

Registered Student Organizations



Policies & Procedures

2025

Student Organization Policies & Procedures

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Student Organization Policies & Procedures

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Permission to Recognize

Permission to Organize a New Student Organization

NOTE: Approval of new student organizations will be at the discretion of the Office of Student Affairs.

Step 1: Go to the Student Organizations website at Millikin: <https://millikin.edu/campus-life/campus-life/get-involved/student-organizations>.

Step 2: Scroll all the way to the bottom to find a button labeled "Click Here to Fill out The Organization Registration Form" also linked here: <https://millikin.edu/form/student-organization-registration>.

Step 3: The Office of Student Affairs will notify via email within two weeks informing of decision.

Step 4: Student Organizations are required to submit their constitution via email to the Office of Student Affairs representative at the same time they submit their request online to be registered.

Permission to Organize a Social Fraternity/Sorority

The procedures outlined below will be followed when determining the viability of establishing a new group on campus. The purpose of these procedures is to ensure that expansion of fraternities and sororities occurs in a manner which includes a carefully developed plan that is conducive to the educational mission of Millikin University. This provides maximum opportunity for successful expansion/growth and a meaningful and rewarding experience for the students within the Millikin fraternity/sorority community.

Only inter/nationally affiliated social fraternities and sororities seeking to colonize/expand to Millikin University shall be required to follow the procedures set forth by this policy. No local fraternities and sororities will be considered for expansion and/or colonization. Additionally, students at Millikin University are not allowed to gain membership through a graduate chapter or another college/university while enrolled at Millikin University, and be recognized on campus through any governing organization.

In order to accurately review and assess the fraternity and sorority community's potential for growth, the Millikin University Expansion Committee will meet on a semiannual basis when needed, once in the Fall and once in the Spring. The Committee will be comprised of up to seven (7) members:

- A. Office of Student Affairs staff members who advise fraternity/sorority organizations (1-2)
- B. Representative of the Student Senate(1)
- C. President of each fraternity/sorority council (3)
- D. A member of the faculty, preferably a faculty advisor of a fraternity/sorority organization (1)

Step 1: Committee Review

- A. The assessment of potential growth will be based on several factors, including but not limited to:
 - i. The level of interest expressed by unaffiliated students to participate in a new group. The process for determining student interest is as follows:
 - 1. Students who are interested in a specified fraternity/sorority shall provide the following information to the Expansion Committee through the Office of Student Affairs:
 - a. A list of at least ten (10) full time students who meet the guidelines of the University and the inter/national organization
 - b. A grade release form signed by each potential member. The breakdown of average grade point requirements per council are:
 - i. Panhellenic Council (PHC): 2.7 cumulative grade point average
 - ii. Interfraternity Council (IFC): 2.25 cumulative grade point average
 - iii. Multicultural Greek Council (MGC): 2.5 cumulative grade point average

- c. Letter of intent from the inter/national headquarters
 - d. Letter (maximum of two pages) explaining how the interested chapter fits within the mission of Millikin University
- ii. Strong interest of the inter/national organization to expand on Millikin's campus
 - 1. An official letter of interest is received by Millikin University's Office of Student Affairs
- iii. The number of students participating in recruitment in relation to the number who pledge/associate
 - 1. The average size of chapter memberships as well as the median number of members in all chapters
 - 2. The University's projected enrollment

Step 2: Recommendation to the Dean of Student Development

- A. After review, the Expansion Committee lead by the Assistant Director of Inclusion and Student Engagement will send a formal letter to the Dean of Student Development stating the recommendation for expansion. Information in this letter will include, but is not limited to:
 - i. The decision of whether or not expansion is recommended
 - 1. If recommended, specification of which respective council(s) should expand
 - 2. Determination of the number of organizations that should expand
 - ii. Rationale for overall recommendation
- B. Once the Dean has reviewed the Expansion Committee's recommendation, s/he will render a decision regarding whether or not to move forward on the recommendation within fifteen (15) business days. The Dean may also request that the committee revisit their recommendation.

Step 3: Communication of Expansion

- A. Communication that Millikin University is interested in expanding will be sent to inter/national organization(s) that fall under the respective umbrella organization.
- B. Communication will be sent to the Millikin fraternity/sorority community to inform them that the University will be open to expansion.

Step 4: Committee Review

- A. A petition for expansion/colonization packet must be completed by appointed representative of the inter/national headquarters (see Petition for Chartering Packet).
- B. Social fraternities and sororities that have had a previously existing chapter on Millikin University's campus shall be given special consideration to recolonize/re-establish.
- C. The Expansion Committee shall determine which colonization/ re-chartering packets warrant additional consideration.
- D. Those organizations that will not be considered for further review will be notified via letter to the appointed representative of the inter/national headquarters.

Step 5: Conference Call

- A. Those inter/national organizations that are selected for further consideration will be asked to schedule two conference calls with:
 - i. Chapter presidents from the respective council
 - ii. Expansion Committee members and University personnel
- B. After the conference call, the Expansion Committee will make a recommendation regarding the organization's advancement to the next step of the process.

Step 6: On Campus

- A. A representative or team from the inter/national organization will be invited to come to campus to provide further information regarding their organization. The following is a tentative schedule:
 - i. Meeting with respective council chapter officers
 - ii. Meeting with Expansion Committee members
 - iii. Meeting with fraternity/sorority community representatives
 - iv. Meeting with administration, student leaders, Student Development leadership and possibly selected university cabinet members
 - v. Formal presentation at respective council meeting
 - vi. Open forum with the fraternity/sorority community
- B. After the on-campus visit, the Expansion Committee will consider input from campus members mentioned above and will meet to discuss final recommendation.

Step 7: Recommendation to President of Millikin University

- A. A formal letter with final recommendations, created by the Expansion committee, will be sent to the Dean of Student Development, the Vice President for Enrollment, and the President of Millikin University for final approval.

Step 8: Letter to Inter/National Headquarters

1. The President of Millikin University will send a letter to the inter/national organization(s) informing them of the decision of the University.

