

Indiana University

# Student Organization Handbook

2009-2010



**Student Activities**  
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## Glossary of Acronyms

- CDC- Career Development Center
- CLDC- Community and Leadership Development Center
- CSLD- Center for Student Leadership Development
- HPER- Health, Physical Education, and Recreation
- IFC- Interfraternity Council
- IMU- Indiana Memorial Union
- IUOA- Indiana University Outdoor Adventures
- IUPD- Indiana University Police Department
- IUSA- Indiana University Student Association
- MAC-Musical Arts Center
- MCGC- Multi Cultural Greek Council
- NPHC- National Pan-Hellenic Council
- NRHH- National Residence Hall Honorary
- NYCU- News You Can Use, e-newsletter
- PHA- Panhellenic Association
- RHA- Residence Hall Association
- RPS- Residential Programs and Services
- SAO- Student Activities office
- SOA- Student Organization Accounts
- SRSC- Student Recreational Sports Center
- UITS- University Information and Technology Services

## **Introduction**

Student Activities at Indiana University recognizes the benefits associated with participating in student organizations. These co-curricular activities supplement students' traditional education, helping to prepare students for life after graduation. To this end, Student Activities exists to support the co-curricular education students receive at Indiana University.

Student organizations exist for a variety of reasons and come in a variety of forms. Some provide members with a chance to gain experience in a particular field of interest; some provide an outlet for fun and recreation; others provide volunteer opportunities for students. Some organizations have only a few members, others have hundreds. Regardless of their size or purpose, Student Activities is here to help student organizations achieve their goals.

This handbook is designed to be an introduction to the policies of the University and services offered by the Dean of Students through Student Activities. We hope it is useful in providing information on how to navigate campus.

## **Location**

Student Activities is located in room 371 of the Student Activities Tower of the Indiana Memorial Union. To get there, take the elevator by the bowling alley and the Commons Lit Desk (on mezzanine) and Starbucks and Alumni Hall (on the 1st floor) up to the 3rd floor. The Office is to the right and down the hall when you get off the elevator.

## **Website**

The new Student Activities website (<http://sao.indiana.edu>) is a resource on topics like: civic engagement, student organization registration and policies, upcoming events, and the LEAD IU program.

## **Staff**

Steve Veldkamp, veldkamp, Director of Student Activities & Assistant Dean of Students  
 Darrell Ann Stone, dastone, Associate Director of Student Activities  
 Jeremiah Shinn, jbshinn, Associate Director of Student Activities  
 Leslie Fasone, lfasone, Greek Life Coordinator  
 Colleen Rose, rosec, Civic Engagement Coordinator  
 Sarah Wilcox, sewilcox, Student Organizations Coordinator  
 Ellen Shertzer, bshertze, Greek Alumni Coordinator  
 Christa Sist, csist, Office Manager  
 Andrea Robledo, arobledo, Multi-Cultural Greek Council & National Pan-Hellenic Council Advisor  
 R.J. Woodring, rwoodrin, LEAD IU Graduate Assistant and Campus Media Advisor  
 Laura Whitney, lewhitne, Student Organizations Ethics Board Advisor  
 Jessica Dyrdaahl, jdyrdahl, Student Organizations and Funding Board Advisor  
 Dan Bureau, dabureau, Assessment & Research Doctoral Associate  
 Lynn Hughes, hugheslm, Help Desk Assistant  
 Lindsay Perrin, laperrin, Help Desk Assistant  
 Anna Christerson, anlchris, Help Desk Assistant  
 Nick Zolfo, nzolfo, Help Desk Assistant

### Benefits of Being Registered as a Student Organization:

Student Activities facilitates the registration of student organizations in order to best serve the needs of organizations. Student groups are not required to be registered with Student Activities; however, many benefits do accompany being registered. These benefits include:

#### Ability to:

- reserve space on campus for free
- request a network ID and e-mail address for your organization
- apply for a financial account through Student Organization Accounts
- apply for office space in the IMU

#### Access to:

- Student Organization support: drop-in times with advisors, meeting speakers, leadership retreats, program planning assistance
- Leadership development programs (LEAD IU) offered by STUDENT ACTIVITIES
- News You Can Use, weekly e-newsletter
- Transportation through University Motor Pool

### The use of the Indiana University name in the student organization name:

“Indiana University – Bloomington recognizes and supports the development of all student organizations. Student organizations are not departments or administrative units of Indiana University, and therefore we require all student groups who choose to use the Indiana University or IU name to clearly indicate in their organizational title, constitution, and paraphernalia that they are “at Indiana University.”

The purpose of this distinction is to ensure that outside organizations that do interact with student organizations are aware that their dealings are with the club or group and not with the University itself. Student organizations may use Indiana University *before* the title or name of their group only if the organization receives money from the Committee for Fee Review, has been approved for listing on the Bursar’s registration checklist, or upon approval by the Dean of Students.”

### Student Organization Registration Policy:

#### To Register Your Organization with Student Activities:

In order to register as a student organization, your group must:

- Have at least two members
- Have the majority of its members as Indiana University students (although faculty, staff and community members are welcome to participate in student groups)
- Have officers (ex. President, Vice-President) who are Indiana University students

#### First-time Organizations:

For new organizations registering for the first time, the process consists of:

- Filling out and submitting the Student Organization Information form online at <http://sao.indiana.edu>. Click on the “Student Organizations” tab.
- Filing an Organization Constitution/Mission with the Office for Student Organizations and Leadership Development (either through email or in the office).

\*\*\* All groups MUST re-register **each fall semester** in order to receive benefits for the current academic year.

**Annual Re-registration Process:**

Once organizations have registered for the first time, they must re-register every fall semester in order to receive student organization benefits. The annual re-registration process consists of:

1. Submitting an updated roster and organization information online at <http://sao.indiana.edu>
2. Updating and submitting a revised Organization Constitution if any changes have been made, by submitting it to Student Activities in person or via e-mail ([sao@indiana.edu](mailto:sao@indiana.edu)).

**Groups with Specific Registration Procedures:**

Three categories of student organizations have specific registration procedures:

***Fraternities and Sororities (first time only)***

Fraternities and sororities, traditionally known as Greek-letter organizations, focus on the development of character through community involvement and service, leadership, and the pursuit of learning through the context of brotherhood and sisterhood. There are 66 organizations that comprise the fraternity and sorority community. There are 31 Interfraternity Council fraternities (IFC), 19 Panhellenic Association sororities (PHA), 8 National Pan-Hellenic Council organizations (NPHC) and 8 Multicultural Greek Council organizations (MCGC).

If you are interested in learning more about joining a chapter or starting a new chapter on campus, contact the Greek Life Coordinator, Leslie Fasone, at [lfasone@indiana.edu](mailto:lfasone@indiana.edu) or NPHC/MCGC advisor, Andrea Robledo at [arobledo@indiana.edu](mailto:arobledo@indiana.edu). To learn more about starting an organization within a specific council or joining an organization within a specific council, contact information is as follows: IFC – [iubifc@gmail.com](mailto:iubifc@gmail.com), PHA – [iupharec@indiana.edu](mailto:iupharec@indiana.edu), NPHC - [nphc@indiana.edu](mailto:nphc@indiana.edu), or MCGC - [mcgc@indiana.edu](mailto:mcg@indiana.edu). You may also visit the SAO website at <http://sao.indiana.edu/greek.html>. Greek Letter organizations that do not fall under one of the four councils will be classified under one of the other 15 categories.

***Kelley School of Business Organizations***

Student groups that wish to be classified as a part of the Kelley School of Business should contact Jim Johnson, an advisor at the Kelley School, at [jajohns@indiana.edu](mailto:jajohns@indiana.edu). KSOB groups will be asked to register both with the Kelley School and Student Activities.

***Recreation & Sport (first time and re-registration)***

Groups that fall under this category encourage participation in and promotion of team sports, physical fitness, health and wellness, and leisure and special interest activities. A sub-category is the Club Sports Federation, which is comprised of club sport organizations interested in having regular practice space in a Campus Recreational Sports facility and/or competing against other universities or external competitions. For more information about the Club Sports Federation, please email [clubsprt@indiana.edu](mailto:clubsprt@indiana.edu).

### Student Organization Categories

As a part of the student organization registration, organizations are asked to self-select one category for their organization. These categories help us communicate with organizations and focus information that would be of specific interest to each group. The categories are:

Academic & Professional	Honorary
Activism	Kelley School of Business
Arts & Theatre	Political
Club Sports Federation	Programming & Support
Ethnic, Cultural, & International	Recreation & Sports
Faith & Spirituality	Service & Volunteerism
Fraternity	Sorority
Governance	Special Interest

Note to new organizations: Please be advised that there are 650+ student organizations at IU. Check the Student Activities website <http://sao.indiana.edu> for a comprehensive list of all groups to make sure a duplicate organization does not already exist.

### Constitutions

All student organizations must also create and maintain a constitution. A constitution contains the fundamental principles which govern an organization's operation. The development of a constitution will serve to clarify your purpose and delineate your basic operating structure. It will also allow members and potential members to have a better understanding of what the organization is all about.

A sample organization constitution is provided to all student groups as a guide for creating or updating a document (see Appendix A). Some sections may not be relevant to all organizations. When creating the constitution, try to make it representative of your organization's goals, purposes, and practices. The constitution will help the organization function in the future, prevent miscommunication within the group, and lay the groundwork to handle a number of issues. Be advised that each student group is unique and should have a constitution that reflects this point. The Sample Constitution is merely a guide to help you get started and to highlight important ideas to consider.

The Statement of University Compliance and the Anti-Hazing Policy MUST appear exactly as written in EVERY student organization constitution.

*Statement of University Compliance:* This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

*Anti-Hazing Policy:* Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

*Personal Gain Clause:* This organization shall ethically raise and distribute profits from organizational functions to the organization, not individual members.

***Individual students may not receive money from a student organization event for personal gain.***

Student Organizations are encouraged to include the Statement of Non-Discrimination in their constitution.

*Statement of Non-Discrimination:* Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

\* Note: Organizations may alter the statement of non-discrimination based on the purpose of the organization.

### Compliance with University Policy

All student organizations are expected to comply with all Indiana University policies and regulations. Specifically, sections outlining the judicial process, hazing, and alcohol are outlined below. Selected sections of the Indiana University Code of Student Rights, Responsibilities, and Conduct pertaining to student organizations are included in Appendix D. A complete copy of the Code is available online at <http://www.dsa.indiana.edu/Code>.

Student organizations accused of violating any part of the Indiana University Code of Student Rights, Responsibilities, and Conduct face judicial sanctions, as outlined in Appendix D.

The Indiana University Code of Student Rights, Responsibility and Conduct defines hazing as, “any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent” (III.B.17). As such, all student organizations are prohibited from such behavior.

Unauthorized possession or use of alcoholic beverages is also prohibited by student organizations. See Appendices A and E for more information regarding IU's alcohol policy.

NOTE: This handbook is not an exhaustive listing of all University policies. Instead, it is meant to be a guide for student organizations. Each organization is responsible for knowing and abiding by all University policies and procedures as well as federal, state, and local laws.

### Advisors

A variety of advisors are available to student groups to help organizations maintain consistency from year to year and to offer advice on organizational decisions. Advisors typically take on one or a combination of these roles:

**Advisor**— As an advisor, the faculty/staff member works to maintain the organization and delegate tasks with the executive board members.

**Coach**— As a coach, the faculty/staff member can work to improve the effectiveness of an organization and assist them in reaching organizational goals. In this role he or she will spend more time sharing a vision for the organization rather than maintaining the organization.

**Educator**— As an educator, the faculty/staff member will spend more time as a “sounding board” with students. This role serves to provide students with an educational experience that will complement or supplement their education. Our hope is that you will reach a place where you are not giving students too many answers, but asking them questions that will teach them

how to think through situations, therefore supporting them in their creation of the bigger picture for the organization.

Adapted from Bloland, P.A. (1967). Student group advising in higher education (Student Personnel Series No. 8). Washington, DC: American Personnel and Guidance Association.

