



Organizational Handbook

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IMPORTANT MEETING INFORMATION

All forms are due exactly 1 week after the All Club & Org Meeting.

Student Government Meetings: Mandatory attendance is required by a student representative from each organization at large group Monday meetings. Two absences and the club or organization will be considered inactive. SGA meetings are held on the 2nd Monday of every month.

All Club/Organization/Greek Meeting (*Advisors are highly encouraged to attend*):

Takes place during the first full week of classes.

Club and Organization Fair:

Typically takes place following the All Club & Org Meeting on the first full week of classes.

Homecoming Events: *Required participation in all three:*

Window Painting/Sidewalk Chalk/Pep Rally MLK Day and Service Events.

Greek Council Meetings (*Greeks Only*):

Last Wednesday of the Month during lunch from 12:15pm to 12:50pm in the Student Leadership Center. Fall and Spring Rush will be announced two weeks prior to its process, look for emails and social media announcements.

Student Life Awards

Peacock Days/FAD:

This end-of-year SGA celebration will occur in the afternoon following FAD

Aramark Fundraising Sign Up: Sign up will occur during the All Club & Org Meeting There will be a drawing, and groups will sign up in the order they are drawn. Drawing will continue until there are no more fundraising opportunities or no more groups wanting to sign up.

Introduction:

“Student organizations are an important part of the educational experience at Upper Iowa University.”

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

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

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

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

Learn • Lead • Serve • Respect

Sources and adaptations from:

<i>College of DuPage – Clubs and Organizations Handbook</i> <i>Eastern Illinois University – Recognized Student Organization Handbook</i> <i>Highland Community College – Organization Manual</i> <i>Rock Valley College – How to Start a Club at RVC</i> <i>Southern Illinois University-Edwardsville – Student Organization Handbook</i> <i>Triton College – “Sharing Adventures”</i> <i>University of Missouri-St. Louis – SOS Student Organization Survival</i>	<i>University of Chicago – Student Activities Handbook</i> <i>University of Notre Dame – The Source</i> <i>University of North Texas – Student Organization Handbook</i> <i>University of Wisconsin-Stevens Point – Guide point</i> <i>Waubensee Community College – Club Handbook</i> <i>Western Illinois University – Club Handbook</i> <i>Wartburg College- Campus Programming Website</i>
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The Vision and Mission Statements of the Office of Student Engagement (OSE):

Vision Statement:

“Student Engagement aspires to be one of the many strong developmental components of Student Life at Upper Iowa University. Our office seeks to be a place where students can engage in leadership, service, and social learning opportunities that not only enhance their knowledge and skill development but also enrich their college experience. We aim to create a learning environment where integrity, respect, teamwork, and responsibility are valued and leadership skills—such as communication, time management, and problem solving—are practiced.”

Mission Statement:

“The Student Engagement office at Upper Iowa University plans, promotes, and provides engaging leadership, service, and social involvement opportunities for students to encounter as a part of their inclusive college experience. Through our services, we assemble interactive, enriching, and enjoyable programs for student participation. In conjunction to programming, Student Engagement also strives to help students develop the essential skills that will benefit their vocational path and advocate living a life of true meaning and value.”

**“Through committed mentoring and positive role-modeling,
We enrich the college experience for students.”**

The Office of Student Engagement:

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

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

Office of Student Engagement is located on the second level of the Student Center.

Regular office hours for the fall and spring semesters are Monday – Thursday, 8:00am-5 pm Friday, 8:00am-3pm. To schedule an appointment, please call the Assistant Dean of Students at (563) 4255215.

Office of Student Engagement include:

Student Government Association (SGA) –SGA is a student-led organization that is elected by the student body. SGA is responsible for working and communicating with UIU’s administration concerning all student-related issues and concerns. These student leaders sit in on standing university committees, assist in the policy-making process, and serve as representatives for the entire student body at Upper Iowa (As a reminder, all UIU students are invited to attend SGA meetings and bring their ideas, feedback, questions and concerns with them). Email: studentgovernment@uiu.edu

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

Diversity & Inclusion Programming – The OSE values the diversity present in the Upper Iowa University student population. Although there are no formal student groups on campus specifically for diversity and inclusion programming, the OSE partners with various departments across campus to offer programs and events that help educate and encourage the UIU population to embrace inclusion and the many cultures in our world.

