Registered Student Organization (RSO) HANDBOOK 2021-2022
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MISSON STATEMENT
Office of Student Engagement exists to engage campus, empower students and develop leaders.

Please note that some of the information in this document is subject to change due to COVID-19. Check the RSO Newsletter, OSE’s social media pages, and the “Work and Play Outside of Class” portion of WMU’s Safe Return Plan for important updates. You may also email ose-rsodevelopment@wmich.edu with questions.

OFFICES

Office of Student Engagement Main Office
223 Bernhard Center
Kalamazoo, MI  49008-5356
Phone: 269-387-2115
Fax: 269-387-2185
Website:www.wmich.edu/studentengagement

Graduate Assistant Offices
Campus Programming, RSO Development and Fraternity & Sorority Life Office
131 Bernhard Center

Campus Engagement and Leadership Programs
G06 Bernhard Center

thesOURCE
[NOTE: theSOURCE’s availability has been impacted by COVID-19. Please check OSE social media for updates]
G06 Bernhard Center
Kalamazoo, MI  49008-5356
Phone: 269-387-4889

Student Organization Center
194 Bernhard Center
Kalamazoo, MI  49008-5356
Phone: 269-387-2115

Faith and Spiritual Development
Kanley Memorial Chapel
Phone: 269-387-2506
Website: http://www.fm.wmich.edu/ap/bldg/031

PROFESSIONAL STAFF
Chris Sligh (he/him/his), Director: 269-387-2115
Kate Bates (she/her/hers), Associate Director for Leadership Programming & Volunteer Opportunities: 269-387-2182
Glen Dillon (he/him/his), Assistant Director for Student Media: 269-387-2110
Abby Wallace (she/her/hers), Assistant Director for Fraternity & Sorority Life: 269-387-2131
Brad Kosiba (he/him/his), Assistant Director for Campus Programming & RSO Development: 269-387-2118
Erin Baker (she/her/hers), Administrative Senior Assistant: 269-387-2119
RSO REGISTRATION

OVERVIEW

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

OFFICIAL RECOGNITION BY THE UNIVERSITY

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

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

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

The purpose of registering student organizations is to give them access to university facilities and to provide opportunities and resources for development. These resources include a RSO Development graduate assistant whose primary role is to assist and support RSOs [269-387-2157] and a Campus Programming graduate assistant whose primary role is supporting student programming and large event initiatives [269-387-2476].

RSO GOOD & PROPER CONDUCT PROCEDURES

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

Further, all RSOs approved by or recognized through the Office of Student Engagement acknowledge and agree to uphold the organization’s commitment to good and proper conduct.

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

RSO CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Academic</th>
<th>Fraternity</th>
<th>Political &amp; Social Action</th>
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<td>Cultural-International</td>
<td>Honorary</td>
<td>Service-based</td>
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<tr>
<td>Faith/Spiritual</td>
<td>Media</td>
<td>Sorority</td>
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<tr>
<td>Fine &amp; Performing Arts</td>
<td>None</td>
<td>Special Interest</td>
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REGISTRATION REQUIREMENTS

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

1) Register (or re-register) on the ExperienceWMU website. **A minimum of 4 members with wmich.edu email addresses** must be listed before the organization can be approved. Students who are listed as members or officers of an organization must be currently enrolled WMU students, should be in good academic and disciplinary standing with the University, and should meet the criteria stated in the organization’s charter or constitution.

2) A current constitution or charter that includes:
   - The organization’s name
   - The organization’s purpose
   - Finances section
     i. This exact Statement: “{Name of RSO} will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances.”
     ii. Statement of disposition of funds if organization ceases to exist. Usually this statement says funds will be given to a nonprofit, WMU Department, another RSO, or a Headquarters Organization. Funds cannot be left in an account for any period of time or given to members. This statement must be present regardless of the organization’s plans to acquire/not acquire funds.
   - This exact statement of compliance: “[Name of RSO] will comply with all Office of Student Engagement and University policies, procedures, and practices and all local, state, and federal laws.”
   - This exact nondiscrimination statement: “[Name of RSO] will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.”
   - Nondiscrimination statement modeled on the University’s nondiscrimination policy. wmich.edu/oie (see Article II Section B. of sample constitution)
     i. A sample constitution may be obtained from the Office of Student Engagement’s website

3) **All NEW RSOs AND ALL RSOs WHO WISH TO RECEIVE ALLOCATIONS FUNDING** must have their Treasurer complete one of the online RSO Orientation. It is also strongly encouraged for the president of the RSO to complete the modules as well. You can find the RSO orientation here: https://wmich.campuslabs.com/engage/submitter/form/start/311506.

4) New Registered Student Organizations can register at any time during the year. Visit https://wmich.campuslabs.com/engage/organizations and click “REGISTER AN ORGANIZATION” to complete the form. If registration is completed, the approval process will take between three and five business days. If the registration is incomplete, the completion process is dependent on how quickly students make the requested changes. Every time a form is submitted, the approval process will take between three and five business days.

5) There will be a Registered Student Organization Advisor requirement for the 2020-2021 academic year. All RSOs must have an advisor (a Western Michigan University faculty member, staff member, graduate assistant, or qualified community member) to register or re-register. See Appendix B for further information.

RSO OFFICERS

In order for an RSO to remain a registered and recognized student organization, the president of the organization and the financial officer of the organization must be current Western Michigan University
students. A current student is defined as an undergraduate or graduate student taking at least 3 credits.
The names of the president and financial officer must be provided each year during the re-registration process or if they change at any point throughout the academic or calendar year.

ANNUAL REGISTRATION PROCESS
wmich.collegiatelink.net
The Office of Student Engagement requires all existing RSOs to register their group using the online ExperienceWMU program on an annual basis starting in March with an October or November deadline. In order to be recognized by the University, all student groups must complete the annual registration process. After this deadline, any RSOs who have not re-registered will be frozen (or no longer be accessible via ExperienceWMU). RSOs who wish to un-freeze a frozen RSO must e-mail the RSO Development Graduate Assistant (ose-rsodevelopment@wmich.edu) and then complete the registration.
RSO PRIVILEGES

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

Please note that some of these privileges may not be available during COVID-19. If you are looking for information on whether a specific opportunity is still available, email ose-rsodevelopment@wmich.edu

EXPERIENCEWMU DATABASE

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

CAMPUS MAILBOXES

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

DISPLAY CASES

RSOs can reserve display cases in the Bernhard Center to promote their RSO. Guidelines and procedures for reserving display cases can be found at https://wmich.edu/studentengagement/display-cases

SOLICITATION TABLES

RSOs can use solicitation tables in the Bronco Mall area of the Bernhard Center to promote their RSO. Guidelines and procedures for reserving solicitation tables can be found at https://wmich.edu/studentengagement/tables

theSOURCE

theSOURCE is a graphic and support service available to all active registered student organizations on campus. It will create flyers, brochures, business cards, buttons, and more for a very small fee. For more information, visit https://wmich.campuslabs.com/engage/organization/thesource

BRONCO-NET E-MAIL ACCOUNT

RSOs can request a BroncoNet e-mail account. Policies and rules governing the use of the BroncoNet account can be found at https://wmich.edu/it/policies. To request a BroncoNet account, email the RSO Development Graduate Assistant (ose-rsodevelopment@wmich.edu) with the following information: RSO name, requestor name, and requestor email.