RSO Eligibility and Denial Policy

Millikin University recognizes student organizations as important contributors to campus life. The University also has an obligation to ensure campus safety, protect the civil rights of all students, and comply with federal and state nondiscrimination and harassment laws. The University may deny recognition to, or withdraw recognition from, an RSO where objective criteria show that the organization's existence would substantially interfere with the educational environment, safety, or civil rights of students.

1. Definitions

- **Protected class / protected characteristic:** Categories protected under applicable law and University policy, e.g., race, color, national origin, sex, gender identity/expression, sexual orientation, religion, disability, age, veteran status, etc.
- **Discrimination:** Unfavorable treatment of a person or group because of a protected characteristic.
- **Harassment:** Conduct (verbal, physical, electronic) that is severe or pervasive and creates a hostile environment based on a protected characteristic.
- **Bias incident:** Conduct that expresses hostility toward a person or group on the basis of a protected characteristic, whether or not it is criminal.
- **Violent or criminal activity:** Behavior that violates criminal law or University rules and threatens safety.
- **Substantial disruption:** Conduct that materially and significantly interferes with the rights of others to participate in the University's programs, services, or activities.

2. Ground for Denial or Withdrawal of Recognition

An RSO application may be denied, or existing recognition may be withdrawn, if the organization meets any of the following objective conditions. The University applies these criteria regardless of viewpoint; they focus on conduct, impact, and compliance with law and University policies:

A. Violation of Nondiscrimination and Anti-Harassment Obligations

1. An organization that (by constitution, bylaws, official statements, recruitment criteria, membership practices, or regular programming) excludes individuals from membership or leadership on the basis of

a protected characteristic, **unless** the University recognizes a narrowly tailored exemption required by law (e.g., bona fide occupational/educational requirements).

2. An organization whose officials, members, or agents engage in speech or conduct that meets the legal definition of harassment or discrimination and is attributable to the organization (e.g., official communications, endorsed events, required trainings that promote discriminatory messages).
3. Repeated or systemic bias incidents documented against the organization that demonstrate a pattern of discriminatory conduct or harassment toward protected groups.

B. Safety, Violence, or Criminality

1. The organization or its officers are credibly alleged to have planned, incited, or committed violence, threats of violence, or other criminal conduct tied to the organization's activities or identity.
2. The organization engages in activities that foreseeably create a risk of physical harm or property damage and does not take reasonable steps to mitigate those risks (after written notice).

C. Intentional Interference with Rights of Others

1. The organization regularly engages in disruptive conduct (e.g., repeated interruption of protected campus events, persistent harassment of speakers or student groups) that materially interferes with others' lawful activities and learning.
2. The organization's mission or programming is reasonably likely to prevent marginalized students from equal access to campus programs or create a hostile environment that substantially impairs their educational experience.

D. Dishonesty or Fraud

1. Submission of materially false information in the recognition process, fund requests, or required reports.
2. Use of University resources (funds, facilities, logos) for purposes materially different than those approved or for fraudulent activity.

E. Failure to Comply with University Policies

1. Repeated, serious, or unremedied violations of University policies, including but not limited to: student code of conduct, event safety requirements, financial rules, hazing policy, alcohol/drug policies, and venue/reservation policies.

F. Risk to University's Legal Obligations

1. Recognition would cause the University to violate federal, state, or local law, or lose legal protections (e.g., by endorsing an unlawful discriminatory practice).



Guidelines

Registered Student Organization Guidelines

1. Must have a clearly defined purpose that does not duplicate the purpose of an existing organization
2. Have a faculty/administrative advisor (please see Advisor Requirements)
3. Have membership of five (5) or more full-time active students which include at least one President and one Treasurer.
 - a. If membership drops below five, the student organization will have a grace period of one academic semester in which to increase their membership numbers
 - b. Membership should be optional, and not a forced requirement
 - c. Membership should not be connected to a grade course requirement
4. Complete the Re-Registration form by the end of each semester.
 - a. This includes name, email, position, and student ID for all executive board members.
5. At least one organization representative is required to attend the mandatory All-Student Organization Training Meetings held each semester.
6. Student Organizations must not be connected to a class or academic course. Student Organizations are for students and should not be guided by faculty or staff.
7. Changes to the organization's constitution or bylaws must be submitted to the Office of Student Affairs within two weeks of changes.
8. Comply with all social event registration processes.
9. Engage in programs and initiatives that are consistent with the organization's purpose and the University's mission statement
10. Notify the Campus Scheduler of any cancellation or changes in time for an event at least 48 hours in advance of the event date
 - a. No events/activities sponsored by Millikin student organizations are to be held during vacation periods.
11. Have an agency account provided by the Business Office for financial records, no outside bank accounts are permitted.
12. Comply with all Millikin University Student Organization Policies and all other applicable university regulations, local, state, and federal laws.

** The Office of Student Affairs has the discretion to add or waive any requirements*



Registered Student Organization

Categories of Student Organizations

Academic

Academic related organizations (not including honorary organizations)

Athletic

Organizations whose primary focus is recreational (i.e. Club Volleyball, Fencing, etc.)

Cultural/International

Organizations related to cultural diversity and or international cultures

Fraternity and Sorority

An organization with Fraternity/Sorority letters whose inter/national organization is a member of the National Panhellenic Conference, North-American Interfraternity Conference, National Pan-Hellenic Council, or National Association of Latino Fraternal Organizations

Fine Arts/Performance

Organizations that have a focus in the fine arts including any performance-based groups

Governance

All organizations that govern an area of campus (Student Senate, Student Housing Council, Multicultural Student Council)

Honorary

Organizations with selective membership practices for the purpose of either recognizing student achievement or providing fellowship for students with particular professional interests

Media

Organizations that involve media or publications

Programming

Organizations whose primary focus is programming for the entire campus community

Faith-based

Organizations that provide Faith-based and/or spiritual services or initiatives for the campus

Service

Organizations that provide community service or philanthropy projects for the campus

Special Interest

Organizations that provide an organized format for the practice and/or pursuit of a special or common interest

Privileges Afforded to Registered Student Organizations

1. Marketing/Outreach

**All Postings must be approved by the Office of Student Affairs*

- a. Use of campus duplicating and postal services
- b. Ability to post publicity on campus property
- c. Use of campus bulletin boards
- d. Name included on university publications
- e. Use of university name, seal, and/or logo upon approval from the Coordinator for Student Engagement and Leadership Development.
- f. Privilege to link organizational information to the Student Organization website on the Millikin network.

