

Lewis University

Student Organization Manual

Issued by

The Office of
Student Services

&



This organization manual was revised in August of 2016. Its purpose is to inform students of rules and regulations for student organizations
<http://www.lewisu.edu/sdl>

Collaboration for this manual has involved the Vice President for Student Services, Dean of Student Services, and the Student Development & Leadership Staff. Any questions, comments or suggestions regarding this manual should be directed to Student Development & Leadership.

Welcome

Welcome to the world of student involvement! We thank you in advance for your contributions to the Lewis community and are excited that you have chosen to get involved outside the classroom by being a part of an organization! Your predecessors have enriched the campus, enhanced learning, and enabled students to reach their potential. We are eager to see what creativity and energy you will bring to the campus.

The Office of Student Development & Leadership consists of professional and graduate staff within the Division of Student Services and is responsible for all student organizations. Our goal is to provide you with the information, support, and assistance you will need to run your organization smoothly and effectively.

The Student Organization Resource Center (SORC), located in the Student Union, is the place to go if you have questions, need to fill out forms, seek advice or direction, and receive mail for your organization, along with a host of additional resources.

As you make your mark at Lewis University, please know that we are here to help you! We are committed to developing Lewis students in mind, body, and spirit as you discover the thrills of being a part of something bigger than yourself. It is our sincerest hope that through membership in student organizations and taking advantage of the opportunities they offer, you will explore new interests and build upon your existing strengths. We are here to help you and your organization operate successfully.

The Division of Student Services and Student Development and Leadership are located in the Student Union Commons, which is in the Lewis Memorial building.

Office of Student Services	SU-124
Vice President for Student Services	Ext. 5275
Dean of Student Services	Ext. 5275
Administrative Assistant	Ext. 5275
Office of Student Development and Leadership	SU-109
Assistant Dean of Student Affairs	Ext. 5072
Assistant Director of Student Development & Leadership	Ext. 5834
Coordinator of Student Development & Leadership	Ext. 5067
Student Organization Resource Center (SORC)	SU-101
Main Desk	Ext. 5834
Graduate Assistant	Ext. 5706

Student Organization Mission Statement

The Office of Student Services is committed to providing and supporting co-curricular and extra-curricular programs and events that entertain, challenge, and promote the exchange of ideas. At Lewis University, our staff helps extend the learning experiences of the classroom through student involvement with campus programming, service learning, special events, volunteer opportunities, campus employment, and various leadership opportunities. Co-curricular activities are available to complement our strong academic tradition in order to give students a well-rounded college experience. Both are keys to collegiate success and together, represent and uphold the integrity of our Catholic and Lasallian heritage which is inherent in our University Mission.

In accordance with the University Mission statement as indicated in the *Student Handbook*, organizations may not discriminate against any student on the basis of race, religion, ethnicity, physical ability, sexual orientation, or gender.

The Student Organization Manual

The *Student Organization Manual* is designed to inform and guide officially recognized student organizations of Lewis University. Much like the *Student Handbook* sets university behavioral standards and policies for every student, this manual sets the expectations and rules by which recognized organizations shall operate. Contained within are policies for students seeking formal recognition as an organization, procedures for hosting events on campus, and rules governing the use of university money to name a few. Each student organization has privileges and responsibilities and the organization's officers are responsible for educating their members on the policies and expectations included in this manual. All recognized organizations and their members must adhere to the policies, practices, and procedures mandated by *Student Organization Manual* and the *Student Handbook*.

While the manual is thorough, not every potential situation can be foreseen. As the issuing authority, the Office of Student Development & Leadership, under the direction of the Dean of Student Services, has the right to modify, amend, suspend, or otherwise change any policy in this manual with or without prior notification to student organizations.

*****Special Note for Organizations with an off-campus affiliation:** Lewis University's *Student Organization Manual* and the *Student Handbook* take precedence over the policies or practices of any off-campus organization. While the University may cooperate with such organizations, Lewis University and its officials are not bound or compelled to honor any policy, practice, or request made on behalf of any external organization. This includes, but is not limited to:

- Other Colleges & Universities
- Greek Letter Organizations (Headquarters Offices, Alumni, Regional Officers, etc.)
- Non-Profit Organizations
- Honor Societies
- Professional Associations

Lewis University
Division of Student Services
Organizational Chart

Vice President of Student Services
Dean of Student Services
Administrative Assistant of Student Services

Joseph Falese
Kathy Slattery
Dorothy Vodicka

Directly Supervised by the Vice President of Student Services

Director of Athletics
Chief of University Police
Director of Recreation, Fitness & Wellness

Dr. John Planek
James Montanari
Jill Siegfried

Directly Supervised by the Dean of Student Services

Assistant Dean of Student Affairs
Director of Counseling Services
Director of Health Services
Director of International Student Services
Director of Multicultural Student Services
Director of Residence Life
Student Conduct Officer

Dr. Jordan Humphrey
Michele Manassah
Michelle Ronchetti
Michael Fekete
Dr. Kristi Kelly
Fred Gandy
Sean Fagan

Table of Contents

Welcome.....	i
Student Organization Mission Statement.....	ii
Organizational Chart for Lewis University Office of Student Service.....	iii
Table of Contents.....	iv & v

General Information

Mission Statement of Lewis University.....	1
Sanctified Zone Statement.....	2
Sanctified Zone Declaration	3
Definition of Terms.....	4
Charlie Awards.....	7
Advisors.....	8
Student Organization Resource Center (SORC).....	9
Posting Policy.....	10

Membership Information

Characteristics of Mission-Oriented Student Activities.....	12
Formal Recognition Process.....	12
Privileges and Responsibilities of Recognized Student Organizations and Members	12
Areas of Responsibility.....	13
Recognition of New Organizations.....	14
Scheduling Activities/Events.....	14
Advertising Activities/Events.....	15
Renewal of Recognition of Established Organizations.....	16
Unrecognized Organizations.....	16
Rosters.....	17
Deadlines and Due Dates.....	17

Fiscal and Annual Management

Funding.....	17
Budgets & Accounts.....	18
Funding Policies.....	18
Accessing Funds.....	20
Policy Violations.....	20
Fundraising.....	21
Honorary Organization Funding.....	22

Event Policy	
Definition of Event and How-to plan.....	22
Five Guidelines	
Overall Planning.....	22
General Entrance Requirements.....	23
Security.....	23
Alcohol.....	23
Accountability.....	24
Dance Event Policy.....	24
Movie Policy.....	26
Off Campus Events.....	28

Policies & Procedures

Social/Risk Management.....	28
Hazing Definition.....	28
Disciplinary Process.....	29
Organization Review Process.....	29
Student Organization Review.....	29
Organization Administrative Review.....	30
Organization Board Review.....	31
Notification of Sanctioning.....	32
Appeals.....	32
Rights of Student Organizations & Individuals.....	32
Organizations with Off-Campus Affiliations.....	33

Greek Policy

Purpose and Basic Principal Guiding the University-Greek Relationship	33
Types of Greek Organizations.....	34
Lewis University Greek Values.....	34
Lewis University Greek Formal Recognition.....	35
Greek Councils: IFC & NPHC.....	36
Greek Chapter Requirements.....	36
New Membership Procedures.....	37
Greek Life Expansion Policy.....	38

Lewis University Mission Statement

Lewis University, guided by its Catholic and Lasallian heritage, provides to a diverse student population programs for a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth.

Lewis promotes the development of the complete person through the pursuit of wisdom and justice. Fundamental to its Mission is a spirit of association, which fosters community in all teaching, learning and service. These distinctive values guide the University in fulfilling its Mission:

- **Knowledge** The result of a lifelong pursuit of learning fostered through creative and critical interaction in a community of learners.
- **Fidelity** The spirit, which recognizes God as ultimate reality, unifying the diverse forms of knowledge in the pursuit of fullness of truth, while recognizing the diversity of human experience.
- **Wisdom** The result of the integration of reflection and action developed through higher learning throughout all of life.
- **Justice** The affirmation of the equal dignity of every person and the promotion of personal and social responsibility.
- **Association** The process of forming a community of mutual respect, collegiality, collaboration and service.



SIGNUM FIDEI
SIGN OF FAITH

Sanctified Zone Statement

Hate crimes and ugly racial attacks occur all too commonly in our society, so frequently perhaps as to make us somewhat immune to the pain and injustice experienced by the victims and their loved ones. Perhaps our silent although often anguished response indirectly contributes to an environment where such atrocities are tolerated. Certainly those occurrences are not unknown on many college campuses. After all, university communities are reflections of the larger issues and tensions being experienced throughout society.

Lewis University attempts to foster a campus atmosphere that is permeated by its Mission-based values: Fidelity, Wisdom, Knowledge, Justice and Association. As such, we seek to be "A Place and a People Committed to Diversity." Accordingly, we have declared our campus to be a Sanctified Zone. That is, we aspire to be a campus where people are committed to working to end racism, bias and prejudice by valuing diversity in a safe and nurturing environment.

During the 1997 Founders Week at a special dedication Mass, we declared our commitment to and appreciation for diversity and blessed our campus as a Sanctified Zone, where respect for the dignity of each person is to be promoted.

It was the President's Transcultural Facilitation Council, which formulated the Sanctified Zone initiative. That group of twenty or so students, faculty, staff and administrators called upon the entire Lewis community to help everyone, no matter their culture, race, religion or social background, to feel comfortable, accepted and respected here on campus. Furthermore, they urged everyone to speak out in opposition to racism and in support of diversity, demonstrating an appreciation for the unique gifts and traditions of each cultural and ethnic group.