POSITION IN WESTERN STUDENT ASSOCIATION

Every organization has the option to participate in campus issues via the Western Student Association (WSA). All organizations are granted one position in the WSA Senate. See the WSA website for more information: westernstudentassociation.org.
MEDIATION AND CONFLICT RESOLUTION SERVICES
Periodically, RSOs have an internal issue that may need mediation from an unbiased, outside entity. The Office of Student Engagement has trained professionals who can assist an organization in achieving a resolution diplomatically. However, the Office of Student Engagement will not intervene unless asked by all parties to enter as a mediator. To set up a meeting please contact the Assistant Director of Campus Engagement, brad.m.kosiba@wmich.edu.

ROOM RESERVATIONS
ACCESSIBILITY
For questions about building accessibility, please contact the appropriate Building Coordinator by navigating to this website and selecting the name of the building in question: www.fm.wmich.edu/ap/bldg/buildings.pl

ACADEMIC BUILDINGS
Academic buildings may be available for use by organizations on a first-come, first-served basis. Reservation guidelines and procedures may vary depending on the individual building. For more information on how to reserve space in academic buildings, please go to https://www.wmich.edu/studentcenter/academic-rso.

BERNHARD CENTER
There are several meeting rooms available for conferences, banquets, and meetings for all Registered Student Organizations (RSOs), University departments, professional organizations and the community. The Bernhard Center is wheelchair accessible and has an elevator. Specific guidelines and procedures on how to reserve a room in the Bernhard Center can be found here: http://www.wmich.edu/studentcenter/reservation

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

RESIDENCE HALLS
Residence hall spaces are not open to the public. Lounge and meeting room space is intended for use by the residents of the hall. As such, outside groups and individuals are not able to use the space for meetings and other purposes. Resident requests for space are fielded by Hall Directors.

- Residents can host a group/organizational meeting in the halls, but not on a regular basis. The residence halls are not intended to be a regular meeting place for RSOs, mentoring or informal groups. RSOs need to make arrangements via the Bernhard Center or academic buildings (Registrar’s office).
- Internal (created by residence hall students) faith-based study groups that meet on a weekly basis can be approved. It is recommended that a suitable space be found for them to meet that balances their needs as well as leaves large programming/academic space open.
- Dance groups should not be meeting or practicing in the residence halls.

For questions about these procedures, please contact Laura Darrah, assistant director of Residence Life, at Laura.Darrah@wmich.edu or 269-387-4463.

RESERVING OUTDOOR SPACE
Reserving outdoor space is done through the Bernhard Center main office and the procedures on how to reserve outdoor space can be found at https://wmich.edu/studentcenter/outdoor-reservation. For a list of guidelines regarding the use of outdoor space, please see page 18 of this handbook.
OUTDOOR SPACE LOCATIONS
- Goldsworth Valley Pond
- The Fountain Plaza (Approval from Miller, Dalton, and Shaw staff may be requested)
- The Pavilion
- Sun-Dial Area
- The Promenade (Flags)
- Amphitheater
- Grass Area in front of the Bernhard Center (Approval from Bernhard Center staff may be requested)
- Faunce Student Services Building Courtyard
- Outdoor Field Areas: A field permit is required for use of outdoor University Recreation grass spaces. Contact the Business Operations desk at the Student Recreation Center for information.

RSO FINANCIAL SUPPORT

STUDENT ASSESSMENT FEE ALLOCATION BODIES

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

In order to be eligible for WSAAC funding, each organization must meet the following minimal requirements:
- Be registered and in good standing with the Office of Student Engagement.
- Be active at least eight weeks prior to submitting a budget request.
- Be debt free with the University.
- Have an RSO representative attend the RSO Orientation presented by the Office of Student Engagement.

Contact WSAAC at 387-2125, wsaac-chair@wmich.edu, or visit their website at westernstudentassociation.org/funding/

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

In order to be eligible for GFAC funding, each organization must meet the following minimal requirements:
- Be registered and in good standing with the Office Student Engagement.
- Have at least one RSO representative present at the GFAC meeting to present the request in person and answer any questions from GFAC (required).
- Have a RSO representative attend the RSO Orientation presented by Student Engagement.

Contact GSA at 269-387-8207, visit their website for complete funding rules and responsibilities: wmich.edu/gsa.

Sports Club Council (SCC)
The Sports Club Council is a resource center for all club sports at Western Michigan University. SCC is committed to promoting sports clubs at WMU by providing resources and support to help ensure the growth of club sports at our university.
For complete funding rules and responsibilities, contact the SCC at 269-387-3772 or wmich.edu/rec/sportsclubs.

STUDENT SUSTAINABILITY FEE FUNDING

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

All applications and more details for SSG-AC funding can be found on wmich.edu/sustainability.

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

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

Contact the SSG-AC at 269-387-0941, wmu-sustainability@wmich.edu, or visit their website: wmich.edu/sustainability.

RSO RECOGNITION

GOLDEN BRONCOS

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

- Agency Anniversary Achievement
- RSO Milestone Event
- 5 Star RSO/Agency
- Scholarly Student Leaders
- Best RSO Website
- Outstanding Student for Community Involvement
- Outstanding Organization for Community Involvement (Fewer than 20 Members)
- Outstanding Organization for Community Involvement (20 Members or More)
- Outstanding Community Impact Program
- Outstanding Member Development Program
- Outstanding Safety, Health, and Wellness Program
- Best Collaboration/Partnership Award
- Citizenship Award
- RSO Committed to Diversity (Fewer than 20 Members)
- RSO Most Committed to Diversity and Inclusion (20 Members or More)
- RSO Most Committed to Sustainability
- Fraternal Academic Achievement Award
- Outstanding Fraternal Scholarship Program
- Outstanding Greek Collaboration Program
- Outstanding Fraternal Alumni
- Outstanding Chapter Advisor for a Fraternity or Sorority
- Outstanding Fraternal Chapter President
- Greek Emerging Leader of the Year
- Chapter of the Year
- Greek Leader of the Year
- First Year Student Leader of the Year
- Advisor of the Year
• Best New RSO
• Most Improved RSO (Fewer than 20 members)
• Most Improved RSO (20 Members or More)
• RSO of the Year (Fewer than 20 Members)
• RSO of the Year (20 Members or More)
• Sean & Christine (Davenport) Nicholl Outstanding Student Leader of the Year

For questions regarding Golden Broncos please contact the Campus Engagement Graduate Assistant.
SOC OFFICE SPACES

OVERVIEW
Office space in the Student Organization Center is a privilege provided to RSOs. Due to limited space, RSOs must apply annually for office space. The Office of Student Engagement is responsible for assigning and monitoring RSO office space and enforcing the provisions of this procedure. Student organizations and agencies allocated office space are responsible for adhering to the guidelines set forth in this procedure. The SOC is wheelchair accessible, as are SOC office spaces and the SOC Conference room.

The SOC has been greatly impacted due to COVID-19. Space is limited, access will look different, and safety procedures may change. Please contact ose-rsodevelopment@wmich.edu if you have any questions about SOC spaces during quarantine.

OFFICE SPACE PROCEDURES

ELIGIBILITY
To be eligible to apply for office space, RSOs and Agencies must be registered and in good standing with the Office of Student Engagement and the University. In addition, the RSO must have been active for at least one year prior to applying for office space. If space is available, an exception to this rule may be possible.

APPLICATION PROCESS
1. RSOs must apply annually for office space. Applications typically open in March before the end of the spring semester.
2. Applications will be reviewed by the Office of Student Engagement considering the following criteria:
   a) The RSO or agency is registered and in good standing with the Office of Student Engagement.
   b) The RSO or agency demonstrates a need for office space.
   c) The RSO or agency demonstrates a high level of involvement in the WMU community or provides a critical support function for WMU students.
   d) If the RSO or Agency has had prior office space, past performance will be considered. This includes maintaining office hours and being presence during spot checks.