Recognition Procedures- *(Obtaining Formal Recognition as a UIU Student Organization)*

Purpose of Student Organizations at Upper Iowa University

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

Benefits of Being a Recognized Student Organization

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

Requirements to Become a Recognized Student Organization

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

1. Recruit at least five to seven full-time enrolled UIU students who have an interest in being a member. At least **five to seven full-time UIU students must be active members at all times**. If a group has fewer than five members, the organization will be put on probation and have one semester to recruit new members and bring their numbers to required status. If after one semester, the group is unable to maintain five to seven full-time active members, the organization will be placed on “inactive” status and lose all rights and privileges associated with being a recognized student organization on campus. The organization may be reinstated to active status at the discretion of the Assistant Dean of Students after completing the reactivation procedures. Full membership and involvement in UIU student organizations is limited to UIU students only. Non-UIU students can only be honorary members, and at this time, no center/extended university students are permitted to join UIU Fayette Campus student organizations.
 - a. Club Sport Teams may remain active according to University records as long as they maintain five to seven full-time enrolled UIU students. Some club sports require more involvement for an entire team, but if the club sport is an individual sport, Student Life will still recognize them as a club. Sports clubs must attend Student Government meetings to earn the funds.
2. Provide a list of names, email addresses and telephone numbers of current officers with the annual recognition forms and submit them to the Office of Student Engagement at the beginning of the year. Organizations will be given a folder of paperwork that must be filled out and turned back into The Office of Student Engagement. Organizations that have not filed their annual recognition forms by NOON two weeks following the Club and Organization Fair will be suspended from all rights and privileges as a recognized organization until the required forms are completed. The Office of Student Engagement reserves the right to withhold recognition of any organization as well as the right to adjust form deadlines for new organizations.
3. All organizations are required to have an official advisor who is a full-time member of the university (either a faculty or staff member). Adjunct professors may be advisors at the discretion of the Assistant Dean of Students. Clubs are also encouraged to seek out a Community Advisor. This will help with programming, homecoming events, community service, and organizational growth. The advisor serves as a counselor and guide to help facilitate growth within the organization.
4. Construct and maintain a current digital copy ON FILE of the organization’s constitution and by-laws with the Office of Student Engagement. Any changes to the constitution need to be approved by the Assistant Dean of Students to ensure continuity and consistency, your constitution must include:
 - a. The date of adoption.
 - b. A clear statement of purpose, as well as a list of objectives (outcomes) for the year that are consistent with the mission and educational goals of Upper Iowa University.
 - c. Democratic procedures for nominations, elections and removal of officers.

- d. Democratic provisions for policy making include amendments to the organization's constitution.
 - e. A clear statement of reasonable dues or other financial obligations of members.
 - f. A non-discrimination clause or statement (see item 4 below).
 - g. A statement of financial responsibility for any debts accumulated at Upper Iowa University.
 - h. A non-hazing statement (see page 28-29 for further information regarding the hazing policy).
 - i. A statement of compliance with university policies, procedures and campus regulations, as well as federal, state and local laws (see item 5 below).
 - j. Assurance that the petitioning organization is willing to work in a democratic manner within the framework of UIU policies and procedures (If the petitioning organization is a member of a national or regional organization, the university reserves the right to examine the record of the parent organization or affiliates.).
 - k. A list of membership expectations.
5. Create an organizational policy statement that does not have any constitutional, ritualistic or selective restrictions and include it in the organization's constitution. A non-discriminatory clause must be included in every student organization's constitution. A student organization shall not deny membership to any student for reasons of race, religion, color, age, sex, national origin, disability, veteran status or sexual orientation.
 6. Abide by all university policies, procedures and campus regulations, as well as federal, state and local laws.
 7. Each President of a recognized student organization must be enrolled as a full-time student and have at least a 2.5 cumulative GPA (organizations may have higher standards enumerated in their constitutions if they so choose). The students must also be in good judicial standing at the time of election and during the term of office. All students must be in good academic standing according to the discretion to that particular organization's advisor.
 8. Every event or social held by an organization must adhere to the following regulations:
 - a. It is the responsibility of each recognized student organization to see that their members, and those in attendance at their events and meetings, conduct themselves in accordance with UIU policies, procedures and campus regulations, and their organization's national affiliation regulations, as well as federal, state, and local laws. Each recognized organization shall be held responsible, as an organization, for any violation of UIU regulations, local ordinances, state and federal laws, and the organization's affiliation regulations committed on any premises under its control.
 9. Organizations are expected to host a minimum of **FOUR** events a year in order to be recognized.
 - a. It can include co-hosting an event with another organization.
 - b. Events can occur on or off campus
 - i. Off-campus events or volunteering at a different facility must be documented and submitted to the OSE in order to share the respective organization's experiences on campus through social media.
 - c. Organizations **must** host at least four events but are encouraged to host more throughout the year to further engage with the campus community.

10. An organization will be suspended after **two concurrent semesters of being inactive**. The organization may reapply to become active once again if they meet all the requirements (See above).
 - a. Suspension means that a group will not be able to reserve a room or receive or spend any funding from the university with the exception of informational and recruitment events. These events need to be approved by the Assistant Dean of Students.
 - b. GREEK ORGANIZATIONS ONLY: In order to be created or to become active, Greek organizations will have to meet all the requirements in addition to an 8 weeks probationary period. Once the probationary period is over it is up to the discretion of the Greek Council as well as the Assistant Dean of Students to approve this group.
 - i. All new Greek Organizations must do a presentation at SGA/with Greek Council Members present during their 8-week probation. This presentation must cover the purpose, focus and specifics of the organization. For further details contact the Student Engagement office.

