

Eureka College

# Student Organization Handbook

2024-2025

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# Student Organization at Eureka College- The Basics

## Overview

All policies regarding student organizations and their activities are found in this handbook. This guide will serve as a valuable resource and tool.

Student organizations and activities provide opportunities for students to grow both socially and academically. Activities and organizations allow students to utilize academic theories and concepts outside the classroom. Through these opportunities, students are able to develop and hone their leadership skills, as well as appreciate the value of teamwork and cooperation.

## *Types of Student Organizations at Eureka College*

Academic Organizations - groups that provide an opportunity to discuss and share information related to a specific major/minor, academic discipline and/or career.

Athletic Organizations - groups that provide opportunities for participation in recreational and/or competitive sports teams or organizations relating to athletics.

Greek Organizations - national or local fraternal organizations registered through the Office of Student Life.

Governing Organizations - groups that function primarily to make decisions for the campus or a specific amount of groups on the campus.

Honor Societies - groups that recognize superior academic achievement and leadership qualities and are usually based on professions and/or academic programs.

Programming Organizations - groups that function primarily to provide programs and events for the campus and/or community and surrounding areas.

Religious/Spiritual Organizations - groups representing diverse faith communities and belief systems that observe and follow religious and/or spiritual practices and traditions. These groups offer fellowship and outreach through a variety of programs, activities and services as well as provide resources and support for students seeking spiritual wellness.

Service/Philanthropic Organizations - groups that function mainly to provide service to the campus and/or community and surrounding areas or seek to raise funds and/or support for a particular charity or cause

Special Interest Organizations - groups that provide communities for students to discuss and share information about specific topics and common interests, raise awareness about a variety of issues, and/or cover topics that are not included in another category.

Student-Led Programs - function similar to student organizations, but are under the direct control of the faculty/staff member responsible for the program.

### *Student Organization Responsibilities and Expectations*

The officers and members of all student organizations are responsible for conducting their activities in accordance with all Eureka College policies and their respective constitutions. Furthermore, each student organization is responsible for adhering to the following:

1. Student organization leaders must register the organization with the Office of Student Life each semester. The registration and recognition form will be sent out by the Director of Student Engagement at the beginning of each semester.
2. The officers and members of a student organization are responsible for observing all federal, state, and local laws governing the various activities of the group.
3. The officers and members of a student organization are responsible for understanding the policies and procedures associated with a given activity.
4. The officers and members of a student organization are responsible for registering their organization and maintaining their good standing as a student organization at Eureka College.
5. The officers and members of a student organization are responsible for informing the Office of Student Life of any changes in officers.
6. The officers and members of a student organization are responsible for informing the Office of Student Life of any change in advisor.
7. The officers and members of a student organization are responsible for submitting an updated constitution to the Office of Student Life at the time of registration.
8. Student organizations are responsible for having at least one advisor from the Eureka College Faculty, Staff, or Administration.
9. Student organizations will be responsible for providing external insurance for certain larger scale programs. This will be at the discretion of the Dean of Students to require insurance.

Only registered student organizations may use college facilities or services, and only a registered student organizations are permitted to identify with the college (in name or credit). This regulation is not intended to prevent a group of students from organizing or associating, but rather, it is necessary in order to protect the property and name of Eureka College.

In some instances, the student organization may deem it necessary to review an organization's recognized status, operations, and procedures. In this case, the student organization reserves the right to remove an organization's recognized status. Eureka College reserves the right to take any action deemed appropriate with respect to the activities undertaken by any student organization. Additional information regarding disciplinary procedures may be obtained in the Student Handbook.

### *Faculty or Staff Advisor Requirement*

All student organizations and publications are required to have an advisor who is a staff or faculty member of Eureka College. Student organizations are expected to consult with advisors in writing about all matters involving activities, budgeting, and policy. Advisors are expected to be actively involved with the student organization and discuss expectations for their role at the beginning of each semester. Advisors are not responsible for activities, expenditures, and policies they advise against or about which they were unaware or incompletely aware. Actions undertaken by an advisor, in an advisory capacity, are covered under the general liability coverage of the college insurance.

Organizations may not function without an advisor. If an advisor resigns from his or her position, the advisor should notify the Office of Student Life within one week of the advisor's resignation.