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

ALLOCATION PROCESS
1. RSOs and Agencies will be notified in March or April whether or not they have been allocated office space.
2. A designated official of the RSO or agency is required to sign an office space agreement/contract before the RSO or Agency can take possession of the office space. This form is filled out electronically through ExperienceWMU. The deadline for this form is set by the Office of Student Engagement.
3. Neither painting nor structural changes to the office space are permitted. A fine may be assessed to any RSO or Agency that paints or makes structural changes to their office space.

OFFICE OCCUPANCY PROCEDURE
1. RSOs will be required to sign an office inventory that includes any maintenance concerns and the check-in form prior to moving into the office space. Organizations cannot physically move into their space or gain swipe access until this form is filled out.
2. For convenience, after hours and weekend access to SOC office space is available; however, such access may at times be restricted due to business necessity as determined by the University. Up to twelve (12) organization members may have swipe access to the SOC. To gain access, email the RSO Development Graduate Assistant (ose-rsodevelopment@wmich.edu) with full names and Western Identification Numbers (WINs). It is the responsibility of the RSO to update the list of individuals with access.

VACATING OFFICE SPACE
1. All RSOs and Agencies are required to vacate office space by the date set by the RSO Development Graduate Assistant unless the organization is allocated the same office space for the following year. Office spaces will be cleaned out and any items left behind will be thrown away after the due date.
2. RSOs and agencies must fill out the electronic check-out form prior to moving out of their space.
3. RSOs and Agencies may be charged for any structural changes or damage that requires repair.
4. All keys must be returned to the Office of Student Engagement by the deadline set by the office and the SOC Office Key Update form must be completed.
5. Organizations with office phones are responsible for contacting the Office of Information Technology to discontinue their phone service.

REGULATION
RSOs and agencies with office space are responsible for meeting all requirements.
1. For any violation of the office space agreement the RSO or Agency will be issued a written warning notification.
2. Three (3) warnings will constitute a violation of procedures and the RSO or Agency will be subject to conference proceedings.
3. RSO and agency office space is a privilege, which may be revoked as part of a disciplinary sanction for any procedure violation. If an RSO or agency loses their office space due to a disciplinary sanction, it is required to vacate within 48 hours.
4. An RSO or agency that is required to vacate office space will not be eligible to apply for office space until one full year after removal.

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

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

REQUIREMENTS
1. RSOs and agencies allocated office space must register with the Office of Student Engagement during the designated RSO registration period. Failure to register within this period may result in forfeiture of the allocated office space.
2. RSOs and agencies are required to maintain at least fifteen (15) open office hours per week.
3. Office hours must be posted on the office door no later than two (2) weeks after the beginning of each semester (or after the RSO or agency takes possession of the office space).
4. Front desk workers of the SOC and other Student Engagement staff will perform “spot checks” to make sure RSOs are upholding their office hours. If they find that RSOs are not doing so, they will be in jeopardy of losing their space.
5. Officer and contact information must be posted on the office door no later than two (2) weeks after the beginning of each semester (or after the RSO or agency takes possession of the office space).

6. Office space is to be used for RSO or agency business purposes only.

OFFICE MAINTENANCE
Prior to occupancy, the Office of Student Engagement will record the condition and types of office equipment present and will determine if the office space requires maintenance or if equipment needs repair or replacement. Neither painting nor structural changes to the office space are permitted. Prior to vacating, the Office of Student Engagement will inspect the quantity and quality of equipment present. The RSO or agency will be held financially responsible for the expense of repairs due to structural changes, damage, or excessive use.

SOC OFFICE KEYS
RSOs can receive one key to their assigned office space at no charge. Up to two keys can be checked out without additional copies being made. Additional keys to surpass the two key check-out limit may be ordered at a cost of $5 per key. Any individual receiving a key must be the main contact or officers for the RSO. They must fill out the electronic SOC Office Key Update Form via ExperienceWMU before the key can be issued. If a key changes hands for any reason (officer transition, graduation, etc.), the last key holder on record and the new key holder must notify the RSO Development Graduate Assistant (ose-rsodevelopment@wmich.edu) and fill out the SOC Office Key Update Form on ExperienceWMU to avoid a fine. Keys must be returned or checked out again via the SOC Office Update Form at the end of every academic year or at any point an RSO vacates their office space.

Any student who fails to check their key back in or re-check out their key appropriately at the end of the academic year will be charged $50 on their student account. These fines may prevent students from applying for graduation or registering for classes. If an RSO is moving offices, the SOC Key Update Form must be completed and all keys from the previous office must be returned before keys to the new office will be issued.

POSTING GUIDELINES
Flyers and other notices should be posted in designated areas only, including those spaces allocated and associated with the RSO’s office space. Tacks and staples should be used to post materials. Cubicle walls are not weight-bearing and only paper should be hung on or from them. White boards can be freely used for brainstorming or announcing important information, but profanity and obscene language is prohibited. Bulletin boards over the touchdown desks are for the RSO’s occupying those spaces. If they do not wish to utilize the space, the Office of Student Engagement may utilize the space.

KITCHEN GUIDELINES
Students who use the SOC kitchen are expected to clean up after themselves, including doing dishes and keeping trash in the provided trash bin. Failure to keep the kitchen clean will result in the space being closed down for the semester.

CONFERENCE ROOM PROCEDURES
The Student Organization Center conference room is available for RSO and department meetings. The room must be reserved through the SOC front desk staff or the RSO Development graduate assistant if scheduling weekly meetings. Persons using the conference room are responsible for the safety and proper use of the technology in the conference room, as well as cleanliness of all furniture and white board wall. Certain equipment may need to be requested from the front desk staff (i.e. remote controls, access to DVD player, etc.). To reserve the conference room, visit the SOC Office Front Desk or email the RSO Development Graduate Assistant at ose-rsodevelopment@wmich.edu. Please note: Requests for the conference made within only 48 hours may not be fulfilled.

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

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

VIOLATIONS
The Office of Student Engagement will monitor adherence to these guidelines, procedures and all requirements. The designated primary contact for the RSO or agency will be notified of violations.

REMOVAL
An RSO or agency may be removed from their allocated office space if (1) they are in violation of the requirements for office space holders as detailed in this guideline, procedures or (2) they are determined to be responsible for a violation of Student Engagement or University guidelines or procedures or local, state, or federal laws.
RSO LOCKER SPACE

OVERVIEW

Locker space is a privilege provided to RSOs and Agencies. Lockers are located in the SOURCE on the lower level of the Bernhard Center. There is an elevator near the entrance to the Bernhard Center that goes to the lower level. Up to twelve (12) individuals can have access to the locker space. The RSO lockers shall remain property of Student Engagement. Student organizations may use these lockers in accordance with Student Engagement guidelines and procedures.

Locker space regulations have changed for COVID-19. Please contact ose-rsodevelopment@wmich.edu if you have any questions about locker spaces during quarantine.

LOCKER SPACE PROCEDURES

ELIGIBILITY

To be eligible to apply for office space, RSOs and Agencies must be registered and in good standing with the Office of Student Engagement and the University. In addition, the RSO must have been active for at least one year prior to applying for locker space. If there is availability, an exception to this rule may be made.

APPLICATION PROCESS

1. RSOs must apply annually for locker space. Fillable forms can be found on ExperienceWMU. Please note that there are TWO forms: the RSO locker application form and the RSO agreement contract.
2. Applications will be reviewed by the Office of Student Engagement considering the following criteria:
   e) The RSO or agency is registered and in good standing with the Office of Student Engagement.
   f) The RSO or agency demonstrates a need for locker space.
   g) The RSO or agency demonstrates a high level of involvement in the WMU community or provides a critical support function for WMU students.
   h) If the RSO or Agency has had prior locker space, past performance will be considered.

