Issued By

**The Office for Student Engagement & Multicultural Enrichment**

This organization manual was revised in the Spring of 2024. Its purpose is to inform students of the rules and regulations for all registered student organizations at Lewis University.

Please be aware that the Office for Student Engagement and the Dean of Students Office reserve the right to edit or modify this organization manual at any time without prior notification to student organizations. While we strive to maintain updated and relevant information, changes may occur to ensure compliance with university policies and evolving needs. We appreciate your understanding and cooperation in maintaining a safe and organized campus community.

Student Engagement Website: [https://lewisu.edu/StudentActivities/index.htm](https://lewisu.edu/StudentActivities/index.htm)

Any questions, comments or suggestions regarding this manual should be directed to The Office for Student Engagement & Multicultural Enrichment at (studentengagement@lewisu.edu) Phone: 815-836-5834
# Table of Contents

Welcome ......................................................................................................................... 3
Student Organization Mission Statement ...................................................................... 4
University Mission Statement ....................................................................................... 4
Student Organization Manual ....................................................................................... 5
Lewis University: A Sanctified Zone ............................................................................. 7
Definitions of Terms ........................................................................................................ 8
Office for Student Engagement & Multicultural Enrichment ........................................ 11
Advisor .......................................................................................................................... 12
Formal Recognition Process .......................................................................................... 13
New Organization Recognition ....................................................................................... 14
Organization Responsibilities ......................................................................................... 15
Renewal of Registered Student Organizations ............................................................. 16
Scheduling Meetings & Events ....................................................................................... 17
Advertising Meetings & Events ..................................................................................... 18
Event Policy ................................................................................................................... 20
Firepits Policy and Procedures ....................................................................................... 23
Movie Policy ................................................................................................................... 24
Funding ........................................................................................................................... 25
    Budgets ...................................................................................................................... 25
    Accounts .................................................................................................................... 25
    Funding Policy ......................................................................................................... 26
Supply Request Form ...................................................................................................... 28
Fundraiser Policy ............................................................................................................ 29
Social & Risk Management ............................................................................................. 30
    Hazing Definition ..................................................................................................... 30
Disciplinary Process ....................................................................................................... 31
    Complaints ................................................................................................................. 31
Organization Review Process ......................................................................................... 31
Fraternity & Sorority Life ............................................................................................... 34
    Lewis University Fraternity and Sorority Values ....................................................... 35
Greek Formal Recognition ............................................................................................. 36
Greek Chapter Requirements ......................................................................................... 37
Greek Life Expansion Policy .......................................................................................... 39
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 of the classroom by being a part of a registered student organization. Our alumni 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 our campus.

Located in the Brother James Gaffney Student Center, The Office for Student Engagement & Multicultural Enrichment is the place to go if you want to join a student organization, start a new organization, are interested in Greek Life, or need support with event planning. Student Engagement is responsible for all student organizations on campus including Greek organizations and honor societies. Our goal is to provide you with the resources, information and leadership support needed to run and grow your organization effectively.

As you make your mark at Lewis University, please know that we are here to help you! We are committed to developing Lewis University’s students holistically in mind, body, and spirit as you discover the many benefits that come with becoming involved on campus and in turn enhancing your overall Lewis experience. It is our sincerest hope that through membership in student organizations and taking advantage of the opportunities they offer, you will explore new interests, build upon your existing strengths, and develop a sense of belonging to Lewis University that will last a lifetime.

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Student Organization Mission Statement

The Office for Student Engagement & Multicultural Enrichment is committed to providing and supporting co-curricular programs and events that entertain, challenge, and promote the exchange of ideas. At Lewis University, our staff helps extend the learning experiences beyond the classroom through campus involvement, student leadership, volunteer opportunities, and campus employment. Co-curricular activities complement our strong academic tradition by providing students with a well-rounded college experience. Both are key 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 indicated in the Student Handbook, organizations may not discriminate against any student based on race, creed or religion, national origin, sex, sexual orientation, age, disability or color.

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.
Student Organization Manual

The Student Organization Manual is designed to inform and guide all registered 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 registered student organizations [RSO's] shall operate. Contained within our policies are the steps required to become a registered student organization, procedures for hosting events on campus, and rules governing the use of university funds. All registered student organizations and their members must adhere to the policies, practices, and procedures mandated by the Lewis University 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 for Student Engagement & Multicultural Enrichment, 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, Alumni, Regional Offices, etc.)
- Non-Profit Organizations
- Honor Societies
- Professional Associations
Hate crimes and ugly racial attacks occur all too commonly in our society, so frequently perhaps as to make us immune to the pain and injustice experienced by the victims and their loved ones. 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. 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.

-Originated by Brother James Gaffney, FSC-
Lewis University: A Sanctified Zone

Sanctified Zone
Guided by its Catholic identity and Lasallian heritage, Lewis University is firmly committed to fostering a campus atmosphere that is permeated by its Mission-based values of Fidelity, Wisdom, Knowledge, Justice and Association. We treasure each member of our community as made in the image and likeness of God, as a person of innate dignity, and as a profound gift. As such, we seek to be a place and a people United in Diversity. Accordingly, we have declared Lewis University a Sanctified Zone.