*In addition to serving as an advisor, coach, and/or educator, your Student Organization's Advisor might need to assist your organization in general, financial, web/email, and other decisions.*

**Financial advising** – any group applying for a Student Organization Account (SOA - see page 19) is required to have an advisor to approve financial decisions. A financial advisor in this capacity **MUST** be a faculty or staff member at the Indiana University – Bloomington campus. For more information on the financial advisor, see the SOA application form or contact the Office of Student Organization Accounts at IUSOA@indiana.edu or at 855-8517.

**Organizational advising** – It is a good idea to choose an advisor who counsels your organization on the structure, practices, and other matters raised by the group. Even though such an advisor is not required, it is strongly recommended. Guidelines for helping choose an advisor include:

- Oftentimes your advisor will be someone in the department sponsoring the organization that has an interest in the group's purpose. For example, an English professor might serve as an advisor to a literary organization.
- Think about professors or administrators with whom you have formed a positive relationship. Consider asking any of these people to serve as your group's advisor.
- The advisor/organization relationship can be as complex or simple as you want. Be sure to maintain a high level of communication with your advisor; he or she should know what you expect from the advisor role and you want to understand the advisor's expectations of the group.

**Student Organization Drop-in Advising**—Student Activities also offers organizational advising on a drop-in basis. In addition to your faculty advisor, you can meet one-on-one to discuss some of the issues your organization is having and to receive advice on maximizing your organization's potential. See page 10 for more information about the drop-in advisor. The Drop-in Advisor does not replace your group's faculty or staff advisor for your Student Organization Account!

*Student Activities offers support to organizational advisors, including providing the Advisor Handbook. Please contact The Office for Student Organizations and Leadership Development at 855-4311 for more information or to make an appointment with the Student Organizations Coordinator.*

## Leadership

SAO's comprehensive curricular and co-curricular leadership program, LEAD IU, defines LEADERSHIP as:

- Discovery and respect for oneself and others
- Critical thinking and application of knowledge
- Active, ethical, and responsible engagement
- Commitment to acting with integrity

LEAD IU offers a variety of experiences, both inside and outside the classroom and from a variety of perspectives, to provide participants with a well-rounded view on organizational leadership and community involvement.

### Inside the classroom

EDUC-U 495 courses are designed for all students, regardless of class standing. First year students can specifically take advantage of our Succeeding at IU course, with all other classes available for all students, including freshmen.

Students can receive information on enrolling in the 8-week courses by contacting [leadiu@indiana.edu](mailto:leadiu@indiana.edu).

### Outside the classroom Leadership Resources

The following offices and departments are more than willing to offer assistance to you and your organization. Whether you need advice on a certain topic, are looking for an engaging workshop, or you want to improve your own leadership abilities, here are some places to turn. All you have to do is ask!

#### *The Office for Student Activities*

Student Activities fosters student learning and development through involvement in student organizations and programs. This involvement enhances student civility, character, and citizenship while building a sense of community, responsibility, and a respect for diversity. Our office is dedicated to helping student organizations and their leaders become more effective on campus. For more information about any of the opportunities offered, visit the website at: <http://sao.indiana.edu> or e-mail [sao@indiana.edu](mailto:sao@indiana.edu).

#### **Drop-in advising**

SAO provides drop-in hours available to all student organizations. Drop-in hours are hosted by staff members in Student Activities and are ready to help student organizations with any questions they might have.

What can Student Organizations Advisors do for you?

- Advising: assist with the formation of new groups; advise your group about policies and guidelines; drop-in times available for students or organizations with questions.
- Leadership Opportunities: provide workshops on a variety of topics including team building, communication and leadership; refer groups to service and fundraising opportunities; offer leadership workshops and sessions.
- Advertising: publicize student organizations' events through News You Can Use; post flyers in SAO.
- Service Advising
- Fraternity and Sorority Advising

### Student Organization Orientation

This event serves as an introduction to resources available to student organizations on campus. The Orientation will feature sessions on leadership, civic engagement and service, collaboration, and diversity; how our office can assist student organizations; the benefits of being a registered student organization; how to fund events; and more. This event is ideal for the executive board of student organizations. At least TWO members of your organization should plan on attending this session. Mini-orientation sessions are held following the initial fall orientation.

\*Any student organization that wishes to be eligible for funding from the IUSA Student Organization Funding Board must attend an orientation session with Student Activities. Please call 855-4311 or email [sao@indiana.edu](mailto:sao@indiana.edu) to schedule a make-up session.

### Emerging Leaders Program

If you are interested in finding your niche on campus and exploring ways to become involved in the many communities you are a member of, the Emerging Leaders Program is for you! Designed for first-year students, you will be able to explore the meaning of leadership, develop valuable skills, meet new friends, and network with IU staff and faculty. The Emerging Leaders Program is a semester-long commitment that includes a weekend retreat, a series of workshops, and interactions with faculty and staff. For more information or to register, please contact [elpiu@indiana.edu](mailto:elpiu@indiana.edu). The retreat for the Emerging Leaders Program will be on October 30-31, 2009.

### Student Leader Retreat

October 30-31, 2009

LEAD IU and Student Activities will be holding a student organization leadership retreat. It is designed for leaders of student organizations to get together for a time of relaxation, learning, and networking. Talk, share ideas and experiences, and work together to grow as leaders and become more effective on campus. To reserve your spot at the Student Leader Retreat, please fill out an application by emailing [leadiu@indiana.edu](mailto:leadiu@indiana.edu) or [sao@indiana.edu](mailto:sao@indiana.edu). Get excited about getting involved on campus!

### Additional Leadership Resources:

#### *Bradford Woods*

For over 50 years Bradford Woods has been providing recreational, educational, and leadership development opportunities. Located between Bloomington and Indianapolis, Bradford Woods can help provide exciting and valuable opportunities for your student organization. With a variety of existing leadership programs and a desire to work with students organizations to improve leadership, Bradford Woods is a great resource for student organizations. There are also discounted rates available for IU faculty, staff and students. Visit their website at <http://www.bradwoods.org> for more information.

#### *Career Development Center*

The Career Development Center (CDC) offers a variety of career programs and services to student groups. A list of upcoming programs can be found at [www.indiana.edu/~career](http://www.indiana.edu/~career) or at [www.IUCareers.com](http://www.IUCareers.com). If your student organization has specific career needs, contact Beth at [kbethany@indiana.edu](mailto:kbethany@indiana.edu) to learn about customized program opportunities. For additional information, please call 855-5234.

#### *Center for Student Leadership Development (CSLD)*

CSLD administers the R100 Leadership Series Courses and oversees the Council for Advancing Student Leadership (CASL) student organization.

The R100 courses uniquely combine the student's participation in an extracurricular activity with an opportunity to learn and apply leadership skills in a real time application. Over 800 students participated in these one credit hour courses in 2007/2008.

CASL is devoted to enhancing leadership on campus and sponsors activities that include: the annual Cardboard Boat Regatta, a Certificate Program acknowledging the service of Student Organization Presidents and Athletic Team Captains, the Top Ten Student Leaders Scholarships, Leadership Training Workshops, Speakers Series, periodic leadership newsletters, outreach and mentoring programs and more. For more information, visit [www.iub.edu/~casl](http://www.iub.edu/~casl) or email CASL at [casl@indiana.edu](mailto:casl@indiana.edu).

Over the years, the CSLD has initiated an increased focus on research and diversity related to leadership. Content for the R100 courses is based on assisting students to develop a variety of leadership areas identified in Essential Learning Outcomes (<http://www.aacu.org/leap/vision.cfm>). CSLD has incorporated the use of technology resources in the R100 courses and is the recipient of a

Faculty Podcasting Initiative grant. Look for regular research updates from CSLD at [www.iub.edu/~csld](http://www.iub.edu/~csld).

### *The Community and Leadership Development Center (CLDC) at Read Center*

The CLDC provides direction and support for programs and services related to community and leadership development in the residence halls. Students may use the computers and other equipment to develop program materials. The staff is available to assist with program and workshop planning and is available to provide organizations with workshops (time management, leadership styles, conflict resolution, etc.). The core values of the center are a commitment to pluralism, practicing lifelong learning, embracing change, exhibiting passion and engaging in service. You can contact the office at 856-1746.

### *IU Outdoor Adventures (IUOA)*

IUOA is a student run organization existing because of a unique collaboration between the Indiana Memorial Union and the School of Health, Physical Education, and Recreation. With historical ties to Union Board, IUOA was created in 1972 to offer students opportunities to build personal and social connections through outdoor recreational activities. Services include Adventure Trips, equipment rental and retail, R-1 Instructional Skill Courses for academic credit through the School of HPER, an Outdoor Resource Center, and Custom Experiences.

IUOA looks to hire new Trip Leaders each semester, based on two conditions: (1) participation in R317, Intro to Wilderness Leadership, and (2) an interview. No experience is necessary to apply. Leaders of all levels have the opportunity to coordinate trips for students. This fun and challenging position will encourage growth as a leader for anyone interested. For more information about IUOA, visit their website at <http://outdoors.indiana.edu>.

Custom Experiences can range in length from a few hours to a week or more, and provide groups the opportunity to develop leadership and teamwork skills. IUOA's Custom Experience Coordinator helps to select appropriate activities based on each group's unique goals for the experience. To contact the Custom Experience Coordinator email [ocustom@indiana.edu](mailto:ocustom@indiana.edu).

### *Travel Overseas*

Approval must be obtained from the IU Office of Overseas Study for a student organization to arrange a group trip abroad.

The organizer or organizing body for an activity involving IU students abroad must submit a proposal to the university-wide Overseas Study Advisory Council (OSAC). Activities requiring approval include programs open to all students, as well as opportunities facilitated for individuals, both credit and non-credit, academic and service programs.

The Council's approval procedure helps to safeguard the health and safety of all IU participants. The process also serves to introduce best practices to all program organizers, including how to minimize risk.

Proposals are reviewed as they are received. Applicants are advised to do advance planning in order to allow sufficient time to complete all necessary arrangements both at IU and abroad.

Please refer to the Overseas Study Web site to review the Guidelines: [www.indiana.edu/~overseas/policies/proposal.shtml](http://www.indiana.edu/~overseas/policies/proposal.shtml).

### *National Residence Hall Honorary (NRHH)*

The National Residence Hall Honorary provides recognition for those students living in residence halls who have shown outstanding service and dedication and have provided important leadership in the advancement of the residence hall system at Indiana University. NRHH also promotes activities which encourage leadership qualities in residents. NRHH prides itself on Leadership Recognition (through monthly and yearly recognition awards), Leadership Development (through an annual winter leadership retreat), and philanthropy (through various community service). For more information on NRHH, email them at [nrhh@indiana.edu](mailto:nrhh@indiana.edu).

### *Residence Halls Association (RHA)*

RHA is the student government structure within the residence hall system. Students involved in RHA advocate for students regarding policy decisions, allocate monies from a student activity fee, provide the student voice on a variety of committees (including the Meal Plan Committee) and plan programs for residents. A great way to be involved in your community. To get involved in your residence hall contact RHA at [rha@indiana.edu](mailto:rha@indiana.edu) or call 855-RHA6

### *Student Alumni Association*

The Student Alumni Association (SAA) helps students connect with the IU family and develop leadership skills while they plan and coordinate some of IU's favorite traditions, such as Homecoming. SAA membership includes a member discount card, an SAA IU T-shirt, event invites and more. Campus wide programs include Homecoming Week, Networking Nights, Etiquette Dinners, and Senior Salute. Opportunities for leadership are available through multiple programs, including: MemberCorps – a leadership building program for freshman and sophomores, the Greek Strategic Planning Committee, Homecoming committees, SAVE – Student Alumni Volunteer Experience and much more! Students interested in joining the SAA may should attend an event, visit us online at [www.indiana.edu/~saa](http://www.indiana.edu/~saa), or call (800) 824-3044.