 ALLOCATION PROCESS

1. RSOs and Agencies will be notified in spring whether or not they have been allocated locker space.
2. A designated official of the RSO or agency is required to sign a locker space agreement/contract before the RSO or Agency can take possession of the locker space. No swipe access will be given until this contract is signed. The contract can be found on ExperienceWMU and is separate from the Locker Space Application form.
3. RSOs and Agencies may take possession of allocated locker at the time specified by the Office of Student Engagement.

LOCKER OCCUPANCY PROCEDURE

1. RSOs will provide their own locks.
2. For convenience, after hours and weekend access to RSO lockers is available; however, such access may at times be restricted due to business necessity as determined by the University. Up to twelve (12) organization members may have swipe access to the SOURCE where lockers are located. To gain access, email the RSO Development Graduate Assistant (ose-rsodevelopment@wmich.edu) with full names and Western Identification Numbers (WINs). It is the responsibility of the RSO to update the list of individuals with access.
VACATING LOCKER SPACE
1. All RSOs and Agencies are required to vacate locker space by the date set by the RSO Development Graduate Assistant unless the organization is allocated the same locker space for the following year.
2. RSOs and Agencies may be charged for any structural changes or damage that requires repair.
3. Any items left in the locker after the vacate date will be donated or tossed.

REGULATION
RSOs and agencies with locker space are responsible for meeting all requirements.
1. For any violation of the locker space agreement, the RSO or Agency will be issued a written warning notification.
2. Two (2) warnings will constitute a violation of guideline and the RSO or Agency will be subject to conference proceedings.
3. RSO and agency locker space is a privilege, which may be revoked as part of a disciplinary sanction for any guideline violation. If an RSO or agency loses their locker space due to a disciplinary sanction, it is required to vacate within 48 hours.
4. An RSO or agency that is required to vacate locker space will not be eligible to apply for locker space until one full year after removal.

LOCKER SPACE GUIDELINES
All RSOs and members of those organizations are expected to maintain a level of reasonable behavior while occupying RSO Lockers. Violations of the guidelines below will be documented.

REQUIREMENTS
1. RSOs and agencies allocated locker space must register with the Office of Student Engagement during the designated RSO registration period. Failure to register within this period may result in forfeiture of the allocated locker space.
2. Locker space is to be used for RSO or agency business purposes only.

VIOLATIONS
The Office of Student Engagement will monitor adherence to these guidelines and procedures all requirements. The designated primary contact for the RSO or agency will be notified of violations.

REMOVAL
An RSO or agency may be removed from their allocated locker space if (1) they are in violation of the requirements for locker space holders as detailed in this guideline or (2) they are determined to be responsible for a violation of Student Engagement or University guidelines or procedures or local, state, or federal laws.
GUIDELINES & PROCEDURES

A student who chooses to enroll at Western Michigan University assumes the obligation for conduct that is compatible with the University’s mission as an educational institution. While students have the privilege to enroll at the institution of their choice, choosing to enroll at Western Michigan University requires a student to become aware of, and abide by, the behavior standards of the University. Ignorance of acceptable boundaries of student behavior as contained in the RSO Handbook and/or Student Code is not a basis for excusing inappropriate behavior.

The Office of Student Engagement has the official role of recognizing student organizations at WMU. Members of RSOs must adhere to all current University and Office of Student Engagement guidelines and procedures and all those developed in the future.

Guidelines & Procedures will be different during COVID-19. Before engaging with in-person advertising, please read through WMU’s Safe Return Plan and check the informational webpages included in this document for updates.

ADVERTISING GUIDELINES

Violators will be subject to full restitution in accordance with the Student Code, (“Unauthorized use/destruction/defacing of property”).

ROCK PAINTING GUIDELINES

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

Guidelines for painting the rocks:

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

FLYER/POSTER POSTING GUIDELINES

1.1. For updated flyer/poster guidelines, please visit: https://wmich.edu/policies/posting

1.2. Rules relating to specific communication types

1.2.1. Electronic Distribution: See https://wmich.edu/policies/mass-email.

1.2.2. Social Media Posting: See https://wmich.edu/policies/social-media.

2. Related Procedures and Guidelines

Office of Student Engagement Posting Guidelines, available at

Bernhard Center Posting Guidelines, available at
• http://wmich.edu/studentcenter/policies/flyer

Residence Life Posting Guidelines, available at
• wmich.edu/housing/postingpolicy

Academic Buildings - Contact the Building Coordinator for the requested building

Student Recreation Center Posting Guidelines, available at
• http://wmich.edu/rec/about/policies#posting.

Related Policies:
Political Activities Policy

Social Media Policy

Public Events Policy

Obscenity Policy (available in hard copy)

PROGRAMMING GUIDELINES

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

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

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

SWANK Motional Pictures, Inc
www.swank.com
1-800-876-5577

Criterion
www.criterionpic.com
1-800-890-9494
All questions for film screenings on campus can be directed to the Office of Student Engagement at 269-387-2115 (https://wmich.edu/studentengagement/contact), or the Office of University Relations at 269-387-8400 (https://wmich.edu/marcom/contact).

BALLS AND DANCES

Any RSO or university affiliate interested in sponsoring and organizing a ball or dance should contact the Office of Student Engagement Assistant Director of Campus Engagement at 269-387-2118 to set up a meeting at least one month in advance. All event and security procedures apply.

POLITICAL ACTIVITIES POLICY

Guidelines and information regarding Political Activities can be found at: https://wmich.edu/policies/political-activities

FREE SPEECH

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. All event and outdoor space guidelines apply.

ADMINISTRATIVE GUIDELINES

OUTDOOR SPACE

Guidelines and information for utilization of outdoor spaces are available on the “Public Events Policy” webpage: https://wmich.edu/policies/public-events

FUNDRAISING AND NON-PROFIT SOLICITATION IN RESIDENCE HALLS

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

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

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

For more information, contact the Office of Residence Life at 269-387-4735 or at https://wmich.edu/housing/contact.

ACADEMIC STANDARD FOR RSO OFFICERS

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

The Office of Student Engagement recommends that all RSOs adopt a minimum 2.3 GPA for elected or appointed positions. Organizations with a pre-existing academic standard above 2.3 are encouraged to maintain that higher standard. Student Engagement can check grades for RSOs with an official request by the president or advisor of the organization. See Appendix H on page 43 of this Handbook for the grade request form.

Requests will take 10 business days to complete, so please plan accordingly.
RISK MANAGEMENT

Due to the nature of RSO activities, certain types of risk are more prevalent than others. This section focuses primarily on the most common potential problem areas and simple preventative measures that your organization may take.

Any possibility of loss, harm or damage to individuals, property or organizations associated with an activity or event would be considered to be a risk.

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

ASSUMPTION OF RISK FORM

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

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

Please see Appendix C on page 39 for two samples of “Assumption of Risk” form that may be personalized to your organization’s standards and specific events. For further information on risk management, please see Appendix C-1 on page 40 of the RSO Handbook.