This active promotion of diversity and the opposition to all forms of prejudice and bias are a powerful and healing expression of our desire to be "Signs of Faith," in keeping with the "Signum Fidei" (Sign of Faith) component of our Mission Statement. The Sanctified Zone symbol being displayed on campus features hands reaching out to each other. It also reflects the Mission-based values of Fidelity (representing many faith traditions with similar core values), Wisdom (the integration of reflection and action to work for justice, and Association (a community of mutual respect, collegiality, collaboration and service).

Our hope is that as we faithfully progress in a determined effort to build a community of respect and concern, all students, faculty, staff and alumni will be better able to contribute to a spirit of reconciliation locally, regionally and globally. We have dedicated this effort in the memory of our beloved Joseph Cardinal Bernardin, who was such an inspiring model of all that is symbolized by our being a Sanctified Zone of tolerance, respect and social justice.

Brother James Gaffney, FSC

LEWIS UNIVERSITY: A SANCTIFIED ZONE

Inspired by the University's Mission values of Fidelity, Wisdom, Justice, Association and Knowledge, the members of the Lewis University Community declare that Lewis is a

SANCTIFIED ZONE

A place where people are committed to working to end racism, bias and prejudice by valuing diversity in a safe and nurturing environment.



Definition of Terms

Activity Request Form

Any gathering of student organizations, on or off campus, requires an Activity Request Form. The Activity Request Form is available in the Student Organization Resource Center (SORC) or Online at www.lewisu.edu/sdl. It must be completed at least two weeks prior to the event. Failure to have an approved Activity Request Form on file means the event is not a University sanctioned event. Holding an event without approval will result in a referral to the Organization Review Process.

Ad hoc Committee

Committees appointed on an as-needed basis and continue as long as there is work for them to do.

Advisor

Organizations must select an Advisor for their group that has an established association with the University as faculty or staff of Lewis University. Advisors provide guidance and direction, clarify policies and procedures, and facilitate growth and leadership within their given organization. Advisors are approved by SORC.

Appeal

A process by which a decision is challenged as outlined in this manual.

Executive Board

Refers to the elected officers of an organization. Typically, this includes the President, Vice-President, Treasurer, and Secretary.

Event

An event can take on many different forms. For the purpose of this *Student Organization Manual*, “event” is synonymous (but is not limited to) the following: activity, project, event, program, dance, celebration, step show, presentation, party, fiesta, fashion show, fundraiser, co-sponsorship, lecture, occasion, reception, gathering, gala, soiree, shindig, formal, ball and/or ceremony.

Inactive Status

Any student organization under the Judicial Review process can be placed on inactive status, depending on the severity of the violation of the *Student Handbook* and/or *Student Organization Manual*. Being inactive means the student organization is no longer recognized and all privileges will be taken away.

Judicial Review

A student organization may be up for Judicial Review if they are found in violation of the *Student Handbook* and/or *Student Organization Manual*. Sanctions against an organization are reviewed by the appropriate authority and if warranted, sanctions may be imposed.

Member

A member of a student organization is defined as a Lewis University student with a cumulative G.P.A. of 2.0 or above and in good judicial standing. All students are responsible for abiding by the policies and procedures as outlined in the *Student Organization Manual* and *Student Handbook*. Students are reminded that they represent their organization at all times, and individual action may reflect on the status of the group.

Official Reprimand

A written document from any administrative office or personnel admonishing the actions of an individual or group.

Organization Review Process

Organizations found not in compliance with the *Student Handbook* or *Student Organization Manual* will be referred to the Organization Review process. A determination will be made by the Dean of Student Services or his/her designee as to whether or not the case will be heard and at what level. It may be referred to a Student Organization Judicial review, an Organization Administrative Review or an Organization Board Review.

Probation

An organization can be placed on probation for a given amount of time as determined by a disciplinary review process based upon a violation. Any further violations would place the organization's formally recognized status in jeopardy.

Recognition**Conditional Recognition**

If at any time an organization does not meet the requirements of Formal Recognition status, the group may be classified with a status of conditional recognition which would automatically place the organization on probation thus jeopardizing status and privileges typically received.

Formal Recognition

Lewis University formally recognizes organizations whose constitutions and activities are consistent with the educational mission and Catholic and Lasallian tradition of the University. Once formally recognized, a student organization enjoys the privilege of holding meetings, sponsoring Activities/Events on campus, recruiting new members, applying for allocation of funds from student activity monies, and are required to fulfill all organization responsibilities each semester. All new, petitioning organizations must complete a recognition packet available in SORC or online at www.lewisu.edu/sdl. Approval of a new organization comes from the Dean of Student Services upon recommendation from Student Development & Leadership.

Provisional Recognition

Provisional Recognition is granted through the end of the semester in which a new group is seeking formal recognition. The organization will be re-evaluated and either recommended for Formal Recognition or continued Provisional Status. During this period of time, there is regular review by Student Development & Leadership to ensure that the group gets the appropriate guidance in its initial operation.

Removal of Formal Recognition

The organization ceases to exist due to a sanction as a result of a disciplinary review process. An organization may or may not be eligible to reapply after a designated period of time.

Renewal of Recognition

Current, recognized organizations must submit an annual renewal packet to Student Development & Leadership by a designated date at the end of each academic year in order to retain Formal Recognition status.

Sanctified Zone

A place where people are committed to working to end racism, bias and prejudice by valuing diversity in a safe and nurturing environment. Lewis recognizes that certain fraternity or sorority organizations may be open only to members of one gender as protected by federal law.

Student Organization Resource Center (SORC)

SORC is located in the Student Union Commons and is dedicated to assisting in the management of student organizations.

Suspension

A status where by an organization has lost some or all of the privileges normally afforded to a student organization. Suspensions can be either temporary or permanent. While suspension may be the result of a disciplinary review process, organizations may also be suspended by Student Development & Leadership for other reasons. For example, an organization could be placed on suspension for:

- If membership falls below the minimum requirement of members.
- If organization is found to be fiscally irresponsible.
- Failure to comply with the rules and regulations as set forth in the Student Handbook and/or Student Organization Manual.
- Or at the discretion of the Dean of Students or Director of Student Development & Leadership

It should be noted that one or all of the following might be imposed.

- Suspension of Intake Activities: The group remains inactive for a designated period of time as related to intake activity.
- Suspension of Activity Sponsorship: The organization is required not to take part in the sponsorship of any activity.
- Suspension of Financial privileges.
- Suspension of Operations: The group may not meet as an organization.
- Suspension of Formal Recognition that results in dissolving of that student organization.

Unrecognized Organization

A Student Organization that has lost official university recognition, either temporarily or permanently. Reasons for an organization to become unrecognized can include but are not limited to low membership, voluntary withdrawal, or judicial action.

Charlie Awards

SDL's Charlie Awards Ceremony is held annually to recognize Student Organizations efforts in programming around the following 11 award categories.

1. *Mission Star Award – Organization of the Year*

This award is given to the Student Organization that exemplifies the values of Knowledge, Fidelity, Wisdom, Justice and Association among its membership and throughout the events they host.

Best Organization Awards are open to Student Organizations in that particular category.

2. *Best Organization in a Social Category*

This organization is recognized for donating their time and energy to providing Lewis University students with fun and spirited event(s) in social settings.

3. *Best Organization in an Academic Category*

This organization is recognized for its academic contribution to serve the University in promoting their efforts in applying the first value KNOWLEDGE, the third value WISDOM, and the fifth value ASSOCIATION and upholds their primary allegiance to the academic purpose of Lewis University.

4. *Best Organization in a Special Interest Category*

This organization is recognized for their unique programming contributions on and/or off campus, as well as their efforts to stand out from other organizations in the same category (awards, recognitions, competitions, programs, etc.)

5. *Best New Student Organization*

This organization is recognized for its initial year's efforts to integrate itself into the Lewis University community and must have been newly formally recognized within the academic school year.

Spirit Awards are in recognition of any specific event a Student Organization hosts.

6. *Spirit of Association*

Given to the organization that hosts an event (co-sponsorship and/or reaches out to the entire campus community) that exemplifies the Lewis University value of ASSOCIATION.

7. *Spirit of Competition*

Given to the organization that hosts an event (contest, game, meet, match, race, or tournament) that exemplifies good sportsmanship, teamwork, and integrity.

8. *Spirit of Education*

Given to the organization that hosts an event (speaker, lecture, workshop, seminar, etc.) that has provided the Lewis University community with an enriching educational experience.

9. *Spirit of Community Service*

Given to the organization that hosts an event (donate, volunteer, philanthropy, serve, etc.) in which students are given an opportunity to serve the Lewis community or greater community in order to benefit those who are less fortunate.

10. *Spirit of Culture*

Given to the organization that hosts an event that gives insight into their culture through the expression of an event (fine arts, lecture, or other creative outlets).

11. *Spirit of Diversity & Unity*

Given to the organization that hosts an event that celebrates what it means to celebrate unification among diversity.

Criteria:

1. All events must occur between the months of August and April during any given school year. Organizations that would like to be considered for any April events, must submit their events for the following years Awards Ceremony.
2. Each Award will have up to five nominated Student Organizations or events per category.
3. All nominated Student Organizations must be in good judicial standing.
4. All Student Organizations who are nominated must have filled out and filed all corresponding paperwork with the SORC Office in order to be considered.

Nominations and Voting:

Information regarding nominations and voting will be sent via email by the Department of Student Development & Leadership during the Spring Semester

Advisors

The role of an Advisor is to provide guidance and direction, clarify policies and procedures, and facilitate growth and leadership within the student organization. Ultimately, an Advisor helps the organization achieve its goals while challenging it to grow. The most successful organizations are those in which the Advisor takes an active interest in the groups' development. The Advisor assumes an educational function as well – one of guidance rather than leadership.