Notification of a change of advisors must be submitted in writing to the Office of Student Life by the student organization within two weeks of the change.

### *Risk Management*

In an era of increased liability and lawsuits, the College wishes to reduce for itself and its faculty, staff, and students, as well as its alumni organizations, liability within housing units and in organizational activities. This shall include consideration of maintenance, custodial, and facility concerns of all areas owned, supervised, or controlled by the College or its recognized student organizations. It shall also consider organizational programming, including guidelines for the planning of activities, involvement of advisors, and the use of alcohol in and around organizational activities by organizational members or guests. Risk Management and Alcohol/Drug Abuse must be an important consideration for Eureka College student leaders, organizational advisors, and the College community as a whole. All organizational activities should follow the College's "Expectations and Standards in a Community of Learning", the Alcohol Policy, and the Eureka College Residence Hall Room and Board Contract.

### *Hazing Policy*

The College defines hazing as "any intentional act which knowingly or recklessly is committed by one person, or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of, or resulting from pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization, recognized or not, whose members are to include students. The willingness of an individual to participate in such activities shall not be a consideration mitigating disciplinary actions."

All organizational membership/association new member, initiation, and other activities must respect the dignity of the individual and not infringe upon the academic mission of the College, nor cause disruption to the faculty and students, campus or student life. All organizations should reduce risk for individuals, the college, and the organizations, and

must abide within the directives of local, state, and federal laws. Therefore, activities of all campus organizations must respect these principles and College directives as herein provided. Although not all situations can be covered by such a document as this, the College provides these guidelines and will attempt to work with Eureka College Student Organizations to define other situations not directly covered herein. However, in all cases, individuals and organizations are required to use common sense and to respect the dignity of the individual in their associations, membership selection, and initiation. Each organization and individuals will be held to this standard when specific guidelines do not apply.

Hazing includes, but is not limited to, the following:

- Paddling or physical abuse of any kind.
- Forced diets, forced consumption of food, drink, alcohol, etc., fasting, or other such activities including specified meal times.
- Calisthenics or the required exercising of any kind.
- Cursing at, belittling, humiliating, or degrading an individual.
- Probation of any kind which restricts or limits normal social behavior, including the act of silence or the restricting of conversation to organizational members or to college staff only.
- Late work activities, meetings, or any extended type of activity which requires organizational activities to extend beyond 11:00 p.m. and to begin before 7:00 a.m. and which may infringe upon a student's academic responsibilities and upon an individual's opportunity to a reasonable pattern of sleep. This shall also include associates (pledges/new members/associates) awakened in the middle of the night and/or called for unannounced "late night" meeting or activities.
- Sleep deprivation, including the requiring of new members to reside in the house (or wing) overnight.
- Morally degrading or humiliating games or activities where new members are required to perform activities or acts that they feel would cause extreme embarrassment, damage to their reputation or which would be considered by the individual associate (pledges/new members/associates) abhorrent or against their moral code.
- Any type of road trip, or activity that could in any way endanger a pledge/new member/associate. This shall include kidnaps, blindfolding to provide disorientation as to their location, leaving campus secretly, and other such activities causing such conditions of disorientation, isolation, or discomfort to the pledges.
- Wearing or carrying items such as paddles, rocks, boxes, etc. which could be of embarrassment or cause punishment to the pledge/new member/associate if not done so.
- Servitude which requires the running of personal errands for the active or alumni member(s) or other such acts as required by individual members (e.g. a

pledge/new member/associate (e.g.. a pledge must do anything that a member asks or requests) which demeans the individual's social position.

- Line-ups of the new member class, marching in lines and required chanting individually or in a group.
- Pranks, such as stealing items from another organization or harassing another organization or group of individuals.
- Restricting the activities of an individual so that he/she cannot participate in planned activities of normal day to day life for an extended period of time.

Although this listing may seem extensive, it does not intend to exhaust every possible situation which may occur. Again, the measurable standard is that organizations and organizational officers should use common sense in the implementation of the organizational association/initiation guidelines and work closely with the Office of Student Life Staff in the formulation of pledge/new member/associate programs and in resolving questions which may arrive relating to pledging/association. Additional guidelines may be presented in writing to the organizations throughout the period in which new members are brought into the organization.