Responsibilities of Student Organizations:

Recognized organizations are expected to:

1. Follow all Upper Iowa University recognition procedures (as listed above).
2. Abide by the Code of Student Responsibility found in the Student Handbook.
3. Follow their organization's constitution.
4. Follow all procedures for making outside purchases and ensure timely payment of any obligations made in the name of the organization.
5. Work with the Office of Student Engagement when planning activities to ensure compliance with university procedures.
6. Attend and participate in all group homecoming events (Sidewalk chalk, Window Paint, & Pep Rally/Coronation).
7. Represent the university by maintaining a professional atmosphere.
8. Send a representative to Student Government Association and Greek Council meetings (if applicable).
9. Keep the Office of Student Engagement informed of organizational meetings and activities.

Community Service:

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

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

Community service is a way for many people, particularly young adults, to regain a sense of community. Through community service students can learn new skills, assume responsibilities, become aware of the needs of others, and learn the importance of unselfish giving and serving. Community Service links students to the wider community and allows for interaction with people and situations outside their previous experiences.

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

Calculated community service hours for each individual are to be kept and recorded by an officer of the organization for their own records. If you are submitting for multiple people, please write down the names of each person and the number of hours. Money transfers will occur once an organization's members have fulfilled all of their hours and turned in their recorded hours.

“Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has.”

-Margaret Mead

Definition of Community Service

A recognized UIU organizational community service activity:

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

Membership/Recruitment:

Recruitment:

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

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

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

So, You've Recruited – Now What?

Developing and conducting an organization recruitment campaign is very important. Yet, as we all know, retaining these new members is another matter entirely. Involvement is crucial to the longevity of the group, understanding the organization and its goals and objectives, structures, norms, and taboos is equally important. By taking the time to orient new members to the privileges and responsibilities of membership, you create more educated membership—people who can and will make a significant contribution to the organization.

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

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

Organizational Funding:

Organizational funds provide a means for groups to sponsor campus wide activities for students at Upper Iowa University. Each new club will receive approximately **\$250** that can be utilized to provide educational and social programming, advertising for campus activities and events, and opportunities for growth and development in leadership and service activities. **Additional funding may be requested on a case by case basis.** These funds can be obtained and used toward programming an additional campus wide event.

Funding for organizations will be allocated by the Student Government Association (SGA) and the Office of Student Engagement. For organizations to receive their funding, the following procedures are in place:

1. The organization must have a representative attend 10 out of the 12 Student Government Association in order to receive funding.
2. The organization will fill out and submit a Program Proposal form for each activity/program, which includes program title, goals and budget information and submit it to the OSE.
 - a. If no program proposal has been submitted to the Office of Student Engagement and, the group will receive no funding for such event.
 - b. Include how much money needed to complete the event.
 - c. Complete the Check List of items for the Program. (Which can be found in OSE).
3. All clubs and organizations **must participate in two homecoming events** (pep rally, window painting, Pep Rally/Coronation).
4. All clubs and organizations must attend the All Club & Org Meeting and the Club & Org Fair.

Student Organization Funding Guidelines:

1. Organizations can become recognized student organizations by completing the annual recognition packet, attending the All Club and Organization and/or the All Greek Meeting, and participating in the Fall Organization Fair.
2. All recognized student organizations are eligible to receive funding. Organizations who are not recognized through the Office of Student Engagement will not receive funding from SGA.
3. No organization shall be funded if it discriminates on the basis of race, sex, creed, religion, physical disability, sexual orientation and/or national origin.
4. Organizations may not request funding for any activity that does not comply with Upper Iowa University policies and procedures, Code of Student Conduct, Student Organizations policies and procedures, and/or federal and state laws.

5. Before any money is released, the request for funds (i.e. check request, purchase orders) must be approved by the organization's president and advisor, as well as the Assistant Dean of Students (in that order). The UIU Business Office will not process any request for funds from a student organization account without the Assistant Dean of Students signature.
6. Generated Income – If an organization is allocated money from Clubs and Organizations, all generated income by the organization shall be considered activity fund money. Generated Income must be deposited within the organization's university account. A copy of the deposit slip must be sent to the Office of Student Engagement and included in the organization's financial records. The Assistant Dean of Students is also able to deposit funds for organizations.

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

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

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

Procedures:

- Groups wishing to participate in fundraising opportunities through Dining Services will submit their name at the All Club & Org Fair. They will work with Dining Services to set up dates to cover concessions.
- If all of the dates are not filled during the All Club & Org meeting, it will be up to the discretion of the Office of Student Engagement to fill them.
- Groups are responsible for finding members/representatives to fulfill their event needs. The Aramark Manager must be notified of the names and phone numbers of those who will be helping at time of sign up. To deliver this list contact the Aramark Manager at 563-425-5767.

Funding Policies and Expectations:

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

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

Accountability:

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

Fundraising Policies and Procedures

An organization preparing to hold campus fundraiser is required to contact the Office of Student Engagement to receive approval of the event before proceeding. Organizations that fail to do this risk having their project or program canceled. All fundraising will now be processed through the campus program Meadow Storefront. This program will put the collected funds directly into your club account and take out any hassle from personal payment apps such as Venmo, Cash App, etc. To get your fundraising event into the Meadow Storefront send all the event information: Club name, name of event, date of event, reason for fundraising/ cause, and the account you want funds deposited into, to the Coordinator of Student Engagement and they will get a personal link set up for your group. To provide enough time for this to be properly processed, inform the Coordinator of Student Engagement at least 1 week prior to the event itself.

