



STUDENT INVOLVEMENT

Illinois Wesleyan University
Registered Student Organization Handbook
2025-2026

Table of Contents

Mission of the Office of Student Involvement	2
Registered Student Organization Overview	2
Types of Registered Student Organizations	3
How to Start a Registered Student Organization (RSO)	4
How to Start a New RSO Flowchart	6
RSO Annual Re-Registration	7
MyIWU Portal	7
University Posting Policy	7
Guidelines for Peaceful Rallies	7
Guidelines for University External Speakers	7
Agency Accounts	7
Requesting a University Vehicle	8
University Vehicle Driving Policy	8
MVR Authorization Form Instructions	9
Room Reservations	9
Policies and Procedures for Booking University Spaces	9
Harassment and Intolerance	10
Statement of Non-Discrimination	10
Promoting Viewpoint Diversity in RSOs	10
Student Code of Conduct	10
Anti-Hazing Policy:	10
Violations for Hazing at Illinois Wesleyan University	11
Joint Responsibility	12
Reporting	12
Guidelines for Initiation	12
Annual Review of RSO Handbook	14

Mission of the Office of Student Involvement

The Office of Student Involvement strives to encourage the intellectual, social, recreational, and moral development of individual students and student groups. The office provides activities, programs, services and resources that facilitate education and entertainment. The Office of Student Involvement and the Hansen Student Center provide the environment and opportunity for informal associations and interactions among the university community. The office is designed to stimulate an interchange of ideas, activities and opinions; to develop an appreciation of our vibrant campus culture; to contribute to an enjoyable campus environment.

The Office of Student Involvement is located in Hansen 101 and supports Student Senate, Registered Student Organizations (RSOs), Fraternity and Sorority Life (FSL), the Hansen Student Center, Leadership Programs, and the Campus Activities Board (CAB).

Registered Student Organization Overview

Registered Student Organizations, or RSOs, are organizations led by Illinois Wesleyan University students that enhance the academic experience through co-curricular involvement. RSOs provide opportunities for students to pursue passions, gain leadership experience, and work with peers who share common goals and interests. To maximize the benefits of involvement and viewpoint diversity, all RSOs are open to all students.

The benefits of registering a student organization include having special access to campus space and resources through 25Live, support from the Office of Student Involvement, the ability to request funding through Student Senate, participation in the RSO/Involvement Fair, and more.

Types of Registered Student Organizations

- **Academic**
 - RSOs that focus on academic disciplines or professional fields. (Example: Business Leadership Society)
- **Activist**
 - RSOs that seek to make a change on campus and in the world by providing opportunities to explore and raise awareness of social, political, and environmental issues (Example: Amnesty International)
- **Athletic**
 - RSOs that educate and provide opportunities to perform and potentially compete on campus but do not fall under the IWU Athletic Department. (Example: IWU Hockey and Golf Club)
- **Cultural**
 - RSOs that celebrate and support the diverse cultural, ethnic, and social identities of students. They provide a space for community, advocacy, and education, fostering a sense of belonging and promoting cultural awareness across the campus. (Example: Black Student Union). All RSOs are open to all students regardless of identity.
- **Fine & Performing Arts**
 - RSOs that nurture creativity and artistic expression, offering students opportunities to engage in music, theater, dance, visual arts, and more. They provide a platform for students to showcase their talents. (Example: Phoenix Theatre)
- **Fraternity & Sorority Life**
 - RSOs of (inter)national social fraternities and sororities and their governing councils that are recognized by the University. (Example: Kappa Delta)
- **Honor Societies**
 - RSOs that recognize and celebrate academic excellence and leadership among students. They provide opportunities for members to engage in scholarly activities, community service, and professional development. (Example: Pi Sigma Alpha).
- **Media**
 - RSOs focused on journalism, broadcasting, photography, and digital content creation. (Example: IWU Titan Radio)
- **Musical**
 - RSOs that explore, educate, and/or perform music as vocal, instrumental, and organizations that may or may not require auditions and/or classroom participation. (Example: Sigma Alpha Iota)
- **Political**
 - RSOs that engage students in political discourse, advocacy, and activism, promoting awareness and participation in political processes. They provide a space for students to explore different ideologies, debate issues, and work towards social and political change. (Example: College Republicans)