### **Quick contacts:**

- Community Leadership & Development Center (CLDC) workshops - [cldc@indiana.edu](mailto:cldc@indiana.edu)
- Greek iGEL—values based retreat - [lfasone@indiana.edu](mailto:lfasone@indiana.edu)
- Indiana Memorial Union Board - [ubpres@indiana.edu](mailto:ubpres@indiana.edu)
- IU Outdoor Adventures trips - [iuoa@indiana.edu](mailto:iuoa@indiana.edu)
- Latino Student Leadership Conference - [iulec@indiana.edu](mailto:iulec@indiana.edu)
- LeaderShape IU - [saa@indiana.edu](mailto:saa@indiana.edu)
- Men of Color Leadership Institute - [mocli@indiana.edu](mailto:mocli@indiana.edu)
- Women of Color Leadership Institute - [ricekd@indiana.edu](mailto:ricekd@indiana.edu)
- Residence Hall Leadership Retreat - [snagy@indiana.edu](mailto:snagy@indiana.edu)
- Indiana University Student Association - [iusa@indiana.edu](mailto:iusa@indiana.edu)

### Fall Semester Events

#### *Community Plunge*

Friday, August 21st— Tuesday night August 25th 2009

This five day pre-Welcome Week event is co-sponsored by Office of First Year Experience and Student Activities—the Office for Student Organizations and Leadership Development. It provides first-year students with an interactive daily community service experience as well as an overview of local not-for-profit agencies. With a busy agenda of service, reflection, workshops, speakers and fun, incoming freshman students will have the time of their life while developing lasting friendships with other first-year students. Community Plunge —alumni plan this event and upper class student leaders work side by side with freshman participants.

For more information: <http://www.indiana.edu/~orient/iubeginnings/community>

### *New Student Service Day*

Thursday, August 29, 2009

New Student Service Day is a volunteer event during Welcome Week through the Indiana University Office of First Year Experience. It is intended to provide an opportunity for incoming students to enjoy the rewards of service in their new community. Additionally, students will have the chance to explore their new home and become part of the fabric that is Bloomington, Indiana and Indiana University.

### *The IU Student Involvement Fair*

September 9, 2009 11 am– 2 pm

The IU Student Involvement Fair is an event where IU Student Organizations, IU campus departments and community agencies come together to show new and returning students about their organization. You can learn about IU's 700 student organizations and how to get involved. For more information please contact [sao@indiana.edu](mailto:sao@indiana.edu) or visit <http://orientation.indiana.edu/IUSIF>.

### *The Annual Black Student Leadership Retreat*

The Annual Black Student Leadership Retreat is designed to focus on leadership development of Black students with guest speakers and hands-on activities. In addition, the retreat offers an opportunity for the Neal-Marshall Black Culture Center and Black student groups to share information about activities planned for the school year as well as discuss ways to improve collaboration and networking. Although it is primarily intended for Indiana University Black students, participation in the retreat is open to all IUB students as well as students from other Higher Education institutions in the state of Indiana. Please contact [dkpope@indiana.edu](mailto:dkpope@indiana.edu) for more information.

### Spring Semester Events

#### *Dr. Martin Luther King, Jr. Day*

Monday, January 18, 2010

Each year in January on Dr. King's birthday, the IU and Bloomington communities work together to serve one another in remembrance of Dr. King's life and legacy. The Volunteer Students Bureau (VSB) helps to facilitate the "A Day On! Not a Day Off" I.U. service day of volunteer opportunities. Student organizations serve the I.U. planning committee for this Dr. King Day celebration and works in direct collaboration with the City of Bloomington's Dr. King Commission and Bloomington Volunteer Network. VSB and other student organizations help service groups of all kinds come together to participate either at various agency opportunities or together in planning for one project. If your group is interested in more information, or in joining the planning committee for this event, please contact [sao@indiana.edu](mailto:sao@indiana.edu).

### *Indiana Latino Leadership Conference (ILLC)*

Spring Semester

The Indiana Latina/o Leadership Conference was established to provide a venue that celebrates the uniqueness of Latina/o students in a forum by and for students. This forum seeks to cultivate the exchange of ideas, values, and beliefs in order to promote scholarship, leadership, cultural awareness and community. By focusing on these goals, we believe it will encourage further academic inquiry, student development and empowerment of Indiana's college and high school students. Event is open to everyone. For more information contact [iulec@indiana.edu](mailto:iulec@indiana.edu).

### *Homeward Bound, Indiana's 5k Walk To Provide Housing and Fight Homelessness*

Sunday, April 18, 2010

[Homeward Bound Indiana](#), a project of the [Indiana Coalition on Housing and Homeless Issues](#) (ICHHI), is a series of annual walks that take place in communities throughout the state of Indiana.

Since its inception in 2003, Homeward Bound has raised nearly \$2,000,000 for over 90 affordable housing and homeless service providers around the state, making it Indiana's largest grassroots

fundraiser with the ultimate goal of ending homelessness. The Homeward Bound [South Central Indiana \(Bloomington\)](#) Walk is sponsored by the City of Bloomington and 13 local social service agencies. All money raised benefits people experiencing homelessness in Monroe County in the form of supportive services such as shelter, food and other assistance. The agencies which receive these funds are also working hard to prevent homelessness every day through educational awareness and daily assistance.

For more information, please contact the 2009 Homeward Bound Co-Chairs; Kathy Mayer, Office Manager for the Community & Family Resources Department, at (812) 349-3430 or by clicking [mayerk@bloomington.in.gov](mailto:mayerk@bloomington.in.gov)

### **LeaderShape® IU Hosted by the Student Alumni Association**

May 2010

The LeaderShape® Institute is an interactive, energizing, and unique experience that builds leadership skills no other program can match. Since 1986, over 20,000 participants from all over the world have graduated from the program. LeaderShape exists to inspire, develop and support more people committed to lead with integrity.

Students from all IU campuses are invited to apply for this unique six-day program exclusively for Indiana University students. Each year, 60-70 IU students are participating in this national program at no cost with the help of generous sponsors.

This highly interactive and energizing program provides the tools for individuals to:

- Act consistently with core ethical values, personal values, and convictions
- Develop and enrich relationships
- Respect the dignity and contribution of all people
- Believe in a healthy disregard for the impossible
- Produce extraordinary results

Be prepared! It is six days of non-stop self-discovery and learning from practical experiences that build your leadership concepts and abilities for both the new and experienced leader. It's go, go, go 12 hours a day... And you'll love it!

For more information on the Institute see their website at [www.leadershape.org](http://www.leadershape.org).

Visit [www.indiana.edu/~saa](http://www.indiana.edu/~saa) to apply or for more information contact the Student Alumni Association at 855-9263 or [iusaa@indiana.edu](mailto:iusaa@indiana.edu).

### **Service and Civic Engagement Resources**

Are you looking for ways to make a difference on campus and in the community? SAO can help guide individuals and organizations towards opportunities for meaningful service and engagement.

You can check out the SAO website (see below) or contact the Civic Engagement Coordinator at 855-4311 to learn more about opportunities for:

- Enhancing your group service project
- Individually-tailored service opportunities
- Service resources for fraternities and sororities
- Grants and awards

### **The Student Activities Website: Civic Engagement Resources**

For a comprehensive listing of civic engagement-related resources, visit [www.sao.indiana.edu](http://www.sao.indiana.edu). There you will find service trips, leadership programs, service/political/advocacy-focused student organizations, and many other community and national resources to help you make a difference in the world.

### The Office of Service-Learning (OSL)

Did you know you can receive course credit for doing service in the community? For a listing of current course offerings and to learn more about how to become a service-learning student leader through the Advocates for Community Engagement (ACE) program, visit <http://www.indiana.edu/~osl/> or e-mail [osl@indiana.edu](mailto:osl@indiana.edu).

### The City of Bloomington Volunteer Network (CBVN)

CBVN mobilizes volunteers to address community issues and build on community assets. They provide a comprehensive listing of volunteer opportunities available in the Bloomington community each week. Please visit [www.bloomington.in.gov/volunteer/](http://www.bloomington.in.gov/volunteer/) to access the current listing of volunteer opportunities or subscribe to their weekly update.

### **Diversity**

The IU Mission Statement reinforces the value of diversity in all aspects of the university. Student Activities believes it is an integral part of the student organization community. “The Bloomington campus is committed to full diversity, academic freedom, and meeting the changing educational and research needs of the state, the nation, and the world.” *By action of the University Faculty Council, October 25, 2005, Approved by the Board of Trustees, November 4, 2005.*

When planning an event, it is important to be mindful of the diversity within the community. Individuals striving to create and maintain inclusive communities must ask the following question: Whose perspectives, experiences, viewpoints, and voices are included?

There are resources available to the student organization community including funding, speakers, and programming. They range across all types of diversity: race, ethnicity, national origin, gender, sexual orientation, socioeconomic status, religion, age, and ability.

### Diversity Resources

#### *Funding*

- Office of Diversity Education Grant, [elove@indiana.edu](mailto:elove@indiana.edu)
- Cultural Centers
  - La Casa, [lacasa@indiana.edu](mailto:lacasa@indiana.edu)
  - Asian Culture Center, [acc@indiana.edu](mailto:acc@indiana.edu)
  - Neal Marshall Black Culture Center, [nmbcc@indiana.edu](mailto:nmbcc@indiana.edu)
  - GLBT Student Support Services, [glbtserve@indiana.edu](mailto:glbtserve@indiana.edu)
  - First Nations, [fnecc@indiana.edu](mailto:fnecc@indiana.edu)
- The P.J. & Hilda W. Hill Award, [spolicel@indiana.edu](mailto:spolicel@indiana.edu)

#### *Speakers*

- Commission on Multicultural Understanding, [COMU@indiana.edu](mailto:COMU@indiana.edu)
- Bias Motivated Incident Teams, [trust@indiana.edu](mailto:trust@indiana.edu)
- CommUNITY Educators, [bmagee@indiana.edu](mailto:bmagee@indiana.edu)

#### *Programming*

- Dr. Martin Luther King Jr. Day, [mlkjr@indiana.edu](mailto:mlkjr@indiana.edu)
- Homeward Bound, Indiana’s 5K walk to fight hunger and homelessness, [mayerk@bloomington.in.gov](mailto:mayerk@bloomington.in.gov)

### **Collaboration**

Collaboration is working with another group of people with whom your group has a shared mission and vision. It is unique to each partnership and should be determined by all of the organizations involved.

Indiana University promotes students working together to enhance each other's ideas, programs, and learning.

Collaborating with other student organizations can help the organization you work with plan and fund programming. It is an easy way to learn about other student organizations, receive funding for your program, access new resources, and work together toward a common goal. Some communities you may want to collaborate with are listed below.

### Student Organizations

- The 700+ organizations in the Student Organization Community
- Residence Hall Association—[rha@indiana.edu](mailto:rha@indiana.edu)
- Union Board—[ubpres@indiana.edu](mailto:ubpres@indiana.edu)

### Campus

- Academic departments
  - <http://iub.edu/academic/majors/by-school.shtml>
- Cultural Centers—
  - La Casa Latino/a Cultural Center ([lacasa@indiana.edu](mailto:lacasa@indiana.edu)),
  - Neal Marshall Black Culture Center ([nmbcc@indiana.edu](mailto:nmbcc@indiana.edu))
  - Asian Culture Center ([acc@indiana.edu](mailto:acc@indiana.edu))
  - First Nations Culture Center ([fnecc@indiana.edu](mailto:fnecc@indiana.edu))
  - GLBT Student Support Services ([glbtserve@indiana.edu](mailto:glbtserve@indiana.edu))
  - Hillel ([hillel@indiana.edu](mailto:hillel@indiana.edu))
- Student Organization Funding Board—[iusaaid@indiana.edu](mailto:iusaaid@indiana.edu)
- Indiana University Student Foundation and the Metz Grant—[iusf@indiana.edu](mailto:iusf@indiana.edu)
- Office of Diversity Education—[elove@indiana.edu](mailto:elove@indiana.edu)

### Bloomington/Indiana

- Indiana Campus Compact—promotes citizenship and service in higher education—<http://www.indianacampuscompact.org>
- Community organizations and non-profits—for a listing visit [www.bloomington.in.gov/volunteer](http://www.bloomington.in.gov/volunteer).