Solicitation

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

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

Judicial Process for Organizations

Upper Iowa University expects all its student organizations to conduct themselves professionally, both on and off campus. Policies and procedures have been established to protect the rights of student organizations. Below are the Code of Student Responsibility, the University Community Standards & Regulations, and Disciplinary Matters statements as mentioned in the 2025-2026 Student Handbook. It is important to take note of this information as a member of a UIU student organization.

Code of Student Responsibility

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

1. Become familiar with the policies and procedures explained in the Student Handbook and other published policies.
2. Respect the right of freedom of expression of all students, faculty, and staff members, following university guidelines for channels of expression.
3. Recognize designated authority and comply with directives by Upper Iowa University faculty and staff members.
4. Practice the rules of good conduct—be truthful, respect the rights of others, and respect and protect private and public property.

University Community Standards & Regulations:

The following are specific offenses to the university community that will subject offenders to disciplinary action by the university, and in some cases to judicial action by public authorities:

1. Endangering personal safety—A student or group of students may take no action that disrupts (or tends to disrupt) the peace or endangers (or tends to endanger) the safety, health or life of any person.
2. Physical, sexual, or verbal abuse—Physical, sexual or verbal abuse of persons is prohibited, as is subjecting persons to painful or humiliating ordeals. Public posting or utterance of obscene language or the display of lewd or pornographic material or erotic art is not allowed on campus. Sexual harassment, sexual abuse, bullying, and hazing are all in violation of student conduct regulations, state and/or federal laws. For more specific information, please reference Upper Iowa University's policies on discrimination, harassment and sexual abuse.
3. Destruction of property—Vandalism is prohibited on campus; this includes, but is not limited to the misuse of, destruction of, or damage to any and all property—university, public and/or private.
4. Mass demonstrations and/or disorderly conduct—Any assembly or individual act that interferes with the normal operation of Upper Iowa University or that could result in damage to public or private property or injury to persons is prohibited, and participants will be asked to disband by designated university officials. Drunken conduct, inciting mass disturbances, and riots are also considered disorderly.
5. Theft—any form of acquiring private or public property for one's own use and/or possession is considered as, and will be dealt with as theft.
6. False information or dishonesty—Furnishing false information and/or misleading statements (oral or written) to university officials with the intent to deceive is fraudulent.
7. Forgery—the alteration or misuse of university documents, records and/or identification cards is fraudulent, as is the deceptive alteration or use of personal checks.
8. Cheating and plagiarism—because cheating, academic dishonesty and plagiarism constitute a denial of the university's and the offender's own integrity, they will not be tolerated.

Cheating includes, but is not limited to:

- The use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of another students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.

- The submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials and knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student record without approval.
- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own.
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using charts, graphs, statistics or tables without proper citation.

Detected cheating or plagiarism will result in consequences that at the professor's discretion may include course failure. In addition, an offender can be reported to the Faculty Judicial Board for possible further disciplinary action.

9. **Alcoholic beverages and alcohol abuse**—The laws of Iowa forbid the use or possession of alcoholic beverages by any person under age 21. Possession of empty or full containers, or the use of alcoholic beverages such as liquor, beer, or other forms of intoxicants by any student is not permitted on university property, general campus buildings, athletic fields, campus recreational areas and residence halls (except in the privacy of their rooms when the student is over the age of 21). Consumption of alcoholic beverages by any student to the point of losing control and/or not functioning mentally or physically in a normal manner will result in disciplinary action. Please see the Substance Abuse Policy for all university guidelines governing the use of alcohol both on and off campus. Violation of this policy is subject to disciplinary action.
10. **Drugs**—In consideration of federal and state laws, the possession, use, or sale of marijuana, other illegal drugs or drug paraphernalia is prohibited on university property. University property includes general campus buildings, residence halls, athletic fields and campus recreational areas.
11. **Smoking**—The Upper Iowa University Board of Trustees unanimously adopts the policy of no tobacco use in all university buildings. "Pursuant to the law of the State of Iowa, Upper Iowa University is designated as a smoke free environment. As such, smoking shall be prohibited and a person shall not smoke in university buildings or on university grounds." This policy is adopted for the health and safety of the university community.
12. **Fire**—Setting fire to combustible materials in or on university buildings or grounds is in violation of state law. Setting off a false alarm is a serious offense, as is tampering with fire safety equipment and/or the alarm system. Violation of these standards will be subject to disciplinary action and possible suspension from Upper Iowa University.
13. **Firearms, explosives, weapons or noxious substances**—For reasons of safety, the use of or possession of firearms of any type, air rifles, firecrackers, explosives, illegal weapons, dangerous chemicals, and/or noxious substances is not allowed in university buildings or on university property.