FINANCE PROCEDURES

OVERVIEW

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

ON-CAMPUS ACCOUNTS

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

WSAAC SAF ACCOUNT:

52 627

fund  cost center number

GFAC SAF ACCOUNT:

52 624

fund  cost center number

STUDENT FINANCIAL MANAGERS

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

**ORGANIZATION PURCHASE/TRANSACTION APPROVAL PROCEDURE**

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

**FINANCIAL DEBTS**

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

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

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

**DEPOSITS**

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

**FALSIFICATION OF INFORMATION**

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

**OFF-CAMPUS ACCOUNTS**

If your RSO collects and/or manages self-generated funds such as dues or proceeds from fundraising events, you are encouraged to open an off-campus bank account to manage those funds. RSOs should apply for an Employer Identification Number (EIN) to use on their off-campus account rather than an individual student’s Social Security Number (SSN). You can apply for an EIN from the IRS (www.irs.gov) by completing Form SS-4. In addition, it is recommended that at least two students have signature authority for the bank account.
Off-campus bank account names cannot have reference to Western Michigan University. RSOs are solely responsible for off-campus bank account matters. Western Michigan University is not responsible in any way for such transactions unless an authorized University official has developed a contractual relationship with the RSO. In addition, WMU will not provide vendors and/or creditors with any information beyond that which is considered public information.

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

PROPER USE OF THE UNIVERSITY NAME
Use of the University’s name in the identification of the organization and in the sponsorship of activities and events requires that the organization list its name first and the University’s name or abbreviation second. For example, “The Student Club at Western Michigan University” is acceptable, but NEITHER “Western Michigan University Student Club” NOR “WMU Student Club” are allowed.

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

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

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

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

CONTACT INFORMATION
Bob D’Amelio Licensing Resource Group, Inc. (LRG)
Assistant Athletic Director 426 Century Lane, Suite 100
219 Read Fieldhouse Holland, MI 49423
Western Michigan University Phone: 616-395-0676
ALCOHOLIC BEVERAGE POLICIES
ON CAMPUS
Alcohol is not permitted on any grounds owned or controlled by the University except where permission has been granted. The Student Code handbook states: Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and University regulations is subject to disciplinary sanction.

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

WEAPON POSSESSION OR USE

Western Michigan University is a weapon free school. By order of the Board of Trustees “no person shall possess on university property any firearms or other dangerous weapons with the exception of police officers, transfer agents licensed to carry weapons and persons using any such weapons for class instruction when authorized by the dean of the appropriate college” (Approved June 11, 1971).

The possession, use or storage of weapons is prohibited on University owned or controlled premises and at University sponsored events without authorization from the appropriate University official. Using or possessing a weapon, even with proper authorization, in a manner that harms, threatens or causes fear in others, or is otherwise in violation of the Weapons on Campus Policy contained in the Registered Student Organization Handbook, is also prohibited.

Prohibited weapons include, but are not limited to, the following:
- Any firearm either long gun or handgun, or any device which fires any type of projectile using gunpowder as a propellant.
- Any bb or pellet gun, or device that fires a projectile using compressed air, CO2, or other gas as a propellant. This includes “airsoft” and paintball guns.
- Edged weapons including any folding or fixed blade knives, daggers, dirks, swords, axes, machetes, bows and arrows, or any other sharp object fashioned or used as such objects.
- Martial arts devices such as nun chucks, bokken, throwing stars, throwing knives, bow staffs, sai, tonfas, or any other device considered a dangerous weapon.
- Stun gun or taser, or any device that produces electrical current intended to disable or injure a person either permanently or temporarily.
- Any device made specific, crafted, or used with the intended purpose of causing harm to a person.
- Kitchen knives are permitted as long as they are used for the intended culinary purposes.
- Pepper spray or any chemical irritant that contains 10% or less of oleoresin capsicum is permitted on campus property.

PROCEDURES FOR REVOCABLE LIMITED EXEMPTIONS OF THE WEAPONS POSSESSION USE POLICY

The Board of Trustees adopted a revised Student Code, effective May 15, 2000. Article I of this code states that the office of student conduct interprets and enforces the student code. The student code further states, “The student code provisions may be extended or amended to apply to new and unanticipated situations which may arise.” Accordingly, the following procedures have been created and approved by Student Affairs and shall apply with respect to Article IV, B 23 Weapons Possession of Use.

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

- **Verification of its status or application to obtain status as a currently registered student organization or as an enrolled student.** The process for attaining organization recognition is outlined in the “RSO Handbook,” the guide for student organizations and agencies at WMU.

- **Articulation of the educational benefits** to be gained from participating in said activity. Examples include: The activity or exercise encourages teamwork, the activity or exercise promotes health and fitness, the activity or exercise increases self-respect, the activity or exercise encourages discussion and exploration, or any other potential benefits which may result from this out-of-the-classroom experience should be included.

- **Verification** that the activity or exercise is performed and administered in a way that demonstrates effective citizenship. Applicants are expected to responsibly participate in the event or activity and to adhere to the rules, regulations, and policies of WMU.

- **Documentation** that the applicant(s) obtained insurance (if applicable) in keeping with the national standards of any relevant professional associations as well as any insurance requirements of the University.

- During the event, it is required that the applicant provide the following (when applicable)
  1) Arrangements for the exercise or activity to be conducted in an area designated and set aside by the review committee and recognized by the WMU for such use;
  2) A WMU facility manager to be present for the duration of the activity (if applicable). The facilities manager is responsible for the facility and is in no part responsible for the activity;
  3) Arrangements for an on-site, certified supervisor present during the duration of the activity or exercise that is responsible for the activity or exercise;
  4) Arrangements to have a WMU police officer and/or an emergency medical technician present as deemed appropriate for the duration of the activity. (Note: the applicant is responsible for all costs, licenses, and fees that are incurred from the provision of these safe guards).

- **Participation** in a comprehensive training session in regard to the student code. The means through which this training session will be administered will be approved by the director of student conduct and must be attended by the individual applicant and at least 80% of the active members of the club or organization, if the applicant is an organization.

- **Written acknowledgement** that, excluding certified professionals and teachers, only currently enrolled WMU students will participate in the exercise or activity that takes place on WMU property or in connection with any university facility.

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

- Updated copy of national (if they exist) standards on file associated with said activity in the Office of Student Engagement. Participation of said activity or exercise on WMU property does not excuse the applicant from adhering to any and all recognized national standards.

- **Arrangement** for objects* and/or structure to be stored in a location acceptable to the review committee. There will be zero tolerance policy for any objects* and/or structure being stored in any residence halls or automobiles parked in university facilities. The applicant is responsible for all cost and fees incurred in the storing of equipment. **Note:** *Objects are those items identified by the review committee.*
• Objects and/or a structure with accompanying accessories will be moved or transferred in a way that promotes safety for the applicants and the WMU community members not involved in the activity or exercise.

• Agree to adhere to the requirements of the designated WMU facility/space. Written authorization from the facility manager is required (if applicable).

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

• Appropriate releases for individual assumptions of risk when requested by WMU.

• The review committee retains the discretion to deny a request under this procedure for any reason it deems appropriate. Nothing in this procedure creates entitlement for any applicant to utilize weapons on campus. The committee may consider any factor it deems relevant in determining whether the request is appropriate, so long as such factors do not violate university policy, state or federal law.

In addition:
• The review committee has the freedom to accept or deny requests after this discussion and ruling. A written record of the review committee’s decision will be presented to the applicant of the club organization’s president within one week of its decision. Any appeals to the review committee’s decision must be sought through the dean of students or their designee.

• If the requested event includes sparring or contact, the following additional criteria apply: 1) Appropriate protective gear for the exercise or activity must be worn at all times. 2) Appropriate levels of physical skill must be demonstrated before new members may participate in the said activity or exercise. 3) The sparring or contact must be conducted in a manner that adheres to any and all nationally required standards. (Note: each applicant is responsible for developing a mechanism that will demonstrate the completion of these requirements.)

• Each applicant must agree to adhere to any other requirements (additionally) added by the dean of students.

• Each applicant must recognize that failure to comply with the instruction of the dean of students and the review committee will result in immediate suspension of privileges and may result in conduct action through the WMU student code.

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

• The review committee reserves the right to alter or amend these requirements.