As a Sanctified Zone, we seek to acknowledge, value, and celebrate diversity, equity, and inclusion at Lewis University in all our programs, classrooms, experiential learning settings, and virtual spaces:

- by hearing each person’s unique stories;
- by accepting each other as individuals and as members of communities;
- by challenging our unexamined assumptions to help us unmask personal, cultural, religious, racial, and systemic stigmatization and discrimination based on gender/gender identity, sexual orientation, and individuals with diverse abilities;
- by recognizing that prejudice, ignorance and stereotypes create and sustain privilege and preference for some while marginalizing and oppressing others;
- by educating lifelong learners who will be bridge builders and change agents in our communities, locally, nationally, and internationally by fostering a sense of belonging and by extending radical hospitality to all;
- and by becoming people who are more compassionate, welcoming, hospitable and committed to justice, healing, and peace.

The active promotion of diversity and the opposition to all forms of hate, prejudice and bias are a powerful and healing expression of our desire to be “Signs of Faith” (Signum Fidei) to our students and each other.

History of the Sanctified Zone
At a special Mass during Founders Week in April 1997, the campus was first dedicated as a Sanctified Zone as the University declared its commitment to and appreciation for diversity, proclaiming the campus to be a place where respect for the dignity of each person is to be promoted. Members of the University Diversity Council formulated the Sanctified Zone initiative. That group of faculty, staff, administrators and students called upon the entire Lewis community to reflect our Mission values by helping everyone, whatever their personal background, to feel comfortable, accepted, and respected at the University. In the Spring of 2017, the original Sanctified Zone statement was revised by the Diversity Engagement Committee (the successor to the University Diversity Council) as part of the 20th anniversary celebration of this important campus designation and the new statement was formally dedicated on April 24, 2017 in a special campus ceremony.

A Place of Welcome
Consistent with our Catholic and Lasallian Mission, Lewis University strives to be a place of welcome to those of all faith traditions and worldviews. As a university comprised of lifelong learners, we aspire to foster a community committed to exploring and understanding the religious, spiritual, and secular beliefs, values, and practices of ourselves and others through sharing, study, reflection, and encounter.
Definitions of Terms

**Ad hoc Committee**
Committees appointed on an as-needed basis and continue if 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 a full-time faculty or staff member 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 Student Engagement. If a registered student organization does not have a preferred advisor, the Office of Student Engagement will assign an advisor.

**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, 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.

**Event Registration Form**
Any gathering of student organizations, on or off campus, requires an Event Registration Form. The Event Registration Form is available online through Office 365. Event Registration Forms must be completed at least two (2) weeks prior to the event. The Office of Student Engagement and the Office of Meetings, Events, and Conferences are responsible for reviewing and approving or denying Event Forms. Holding an event without approval will result in a referral to the Organization Review Committee.

**Inactive Status**
Any student organization under the Conduct 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.

**Conduct Review**
A student organization may be up for Conduct 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 in good standing. All students are responsible for abiding by the policies and procedures as outlined in the Student Organization Manual and the Student Handbook. Students are reminded that they represent their organization at all times, and individual action may reflect 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 the Student Organization Manual will be referred to the Organization Review Committee. A determination will be made by the Dean of Students or his/her designee as to whether the case will be heard and at what level. It may be referred to a Student Organization Conduct 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 a student 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 Engagement monies, and are required to fulfill all organization responsibilities each semester. All new, petitioning organizations must complete a recognition packet available online at www.lewisu.edu/sdl. Approval of a new organization comes from the Dean of Students upon recommendation from the Office for Student Engagement & Multicultural Enrichment.

**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, there is a regular review by Student Engagement 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 report to Student Engagement by a designated date at the end of each academic year 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**

A Student Organization, for the purpose of this manual, is a group of three or more students united by a common interest, activity, or goal; sometimes referred to as a society, club, or fellowship. If you wish to establish such a
collective, whether on or off campus, you must follow the university’s guidelines and register through the recognition process with the Office for Student Engagement.

Suspension
A status whereby an organization has lost some or all 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 for other reasons. For example, an organization could be placed on suspension:

- If membership falls below the minimum requirement of members.
- If an organization is found to be fiscally irresponsible.
- If an organization fails to comply with the rules and regulations as set forth in the Student Handbook and/or the Student Organization Manual.
- At the discretion of the Dean of Students, Director, or Assistant Director of Student Engagement.

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

- Suspension of Intake Activities: The group remains inactive for a designated period as related to intake activity.
- Suspension of Activity Sponsorship: The organization is required not to sponsor any activity.
- Suspension of Financial privileges.
- Suspension of Operations: The group may not meet as an organization.
- Suspension of Formal Recognition resulting in the 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 low membership, voluntary withdrawal, or code of conduct violations.
Office for Student Engagement & Multicultural Enrichment

Services offered by the Office for Student Engagement & Multicultural Enrichment:

**Student Organization Support**
- Online Event Registration Form
- Approval of RSO flyers
- Campus space reservations
- Student Engagement equipment reservations
- Student Organization membership information packets
- RSO Supply Request Forms
- RSOs advisor information and list
- Activity/Event schedules
- Leadership Development
- RSO check requests as needed

**Professional Staff Support**
- Program planning assistance
- Organizational development strategies
- Coordination of Campus Police, Security, and Student Life Staff
- Advertising
- Team building
- Fundraising