14. **Misuse of keys**—Keys to university housing and buildings are not to be duplicated or used for unauthorized access. Students may not possess university keys unless issued by a university official. Keys that are found must be turned in immediately to Student Life (Fayette Campus).
15. **Improper entry into buildings**—Entering a building after its posted hours of operation or after it has been locked and secured is considered improper entry. Only those individuals or authorized groups who have been granted permission by the proper person in charge may enter buildings after regular closing hours.
16. **Misuse of computers**—Upper Iowa University's computer resources are shared by all members of the university community. Individuals must use these resources responsibly in pursuit of university-related functions, and in doing so, not infringe on the rights, integrity or privacy of others. Responsible use covers, but is not limited to, behavior in the computer labs, use of e-mail and use of the internet. Students must obey all appropriate federal, state and local laws. Students must adhere to all guidelines as detailed in Upper Iowa University's statement of "Policy on Acceptable Use of Technology."
17. **Hazing**—Considered any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include, but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the university; wearing of public apparel which is conspicuous and not in good taste normally; engaging in public students and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the university.
18. **Stalking**—Stalking is the persistent annoyance of an individual, either in person or in writing, using electronic formats or by telephone. Stalking can also involve following, spying on, alarming and/or causing distress to an individual. Stalking may also involve violence. Some examples of stalking include, but are not limited to:
 - Making calls or sending emails containing lewd or obscene remarks.
 - Making calls or sending emails intended to harass, whether or not conversation ensues.
 - Making the telephone ring repeatedly with an intent to harass.
 - Following an individual with the intent to cause discomfort or harm.

Disciplinary Matters

Discipline is a fundamental part of the living/learning process. Since Upper Iowa University expects its students to take responsibility for their own actions, the following guidelines provide a policy and structure to ensure that all our students are treated fairly.

1. Each student organization shall be held responsible for following all university policies and guidelines. In some cases, the organization and/or individual members of the organization may face disciplinary action. In cases where organizations face disciplinary action, all communication with the organization will be directed through the organization's president (head officer) and advisor.
2. The Upper Iowa University Administration reserves the right to discipline a student/registered student organization whose personal conduct on or off campus or academic standing is regarded as undesirable. Sanctions can range from a reprimand to expulsion. Examples of undesirable conduct are outlined above, and examples of undesirable academic standing are found in the university catalog.

- a. The Department of Student Life reserves the right to expulse any student, from any club or organization, whose conduct has not been in accordance with the University's policies and expectations.
3. If a student is removed from the residence hall, suspended, dismissed or expelled, the student is responsible for all financial obligations for that semester. No refunds are given to students in violation of university standards and regulations. If a student organization is suspended, dismissed or terminated, the organization's funds become property of the Office of Student Engagement.
4. At the time of a student's/student organization's suspension or dismissal, all outstanding financial obligations to the university must be met. A student under suspension may not apply for readmission until these obligations are first cleared. A student organization under suspension may not apply for recognition until their previous financial obligations are cleared.
5. The Office of Student Life reserves the right to dismiss any student from a Club and/or Organization, if they are found in discordance with the university's policy and procedures.

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

Types of Disciplinary Sanctions

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

1. **Reprimand**—A verbal or written warning.
2. **Disciplinary Probation**—A strong official warning in writing to the student organization informing them recognition is made conditional for a stated period. The action constitutes notice that further violation of any kind will result in more serious penalties and/or possible termination. Disciplinary probation can carry into and/or through another semester. Disciplinary probation may also include (but is not limited to):
 - Loss of privileges, which include specific campus restrictions and/or obligations, denial of university facility usage, and ineligibility to represent the university in any capacity, including, but not limited to, conference delegations, national organizations, etc.
 - Immediate cancellation of campus funding.
3. **Suspension**—An interruption of the presence of the student organization at the university for a definite, stated time. This may be for a short, definitely prescribed period, as set by the imposing authority. Generally, the period of time is at least the balance of the current semester. The action may be made applicable for the following semester. The student organization is eligible for consideration of recognition upon petition to the appropriate authority upon the conclusion of the suspension period.
4. **Termination**—The student organization is permanently excluded from the university and is not eligible for consideration for future recognition.

Other sanctions deemed appropriate by the university may also be assigned, which may include, but are not limited to fines, restitution, community service, substance abuse assessments and/or educational reports and reflections.

Right of Appeal

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

Disciplinary Record and Reports

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

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

Hazing Policy:

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

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

- Any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the university

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

Any person suffering or witnessing a hazing activity is encouraged to report the incident to the Office of Student Engagement.

The principle officer of each registered student organization shall be responsible for informing pledges and members of the University Hazing Policy.

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

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

This information was found at:

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

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

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

Nondiscrimination Policy:

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

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

hearing impairments, equal access to the regular programs and degree objectives offered by the University.

Promotional Policies and Procedures:

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

CAMPUS POSTINGS

All Posters, signs, or notices made for display (e.g., sidewalk chalk, yard signs, etc.) pertaining to campus information and events must be approved through Student Life. Any Student Life staff member is permitted to approve postings.