### Sustainability

Indiana University is committed to sustainable practices. From the Campus Sustainability Report, published on January 7, 2008, the committee highlighted initiatives the Student Organization Community can take to create a sustainable environment. The [Campus Sustainability Report](#) lists these initiatives for student organizations:

“The action items listed below fall into three broad categories of co-curricular activities related to campus and community sustainability:

1. Increase awareness and recognition of sustainability issues within the co-curricular community
2. Increase collaborative efforts between existing student organizations involved in sustainability
3. Increase initiatives for broader student involvement with sustainability issues

More info can be found at the new Office of Sustainability: <https://www.indiana.edu/~sustain/>

### Space Reservations and Logistics

#### Office Space in the IMU Activities Tower

All registered student organizations are eligible to apply for an office in the IMU. The application process typically starts in March and consists of a paper application and a brief interview with Union Board representatives (the landlord). Leases run from September – September of each year and cost \$1 per square foot; Contact the Union Board president at [ubpres@indiana.edu](mailto:ubpres@indiana.edu) or 855-4682 for more information and an application.

### Space Reservations Systems on Campus (up-to-date information coming in November 2008)

#### *Indoor Campus Events*

Only student organizations registered with Student Activities may be approved to reserve indoor space on campus. For most spaces, student organizations must:

1. Fill out an Indoor Campus Event Registration Form or an Event Registration and Responsibility form (for residence hall space) for space reservations.
2. A copy of the Indoor Campus Event Registration Form can be obtained from Student Activities (check [www.indiana.edu/~sa](http://www.indiana.edu/~sa) for forms).
3. A copy of the Event Registration and Responsibility must be picked up at each residence center desk.
4. After submission of the appropriate form, the student will be directed to the proper location for final approval of the space reservation.

Multiple dates may be requested on the same space application form providing each event is similar (all group meetings, etc.). Multiple rooms, however, must each have their own space application form.

#### *Indiana Memorial Union Space*

Rooms in the IMU can be reserved by student organizations free-of-charge if the attendees are IU faculty, staff, and students. For events open to the public, including dances or events needing use of tables, chairs, or other equipment, a charge may be applied. The IMU also provides selected audio-visual equipment for rent. See IMU Meeting Rooms and Reservations, located on the Mezzanine Level across from the Frangipani Room, for more information on rooms, cost, and availability.

#### **Commons Literature Desk Policy**

- The use of facilities in the IMU for soliciting, recruiting and selling is restricted by Student Organizations, with prior approval from Student Activities. Organizations may reserve space at the Commons Literature Desk (Mezzanine level, near the Commons) in advance. This area is a large table located in a high traffic area in the Union. Student groups use this space to promote events, showcase organizations and fundraise. Be sure to bring along plenty of flyers and friendly people that don't mind approaching strangers!
- One Commons Literature space reservation per organization, per day, totaling two days per week at the beginning of each semester, may be approved based on availability.
- Failure to claim the reserved space within one (1) hour of the scheduled starting time may cause the space to be released to other qualified groups on a first come, first serve basis.
- All areas must be staffed by students from the sponsoring group at all times. Persons working the area **MUST** stay behind the counter at all times. Individuals **MAY NOT** work in the public spaces or hallways. Any outside vendor soliciting or selling must have a member from the Sponsoring Organization behind the counter with them at all times.
- You must use the space that has been assigned to you. Your space should only be occupied for the assigned time and no organization or department may transfer control of its space to any other organization or department.

- Any student organization or university department who enters into a contract with an outside vendor or for profit organization will be charged the current rate for the space reserved. The charge will be levied to the organization or department reserving the space. Current Rate is \$125.00 plus tax per day, per distribution area. Payment must be made prior to the usage of the space. Failure to pre-pay for the Commons Literature Desk will result in the cancellation of the reservation.
- Posters, banners, or sign may be attached to the bulletin board behind the counter. NO STAPLES PLEASE. The size of your poster or signs should not extend beyond the area you are assigned. If there is material on the bulletin board behind you, you may cover the already posted material for the time you occupy the space. Please remove your poster or signs when you leave the area. Displays are not to be in the public corridor.
- If you have any questions or comments you may contact Meeting Rooms and Reservations at 855-1808.

### *Business Lobby Table Space (per the Kelley School of Business)*

Table space in the lobby of the Business school will be allocated on a first come, first serve basis through Business Room #141. Standing reservation requests for no more than two days every week per semester will be permitted (except pizza sales and they are one day per week). Reservations are made through Student Activities and are subject to the following guidelines and for reasons of Fire & Safety and student noise complaints in classrooms BU 109 and BU 111, the following policies apply for groups using the School of Business lobby.

To have use of the lobby area you will need to contact Student Activities, Indiana Memorial Union, Suite 371, for University Approval. To check the availability of tables contact Business Support Services, Bu 141, 855-4149.

The following is a list of rules and regulations for use of the School of Business lobby:

- Only 3 groups will be approved to have use of the lobby each day. NO TABLES ARE TO BE SHARED! One table per group, only tables provided may be used.
- Location is limited to the West side of the 1st floor lobby. (Between the doors to Classroom 109 & 111)
- Electrical cords cannot be used if they crossover in front of classroom entries. (ALL ELECTRICAL DEVICES ARE SUBJECT TO INSPECTION). UNSAFE ITEMS WILL NOT BE ALLOWED.
- All classroom entries should be kept clear of any group equipment such as chairs and carts.
- Groups are responsible for any noise complaints from the classrooms.
- After approval from Student Activities, the final approval can only be obtained in School of Business, Rm. 141 between 8:00 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m.
- Purpose of function needs to be specific, especially regarding food items to avoid duplicate functions. HOMEMADE FOODS MAY NOT BE SOLD due to Environmental Health & Safety.
- NOTE: NO CORPORATE SOLICITATION ALLOWED! ONLY students may use this space.

### *Residence Halls*

Residence halls have some rooms available to student organizations. To reserve space in a particular residence hall, call each residence hall or go to that residence hall center desk to pick up a form. Meeting in a residence hall requires your organization to follow the rules set by that hall. When scheduling a meeting or event, pay attention to the following:

- Quiet Hours: Sun –Thurs, 10p.m. – 9a.m. and Fri-Sat, 2a.m. – 10p.m.
- Academic Communities start quiet hours at 7p.m. Sun- Thurs.

- Center Desks provide information and services within each hall. If there is an issue with your space, they should be your —go to|| person.
- Food regulations must be followed depending on the size and function of the event. Please see the Food Policies and Guidelines section on page 18 for details.
- Door-to-Door sales or solicitation is not permitted but residents and student organizations may obtain permission to do so in the public areas of the residence hall.
- If you have more questions feel free to browse the RPS website at <http://www.rps.indiana.edu> or call Graham Shepfer at 855-8530, or e-mail [gshepfer@indiana.edu](mailto:gshepfer@indiana.edu).

### *Classrooms*

To reserve a classroom, fill out an Indoor Campus Event Registration Form. Upon confirmation of student organization status, students will be sent to Franklin Hall room 235 to finalize a reservation. Contact them for more information on room availability and capacity.

Health, Physical Education, and Recreation Building (HPER)/Student Recreational Sports Center (SRSC)

Space in the HPER and SRSC is reserved through those departments. Contact them for a list of spaces available to reserve. A copy of the Facility Use Application can be located at Student Activities or can be picked up at the Membership Service Suite, located in Room 115 of the SRSC or on the ground floor next to the basketball courts at the HPER. Applications for room reservations are reviewed each Tuesday.

### *Athletic Space*

To reserve athletic space (apart from the HPER and SRSC), you must fill out an Outdoor Campus Space Reservation Form (<http://sao.indiana.edu>) and submit it to Student Activities. Once filled out and submitted, you will be notified by Student Activities as to whether your request was approved.

"The Department of Athletics based upon review and comment from University Counsel's Office does not permit any organizations, either student or public, to solicit on University property managed by Athletics, the expressed purpose for the property being to host intercollegiate athletic events and related supporting events such as parking and pre-game and post-game entertainment. This includes not permitting solicitation of people in vehicles coming to or leaving events hosted in Department of Athletics facilities based upon review and comment from area police agencies who do not want to have traffic unnecessarily stopped or to have safety issues with pedestrians in multiple driving lanes."

### *DeVault Alumni Center*

Student organizations may reserve space behind the DeVault Alumni Center, 1000 E. 17th St., for events. To do so, you must fill out an Outdoor Campus Event Registration Form ([www.indiana.edu/~sa](http://www.indiana.edu/~sa)) and return it to Student Activities. You will be notified if your request is approved.

\*\*Student organizations may also reserve space inside the DeVault Alumni Center for special events. To do so, you must fill out the Virgil T. DeVault Reservation Agreement. To obtain a copy, contact Student Activities, 855-4311, or the Alumni Center, 855-7415.

### *Neal-Marshall Black Culture Center*

The Neal-Marshall Black Cultural Center has several rooms available to student organizations. To reserve space in the Neal-Marshall Black Culture Center, please visit the NMBCC website at <http://www.indiana.edu/~nmbcc> and click on "Room Reservations." For more information please contact the Neal-Marshall Black Culture Center at [nmbcc@indiana.edu](mailto:nmbcc@indiana.edu), or 855-9271.

### *Ballantine Lobby*

The Ballantine Lobby may also be reserved. Upon submission of an Indoor Campus Event Registration Form and confirmation of student organization status, students will be sent to Ballantine Hall room 002 to finalize the reservation. The Ballantine Lobby does permit credit card companies if approved ahead of time and sponsored by a student organization.

### *Main Library*

The Main Library has a few rooms available to student organizations. To reserve one of these spaces, fill out an Indoor Campus Event Registration Form and return it to Student Activities. You will then be directed to the Main Library, room #C2 – Administrative Offices, to finalize your reservation.

### *Leo R. Dowling International Center*

The International Center has a few rooms available for rental for receptions or informal gatherings. The room rental rate is \$8/hour per room for groups less than 50 people, and \$16/hour per room for groups over 50 people. All reservations must be submitted two weeks in advance. For more information please contact [intlcent@indiana.edu](mailto:intlcent@indiana.edu).

### Outdoor Campus Events (up-to-date information coming in November 2008)

Any outdoor event sponsored by a student organization on University property must be registered with and approved by Student Activities. Note: Student Organizations and Departments are allowed two locations each week depending on availability.

- An Outdoor Campus Event Registration Form, available at Student Activities, must be submitted to Student Activities a minimum of ten business days prior to the event.
- Some outdoor events may require security, paid for at the expense of the sponsoring organization. The Indiana University Police Department (IUPD), in consultation with Student Activities and the host facility staff, will determine whether such security considerations are required. See the section on Security on page 16 for more information.
- Any outdoor event that is providing/selling perishable foods must also submit a Temporary Food Service Request.
- Any person or organization hosting an event in Dunn Meadow is not able to park vehicles on Dunn Meadow, any of the sidewalks surrounding Dunn Meadow, or on the concrete stage on the west end. For vehicular access, please submit a request to Student Activities along with the Outdoor Reservation request.

### *Sound*

In order to prevent disruption to businesses, offices, and classes, programs on campus involving amplified music will begin no earlier than 6:00 PM on weekdays and noon on weekends. All events must conclude by sunset or 9:00 PM (whichever is earlier).

Production Services Unit (PSU), a department of IU Auditorium, is Bloomington's leading provider of stage, sound and lighting for concerts and special events. PSU, staffed with veteran technicians and engineers, provides expert service for many on- and off-campus events each year including Dance Marathon, IU Ceremonies, Union Board concerts, Spirit of Sport, and Picnic with the Pops. With an extensive inventory, PSU can provide services for events of any size, from a free concert in Dunn Meadow, to a full-scale production for a national artist. For more information or an estimate for services, contact PSU by calling 812-856-3007, or emailing [sound@indiana.edu](mailto:sound@indiana.edu).

If you're having an outdoor event, and involving out of town/state bands, you MUST hire Local 618 for sound and lighting (per IU Board of Trustees agreement). Contact Mark Sarris at (812) 331-7472 to make arrangements for your event.

If your event is outside but you are using a local (in town) group, you are not confined by the regulations to hire Local 618.

All events involving the use of amplified music must add a standard clause on all contracts, which will give the sponsoring organization the right to request the music provider to reduce the volume output, so as to be in compliance with campus and/or University policies.