Organizations may choose and/or recommend a faculty or staff to serve as their Advisor. If an organization is unable to find an Advisor or makes a recommendation that falls outside the University mission, SDL and the Dean of Student Services will appoint an Advisor for

the organization. The Dean of Student Services is responsible for all Advisor approvals and has the discretion to assign to, and/or remove, an Advisor from any organization.

Advisors must be willing to:

1. Hold the organization and its members to the standards as outlined in the *Student Handbook* and this *Student Organization Manual* by explaining and clarifying campus policies and procedures that apply to the organization.
2. Assume a mentoring role with the members of the organization including, but not limited to providing guidance, direction and advice, and encouraging development, leadership and goal setting.
3. Maintain an awareness and/or assist in the planning of activities and programs sponsored by the student organization.
4. Meet on a regular basis with leaders of the student organization to discuss upcoming meetings, long-range plans, goals and problems of the organization, as well as attend meetings and executive board meeting as often as possible.
5. Assist in the orientation and training of new officers.
6. Maintain contact with SORC.
7. Provide direction in the area of parliamentary procedure, meeting facilitation, group building, goal setting, and program planning.
8. Assist the organizations treasurer in monitoring expenditures, fundraising activities, and anything to do with maintaining monies in the business office.
9. Assist the organizations secretary in keeping records including meeting minutes, files, and other important information.
10. Inform organization members of any violations of University behavioral standards that constitute unacceptable behavior on their part.
11. Assist the organization in filling out necessary paperwork and handing them in by the appropriate deadlines.

Student Organization Resource Center (SORC)

What is SORC?

SORC (pronounced “source”) falls under the direction of Student Development & Leadership. SORC is the resource center where all organizations can come if they have questions about putting on an Activity/Event, need to pick up and fill out forms, have questions about effective meeting planning, organizational development, situational leadership, recruitment and retention of members, want to reserve a room, or need some ideas on how to best run their club. SORC is located in the Student Union, SU-101.

What services does SORC offer student organizations?

Event Registration

- Online activity request forms
- Getting flyers and publicity materials approved and “stamped”
- Leadership training
- Space & Equipment reservation

- University regulations
- Event evaluations
- Recognition Packets for new and returning organizations
- Student Organizations Membership Rosters

Information

- Copies of the Lewis University *Student Handbook*
- Copies of the Lewis University *Student Organization Manual*
- Lewis University student organization advisor information
- Complete list of student organization advisors
- Activity/Event schedules
- Copies of various university brochures and information

What services do professional staff offer student organizations?

Consultation

- Program planning
- Leadership information and development
- Organizational development strategies

Event Supervision

- Professional and graduate staff
- Organization of private security as needed
- Coordination of Campus Police, Security, and Student Services staff

Workshops

- Topics such as event planning, effective advertising, team building, fundraising, and leadership development.

SORC also exercises its office in the following areas:

1. Reviewing the quality of student life;
2. Assisting with the initial process for recognition of new organizations, discipline of student organizations, and the evaluation of organizations seeking renewal of recognition;
3. Assisting with the review of budgets of all student organizations and recommending funding of organizations to the Vice President and Dean of Student Services.

Lewis University Posting Policy

The Office of Student Development & Leadership (SDL) regulates the posting policy for the Lewis University campus. To regulate the distribution of flyers, posters, and other printed materials posted on campus, SDL must approve all such materials before they can be posted.*

Procedure for Approval:

- All materials must be turned into Student Organization Resource Center (SORC) for approval.
- Student Organizations must have the SORC office stamp in order to be an approved posting.

- Materials require a minimum of 24 hours to be approved. Materials submitted with less than 24 hours cannot be guaranteed to be approved.
- Any material that is not approved will not be stamped and will be available for pickup from the SORC office.
- Once materials are approved for posting, their use must conform to the following rules.

Rules for Posting:

- All materials must be hung with scotch, masking, or blue painters tape only (push pins and staples are acceptable on bulletin boards only).
- Flyers must be 8.5 X 11” size or smaller, special permission may be granted by SDL for larger materials.
- Materials must be in pre-approved locations unless special permission is given by SDL
- Posted Materials must be removed within two business days following the event.
- Materials may not be posted on doors, windows, or walls of any building.

Pre-approved Posting Locations:

- The Student Union Building entrances and stairways
- Designated Bulletin Boards
 - Academic building
 - Ground floor of the LRC northeast stairwell
 - First floor of the Library near the west entrance
 - Rec center near the front desk, upstairs near concessions and cardio areas
 - De LaSalle second floor
 - College of Business near both entrances
 - College of Nursing – must get permission from the Dean of Nursing
 - St. Charles Borromeo
- Kiosks (if available and distributed by SORC)
- Residence hall boards (requires the permission of the Office of Residence Life)
- Materials may be sent by SDL through the university email system upon request
- Eating establishments such as Charlie’s Place, Common Grounds, Courtyard, and Flyers Den.

Violations of this posting policy may result in disciplinary action as outlined by the Student Handbook and Student Organization Manual.

* Materials that have been approved for posting by SDL are not necessarily sponsored or endorsed by SDL

MEMBERSHIP INFORMATION

Characteristics of Mission-Oriented Student Activities

All student clubs, organizations and councils are to uphold the integrity of the Lewis University Mission Statement by offering:

1. Educational Activities/Events that deepen knowledge and understanding of current issues
2. Activities/ Events that provide a healthy and conflict-free environment
3. Activities/ Events that support and develop student leadership opportunities
4. Service Activities/Events that advance the well-being of the community and members of the clubs and organizations
5. Social Activities/ Events that encourage the development of the Lewis community

Formal Recognition Process

Lewis University recognizes only those organizations whose constitutions and activities are consistent with the educational mission and Catholic and Lasallian tradition of the University. Organizations are considered to be Formally Recognized by Lewis University and SDL when they meet the following criteria:

1. A recognition packet is completed and submitted to SORC online
2. All active members must be in good judicial standing
3. A formal presentation has been given to the SDL at its initial inception
4. All Student Organizations are required to have a minimum of 5 members

If at any time an organization does not meet the requirements of Formal Recognition status, the group will no longer be considered to be in good standing. The following may happen based solely on the discretion of the SDL staff:

1. The organization may be placed on probation. During this time of probation, activities will be restricted to those focused on meeting the requirements for formal recognition. SDL is empowered to determine if activities satisfy this requirement.
2. Access to University funding may be denied.
3. Participation as an organization in campus or other organization events may be limited.
4. Formal recognition may be removed and the organization dissolved.

Privileges and Responsibilities of Formally Recognized Student Organizations and Members

Once recognized, a student organization enjoys the privilege of holding meetings, sponsoring Activities/Events on campus, recruiting new members, and applying for allocation of funds from student activity monies.

Areas of Responsibility

All recognized student organizations are required to fulfill the areas of responsibility each semester. Each area should serve the University and/or greater community and be open to the entire student body and are listed as follows:

- Three events or more per semester, including but not limited to:
 - Community Betterment Activity/Event***
 - Raising Funds for a charitable cause in the community
 - Volunteering time and talents as an organization.
 - Donation Collection
 - Co-sponsorship Activity/Event***
 - Teaming up with another Lewis Organization or Lewis Department
 - Social
 - Fundraiser
 - Educational
- Proper forms/paperwork turned in on time and completed
 - Organization Renewal Packet
 - Rosters (Each semester)
 - Activity Request Forms
 - Money Requisition
- Ordered flyers picked up and posted at least three days before event
- Pre and Post semester survey completed on time

***Denotes mandatory requirement that may be simultaneously fulfilled in one event.

*Failure to complete these steps may result in repercussions, including, but not limited to, a deduction/loss of funding or removal of organization status at Lewis University.

Sponsorship or support of activities/events that involve public protest, petitions or activities/events that conflict with University policy are prohibited and could result in removal of Formal Recognition status.

Assuring Mission Fit

Student organization representatives should take great care in planning their Activities/Events to ensure that they have the appropriate “Mission Fit.” What works at public colleges or universities or other private institutions does not necessarily work at Lewis. Our Catholic and Lasallian Mission carries with it great responsibilities. For example, as a Catholic university in the Diocese of Joliet, it is important that activities/events sponsored by the University or by student organizations (an extension of the University) adhere to the teachings of the Catholic Church. Therefore, very special attention needs to be focused on events that address sensitive issues such as human sexuality, abortion, birth control, teachings and traditions of the Catholic Church, etc. This does not mean that activities that address these issues are prohibited; however, great care should be taken when developing programming around these topics. The Dean of Student Services and the Associate Vice President for Mission are available to assist student organizations in determining Mission Fit as they plan their activities and if necessary, and will

determine which programs may violate and are inconsistent with the Catholic and Lasallian Mission and identity of Lewis University.

Recognition of New Organizations

Recognition of a new student organization is an official action of the University. Once recognized, a new student organization enjoys the privileges of holding meetings, sponsoring approved Activities/Events on and off campus, recruiting new members, and applying for allocation of funds from student activity monies. Because fiscal and personnel resources are limited, every effort is made to insure that groups offer a unique experience for students, and do not duplicate the efforts of existing groups. All organizations are a part of the University's educational mission and must be compatible with and supportive of its liberal arts, Catholic, and Lasallian heritage.

