offered by the University.

Promotional Policies and Procedures

NOTICE: Please note that the following procedures pertain to the Upper Iowa University Fayette Campus specifically. Any external marketing and communications for events, activities, items for sale, etc. that are open and publicized to the general public must be communicated through the Office of Communications and Marketing (OCM). OCM will work directly with groups and individuals wanting to promote outside of the campus community.

CAMPUS POSTINGS—All posters, signs or notices made for display on campus information and events must be approved through Student Life. Student Life staff members permitted to approve signage includes the following: Director of Student Engagement and Leadership or the Student Engagement Graduate Assistant

All approved posters, signs and notices must be stamped “Student Life” by one of the individuals listed above. The “Student Life” stamp signifies that the posting is acceptable and ready for postage. Postings academic in nature or related to campus functions will be approved (see below for list of acceptable items that can and cannot be posted).

Once postings are approved and stamped, they may be placed on bulletin boards across campus. Regarding placement: NO POSTINGS should be placed on windows, entryway glass panels, doors, and/or on car windows or doors. A poster or sign put up without prior approval, or in an incorrect location, is subject to removal and will be removed as soon as possible. University staff will remove inappropriate signage, as well as outdated materials from bulletin boards when necessary. It is greatly appreciated when postings are taken down by the person/organization who posted the material.

Postings that will NOT be approved include, but are not limited to the following:

- Promotion of alcohol use (only educational posters on alcohol will be accepted)
- Abusive, embarrassing, threatening or harassing signage that implies illegal actions (sale of weapons, alcohol or any other substances, etc.)
- Anything violating the university Student Code of Conduct.

Postings that will be approved include, but are not limited to the following:

- Educational information on certain topics (health, holidays, etc.)
- Club, organization or institutional events
- Items for sale (books, refrigerators, furniture, etc.)
- Apartments/houses for rent
- Roommates needed

All postings must be tasteful and in the best interest of the university community. The university reserves the right to take any sign down. Questions about the posting procedures can be addressed to Student Life.

**Please note that the plastic sign holders that are supplied around campus are for Student Life and departmental events and information specifically. Therefore, only signs from Student Life and the respective academic departments will be allowed to post their signs within the plastic sign holders. All other bulletin boards and posting areas are eligible to post materials on.*

ELECTRONIC MAIL—with the amount of email sent out on a regular basis, it is important to monitor the number of messages we send out to campus. Therefore, clubs and organizations may send out no more than two mass emails regarding information and events respectively. Students or advisors of clubs and organizations may send emails to promote their respective activity or function. The email must be approved by Student Life before being sent. Mass emails on behalf of clubs and organizations must be sent by the Director of Student Engagement and Leadership, Graduate Student for Student Life, or the organization advisor. If none of these individuals are available, another Student Life staff member may e-mail on their behalf.

All emails must follow campus rules/policy and club and organization regulations. These messages need to be academic in nature or related to campus functions (emails will not be sent out regarding items for sale, roommates, needed, etc.). Special mass emailing consideration for university sponsored student groups will be made by the Director of Student Engagement and Leadership. Upon approval, the email will be sent out of the

Student Life member's email account with the organization or group's name being listed. Please note that the selling of personal items, business, and mass forwards are not permitted in the UIU email system.

Emails that will NOT be approved include, but are not limited to the following:

- Items for sale (books, refrigerators, furniture, etc.)
- Apartments/houses for rent
- Roommates needed
- Promotion of alcohol use (only educational emails on alcohol will be accepted)
- Abusive, embarrassing, threatening or harassing emails that imply illegal actions (sale of weapons, alcohol or any other substances, etc.)
- Anything violating the university codes of student conduct

Emails that will be approved include, but are not limited to the following:

- Educational information on certain topics (health, holidays, etc.)
- Club, organization or institutional events

Questions about the posting procedures can be addressed to Student Life.

University electronic mail (email) systems and services are part of university facilities. Any electronic mail address or account associated with the university, or any sub-unit of the university, assigned by the university to individuals, sub-units or functions of the university, is property of Upper Iowa University, including all the mail associated with the account. Access to University electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the university without prior notice and without the consent of the email user when required by and consistent with law, when there is substantiated reason to believe there is a violation of a policy or law.