### *Use of Amplified Sound in Dunn Meadow*

The following guidelines pertain to the use of amplified sound in Dunn Meadow:

- The bandstand and/or stage will be located next to the power box near the corner of 6th Street and Indiana Avenue. All speakers must face west and diagonal to 7th Street. Under no circumstances will speakers face to the north or east.
- The student scheduling the program is accountable for the performance and volume output of the participating bands. If requested by an appropriate University representative, the responsible student will be expected to reduce the volume output. Failure to do so will result in termination of electrical power as well as subsequent use of the Meadow by the sponsoring individual and artists involved

### *Liability*

By reserving any space, indoor or outdoor, for an event, the student reserving the space and the affiliated organization accept responsibility for any problems that may arise regarding the event. You also agree to cooperate with the University and/or officials acting in their capacity. For a sample of a liability waiver contact Student Activities at 855-4311.

### *Security*

All events sponsored by student organizations that are open to the public or that have high attendance may be subject to the requirements of having security.

- All decisions regarding security requirements or security waivers for events will be at the discretion of IUPD in consultation with Student Activities and host facility staff, NOT the student organization.
- Security requests and waivers must be submitted a minimum of 10 business days prior to the event. Copies of both forms can be obtained in Student Activities or (<http://sao.indiana.edu>).
- IUPD's presence does not relinquish the student organization's responsibility in confronting potential problems. The student organization is responsible for primary intervention in the event of any problems or potentially confrontational situations. IUPD officer(s) will assist when needed.
- In certain situations, student organizations may request a security waiver for their event. See Appendix B for the policies regarding security at events and conditions necessary for obtaining a security waiver.

### *Food Policies and Guidelines*

#### Temporary Food Service by Student Organizations

All student organization events having food distribution at events are subject to approval by Student Activities and Department of Environmental Health and Safety.

- All food distributed at any event must be prepared in an FDA approved facility, not in the kitchen of a residential home.

- Food must be kept at appropriate temperatures for distribution: 45 degree F. or below for cold food, 140 degree F. or above for hot food. These temperatures include transportation of the food to the distribution center and while being served.
- Provisions must be made so that only healthy individuals are serving the food.
- All food items must be served from a clean, sterile container and an adequate supply of clean water for cleansing and cleaning must be maintained near the food distribution.
- If you are going to serve food at your event, complete the Temporary Food Service Request Form (at Student Activities or <http://sao.indiana.edu>) at least 10 days before the event and return it to Student Activities—the Office for Student Organizations and Leadership Development for initial approval. The form will then be forward to EHS for final approval. Guidelines for filling out the form are included in Appendix C. Events at which alcohol will be served must adhere to the liquor policy, as specified by the Office of Risk Management. See Appendix C for more information.

### RPS Dining Services Policy for Special Events Involving Food

RPS Dining Services supports student groups sponsoring events in the residence halls. Dining services will provide facilities, equipment, food and beverages for these events when this can be done without serious disruption of regular service to the residents. Ambrosia Catering and the Special Events Coordinator offer a wide variety of menu items for almost any event. Chef presentation meals may also be available.

Events of less than 50 people, which are not open to the general public, and which are not advertised are not affected by this policy and do not require approval. This includes events such as a floor ordering pizza or a student group ordering a cake. Groups which are not sure whether approval is required for their event should contact the RPS Special Services Manager Graham Shepfer at 855-8530 or [gshepfer@indiana.edu](mailto:gshepfer@indiana.edu). Or for further information-Food for group events:

<http://www.rps.indiana.edu/groupevents.html>

More information on the policies governing the use of food in residence hall events can be found on the Student Activities website: <http://sao.indiana.edu>.

### Major Events Checklist

#### Major Events (including Little 500)

Major events, such as concerts and dances, require that the sponsoring organization complete the Major Events Checklist (available in Student Activities). The Major Events Checklist covers provisions such as insurance information, security plans, and letters of approval for the event. The determination about whether an event constitutes a major event will be made by Student Activities.

Before Little 500, Student Activities will host informational sessions on the Major Events Checklist. These sessions will detail how to complete the Major Events Checklist by the due date.

### ALL PAPERWORK FOR CONCERTS, DANCES, AND LARGE EVENTS MUST BE SUBMITTED TO STUDENT ACTIVITIES BY THE FOLLOWING TIMES:

- The Security Request forms for ALL concerts, dances, and large events are due 40 business days prior to the event;

- The Dance contract is due 60 business days prior to the event and the Pre-Event Meeting is to be held 20 business days prior to the event.

## Financial Information for Student Organizations

### Obtaining a Student Organizations Account

The office of Student Organization Accounts (SOA) is responsible for providing fiscal oversight, banking, and bookkeeping services to many of the student organizations recognized by Student Activities.

Some of the benefits of having a Student Organization Account include training and budgeting guides provided by the student organization accounts office, the ability to reserve space and have it billed to your account, and the ability to use your Student Organization Account card at a variety of local business.

The following criteria are used to determine if a student organization is eligible for the service of the office of Student Organization Accounts:

- If your organization is financially supported in its budget from University funds (departmental or other sources), your organization must be subject to the fiscal supervision of the SOA office.
- If your organization is supported by monies collected from students through the University's collection facilities (mandatory student activity fee), your organization must be subject to the fiscal supervision of the SOA office.
- If the University invited your organization to form a chapter, branch, etc., or granted a charter upon the campus, the University may permit the use of the SOA office by the organization.
- If your organization promotes scholarship in a discipline, generally your organization may obtain the use of the SOA office.
- If your organization does not receive money from the mandatory student fee and is not political or religious, you may apply for an account. Final determination of whether such an organization will be granted an SOA will be made by Student Activities.
- If your organization is interested in applying for an SOA, complete the application which includes information to be completed by the student organization and their Advisor. Applications are available in Student Activities or at <http://sao.indiana.edu>.

The Office of Student Organization Accounts can be contacted at:

Franklin Hall 002  
Bloomington, IN 47405  
(812) 855-8517

[IUSOA@indiana.edu](mailto:IUSOA@indiana.edu)

<http://soa.indiana.edu>

### Applying for IUSA AID Funding

#### 1. What is AID funding?

The Student Organization Funding Board is located on the 3rd floor of the IMU in the IUSA office. The Student Organization Funding Board provides support to student groups by helping them obtain necessary funding in order to enhance their organization. Although not all groups will qualify for funding, the Funding Board provides guidance and advocacy for pursuing other avenues. AID funds were created to provide assistance to groups for funding events, daily expenses, technology needs, diversity initiatives, student awareness programs, speakers, and more! AID can only allocate up to 75%

of monies requested per initiative (75%) of total cost for initiative for events that are free, and up to 35% for events that charge admission.

## 2. What is the IUSA Student Organization Funding Board?

The IUSA Funding Board is comprised of five IUSA Congress members, and five elected-at-large students from the student body. The IUSA Funding Board determines the amount allocated to each student organization. ***The IUSA Funding Board meets every Wednesday at 7pm*** where requests are presented, reviewed and voted upon by the board.

## 3. Who can apply?

Any student organization that is currently registered with Student Activities (IMU 371) and has attended the Student Organization Orientation (9/15/08) or a make-up session. For information on a make-up session, please email [sao@indiana.edu](mailto:sao@indiana.edu).

## 4. How to apply?

- Download an application from the Funding Board's website ([www.indiana.edu/~iusaaid](http://www.indiana.edu/~iusaaid)).
- ***Submit the application any Monday before 5 pm.***
- The AID Dept. will schedule your organization for a brief (5-10 min) presentation discussing your initiative on a Wednesday. Following, the Funding Board will have a chance to ask questions about your initiative. Your organization will be notified with the decision within 48 hours of your presentation. Meet with the AID Dept. to review specifics of your grant and set follow-up procedures. Return Student Org. Account Card (if issued) all remaining invoices and receipts. Provide information required by follow-up procedures.

## 5. Where can student organizations go for more information about Student Organization Funding?

- For more information please contact the 2009-2010 Funding Board Co – Directors Nathaniel Kenninger or Anna Williams at: [iusaaid@indiana.edu](mailto:iusaaid@indiana.edu) or via the website: [www.indiana.edu/~iusaaid](http://www.indiana.edu/~iusaaid).

## Fund Raising By Student Organizations - Policies & Guidelines

Any student organization desiring to reserve University space and approach the student body for the purpose of raising money (excluding membership fees or dues) must obtain approval through Student Activities.

Fund raising is defined to include all events and activities through which funds are collected by an organization. Fund raising, by definition, does not exclude solicitation of donations or events or activities, which produce no profits after expenses.

### ***Raffles***

Student Legal Services offers support to students and student organizations that have questions about legal issues. Raffles are considered to be gambling in Indiana, and must be compliant with state law. In order for student organizations to legally hold a raffle, the organization must first talk with a representative from Student Legal Services. After the consultation, if the raffle is approved, then please bring documentation to Student Activities before filling out the space reservation form.

The law changed as of July 1, 2007. For the most up to date information regarding raffles in the state of Indiana please visit <http://www.indiana.edu/~sls> and click on "Indiana Raffles Top Ten." You can also make an appointment to talk with a Student Legal Services representative by filling out the form on <http://www.indiana.edu/~sls/intake.html>.

***Following are the related policies and guidelines for fund raising by student organizations:***

- An Indoor Campus Event Registration Form must be submitted to Student Activities and approved a minimum of ten business days prior to the event. For fund raising activities of an all-campus nature, approval of applications may require additional time. No final confirmations for the event or public announcement of the event can be made before fund raising approval is received.
- The University does not make its facilities available for fund raising purposes if the funds raised are designed to enrich an individual or commercial sponsor.
- Fund raising activities are also subject to facility reservation requirements. Approval of the sale of products within the residence halls must be obtained from the Director of Residential Operations. Likewise, the permission of the Center Community Council may be required before the sale. Approval from the Division of Residential Programs and Services should be secured after the review and initial approval of the fund raising project by Student Activities.
- Fund raising events involving the sale of products with the name, insignia, or trademark of Indiana University must be approved by Student Activities PRIOR to printing or production of the product. Such items also require the license authorization of Indiana University and the provision for payment of the royalty fee specified.

### *Outside vendors*

An outside vendor (defined as any vendor not directly affiliated with the University) may use campus space if they have a campus sponsor (student organization, administrative or faculty department, etc.) and the space has been approved through appropriate University Offices.

While the outside vendor is set up on campus, a member of the sponsoring organization must be present with the outside vendor in order to facilitate adherence to University Policies. Student organizations should be compensated a suggested 10% by the outside vendor in some capacity. The lack of a presence of a campus sponsor representative with the outside vendor may be grounds for the outside vendor to be asked to leave campus space/property.

### *Still Looking for Fundraising Ideas?*

There are no limits to the possibilities for fundraising. Below are several examples of the ways student organizations have raised funds:

- Auctions
- Candy sale
- Car washes
- Charge Dues
- Dances
- Product sales (T-shirts, mugs, stickers, etc.)
- Seek co-sponsorship
- Sell flowers for holidays like Valentine's Day
- Talent Shows
- Selling Pizza

### *Sales*

Student Organizations can sell pre-purchased bake goods to raise funds. Student Organizations hosting any event in which food will be served must fill out a Temporary Food Service Application Form (see <http://www.iub.edu/~sao/forms.htm>).

Discount Card Sales

EXAMPLE: Student Organizations can purchase discount cards from Domino's Pizza for \$4 and sell the cards for \$10. Simply call and ask each restaurant if they have any deals for student organizations.

Visit these websites for more ideas:

<http://www.fundraising.com/>

<http://www.fundraising-ideas.org/>

<http://www.americasfundraising.com>

<http://www.campusfundraiser.com>

### Grants

Below are 4 opportunities for grants within the IU system.

#### *IUSA Student Organization Funding Board*

- The Student Organization Funding Board looks favorably upon organizations that work hard to secure funding not merely from IUSA, but from other organizations and from other fundraising measures 855-2845.
- <http://www.indiana.edu/~iusaaid/>

#### *Indiana University Metz Grant*

- IU Metz Grants are available to IU student organizations registered with Student Activities which demonstrate a need for financial support for a philanthropic cause. There are 5 categories under which each applicant can register: Campus Diversity, Local, State, National, or International. Organizations may apply for amounts up to \$5000.
- For more information please visit <http://iusf.bloomington.com/metz>.