How to start a new organization and get official recognition

It's easy! New student organizations require a minimum of five people when seeking formal recognition. Once students decide whether they wish to be officially recognized as a student organization, they must proceed as follows:

1. Go to online to www.lewisu.edu/sdl and fill out the Student Organization Registration Form.
2. Make sure the organization has a Lewis faculty or staff person to act as advisor.
3. Have a meeting with a SDL staff member to discuss the recognition process, organization vision, and University Mission fit.

The criteria for recognition are:

1. Establishing the organization's purpose and benefit to the campus community
2. Demonstrating compatibility with the University Mission
3. Having a dedicated and available Advisor
4. Submitting a constitution, by-laws, statement of purpose, etc.
5. Submitting a list of all of those seeking membership with a minimum of at least 5 people
6. Submitting a request for funding if seeking a budget allocation from student activity monies

Once the packet is received, all new applications will go through the formal approval process including the review and recommendation/rejection by SDL and final approval by the Dean of Student Services.

Scheduling Activities/Events

To begin the process of scheduling an activity, all organizations must fill out an online Activity Request, available at www.lewisu.edu/sdl at least TWO WEEKS prior to any activity. The request initiates the scheduling process. Once submitted SORC is able to secure the "date" of the event, reserve a room, promote the event on the university activities calendar, notify security (if needed), and/or make food arrangements (if needed). The SORC office will not process Activity Request Forms that are submitted less than TWO WEEKS prior to the event. Please see the Event Policy in this manual.

Activities and events must not conflict with major campus events as determined by SDL. These include but are not limited to Welcome Days, Spirit Week, Family Day, Formals, Birthday Bash, Koinania, Charlie Awards, etc. SDL determines the last day events may be held during a semester. Typically, this date falls on the last school day prior to the last week of classes. However, this date is subject to change.

*****Student Organizations under judicial review, suspension or probation are not eligible to host any activity/event.**

Culture & Civilization Events:

If a Student Organization is interested in having their event listed as a “Cult & Civ. event,” the following procedure must be followed:

1. Identify an Academic faculty member who would be willing to sponsor the event. If a student organization needs help identifying a faculty sponsor, make an appointment to speak with the Director of Arts & Ideas.
2. All events must be submitted electronically by the faculty sponsor prior to submission deadline.
3. All events must be of high educational merit and have strong academic affiliation. Academic value will be determined by the full-time faculty sponsor and not the student organization.
4. All events must be free and open to the entire Lewis community.

Once a date, time, and place is submitted and accepted by Arts & Ideas, the event will be confirmed. The faculty sponsor will be notified by email upon approval of the event. Under no circumstances will an event be allowed to change date, time and place. Failure to comply with the above criteria will jeopardize the execution of the event, upon discretion of the Director of Arts & Ideas.

Advertising Activities/Events

Organizations must receive approval and an official stamp from SORC to post fliers on campus bulletin boards, marquee, and kiosks and/or to be distributed or posted in the residence halls. Such materials may be circulated two weeks prior to an event and must be removed the day following the event. Posting is allowed only in designated places and will be removed if it is not in compliance. Organizations found in violation of these posting guidelines could be submitted to the Judicial Review process.

All campus organizations are encouraged to utilize the Lewis University Television Network, WLRA and the Lewis University *FLYER* newspaper to announce upcoming events. Further information about advertising on campus can be found in the Posting Policy on page 10.

No advertising may promote alcohol consumption. All off-campus advertising of student-sponsored events must be approved by the Vice President for Student Services.

Renewal of Recognition of Established Organizations

In order to remain an active, formally recognized organization, a renewal packet must be submitted by the last Friday in April each academic school year to the Student Organization Resource Center (SORC) and may be reviewed by SDL.

The renewal packet will include the following:

- 1) Names and contact information for the organization's officers
- 2) Confirmation of attendance for the Welcome Week Organization Fair. An email regarding table reservations will be sent by SDL before the Fall semester begins.
- 3) General Information about the organization

All organization reports and requests for funding are reviewed by SDL. Organizations having low membership (fewer than five undergraduates matriculating at Lewis University), having serious and/or frequent violations of policy or procedure, or having membership intake violations are subject to particular scrutiny. Recognized members are considered to be current full-time students at Lewis University that meet all group membership requirements.

Organizations failing to satisfy the requirements for renewal may be placed on probation, be categorized as inactive, or be declared as null by the Dean of Student Services. Appeal of his/her decision is to the Vice President for Student Services.

Unrecognized Organizations

A Student Organization may lose official university recognition for a variety of reasons including but not limited to low membership, voluntary withdrawal, and judicial action. In the event that an organization loses recognition, temporarily or permanently, the following privileges are lost:

- Ability to hold meetings, events, or activities on campus
- Ability to recruit new members
- Access to funds provided by the University
- Representing the organization as recognized to the campus community including:
 - Displaying or wearing organization logos or apparel at university sanctioned events
 - Posting flyers or information about, or related to, the organization
 - Attending meetings of organizational councils to represent the unrecognized organization
- Individual members' ability to serve as officers of the organizational council to which the unrecognized organization would have belonged

Violations of this policy may result in individual students being referred to the University Judiciary Process and/or further disciplinary action against organizations already under sanction.

Rosters

At the beginning of each semester and as part of the renewal packet, a roster must be submitted to SORC. This form includes the names and ID numbers of all the members of an organization.

The roster will be checked to be certain that each member has a minimum cumulative GPA of 2.0 and is in good judicial standing. A person on University probation, whether judicial or academic in nature, cannot hold a leadership role within an organization. Individuals falling below a 2.0 or on academic probation will be subject to removal from the organization(s).

Deadlines/Due Dates

All due dates for all forms will be enforced by SDL. It is the responsibility of each organization to complete all necessary forms in a timely manner.

Below is an outline of when common required forms should be completed and submitted to SORC. Some forms can be completed electronically on the SDL website at www.lewisu.edu/sdl. This list is not all-inclusive and does not represent specific deadlines.

- Activity Request Forms - at least two weeks prior to the event
- Rosters – 2 weeks after the organization fair
- Renewal Packet - By the last Friday in April

FISCAL AND ANNUAL MANAGEMENT

Funding

Once a student organization is formally recognized, they are eligible for university funding.

New Student Organizations:

Typically, there is a baseline dollar amount that each new student organization receives but only if requested in the formal recognition process. Student organizations are required to present a budget request that outlines what the financial needs are of the group. Some new organizations do not have a need for funding; therefore a budget request is not needed.

Existing Student Organizations:

In order for existing student organizations to continue their annual funding, they must submit a renewal packet each spring semester. Renewal packets are available online at www.lewisu.edu/sdl. Student organizations that have not turned in the renewal packet, are on probation, or have inactive status will not have access to university funding until that status is lifted.

All student organizations and their representatives assume the responsibility of providing accountability for funds generated through the use of University monies. Funding approval is granted by SDL, the Dean of Student Services, and the Vice President for Student Services.

How to access student organization monies:

Funds are dispersed as needed by each group utilizing the university requisition and purchase order process. The preferred method for all student organization purchases is through purchase order. Student reimbursements will be review and approved by SDL on a case-by-case basis. Forms to request a requisition are available in the SORC office. All forms must be filled out in entirety and submitted to SORC no less than 3 weeks prior to the event. Failure to submit requisitions within the three-week time period may jeopardize funding for the event.

Budgets & Accounts

Budgets

Student organizations that receive a budget from SDL are given an award letter at the beginning of the school year that indicates the budget amount for the academic year. Organizations may be eligible for an annual increase in their budget by fulfilling the requirements of recognized each semester, submitting all paperwork on-time, and avoiding any violations of policy.

Accounts

Student organizations may be given two types of accounts through the business office.

- **02 account:** An account number that begins with the numbers 02 is an annual budget account. Unused funds in this type of account will be removed at the end of the fiscal year. Funds deposited in this type of account are subject to the funding policies in the student organization manual.
- **05 account:** Sometimes referred to as a fundraising account, is an account that carries over funds from fiscal year-to-year. Funds in this type of account are not subject to the funding policies in the student organization manual

*** It is important to note that if a student organization loses recognition, that organization loses access to any funds held in university accounts.

Funding Policies

All student organization accounts shall follow the Lewis University purchasing guidelines, *Student Organization Manual* and Business Office policies. Funds requested and purchases made must be consistent and congruent with the stated purpose of the student organization and Student Organization Manual policies.

Funded student organizations are required to maintain all related accounts with the Lewis University Business Office and will be assigned a 02 general account. This money must be

used during the fiscal year of July 1 to June 30th. It is recommended that all purchase requisitions be submitted by the end of the academic year to ensure proper processing.

Organizations that consistently underutilize budgeted funds are subject to having their funding allocation reviewed and budget reduced based on the recommendation of SDL.

A student organization may be eligible for a 05 fundraising account with the Business Office for the purpose of maintaining monies from fundraising, club memberships, and/or dues. This money rolls over from year to year.

Demonstrated fiscal responsibility shall be executed in all transactions. All student organizations receiving University funding are subject to audits by SDL, Lewis Administration and the Business Office.

All student organizations receiving University money are accountable for all revenues and expenses incurred. Outstanding bills, invoices or statements will be the responsibility of the President of that particular student organization during the year in which the invoice is dated.

An eligible representative shall have read over the Funding Policies and Business Office procedures. Any student organization that is found to have abused University monies or this *Student Organization Manual* may be penalized and/or may not be eligible for any further funding.

Funding may be used for the following:

- University money will fund office supplies.
- University money will fund approved conferences & retreats.
- University money will fund rental of banquet facilities.
- University money will fund promotional material that benefits the student organization.
- University money will fund event speakers or entertainer stipends.
- University money will fund items and apparel that stay with the student organization from year to year.
- University money will fund professional association fees.
- University money will fund award recognition programming.