All approved posters, signs, and notices must be stamped “STUDENT LIFE” by a Student Life staff member. The “STUDENT LIFE” stamp signifies that the posting is acceptable. Once postings are approved and stamped, they may be placed on bulletin boards across campus. No postings should be placed on windows, entryway glass panels, pillars, car windows, or doors. If tape is needed for placement, it may NOT be duct or scotch tape; Blue painter’s tape is required. Should a poster or sign be posted without prior approval, or in an incorrect location, it is subject to removal. Those who post signage are also expected to take it down in a timely manner. University staff will remove inappropriate signage, as well as outdated materials from bulletin boards, when necessary,

**Please note that faculty and staff do not have to get permission from Student Life to post work-related material as long as such material is otherwise consistent with this policy.*

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

- Promotion of alcohol use (only educational posters on alcohol will be accepted)
- Abusive, discriminatory, embarrassing, threatening, or harassing signage that implies illegal actions (sale of weapons, alcohol, or any other substances, etc.)
- Anything violating the University’s codes of student conduct
- 3rd party promotions without prior approval
- Postings supporting a particular political party or candidate for electoral office.

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

**Please note that the plastic sign holders that are supplied around campus are for Student Life and departmental events and information, specifically. Therefore, only Student Life and other University departments will be allowed to post their signs within the plastic sign holders. Materials can be posted on all other bulletin boards and posting areas.*

POSTING TO THE STUDENT CENTER TELEVISIONS – The PowerPoint slide show for the televisions in the student center is controlled by the Student Activities office. The PowerPoint will be updated every other Friday. The size of the PowerPoint should be 1920x1080 px. Requests to include slides or flyers should be sent to the Coordinator of Student Engagement and Graduate Assistant for Student Development by Thursday every other week. Approval and length of run time will be determined by the Student Activities office.

POSTING TO STUDENT CENTER WALL CALENDAR – The wall calendar located on the first floor of the student center is controlled by the Student Activities office. Postings onto the calendar must be approved by Student Activities. Requests to include flyers or other event information should be sent to the Coordinator of Student Engagement and Graduate Assistant of Student Engagement as soon as possible. The Graduate Assistant for Student Engagement reserves the right to adjust any promotional

material to better fit on the calendar, details of the event will not be adjusted. The event will be removed by the Coordinator of Student Engagement and Graduate Assistant for Student Engagement at the end of every month. Posting on the Student Center Wall Calendar without approval from Student Engagement is strictly prohibited.

ELECTRONIC MAIL:

The amount of email sent out on a regular basis, it is important to monitor the number of messages we send out to campus. Therefore, clubs and organizations may send out no more than two mass emails regarding information and events respectively. Students or advisors of clubs and organizations may send emails to promote their respective activity or function. The email must be approved by Student Life before being sent. Mass emails on behalf of clubs and organizations must be sent by the Assistant Dean of Students, Graduate Student for Student Engagement, or the organization advisor. If none of these individuals are available, another Student Life staff member may e-mail on their behalf. All emails must follow campus rules/policy and club and organization regulations. These messages need to be academic in nature or related to campus functions (emails will not be sent out regarding items for sale, roommates, needed, etc.). Special mass emailing consideration for university-sponsored student groups will be made by the Assistant Dean of Students. Upon approval, the email will be sent out of the Student Life member's email account with the organization or group's name being listed. Please note that the selling of personal items, business, and mass forwards are not permitted in the UIU email system.

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

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

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

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

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

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

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

campus community. All materials submitted for advertising in the commons must be approved through Student Life.

Documents must include the following:

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

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

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

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

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

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

Discrimination and Harassment Policy

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

Other Policies or Regulations

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

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

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

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

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

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

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

Campus Resources & Services

Catering

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

All catered events on campus are required to use the university food service. This is arranged through the Aramark Manager. A substantial penalty fee will be enforced if this policy is not followed. The

setup and menu arrangements must be made at least two weeks in advance. Confirmation of a final number of people attending a food service catered event must be given 48 hours in advance. Please note that any organization with an unpaid invoice at the end of the semester will be denied service until these charges are paid.

Print Shop

When individuals and student organizations need to make copies of their advertisements, they must first get their articles approved by the Office of Student Engagement before submitting them to the Print Shop. All articles must be approved before printing to ensure copyright policies are not being broken. This form will need to be completed and submitted—along with the item needing copied—to the Office of Student Engagement before it can go to the Print Shop. Once approved, the Office of Student Engagement will sign the Printing Approval Form and the organization will then be allowed to print their materials from the Print Shop. Please note the cost of printing will be deducted from the organization's account.

Laminating Services

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

Mailing Service

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

Room Reservations

Recognized organizations are eligible to use university facilities, including classroom space, athletic facilities, university meeting rooms and outdoor areas. Permission and registration must be obtained in advance from the office responsible for the facilities desired. The preferred way to reserve a room is to access the J1 Events Portal, make the reservation. The Student Leadership Center is available specifically as a meeting space for organizations. To reserve this space for a meeting, sign up on the calendars located in the Leadership Center as well as on the online portal.