STUDENT CENTER COMMONS ADVERTISING—Campus information and events can be advertised through the Student Center Commons TVs for special weeks, months and programs. We have the capability of displaying information and events on the TVs that are installed within the Student Center Commons. This is a more effective, sustainable way for information to be shared with the campus community. All materials submitted for advertising in the commons must be approved through Student Life.

Documents must include the following:

- Name of Group
- Date(s) of Event
- Location of Event
- Contact Information for the Event or Shared Information (name of person or group and an email, office name, and/or phone number to contact)

Marketing items that will NOT be approved for the commons TVs include, but are not limited to the following:

- Items for sale (books, refrigerators, furniture, etc.)
- Apartments/houses for rent
- Roommates needed
- Promotion of alcohol use (only educational information on alcohol will be accepted)

- Abusive, embarrassing, threatening or harassing messages that imply illegal actions (sale of weapons, alcohol or any other substances, etc.)
- Anything violating the university codes of student conduct

Marketing items that will be approved include, but are not limited to the following:

- Educational information on certain topics (health, holidays, etc.)
- Club, organization or institutional events

All information must be tasteful and in the best interest of the university community. The university reserves the right to edit or refuse any marketing submissions. Questions about advertising in the Student Center Commons can be addressed to the Office of Student Activities.

305: Discrimination, Harassment, and Retaliation Policy

Upper Iowa University strives to maintain a working and learning environment that fosters mutual employee and student respect that promotes harmonious, productive, working and learning relationships. Behaviors that inappropriately assert sexuality as relevant to employee or student performance are damaging to their environment. Discrimination, harassment and/or retaliation in any form constitute misconduct that undermines the integrity of the university relationship. Sexual harassment, as well as discrimination, harassment and/or retaliation by any member of the university is in violation of both law and university policy and will not be tolerated in the university community. Therefore, Upper Iowa University prohibits discrimination and/or harassment that is sexual, racial or religious in nature, or is related to anyone’s gender, national origin, age, sexual orientation, disability or any other basis protected by federal, state or local law. This policy applies to all employees and students throughout the organization and to all individuals who may have contact with any employee or student of this university. Matters involving discrimination and/harassment will be dealt with promptly and confidentially by the appropriate university officials.

Other Regulations

Selling of Goods—Individuals or groups looking to sell any product with UIU information (or UIU- likeness) must work through approved licensed vendors. For more information, please contact the Director of Student Engagement and Leadership prior to any ordering of goods for the purposes of selling.

Campus Resale—Individuals of organizations wishing to produce any item for resale on campus (e.g. glasses, t-shirts, sweatshirts, decals, cups, etc.) must have the item preapproved through the Director of Student Engagement and Leadership. Submit ideas to the Director of Student Engagement and Leadership for approval AT LEAST two weeks before ordering merchandise.

Constitution Changes—All organizations should follow the guidelines established by their constitutional by-laws with regard to constitutional amendments. Should a change need to be made, organizations should work with the Director of Student Engagement and Leadership for approval of any changes. Once approved, organizations simply need to update their constitutions and provide the Director of Student Engagement and Leadership with an updated copy.

Fundraising —Student organizations may wish to supplement the funds they obtain from the Student Government Association by raising money themselves. Proposals for fundraising events must be discussed with and approved by the Director of Student Engagement and Leadership IN ADVANCE of publicity and/or financial commitments. This consultation exists to approve of appropriate proposals, to inform the organization of the relevant policies, to protect the financial interests of the organization, and to advise organizational representatives about making any appropriate arrangements for the event.

Organization Apparel —Individuals of organizations wishing to produce any item to serve as group paraphernalia that will have any design associated with Upper Iowa University imprinted on it (e.g. glasses, t-shirts, sweatshirts, decals, cups, etc.) must have the item preapproved through the Director of Student Engagement and Leadership Submit ideas to the Director of Student Engagement and Leadership for approval AT LEAST two weeks before ordering merchandise.