2. Facilities

- a. Preferential use of University facilities.
- b. Scheduling and pre-scheduling of events.
- c. Eligible to request office space/ storage space in the University Commons Oberhelman Leadership Space (UC224); if available
- d. Use of university vehicles for travel associated with the organization (once approved through Public Safety)

3. Membership

- a. Solicitation of membership on campus under the organization name

4. Finances

- a. Establishment of a University Business Office account with purchase order, accounts payable, and check writing privileges
- b. Opportunities for approved fund-raising activities on campus, under the organization name

Each registered student organization is eligible to receive funding from the University through the Student Activity Fund.

Scholastic and Conduct Requirements

1. Participation and approval of campus programs may be restricted for failure to meet various campus scholastic and/or conduct obligations/expectations.
2. Some disciplinary actions may restrict the student from campus programs. If a student is not in good standing due to conduct violations, the student may be restricted from active participation in a recognized student organization as an officer or member.
3. Organizations may set higher scholastic and conduct standards based on their constitution and bylaws.
4. Students may participate in activities required for academic credit despite scholastic and conduct requirements.

Student Organization Advisor Requirements

1. An advisor must be a full time faculty, or staff member of the University.
2. Faculty members on sabbatical or leave may not serve as advisors for the duration of their sabbatical/leave.
3. Approval of advisors will be at the discretion of the Office of Student Affairs.
4. Advisors should encourage and promote academic success to the organization members.
5. The Office of Student Affairs strongly encourages advisors to commit at least two hours per week to each organization they advise. This may include established office hours.
6. An individual may serve as advisor (including co-advisor) to no more than three student organizations concurrently.
7. Advisors may not receive additional compensation from the Student Activity Fee funds for performing advising duties.
8. Advisors must be present for the duration of all major events implemented by the student organizations they advise IF any of the following criteria apply:

- a. Admission will be charged;
 - b. External community is invited (Alumni, Decatur community, non-Millikin students, non-Millikin minors (under 18));
 - c. Event is scheduled to take place/extend past midnight in a University owned building;
 - d. Traveling beyond 30 miles from Decatur;
 - e. Contractual agreements are part of the program;
 - f. Class is not in session (study day, final exam week, winter/summer break, etc.);
 - g. Alcohol is present at the event;
9. Advisors are required to sign off on all check requests for the organization. If an advisor is not present, the Office of Student Affairs professional staff may sign off on check requests if they feel comfortable doing so.
 10. Advisors serve as mandatory reporters, and as such shall report any misconduct to a University official.
 11. Advisors should be fully acquainted with policies and procedures of the Office of Student Affairs, University, and state law.

Greek Chapters Recruitment/Intake Guidelines

In order to maintain a safe environment for students interested in joining an organization for which a membership process is involved, that specific chapter must keep the Office of Student Affairs informed of all membership recruitment or intake activities each semester.

The steps listed below must be completed in addition to any national new member, recruitment, and/or intake process. The following information is private and is only shared with the Office of Student Affairs staff and select university administrators as necessary. These items are required in order to ensure the safety of members and new members of our registered student organizations.

Members, new members, alumni and members of graduate chapters will be held responsible for their actions during a new member process. It is important that they understand their actions may have repercussions on the chapters at Millikin University. Those organizations planning to host recruitment, informational, or intake programs must abide by the following:

- All individuals deciding to participate in recruitment for a social fraternity or sorority are required to go through the orientation program.
- All new member programs are expected to be held on the Millikin University campus unless approved by the Office of Student Affairs.
- If new members would like to have a New Member Show/Presentation, they may do so, but shows are not mandated by the University. The procedures listed below must be followed; failure to do so will result in the New Member Show/Presentation being cancelled indefinitely.
 - Notify the Director/ Greek Advisor of the date of the New Member Show.
 - The space reservation may be made after approval is received.
 - Presentation of new members should take place no more than seven (7) calendar days after the members have been initiated into the chapter.
 - Any props to be used in the show must also be approved (i.e. shields, staffs, masks, etc.). In general, paddles, bricks, and other outward symbols of "pledging" are not allowed.
 - If the chapter assigns line numbers to new members, the numbers should accurately represent the numbers of new members being presented (i.e., if there are five individuals being presented, the numbers should be 1-5, not 1,2,4,5,6, etc.) Any exceptions must be approved 48 hours in advance of the presentation.
 - Inappropriate or revealing attire is not permitted.
 - Alcoholic beverages are not permitted.
 - Physical abuse will not be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc.
 - The duration of the show should be no longer than one (1) hour if there are fewer than 10

members coming out, or not longer than two (2) hours if there are more than 10. The clock starts at the advertised time of the event. If the organization starts later than the advertised time, the show still must end on time. The organization will have 30 minutes from the time of completion to clear the space.

Millikin University Policy on Hazing

Millikin does not tolerate any kind of hazing. Hazing is an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation/admission into, affiliation with or as a condition of continued membership in a group or organization. The express or implied consent of the student will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this policy.

Definition:

The *Illinois Hazing Act* defines hazing as follows:

Hazing. A person commits **hazing** who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person.