#### *Student Organization Benefits and Privileges*

When a group of students gets together and form a student organization, they are given access to facilities and they gain many other privileges. Having an active Registered Student Organization (RSO) usually means an organization will have several benefits without charge (unless specified otherwise). Of course, all RSOs have to adhere to the responsibilities and expectations previously outlined. Failure to do so may result in a loss of benefits and privileges. The following are just some of the benefits and privileges extended to active RSOs:

- Reserve campus facilities and outdoor spaces
- Be listed as an active student organization on Office of Student Life webpage
- Have authorized publicity posted on bulletin boards and other approved areas;
- Host fundraisers and events in campus facilities
- Apply for and receive funding from the Office of Student Life
- Participate in organizational workshops and other training activities
- Participate in clubs and organization fairs and new student recruitment activities including Discovery Days, Experience Eureka and Welcome Week.

#### *Eligibility for Student Organization Membership*

The advisors and officers of student organizations are responsible for seeing that the conditions of membership, as outlined by the College, are met. Students, who as individuals or as members of organizations represent the College or its student organization, must also meet the requirements for eligibility for participation in co-curricular activities.

A student should be aware of their status with the college at all times and shall inform the concerned organization of their status when seeking or continuing in leadership positions. In order to participate an individual should:

- apply or receive consideration for an appointive or elective office
- campaign for an elective office
- hold an elective or appointive office
- receive special honors, and receive an appointment to serve on an all-campus committee, or to serve in leadership roles in any College or student publication program, athletics, or paraprofessional staff in the Office of Student Life.

In addition, all students must:

- maintain a cumulative grade point average of 2.0 or better
- be enrolled in and maintain a minimum of nine semester hours of college credit or
- be full-time per semester, and
- must not be on academic or disciplinary probation.

Organizations or groups may make, with the consultation of the Office of Student Life, such additional eligibility requirements as they deem necessary. These additional requirements cannot be discriminatory or in conflict with College policies. Each student organization, with the assistance of the advisor, is responsible for compliance.

Any student who does not meet these requirements and is still interested in an active appointed or elected position can request a review of their specific case by the Dean of Students. Office of Student Life staff members reserve the right to discuss this request with the student's academic advisor.

Any individual having a complaint, grievance, or question concerning selection, conditions of, membership, or treatment by an organization or group shall address the matter in writing to the Office of Student Life. If, in the opinion of the Dean of Students or designee the grievance concerning the organization's or group's practices has merit, the matter will be referred to the Dean of Students and reviewed using the student conduct procedures for student organizations outlined in the Student Handbook.

*Please Note: If a student organization fails to meet these obligations for longer than one semester, they will be placed on inactive status and have to go through the re-recognition process.*

## Sponsoring Events and Parties

### *Overview*

While these programs are generally provided for the members of the campus community, others may be invited to participate in college activities. On the occasion when admission fees are charged for a campus event, the funds raised should be used to defray the costs of an event, and/or to support the sponsoring organization's activities and philanthropic projects.

Remember that there are several important steps involved with hosting a program, and there are a number of policies you should remember. Use the guide found in this section of the handbook to ensure that your programs are successful and in compliance with all Eureka College policies and procedures.

Student groups and organizations planning and conducting their activities bear the responsibility for doing so not only in accordance with College regulations but also civil law. Student groups accept the responsibility of conducting their activities consistent with the goals and objectives of Eureka College.

### *Event Registration*

All activities of any approved student organization should be scheduled in the Office of Student Life.

This includes events that are held off campus by an on-campus organization.

- An Event Registration form needs to be completed for the Director of Student Engagement before an event is officially registered.
- For convenience of the organization, completion of the Event Registration form approved by the Director of Student Engagement provides the following: official registration for facilities, inclusion on the College's events calendar, and approval to hold such function.
- Cancellation of functions should be made through the Office of Student Life and should be made as early as possible.

### *Event Contracts*

Many performances may require a student organization to enter into a contractual agreement with the performers, musicians, speakers, or other guests. Student organizations, when entering financial contracts, will present for review full contracts to the Director of Student Engagement and/or the Dean of Students prior to any commitment.