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

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

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

- Student Center (Ballroom(s), OSE Conference Room, Game Room, Peacock Cove, Student Leadership Center)
- Garbee Hall Complex (Solarium, TV Lounge, Main Lobby)

- Liberal Arts Auditorium
- Baker-Hebron Auditorium
- Dorman Gymnasium & Athletic Fields
- Edgar Fine Arts Classrooms
- Grace-Meyer Square
- Alexander-Dickman Oval Lawn
- Henderson-Wilder Library (Kinney Room, AV Room, Computer Labs (3), Hall of Presidents)
- Parker-Fox Hall Conference Room
- Recreational Center

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

For meetings or events on weekends or after business hours the requirements are:

1. The organization's advisor and/or a designated chaperone must be in attendance throughout the event.
2. The request must be made two weeks in advance of event.

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

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

Events Calendar

Organizations should reserve their date of campus wide events on the events calendar as soon as possible to ensure other groups and university functions are not scheduled on the same day. Reserving campus wide events on the student activity calendar will also help with the marketing of an event as the student activity calendar is displayed around campus and the university website. To check available dates and times on the Events Calendar, go to MyUIU. To have events posted in the calendar, please contact the Assistant Dean of Students or the Graduate Assistant for Student Engagement.

Use of University Vehicles

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

Program Planning TIMELINE

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

When planning events and activities, organizations must:

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

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

Program Development and Execution

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

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

**Step 6b –
Evaluation:**

The Evaluation Step should be considered during the How Step and executed after the program has taken place. Although it is not always necessary, it is important to receive feedback on programs. Evaluations are not only a great way to receive feedback and to see how an organization did, but they also provide some great insight into how to improve programs in the future. Evaluations can be used to test the audience's learning and to show how satisfied they were with the event. This step can be executed in a variety of ways, both formally and informally.

Please remember that the Assistant Dean of Students must approve all programs sponsored by student and Greek organizations. Program proposal forms can be found in OSE. Failure to get program approval will result in the cancellation of the organization's program and may lead to disciplinary action.

Program Security

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

Contracted Services

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

Workshops and Retreats

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

Recognition

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

- Present a "monthly contributor" award to the individual who volunteered the most time during a given month.
- Present a "good deeds" award each meeting. When an individual sees someone outside of the organization helping someone or another cause, they nominate the individual and get recognition during the next group meeting.

- Create a traveling trophy that signifies something special to the organization and represents strong leadership to the individual that carries it every other week.
- Send out a weekly “thank you message” to someone in the organization telling them they are appreciated.

Student Life Awards

Each spring, Student Life holds an award ceremony to honor outstanding students and organizations. The purpose of this ceremony is to recognize students for their contributions to Upper Iowa University and for going above and beyond outside of the classroom. This awards ceremony seeks to:

1. Recognize the dedication of outstanding individuals, projects, programs, activities and organizations.
 2. Emphasize the importance and relevance of co-curricular life in the educational process.
 3. Provide a tangible way for the university to acknowledge student organizations and advisors.
- New awards are being offered every year as student life and leadership opportunities evolve. Recipients are considered from information that is collected throughout the year and through award applications submitted by the UIU community. This awards ceremony is open to all departments/offices looking to recognize students’ work outside of the classroom.

Advisor Recognition

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

Commencement Regalia Embellishments

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

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

Funding:

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

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

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

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

HAZING POLICY AWARENESS FORM

Upper Iowa University Hazing Policy

Any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is considered hazing. Such activities may include, but are not limited to the following: use of alcohol; use of any drug, narcotic, or controlled substance; eating spoiled foods, raw onions, or anything else unreasonable; paddling in any form; branding in any form; tying a person to a chair, pole, anchor, tree, person, or any other object; creation of excessive fatigue; presenting physical and psychological shocks; pushing, shoving, tackling, or any other physical abuse; exposing oneself indecently or appearing nude in anyway; subjecting a person or group of people to verbal harassment; calling people demeaning names; misleading pledges in an effort to convince them that they will not be initiated, that they will be hurt during initiation, or any other activity subject to mental stress; carrying items that serve no constructive purpose or that are designed to punish or embarrass the carrier; requiring people to deface or steal property; assigning or endorsing pranks; having people perform personal chores; conducting interrogations or any other nonconstructive questioning; answering telephones, doors, or greeting organization members with a prescribed chant, riddle, song, or rhyme; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the university; wearing of public apparel which is conspicuous and not in good taste normally; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the university.

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

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

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

Below is the hazing law for the state of Iowa. This law/policy should be read to every member, pledge, or applicant for membership of the organization. Once the group, team, or organization has heard, understands, and agrees to comply with the provisions of this law, the principle leader and advisor of the organization should sign off on this agreement.

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

This information was found at:

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

1. a. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school, college, or university.

Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.

b. For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.

2. A person who commits an act of hazing is guilty of a simple misdemeanor.

3. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor

Don't Forget...