- **Religious, Faith-Based, & Spiritual**
 - RSOs that support students in exploring and practicing their religious beliefs and spiritual growth. They offer a community for worship, discussion, and fellowship. (Example: Titan Catholic). All RSOs are open to all students regardless of identity.
- **Special Interest**
 - RSOs that cater to a wide range of student interests and hobbies, from gaming and cooking to sustainability and entrepreneurship. They provide opportunities for students to connect over shared passions, explore new activities, and enrich their college experience. (Example: Chess Club)
- **Volunteer**
 - RSOs dedicated to community service and social impact, offering students opportunities to engage in meaningful volunteer work in the Bloomington-Normal area. (Example: Habitat for Humanity)

How to Start a Registered Student Organization (RSO)

Prior to starting the process of creating a new RSO, please consider the following questions:

- Is there an organization with similar goals and objectives that already exists on campus?
- Can Illinois Wesleyan University provide the appropriate resources for your organization to be successful?
- Is this RSO sustainable beyond your time at Illinois Wesleyan University?

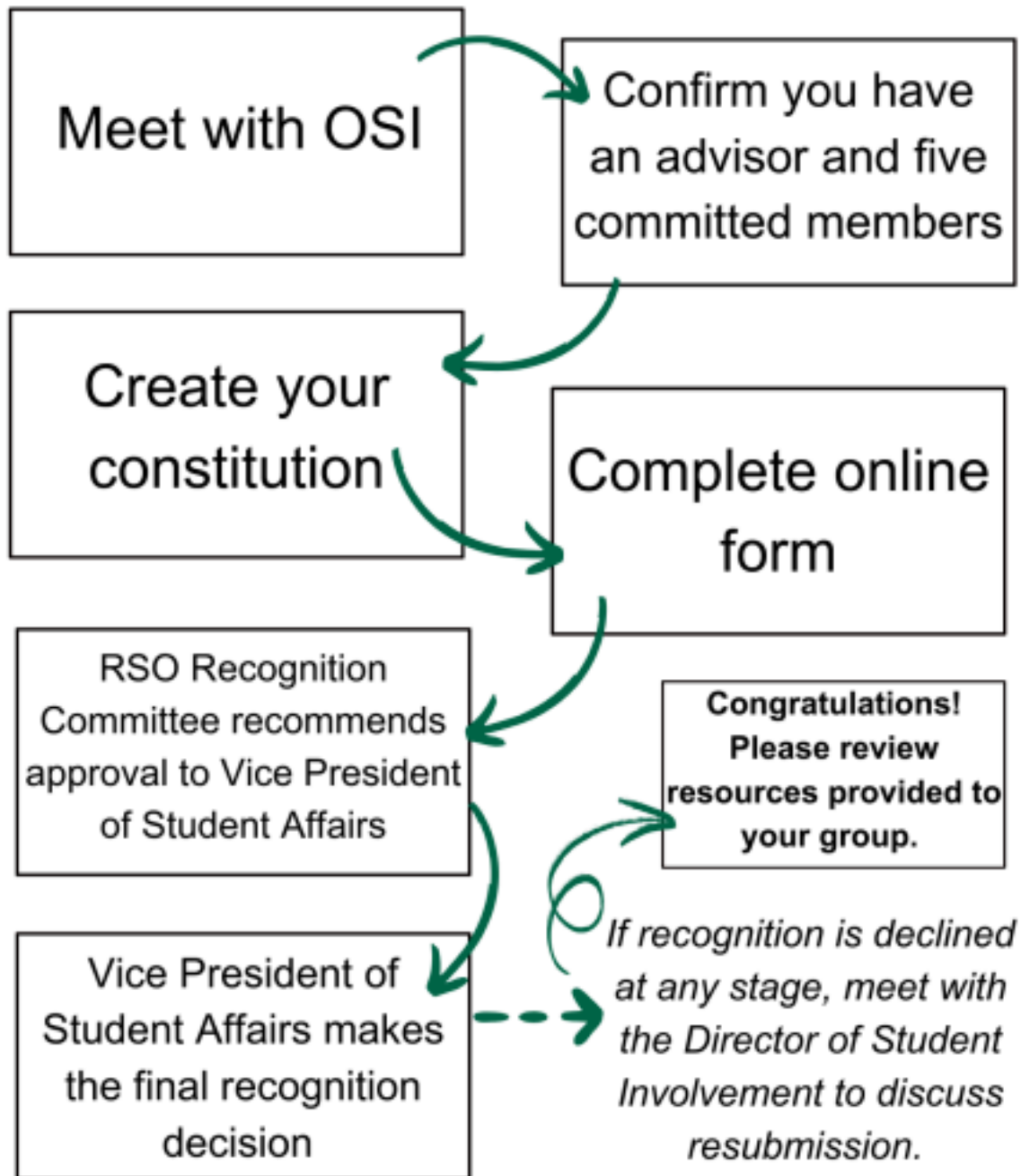
Once you've been able to answer those questions, you will take the following steps to establish a new RSO:

1. Set up a meeting with the Assistant Director of Student Involvement to discuss the possibility of starting a new organization. You must have at least five IWU students committed to establishing your RSO.
 - a. If you are planning to start a religious, faith-based, or spiritual organization, the Assistant Director of Student Involvement will connect you with the Dean of Students for Community Standards, Advocacy, and Inclusion, who provides support to the Office of Multifaith Engagement and Council for Religious Life.
 - b. Find a faculty or staff advisor. A RSO and advisor should maintain contact with one another throughout the school year. Specific expectations of an advisor should be outlined in a RSO's constitution.
2. The potential new RSO members should meet and develop a Mission Statement and Constitution. If affiliated with a national organization, the new RSO members should review the mission statement or constitution of the national organization as a starting point. A minimum of 3 executive board members and with a total of 5 members (this includes the 3 executive board members) are required to start a RSO.
3. The mission of all RSOs must align with the university mission, federal and state regulations, and campus policies. All RSOs must be open to all students.
4. Complete the New Registered Student Organization Petition Form.

- a. The form will be considered complete once the Office of Student Involvement receives a copy of the constitution and the advisor acknowledges their commitment to the group.
5. Once the form is completed, information will be presented to the RSO Recognition Committee. The RSO Recognition Committee will discuss and vote whether or not to recommend an RSO for official recommendation to the Vice President of Student Affairs. The Vice President for Student Affairs will provide final approval on whether or not to recognize the organization.
 - a. As a note: The RSO Recognition Committee has representation, when possible, from students, staff, and faculty members.
6. Upon approval by the Vice President of Student Affairs, the Office of Student Involvement will notify the RSO leaders of their approval and send a list of resources to prepare the new RSO for the University's expectations. The group's MyIWU Pathify page will also be created at this time.
 - a. If the Vice President of Student Affairs denies the potential RSO, the group can appeal the decision to the Director of Student Involvement and work with the Director on a resubmission.
 - i. The group will revise based on comments submitted by the RSO Recognition Committee and Vice President of Student Affairs and go through the recognition process again.
 - b. The Director of Student Involvement may wish to meet with an organization prior to presenting the application to the RSO Recognition Committee for approval.

Any time during this process, organizations are welcome to visit the Office of Student Involvement in the Hansen Student Center or call 309-556-3555 for assistance, guidance, or additional information.

How to Start a New RSO Flowchart



RSO's should re-register every school year to keep their status as an RSO. Groups must also attend all required trainings hosted by the Office of Student Involvement.