Gambling & Raffles—Clubs and Organizations must get any gambling or raffles approved by OSA and the Athletics. Athletics holds UIU’s gambling license and all events must strictly adhere to the state’s gambling regulations.

Public Performance—Students participating in any university performance (including dances or talent contests) that behave or whose performance is overtly sexual in movement/gestures, vulgar, in poor taste or disrespectful toward any person or group will be held accountable through the university disciplinary process. Additionally, any student group or organization that sponsors a contest or activity in which this type of behavior is present may be held accountable through the university disciplinary process as well.

Campus Resources & Services



Catering

Dining Services offers a wide variety of special catering services on campus. Special events scheduled by the University will be planned in consultation with the university officials and catered by Food Service personnel. Special efforts will be made toward imaginative and unique menus. They offer decorated cakes, special cookies, party trays, box lunches, weddings, rush parties, cookouts, banquets, and a number of other fun and creative catering options. For more information, contact Dining Services at (563) 425-5767 or at <http://uiu.campusdish.com/>

All catered events on campus are required to use the university food service. This is arranged through the Aramark Manager. A substantial penalty fee will be enforced if this policy is not followed. The set-up and menu arrangements must be made at least two weeks in advance. Confirmation of a final number of people attending a food service catered event must be given 48 hours in advance. Please note that any organization with an unpaid invoice at the end of the semester will be denied service until these charges are paid.

Print Shop

When individuals and student organizations need to make copies of their advertisements, they must first get their articles approved by the Office of Student Activities before submitting them to the Print Shop. All articles must be approved before printing to ensure copyright policies are not being broken. This form will need to be completed and submitted—along with the item needing copied—to the Office of Student Activities and

Leadership before it can go to the Print Shop. Once approved, the Office of Student Activities will sign the Printing Approval Form and the organization will then be allowed to print their materials from the Print Shop. Please note the cost of printing will be deducted from the organization's account.

Laminating Services

Laminating services are available every Thursday @ 2 pm (cost is \$.08/inch; 25" wide limit) through library services to laminate any organizational materials. For more information on library services, call extension (563) 425-5722, or check out the Library Homepage at <http://www.uiu.edu/academics/library/index.html>

Mailing Service

Student Organizations may mail out organizational material(s) through the university mail service. These items must be packaged in approved university packaging. The cost of mailing will be deducted from the organization's account.

Room Reservations

Recognized organizations are eligible to use university facilities, including classroom space, athletic facilities, university meeting rooms and outdoor areas. Permission and registration must be obtained in advance from the office responsible for the facilities desired. The preferred way to reserve a room is to access the following website, create an account and make the reservation: <http://events.uiu.edu/>. For assistance, you may also call the Events Coordinator at (563) 425-5848. The Student Leadership Center is available specifically as a meeting space for organizations. To reserve this space for a meeting, sign up on the calendars located in the Leadership Center.

If you wish to reserve an area or room on campus for an organizational event, you must obtain approval of the event from the Director of Student Engagement and Leadership or Graduate Assistant for Student Life.

It is the responsibility of the organization or group who reserves the room or area to:

1. **Organize room setups (if any).** Any room set up or reservation must be submitted at least one week in advance. Room setup requests may include: AV needs (TV/VCR, chalkboard, etc.), tables, chairs, podiums, whether the room(s) need to be unlocked and locked, etc.
2. **Return the room to its original condition.** All garbage must be picked up, furniture moved to where it was found and the room locked.
3. **Report any damages, problems or concerns.** If any problems occur while your group or organization uses a room or area, contact the person responsible for making reservations (see above).

