



Student Organization Handbook

2019 - 2020

Eureka College – Student Organization Handbook

Table of Contents

Student Organizations at Eureka College – The Basics

- Overview 2
- Types of Student Organizations at Eureka 2
- Student Organization Responsibilities and Expectations 3
- Faculty or Staff Advisor Requirement 3
- Risk Management 4
- Hazing Policy 4
- Student Leaders’ Summit Requirement & Bi-Annual Registration Requirement 5
- Student Organization Benefits and Privileges 6
- Eligibility for Student Organization Membership 6

Sponsoring Events and Parties

- Overview 8
- Event Registration 8
- Event Contracts 8
- Event Admission Fees Policy 9
- Events with Food 9
- Posting and Publicity Policies 9
- Political Activity 10
- Demonstrations 10
- Moving Showings/Film Screenings 11
- Fundraising Activities and Solicitation 11
- Speakers, Concerts, Comedians, and Other Public Performances 11
- Alcohol at Student Organization Events 12
- Event/Party Check-In and Age Verification Protocols 13

Starting a New Student Organizations

- General Information 14
- Writing and Proposing a Constitution for a New Student Organization 14
- Approval Process 14
- Restarting an Inactive Student Organization 15

Greek Organization Guidelines

- Overview 16
- Greek Council 16
- National Affiliated Organization 16
- New/Associate Member Processes and Procedures 16
- Whistle Blower Protection 21

Student Organizations 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. Registration can be done online at: <https://www.eureka.edu/student-life/find-your-organization/student-clubs-and-organizations>
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. The officers for each student organization are responsible for attending the annual Student Leaders' Summit facilitated by the Office of Student Life.
10. 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 Leaders' Summit & Annual Registration Requirement

Each year, student organizations are **REQUIRED** to register with the Office of Student Life each semester. Any student organization failing to participate may lose its recognition.

Registration is an easy process:

1. Each student organization must semesterly complete the online Student Organization Registration Form at <https://www.eureka.edu/student-life/find-your-organization/student-clubs-and-organizations>.
2. Each year, at least one officer from every student organization must attend the Student Leaders' Summit session hosted by the Office of Student Life. The Summit ensures that all leaders of student organizations understand their roles in their organizations and the processes and policies that govern student organizations at Eureka College.

After completing the registration form and attending the Student Leaders' Summit, an organization is officially recognized. Any organization that fails to complete the registration process by the appointed deadlines may lose recognition and the rights and privileges associated with being a fully recognized and registered student 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 Student Senate
- 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 his/her status with the college at all times and shall inform the concerned organization of his/her 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 his/her 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 must be scheduled in the Office of Student Life. This includes events that are held off campus by an on-campus organization.

- A Event Registration Form needs to be completed in the Office of Student Life before an event is officially registered.
- For convenience of the organization, completion of the Event Registration form signed by the Office of Student Life provides the following: official registration of facilities, inclusion on the Student Engagement Calendar, and approval to hold such function.
- Cancellation of functions and facilities should always 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 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
5. QUESTIONS);
6. Be certain that the obligations of each party is fair (for example, each party is required to carry insurance, not just one);
7. 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 Sodexo, 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 Sodexo, may require health department review and approval.

Posting and Publicity Policies

All materials posted must be approved and stamped 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.

After authorization, one copy of the material(s) will be retained for our records. Once material is approved for distribution, a stamp of approval must be placed on all materials for distribution.

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

- Posters must be submitted for ECTV as either a JPG or PNG
- There must be two poster sizes submitted: 1920 (W) x 1080 (H) and 1360 (W) X 768 (H)
- ECTV posters must meet the same guidelines as other advertisements.
- Submissions should be sent as attachments to studentservices@eureka.edu

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. As a courtesy, students are asked to inform the Office of Student Life. If the group would like the demonstration to be placed on the scheduling calendar, OSL will assist with that.
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.