**Items available for check-out include:**
- Projector
- 2 Wheel Dolly
- Popcorn Machine
- Art Supplies
- Extension Cords
- Speakers/Sound System
- Microphone
- Board Games
- Outdoor Games (Giant Jenga, Giant Connect-4, Bean Bags, Horseshoes, Giant Checkers, Giant Chess)

The Office for Student Engagement & Multicultural Enrichment also exercises its office in the following areas:
- Assisting with the initiation of new organizations, discipline of student organizations, and the evaluation of organizations seeking renewal of recognition
- Assisting with RSO budgets
- RSO conduct complaint review
- Oversight of Lewis University’s Student Senate, Multicultural Student Organizations, and Fraternity & Sorority Life
Advisor

The role of an Advisor is to provide guidance and direction, clarify policies and procedures, and facilitate growth and leadership within the student organization. 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 group’s 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 member to serve as their Advisor. If an organization is unable to find an Advisor that meets Lewis University’s requirements, the Director of the Office for Student Engagement & Multicultural Enrichment will appoint an Advisor for the organization. The Assistant Director of the Office for Student Engagement & Multicultural Enrichment is responsible for all Advisor approvals and has the discretion to assign to, and/or remove, an Advisor from any organization. Any organization wishing to change their advisor can do so at any time during the academic year. They may do so by contacting Student Engagement and filling out an Updated Advisor Form online via (Office 365).

Advisors must be willing to:

- Keep the organization and its members to the standards outlined in the Student Handbook and in this Student Organization Manual by explaining and clarifying campus policies and procedures that apply to the organization.
- Assume a mentoring role with the organization members including providing guidance, direction, advice, and encouraging development, leadership, and goal setting.
- Maintain awareness and/or assist in planning activities and programs sponsored by the student organization. All activities/events must be approved by an advisor before receiving approval from Student Engagement.
- 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 meetings as often as possible.
- Assist in the orientation and training of new officers.
- Maintain contact with Student Engagement.
- Provide direction in parliamentary procedure, meeting facilitation, group building, goal setting, and program planning.
- Assist the organization’s treasurer in monitoring expenditures, fundraising activities, and anything to do with maintaining monies in the business office. Advisors must approve all expenditures before they are submitted to Student Engagement.
- Assist the organization’s secretary in keeping records including meeting minutes, files, and other vital information.
- Inform organization members of any violations of university behavioral standards that constitute unacceptable behavior.
- Assist the organization in filling out necessary paperwork and handing it in by the appropriate deadlines.

RSOs must submit an Advisor Acknowledgment Form each year confirming their advisor agrees to continue to support the organization in this way.
Formal Recognition Process

Note: A Student Organization, for the purpose of this manual, is a group of three or more students united by a common interest, activity, or goal; sometimes referred to as a society, club, or fellowship. If you wish to establish such a collective, whether on or off campus, you must follow the university’s guidelines and register through the recognition process with the Office for Student Engagement.

Characteristics of Mission-Oriented Office for Student Engagement & Multicultural Enrichment
All student clubs, organizations and councils are to uphold the integrity of the Lewis University Mission Statement by offering:

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

Recognition
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 formally recognized by Lewis University and Student Engagement when they meet the following criteria:

- The New Org Registration Form is completed and submitted to Student Engagement through Office 365
- All active members are in good standing
- The organization has a minimum of 3 members
- The organization must have a faculty or staff member serve as their Advisor

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

- The organization may be placed on probation.
  - During this probation time, activities will be restricted to those focused on meeting formal recognition requirements. Student Engagement is empowered to determine if activities satisfy this requirement.
- Access to University funding may be denied.
- Participation as an organization on campus or other organization events may be limited.
- Formal recognition may be removed, and the organization dissolved.
New Organization Recognition

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 the Office for Student Engagement & Multicultural Enrichment monies. Because fiscal and personnel resources are limited, every effort is made to ensure that groups offer a unique student experience and do not duplicate existing groups’ efforts. 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 is easy! New student organizations require at least three people with an advisor's support when seeking formal recognition. Once students decide whether they wish to be officially recognized as a student organization, they must proceed as follows:

- Go online to Office 365 and fill out the Student Organization Registration Form.
- Make sure the organization has a Lewis faculty member or full-time staff person to act as advisor.
- Have the selected advisor complete the Advisor acknowledgment form via Office 365.
- Have a meeting with a Student Engagement staff member to discuss the recognition process, organization vision, and University Mission fit.

The criteria for recognition are:

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

Once the form is received, all new applications will go through the formal approval process including the review and recommendation/rejection by the Office for Student Engagement & Multicultural Enrichment and the final approval by the Director of the Office for Student Engagement & Multicultural Enrichment.

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 Office for Student Engagement & Multicultural Enrichment monies.
Organization Responsibilities

Each semester, all registered student organizations are required to fulfill certain responsibilities. Each responsibility serves the University and/or the greater community. These responsibilities are as follows:

Offer 3 events or more per semester, that are open to the entire student body, including one of each of the following categories:

- Community Betterment Activity/Event
  - Service Projects, Feed My Starving Children, Volunteering, Charitable Fundraiser
- Social
  - Co-Sponsorships with other registered student organizations or departments
- Educational
  - Lecture, Documentary Showing, Guest Speaker, Sponsored Trip to a Museum

Timely Submission of:

- Advisor form
- Budget Request Form
- Event Request Form (at least two (2) weeks in advance of the event)
- Supply Request Form (at least two (2) weeks in advance of when supplies are needed)
- Financial Paperwork and Receipts
- Updated Rosters
  - A roster of member names and ID numbers must be submitted every semester by a date communicated by the Office for Student Engagement & Multicultural Enrichment. The roster will be checked to be certain that each member has a minimum GPA of 2.0 and is in good conduct standing. A person on university probation, whether conduct or academic, 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).