Please note that all contracts require final approval and signature from the Vice President and Chief Financial Officer of the College.

When negotiating contracts, these groups should be aware of the following:

1. All business terms (for example, monetary) should be spelled out clearly;

2. All parties should have their responsibilities spelled out clearly;
3. Be certain that your organization is able to do everything for which it is responsible;
4. Be certain that there are no terms included, which you do not understand (ASK QUESTIONS);
5. Be certain that the obligations of each party is fair (for example, each party is required to carry insurance, not just one);
6. Make sure that ALL important terms are contained in the written contract (not in a verbal agreement). If the other party fails to include all verbal terms in a written contract, walk away.

### *Event Admission Fee Policies*

Any student organization that is hosting an event, in part or in whole, with funding provided by the College (including all departments and offices) may not charge any cost for admission to the event. A student organization may sell tickets to an event that is self-funded before and at the time of an event. Ticket sales may be used in fundraising efforts, philanthropic efforts, or in an attempt to offset the cost of a given event.

### *Events with Food*

Eureka College has an exclusive contract with Quest, so catering at any event on campus must be provided by Campus Dining Services. Outside food may be donated or provided by another caterer with approval by the Campus Dining Services Manager.

When hosting bake-sales, cookouts, special dinners, and other events with food, it is important that the health and safety of all participants is insured. While handling food, follow these guidelines:

- Always wash hands before handling food;
- Wear gloves whenever serving cooked or ready-to-eat foods;
- Gloves should be changed as needed;
- Do NOT reuse gloves if torn or contaminated, or if they have been taken off;
- Make sure that all equipment has been thoroughly cleaned and sanitized;
- Keep raw foods separate from cooked and ready-to-eat-foods, as this helps to avoid the transfer of bacteria and cross-contamination;
- Cold foods must be kept in ice-filled coolers or refrigerators, at a temperature at or below 41 degrees Fahrenheit;
- Hot foods must be kept above 140 degrees Fahrenheit;
- All processed meats (for example: ground beef, or hot dogs) must be cooked to a temperature of 165 degrees Fahrenheit to kill bacteria. No rare hamburgers may be served.
- Food should be served immediately following preparation.
- Large events with food, not provided by Quest, may require health department review and approval.

### *Posting and Publicity Policies*

All materials posted must be approved by the Office of Student Life. Materials promoting or displaying any alcohol or alcohol manufactures, illegal drugs or offensive language will not be posted. Materials posted without permission will be taken down. Materials posted will remain up for no more than two weeks. Postings are not allowed on outside doors.

All publicity must include contact information/host information and an accommodation statement. The statement should read:

*“To request special accommodations to participate, please contact [Host Name, Host Email].”*

### Bulletin Boards

All announcements/posters must be approved by the Office of Student Life. All announcements/posters are allowed to be posted for 2 weeks prior to the event.

In order to maximize bulletin board use, announcements/posters larger than 11” x 17” will not be used. All must be placed on bulletin boards only. They may not be placed on walls, windows, or doors. Student groups publicizing off-campus activities MUST include on the flyer: The College provides for the distribution of literature by RSOs and academic departments. The following guidelines apply:

- Only members of a student group or academic department may distribute literature;
- Only literature deemed appropriate by the student organization and the college may be distributed;
- The literature shall clearly identify the student organization or department responsible for the literature;
- The material must state that the views presented in the literature are not necessarily those of the college;
- Once event is over, group is responsible for removing publicity and posters.

Any organization in violation of the above guidelines may have their publicity removed, or in extreme cases, be subject to the judicial process.

### Banners

The placement of banners and posters on the exterior of campus buildings shall be reserved for the promotion of general college events. The approval by the Dean of Students shall be required to post banners and posters on the exterior of campus buildings. Maintenance should be contacted for the actual placement of such materials after approval is received.

### Sidewalk Chalking

Chalking is allowed on all sidewalks as long as it does not have any derogatory references to race, ethnicity, religion, sex, sexual orientation, disability and other

personal characteristics. All chalking must be at least 10 feet away from all building entrances (to prevent tracking chalk into the buildings). Sidewalk chalking is limited to on campus events and meetings. This must be approved by the Office of Student Life.