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. To reserve a table to fundraise at an athletic event, you must complete a separate downloadable form online to be submitted to athletics. The form can be accessed at: <https://www.eureka.edu/file/188>.

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 5 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 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, remain sober during the event, and be in good academic and social standing with the College.
Note: Social Hosts will be approved by the Office of Student Life when event is approved.
- On-campus social functions where alcohol is permitted may only last 3-4 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.
- Upon request, 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 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/international 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 and monitor all on-campus social functions where alcohol is permitted. If an officer is unavailable, the event will be monitored by the Office of Student Life staff member on duty.
- Student activity fee funds may not be used, directly or indirectly, to purchase alcoholic beverages and/or illegal drugs/controlled substances 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/Party 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 may be requested by the Office of Student Life or Campus Police.

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 advisor;
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 Dean of Students and the faculty Student Life committee 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, he or she 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 OSL 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 mis-communication 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 2.25 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.

Fraternity Recruitment Policies and Procedures

The rules and regulations are the current standing recruitment rules for the Greek Council Fraternities. These rules were voted upon in Greek Council in the spring semester of 2017. It is

expected that all rules are followed and adhered to and if violated chapters will be referred to the *Greek Council Judicial Board* for review.

Overview

Definition of Formal Recruitment: Formal Recruitment is held during the Spring Semester of each year on dates set by the current Greek Council officers with the first Greek Life sponsored event (Informational Meeting) and ending with bid signing.

Definition of Informal Recruitment: Any recruitment process outside of the formal recruitment time-period set by Greek Council.

- Greek Council will arrange, by the end of each fall semester, a general information pamphlet on all member fraternities to be distributed to all male students at the College, with the main emphasis on the freshman male population.
- No fraternity shall make any recruitment function mandatory which will prevent a potential new member from attending any required function of Eureka College or any other recruitment event.
- If evidence exists of the above infraction, an immediate referral will be made to the *Greek Council Judicial Board* for the hearing and if found guilty, a minimum of fifty (\$50.00) dollars will be levied against fraternity charged with the infraction.
- No fraternity shall host a party that conflicts with a formal recruitment event.
- In accordance with the North American Inter-fraternity Council (NIC) Standards, all recruitment activities must be alcohol free including formal and informal recruitment activities.

Formal Recruitment Parties

1. Each fraternity will be able to host recruitment parties on dates and at times designated by Greek Council.
2. During the course of each recruitment party, no fraternity shall present potential new members with false information about itself or make slanderous remarks about any other fraternity or individual person.
3. In the event that a video or other form of multimedia presentation is shown during the course of a presentation, alcohol should not be, in any way, form or fashion, promoted or shown at any time. Slanderous acts and rude portrayals shall not be tolerated.

Eligibility for Formal Recruitment

Any second semester male freshman, upper-class, or transfer male student at Eureka College is eligible to participate in formal recruitment provided:

1. Each potential new member must have a minimum GPA of 2.25.
2. Each potential new member must register for Formal Recruitment with the Greek Council Advisor.

Bids

1. A bid is a formal invitation extended by a fraternity to a prospective new member for the purpose of affiliation with that fraternity.
2. In order to receive a bid, a prospective new member must meet the GPA requirements.

3. Each fraternity must submit their formal bid list to the Greek advisor by the specific time and date set forth by Greek Council.
4. Eligible new members will receive their bids at a time and place designated by Greek Council.
5. New Members will be allowed to wear their new letters only after accepting their bid, at the discretion of the chapter.
6. Any individual accepting a bid must do so in writing no later than the time designated on the day bids are extended, unless excused by the Greek Council Advisor. If an individual fails to sign his bid during the allotted time, the individual is only eligible to sign under the Open Bid Policy.
7. An open bid is any bid given, received, or signed during the informal recruitment period.
8. No open bids may be given out during the formal recruitment period.
9. No male student attending Eureka College may receive a promise of a bid before he has attended his first class at Eureka College.