Failure to complete these steps may result in repercussions, including a deduction/loss of funding or removal of formal recognition 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, 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 Vice President for Student Life and Chief Mission Officer, Dr. Kurt Schackmuth, is 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.
Renewal of Registered Student Organizations

To remain an active, formally registered student organization, the New Org Registration Form must be submitted for review to the Office for Student Engagement & Multicultural Enrichment by the deadline each academic school year.

The renewal packet will include the following:

- Names and contact information for the organization’s officers for the next academic year
- Confirmation of attendance for the Welcome Week Flyer Organization and Resource Fair (an email regarding table reservations will be sent by Student Engagement before the Fall semester begins).
- General Information about the organization.
- Budget request.

All organization reports and requests for funding are reviewed by the Office for Student Engagement & Multicultural Enrichment. Organizations having low membership (fewer than three undergraduates matriculating at Lewis University), poor stewardship or management of their organizational budget, having serious and/or frequent violations of policy or procedure, or having membership intake violations are subject to scrutiny. Recognized members are 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 Director of the Office for Student Engagement & Multicultural Enrichment.

A Student Organization may lose official university recognition for several reasons including low membership, voluntary withdrawal, and code of conduct violations. If an organization loses recognition, temporarily or permanently, the following privileges are lost:

- Ability to hold meetings, events, or activities on or off 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 letters/ 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 member’s 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 Conduct Process and/or further disciplinary action against organizations already under sanction.
Scheduling Meetings & Events

All registered student organizations planning to host an event, meeting, or program on or off campus, must submit an Event Request Form to the Office for Student Engagement at least two (2) weeks before your event’s scheduled date. You can find the form on the Lewis Website in the Student Engagement Page under “Organization Forms”. You can also email StudentEngagement@lewisu.edu to get the link to the form. Please note that any events not submitted in a timely manner may be subject to denial, and we kindly request that members of your organization refrain from hosting any events without proper approval.

Failure to do so may lead to consequences as determined by the Office for Student Engagement and the Dean of Students Office. It is crucial to follow the proper procedures and guidelines to ensure the success of your organization’s events and to maintain compliance with university policies.

Activities and events must not conflict with major campus events determined by Student Engagement, but participation and partnership in larger events is encouraged. These include Welcome Week, Lewis Fest, I Love Lewis Day and any cultural/religious events. Student Engagement determines the last day events may be held during a semester. Typically, this date falls on the last school day prior to the final week of classes. However, this date is subject to change.

Student Organizations under conduct review, suspension or probation are NOT eligible to host any activity/event.

If your RSO has any questions regarding proper scheduling, procedures, or advertising of events, please contact the Office for Student Engagement.
Advertising Meetings & Events

Procedure for Posting Approval:

- All RSO event flyers must be submitted to the Office for Student Engagement via studentengagement@lewisu.edu for approval.
- In order to post, all flyers must receive the Student Engagement digital stamp.
- The Office of Student Engagement requires at least 24 hours to approve materials. Materials submitted within less than 24 hours are not guaranteed approval.
- Any material not approved cannot be posted on campus.

Rules for Posting:

- All materials must be hung with blue painters’ tape only (push pins and staples are acceptable on bulletin boards only).
- Flyers must be 8.5 X 11” or smaller. Special permission may be granted by Student Engagement for larger materials.
- Materials must be in pre-approved locations unless special permission is given by Student Engagement.
- 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.
- All publicity must include organization name, event date, event time, event location, and contact information.

Kiosks:

- Kiosks are refreshed every two weeks on Mondays.
- Items should be submitted to the Office for Student Engagement at the BJG Student Center room JG 104 well in advance of the event.
- The Office for Student Engagement requires 12 copies with the approval stamp to post items in the kiosks.

Note: No advertising may promote alcohol consumption. All off-campus advertising of student sponsored events must be approved by the Director for Student Engagement. Posting is allowed only in designated spaces (see below) and will be removed if determined not to comply with university policies. Organization found in violation of these posting guidelines could be referred to the university conduct process.

Pre-Approved Posting Locations:

- Student Union Building entrances and stairways
- Designated bulletin boards
- Academic buildings
- Ground floor of the LRC northeast stairwell
- First floor of the library near the west entrance
- Rec center near the front desk, and 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 Student Engagement)
- Residence hall boards (requires the permission of the Office of Residence Life, located in LRC)
- Materials may be sent by Student Engagement through the “This Week at Lewis” email
- Eating establishments such as Charlie’s Place, Common Grounds, Courtyard, Flyers Den, and Laverne Brown

Printing Policy/Charges
The Office for Student Engagement does not print flyers or posters for registered student organizations, or campus departments. It is the responsibility of the student organization to print out flyers and have them approved by the
Office for Student Engagement, prior to posting them on campus. Flyers created by campus departments do not require approval by the Office for Student Engagement.