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

(November 2014)

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

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

RSO CONDUCT PROCEDURES FOR REVIEW OF ALLEGATIONS

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

RSO RESPONSIBILITY

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

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

RSO CONDUCT PROCEDURE

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

1. The appropriate staff in the Office of Student Engagement may conduct an investigation to determine if the information has merit and/or if the situation can be resolved administratively by mutual consent of the parties involved on a basis acceptable to the appropriate staff in Student Engagement. The nature and size of student organizations and the alleged violation(s) affect the length of the investigative process. Such resolution shall be final and there shall be no subsequent proceedings. If the situation cannot be resolved by mutual consent, the appropriate staff in Student Engagement may later serve as the conduct body or a member thereof for the same matter. If the student admits responsibility for violating University policies but sanctions are not agreed upon, subsequent processes, including a hearing if necessary, shall be limited to determining the appropriate sanctions.
2. The RSO will be notified in writing of the charge(s). It is the responsibility of the RSO president or another officer of the RSO to schedule a pre-hearing meeting with the appropriate Student Engagement staff by the deadline stated in the notification letter.

3. At this initial meeting between the RSO president or RSO officer and the Student Engagement staff member, the RSO member will be informed of (1) the charges against the members of the organization with sufficient details to enable the members to prepare their case, including a review of the file of information regarding the alleged violation; (2) a notice of possible sanctions; (3) the RSO Conduct Process proceedings. The RSO officer will complete the Fundamental Fairness Form, acknowledging that they understand the proceedings.

4. The administrator coordinating the RSO Hearing may expand the review body up to three people at their discretion.

5. An RSO may have one support person present during the RSO conduct hearing to observe and advise the organization. Members of the RSO are responsible for presenting their own case, and therefore, support persons may not actively participate in the RSO hearing. Once the RSO hearing is called to order, the support person may not speak on behalf of the RSO charged with a violation(s), but may consult solely with their advisee. Student Engagement staff must be notified in writing not less than 24 hours before the RSO hearing with the name and position of a support person, as well as the names of witnesses who will appear on behalf of the organization’s members. University legal counsel may also be present at the RSO hearing to advise the RSO conduct proceedings coordinator but may not actively participate.

6. RSO conduct proceedings shall be closed.

7. The RSO charged with an alleged violation and the person(s) bringing the information involving the RSO forward, may call witnesses and/or present information in support of their position; however, admission of any person to the conduct proceedings shall be at the discretion of the RSO conduct proceedings chair.

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

9. Members of the RSO will have an opportunity to review the file for the case between the prehearing and hearing by making an appointment with the Assistant Director.

10. If the RSO fails to send a representative to the RSO conduct hearing, the hearing will proceed. A conclusion will be reached, and, if found responsible, sanctions assigned based on the information presented during the RSO conduct hearing and the original previous violations (if any).

11. All parties involved will be notified in writing of the results and findings of the RSO hearing and any assigned sanctions.

PREPONDERANCE OF EVIDENCE

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

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

SANCTIONS

The following sanctions may be imposed upon any RSO or individual student found to have violated University and/or Student Engagement policies, guidelines or procedures. Such sanctions may be used independently or in combination depending on the circumstance of the violation. Determination of sanctions shall be based on the severity of the current offense, and/or previous offenses.
1. Warning: verbal or written notice that specific inappropriate conduct is unacceptable. An official written censure containing three components: A reprimand for inappropriate behavior; notice that the conduct associated with the violation must stop immediately and permanently; and notice that additional violations shall result in more severe sanctions.

2. Discretionary Sanctions: Service to the University, attendance at educational seminars, classes, or workshops, written assignments, or other activities deemed appropriate by the hearing body.

3. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.


5. Probation: Probation requires that an RSO’s activities be monitored for a designated period of time. If during this period, the RSO is found to be in violation of any Student Engagement and/or University policy or procedures, additional, and more severe sanctions shall be applied.

6. Suspension: Loss of recognition by Student Engagement for a defined period of time, after which the RSO is again eligible for recognition. Conditions for regaining recognition may be specified.

7. Expulsion: Permanent loss of recognition for the RSO.

8. Other: Additional sanctions may be used at the discretion of the RSO conduct proceedings chair or RSO hearing body.

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

ARCHIVE POLICY

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

APPEALS

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

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

1. The appeal must be submitted to the Vice President of Student Affairs or designee within five University business days of the decision or an organization’s members’ rights to appeal shall be waived. The appeal must include, in writing, the reason(s) and supporting documentation for the appeal.

2. The Vice President of Student Affairs or designee will review the appeal statement and all information upon which the decision was made.

3. The Vice President of Student Affairs or designee may decide that on the basis of appeal there is not sufficient reason to review the case. The decision of the administrator or RSO hearing body shall then be final.

4. The Vice President of Student Affairs or designee may decide that on the basis of appeal there is sufficient reason to review the case. The Vice President of Student Affairs or designee may then:
   a. modify (increase or lessen) the previous outcome
   b. uphold the previous outcome
   c. reverse the previous outcome
d. direct that a new conduct hearing be conducted

5. All decisions of the Vice President of Student Affairs or designee shall be final.

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

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

FAILURE TO COMPLETE A SANCTION
If the members of an RSO fail to complete a sanction(s) in the designated time period, the president or another officer of the organization will be notified. Members of the RSO may then be subject to a new conduct hearing to review the alleged failure to complete sanctions. If there is a finding of “responsible,” additional sanctions may be assigned.
APPENDIX A: RSO REGISTRATION PROCESS

All the links you’ll need to re-register your group are located on the Office of Student Engagement homepage http://wmich.edu/studentengagement. If further assistance is needed, e-mail ose-rsodevelopment@wmich.edu or ose-cabga@wmich.edu

EXPERIENCEWMU: FREQUENTLY ASKED QUESTIONS

How do I register or re-register my organization?

Step 1: Go to Homepage: https://wmich.campuslabs.com/engage. If you are accessing ExperienceWMU from GoWMU you will see this page

Select the center button “Engage” to get to the homepage

Step 2: Look at the upper right hand corner & select the boxes next to your initial, then click “manage”
Step 3: Click the button that says “Register an Organization”

Step 4: Select your organization or choose “register a new organization”

Step 5: Follow the steps provided and remember to read directions carefully! For help on a proper constitution look at our example:
http://wmich.edu/activities/rso/docs/SampleConstitution2016.doc
I re-registered but I was denied. Where do I go to fix it?

Step 1: Start off in the home page and look to the top right hand corner.

Step 2: Click on your Initial in the top right hand corner.

Step 3: Select the “submissions” tab
Step 4: Select “Organization Registrations”

Step 5: Go to the right of your desired registration application and click the “eye” icon.

Step 6: Edit your application so that it can be approved!

I keep getting an error message/Experience WMU is slow or having other technical issues.

Step 1: First if you are getting an error message it is best to take a screen shot of the message or issue. The go to the homepage and scroll to the bottom.

Step 2: Select the “support” link at the very bottom of the homepage.
Step 3: Once you are on the support page please choose “Contact Us.”

Step 4: Now you can fill out a ticket! Make sure to attach any screenshots and give as much information as possible. Campus Labs will email you shortly after and fix the problem as soon as possible.
APPENDIX B: RSO ADVISORS

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

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

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

RSO RESPONSIBILITIES TO THE ADVISOR
1. Notify the advisor of all meetings and events.
2. Confer with the advisor on plans, projects, and events.
3. Consult with the advisor before making structure or procedure changes.
4. Understand that although the advisor has no vote, they 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.