Sorority Recruitment Policies and Procedures

Sorority representatives of Eureka College Greek Council promote unity and understanding among chapters within our Greek community and strive to uphold honesty and respect to the greatest of our ability and in all aspects of our mutual endeavors. It is the goal of these Sororities to lead by example, thereby holding ourselves accountable with the promise to maintain the highest degree of respectability within ourselves and our fellow sororities. Therefore, they make every effort to promote fairness and deem it an obligation of our responsibilities to thus sustain these lofty ideals within each facet of our duties.

Sorority members at Eureka College will uphold respect for their individual sorority, other Eureka College sororities, the Office of Student Life, and the Recruitment Rules that have been put in place. Sorority members will promote only the overall College Sorority Community outside of scheduled Recruitment Activities.

Recruitment Eligibility

Any woman who is enrolled as a full-time, undergraduate, degree seeking student at Eureka College is eligible for Sorority Recruitment. Freshman women must wait until their second semester to go through Formal Recruitment.

Statement of Positive Sorority Contact

All College Sororities should promote and encourage positive-spirited contact with potential new members at all times, year-round. Silence is intended for a short time period- not more than 24 hours- from signing the Membership Recruitment Acceptance Binding Agreement (MRABA) until bid distribution. Additional silence rules are not desirable, because they can suppress participation in recruitment and stunt growth in your Greek community. Greek Councils are encouraged to eliminate all silence and no-contact statements from their recruitment rules, except for the strict silence required during the short time period between preference and bid issuance. All member groups are expected to display ethical behavior at all times. Ethical behavior means adhering to local Sorority rules. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member groups by fair play.

Statement of Values-Based Recruitment.

We, the sorority members of Eureka College Greek Council, pledge to promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the chapter's values, and connect to these values.

Definitions and Policies

- Formal recruitment is defined as the time beginning at the General Recruitment Meeting through the end of Bid Day.
- All members, new members, and alumnae are responsible for knowing and observing the recruitment rules.
- A potential new member is considered any woman who has registered for recruitment.
- Recruitment Team is comprised of Greek Council Executive members.
- Alumnae must wear nametags designating them as an "alumna" and may not influence or be a part of final new member selection decisions.
- All three sororities will agree upon any time specifications. Sororities are responsible for reserving their own facilities.
- The General Recruitment Meeting is held for PNMs to meet the Greek Council's Recruitment Team and the Greek Life Advisor and to learn about Recruitment. This meeting shall be held before the start of the formal recruitment process.
- In accordance with National Panhellenic Council (NPC) Unanimous Agreements, no membership recruitment activity shall include men or alcohol. This policy shall be in effect from the beginning of formal recruitment until 24 hours after the acceptance of bids to membership. There is one exception; men are allowed to assist sorority members for event set-up (moving furniture) and may do so after PNMs have exited the location.
- In accordance with NPC Unanimous Agreements, NPC fraternity members shall not suggest to any potential member that she refuse a bid from one group in order to wait for a bid from another group or suggest that a potential member list only one choice on her membership recruitment acceptance.
- In accordance with NPC Unanimous Agreements, NPC fraternity members will not participate in men's formal recruitment.

General protocol for sorority members

- No Sorority member shall give anything to a PNM or accept anything from any PNM during formal recruitment. Examples include, but are not limited to, written notes, letters, or gifts.
- There will be no promising of any bids, directly or indirectly, by any sorority member, new member, alumnae, or national fraternity representative.
- You are allowed to promote your organization by may not discourage PNM from joining other organizations in their promotions.

Party Specifics

Formal Recruitment Parties

1. Parties can last up to 2 hours with the start time and end time set forth by Greek Council. PNMs are not allowed in the doors of the party before the party time begins nor stay after the end party time.
2. Greek Council officers will do a party check before and after the party.
3. PNMs are required to attend ALL recruitment parties to receive a bid, unless excused by the Greek Council Advisor prior to the party.
4. The order of the recruitment parties will be decided each semester by chapter preference list.