The Office of Student Affairs considers all of the following activities as incidents of hazing. No prospective member, new member or newly initiated member (neophyte) shall be required by any person or persons to perform any act which:

1. Interferes with the academic process – causes a new member to miss or be ill prepared for classes, labs, study sessions, or tests
2. Causes the new member to violate the Student Handbook, the organization's national policies, or reflects negatively upon the reputation Millikin University, the participants, or the organization
3. Requires or pressures a new member to consume alcohol
4. Prevents a new member from securing normal amounts of sleep (no activities between the hours of midnight and 8 a.m.)
5. Requires a new member to perform personal services for collegiate or alumni members (including, but not limited to, transporting members and/or their guests, "shopping" for members, etc.)
6. Is sadistic – treats a new member in a "sub-human" manner
7. Is illegal – including the use of drugs and alcohol
8. Is immoral (as defined at the discretion of the Office of Inclusion and Student Development)
9. Places a new member in physical danger or in jeopardy of losing his or her life
10. Places severe emotional stress upon a new member
11. Requires a new member to be present at activities for unreasonable periods of time
12. Requires an unjustifiable time commitment toward new member activities
13. Coerces new members to attend meetings/activities through fines/sanctions that are not also levied against existing members
14. Prescribes the wearing of anything to identify new member status (this includes new member or Self-Selection day T-shirts, or wearing of required clothing/uniform); new member pins and prescribed dress attire will be permitted in accordance with national organization policy/standards
15. Requires a new member to carry items that they would not normally (including paddles, bricks, signature books, pledge kits, etc.)
16. Requires a new member to answer the phone in a manner unlike a member would answer it
17. Require a new member to surrender personal belongings (wallet, watch, cell phone, keys, etc.) for an extended period of time
18. Prevents a new member from speaking for a period of time
19. Prevents new members from consuming certain types of food or liquid

20. Requires new members to walk in a group, or particular formation, or avoid stepping on designated locations
21. Involves the abandonment of new members or organization members thereby requiring them to find their own way back to campus
22. Requires the blindfolding of a new member (exceptions: during low ropes course with trained facilitator, or as prescribed in writing for Ritual)
23. Requires a new member to stand when a collegiate or alumna/us member enters a room
24. Requires a new member to intentionally deface a house/chapter room/suite/apt. etc.; or requires a new member to clean the house/chapter room/suite/apt., etc. of others
25. Requires a new member to enter the house/suite/building only from a specific door
26. Requires new members to eat meals together, attend unscheduled "call-down" meetings or sleep in the house/suite/apt. together for any length of time
27. Requires a new member to address or refer to members in a manner different from how they are addressed (i.e. Mr./Ms. Smith for members, Pledge Jean for new members)
28. Requires new members to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.

Obligations of Organizations

1. Ensure that elected officers and all members meet the scholastic and conduct requirements
2. Submit all contracts to the Coordinator for Student Engagement and Leadership Development or designee for signature. *Students and/or student organization advisors are not authorized to sign contracts on behalf of the University*
3. Activities sponsored by Millikin University student organizations are for currently enrolled Millikin students.
4. All Registered Student Organizations must take attendance during their held events.
5. It is left to the discretion of the organization whether they invite faculty or alumni guests to their events with the understanding that their guests in no way serve in a supervisory capacity
6. A minimum of two (2) officers of the organization must attend all functions and be responsible for the event

Student Conduct

Please review the Student Handbook. <https://millikin.edu/university-student-conduct>

Student Development Leadership and Scholarship Awards

Annual Student Leadership Awards

The Annual Student Development Leadership and Scholarship Awards Program is held during the Spring semester. The award recipients are selected via a nomination/application process coordinated by the Office of Student Affairs.

Withdrawal/Removal of Recognition

1. Any organization may relinquish its recognition at any time by submitting a written notice to the Office of Student Affairs. The notice must also certify that there are no outstanding debts or current disciplinary actions pending. The date of the letter relinquishing recognition shall be the effective date of the cancellation of recognition.
2. The recognition of the organization may be suspended by the Office of Student Affairs for failure to meet any one or more of the conditions for recognition and/or obligations of student organizations. During the time of suspension, the Office of Student Affairs shall render any final decision concerning withdrawal of recognition.
3. Any infraction of University regulations or state, local, and/or federal laws immediately becomes a matter for referral to the Office of Student Affairs. Student Conduct procedures for student organizations will be in accordance with all applicable sections of the Millikin University Student Handbook.
4. If recognition is suspended and withdrawn, the organization will be considered inactive. Any organizational funds will be released to the Office of Student Affairs will be added back to the Student Activity Fee funding and will be used in support of new student organizations.
5. Appeals of the suspension should be directed to the Coordinator for Student Engagement and Leadership Development.
6. The host and the organization are responsible and will be held accountable for the conduct of their guests. Organizations are expected to hold events that are inclusive and free from discriminatory, offensive, or sexist behavior.



Office Space/Storage

Office and Storage Space Policies and Procedures

Eligibility

To be eligible to use an office space and/or accompanying storage areas, the organization must be registered with the Office of Student Affairs and in good standing with Millikin University. Any organization that loses its registration status will be required to vacate the office/storage space within five (5) University working days from the effective date of such action.

Allocation Termination

Discontinuance of status as a registered student organization automatically terminates the space agreement. The Office of Student Affairs reserves the right to terminate the space agreement for other reasons, such as: failure to move into the space, not using the office space, violating University policy in the office, or other reasons determined by the Coordinator for Student Engagement and Leadership Development. In most situations, a written warning will first be issued to the organization with a deadline established for the organization to meet the established expectations and/or policies. All keys must be turned in to the Office of Campus Life by the date and time of termination.

Temporarily Closing the Office Space

During University breaks (Fall, Thanksgiving, Winter, Spring, and Summer Term) if an organization will not be accessing their office space, the following process should be used to ensure a safe environment:

1. Unplug all electrical appliances
2. Remove all trash
3. Clean desks, chairs, cabinets, etc.
4. Turn off all lights
5. Shut and lock all doors and cabinets

Permanently Vacating the Office/Storage Space

Except as otherwise provided by the Office of Student Affairs, the office/storage space must be permanently vacated within five (5) University working days after final termination or by the date and time established in the office/storage space agreement. All belongings of the organization must be removed. Steps 1-5 must be completed as outlined above. All keys must be turned in to the Office of Campus Life. Items not removed from the space by the deadline will become property of the University and/or will be removed and discarded at the expense of the organization. The organization may also be billed for cleaning of the space if necessary.