UPCOMING ADVISOR REQUIREMENT
There will be an advisor requirement for the 2020-2021 academic year. The requirement is not meant to be a barrier, but is instead a measure to ensure that all RSOs have advisors as potential resources. Further information will be released leading up to the 2020-2021 academic year. Questions can be directed to the graduate assistant for RSO Development, Cat March (salp_rsoadvlpmnt@wmich.edu) or to the Assistant Director for Campus Programming & RSO Development, Bradley Kosiba (salp_rsoadvlpmnt@wmich.edu).
Assumption of Risk/ Release of Liability Form
[Your Group's Name and Event]

I, ______________________, understand and agree that the [specific activity] of [Your Group] of which I am a [member, student volunteer, participant, etc.] involves certain risks and that regardless of the precautions taken by [your group], some bodily injuries may occur. Specific risks/hazards involved in [specific activity] include but are not limited to the following:

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

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

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

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

Policies and Procedures
In addition, I understand and agree [your group] cannot be expected to control all of the risks articulated in this form but may need to respond to accidents and potential emergency situations. Therefore, I hereby give my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility. Neither the university nor [your group] carry medical or accident insurance for the activities mentioned unless the participants are informed otherwise. As such, participants should review their personal insurance portfolio.

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

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

Date: __________________________ DOB: __________________________
Print Name: ______________________ Student ID: ______________________
Signature: __________________________________ Phone: ______________________
Local Address:____________________________________________________

In case of emergency, contact: ______________________________________
At the following number: ___________________________________________
Health Insurance Company Name: _________________________________
Policy Number: _________________________________________________
Automobile Insurance Company Name: _____________________________
Policy Number: _________________________________________________
Please list any special services you may require due to an existing medical condition or physical disability:
APPENDIX C-1: INFORMATION ON RISK MANAGEMENT

FINANCIAL RISK MANAGEMENT
Financial risk management includes contracts, verbal agreements and spending, with varying levels of risk. For example, bringing a speaker to campus for $250 is relatively low risk. Bringing a large act or musician for $1,000 is generally going to be more high risk. However, put this broad spectrum into the context of your RSO. If your RSO’s annual budget is $2,000, a fee of $500 is 25% of the budget. If your RSO’s annual budget is $100,000, it’s 1%. What is high risk for one RSO may be low risk for another. For this reason, always consider the specifics of your RSO in evaluating risk.

NAVIGATING RISK MANAGEMENT
Risk management includes travel and events. Both areas cover a broad spectrum of high and low risk activities. Keep in mind that as the RSO advisor, you can help mitigate risk.

For example, your students traveling to Detroit by car for a one-day conference is relatively low in terms of risk. Your students driving down to Texas for an alternative spring break is high risk. Asking more questions about the long-distance trip would be appropriate as an advisor.

Events can be high risk or low risk. A high-risk event could be a controversial speaker or any event with inflatables. A low risk event could be simply bringing a noncontroversial artist to campus. Consider factors such as projected attendance, cost, food, venue, security needs, contracts, activities, and attractions to evaluate the degree of risk to the event. If the event is high risk, you as an advisor should attend.

PHYSICAL AND EMOTIONAL RISK
This includes hazing and Title IX. Copies of the related policies are below and more information can be found on page 28 of the RSO Handbook and on the Office of Institutional Equity website.

UNIVERSITY SEXUAL ASSAULT AND MISCONDUCT POLICY
Western Michigan University encourages all members of our community to participate in the process of creating a safe, welcoming and respectful environment on campus. With the Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy and Procedures, we affirm the commitment of the university and our community to the values of transparency and timely communication, and accountable and responsible behavior within an ethical, compassionate, diverse and respectful environment.

For complete policies, please visit: http://www.wmich.edu/equity/sexualmisconduct

There is also a resource guide available via the Office of Institutional Equity website.

This is a vital document to review as advisors are mandatory reporters. As the Office Institutional Equity explains:

“Under Title IX, certain classifications of employees are known as ‘responsible employees’ and are obligated to report all known details of an incident to the campus Title IX Coordinator. Responsible employees include all faculty members, instructors, graduate assistants, administrators, supervisors, advisors, residence life and student affairs staff, coaches and their staff, public safety officials and others as designated in the policy...”

There are several ways to report sexual misconduct. You can use more than one option for reporting or you can select the one with which you are most comfortable, but it’s important to report what you’ve experienced, witnessed or heard.”

This is a vital document to review as advisors are mandatory reporters. Specific information on how to report can be found at the above link.
APPENDIX D: EVENT PLANNING

In-person events have new regulations during COVID-19. Please navigate to the “Work and Play Outside of Class” section of WMU’s Safe Return Plan, and click “more information” for updates on hosting events during quarantine.

PRE-PLANNING

QUESTIONS TO CONSIDER:

• Does a contract need to be signed for anything associated with this event?
• If event is held in the community, how will this activity affect the neighborhood?
• What liability does the organization run the risk of incurring?
• What state laws or city ordinances have the potential of being violated?
• What safeguards will be used to keep these laws from being violated?
• Is the event accessible to all students and community members who might wish to participate?
• List the possible problem situations that could present themselves at your activity.
• List how you will solve each of the situations listed above.
• Do you have an established procedure to follow in case of emergencies?
• Could you convince a reasonably prudent person that your event is not dangerous?
• Is the potential liability for the organization worth the potential benefits to the organization?
• Has this activity been reviewed with your organization advisor?

CHECKLIST

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

EVENT CHECKLIST

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

- **TRANSPORTATION AND LODGING**
  Connect with agent/artist/for arrival/transportation information
  Transportation rental
  Hotel confirmation

- **PROMOTIONAL CONSIDERATIONS**
  Complete marketing plan
  Get advertising materials approved and distributed
  Use campus media and advertising sources: WIDR 89.1 FM, EduCABLE, MTV U, Western Herald, Student Events Calendar

- **VENUE/EVENT SPACE**
  Check with venue about reservation/set up/catering (if needed)
  Reserve all for outdoor space reservations
  Check on any special requirements (security, stage, room set-up, etc.)
  Technical issues
  Notify Student Engagement if attendance will be larger than 100
VOLUNTEERS
Setup/Tear Down/Clean Up
Greeters/Tickets/Counters
On-Stage/Sound Help/Announcements

EVENT CAMPUS MEDIA & INFORMATION SOURCES

89.1 WIDR-FM
89.1 WIDR-FM is Western Michigan University’s student-operated radio station and an excellent avenue for marketing an event and organization. WIDR is located at 1501 Faunce and staff can be reached at 269-387-6301 or at widr.gm@gmail.com. Press releases can also be sent to widr.gm@gmail.com.

WESTERN HERALD
The Western Herald is Western Michigan University’s student-operated newspaper. Student organizations can purchase ads and sometimes gain free coverage or publicity of an event by notifying the Herald staff in advance. The Western Herald is located at 1517 Faunce and staff can be reached at 269-387-2092. Please visit https://www.westernherald.com/site/contact.html for more contact information.