Funding Restrictions on Student Organizations:

- University money will not fund purchases that will become personal property of its students.
- University money will not fund salaries.
- University money will not fund direct contribution to charitable organizations or individuals, however fundraiser money (05) account will.
- University money will not fund payments to Lewis employees.
- University money will not fund the purchases of illegal substances, tobacco, or alcohol.
- University money will not fund online subscriptions.
- University money will not fund the rental of real estate or storage facilities. This does not include the rental of hotel or banquet facilities.
- University money will not fund any Greek organization dues.
- University money will not fund debt incurred by a club/organization.

Poor financial management of an organization is likely to have negative effects on overall experience for students. Through discipline, consistent bookkeeping, qualified supervision, and fiscal control, organizations will build an atmosphere of fiscal responsibility and security. Every organizations is asked to understand what goes into the annual financial review process in order to prepare the chapter for a potential budget increase each fall semester. Each organization is expected to pay its bills due to the University and other agencies on time. Failure to adhere to fiscal responsibility could result in fines and/or freezing University funding.

Accessing Funds

Accessing monies from either 02 or 05 accounts requires submission of requisition and purchase order forms through the university financial system. Below is information that must be provided to complete the necessary paperwork.

1. Vendor: The name, address, phone number, and ID number (Lewis employee or student only) of the person or company to be paid.
2. Preparation Date: The date the requisition form is filled out.
3. Department, Account Number & Amount: The department is the name of the student organization on the account, the account number is either the 02 or 05 account number broken up by first two digits, next four digits or letters, last two digits (xx-xxxx-xx). Multiple account numbers can be used is accounts are sharing the cost. The amounts must total the grant total in number 10.
4. Check to be Enclosed to Vendor: Check this option if the check is to be mailed to the Vendor listed in number 1.
5. Attachments: Check yes if there are receipts or invoices submitted with the requisition (all requisitions require documentation of the use of monies except for cash advances which require reconciliation after their use).
6. Check Needed by Date: If a check is needed to hand to a vendor on a particular date it would be indicated here (note processing of requisitions may take up to two weeks).
7. Send Check To: If a check is to be sent to a campus mailbox or office instead of being mailed directly to the vendor indicate so here
8. Quantity, Description, Price, & Extension: Enter the quantity of items if necessary, the description of items or services (be detailed), the price per item if necessary, and the Extension (number of items x price per item = extension)
9. Grand Total: Total of the amounts in the Extension column. Total should match the amount total from number 3.
10. Justification: Reason for purchasing items or services if not already included in the description

Funding Policy Violations

Current on-campus accounts may be frozen if found in abuse of these policies and future funding may be withheld if an organization is found to have abused these policies.

A student organization's formal recognition may be revoked due to financial negligence based on information found from SORC and the Business Office.

Student organizations are not allowed to maintain off-campus bank accounts. Those organizations wishing to be exempt from this policy are required to submit a proposal to SDL outlining the reasons for requesting an exemption. Organizations approved to have a bank account must submit a copy of the monthly statements to SDL. Other stipulations may be imposed as conditions of approval. All exemptions must be approved by the Dean of Student Services.

Fundraising

Fundraising proposals must be approved at least two weeks prior to the event. Organizations must deposit all funds raised into their University 05 fundraising account in the Business Office. A report on monies raised should be submitted to the organization's advisor and on the event evaluation submitted to SORC.

All fundraising activities require the approval of the organization's advisor prior to approval by SORC. All organization accounts are subject to review by SORC and SDL for accuracy. If discrepancies are found, organizations may be referred to the organization review process.

Food Fundraiser Policy

Student organizations wishing to hold fundraisers that involve selling food on campus are subject to the following guidelines.

1. Food that must be maintained at a certain temperature for safety reasons may not be sold for a fundraiser. Foods that can be left at room temperature are acceptable. Examples of acceptable foods include baked goods, candy, and popcorn.
2. Only one fundraiser will be allowed in each selling space at a time. Organizations must use the space provided and may not use additional furniture or space without Sodexo Management's consent. Hallways and doorways and all fire exit routes must be kept clear of tables, chairs, & supplies.
3. Student Organizations wishing to use hot food for fundraising purposes are encouraged to contact Sodexo Catering to provide the food and materials to guarantee food safety.
4. No advertising may advertise or endorse a particular brand of food being served. Nor may any advertising criticize or disparage any brand, restaurant, or eating establishment.

This policy does not preclude the use of food at other student organization events such as meetings, potluck gatherings, off-campus fundraisers, etc.

Honorary Organization Funding

Honorary organizations will support their own operating costs through their associated academic departments or deans' offices. Honorary organizations may apply to SDL for funding for the sponsorship of speakers, seminars, and workshops. These events should be open to all students.

Funding for such events will be judged on their service to the overall academic integrity of the experience or on their promotion of socialization. For example, a reception following a seminar may be funded as a promotion of discussion and sharing of the information presented. An organization's recognition banquet would not be funded since it is completely closed to non-members. In regard to trips and excursions, admission to some museums or special events may be funded, but transportation or lodging costs will not be covered.

EVENT POLICY

Definition of Event: For the purposes of this *Student Organization Manual*, an event can take on many different forms. This Event Policy refers to any event sponsored by a student organization. Student Organizations wishing to hold a Dance Event will be held to the Event Policy as stated in this manual as well as the specific Dance Event Policy.

Planning an event:

1. Fill out an Activity Request Form online at least TWO WEEKS prior to the event. Forms are available at www.lewisu.edu/sdl. Failure to do so **will** preclude the event.
2. Meet with the Advisor to communication the specifics of the event including dates, times, place, and number of people expected to attend. This includes both on-campus and off-campus people.
3. Once your Advisor approves your event, SORC will process the request and notify you electronically if the event was successfully booked.

***Depending on the size or nature of the event, a detailed written proposal may be required prior to event approval

Five Guidelines

Overall Planning

1. Be aware that event planning should begin at least FOUR WEEKS prior in order to provide ample time to determine the planning needs for everyone involved. (University Police, Sodexo, Conferencing and Events, Facilities, etc.). Failure to do so will jeopardize the status of the event. The responsibility is yours!
2. Organizations sponsoring an event on campus assume full responsibility for preparation prior to the event, for maintaining order during the event, and for clean up during and immediately following the event. All venue passageways, entrances and exits must be kept clear during the event.
3. An organization representative may be required to meet with University personnel one week prior to the event.

4. The Office of Student Services reserves the right to cancel a student organization sponsored event or event request.

General Entrance Requirements

1. Lewis University Staff and Security reserve the right to deny or remove anyone not in compliance with University policies and procedures.
2. Tickets or wristbands can/may be issued at the door.
3. Lewis University Staff and Security reserve the right to disallow re-entry.
4. The sponsoring organization must provide organization members to staff the check-in table along with appointed Student Services personnel.
5. All guests must be at least eighteen years of age.
6. All Lewis students will be required to show a Lewis University Student ID.
7. Off campus guests will be required to show/surrender a driver's license or state identification card upon entering the event.
8. Lewis University is not responsible for lost or stolen articles.
9. Attendees are subject to search.
10. Host groups or individual students are held accountable for the behavior of their guests in accordance with the Lewis University guest policy. No hats or provocative clothing will be worn at the activity. Appropriate attire required.
11. Advisors may be required to attend certain events.

Security

1. Depending on the size and nature of the event, the University Police may require private security and/or the Romeoville Police for events. The number of non-student guests at an event plays an important role in the determination of Security coverage. Inadequate security coverage (University and/or non-University personnel) may preclude the event from occurring.
2. At the discretion of the University Police, metal detectors may be used at the entrance to the event.
3. The number of overnight guest passes may be limited to a certain number on major event nights. Students may be required to obtain the overnight guest passes a specified amount of time in advance
4. Guests have to be in adherence with the Lewis University Guest Policy.
5. Sponsoring organizations will be held accountable for any damage that occurs during their event.
6. Need for excessive security may result in additional fees to the sponsoring organization.
7. Access to the building may require one entrance and one exit. Signs will be posted.
8. All Security is hired by Lewis University personnel.

Alcohol

1. Alcohol is prohibited at student organization events.
 - If a student organization wishes to have alcohol at an on campus event, special permission may be granted by SDL.
 - Student organization may host events at off-campus locations that can legally serve alcohol (i.e. a restaurant, banquet hall, sports stadium, etc.) with the understanding that the organization in no way may represent the university or any of its employees. Should the venue serve alcohol under their license,

Lewis University assumes no responsibility for the distribution of alcohol, nor the conduct of persons in attendance.

2. No organization may sponsor an event in a bar or pub.
3. No advertising may promote alcohol consumption. This includes drink cost or brand names appearing on any advertisement for any event.

Accountability

1. Organizations that sponsor an event funded by student activity funds may not charge admission to Lewis students. The only exception to this policy is for events that SDL has given special permission to do so. The sponsoring organization may charge admission to non-Lewis students with prior approval.
2. All Sunday through Thursday activities are to conclude by midnight. Clean-up of the facility and the adjacent outside areas, including parking lots (when appropriate), must be completed by 12:30 a.m. Organizations must provide personnel to return the room to order under the supervision of a Student Services staff member.
3. All Friday and Saturday activities are to conclude by 1:00 a.m., Cleanup of the facility and the adjacent outside areas, including parking lots, must be completed by 1:30 a.m. A member of the staff (or designee) of the facility involved must approve the cleanup of the facility when it is used by a student organization.
4. Organizations must assist University Police in enforcing the University Parking Regulations. Loitering within the parking lots, in cars or in the residence halls is prohibited.
5. All passageways, entrances and exits must be kept clear during the event.
6. Sponsoring organizations are responsible for returning the venue to its original condition. Failure to do so will result in cleaning fees and possible sanctions to the organization(s).