Responsibilities for Office Space Use

Office Space Use

1. The office space in University Commons 224 is to be utilized for legitimate activities, meetings, gatherings, and functions consistent with the recognized purpose of the organization and the curricular and co-curricular mission of the University and shall be in compliance with all University policies and procedures.
2. The office space is to be used only for storage of student organization related materials.
3. Sleeping, overnight stays, or using the office space as a place of residence in any way by any individual is absolutely prohibited and will automatically subject the alleged violator(s) to University conduct.

Solicitation and Visitation Activities

1. As constitutionally determined by the registered student organization, members of the organization are permitted to invite individuals, groups, organizations, and/or associations to the office space provided that such activity is consistent with the recognized purpose of the organization, and that such activity does not create undue noise or disturb persons in nearby office/workstation space.
2. No door-to-door solicitation by outside vendors is permitted.

Office and/or Storage Space Inspection

1. The University reserves the right to inspect the office/storage space for the purposes of: ensuring proper maintenance of sanitation and life safety standards; for inventory; for making necessary repairs to the space and furnishings; and to gain access to the space for the purpose of enforcing terms of the space agreement and/or University policy.
2. Periodic inspections may be made at reasonable times with advance notice except in emergency situations or in order to gain access to enforce the space agreement or University policy.

Office and/or Storage Space Care

1. The members of the registered student organization are responsible for ensuring that the office space is kept clean, waste materials are regularly removed, and sanitary and safe conditions acceptable to the University are maintained.

Food and Hazardous Materials

1. Food and/or hazardous materials (including chemicals, flammable items such as charcoal, propane, lighter fluid, etc.) are not to be stored within the Office of Student Affairs or designated storage spaces.

Noise

1. It is the responsibility of the members of each organization to maintain a healthy co-curricular atmosphere within the vicinity of the Office of Student Affairs. General courtesy hours shall be in effect 24 hours a day, seven days a week.

Sharing of Space

1. Organizations are to touch only their belongings and not those that do not belong to them.
2. Organizations will be courteous of other organizations' supplies and needs.

Liability

Loss of Office or Storage Space Usage

1. In the event of damage for any reason, which renders the office or storage space wholly unfit for usage, the University reserves the right to reassign the organization alternate space, if available, or remove the organization from the space.

Loss of Property

1. The University shall not be liable, directly or indirectly, for loss of or damage to any article of personal or organizational property anywhere on the premises as a result of but not limited to insufficient or excessive heat, smoke, fire, water, steam, the elements, or actions or vandalism of third persons.

Vandalism

1. The organization shall normally assume financial responsibility for the repair of vandalism committed by unidentified individuals to the interior or exterior office or storage space. Repairs shall be completed at the prerogative of the University and billed directly to the organization.

Safety and Security

For the safety and security of all persons, organization members and guests are required to comply with safety and security procedures and may not tamper with locked doors or admit unauthorized people into the office. Doors may never be propped open for any reason. Conduct or action that threatens or endangers the health, safety, or well being of any person is prohibited in and around campus facilities and is subject to University disciplinary action.

Problems of theft, vandalism, and improper behavior are to be reported to the Office of Student Affairs during regular University working hours. After regular hours, reports are to be made to Public Safety.



Programs/Events

Event Planning and Execution Guide

STEP 1 – Planning

Meet with your RSO (Registered Student Organization) to decide on:

- Event Name
- Date
- Time
- Location
- Description

This should be done more than three weeks prior to your event.

STEP 2 – Budgeting

Fill out your [Budget and Expense Report](#) and submit your request 2 weeks prior to your event.

This is a way for your organization to learn how to budget, keep track of your events, and plan ahead. It is also helpful for the Office of Student Affairs to know what organizations are spending their money on.

Requests will be denied IF:

1. Your organization has no money in its account.
2. Items requested are not allowed (for example, if your event is at the UC I cannot allow your organization to purchase Glitter as the UC does not allow Glitter).
3. Request was turned in too late.

If unsure how to fill out your Budget and Expense Report:

Watch the [Financial Report Training Videos](#)

*If you use a MacBook: Your submission sheet will not submit. If this is the case email hhashimoto@millikin.edu with your organization name and which event you are trying to submit for.

STEP 3 – Purchasing

Purchase your items using the [Purchasing Policies & Procedures](#):

How to Make Purchase(s):

1. All purchases must go through the Student Affairs office. (Hannah Reynolds hmreynolds@millikin.edu)
2. To buy something, follow these options:
 - a. Amazon: Create a Wishlist and email it to Hannah at least 2 weeks before the event.
 - b. Walmart Pick-up Order: Create a list and email it to Hannah at least 1 week before the event.
 - c. You will be responsible for picking up your Walmart order in the window of time you have selected.
 - d. Other websites: Provide a link to the product and allow enough time for shipping.
 - e. Over the phone purchases: You can visit the Student Affairs office during open hours to use the card to pay over the phone for the items you might need. You must email the receipt to Hannah before leaving the office. No exceptions!

What to Include in Your Email:

1. Your Student Organization name.
2. Include your Student Organization President in the email C.C. Line.
3. Event title and date.
4. Link(s) to the product(s) and any extra information about the items that may be helpful.
5. If a Walmart pick up order is the option you choose, please make sure to clarify with Hannah what day/time works for you to pick up your products.

Additional Information:

1. You can set up a meeting with Hannah to discuss purchases ahead of time, if needed.
2. All delivery orders will be sent to the Millikin mailroom, and you will be notified once shipment is ready for pick up.

Important Changes:

Students can no longer take the card off-campus or keep it overnight.

PEPSI ORDERS:

Email hhashimoto@millikin.edu 2 weeks prior to your event with the following information:

- Event Name, Date, Time, Location
- How much of each product you need (we have cases of 12 for Pepsi, Diet Pepsi, Starry, Dr. Pepper, Mountain Dew, as well as water)

Pick up of Pepsi orders is at University Commons 224.