Violations of printing and posting policies may result in disciplinary action as outlined by the Student Handbook and Student Organization Manual. Materials that have been approved for posting by Student Engagement are not necessarily sponsored or endorsed by Student Engagement.
Event Policy

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

Scheduling an Event
- Meet with the Advisor to communicate the specifics of the event including dates, times, place, and number of people expected to attend. This includes both on-campus and off-campus attendees.
- Fill out an Event Registration Form online at least 2 weeks before the event via the Event Request Form on the Student Engagement webpage under Organizations Forms. Failure to do so will preclude the event from occurring.
- Approval times vary, but most events are approved or denied within 72 hours (about 3 days) after submission.
- Upon Approval, you will be emailed by Student Engagement and receive a confirmation code.
- Once your event is approved, you may begin posting flyers or posters promoting your event.

Depending on the event's size or nature, a detailed written proposal may be required before approval.

Overall Planning
- Event planning should begin at least FOUR WEEKS prior, 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!
- 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.
- An organization representative may be required to meet with Student Engagement two weeks before the event.
- The Office for Student Engagement & Multicultural Enrichment reserves the right to cancel a student organization sponsored event or event request at any time.

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

Security
- 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-Lewis University guests at an event plays a vital role in the
determination of Security coverage. Inadequate security coverage (University and/or non-University personnel) may preclude the event from occurring.

- The cost of additional security is the responsibility of the host organization(s).
- At the discretion of the University Police, metal detectors may be used at the entrance to the event.
- 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
- Guests must adhere to the Lewis University Guest Policy.
- Sponsoring organizations will be held accountable for any damage that occurs during their event.
- Access to the building may require one entrance and one exit. Signs will be posted.
- All security is contracted by Lewis University Police.

**Alcohol**

- 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 formal request through the Director of the Office for Student Engagement & Multicultural Enrichment.
  - Student organizations may host events at off-campus locations that can legally serve alcohol (i.e., a restaurant, banquet hall, sports stadium) 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.
- No organization may sponsor an event in a bar or pub.
- No advertising may promote alcohol consumption. This includes drink cost or brand names appearing on any advertisement for any event.

**Accountability**

- Organizations that sponsor an event funded by Student Engagement funds may not charge admission to Lewis’s students. The only exception to this policy is for events where Student Engagement has given special permission to do so. The sponsoring organization may charge admission to non-Lewis’s students with prior approval.
- 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.
- 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.
- 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.
- All passageways, entrances, and exits must be kept clear during the event.
- Sponsoring organizations are responsible for returning the venue to its original condition. Failure to do so will result in cleaning fees and sanctions to the organization(s).

**Off Campus Event Policy**

**Liability Waiver**

All Registered Student Organizations and their members must fill out a liability waiver and turn it in before their event. These forms can be picked up from the Office for Student Engagement located on the ground floor of the Brother James Gaffney Student Center. Organization-sponsored events occurring off campus, which are not approved or recognized by the University, are outside the responsibility of the University. Students are also not allowed to deviate from the specified event location.
Bus Transportation Policy
Student Organizations will not be permitted to sponsor bus trips off campus where alcohol is served. Student Organizations may request to book the Lewis University Shuttle Bus via their advisor or the Office for Student Engagement. The Lewis University Shuttle is a free service and can accommodate up to 24 individuals.
Firepits Policy and Procedures

Lewis University has four gas Fire Pits for use by members of the University community. No other Fire Pits or Bonfires are allowed on campus.

Fire Pits are available for use year-round between 9:00am and 10:00pm, Sunday through Saturday. Registered Student Organizations wishing to use the fire pits must have their event requested and approved by Student Engagement. They may do so, through the Event Request Form 2 weeks prior to their event. When completing a reservation, please indicate the number/location of the Fire Pit. If you need a specific set-up for your event, please note this in the Event Request Form.

Note: Fire Pits may be closed due to extreme temperatures. Departments, Faculty and Staff do not need approval from Student Engagement to reserve the Fire Pits. Resident Assistants and Resident Life Coordinators should reserve the Fire Pits through the Resident Life Department.

- Fire Pit #1: University Green (Near Memorial Hall and Academic Science Building)
- Fire Pit #2: Between North Hall and Founders Hall
- Fire Pit #3: Backyard
- Fire Pit #4: Veterans Plaza

At the Fire Pits:
- No burning of materials.
- No alcohol permitted.
- No horseplay or physical activities within 10’ of fire pit.
- Sponsors of the event/users are responsible for cleaning up the area when the event has concluded.
- The fire should not be left unattended and should be turned off when the event has concluded.

When a Fire Pit is not reserved, members of the University Community can use them and must follow all the procedures noted above. If members of the Community are using a Fire Pit without reserving it, and a group has it reserved, the group that has the Fire Pit reserved will have priority use of the Fire Pit.

Instructions on how to use the Fire Pits are posted at each location.
Movie Policy

Organizations or individuals wishing to show a film publicly at Lewis University will be asked to provide proof of obtaining 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 a public University space (e.g., any classroom, lounge, or communal 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 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 to which an audience is invited.
- If you are charging admission for the showing or an event with it.
- 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 being shown is for educational purposes.

You do not necessarily need permission if you are showing brief parts of a film. There are no 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, and when the length of the showing is not substantial.