### ECTV

Items for submission to the ECTV message board should be sent directly to [ectv@eureka.edu](mailto:ectv@eureka.edu). Allow at least 5 business days prior to the date you expect the information to “go live”.

If you choose to create your own graphic slide, please adhere to the following recommendations:

- Use “landscape” formatting. Size should be 1280 (width) x 720 (height)
- Submit either a .jpg or a .png file
- Keep the information brief. The slide will air for 25 second intervals. Remember, you have a passive audience who will almost never pause to read the entire slide. Your favorite words should be: “for more information...”
- Use the largest fonts and sizes possible for graphics and text.
- Avoid any unnecessary background designs, symbols, or drawings.

ECTV Staff will also be happy to create a visually-appealing slide. Simply include in your email the basic “who, what, when, where” information and any relevant logo, picture, etc.

### *Political Activities*

Student organizations are allowed and encouraged to sponsor events featuring political parties, elected officials, government officers, political campaigns, and/or political candidates. This will not be construed as an endorsement, by the College, for any particular person, group, or idea, as anyone is welcome. Any candidate, party, or official who is distributing literature, must include in their literature, a statement that the presented views are not necessarily the views of Eureka College.

### *Demonstrations*

Inherent in the constitution is the right of peaceful assembly for the purpose of protest. Although a college student, by their enrollment, is not stripped of their constitutional right to engage in symbolic speech in the form of demonstrations, it has been ruled by the courts that the exercise of such a right is not absolute and unlimited.

1. Students are asked to work with the Office of Student Life including following the Campus Free Speech guidelines as outlined here, <https://www.eureka.edu/student-life/free-speech-statement>.
2. Demonstrations must not infringe upon the rights of other students who are continuing their daily routine on campus.
3. Demonstrations may not take place inside any college classroom building, this being consistent with the regulations that state —obstructing or disrupting

teaching, research, administration, disciplinary procedures, or other college activities on the college premises is a violation of the Code of Conduct.

4. Demonstrations may not block access to any college building or hamper normal traffic flow.
5. Demonstrations must be peaceful and nonviolent in nature.

### *Movie Showings/Film Screenings*

Student organizations are advised that federal copyright law restricts the use of videocassettes and DVDs/Blue Rays to private showings. Public performance without prior written consent of the holder of the copyright is prohibited under federal law. Therefore, student organizations may not show any film without purchase of a license agreement. Please work with the Director of Student Engagement if your student organization wants to host a movie screening.

In certain circumstances, some regulations permit that videos with limited public performance rights may be shown in a classroom, screened by a public group that is not charged for the viewing, or transmitted on a closed-circuit system within a building or on a single campus. All student organizations are responsible for understanding the regulations regarding the type of film they wish to screen.

### *Speakers, Concerts, Comedians, and Other Public Performances*

The rights of students to invite and hear any person of their choice is governed by the policy outlined in Chapter VI of the Faculty Handbook. That policy indicates that any recognized group may invite any speaker it wishes, subject to scheduling policies, assurance of ample funds, and the speaker's consenting to a question and answer period immediately following the presentation. Every precaution should be taken to maintain the highest level of excellence and understanding.

In order to host an event, featuring guest speakers, concerts, comedians, or other public performances, a student organization must register the event with the Office of Student Life. The student organization hosting the event is responsible for working with the guests, speakers, or performers, and ensuring all proper payment and scheduling.

Visiting speakers, concerts, comedians, and other public performances must be registered and approved by the Office of Student Life. When hosting a speaker on campus, student organizations must provide the biography and resume of the performer AND a written description of the content and purpose of the performance with the event registration form.

### *Fundraising Activities & Solicitation*

Student organizations may engage in fundraising activities held on campus, with the approval of the Office of Student Life. When registering an event using the Event Registration Form, student organization will have the option to indicate if the event is a fundraising activity. If a student organization wants to fundraise at an athletic event, they

will need to work directly with the Athletics department to schedule the event and get approval.