STEP 4 – Booking your Space

Book your space on 25 Live using the [25 Live How to Submit an Event Request Directions 2024](#) document linked here.

See Rebecca Robinson's guidelines below:

"For any event happening on our beautiful Millikin University campus, please be sure to put a reservation request into 25Live. This request will need to be entered no later than 1 week prior to the date of your event and 2 weeks prior for any space in the University Commons. If it's absolutely necessary to have a space available for a last-minute event or a pivot (such as due to weather, etc.), I'm happy to have a conversation with you and see what we can work out, but I cannot guarantee availability or confirmation of the space you would like to use in short notice.

All reservation requests that are placed have a 3 business-day waiting period. If you place a request for an event on a Friday, you may need to wait to the following Wednesday for a confirmation. University Offices are open from 8-4:30pm Monday-Friday to answer questions on events.

Once entered, your reservation is not guaranteed until the status of it shows "confirmed" and you have received a confirmation email. Just because you have placed a request for a space, does not mean it is available. It may be in the middle of a set up or there may not be staff to work the event. I highly recommend putting in reservation requests much further in advance than 2 weeks wherever possible as the earliest reservation will always be the priority unless it's a major university event. If you have questions about an event confirmation, please email rmrobinson@millikin.edu.

You can get to 25Live through MyMillikin, under the "Tools" heading in the panel on the right. To enter a request, please fill out the event form in its entirety (all fields) to the best of your ability, including notes about needs that you will have for your event (tables, projector, screen, laptop, mic, etc.). I have attached a document with screenshots and step-by-step instructions for creating and submitting a reservation request. Updated functionality: if your event has not yet been confirmed, you are still able to edit your event. You can also cancel or delete your own event if plans change.

Lastly, if you receive a confirmation email and it asks for your set up needs, please be sure to reply all to that email as all parties listed will need to know that information. For any events taking place outside of the UC or in outdoor spaces, please put in a Facilities ticket. You can do this by logging into your MyMillikin, and selecting "FS Work Req" from the panel on the right."

Any questions or concerns regarding 25Live contact Rebecca Robinson (rmrobinson@millikin.edu).

STEP 5 – Flyer

Create your Flyer and other Promotional Materials.

Your flyer must be sent to studentaffairs@millikin.edu to be approved.

For your flyer to be approved it must contain:

- Title of Event
- Organization Hosting it
- Date
- Time
- Location
- Contact Information
- "Open to all students" or "All are welcome"

Once approved, email Hannah Reynolds at hmreynolds@millikin.edu to have the flyer posted to the digital signs on campus.

Post flyer to your organization's social media page.

STEP 6 – Calendar

Add your event to the [All-RSO Events Calendar](#).

Fill out all the boxes. You may include your flyer to the attachments at the bottom.

STEP 7 – Hold the Event

Host your event – discuss amongst your executive board who oversees each task.

Ensure you take attendance at each event. A simple headcount will do - Organizations may choose to do a sign-in sheet where students write their names down.

*Do not ask students for their Student ID's in this attendance sheet.

STEP 8 – Report Attendance

On your [Budget and Expense Report](#) fill out the attendance section.

STEP 9 – Service Report (if applicable)

If your event was Philanthropic, Volunteering, or Service in nature:

Fill out the [RSO Volunteer and Service Report](#). You may log information for any year and any semester.

*Please log any data you have (even from previous years) that has not been logged.

Event Planning FAQ's

How do I request media equipment (Mics, Audio/Visual, PA systems, etc.)?

- All media requests in the University Commons must be indicated in the scheduling form. If you need media outside, or in a different building, you would contact Media Services at media@millikin.edu. You can also submit a request through my.millikin.edu. Please request media well in advance

Am I allowed to bring in outside food?

- All dining requests must be placed with Catering through Corey Clabaugh at cclabaugh@millikin.edu. This includes linen. Reminder that Millikin Dining is our food provider and should be included in any food orders on campus.

Can I reserve parking on campus?

- Any parking requests must be placed through Public Safety-217.464.8888.

Who handles setups for my event?

- In the University Commons, you would contact the Campus Scheduler (cscheduler@millikin.edu) for your setup needs. For any large scale events, setting up a meeting before the event is appreciated.
- For another other building (academic buildings included) and any outside spaces (Arrival Court, Miller Quad...) do a work order through Facility Services. **This link can be found by going to my.millikin.edu and clicking on the icon (right hand side) listed as "Physical Plant Work Orders."**
- For work orders requesting tables, label the work order for Grounds. For work orders needing power in outside spaces (i.e. the Miller Quad), please label the request for Maintenance. For questions regarding your work orders, please contact Facility Services at 217.424.6312.

Solicitation of Funds, Sales or other Fund-Raising Projects

1. On-campus groups: Campus organizations may raise funds or make sales on campus under the organization name. The Office of Student Affairs reserves the right to halt any fundraising activity that is deemed not in the best interests of Millikin students or Millikin University.
2. Solicitation of off-campus businesses and friends of the university for sponsorship or to underwrite an activity of a campus organization must be approved by the Office of Student Affairs.
3. Off-campus groups, sales representatives (student or non-student), or off-campus organizations and companies are generally not permitted to solicit on Millikin University property. However, in the case where solicitation does take place, the off-campus group must be sponsored by a Millikin University organization and approved by the Office of Student Affairs.

Student Organization Travel Policies & Procedures

1. **Use of University Vehicles:** University vehicles may be requested/reserved through Public Safety. Only "certified" drivers who have passed the required tests through Public Safety will be permitted to drive a university vehicle. Certain age restrictions will apply to specific University vehicles. Reservations can only be made by a faculty, administrator, student organization advisor, or staff member. Any student interested in becoming certified to operate a University van must have an employee or faculty advisor send the following information to VanRental@millikin.edu:
 1. First, middle and last name,
 2. Millikin University ID number,
 3. Driver's license number and the issuing State,
 4. Millikin email address
 5. Name of Student organization (if applicable)
2. **Advisor Attendance:** Advisors will not be required to accompany organization members on day (non-overnight) trips to locations within a 30 mile radius of campus. For overnight travel or travel to locations beyond the 30-mile radius of campus, a staff member must accompany the group. If university vehicles are used, there must be two certified drivers per vehicle. Advisors are not required to be present on local travel in the city of Decatur.