Film Showing Process:

- Fill out the Event Registration Form
- Once your event is approved you must contact Student Engagement via email or in person 5 weeks prior to the showing
- The appropriate vendor will be contacted regarding availability and cost
- Follow Student Engagement guidelines for securing funding
- Once the date of the movie showing has arrived, you can pick up the movie from Student Engagement
- Arrangements must be made to return the movie to Student Engagement upon requesting the movie. All movies must be returned to Student Engagement within 12 hours of the showing. Fees will be incurred if a movie is submitted after this 12-hour deadline

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.
Funding

**New Student Organizations:**
Upon completion of the application to become an RSO, student organizations must present a budget request that outlines the group's financial needs. However, for those RSOs that do not have a need for funding, a budget request is not required.

**Existing Student Organizations:**
In order for existing student organizations to continue to receive a budget, they must submit an Updated Roster Form which identifies their new members each semester. This form will be emailed to the current President before the end of each semester. 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 are responsible for providing accountability for funds generated through university monies. Funding approval is granted by Student Engagement.

**Budgets**
Student organizations that receive a budget from Student Engagement 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 each semester, submitting all paperwork on time, and avoiding any policy violations.

*Note:* If a student organization loses recognition, then that organization loses access to any funds held in university accounts. If you need to request a budget update or have any budget related inquiries, you can email us at sega@lewisu.edu

**Accounts**
Student organizations may be given two types of accounts through the Business Office:

**X2 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.

**X5 Account**
Sometimes referred to as a fundraising account, this account carries over funds from fiscal year-to-year.
**Funding Policy**

All RSO accounts shall follow the Lewis University purchasing guidelines, Student Organization Manual and Business Office policies and procedures. 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 an X2 general account. This money must be used during the fiscal year from July 1 to June 30th. All necessary receipts, requisitions and financial paperwork must be submitted prior to the last day of classes.

Organizations that consistently under-utilize budgeted funds are subject to having their funding allocation reviewed and budget reduced based on the recommendation of Student Engagement during the annual budget allocation process.

A student organization may be eligible for an X5 fundraising account with the Business Office for the purpose of maintaining monies from fundraising. 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 the Office for Student Engagement & Multicultural Enrichment, 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 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 materials to be distributed to the Lewis community.
- 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 award recognition programming.

**Funding Restrictions on Student Organizations:**
- University money will not fund purchases that will become private 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 (X5) 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 or other national, regional, or local organization dues.
- University money will not fund debt incurred by a club/organization.

Poor monetary management of an organization is likely to have negative effects on the overall student experience. Through discipline, consistent bookkeeping, qualified supervision, and fiscal control, organizations will build an atmosphere of fiscal responsibility and security. Every organization is asked to understand what goes into the annual
financial review process 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.

**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 Student Engagement and the Business Office.

Student organizations are not allowed to maintain off-campus bank accounts. Organizations wishing to be exempt from this policy must submit a proposal to Student Engagement outlining the reasons for requesting an exemption.

Organizations approved to have a bank account must submit a copy of their most recent bank statements to Student Engagement with their renewal packet. Other stipulations may be imposed as conditions of approval. All exemptions must be approved by the Dean of Student Services.

Violations of funding policies may also result in individual students being referred to the University conduct process.

**Accessing Funds**
Accessing monies from either X2 or X5 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:

- **Vendor**: name, address, phone number, and ID number (Lewis employee or student only) of the person or company to be paid
- **Preparation Date**: date the requisition form is filled out
- **Department, Account Number & Amount**: the department is the name of the student organization on the account, the account number is either the X2 or X5 account number
- **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)
- **Grand Total**: total of the amounts in the extension column, total should match the amount total from number 3
- **Justification**: reason for purchasing items or services if not already included in the description
- **Approval of Advisor**
Supply Request Form

**Note:** Supplies can only be requested by student organizations that currently have a budget established with the Office for Student Engagement.

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 the Supply Request Form. The Supply Request Form may be found on the Student Engagement website, under “Organizations Forms”. Students will not be reimbursed for supplies purchased out of pocket.

The Supply Request Form must be submitted 2 weeks before the date when supplies are needed. Failure to submit the Supply Request Form 2 weeks prior will result in a warning. After 2 warnings of late submissions, the next late submission will be denied. Once your request is received, the Office for Student Engagement will process it and notify you when your items are ready for pick up.

As a tax-exempt institution, Student Engagement recommends all supplies are requested through preferred vendors in which we already have tax-exempt accounts. Here is a list of our preferred vendors:

- Walmart
- Target
- Michaels
- Dollar Tree
- Jewel-Osco
- Amazon

**Note:** Make sure the supplies are in stock for Romeoville locations. Student Engagement reserves the right to substitute items, if necessary.

Catering/Restaurant orders over $100 are not permitted and will be denied. Orders under $100 will be placed by Student Engagement and the student organization is responsible for pick-up. The student organization must receive a receipt for the order and hand in the receipt to the Office for Student Engagement within 48 hours (about 2 days). Failure to do so will result in the student organization having its purchasing privilege revoked.