- Several forms and resources for planning are available to you for in the Student Life Office.
- When planning a program, fill out the Program Proposal Form and utilize the Program Check List.
- Turn in all of your paperwork to the Office of Student Engagement. If you have updates throughout the year, turn them in as well.
- When making a purchase, fill out the Organization Expense Request Form prior to making a purchase and turn it into OSE. The Assistant Dean of Students can assist with check requests and purchases. This form is located on the webpage.
- When requesting additional funds, feel free to complete the Additional Funding Request, along with a program proposal and turn these forms into SGA for approval. Once approved, the program must be executed and upon completion, additional funds will be added to the organization's account once evaluation is received. The forms are located on the webpage.

A signed non-hazing agreement for each organization may be found in their file in the Office of Student Engagement
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We, the undersigned officers of _____, have read and understand the Hazing Policy Awareness form. We recognize and confirm the members of the organization understand the purposes and missions of Upper Iowa University and further agree to conduct ourselves in a manner that is a credit to both the university and the organizations. The rules and regulations stated in the current Organizational Handbook are applicable to the organization and its members.

OFFICER INFORMATION Please print

[illegible]

ORGANIZATIONAL HANDBOOK AGREEMENT FORM

Learn • Lead • Serve • Respect

“We, the undersigned, belong to the organization _____, and we commit ourselves and our organization to understanding and following not only the policies set in place by the university and the Office of Student Engagement, but also abiding by all of the information provided within the text of the 2023-2024 Organizational Handbook. We understand that the information we have obtained from this handbook was established to help our organization and its members stay safe and to be productive as we strive to be successful citizens and scholars of Upper Iowa University. We realize that we are responsible for making sure all of our members are aware of the information that is mentioned in the Organizational Handbook and that it establishes the foundation of our organization’s efforts toward our own goals and objectives. If we ever have any questions regarding a policy or procedure, we will contact our advisor, another University staff/faculty member, or the Office of Student Engagement to aid us in finding an answer before taking action.”

Please note that all the officers and the advisor of the organization are REQUIRED to read & understand the Organizational Handbook and to acknowledge this understanding by signing this form. It is the responsibility of the officers and the advisor to make sure members of the organization are aware of the information in the Organizational Handbook. All organization members are strongly encouraged to read & understand the handbook as well; however, it is not a requirement.

Name of Organization	
Year	

Officer Signatures (required)

Officer Name & Position (please print)	Signature	Date
Advisor:		

Member Signatures are on the reverse side of this form.

Member Signatures (please complete as accurately as possible)

	Member Name (please print)	Member Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Please attach additional sheet, if necessary.

Additional Funding Request

Additional funding may be requested for the purpose of hosting a campus wide event, or attending a notional conference or competition. At the discretion of the Student Government Association, an additional \$100 may be granted to organizations when, and only when, ALL of the tasks on the organization's checklist have been met, and there is a financial need to continue campus wide programming. Organizations may request no more than \$100 in additional funding for campus wide events (which is 2 events or requests). Please complete the following information, obtain the appropriate signatures, and submit this form to the Student Government Association along with a detailed Program Proposal and Program Checklist. Please keep in consideration that it takes approximately one week for university funds to be transferred.

Club/Organization	
Account Number	
Contact Name/Number	
Requested Amount	
Date Needed	

Event Description (Please attach the organization's justification for receiving additional funds and what the funds will be put toward)

Total Amount Offered	
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Approval	Signature	Date
Organization Officer		
Organization Advisor		
SGA - Treasurer		

ORGANIZATION, CLUB, & GREEK LIFE

INVOLVEMENT CHECKLIST – THIS GUIDE WILL HELP TO MAKE SURE YOUR CLUB/ORG IS COMPLETING. ALSO, IT WILL HELP GROW YOUR ORGANIZATION ON A YEARLY BASIS.

Organization	
President	Contact Number:
Advisor	Contact Number:

Task	Complete
Yearly Revised Constitution (if needed) via Email (required)	
Yearly Organization Application and Officer/Member Information (required) –	
Yearly Organizational Handbook Agreement Form (required)	
Yearly Advisor Agreement (required to be active)	
Attendance at All Organizational Meetings –in the Student Leadership Center (required).	
Participation in Fall Organizational Fair –in Student Center Ballrooms (required).	
Attend Leadership Training Sessions throughout the year. (leadership conferences, school speaker, career development events, academic success event for the benefit of individual(s) leading your club/org.)	
Participation in Homecoming Activities (2 of 3 events) - Required	
Community Service (2 projects or 8 hours per group). Participation in Fayette Appreciation Days - Required	
Organize Campus Wide Events (Non-fundraising, host at least 1 event per session) Reserve time & location (minimum 2 weeks in advance) with Assistant Dean of Students; complete program proposal and check list. These events can be done in collaboration with other Clubs/Orgs and with Student Activities.	
Attendance at a minimum of 10 out of 12 SGA meetings - Required	
Recruitment – Always be looking for new members. Publicize yourself through campus and social media.	
Participate in Other Campus Programming or Events. Show your spirit toward the Upper Iowa Campus and Community. Help to support all Club/Org on Campus.	