Dance Event Policy

The Office of Student Development & Leadership (SDL) will host 2 dances per semester. This includes staffing, hiring security and working with the sponsoring student organization(s) to execute the event. There will be two pre-determined dates based on other programming throughout the semester, in which any organization may submit their request to host a dance event.

Student Organizations will have the opportunity to sponsor and/or cosponsor a dance/event through a lottery system. SORC will open up bids for six weeks each semester.

- July 1-August 15th for the Fall Semester.
- November 1-December 15 for the Spring Semester.

Bids will be accepted throughout the six weeks, with no late submissions accepted and should include the following in their proposal:

1. The name of each student organization sponsoring/cosponsoring the event along with the main student contact(s) information.
2. The theme and/or name of the event.

3. The proposed number of attendees including a breakdown of Lewis Students and number of off campus guests. Student Organizations will be responsible for producing a guest list 2 days prior to the event.
4. List of Lewis University Faculty/Staff/Advisors attending the event.
5. Overview of how the student organization will go about publicizing the event.
6. If a fundraiser, name of charity (ies) and contact person(s) and phone number(s) as well as breakdown of percentages of where the funds will be distributed.
**Please see Fundraising section for additional guidelines.

Sponsoring Student Organization(s):

The cooperation of the sponsoring student organization(s) is imperative for the success of the dance and must familiarize themselves with the contents of this policy. All Dance Events must adhere to all University policies, regulations, and procedures as stated in this *Student Organization Manual* and the *Student Handbook* in addition to the following:

1. The sponsoring student organization(s) will work closely with SDL to ensure a smooth process, including but not limited to: making sure the promotion of the event meets university guidelines, decoration and set up/tear down timelines are clear and guest list guidelines are closely followed and communicated.
2. The sponsoring student organization(s) must communicate to their Advisor or their designee that they are responsible to remain at the event until its conclusion.
3. The sponsoring student organization(s) hosting the event is responsible for cleanup of the venue and/or other areas that were used that evening.
4. The sponsoring student organization(s) hosting the event is responsible for costs incurred for decorations, DJ music, promotion, rental fees and/or supplies needed to execute the event.
5. Host groups or individual students are held accountable for the behavior of their guests in accordance with the Lewis University guest policy. No hats or provocative clothing will be worn at the activity. Appropriate attire required.
6. It is the responsibility of the sponsoring student organization(s) to immediately notify Student Development & Leadership of any changes or cancellations.
7. An organization representative will be required to meet with University personnel one week prior to the event.

Guest Registration guidelines:

Anytime there are off campus guests invited to campus, the following must be adhered to:

1. The sponsoring student organization(s) is responsible for providing an estimated number of off campus guests.
2. Guests will be required to register at the entrance table and must have a Lewis University student host with them as they sign in.
3. Guest registration list will be turned over to University Police at the end of the event.
4. All Lewis University students and guests must be over 18 years old and a picture ID will be collected upon entry. Anyone without a photo id will not be granted access. ID's will be returned when the patron leaves the event.
5. All attendees will be issued a wristband upon entrance indicating a one-time entrance only. Wristbands will be collected if attendee leaves with **no reentry allowed**.
6. The total number of guests cannot exceed capacity of the venue.
7. Guests have to be in adherence with the Lewis University Guest Policy.

Student Development & Leadership will:

1. Initiate planning meeting(s) as needed.
2. Oversee the guest registration process and its logistics during the event.
3. Staff entrance tables.
4. Administer wristbands.
5. Collect photo ID's of all guests at the start of the dance and return them at the end.
6. Work with University Police to hire and pay for security based on guest list potential up to capacity of particular venue.
7. Work with sponsoring student organization to ensure an overall smooth process.
8. The Office of Student Services reserves the right to cancel a student organization sponsored event.

University Police will:

1. Contract outside Security personnel to assist with the event.
2. Outside Security will be responsible for operating the hand held metal detectors for each attendee at this event.
3. Provide outside security for the venue.
4. LU Police will provide personnel to be posted at the guest registration table for the event. They will be responsible for monitoring the incoming attendees to ensure compliance throughout the event.
5. LU Police will arrange for appropriate amount of local law enforcement to be present at the event.
 - a. They will be posted inside the event.
 - b. This request must occur at least 30 days/4 weeks prior to the event.
 - c. The event cannot occur if law enforcement personnel cannot be contracted.
6. The Deputy Chief of Police, or his/her designee, will supervise security operations inside the venue.
7. LU Police will provide traffic control if needed for this event.
8. The Service Drive, north of the Student Union is for University and Emergency vehicles only.
9. The elevator will be secured prior to the beginning of the event. If there is a need to provide handicapped access, LU Police will activate the elevator.

Movie Policy

Organizations or individuals wishing to show a film publicly at Lewis University will be asked to provide proof that you have obtained permission (the 'rights') to show the material.

According to Swank Motion Pictures Inc:

“Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor; see the Federal Copyright Act (Title 17 of the United States Code). While it is important to abide by the law, it is also important that your organization represents itself well by doing the right thing—getting permission to show the film. Penalties for copyright violations include criminal charges, lawsuits and fines up to \$150,000.”

Examples of public viewing include:

- Any time you show a film in the Union or any other public University space (this is any classroom, lounge, or common area at the University). These spaces are considered “public” spaces, and showing the movie in these areas is the equivalent to showing them in a theater.
- If you have used publicity to invite your audience to the showing. This includes but is not limited to mass emails, letters, flyers, and social media postings. Movie rentals are intended for private use, renting them does not provide you with the permission you need to have a public showing in which an audience is invited.
- If you are charging admission for the showing or an event in conjunction with the showing.
For example, charging for a lecture that will accompany the film. This would be true even if you showed the film at your house, or at another venue off campus. You need permission even if the film showing is for educational purposes.
- You do not necessarily need permission if you are showing brief parts of a film. There are not set rules for what “brief” means in this context, but a general rule is that these snippets are OK when the event is free, when the snippet does not reveal key plot items to the film, when the length of the showing is not substantial.

Film Showing Process:

- Fill out the Activity Request Form
- Once your event is approved you must contact SDL via email or in person a week prior to the showing
- The appropriate vendor will be contacted regarding about availability and cost
- Fill out a requisition for the movie vendor fees
- Once the date of the showing has arrived you can pick up the movie from SDL
- After the event is over, the film **MUST** returned to SDL in the designated lockbox.

The “Education Exemption”

Under the “Education Exemption,” copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An “integral part of a class session” and is of “material assistance to the teaching content.”
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.

- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

Off Campus Events

Organization-sponsored events occurring off campus, which are not approved or recognized by the University, are outside the responsibility of the University.

Bus Transportation Policy

Student Organizations will not be permitted to sponsor bus trips off campus where alcohol is served. Professional Sports Team games would be an example of this. The liability on Lewis University and our students is too great a risk.

POLICIES AND PROCEDURES

Social/Risk Management

All Lewis University student organizations shall comply with the risk management policies as set forth Lewis University. All Lewis University students, regardless of student organization affiliation, are required to adhere to the policies and procedures as stated in the Lewis University Student Handbook as well.

The following policies can be found in the Lewis University Student Handbook.

1. Alcohol & Drugs
2. Hazing
3. Sexual Misconduct

Hazing Definition

Hazing is defined as any action taken or situation created, intentionally or unintentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried out on or off university grounds; wearing of apparel or items which are conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; performing tasks or chores for active members or their designee; purchasing food, clothing or other items for active members or their designee; and any other activities which are not consistent with federal, state, or local law, or the regulations and policies of Lewis University. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense.

This definition has been adapted from The Fraternal Information & Programming Group.

Disciplinary Process

Complaints against a student or organization can originate from many different sources. These can include but are not limited to: faculty, staff, other students, alumni, parents, friends, members of the community at large. Once a complaint is received, a determination is made as to how the complaint will be addressed. Complaints against individual students are referred to the university judicial process. Information about the university judicial process can be found in the *Student Handbook*. Complaints against organizations are referred to the Organizational Review Process outlined below.

*****Note: Individual student members of an organization may be referred to the University Judiciary Process in addition to any disciplinary action against the organization, if they are found to be individually in violation of University policies.**

Organization Review Process

In the case that SDL is made aware of a violation of the Student Organization Manual and/or the Student Handbook, the matter will be referred to the Organization Review Process. The following is an outline of the steps in the review process:

- The organization, and its operations, will be suspended pending the outcome of the Organization Review Process.
- Student Development & Leadership will conduct interviews, inquiries, and gather information surrounding the allegations
- At the conclusion of the investigation, SDL will make a recommendation as to how to proceed. Examples include:
 - Reinstating the organization
 - Refer the case for Review
 - Refer the case to the University Judicial Process

In the event that a case is determined to be sufficient to warrant an Organization Review, the situation may be handled at one of three levels:

- Student Organization Review
- Organization Administrative Review
- Organization Board Review

The level at which a case is handled is determined by SDL and approved by the Dean of Student Services.