The following areas are available for use by the Office of Student Activities:

- Student Center (Ballroom(s), OSL Conference Room, Game Room, Peacock Cove, Student Leadership Center)
- Garbee Hall Complex (Solarium, TV Lounge, Main Lobby)
- Liberal Arts Auditorium
- Baker-Hebron Auditorium
- Dorman Gymnasium & Athletic Fields
- Edgar Fine Arts Classrooms

- Grace-Meyer Square
- Alexander-Dickman Oval Lawn
- Henderson-Wilder Library (Kinney Room, AV Room, Computer Labs (3), Hall of Presidents)
- Parker-Fox Hall Conference Room
- Recreational Center

Remember, only groups that have been recognized by the Office of Student Activities will be allowed to schedule rooms. Rooms are scheduled according to priority. There are no rental charges for the facilities when they are used by a recognized student organization or campus department exclusively for their own use.

Please remember that the sponsoring group is responsible for any damages to or cleanup of the room in which their event is held. The organization is also responsible for the conduct of any patron, guest or visitor who attends their event.

An organization should receive approval, reserve the location and submit set-ups no later than one week in advance of their event. If the organization cancels their event, the Office of Student Activities must be informed of the cancellation as soon as possible in order to facilitate making the space available to another group. Those wishing to reserve the Fayette Opera House will need to acquire the signature of the Director of Student Engagement and Leadership.

Use of University Vehicles

Upper Iowa University has vehicles available for use to all university funded student organizations. All drivers must be 21 years of age or older and have a class D driver's license. These vehicles must be scheduled through your advisor. **Advisors and/or an approved chaperone must travel with the group.** The organization will be responsible for funding the trip. Payment will be transferred internally from Facilities through the University Business Office for university-funded organizations. Please note: Mileage costs are subject to change each year.

Program Planning

Programs serve many functions. They are used to educate, inform, entertain, intrigue and engage. Registered student organizations are encouraged to develop programs for their members and the campus community.

When planning events and activities, organizations must:

1. Ensure that your events do not restrict the rights of other members of the university community.
2. Ensure that events are consistent with the university's mission and educational goals.
3. Comply with all federal laws and university regulations.
4. **Turn in your Program Proposal two weeks prior to the event.**
5. Make sure to book the space for your event at events.uiu.edu, *if necessary*.

NOTE: Activities may not be scheduled if they disrupt normal university functions, such as classes and/or other university-sponsored events.

Program Development and Execution

Sometimes the planning and development of a program can become difficult. Therefore, the Office of Student Activities has developed the steps below. This model has been developed to help organizations develop their program(s). Consider the following:

- Step 1 – Who:** Identify the audience. Who is your program for students, faculty, staff and/or community members?
- Step 2 – What:** Identify the program. What is the title of the event? What is your program going to be about? What message or information do you want the audience to obtain?
- Step 3 – When:** Identify the date and time of your event. When are you going to hold your program? When is the best time to hold your program?
- Step 4 – Where:** Identify the location. Where are you going to have your event?* Where is the best location for your event? Will your audience be able to enjoy/learn in that environment?
- Step 5 – Why:** Identify the purpose of your program. The sole purpose of having a program is for the audience to gain something. Therefore, why are you having an event? Why should your audience attend the event? Why is your event and the information you are sharing important?
- Step 6a – How:** Identify the specifics and details of your event. The How Step is at the heart of your program or event. It's what determines whether or not your program is successful. During the How Step, many questions have to be asked (Who is going to facilitate the program? Is the program co-sponsored? How are you going to finance the program? What needs to be done before the event? Who is going to take care of those things? How are you going to publicize? What university services are needed to produce the program? When do they need to be contacted?, etc.).

Please remember that **the Director of Student Engagement and Leadership must approve all programs sponsored by student organizations.** Program proposal forms can be found in OSA. Failure to get program approval will result in the cancellation of the organization's program and may lead to disciplinary action.

Program Security

The sponsoring organization's advisor or authorized university representative (full-time faculty or staff member) must be present at scheduled events. Any program sponsored by a student organization that will run past midnight must be approved by campus security.

Contracted Services

Upper Iowa students are **NOT** authorized to sign service contracts for programs. This includes contracts for DJs, comedians, speakers, etc. If your organization is interested in hiring entertainment, the Office of Student Activities must be contacted **PRIOR** to contacting the service. The Office of Student Activities and/or Upper Iowa University will not be held accountable for fulfilling contracts signed by students or student organizations.