Speaker & Talent Policy

Prior to submitting the request for approval to the Speaker & Talent Review Committee, student organization events must be approved through the Student Affairs Department by following the guidelines in the Student Organization Policy and Procedures Manual. The following are steps that need to take place:

- Student organizations wanting to contract with an external speaker will need to meet with their faculty advisor to develop an outline of the event, then schedule a meeting with the professional staff in The Office of Campus Life for contract and program review.
- The process of due diligence should involve student leaders from the organization, advisor(s) of the organization, and staff from the Office of Campus Life. All information collected should be saved as verification of the due diligence work to assist with contract negotiation and planning. It can be helpful information for offices involved in supporting the events success such as Public Safety, Aramark, Facilities, Information Technology, and the Campus Scheduler.
- When the process is completed, the student leader, advisor and staff in the Office of Campus Life will connect about the information collected to determine support/approval to move forward or if the concerns are too great to move on.

Copyright

Student Organizations that want to show a movie are required to purchase the rights to the movie. This includes but not limited to recruitment events, educational movie, and social activities.

Detail Copyright Guidelines

The copyright owner has exclusive rights to many uses of a protected work, notably rights to reproduce, distribute, make derivative works, and publicly display or perform the work. Copyright Act also sets forth several important exceptions to those rights such as distance learning, backup copies of software, and some reproductions made by libraries. The best known and most important exception to owners' rights is fair use.

The Fair-Use Statute

The following is the full text of the fair-use statute from the U.S. Copyright Act.

Section 107 of the Copyright Act of 1976. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonograph records or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.

In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include --

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors. (Emphasis added)

The Meaning of the Four Factors

While fair use is intended to apply to teaching, research, and other such activities, a crucial point is that an educational purpose alone does not make a use fair. The purpose of the use is, in fact, only one of four factors that users must analyze in order to conclude whether or not an activity is lawful.

Moreover, each of the factors is subject to interpretation as courts struggle to make sense of the law. Some interpretations, and their subsequent reconstruction by policy-makers and interest groups, have been especially problematic. For example, some copyright analysts have concluded that if a work being used is a commercial product, the "nature" factor weighs against fair use. By that measure, no clip from a feature film or copy from a trade book could survive that fair-use factor. Similarly, some commentators

argue that if a license for the intended use is available from the copyright owner, the action will directly conflict with the market for licensing the original. Thus, the availability of a license will itself tip the "effect" factor against fair use. Neither of these simplistic constructions of fair use is a valid generalization, yet they are rooted in some truths under limited circumstances. Only one conclusion about the four factors is reliable: each situation must be evaluated in light of the specific facts presented.

The following are brief explanations of the four factors from the fair-use statute. All four factors which affect fair use must be taken into account before reaching a conclusion.

Purpose

Congress favored nonprofit educational uses over commercial uses. Copies used in education, but made or sold at monetary profit, may not be favored. Courts also favor uses that are "transformative" or that are not mere reproductions. Fair use is more likely when the copyrighted work is "transformed" into something new or of new utility, such as quotations incorporated into a paper, and perhaps pieces of a work mixed into a multimedia product for your own teaching needs or included in commentary or criticism of the original. For teaching purposes, however, multiple copies of some works are specifically allowed, even if not "transformative." The Supreme Court underscored that conclusion by focusing on these key words in the statute: "including multiple copies for classroom use."

Nature

This factor examines characteristics of the work being used. It does not refer to attributes of the work that one creates by exercising fair use. Many characteristics of a work can affect the application of fair use. For example, several recent court decisions have concluded that the unpublished "nature" of historical correspondence can weigh against fair use. The courts reasoned that copyright owners should have the right to determine the circumstances of "first publication." The authorities are split, however, on whether a published work that is currently out of print should receive special treatment. Courts more readily favor the fair use of nonfiction rather than fiction. Commercial audiovisual works generally receive less fair use than do printed works. A consumable workbook will most certainly be subject to less fair use than a printed social science text.

Amount

Amount is both quantitatively and qualitatively measured. No exact measures of allowable quantity exist in the law. Quantity must be evaluated relative to the length of the entire original and the amount needed to serve a proper objective. One court has ruled that a journal article alone is an entire work; any copying of an entire work usually weighs heavily against fair use. Pictures generate serious controversies, because a user nearly always wants the full image or the full "amount." Motion pictures are also problematic because even short clips may borrow the most extraordinary or creative elements. One may also reproduce only a small portion of any work but still take "the heart of the work." The "substantiality" concept is a qualitative measure that may weigh against fair use.

Effect

Effect on the market is perhaps even more complicated than the other three factors. Some courts have called it the most important factor, although such rhetoric is often difficult to validate. This factor fundamentally means that if you make a use for which a purchase of an original theoretically should have occurred - regardless of your personal willingness or ability to pay for such purchase - then this factor may weigh against fair use. "Effect" is closely linked to "purpose." If your purpose is research or scholarship, market effect may be difficult to prove. If your purpose is commercial, then effect is presumed. Occasional quotations or photocopies may have no adverse market effects, but reproductions of software and videotapes can make direct inroads on the potential markets for those works.