#### *Indiana Campus Compact (ICC) [www.indianacampuscompact.org](http://www.indianacampuscompact.org)*

- Indiana Campus Compact offers numerous grants to I.U. students, student organizations, faculty, and staff. You may access more information regarding ICC civic engagement resources by contacting Colleen Rose, Civic Engagement Coordinator at [rosec@indiana.edu](mailto:rosec@indiana.edu). ICC supports the integration of service-learning and civic engagement into campus culture by facilitating collaborations, sponsoring programs, sharing best practices and promoting awareness of higher education's role in graduating well-informed, engaged citizens.

#### *Office of Diversity Education Grant*

- Diversity Education has been known to fund programs to promote and support diversity
- Please call 855-2139.

Another way to raise money for events is to get other organizations or departments to co-sponsor the event. Several possible co-sponsorship organizations are listed below. Approach one to discuss putting an event on together!

#### *Academic Departments*

- Individual academic departments have been known to provide funding for student initiatives.
- Contact the Student Organization Accounts office for more information: 855-8517.
- Dean's offices will sometimes fund events

#### *Cultural Centers*

- Cultural centers sometimes co-sponsor initiatives that advocate for cultural awareness.
- La Casa, Latino/a Cultural Center 855-0174
- First Nations Educational and Cultural Center 855-4848
- Neal Marshall Black Culture Center 855-9271
- Asian Culture Center 856-5361
- GLBT Student Support Services 855-4252
- Hillel 336-3824

#### *Indiana University Student Foundation*

- Sometimes provides funding for student organization events.
- Please call 855-9152.

### *Other Student Organizations*

- Other organizations sometime share funds and would be willing to work with your organization to put on a joint program. See the list of organizations on the Student Activities website (<http://sao.indiana.edu>).
- Residence Halls Association
  - RHA funds a variety of events, especially those easily accessible to students who live in the residence halls. Please call 855-7426 or e-mail [rha@indiana.edu](mailto:rha@indiana.edu)

### **Email and Website Account Applications**

Student organizations may also possess a Network ID and accounts on UITS computers. Such an account will allow student organizations to obtain an email address and server space to house a website. The form is located at <http://sao.indiana.edu>.

### **To apply for an email or web account:**

Please submit the following to Student Activities:

- your student organization registration
- the UITS application (available in Student Activities)
- a letter from your advisor and his or her supervisor stating their knowledge of your application and use of the account through IU.

### **Technology equipment available to borrow:**

- Students can check out laptop computers, video cameras, and digital cameras from Undergraduate Library Services at the Main Library.
- Undergraduate Library Services has 12 Dell Latitude D600 laptop computers available to borrow. Students may use a laptop for up to four hours. These laptops can connect to the wireless network at various locations in the Main Library. Laptops cannot be kept overnight. The late return fee is \$10 per hour or any part of an hour.
- Four video (VHS) cameras, four digital video cameras, eight digital still picture cameras, and two tripods are available to borrow for up to 48 hours. This equipment is available on a first-come first-served basis. You cannot make reservations, but if all cameras are checked out, you may place a hold on an item. The late return fee is \$10 per hour or any part of an hour.
- To contact Undergraduate Library Services, you can call the reference desk on the first floor of the Main Library West Tower at 812-855-9857.

### **Advertising**

#### **Posting of Flyers and Posters by Student Organizations on campus**

The University provides a number of places for posting advertisements or notices. Commercial advertising and/or posting of personal notices except where designated is prohibited. *Students or student organizations must designate on each poster the sponsoring individual or group posting the notice.* Posters advertising activities must be removed by the sponsoring group within three days of the termination of the event. Student organizations are limited to one poster per event in any single display area.

#### ***Residence Hall Posting***

All postings submitted to a Residence Center must be approved by that building complex before they can be displayed. Posting policies will vary between each Center, and are determined by each individual center Community Council. All materials should be brought to the Center Desk at the Residence Center. Possible Residence Hall Posting locations:

- Common Bulletin Boards
- Banners
- Floor Bulletin Boards (put postings in Resident Assistant Mailbox Distribution)
- Posters & Flyers

#### *Indiana Memorial Union – Bulletin Board at the Commons Lit Desk (behind Burger King)*

- Up to 5 posters
- No bigger than 14 x 22
- Must include name of sponsoring organization
- Tacks or pushpins ONLY- No Staples!
- T-Stands placed throughout the Mezzanine and 1st floors (reserve these in the Meeting Rooms and Reservations office, Mezzanine Level).
- Table Tents in the Food Court seating area reserved through the Associate Directors Office 855-3561.

#### *Student Activities*

- At the posting strips located in the office's hallway
- In the flyer stand outside of the door.

#### *Wooden Kiosks*

Wooden kiosks have been placed in the high traffic areas of the campus to facilitate the posting of notices. Promotional materials, including posters and flyers, placed on the kiosks do not need to be approved by Student Activities. Kiosks are located in the following areas:

- Across from the northeast corner of Ballantine Hall
- The walkway to the north of the Chemistry Building
- The Dunn Meadow area adjacent to the Commons entrance
- The northeast corner of Woodlawn field

#### *Academic & Administrative Buildings*

Posters and flyers for bulletin boards MUST be approved by the department or Office Manager in the building's Central Office.

#### *Bridge Painting*

The bridges on Jordan between 10th Street and Law Lane have been designated for painting by students and student organizations on campus. No other painting of any sort is permitted on any University property. Guidelines for painting the bridges:

- Painting the bridges is on a first come, first use basis. All students and student organizations have equal access to the bridges.
- Respectfully, students and student organizations are expected not to cover or "guard" the bridges after painting them and thus may not prevent other students and student organizations from painting over their work.

#### *Chalking Policies*

Your organization is encouraged to use chalking in appropriate areas as a cost-efficient and effective way of advertising for your group. You are welcome to chalk on sidewalks and horizontal spaces (on the ground). *Please use chalk that will wash away when it rains.* Waterproof and spray chalk are prohibited.

### **PROHIBITED POSTING AREAS:**

Exteriors walls and doors of campus buildings	Waste receptacles
Trees	Elevators
Telephone poles	Library book drops
Light poles	Bridges
The ground/sidewalk (do not tape anything to the ground!)	

### **Chalking is PROHIBITED in the following areas:**

#### Main Library:

- On exterior facades of the Main Library building
- On walls, columns, terrace retaining walls, walkways, steps, limestone benches or covered entry walkways into the building

#### Residence Halls:

- Exteriors of buildings or other structures
- Steps or stairs attached or leading toward any buildings
- Underneath any covering (areas which will not be washed away by rainfall)
- Within 10 feet of any door or building entrance

#### Indiana Memorial Union:

- Sidewalk (brick or cement) surrounding the IMU, including the wooded area west of the IMU
- Surfaces or parts of the IMU building itself

### **IU Events Calendar**

Student Organizations registered with Student Activities may submit events to the IU Events Calendar to be posted. To do so, student organizations must first receive permission to post from the calendar administrator. See <http://events.iu.edu/iub.shtml> and click on "Help" for more information about how to receive permission to post events.

### **News You Can Use (NYCU)**

Student Activities creates a weekly e-mail about organization, university, and community events to send to all student leaders and student organizations. Student groups that are registered with Student Activities may advertise their events through this distribution list for free. Contact the Student Organizations Advisor for any questions. about the deadline for weekly submissions. Please submit the advertisement with a subject line of "NYCU" at [sao@indiana.edu](mailto:sao@indiana.edu). The deadline for weekly submissions is Fridays at 5:00 p.m.

### **IDS Ads**

All advertising is subject to approval by the IDS because the Editor In Chief, a student, is legally liable for all content. For advertising rates, contact the IDS Advertising Dept. at 855-0763 Monday-Friday 8 am-5 pm. IDS advertising requiring a copy of the ad in advance to proofread must be submitted one full day in advance of regular deadline (see below).

#### IDS Publication Date Ad Deadline:

Monday 5:00 PM, Wednesday Tuesday 5:00 PM, Thursday Wednesday 5:00 PM, Friday Thursday 5:00 PM, Monday Friday 5:00 PM, Tuesday WEEKEND magazine (Thursday) 5:00 PM, Thursday prior Deadlines for special publications may be earlier. Please call for these deadlines.

Student organizations receive reduced IDS ad rates. You must pay in advance. You may charge your SOA account if sufficient funds are available by filling out the appropriate paperwork which the IDS will provide. To have your event published in the Happenings calendar, a weekly calendar of events posted online, call the IDS at the number listed above, or submit your event online at: [www.idsnews.com/happenings](http://www.idsnews.com/happenings).

### *IU Bus Ads*

Post your event ads on the IU Transit buses! The Campus Bus service charges \$60 per month to run one of your ads on all campus buses. Contact 855-8961 for information on the quantity of posters permitted, the proper size for posters, and the current prices.

### *IU Student Television*

Indiana University Student Television (IUSTV) is a completely student-created and student-run television station located here on campus. Created in 2002, IUSTV exists to create high-quality programming for the campus and Bloomington community, while at the same time giving students real-world experience and opportunity in the television industry.

Online Advertising: Student organizations may advertise their event on IUSTV's website free of charge by using the Community Calendar. Go to [www.iustv.com](http://www.iustv.com), click on "News and Updates", and choose the Community Calendar link from the left hand window. Submission instructions are posted to the right of the calendar.

Television Advertising: IUSTV can work with student organizations to create commercials for paid advertising spots. The commercials air during regularly scheduled programming on IUSTV's campus cable channel 2. Visit <http://www.iustv.com/advertise/> for more information on advertising your event.

*i Student News*: The IUSTV news team can help promote student organization events by covering those events for the weekly newscast. If your organization would like to have the *i Student News* report on your event, please submit a press release *at least two weeks before* your scheduled event. Fax the press release to 812-856-4116 or send it via e-mail to [iustv@indiana.edu](mailto:iustv@indiana.edu). Note: not all submissions will be covered due to time restrictions.

### Posting by Student Organizations off campus

#### *Bloomington City Council - Posting Ordinance*

Under the advertising section of the ordinance, anyone (including student organizations) responsible for leaving posters or handbills on public property for more than 72 hours after the advertised event will be subject to fines, issued by the City of Bloomington, of up to \$100.00 per day. (Passed by the Bloomington City Council - July 5, 1984).

### *Facebook*

Facebook offers a variety of advertising opportunities. You can choose to create an event or group to advertise your event for free. You can also purchase advertising space on the website for a low cost. Visit <http://www.facebook.com> for more information.

### *The Herald-Times*

The local Bloomington newspaper, the Herald-Times has advertising space available as well. Using the Herald-Times will help promote your event to the community at large.

### *Failure to Comply with Advertising Policies*

Student Activities will notify organizations failing to comply with the posting/chalking policies of their violation. In addition, Student Activities will ensure that posters inappropriately placed are removed and

that the responsible organization is assessed any related cost. Failure to comply with the advertising policy may result in a verbal, written or other suspension of benefits by Student Activities.

### Policy on Free Speech

At any time, an organization or student may exercise his/her right to free speech in Dunn Meadow and at the Sample Gates. No reservation forms are necessary. Dunn Meadow is the only space on campus designated by the IU Board of Trustees as a spontaneous free speech area.

The Indiana University Code of Student Rights, Responsibilities, and Conduct recognize that freedom of inquiry and discussion are important components in the educational development of students. The University acknowledges the rights of students to exchange thoughts and opinions, to speak, write, and publish freely on any subject in accord with Constitutional guarantees and legal requirements. This broad principle, the cornerstone of the educational process in a democratic society, receives full expression in the University's statements about student rights and responsibilities.

The laws of Indiana provide that criminal trespass occurs when a person without a contractual interest in the property knowingly and intentionally: 1) enters real property after having been denied entry by the person responsible for that property or that person's agent, 2) refuses to leave the real property having been asked to leave by the person responsible for the property or that person's agent, or 3) interferes with the possession or use of real property without the consent of the person responsible for the property.

For more information on the policies on free speech on campus, see Appendix D.