Workshops and Retreats

The Office of Student Activities is available to assist organizations with planning workshops and/or retreats that are designed to teach and develop leadership skills. Each leadership event can be designed to meet the needs of a specific group, such as conducting effective meetings, motivation, recruiting, delegation, budgeting, decision-making and goal setting. Office of Student Activities also has a number of resources to help with teambuilding efforts. Contact the Director of Student Engagement and Leadership or the Student Engagement Graduate Assistant for insight on how to make your organization more team-oriented.

Recognition



Recognition is an easy, yet powerful way to enhance the efforts of any organization. It is strongly encouraged that UIU student organizations take the time to recognize individuals within their groups. Whether an individual is recognized at each meeting or a small group of people are recognized publicly during a ceremony at the end of the year, make sure time is made to recognize their efforts. Below are a couple ways in which you can recognize valuable members (organizations are not limited to these options, rather these are just some suggestions.) Be creative! Make it appropriate and unique to the organization:

- Present a “monthly contributor” award to the individual who volunteered the most time during a given month.
- Present a “good deeds” award each meeting. When an individual sees someone outside of the organization helping someone or another cause, they nominate the individual and get recognition during the next group meeting.
- Create a traveling trophy that signifies something special to the organization and represents strong leadership to the individual that carries it every other week.
- Send out a weekly “thank you message” to someone in the organization telling them they are appreciated.

Student Life Awards

Each spring, Student Life holds an award ceremony to honor outstanding students and organizations. This year’s awards ceremony is set for Tuesday, April 19th, 2022 @ 6:30 pm in the Student Center Ballrooms. The purpose of this ceremony is to recognize students for their contributions to Upper Iowa University and for going above and beyond outside of the classroom. This awards ceremony seeks to:

1. Recognize the dedication of outstanding individuals, projects, programs, activities and organizations.
2. Emphasize the importance and relevance of co-curricular life in the educational process.
3. Provide a tangible way for the university to acknowledge student organizations and advisors.

New awards are being offered every year as student life and leadership opportunities evolve. Recipients are considered from information that is collected throughout the year and through award applications submitted by the UIU community. This awards ceremony is open to all departments/offices looking to recognize students’ work outside of the classroom.

Advisor Recognition

And don't forget the Advisor! An organization's advisor is a valuable resource to the organization. The organization's relation with the advisor can have a huge impact on the group's status. An advisor position is a nonpaid position. Anyone who takes on this role is volunteering their time and energy. It is important throughout the year for student organizations to show appreciation to their advisor. This can be done through a thank you card, gift certificates, emails of thanks, a shout out during a meeting, etc. An organization can also nominate their advisor for the Club or Greek Advisor of the Year Award, which is distributed at the end of the year at the Student Life Awards Ceremony. Whatever method is chosen, be sincere and thankful for the advisor's time and energy.

Commencement Regalia Embellishments

Students have expressed their desire to be recognized at Commencement with specific stoles to represent their time as an Upper Iowa University student, including those from Greek Life, International students, and most recently, Athletes.

Publication: The Commencement Program will contain information regarding "University Approved" stoles, cords and medallions. It is understood that it is hard to control the other embellishments that might be added last minute; therefore, the committee wishes to ensure UIU communicates simply those approved by the University.

Funding:

- Light blue stoles worn by all graduates are funded through the Graduation Fee collected from each graduate who applies for Graduation.
- Stoles to represent specific student groups (International, Athletics, Greek Life) must have a funding plan outside the use of University funds. Money to purchase these stoles must be through a private donor, fundraised or purchased by the student. Charges for stoles cannot be placed on the student's University account. A three-year funding plan should be in place before approval of the recommendation.

Sponsorship: Each group will have a professional sponsor and university-approved group who endorses the stole recommendation and who will assist to ensure the required details are met.

Design: Stoles will be reviewed and approved by the Commencement Committee by December 31 for the current academic year. This deadline allows for production, shipping and distribution to graduates.

Eligibility: A written summary of student eligibility is expected to accompany the stole request. This will reduce confusion for who is eligible to wear the stole.