PERMITTED	NOT PERMITTED
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Video (Cable):	
may tape programs being simultaneously broadcast (see OFF-AIR educational/instructional guidelines)	may not tape programs not being broadcast simultaneously (CNN, Discovery, Disney, HBO, etc.) unless <u>prior</u> approval or license obtained from cable network
may probably show videos or motion pictures via cable within a building as long as programs are used in face-to-face teaching and are of an instructional nature	may not show programs of a musical, dramatic, or entertainment nature
PERMITTED	NOT PERMITTED
Video (purchased or rented)	
showing purchased or rented videotape for curriculum-supported, face-to-face teaching activities	showing purchased or rented videotape for entertainment, rewards, rainy days, filler, or non-instructional purposes



Marketing and Outreach

Campus Publicity Policy

**This policy refers to all publicity that is displayed by any group, university affiliated and not, on University and University-affiliated property.*

General Guidelines

All print and media postings must be approved through the Office of Student Affairs.

1. The Office of Student Affairs reserves the right to deny approval of publicity that is deemed inappropriate due to the use of oppressive language or art, the promotion of alcohol or drugs, or any representation which may exclude or degrade any member of the Millikin community.
2. All publicity must include the name of the sponsoring organization or person sponsoring the activity, date/time of program or activity (if applicable), and contact information.
3. To have your event(s) included in "Campus Happenings" email sent out to all students every Monday, you must submit your event information to the Coordinator for Student Engagement and Leadership Development at least 10 days in advance.
4. Care should be taken when posting materials; damage to any surface could result in a fee charged to the student organization.

Standard Fliers and posters

1. The Office of Student Affairs must approve and stamp all fliers and posters before they can be posted on campus. An electronic stamp may be requested by emailing the flier to studentaffairs@millikin.edu; allow at least 24 hours turn-around time.
2. All fliers and posters must be posted on bulletin boards only and must be removed after the event has occurred.
3. Fliers and posters may not be posted on interior or exterior doors, windows, walls, or on brick.
4. Fliers and posters fliers that are not stamped will be removed and discarded.

Digital Signs

If you wish for your flyer to be included on the screens at the University Commons you may email those to Hannah Reynolds at hmreynolds@millikin.edu. For other buildings outside of the University Commons please contact the following people:

Tabor Building - Becky Nims (beckynims@millikin.edu)

School of Nursing building – Bonnie Niemeyer (bniemeyer@millikin.edu)

Exercise Science & Sports building – Andrea Ohl (aohl@millikin.edu)

Novelty Publicity

Novelty publicity is defined as, but not limited to: three dimensional publicity, freestanding publicity, table tents, door hangers, apparel, etc.

1. The Office of Student Affairs must be aware of all novelty publicity. The Office of Student Affairs reserves the right to deny approval of any novelty publicity which may present danger, or which is deemed inappropriate.
2. Apparel (T-shirts, hats, etc.) created to promote a specific event or a student group must be created, directly and in its intent, within the general guidelines for campus publicity.
3. Table tents or other novelty publicity items which are to be placed in dining facilities (i.e. Wornick Dining Room, Einstein's Bagels must first be approved by the Office of Student Affairs.
4. The Office of Student Affairs reserves the right to designate areas for display of certain novelty publicity.



Student Activity Fee Allocation Guidelines

Student Organization Eligibility Guidelines

1. Officially registered student organizations (RSOs) that are open to and benefit the student body are eligible to receive funding from the Student Activity Fee.
2. RSOs must attend all mandatory meetings, trainings, and workshops to remain eligible for funding.

3. RSOs must submit their Fall and Spring report to remain eligible for funding.
4. RSOs must have a completed their Budget and Expense report appropriately for each purchase to remain eligible for funding.
5. New organizations may request Emergency Allocations that are taken out of the Student Activity Fee.

Funding General Guidelines

1. Total allocations for all groups shall not exceed the total Student Activity Fund budget for that semester.
2. Allocation requests will not be considered after the fourth week of each semester.
3. Allocated funds will be utilized only for activities benefiting RSO members and/or other members of the Millikin community and pursuing the goals thereof.
4. Student organizations not in good standing at the end of a semester may be subject to forfeiture of the funds granted for the remainder of the year.
5. Any expected expenses for any and all events should be submitted through the Budget and Expense Report sheet. No exceptions.
6. Emergency Allocation Requests must be submitted through a need basis. Organizations (new or returning) should contact the Coordinator for Student Engagement and Leadership Development directly if Emergency Allocations are needed to begin the process.

Travel Funding Guidelines

1. The Student Activity Fund is not meant to be used for travel expenses including, but not limited to, transportation, lodging, conference registration fees and competition entrance fees for members of an RSO to attend events including, but not limited to, conferences, conventions and competitions.
2. The Student Activity Fund will not consider the following items:
 - a. Meals included in travel either to or from the University
 - b. League or association dues, even if required to attend a conference or competition
 - c. Travel costs for an individual or RSO engaged in lobbying, class work requirements or job searching
 - d. Any incidental lodging charges including but not limited to telephone, internet, email, or cable charges
 - e. Incidental travel expenses not listed on original application
3. Students who are interested in traveling for conferences must be able to fundraise and not rely on funding from the Student Activity Fee.

Funds may not be used for the following:

1. Events related to academic courses.
2. Programs for which the majority of planning and execution is handled by university staff, rather than by student organization membership
3. Food for regularly scheduled meetings
4. Donations or contributions to persons, organizations or causes
 - a. Up to \$100.00 funding may be used to help with event expenses, but Student Activity funds may not be donated to an outside non-profit agency.
5. Memberships (personal or group) in organizations or societies.
6. Items or expenses not included in the Budget and Expense Report sheet.
7. Telephone, electronic facsimile, internet, cable, or communication device charges
8. Weapons, alcohol, tobacco, or other illegal substances or material such as:
 - a. Firearms or ammunition
 - b. Controlled substances
 - c. Medication of any kind
 - d. Pornography or other products that are demeaning or degrading
9. Projects, activities, travel, or services found in violation of law or of Millikin University rules, regulations, policies and procedures

10. Salary, stipends or wages to members, volunteers and/or advisors of requesting RSO

General Prioritization

1. Events open to all campus that serve the majority of our student body.
2. Equipment or supplies relating directly to the organizational purpose and events.

*Co-sponsorship with other student organizations and/or University increases the likelihood of funding.