All student organization fundraising activities must be congruent with or connected to the educational purpose of the college. Below are some steps for effective fundraising initiatives:

- Prepare a prioritized list of all programs or activities that require funding. Pursue only those activities that seem to engender the collective commitment of the entire organization.
- Decide how many fundraising options are needed to pursue a goal. One fundraising option or source can be enough for a single event. However, for funding an entire Organization's budget, a series of events, or a large project, it might be best to pursue multiple options.
- Be sure to take time to discuss with all group members, the goals, objectives, and the best options for securing funding since effective fundraising requires a collective effort. Also, people take ownership over what they help to create.
- Begin planning for a fundraising event weeks in advance to allow for ample planning and publicity. Like any well-planned event, an RSO should establish a calendar early on, working back from the date of the event. Important deadlines for room or table reservations, invitations and publicity should be mapped out in advance.
- Delegate! Involve the members of your organization in the various tasks needed to ensure that the program is successful. Depending on the size of the event, an RSO may need committees or some committed individuals. Make sure new volunteers understand what they are signing up for, and use people's talents and interests to the benefit of the project.
- Create a detailed budget for the activities that would likely attract funding. Be sure that you have sufficient funds to cover the costs, such as facility charges, advertising, props, etc. A detailed budget is critical to define a fundraising goal and to ensure proper oversight of the funds collected.
- Reserve the location needed and schedule the event at least 10 business days in advance.
- Plan a marketing strategy. Be creative! Identify an audience, and then tailor publicity efforts to target that audience.
- Plan and execute the event, utilizing publicity to enhance the message and image of the group on campus.
- Thank the people who helped, whether they are members of the organization, people on campus, or members of outside groups that provided assistance.
- Evaluate the program by asking all participants what they thought of the event. Have the group that planned the event identify the things that could have been done differently, and what could have gone better.

- Leave a record for the next person. Save information in a program planner or binder to pass it on to the next generation of leaders for the organization. Program planning is made easier when one can build upon the successes of previous programs.

*Alcohol at Student Organization Events (On and Off Campus)*

Student groups and organizations who want to serve alcohol at an event or social function must:

- Register the function with the Office of Student Life and execute the required paperwork (Contract of Terms) at least 3 business days prior to the function. (Required event registration paperwork can be obtained in the Office of Student Life or under the Student Resource area of the Student Life webpage.)

*Note: Approval of the event by the organization advisor is required at event registration.*

- Designate one (1) organization member, per 30 attendees, to serve as Social Host(s) for the event. Social hosts must attend an alcohol education session, hosted by the Office of Student Life prior to the function, be in good standing with the college, remain sober during the event, serve as the point of contact for the event, and ensure proper protocols, as outlined in this policy, are being enacted and followed.

*Note: Social Hosts will be approved by the Office of Student Life when the event is approved.*

- On-campus social functions where alcohol is permitted may last up to 4 hours and cannot extend past 1:00 am.
- Provide and serve adequate amounts of food and non-alcoholic beverages throughout the function, free of charge.
- Present for approval check-in procedures and age verification (guest list/checking of IDs, and wristbands) to clearly identify who is of legal age to possess and consume alcohol at the event.
- Present a full list of attendees (that includes first name, last name, date of birth and Eureka Student ID #, if a current student) to the Office of Student Life within three (3) business days after the event.

In addition, the following conditions must be met:

- Social functions where alcohol is present can be restricted on campus during special events (i.e. Reagan Weekend, Family Weekend, exam week) and other times designated by the Dean of Students.
- The use of alcohol at any membership recruitment, initiation function, or new member education is strictly prohibited.
- All nationally affiliated organizations must abide by both the College policies as well as their national policies. Organizations must complete all required

paperwork for any events, reports, or programs requested by headquarters staff or representatives in addition to the College related paperwork.

- A campus security officer will be made aware of all on-campus social functions where alcohol is permitted. If an officer is unavailable, the Office of Student Life professional staff member on duty will be made aware of the event.

Student activity fee funds may not be used, directly or indirectly, to purchase alcoholic beverages of any kind.

Neither Eureka College's name, logo, nor the names of any organization affiliated with the College, may be used with any commercial sponsorship relating to alcohol: i.e. beer distributors, bars, beverage companies, etc., unless approved by the Dean of Students.

The number of guests at an event cannot exceed fire code for the event space. For information about fire code regulations on-campus, visit the Office of Student Life. Contact the venue for off-campus events.