Student Organization Review

A Student Organization Review is called by SORC, and advised by SDL. The presiding officer is the SDL Graduate Assistant. A panel of SORC representatives will be selected

prior to the hearing. When a case is sent to a Student Organization Review, the following steps will take place:

- A meeting will take place prior the review hearing where the complaint and information from the investigation will be shared with SORC supervisor and review panel.
- At the time of the review hearing, the allegations against an organization will be read.
- The organization may plea “in violation” or “not in violation.”
- The representatives of the organization will be allowed to speak and give information relevant to the incident that supports their position.
- The SORC supervisor and the review panel will ask any questions they have of the organization
- The SORC supervisor and the review panel will then privately discuss the case and decide if the organization is in violation of University policies, and what appropriate sanction should be imposed.
- Sanctions may include:
 - Activity Restriction
 - Advising Session
 - Community Service
 - Educative Essay or Project
 - Facility Restriction
 - Fine
 - Official Reprimand
 - Restitution
 - Redress
- If the Student Organization Review panel is unable to reach a decision, or determines that the case warrants further investigation, individual judicial action, or sanctions outside the scope of its authority, the case can be referred back to SDL for adjudication at a different level of the disciplinary process.

Organization Administrative Review

An Administrative Review is called by Student Development & Leadership. An Organization Administrative Review is presided over by a Student Development & Leadership staff member. Organization Administrative Review hearings are less formal than an Organization Board Review or Student Organization Review. In addition to the presiding staff member, at least one other university staff member must be present. When a case is handled in an Organization Administrative Review, the following will take place:

- The Organization Administrative Review date will be set by the presiding staff member
- At the review, the allegations against an organization will be read
- The organization may plea “in violation” or “not in violation.”
- The representatives of the organization will be allowed to speak and give information relevant to the incident that supports their position.
- The presiding and other staff member(s) will ask any questions they have of the organization
- The presiding and other staff member(s) will then privately discuss the case and decide if the organization is in violation of University policies, and what appropriate sanction should be imposed.

- Sanctions may include:
 - Activity Restriction
 - Advising Session
 - Community Service
 - Educative Essay or Project
 - Facility Restriction
 - Fine
 - Official Reprimand
 - Restitution
 - Redress
- If an Organization Administrative Review is unable to reach a decision, or determines that the case warrants further investigation, individual judicial action, or sanctions outside the scope of its authority, the case can be referred for adjudication at a different level of the disciplinary process.

Organization Board Review

An Organization Board Review is the highest and most formal level of the organization review process. This proceeding is reserved for cases that either involves allegations that if true could warrant dissolving the student organization or that cannot be resolved at another level in the process. The members of an Organization Review Board are chosen by SDL and the Dean of Student Services and must include at least one representative from the Office of Student Services and the Student Organization Resource Center. There can be no more than six persons on the Board. Members of the SDL staff that conduct the investigation may not serve as board members. An Organization Board review is presided over by the Dean of Student Services or designee with an appointed SDL staff member to present the case against the organization. The organization in question may have a university staff or faculty member of their choosing present at the board review to serve as an advisor. The organization must submit the name of the chosen advisor to the Dean of Student Services at least 48 hours prior to the board review. At an Organization Board Review, the following will take place:

- The Organization Board Review date will be set by the Dean of Student Services
- The Board Review members will be given instructions by the Dean of Student Services including:
 - A summary of the events leading to the review
 - A summary of the review process and agenda for the hearing
 - Expectations for conduct board members
 - Confidentiality expectations
 - Potential outcomes of the hearing
- Representatives from the organization in question will be admitted to the hearing
- The allegations against an organization will be read. This typically is in the form of an investigative summary
- The organization may plea “in violation” or “not in violation.”
- The representatives of the organization will be allowed to speak and give information relevant to the incident that supports their position.
- The Dean of Student Services and other Board members will ask any questions they have of the organization or members individually.

- The Dean of Student Services and other board members will then privately discuss the case and decide if the organization is in violation of University policies, and what appropriate sanction should be imposed.
- Sanctions may include:
 - Activity Restriction
 - Advising Session
 - Change or Addition of an Advisor
 - Community Service
 - Educative Essay or Project
 - Facility Restriction
 - Fine
 - Official Reprimand
 - Probation
 - Removal of Formal Recognition Status
 - Restitution
 - Redress
 - Suspension

Notification of Sanctioning

An organization that is found in violation of university policy by any level of the Organization Review Process will be notified in writing of the sanctions imposed. This notification shall be made by the person presiding over the review or their designee.

Appeals

If an organization is found in violation of university policy by any level of the Organization Review Process, that organization has the right to appeal the decision. All appeals must be submitted in writing within 10 business days of the sanctioning letter's date. The level of the review will determine the appeal agent.

<u>Review Level</u>	<u>Appeal Agent</u>
Student Organization Review	Assistant Dean of Student Affairs
Organization Administrative Review	Dean of Student Services
Organization Board Review	Vice President of Student Services

Rights of Student Organizations & Individuals

The Organization Review Process is not a criminal proceeding and a review is not a court of law. As such, student organization rights differ considerably from an individual student. Depending on the nature of the alleged violations, information shared with the organization and its members will be at the discretion of the presiding authority of the review. Since student organizations are not persons, and organization reviews do not sanction individuals, rights afforded to individual students by the *Student Handbook* do not apply to the

organization. Based on the findings of the review, individual students may be referred to the student judicial process.

Organizations with Off-Campus Affiliations

Lewis University's *Student Organization Manual* and the *Student Handbook* take precedence over the policies or practices of any off-campus organization. While the University may cooperate with such organizations, Lewis University and its officials are not bound or compelled to honor any policy, practice or request made on behalf of any external organization. If the presiding authority wishes, off-campus affiliates may be involved in the review process. Such involvement is solely at the discretion of the presiding authority with the approval of the Dean of Student Services.

Greek Policy; Standards and Expectations for Fraternities and Sororities

Purpose

This policy states a set of expectations designed by The Office of Student Development & Leadership to enhance the Greek Life Experience at Lewis University. The term "Greek Life" refers to the activities and programs of the local & national chapters of fraternities and sororities affiliated with the Inter-Greek Council (IGC) and National Pan-Hellenic Council (NPHC) and any other social Greek-letter organization. The terms "fraternity" refers to men's organizations, but in some cases can refer to co-ed and certain women's Greek letter organizations, the term "sorority" refers to women in Greek letter organizations (both fraternities and sororities may also be referred to as a "chapter").

Basic Principle Guiding the University-Greek Relationship

Since the first Greek-letter society was formed in 1776, fraternities and sororities have played a dynamic and exciting part of campus life. Undergraduate students who choose to become part of a social Greek-letter organization are expected to support the central mission of the University. By being a member of the Greek community, undergraduates will experience a well-rounded, co-curricular experience along with many exciting leadership opportunities.

To that end, each social Greek chapter is expected to demonstrate a commitment to upholding values and expectations, outline in this policy, that are consistent with the University Mission, and Lewis's Catholic and Lasallian tradition.

Lewis University embraces Greek chapters as an integral part of student involvement. This Greek Policy provides the framework for roles and responsibilities along with continued

positive interactions and relationships between Lewis University and social Greek letter organizations.

Types of Greek Organizations

What is the difference between Academic/Honorary Greeks and Social Greeks?

At Lewis University, there are two categories of Greek organizations: Academic/Honorary Greeks and Social Greeks.

Academic/Honorary Greeks are unique in that they operate in both the academic and Student Services divisions of the University. Honorary Greek Organizations primarily serve the Mission of the University in their efforts to promote the first value KNOWLEDGE, the third value WISDOM, and the fifth value ASSOCIATION. They differ substantially from special interest or social organizations because of their primary allegiance to the academic purpose of the University.

Social Greeks operate in the Student Services division only. While Academic/ Honorary Greeks are focused on specific areas of scholarship, Social Greeks focus on development that occurs outside of the classroom. Experiences with planning and budgeting, conflict resolution, communication and social skill are all prime examples. In addition, they differentiate themselves by the new member recruitment process.

Lewis University Greek Values

Lewis University's fraternities and sororities provide leadership opportunities for students as well as service to the community by consistently working together to promote the highest ideals and standards. Each Greek organization is unique and yet they are unified in their VALUES as identified by the students themselves in partnership with Lewis University.

Academic/Scholarship:

The fraternity and sorority community at LU strives for academic excellence and improved scholastic achievement. Each chapter has a grade point average requirement, which each member must maintain to be active. Chapters also offer academic assistance for members providing study areas and peer tutoring. Every chapter understands that its members are students first and provide recognition to those who excel and improve their academic standing. The University requires that students must have a 2.0 cumulative grade point average to join a fraternity or sorority and have at least a second semester freshman status.

Leadership

Greek members can be found in Board of Trustee Committees, Ambassadors in Admissions, and many other campus organizations. Chapters are self-governing entities in which the members take responsibilities of the organization. This hands-on experience helps develop leadership, organization, and communication skills.

Philanthropy/Service

LU's fraternity and sorority chapters support a strong tradition of service to the Lewis community and the larger community. Each chapter recognizes and supports local and

inter/national philanthropies in need of assistance and/or aid. Members of the Greek community donate their time through volunteering and raise funds for those in need.

Relationships of Brotherhood and Sisterhood

Brotherhood and sisterhood means more than wearing Greek letters, attending meetings, and going to parties. It is a feeling and sense of belonging. It is a feeling of being yourself and liking who you are and what you have become. It means that you have found a place of your own, which you can call a home away from home. More importantly, brotherhood and sisterhood is the making of friendships that will last a lifetime. It is the feeling of knowing you can count on your sisters and brothers in good times and in bad. Brotherhood and Sisterhood means joining a group of women or men in love and friendship, and a striving for similar goals that draw sisters and brothers together as one strong unit.