Student organizations are responsible for keeping a record of their own transactions from the Supply Request Form and any other purchasing methods. They may contact [sega@lewisu.edu](mailto:sega@lewisu.edu) for a more accurate student organization balance.
Fundraiser Policy

All fundraising activities require the approval of the RSO’s advisor and the approval of the Office for Student Engagement. Organizations are allowed one on-campus fundraising event that benefits their organization and one on-campus fundraising event that benefits a charitable cause per semester. All requests for additional on-campus fundraisers should be submitted to the Director of the Office for Student Engagement & Multicultural Enrichment. There is no limit on the frequency of off-campus fundraisers. Fundraising proposals must be approved at least 5 weeks prior to the event. Organizations must deposit all funds raised into their University X5 fundraising account in the Business Office. A report on monies raised should be submitted to the organization’s advisor and to Student Engagement at the end of each semester.

All organization accounts are subject to review by Student Engagement 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:

- 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.
- 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.
- Student Organizations wishing to use hot food for fundraising purposes are encouraged to contact Sodexo Catering to provide food and materials to guarantee food safety.
- 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.
Social & Risk Management

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

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

- Alcohol & Drugs
- Hazing
- Sexual Misconduct

Hazing Definition

All acts of hazing, including by any individual student, varsity athletic team, club sport team or university registered student organization and any of its potential members, members or alumni, are prohibited. All members of the community are entitled to be treated with consideration and respect, and no individual may perform an act that is intended to cause ridicule or humiliation, physical or psychological harm or social ostracism to any other person within the university community.

Hazing is any action taken or situation created, either intentionally or unintentionally, on or off campus, to produce physical discomfort, embarrassment, ridicule, or possible physical harm or injury as a requirement for belonging to a group.

Individuals will be held accountable for their actions, and neither citing the activity as a “tradition” nor being coerced by current or former students or student leaders of such groups or organizations will suffice as a justifiable reason for participation in such activity.

Varsity athletic teams, club sport teams and university registered student organizations will be held accountable and could have their recognition suspended or revoked.

Examples of prohibited behavior under the hazing category include but are not limited to:

- Physical abuse, including but not limited to paddling, slapping, kicking, choking, scratching and exposure to extreme (i.e., cold or hot) water temperatures, the consumption of disgusting and/or dangerous concoctions or requiring another to engage in any form of forced physical activity or exercise;
- Causing excessive mental stress, including but not limited to placing prospective members of an organization or group in ambiguous situations which lead to confusion and emotional stress, sleep deprivation;
- Verbal abuse, including but not limited to shouting, screaming or use of derogatory, profane or obscene language; or
- Subservience, including but not limited to any activity which promotes a class system within organizations or activities which facilitate inappropriate levels of authority over students. Misuse of authority by virtue of one’s leadership position, preventing an individual from attending class, and failing to report any of the foregoing behavior to the appropriate University officials.

This list is not exhaustive, and any student, team, group, club or organization found to be involved in any hazing activity will face conduct action. Violation of this policy exists irrespective of the voluntary or consensual participation in the hazing activity by the person being hazed.

Any person with knowledge of hazing is expected to report it promptly to the Dean of Students. If the incident requires immediate attention or involves a threat to anyone’s safety, contact LUPD directly at 815-836-5911.
Disciplinary Process

Complaints
Complaints against a student or organization can originate from various sources. These can include faculty, staff, other students, alumni, parents, friends, or 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 conduct process. Information about the University conduct process can be found in the Student Handbook. Complaints against organizations are referred to the Organizational Review Committee outlined below.

Note: Individual student members of an organization may be referred to the University conduct 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 Student Engagement is made aware of a violation of the Student Organization Manual and/or the Student Handbook, by any member of an RSO, the matter will be referred to the Organization Review Committee. 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 Engagement will conduct interviews, inquiries, and gather information surrounding the allegations.
- At the investigation's end, Student Engagement will recommend how to proceed. Examples include:
  - Reinstating the organization
  - Refer the case for Review
  - Refer the case to the University conduct process

If a case is determined to be sufficient to warrant an Organization Review, the situation may be handled at one of two levels:

- Organization Administrative Review
- Organization Board Review

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

Organization Administrative Review
An Administrative Review is called by the Office for Student Engagement. An organization Administrative Review is presided over by a staff member. 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 organization's representatives will be allowed to speak and give information relevant to the incident supporting 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
  - Educational Essay or Project
  - Facility Restriction
Note: If an Organization Administrative Review is unable to reach a decision, or determines that the case warrants further investigation 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 involve allegations that if true could warrant dissolving the student organization or that cannot be resolved at another level in the process. Members of the staff that conduct the investigation may not serve as board members. An Organization Board review is presided over by the Dean of Students or designee with an appointed 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 chosen advisor’s name to the Dean of Students at least 48 hours (2 days) before 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 the conduct of 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 is typically an investigative summary.
- The organization may plea “in violation” or “not in violation.”
- The organization’s representatives will be allowed to speak and give information relevant to the incident supporting their position.
- The Dean of Student Services and other Board members will ask any questions they have about 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
- Educateive Essay or Project

Notification of Sanctioning
- Facility Restriction
- Fine
- Official Reprimand
- Probation
- Removal of Formal Recognition Status
- Restitution
• Redress
• Suspension

An organization 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:

- Student Organization Review appeals to the Director of Student Engagement
- Organization Administrative Review appeals to the Dean of Student Services
- Organization Board Review appeals to the Senior 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 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 Conduct Review 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 Dean of Student Services’ approval.
Fraternity & Sorority Life

Purpose
This policy states a set of expectations designed by The Office for Student Engagement & Multicultural Enrichment to enhance the Fraternity & Sorority Experience at Lewis University. The term “Greek Life” refers to the activities and programs of the local, regional & national chapters of fraternities and sororities affiliated with the Inter-Greek Council (IGC), National Pan-Hellenic Council (NPHC), and any other social Greek-letter organization. The term “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.