### Information about Demonstrations on Campus:

As an institution of higher education, Indiana University is committed to the free exchange of ideas. In accordance with its responsibilities under the First Amendment of the U.S. Constitution, Indiana University affords students, faculty, staff and visitors the right to assemble and express their opinions in public areas of the campus. The First Amendment also prohibits Indiana University, as a public institution, from taking any position on or action against a message or a speaker based on the content of the message. While you are here, you may see or hear demonstrators who express ideas that you consider to be distasteful. Please remember that Indiana University does not endorse the message of any particular speaker or group of speakers.

If you are approached by demonstrators and you do not wish to engage in discussion with them, it is advisable to refrain from provoking or ridiculing them.

If you feel that your physical access to the campus and its facilities is being blocked or that your personal safety is being violated or threatened by demonstrators, you may call the IU Police Department at 911 in emergency situations or 855-4111 in non-emergencies.

### Restrictions on IU Logos and Wordmarks

The IU Office of Publications has put together a library of word-marks and symbols for use in print and Web publishing. There are restrictions on their use.

Any organization considering use of the IU logo for advertising or printing of promotional items should check with the Office of Licensing and Trademarks at [logo@indiana.edu](mailto:logo@indiana.edu) to ensure all necessary legal precautions are taken.

## Transportation

One benefit affiliated with being registered with Student Activities is the use of the vehicles in the Indiana University Motor Pool. Students may use a university vehicle if the student is part of a recognized student group and has obtained approval for travel in the furtherance of educational or group objectives.

### To Reserve a Vehicle:

A new reservation system utilizes Travel Management Services so you can charge rentals directly to your university account. The procedure for reserving a vehicle through the Travel Management Services website is as follows: Please visit the Travel Management Services website at: <http://www.indiana.edu/~travel/>. Select the —Online Enterprise Campus Rental link.

### Additional Student Use Requirements:

Apply for and obtain the appropriate approvals for the proposed travel. Be accompanied by an Approved University Employee if six or more students in a group. A student group requiring more than four vehicles for its trip must arrange for alternative means of transportation OR apply for an exemption of this rule from the Motor Pool and the Office of Risk Management. The Office of Risk Management will make the initial determination if the purpose of the proposed trip is “in furtherance of group/team or educational objectives.” This decision may be appealed and there is a process in place to settle disputes.

## Appendices

### Appendix A—Student Organization Sample Constitution

This sample constitutional structure is provided to fully explain each section of the document in order to aid your organization in getting off to a good start and maintaining proper standing with the University.

#### Why and When

The purpose of an organizational constitution is to ensure efficiency, fair and equal consideration, clarification and continuity in the regular operations of your group. Each student group should have standard operating principles and procedural rules, which this document merely states in writing. Each time new officers are elected, the constitution should be reviewed to ensure it is up to date. When a constitution is clear, concise and followed, it will allow an organization to grow and develop because less time is needed to focus on minute details. Constitutions must be resubmitted to the Student Activities every two years.

#### What

These guidelines are designed to assist organizations in their formation and anticipation of future problems. The constitution should be tailored to your organization's specific needs. In addition, student organization constitutions will be drafted to ensure all members and activities are in accordance with University policy, avoiding future conflict. If your constitution is not in accordance with these guidelines, SAO will ask you to resubmit a draft that has the proper changes; official registration with IU will be delayed until the proper changes have been made. Please note the sections in BOLD TYPE, taken from the Code of Student Rights, Responsibilities, and Conduct. In accordance with the Code, student organization constitutions should contain language indicative of the group's adherence to University anti-discrimination and anti-hazing policies.

Listed below are the component parts of the constitution, which must be included. Specific article numbers may vary from group to group, but all the information must be included. If you require any further assistance in drafting your organization's constitution, please contact Student Activities in Room 371 of the Indiana Memorial Union at (812) 855-4311.

#### Title

Constitution should be entitled "Constitution of [Official name of the organization]"

#### Preamble

Should state the full, official name of the organization as well as the purpose, aims and function of the group.

#### Article I: Membership

This section must be written exactly as follows for student groups who have or are applying for a Student Organization Account (with the exception of groups that are exempt from Title IX):

Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. (See section I.D.3(c) on page 6 of the Code.)

Groups who do not wish to have or apply for Student Organization Accounts are encouraged to include the above statement.

State the limitations of membership, if any (maximum or minimum limits). A group or organization cannot qualify as a student group or organization unless all of its officers and a majority of its members are currently enrolled at Indiana University [section I.D.3(b)].

State the different classes of membership and the requirements for and rights of each class, if any. State the procedure for selection and revocation of membership. For example: How does the organization admit persons to or remove persons from membership?

Is membership contingent on payment of dues?

### Article II: University Compliance

This section **MUST** be written exactly as follows: This organization shall comply with all Indiana University regulations, and local, state and federal laws.

### Article III: Executive Officers

State the title of all officers. What are the duties and responsibilities of each?

What are your requirements for executive officers (i.e. GPA, experience...)? What other requirements are you looking for in officers?

How long do officers serve? When do they take office? When do they turn over their office? Do past officers have a specific role in the organization?

How are officer vacancies filled? How do officers resign?

Will Executive Officer meetings be held? How often? Who calls these meetings? If the organization has an advisor, is this person considered an Executive Officer? How are decisions made at these meetings?

How are officers elected or selected? How may a vacant office be filled?

What is the procedure for removing a person from office?

\*Responsibilities to consider:

- Keeping advisor current on organization activities
- Supervising officers and/or committees
- Calling general and Executive meetings
- Presiding in the absence of the President
- Developing meeting agendas
- Taking & distributing meeting minutes
- Maintaining lists of organization members
- Completing required University paperwork
- Setting organization goals (short and long term)
- Developing and maintaining organization budget
- Maintaining records of organization spending

### Article IV: Advisor

(Optional: If the organization has an advisor this article must be included. In order to apply for a Student Organization Account, a group **MUST** have a faculty or staff advisor.)

What are the responsibilities and duties of the advisor?

### Article V: Meetings

Are there regular membership meetings? If so, how often will regular meetings be held? How are they advertised? Who has the authority to call meetings?

Who sets the agenda for meetings? What rules of order are followed?

How are emergency or special meetings called? Who has the authority to call these meetings? How are members notified of these emergency/special meetings?

How is attendance recorded for meetings (if necessary)?

#### Article VI: Elections

When and how frequently will elections be held?

How are people nominated to run for an office?

Is voting by secret ballot or open show of hands? What percentage of members must be present and voting for a candidate to be elected?

By what means and how far in advance will membership be notified of an upcoming election?

#### Article VII: Non-Hazing

This section **MUST** be written exactly as follows: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

#### Article VIII: Dues & Budgets

Are dues charged by the organization for membership? If so, how is the amount determined?

How often are dues collected? What happens to members who haven't paid dues by the deadline?

Who collects dues?

Who creates and maintains the group's budget? How often is the budget revised?

#### Article IX: Finances

Who is in charge of financial affairs?

Will the organization be applying for or maintaining a Student Organization Account?

State accordance with the Student Organization Accounts office policies and procedures.

If the group is not planning on holding a Student Organization Account, what type of financial maintenance will the group utilize?

What happens to the remaining money if the group dissolves?

#### Article IIX: Personal Gain Clause

Personal Gain Clause: This organization shall ethically raise and distribute profits from organizational functions to the organization, not individual members.

***Individual students may not receive money from a student organization event for personal gain.***

**Article IIIX: Amendments**

How will all eligible voting members be notified of proposed amendments (i.e. announcements at meetings, email, posting etc)?

What vote is required to ratify an amendment (i.e. 2/3 or 3/4 of total or present members)?

Once approved by the organization, all constitutions with amendments must be submitted to the SAO for approval.

**Article X: Ratification**

If more than a majority of those present is desired to ratify this constitution, then this article must be included.

## Appendix B—Security at Events - Policies

Student Activities, in consultation with the IUPD and host facility staff, is responsible for coordinating security for Dunn Meadow, the Indiana Memorial Union, Residence Halls dining halls, Showalter Fountain, and other public university properties. Student organizations hosting dances, concerts, and outdoor amplified music events may be required to hire IUPD officers. The factors used to determine the number of officers required include:

- Type of event
- Anticipated attendance
- Time of day
- Length of event
- Location of event
- Closed event for members only, or open to public
- Presence of professional staff and/or advisors
- Alcohol to be served or present
- History of event/organization experience
- Use of amplified sound
- Consultation with host facilities staff (i.e., Division of Residential Programs and Services Coordinator, IMU facilities staff, etc.)

IUPD officers will be the security used for events on the Indiana University-Bloomington campus and will be required 15 minutes prior to the scheduled start time of the event, and 10 minutes following the scheduled end time for the event.

STUDENT ACTIVITIES MUST REQUEST SECURITY AT LEAST 7 BUSINESS DAYS PRIOR TO THE EVENT DATE. THEREFORE, THE SPONSORING ORGANIZATION MUST SUBMIT THE COMPLETED APPLICABLE PAPERWORK AND HAVE IT APPROVED AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT.

### **Student Activities and IUPD will make final decisions on security requirements.**

Responsibilities of Student Organizations regarding security:

- As the sponsoring organization for an event, you are responsible for any problems that arise. The hiring of security provides additional assistance to you. However, security presence does not relinquish your responsibility as a student organization. Your responsibilities as the sponsoring organization include:
  - The organization member noted on the security form as “student responsible” will meet the officer(s) 15 minutes before the scheduled start of the event to discuss security coverage and specific concerns. The sponsoring organization should have several additional members available to assist in monitoring the event.
  - The student organization is responsible for knowing the scheduled arrival time of officers and being at the event entrance at the officers’ arrival time.
  - The contact person(s) will be in contact with the assigned security officers during the event.
  - The student organization will cease admitting guests when the event crowd has reached Fire Safety Code capacity (where applicable).

- IUPD's presence does not relinquish the student organization's responsibility in confronting potential problems. The student organization is responsible for primary intervention in the event of any problems or potentially confrontational situations. IUPS officers will assist when needed.
- The sponsoring organization, in cooperation with officers, is responsible for the orderly departure of all guests at the close of the event. For dances, the student organization will end amplified music 30 minutes prior to the time when the building must be cleared.
- The student organization is responsible for adhering to university policies.
- The student organization monitors are responsible for making officers aware of problems (i.e. traffic problems) in the parking lot before, during, and after the event (when applicable).
- The officers will check out with the student responsible at the conclusion of the event.
- The student organization is responsible for meeting the financial obligations incurred from hiring the officers.
- Responsibilities of IUPD Officers regarding security (see IUPD policy 91-1).
- Be in continual contact with the student organization monitors during the event.
- Enforce all state statutes and university policies while working the event.
- Be visible, inside and outside the perimeter of the event to deter any problems that might arise.
- Assist the student organization monitors in dispersing the crowd from the building and/or property at the close of the event.
- Report of disturbances at an event will necessitate an incident report being made by the officers working the event and immediate notification to the shift commander on duty.
- Alert (prior to departure) the student organization monitors and shift commander on duty should an emergency arise requiring the officer to leave the pre-assigned event area.
- Officers will verbally ask individuals who are disrupting the event to remove themselves from the confrontational area or the event.
- Officers will periodically station themselves near the entrance and exit of the facility. Officers should, generally, be at separate locations.
- Officers will be responsible for getting regular shift support once the student organization monitors have made them aware of traffic problems in the parking lot area (before, during, and after the event).

## Appendix C—Guidelines for Filling Out Temporary Food Service Application

The following questions are guidelines to prepare students for submitting a Temporary Event Food Service Application Form. This information is for the purpose of aiding persons or groups to plan for the proper preparation and operation of any temporary food program on Indiana University property. Answering the following questions will aid in the completion of the Temporary Food Service Application. All of these items may not be applicable to your proposed operation.