WMU NEWS
Western Michigan University’s faculty and staff newspaper is available to publicize campus-wide events. WMU News is located in Walwood Hall and can be reached at 269-387-8400 or at https://wmich.edu/news/contact.
APPENDIX E: EVENT SECURITY

a. General Statement of procedures. Western Michigan University (“WMU”) seeks to ensure the safety of all persons on campus, and to protect all facilities on campus from damage. Proposed events can create a substantial, non-speculative concern about the safety of attendees, the WMU community, and/or the general public, or a substantial, non-speculative concern about potential damage to WMU property. WMU may, at its own cost, provide Department of Public Safety (“DPS”) security services for campus events. When security concerns are present and demonstrable, WMU may also require event sponsors or organizers to pay a portion of security costs deemed necessary to protect attendees and WMU property. Event organizers also may request security at an event but it is not required.

b. Factors for Assessing Security Costs. In determining the amount of such costs to be charged to the event sponsor, the University will consider only the following content neutral, objective criteria:
   - (i) a reasonable estimate of the number of anticipated attendees;
   - (ii) the proportion of program participants/attendees who are expected to be and who are members of the WMU community;
   - (iii) the venue in which the event is to take place;
   - (iv) maximum occupancy limits;
   - (v) the number of event staff present;
   - (vi) the time of day, and day and date of the week, that the event is to take place;
   - (vii) the planned duration of the event;
   - (viii) whether tickets are required for attendance, the proceeds for which might be used to defray security costs; and
   - (ix) the amount of cash anticipated to be present at the event;
   - (x) whether alcohol will be served; and
   - (xi) the general format of the event.

c. Prohibited Considerations in Assessing Security Costs. Criteria that shall not be used in the determination of security costs to be charged to the event sponsor include:
   - (i) any viewpoint(s) expected to be expressed at the event; or
   - (ii) any reaction expected in response to the viewpoints expressed.

d. Amount of Security Costs. The costs for DPS security staffing may vary, depending upon such considerations as whether the event will occur on a weekday or weekend, during the day or evening, etc. Please contact DPS to obtain the cost per hour (or overtime hour) for security personnel. There is no minimum number of hours required for use of security personnel. These costs may be updated at the beginning of each academic year by the DPS. These costs are limited to the direct expenses incident to providing the security services.

e. Written Assessment. If security costs are assessed, DPS will, sufficiently before the scheduled event for the appeal process described below to be completed, provide the event sponsor or organizer a written summary of DPS review of criteria and costs, and an explanation for the determination.

f. Additional services upon request. Individuals or RSOs may contact DPS to request security services outside of regular DPS patrols for a particular event. Generally, these services must be requested a minimum of ten (10) days prior to the planned event. Requests made less than 10 days prior to the date of use will be considered, where possible, where exigent circumstances, such as reacting to breaking current events, necessitates less advance notice. A reasonable fee will be charged. This fee must be paid in advance by cash, certified check, money order, or by a campus financial transaction. Subject to appeal, WMU will make the determination on the number of officers needed for a scheduled event to maintain campus safety and security.

g. Appeal. A person or RSO that disagrees with an event security decision may appeal the decision, including the amount to be charged, to the WMU Vice President for Business and Finance and Vice President for Student Affairs by providing written notice to the Vice President for Business and Finance or the Vice President for Student Affairs on or before the third (3rd) business day when WMU is in session after the date the person or RSO is notified of the decision being appealed. The notice of
appeal must contain the person or RSO's name and address, a brief description of the decision being appealed, the person or RSO's reason for appealing, and the date the person or RSO received notification of the decision being appealed. When timely notice of appeal is received, the appealing party shall have an opportunity to meet with the Vice President for Business and Finance and Vice President for Student Affairs, or their representatives, prior to receiving a decision on the appeal. The appealing party shall be notified of the date and time of the meeting at least one (1) business day in advance. In considering the appeal, the reviewing parties will review whether the assessment is necessitated by the existence of a nonspeculative concern about safety and property damage, reasonable in light of the reviewers' conclusions, and content-neutral. The University will consider appeals promptly and issue a decision within two (2) business days from the meeting with the appealing party.
APPENDIX F: CONTRACTS

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

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

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

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

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

STANDARD SECTIONS OF CONTRACTS
Description: Indicates what the contract covers, such as “Contract for T-Shirts”.
Caption: Indicates who the contracting parties are and when contract was made.
Background: Indicates what each party’s business or purpose is, like “Rick’s T-Shirts located at 101 Main St. is in the retail business of selling t-shirts”
Duration: Indicates how long a contract is valid (often found early in document)
Definitions: Indicates what the meaning of commonly used words in the contract are like “they” means “Y Club” or “late” means “any promise fulfilled after the expiration of the time limit agreed to by both parties.” It is important to define terms that have subtle differences in their meaning like “must” (absolute), “shall” (contingent upon), and “may” (permissive).
Obligations: Indicates what each party is responsible for in the contract like “Rick’s T-Shirts shall supply Y Club with 500 t-shirts on September 30 at $5.00 a shirt. Y Club must pay Rick’s T-Shirts $2,500 on the date of delivery.”
Operative Provisions: Indicates what other provisions are included in the contract such as any warranties or exclusions that may apply. Often, this is the section of the contract where a disclaimer and limiting language is used to give the party who wrote the contract advantage over the party that signs the contract.
Enforcement Provisions: Indicates the part of the contract that deals with “What happens if...” (someone does not fulfill their end of the agreement, something not in the contract is causing problems, where to go if there is a dispute, what happens if the other party said we agreed verbally but it is not in the written contract)
Closing: Indicates that both parties agree to the contract upon signing the binding document.
**CONTRACT QUESTIONS**

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

**ENTERTAINMENT/SPEAKER CONTRACTS**

Student Engagement staff members can provide assistance with University entertainment contracts to organizations sponsoring an act. All entertainment contracts funded through the Student Assessment Fee (i.e., GFAC funded, WSAAC funded, etc.) must be reviewed by Student Engagement. Some contracts may need further authorization from other University entities. Please allow seven to ten business days for review and authorization. The University policy is to not provide checks any earlier than the day of the event.

Complete the following form available at the Office of Student Engagement:

<table>
<thead>
<tr>
<th>RSO Representative Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Contractor Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Director of Student Engagement Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

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

_____________________________ is a Recognized Student Organization of the University and does not represent the University. The organization cannot contractually obligate the University. As a Member or Officer of the above mentioned RSO, I enter into this Contract or Agreement on behalf of my RSO in my role as __________________________.
APPENDIX G: STATEMENT ON DATE AUCTIONS

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

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

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

GENDER DYNAMICS AND SEXUALITY
It is important to consider societal presumptions regarding gender dynamics when thinking about date auctions. Generally speaking, heterosexual cisgender men often feel entitled to the time and attention of women, which can lead to unsafe situations for women being auctioned as dates. Furthermore, date auctions can lead to normative assumptions about the gender identity and/or sexuality of the person being auctioned. The date would go to the highest bidder, regardless of the sexual and gender identity of either party. Therefore, there is always the potential for discriminatory and exclusive practices regarding gender identity and sexuality in date auctions.

PERSONAL SAFETY
A date auction often involves a “well known” person spending time with a stranger on a “date” that an individual otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A “fatal attraction” circumstance is possible, where the date auction becomes a very convenient means by which a person has the opportunity to “buy” some time with the person to whom the individual is attracted. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event. Date auctions are usually held to raise money for good causes. The organizations have very good intentions in sponsoring the activity. Given the above concerns, which expose the potential for persons and/or groups to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money.

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

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APPENDIX H: RSO GRADE WAIVER FORM

REGISTERED STUDENT ORGANIZATION GRADE WAIVER FORM

RSO Name

WAIVER:

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

_______________________________
Name (printed)

_______________________________
Name (signed)

_______________________________
WIN (on the back of your Bronco ID)

_______________________________
Date

_______________________________
RSO President Signature

Please note: 10 business days must be given to the Office of Student Engagement to complete checks.
APPENDIX I: University Sexual Assault and Misconduct Policy

Western Michigan University encourages all members of our community to participate in the process of creating a safe, welcoming and respectful environment on campus. With the Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy and Procedures, we affirm the commitment of the university and our community to the values of transparency and timely communication, and accountable and responsible behavior within an ethical, compassionate, diverse and respectful environment.

For complete guidelines, please visit: http://wmich.edu/sexualmisconduct