Social

LU's fraternities and sororities enable men and women to establish strong friendships, often lasting beyond their collegiate years. Affiliation provides an opportunity to interact with other students of all ages, backgrounds, and interests. Membership offers a network of support while making the transition to college life.

Unity

While each chapter is unique in terms of name, colors, and even culture of the members, Greek letter organizations have values and goals that transcend these differences. Lewis University's fraternities and sororities have acknowledged this common bond between their organizations in hopes of promoting their ideals collectively and cooperatively.

Lewis University Greek Formal Recognition

As recognized social organizations, fraternities and sororities are responsible to Lewis University. They are expected to regulate operations within standards that apply to all students and retain a quantity and quality of membership to ensure their continued success. Lewis University reserves the right to remove this recognition at its discretion.

Greek Councils

Two governing bodies oversee social Greek organizations at Lewis University, Inter-Greek Council and National Pan-Hellenic Council. All chapters must have active participation in one or both of these councils. Chapter representatives are required to attend all meetings of the respective council.

IGC

The Inter-Greek Council is comprised of several local, regional, and Inter/National Greek social organizations. At Lewis, the IGC endeavors to promote the ideals of Greek campus life and healthy community activity. The purpose of IGC is to achieve strong and active relationships with all Greek organizations and the Lewis population.

NPHC

The National Pan-Hellenic Council is comprised of 9 historically African American Greek organizations known as the Divine 9. At Lewis, NPHC serves as the official coordinating agent of the NPHC member fraternities and sororities. Locally, the goal of NPHC is to promote unity, knowledge, and friendship while maintaining distinct organizational identities among its members.

Requirements for Greek Councils

Whereas the IGC and NPHC councils operate as governing bodies and not student organizations, special considerations must be made with regard to regulation. IGC and NPHC are subject to the rules of student organizations with the exception of fulfilling the “Areas of Responsibility” each semester.

Greek Chapter Requirements

Just as the Greek Councils have committed to uphold the values of Lewis University Greek Life, so too will each chapter demonstrate their commitment to Greek Values. The following expectations guide the chapters in this pursuit.

Academic

Lewis University requires a minimum GPA requirement of at least 2.0 or higher and at least 12 credit hours per semester in order to be an active member of any Greek organization. GPA’s will be checked each semester by SDL. Each individual fraternity and sorority may have a higher minimum GPA standard. Failure to adhere to these standards could result in suspension from actively participating in the organization and sanctions against the organization itself. Lewis University expects that students will pursue academic achievement as their highest priority. Greek organizations should demonstrate this value by assisting the performance of its members.

Alumni Involvement

Chapter alumni can play a positive role in the life of the chapter and its members as long as the governance and operations of each chapter remains the main responsibility of the undergraduates. There are opportunities for alumni members to be informed about chapter life and events. Lewis University will assist in identifying contact information of alumni if needed.

Alumni members are welcome to attend information sessions or formal new member activities such as rushes, inductions, and initiations. However, the new member education process is the responsibility of the undergraduate actives. Alumni members may not take an active role during the new member education period. New members may never be left under the supervision of an alumnus. Any activity by alumni that is not in keeping with Lewis University policy may jeopardize status of the Greek organization.

Financial Management/Budget

Poor financial management of a chapter is likely to have negative effects on overall chapter management. Through discipline, consistent bookkeeping, qualified supervision, and fiscal control, the chapter will build an atmosphere of fiscal responsibility and security. Every

chapter is asked to understand what goes into the annual financial review process in order to prepare the chapter for a potential budget increase each fall semester. Each fraternity and sorority will also be asked to pay its bills due to the IFC/NPHC, the University and other agencies on time. Failure to adhere to fiscal responsibility could result in fines, freezing of University funding, and/or judicial referral.

Paperwork and Attendance Requirements

Because Greek chapters operate somewhat differently than non-Greek student organizations there are additional rules and regulations that must be followed in order to maintain formal recognition status.

1. Annually submit to SDL all of the following documents (as applicable):
 - a. the Inter/National and Local Statements of Purposes
 - b. the Inter/National and Local Standards
 - c. the Inter/National and Local Constitution and By-Laws
 - d. the Inter/National and Local Accreditation Program
 - e. New Membership Education Program
2. Attendance at any Risk Management Workshops hosted by Student Development & Leadership
3. Membership in one of the Student Organization Governing Councils
4. Submit any information requested by SDL. This may include:
 - a. Membership Rosters
 - b. Member Contact Information
 - c. Event Data
 - d. Officer Lists

Failure to adhere to these requirements could result in all chapter events and activities not being approved until they are fulfilled.

Greek Organization Standing

Lewis University and Greek organizations cooperate on Inter/National and local levels for the benefits of the students. In this partnership, Greek organizations agree to follow the university policies and accept the privilege of having a chapter on campus. In addition, Greek letter organizations realize that Lewis University has the ultimate authority over activities on its campus. To that end, the University reserves the right to determine which organizations are congruent with values and mission of the institution.

Organizations found to be operating contrary to the mission of the University, the Sanctified Zone culture, and otherwise generally held University cultural norms and values may have their formal recognition removed by SDL without an accompanying allegation of violating the policies of this manual or the *Student Handbook* and subsequent organizational review.

New Membership Procedures

The new member process is essential to the positive development of chapter members. The process within each chapter must support and be conducive to the Lewis University Greek Values. Each chapter is responsible for its own recruitment and membership

education processes. For information about a how to join a specific chapter, students are encouraged to contact the chapter directly.

Recruitment and Intake Regulations

The process for joining a Greek organization is subject to the following requirements:

1. The recruitment and intake may not occur during the week prior to final examinations or the week of final examinations themselves in any given semester.
2. Any recruitment or intake events must be registered and approved through SDL & SORC in accordance with the Event Policy.
3. Any prospective members must have attained at least 2nd semester freshman status, be in good judicial standing, and have a minimum of a 2.0 cumulative grade point average.
4. Activities must be scheduled to avoid conflict with major campus events.

New Member Education Regulations

The activities that take place, as part of a new member education process, between joining an organization and formal initiation are subject to the following:

1. All activities related to New Member Education may not begin earlier than 4 p.m. and must be concluded by midnight.
2. Activity locations must be registered and approved by SDL & SORC. This applies to both on and off campus activities.
3. Activities must be scheduled to avoid conflict with major campus events.
4. Activities will not interfere with class attendance, or require participants to sacrifice their academic pursuits.
5. Membership education may not occur during the week prior to final examinations or the week of final examinations themselves in any given semester.

Greek Life Expansion Policy

Expansion is defined as the process by which fraternities and sororities establish chapters on campus. To this end, the following policy will govern how chapters are established at Lewis University.

Local vs. Inter/National Greek Organizations

Lewis University will only allow inter/national fraternities and sororities to expand to its campus. Inter/National fraternities and sororities are defined as organizations that have an established headquarters that provides oversight and support to member chapters.

Typically, these organizations belong to the North-American Interfraternity Conference (NIC), National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National APIA

Panhellenic Association (NAPA), National Multicultural Greek Council (NMGC), or other interfraternal organization.

IMPORTANT: Lewis University will not tolerate any inter/national headquarters or its members soliciting, recruiting, or initiating Lewis students without the expressed written consent of the Office of Student Development & Leadership. Furthermore, students will not be permitted to join or be initiated into any Greek letter organization that is not recognized as a student organization. This policy is to ensure that all organizations and activities are approved and follow the standards and expectations set forth by the University. Failure to comply with this policy will result in a moratorium on the particular group's expansion to Lewis for a length of time determined by the Dean of Student Services and/or his or her designee.

Criteria for Consideration of Expansion

1. Interest shown by students
2. Current trends in fraternity and sorority membership
3. University enrollment trends

Process for Expansion

Whether interested students have identified the fraternity or sorority they wish to affiliate with, or an organization contacts SDL regarding expansion, the following steps will be required to establish a new chapter. For the purposes of expansion, reestablishment of chapters that were previously recognized are treated as new chapters.

1. If SDL determines that expansion would benefit the campus community, the inter/national headquarters will be required to submit copies of all public documents (policies, procedures, membership education handbooks, accreditation standards, etc.) to the SDL office for review with specific attention paid to university policy and mission fit. The ultimate decision regarding expansion rests with SDL.
2. If after review of the documents submitted by the headquarters, SDL decides to proceed, representatives from the expanding organization will be invited to meet with SDL staff to discuss:
 - a. The rationale for the expansion
 - b. The expansion process
 - c. Policies and procedures of student organizations and Greek Life
3. SDL may grant expanding organization the opportunity to host information sessions to gain student interest in the expansion efforts. Typically, this opportunity is granted only to organizations that already have some student support for the expansion effort. Permission is granted on a case-by-case basis for one session at a time.
4. Once the expansion has enough students to form an interest group that group may seek recognition from SORC provided it meets all of the requirements for formal recognition. Interest groups are not eligible to receive funding.

5. Once the interest group has received formal recognition, it will have a period of four (4) semesters to obtain recognition (colony/chapter status, initiate members, etc.) from the affiliated organization and complete the expansion process.
 - a. If the interest group does not achieve recognition from the affiliated organization in the allotted time, does not comply with the requirements of formally recognized organizations, or do not wish to continue with the expansion process at any time, the expansion effort will be terminated.
6. Any organization that fails to complete the expansion process must wait for a period of one full academic year before further expansion efforts may begin.

Standards and Expectations

Any new fraternity or sorority that expands to Lewis will be expected to uphold and abide by the following:

1. At least one visit from a headquarters staff member per academic year.
2. Updates on any changes in fraternity or sorority policy.
3. Contact information updates for headquarters staff and alumni volunteers.