Preference Sheets

- Signed immediately after the last Preference Party that each PNM attends.

Infractions

Definition

- An infraction is defined as a chapter willingly or unwillingly breaking the above recruitment rules that were approved by Greek Council.

Infraction Sanctions

- The sanction given to the accused chapter will be determined on a case by case basis and the severity of the punishment will be based on the severity of the infraction.
- Infractions sanctions will be a minimum of fifty (\$50.00) dollars.

Bid Night

- Bid night is the last night of formal recruitment.
- Bid night is a DRY night (no alcohol allowed).
- Bid night activities must end by 11 PM.
- Bid night will begin at the time set forth by Greek Council.
- Per Eureka City Ordinance, chanting and loud noises must cease by 8 PM.
- Chapters can pick up their bid list from the Greek Council Advisor at the time set by the Greek Council Advisor.

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.



Eureka College Fraternity/Sorority Preference Form

I, _____ (please print), contest that the preference(s) listed below are my preference by choice. I agree to be matched to the fraternity/sorority that lists me as well as their preference with the understanding that I may not be matched to my first choice.

I am financially sound with Eureka College, meet all academic requirements needed to be a new member of this organization, and am in good standing with the College. I understand that I will not be matched if I am found to be in violation of any of the above.

I am aware that the College's academic benchmark for joining an organization is a minimum of a 2.0; however, I also understand that Greek Council has a minimum of a 2.25, while many of the Greek Organizations has a higher minimum GPA average. If I do not meet this benchmark, I will not be matched. I allow the fraternity/sorority that I am matched with to view all my Eureka College midterm and final grades for every semester that I am a part of the group.

I also contest I have attended all of the events required for the recruitment process, been to the recruitment informational meeting or met with the Greek Council Advisor.

Signature _____

Date _____

Fraternity/Sorority Preference

1 _____

2 _____

3 _____



Office of Student Life

BID ACCEPTANCE

Confidential Information and Non-Hazing Policy Affirmation

Date: _____

I, _____, am accepting the invitation of

_____ Greek Chapter
to become a new member.

Education Record Release

As a new member of a Greek Letter Organization I also authorize the Office of Student Life at Eureka College to access my education record. I understand that my grades and GPA will be checked related to Good Standing, Local/National/International Chapter Reports, Awards and Recognition, generating semester and cumulative chapter totals and additional official Greek-Life business.

I understand that my grades are to be released only to the proper chapter authorities (President, Scholarship Officer, Advisors) by the Office of Student Life and that my EC Student ID number will be safeguarded.

Hazing Policy 01:72

Approved 5/98

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, 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 pledging, initiation, and 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 state and federal laws. Therefore, activities of all campus organizations must respect those 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.

By signing below, I have read and understood the:

- The Eureka College Hazing Policy
- Education Record Release Policy for Greek Life at Eureka College and understand the Policy follows all current FERPA* guidelines.
- Also by signing I verify that I am a current student at Eureka College
- Finally, I understand this agreement is binding during my entire undergraduate affiliation with the organization. This agreement will only be voided if suspension, termination, or inactive status is granted from my organization.

Legal Name - Please Print

EC Student ID

DOB (MM/DD/YYYY)

Expected Graduation Date

Student Signature

Date

*FERPA – Family Education Right and Privacy Act

For more information, please see:

<https://www.eureka.edu/about/consumer-information/category/general-institutional-information/topic/privacy>

FOR OFFICE USE ONLY:

Date Received: _____ **Staff Initials:** _____



Request to Initiate Form

We, the members of _____ respectfully request permission to initiate the following new members.

First and Last Name *(please print)*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____

Please return to the Office of Student Life at least one week prior to initiation. Approval of this request will constitute final clearance for membership from the Business Office, Registrar's Office, and the Greek Life Advisor. The Greek Life Advisor will verify with the Business Office and the Registrar's Office.

New Member Educator

Chapter Advisor

Greek Life Advisor

Business Office

Records & Registration