References to alcohol in all types of publicity is prohibited, without approval from the Dean of Students.

Student organizations wishing to host an event with alcohol on-campus must meet the contractual and licensure requirements of the campus food service provider. Reach out to the Office of Student Life for specifics.

#### *Event Check-In and Age Verification Protocols*

Student organizations hosting an event or party with alcohol must follow the below guidance related to check-in and age verification protocols:

- One centralized location should be established for event/party check-in and age verification checks.
- Upon entrance to the event, each attendee must present a government-issued ID for age verification. Wristbands, or other easily identified markers, should be distributed to guests who are of legal drinking age.
- A list of attendees, including first and last name, date of birth, and Eureka Student ID # (if applicable) should be collected when guests arrive at the event. Following the event, the attendee list must be turned in to the Office of Student Life within three (3) working days.

## Starting a New Student Organization

### *General Information*

The experiences and interaction encountered in organizational activities are a very important supplement to the academic experiences a student receives. In order for a group of students to use College facilities, such as rooms and bulletin boards, equipment or outdoor space, they must form an organization and receive official College recognition.

Many students will be able to fit into an existing group of their choosing. If a student is interested in forming a new organization, a group must:

1. Consult with the designated Office of Student Life staff member;
2. Recruit members to your proposed organization by holding informational meetings if needed, and find an advisor from the Eureka College faculty, staff, or administration;
3. Write a proposed constitution using the guidelines outlined in the Student Organization Handbook.
4. Submit a copy of your proposed student organization constitution, a list of at least five members, and the name of an advisor to the Office of Student Life.

### *Writing and Proposing a Constitution for New Student Organizations*

Every organization will need to have a constitution. There are several important elements to remember when writing the constitution. If an organization fails to include one of the following, it may slow the process of recognition or result in a denial of a proposal for organization recognition.

New constitutions must include (in no particular order):

1. Assurances of compliance with Eureka College policies and procedures;
2. Assurances of compliance with the rules and regulations outlined in the Constitution and
3. Assurances of compliance with Federal, State, and Local laws;
4. Provisions on eligibility for membership;
5. Provisions on event attendance requirements;
6. Qualifications for members in good standing;
7. Standards for officer elections;
8. Rules for the conduct of meetings;
9. Policies for the creation, revision and publication of agendas and minutes;
10. Provisions on voting eligibility;
11. Standards for the removal or impeachment of officers - including due process;
12. Provisions on constitutional amendments and amendments to by-laws (if applicable);
13. A statement that all amendments must be approved by the Student Senate;
14. Standards regarding fundraising, financial oversight, and the administering of funds;

15. By-Laws (if applicable);
16. A statement of non-discrimination; and
17. A statement on Rules of Procedures (i.e. Robert's Rules of Order or some other procedural regulations).

### *Approval Process*

Once all required materials have been submitted to the Office of Student Life, and after the application has been reviewed to verify all elements are complete and that the constitution meets all requirements, it will be given to the Student Senate for approval. Once approved by the Student Senate, the application will be reviewed by the Director of Student Engagement and/or the Dean of Students for final approval.

### *Reactivating an Inactive Student Organization (ISO)*

Eureka College has many active student organizations on campus, but there are even more that have been inactive for some time. If a student cannot find the right organization, but does not wish to form a brand new group, they may wish to restart an Inactive Student Organization (ISO).

In order to reactivate an inactive student organization a student must:

1. Consult with the Office of Student Life to confirm that the group is inactive. If a group is active, the student will be encouraged to join. If the group is inactive, the student will be given contact information regarding the previous advisor, and, if available, a copy of the group's original constitution;
2. Recruit members by holding informational meetings if needed, and find an advisor from the Eureka College Faculty, Staff, or Administration if the previous advisor is unavailable;
3. Review and revise the original constitution using the guidelines outlined in Eureka College Handbook for Student Organizations.
4. Submit your completed Application for Organization Recognition, with a copy of your proposed student organization constitution, a list of at least five members, and the name of an advisor to the Office of Student Life.

After reviewing the proposal, the designated OS� staff member will forward the proposal to the Student Senate for approval and reactivation. If the proposal is approved by the Student Senate, then the student organization will be re-activated.