1. What is the complete menu for the particular event?
  2. What is the source of food, beverage, ice and water supply?
  3. What type of mechanical and/or electrical facilities will be available for maintaining potentially hazardous foods at safe temperatures (41 degree F. or below or 140 degree F. or above) at the temporary food stand location and during transportation of the food to the food stand?
  4. Will adequate and proper facilities be available for preparing, storing, chilling, and dispensing soft drinks? (Wet storage of drink containers is not acceptable.)
  5. What provisions will be made to protect the food storage and preparation areas from the customers and general public contamination? Food Guards and wrapped.
  6. Will adequate utensils, such as tongs, forks, napkins, etc., be available and in use by food service personnel for proper handling of unwrapped food and ice?
  7. Will an adequate supply of single service articles, such as paper or plastic dishes and tableware, be available at all times? (Multi-use tableware is unacceptable for a temporary food service.)
  8. Will an adequate supply of relishes, mustard, catsup, and other condiments in portion size packages be available at all times providing the operator plans to serve such items?
  9. Will a safe and adequate supply of water be available at the food stand for the washing of food personnel's hands and serving equipment?
  10. Will this event be more than 4 hours? Water supply for 3 sinks for washing, rinsing and sanitizing of utensil and equipment.
  11. Food thermometers for checking food temperatures
  12. Will an adequate supply of hats, hairnets, and clean aprons be available for use by food service personnel, and will such items be worn and properly maintained?
  13. What provisions will be made to have only healthy persons working in the food stands?
  14. What provisions are being made to control insects, animals, and other pests at the food preparation, storage, and serving areas?
  15. Will the food preparation, storage, and service areas be located in a clean, well-drained area? What type of protection will be provided to protect food and preparation area from overhead contamination?
  16. Any food item not on the approved menu and/or any food found being held in the danger temperature zone (between 45 degree F. and 140 degree F.), must be disposed of immediately.
- Compliance with all other applicable requirements of the Indiana University Office of Environment, Health and Safety Management is expected (a copy of which can be obtained from the Retail Food Establishment Sanitation Requirements Title 410 IAC 7.20 is). If you have any questions please feel free to call 812-855-3233 or fax 855-7906 or stop by the office, 2735 E 10th Street Room 160, Bloomington, IN 47408-2602.

## Appendix D— Free Speech Policies and Guidelines

### Campus Demonstration, Picketing and Assembly Ground Policies

The Indiana University Code of Student Rights, Responsibilities, and Conduct recognizes that freedom of inquiry and discussion are important components in the educational development of students. The University acknowledges the rights of students to exchange thoughts and opinions, to speak, write, and publish freely on any subject in accord with Constitutional guarantees and legal requirements. This broad principle, the cornerstone of the educational process in a democratic society, receives full expression in the University's statements about student rights and responsibilities.

The laws of Indiana provide that criminal trespass occurs when a person without a contractual interest in the property knowingly and intentionally: 1) enters real property after having been denied entry by the person responsible for that property or that person's agent, 2) refuses to leave the real property having been asked to leave by the person responsible for the property or that person's agent, or 3) interferes with the possession or use of real property without the consent of the person responsible for the property.

For purposes of this document, the definition of "student" is that contained in section V.A., page 40, of the Code of Student Rights, Responsibilities, and Conduct:

1. Any person who is admitted and enrolled in any credit-bearing course or program in any school or division of Indiana University.
2. A person who is admitted to Indiana University and is present on a campus for the purpose of being enrolled in any credit-bearing course or program in any school or division of Indiana University.
3. A person who has been admitted and enrolled in any credit-bearing course or program in any school or division of Indiana University and continues to be associated with Indiana University because he or she has not completed the course or the program in which the person was enrolled.

### Demonstration and Picketing on Campus--Basic Principle

Historically, petitions, assembly, demonstrations and picketing have been used by free people to express their beliefs and to air their grievances. These methods of expressing individual or group opinion are an important part of our American heritage and a legitimate means of showing individual or group opinion, provided they are conducted in an orderly manner with due respect to the rights of others. It is the policy of the University to permit such expression of opinion for lawful purposes and not to permit interference with demonstrations by those who disagree with the opinions expressed.

### Specific Guidelines

The Code of Student Rights, Responsibilities, and Conduct of Indiana University provides a complete list of applicable rules and regulations. (Copies of the Code are available in the offices of the Campus Life Division: Franklin Hall 108, Franklin Hall 206, IMU 371, and 705 East Seventh Street.)

### Part I: Student Rights

#### E. Right to Freedom of Association, Expression, Advocacy, and Publication

Students are free to form, join, and participate in groups or organizations that promote student interests, including but not limited to groups or organizations that are organized for intellectual, religious, social, economic, political, recreational, or cultural purposes.

In accordance with the state and federal Constitution and university policy, the university recognizes the rights of all students to engage in discussion, to express thoughts and opinions, and to assemble,

speak, write, publish or invite speakers on any subject without university interference or fear of university disciplinary action.

Students may engage in peaceful and orderly protests, demonstrations, and picketing that do not disrupt functions of the university, subject to appropriate regulation concerning time, place, and manner. If a student feels that this right has been violated, the student may file a request with the dean of students for an investigation and appropriate action.

Students who publish student publications under university auspices have the right to be free of university censorship. Student editors and managers may be suspended or removed from their positions only for proper cause and by appropriate proceedings conducted by the agency responsible for the appointment of such editors and managers.

Indiana University does not require a student group or organization to register and be approved by the university. Student groups and organizations must comply with all federal, state and local laws, as well as university policies.

A student group or organization may be authorized to use university facilities for extracurricular activities, subject to the procedures established by the dean of students on each campus.

**Specifically with regard to demonstration and picketing it provides:**

I. A.I - Citizenship Rights.

a. A student (see definition above) has the right to exercise his or her full rights as a citizen.

Indiana University affirms the right of students to exercise their citizenship rights without university interference or fear of university disciplinary action for such activity

I. E.1 - Indiana University considers freedom of inquiry and discussion essential to a student's educational development. Thus, the university recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or publish freely on any subject, in accordance with the guarantees of the federal and state constitutions. This broad principle is a cornerstone of education in a democracy.

I. E.4 - Students are free to engage in peaceful and orderly protests, demonstrations, and picketing which do not disrupt functions of the university, subject to appropriate regulations concerning time, place, and manner.

Under terms of Section III B. of the Code, the University may discipline a student for the following acts of personal misconduct which occur on university property:

III. B.5 - Disorderly conduct which interferes with teaching, research, administration or other university-authorized activity.

III. B.6 - Actions which endanger the student, the university community, or the academic process.

III. B.7 - Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction.

III. B.8 - Unauthorized entry, use, or occupancy of university facilities; refusal to vacate a university facility when directed to do so by an authorized official of the university.

III. B.10 - Damage to or destruction of university property or of property on university premises belonging to others.

III. B.11 - Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment.

III. B.14 - Acting with violence; and aiding, encouraging, or participating in a riot.

III. B.18 - Physical abuse of any person, including the following:

a. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person.

b. Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extra-curricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or

c. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extra-curricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

III.B.20. - Verbal abuse of another person, including the following:

a. Verbal behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extra-curricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or

b. "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.

III.B.23. - Violation of other published university regulations, policies, or rules.

III.B.24. - A violation of any Indiana or federal criminal law.

**In administration of the above statements the following procedures have been established:**

1. Students or student organizations planning a protest march or demonstration on campus should contact the Student Activities Office 24 hours in advance of the proposed march to discuss applicable University policies and to confirm the line of march.
2. Picketing or demonstrations usually are to be confined to the exterior of buildings. Carrying of placards and the use of bullhorns within buildings are likely to be disruptive forms of protest and, therefore, in violation of the Code of Student Rights, Responsibilities, and Conduct.
3. Demonstrators are requested to assist in cleaning up any litter that might result from leafleting activity.
4. Printed materials distributed should bear the name of the sponsoring organization or individuals.
5. A demonstration with a noise level that disrupts other authorized activities occurring on the University campus violates the Code of Student Rights, Responsibilities, and Conduct and makes participants subject to disciplinary sanction.
6. Those participating in counter-demonstrations are expected to respect the rights of other demonstrators and to observe all of the guidelines and policies noted above.

### **Assembly Ground--Basic Principle**

The Trustees of Indiana University have designated the area immediately north of the Indiana Memorial Union as an assembly ground, establishing this area as a public forum for expression on all subjects. Universities in our civilization are places where dissenting and controversial views can be aired and discussed. This exchange of views is not merely something to be tolerated; it is a source of diversity and strength for our society as a whole. Of course, this right of expression is not a license to violate the law or to interfere with the rights of others to express themselves. When a demonstration becomes violent or represses the rights of others, it has no place on a university campus. But the mere fact that some find a demonstration distasteful is no more reason to ban it than to ban an idea the listener finds distasteful. Many individuals disagree with the points of view which have been expressed at the Assembly Ground. Many who agree with the substantive views expressed in individual demonstrations have found the form of their expression sometimes distasteful, or worse. Taken as a whole, however, this history of the Assembly Ground shows a lively and vigorous commitment to the exploration of matters of public concern: the vigor of that commitment is one of the measures of greatness in a university.

### Specific Guidelines

The following are guidelines for the use of the Assembly Ground.

The Board of Trustees has designated an area on Dunn Meadow immediately north of the Indiana Memorial Union as the Indiana University Assembly Ground. The University community supports that decision and the policy that students, staff and faculty of the University may express any point of view on a subject in the Assembly Ground, with or without advance notice, within the limits of applicable laws and regulations. This decision enhances the rights of free speech and assembly and contributes to the University's richness and diversity. The University community, therefore, expects that all will respect the right of expression in the Assembly Ground and will maintain courtesy and good order during the use of the Assembly Ground.

Effective communication sometimes requires the use of signs, symbols or structures, as well as the spoken or printed word. The use of these signs, symbols or structures is an appropriate exercise of the right of expression in the Assembly Ground and all should respect these forms of expression. The construction of enduring signs, symbols or structures in the Assembly Ground may enhance the effective communication of a particular idea or point of view. However, the erection of permanent structures in the Assembly Ground has at least the potential of limiting the use of the Assembly Ground by others and may also present practical problems entirely unrelated to the point of view or idea being expressed. To enhance the effective use of the Assembly Ground, the following rules have been adopted.

Given that the use of signs, symbols or structures in the Assembly Ground may be an effective form of expression. Any sign, symbol or structure which is either (a) continually carried or (b) removed from the assembly site from 11:00 p.m. until 6:00 a.m., may be used in the Assembly Ground, day or night, to express any point of view on any subject, with or without advance notice, within the limits of applicable laws or regulations.

Leaving an uncarried sign, symbol or structure on the Assembly Ground between 11:00 p.m. and 6:00 a.m., requires advance notice and permission. This permission will be granted without regard to the point of view or the idea being expressed. The Chancellor of the Bloomington Campus will designate an official who is responsible for receiving notice and giving permission. Permission should routinely be granted provided there are reasonable arrangements for safety, sanitation, and repair of any damage to the Meadow. Permission must never be refused because the demonstration is controversial or might be unpopular. Permission will ordinarily be limited to a period of two weeks; permission will be renewed on request unless there are others requesting permission under this section. Permission ordinarily will be limited to one demonstration at a time.

Overnight camping is not a form of expression and, therefore, permission will not be granted to cook or live in overnight structures.

The Bloomington Chancellor has created a committee to oversee the implementation of these provisions, to give continuing advice on changes of policy, and to provide, if necessary, more detailed regulations than those in the previous paragraph. That committee will also have the power to review denials of permission for uncarried overnight signs, symbols or structures. Because that review should be prompt, the committee will be small, consisting of the President of I.U.S.A., the President pro-tem of the Bloomington Faculty Council, and a member designated by the Chancellor.

In cases of non-compliance, the University should not use physical force to enforce these rules. In such cases, the University should use the legal process to enforce its legal rights. This

commitment might involve some cost to the University and would probably entail more serious consequences for violators: These costs are an appropriate way to mark the weight the University community attaches to both the rights and responsibilities it recognized in the Assembly Ground.

#### Gatherings Elsewhere on Campus

Gatherings on campus elsewhere than on the Assembly Ground will not be permitted to disturb classes or interfere with traffic. Reservations for University facilities are made on a first-come, first served basis and are subject to the facilities use policies specified in Section I.D.3 of the Code of Student Rights, Responsibilities, and Conduct. The use of streets of Bloomington for parades or demonstrations is subject to the ordinances of the city.