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 the values and expectations outlined in this policy that are consistent with the University’s mission and 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 and Fraternities & Sororities.

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 Office for Student Engagement & Multicultural Enrichment 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 from special interests or social organizations because of their primary allegiance to the University’s academic purpose.

Social Greeks operate in the Office for Student Engagement & Multicultural Enrichment 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 skills are all prime examples. In addition, they differentiate themselves by the new member recruitment process.
Lewis University Fraternity and Sorority Values

Lewis University's fraternities and sororities provide leadership opportunities for students and community service by consistently working together to promote the highest ideals and standards. Each Greek organization is unique, and yet together 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 Lewis strives for academic excellence and improved scholastic achievement. Each chapter has a grade point average requirement, which each member must maintain to remain active. Chapters also offer academic assistance for members by providing study areas and peer tutoring. Every chapter understands that its members are students first and provides 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 first-year status.

Leadership

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

Philanthropy/Service

Lewis's fraternity and sorority chapters support a strong tradition of service to the University and the larger communities. 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 raising funds for those in need.

Relationships of Brotherhood and Sisterhood

Brotherhood and sisterhood mean 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

Lewis'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.
**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 Council**

The governing body that oversees social Greek organizations at Lewis University is the Inter-Greek Council. All chapters must have active participation in the council. Chapter representatives must attend all meetings of the council.

**Inter-Greek 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.

**Requirements for Greek Councils**

Whereas the IGC council operates as a governing body and not a student organization, special considerations must be made regarding regulation. IGC is subject to the rules of student organizations except for 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 to be an active member of any Greek organization. GPA’s will be checked each semester by Student Engagement. 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 if the governance and operations of each chapter remain the undergraduates’ main responsibility. 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 recruitment, 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 alum. Any activity by alumni that is not in keeping with Lewis University policy may jeopardize status of the Greek organization.

Financial Management/Budget

Poor monetary 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 to prepare them. Each fraternity and sorority will also be asked to pay its bills due to the University and other agencies on time. Failure to adhere to fiscal responsibility could result in fines, freezing of university funding, and/or Conduct Review.

Paperwork and Attendance Requirements

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

- Annually submit to Student Engagement all the following documents (as applicable):
  - The Inter/National and Local Statements of Purposes
  - The Inter/National and Local Standards
  - The Inter/National and Local Constitution and By-Laws
  - The Inter/National and Local Accreditation Program
  - New Membership Education Program
- Attendance at any Risk Management Workshops hosted by Student Engagement
- Membership in one of the Student Organization Governing Councils
- Submit any information requested by Student Engagement. This may include:
  - Membership Rosters
  - Member Contact Information
  - Event Data
  - 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 the 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 Student Engagement without an accompanying allegation of violating the policies of this manual or the Student Handbook and subsequent organizational review.

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 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:

- 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.
- Any recruitment or intake events must be registered and approved through Student Engagement in accordance with the Event Policy.
- Any prospective members must have attained at least 2nd semester first-year status, be in good standing, and have a minimum of a 2.0 cumulative grade point average. A list of all prospective members must be submitted to Student Engagement.
- 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:

- Activity locations must be registered and approved by Student Engagement. This applies to both on and off campus activities.
- Activities must be scheduled to avoid conflict with major campus events.
- Activities will not interfere with class attendance or require participants to sacrifice their academic pursuits.
- 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 established a headquarters that provides oversight and support to member chapters.

Typically, these organizations belong to the North American Interfraternity Conference (NAIC), 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’s students without the expressed written consent of the Office for Student Engagement & Multicultural Enrichment. 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 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
- Interest shown by students
- Current trends in fraternity and sorority membership
- University enrollment trends

Process for Expansion
Whether interested students have identified the fraternity or sorority with which they wish to affiliate, or an organization contacts Student Engagement regarding expansion, the following steps will be required to establish a new chapter:

- If Student Engagement 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 Student Engagement office for review with specific attention paid to university policy and mission fit. The ultimate decision regarding expansion rests with Student Engagement.
- If, after review of the documents submitted by the headquarters, Student Engagement decides to proceed, representatives from the expanding organization will be invited to meet with Student Engagement staff to discuss:
  - The rationale for the expansion.
  - The expansion processes.
  - Policies and procedures of student organizations and Greek Life.
- Student Engagement may grant expanding organizations 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.
- Once the expansion has enough students to form an interest group, they may seek recognition from Student Engagement if it meets all the requirements for formal recognition. Interest groups are not eligible to receive funding.
• Once the interest group has received formal recognition, it will have four (4) semesters to obtain recognition (colony/chapter status, initiate members, etc.) from the affiliated organization and complete the expansion process. 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.

• Any organization that fails to complete the expansion process must wait for one academic year before further expansion efforts may begin.

For expansion purposes, re-establishment of previously recognized chapters is treated as new chapters.

**Standards and Expectations**

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

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