# Greek Life Policies and Procedures

## *Overview*

Fraternal organizations have been an important part of college life on the Eureka College campus for well over 100 years. During that time, the contributions of Fraternal organizations have been positive and valuable to the social and academic development of Eureka College students. The College reaffirms its support of the value of these Fraternal organizations and remains committed to continuing and building upon those positive attributes of the Fraternity and Sorority Community.

## *Greek Council*

The purpose of the Eureka College Greek Council is to support and enhance the Greek system in all endeavors conducted and planned by the Eureka College community which enhance academic excellence and campus life. The Greek Council allows Greek organizations to combine their resources to reach goals and objectives and serves as a vital communication source between the Greek organizations and the College. Attendance and participation in Greek Council meetings and programs is encouraged and required.

## *Nationally Affiliated Organizations*

At all times, fraternities and sororities agree to abide by both the College policies as well as their national/international policies. Chapters must complete all required paperwork for any events, reports, or programs requested by headquarters staff or representatives. All NPC, NIC, and FIPG rules apply at all times.

## *New/Associate Member Process and Procedures*

In order to provide consistency in operation and procedures, eliminate miscommunication between individuals and the college, and ensure fairness to each individual member and organization, the following procedures and protocols direct the operations of Greek organizations at Eureka College.

## New Member Eligibility

Eureka College requires students to achieve a minimum grade point average of 2.0 before joining a Greek Organization. Some campus Greek organizations require a higher GPA for membership.

## New Member Recruitment Process

Formal recruitment for all incoming students to Eureka College will take place at the beginning of each spring semester. The exact dates of formal recruitment are determined by the Greek Council and scheduled on the College Calendar. Informal recruitment activities are typically held in the Fall semester. In order to join a Eureka College Greek Organization, freshmen, upper-class, and transfer students must participate in either formal or informal recruitment activities. The amount of participation needed for eligibility is determined by the Greek Council and the Office of Student Life Greek Advisor. Rules and guidelines regarding recruitment and new/associate member

eligibility are distributed by the Office of Student Life before formal recruitment each year. Written notification will be sent by the Office of Student Life to each chapter president regarding those with new member/associate member eligibility qualifying them to go through the recruitment process. Eligibility may also be withheld due to disciplinary probation or outstanding debt to the College.

#### New/Associate Member Confidential Information Release and Non-Hazing Policy Affirmation

When a student accepts a bid to join a fraternity or sorority, he or she must complete and sign a Confidential Information Release and Non-Hazing Policy Affirmation form in the Office of Student Life. This waiver formally identifies the student as a part of that organization until the Office of Student Life is officially notified differently. It also gives the College permission to release that student's grades to the fraternity or sorority.

#### New/Associate Member Education Programs

New/associate member education programs may begin immediately following the conclusion of the recruitment process. New/associate member education programs are not to exceed six weeks in length. The exact date of this deadline should be discussed in Greek Council meetings and promoted to each organization no later than January of each year. Organizational activities shall not conflict, nor allow the activities of their new members to conflict with the academic responsibilities of faculty or students, nor shall these activities conflict with regularly scheduled college activities. A general outline of each chapter's new/associate member program should be given to the Greek advisor no later than the first day of recruitment of each semester. All major activities should also be scheduled on the college calendar through the event registration process. The outline does not officially schedule an event.

#### New/Associate Member Initiation

Initiation of new members must be approved by the Office of Student Life. A Request to Initiate form must be completed and turned in to the Office of Student Life at least two weeks before the planned initiation date. The Request to Initiate form must be approved by the Business Office, the Office of Student Life, and the Records Office. The original copy of this form will be returned to the organization's president. If an individual is not approved for initiation for financial or disciplinary reasons, notice will be given so the situation can be investigated using the Student Conduct Procedures outline in Eureka's Student Handbook.

#### Whistle Blower Protection

Individuals active within a student organization who report violations of College policy affecting their own group may do so under conditions of anonymity. Organizational officers are entitled to specifics of the accusations made but shall not be entitled to the name of the individual reporting these violations. As members representing a specific group, the information provided to college authorities shall be considered valid. Such reported incidents shall be investigated. Anonymity is not extended to those individuals from outside the organization membership who may make charges of wrongdoing.