RSO Annual Re-Registration

All RSO leaders will be contacted by the Office of Student Involvement towards the end of the school year to re-register their organization for the upcoming academic year. Any changes in leadership should be communicated to the Office of Student Involvement in order for the appropriate students to be contacted. Any changes in governing documents must also be submitted to the Assistant Director of Student Involvement for approval.

Organizations are also required to update their information and attend annual training with the Office of Student Involvement or risk losing its recognition status.

MyIWU Portal

All Registered Student Organizations are given a MyIWU page. This allows organizations to share their information, keep a roster of organization members, promote their events and programs, and connect as a group. RSOs are allowed administrative access to their group's pages.

[University Posting Policy](#)

[Guidelines for Peaceful Rallies](#)

[Guidelines for University External Speakers](#)

Agency Accounts

Agency accounts are accounts set up in the Business Office for RSOs that **have funds besides those allotted by the Student Senate**. Typically these funds are from dues or fundraising.

Like a checking account at a local bank, a positive balance must be maintained at all times. The funds in an agency account may be used for on-campus expenditures such as printing, laminating, vehicle renting, and catering. These funds may also be used to pay invoices and for check requests to valid vendors or speakers.

To open an agency account, an RSO must first contact the Assistant Director of Student Involvement to make certain the group's contact information is updated. The Assistant Director of Student Involvement will work with the RSO and the Director of Accounting and Budget in the Business Office to do the initial set-up of the agency account. The RSO can then contact the Director of Accounting and Budget regarding the use of an RSO's agency account.

RSOs may go to the Business Office to set up their account. Organizations must have **cash funds** to deposit at the time the account is opened. Checks and digital transfers cannot be accepted.

For assistance in filling out Business Office forms, please stop by the Office of Student Involvement or email the Director of Accounting and Budget in the Business Office.

Requesting a University Vehicle

Registered Student Organizations may request a vehicle from Physical Plant. Physical Plant will need either an agency account number or the Student Senate Treasurer may contact Physical Plant with the account number from agreed upon Senate funds.

If you or someone in your organization would like to drive a University vehicle, they must first get approval. To get approval, complete the following steps:

1. Contact Campus Safety, 309-556-3034 or visit their office in the Memorial Center at 104 University Avenue for a driving test.
2. Adhere to all Campus Safety procedures for using a University vehicle. 3. Adhere to all Physical Plant procedures of pick up, drop off, and other vehicle care.

Given the requirements of our insurance provider, the University has developed the following Motor Vehicle Record (MVR) verification procedure for all students, faculty, or staff members who wish to drive a University-owned vehicle, as well as anyone wishing to use their own vehicle to transport students, staff, or faculty on official University business or sanctioned event. The following procedures are effective January 1, 2011.

University Vehicle Driving Policy

1. Prior to driving any University-owned or leased vehicle all students, staff, and faculty need to complete an [MVR authorization form](#). The form (which varies depending on the state which issued the driver's license) must be submitted to Campus Safety. Once the form has been completed, it can be returned to Campus Safety through campus mail, by fac (309-556-3764) or by dropping it off at the Campus Safety Building. The signature line must be handwritten, not typed. Once the background check is complete on the drivers license, the online training will be scheduled by Campus Safety and sent by Vector Solutions. As soon as the MVR is obtained and evaluated, the driver will be notified if they will or will not be permitted to operate the University-owned or leased vehicle.
2. If a student, faculty, or staff member wishes to use their own vehicle to transport other students, faculty, or staff in their personal vehicle, they must submit an MVR authorization form and be approved prior to transporting any students, faculty, or staff (see #1 for a timeline and where to obtain and submit the MVR authorization form).
3. No one under 20 years of age will be permitted to drive any University-owned or leased vehicle, or transport other students, faculty, or staff on University sanctioned or sponsored events.
4. As we have required the past several years, anyone wishing to drive a University-owned or leased van or shuttle must also complete and pass an online van safety course. The test is administered through Campus Safety.
5. MVR reviews will be conducted at least once per academic year for anyone wishing to drive a University-owned or leased vehicle, or who wants to use their personal vehicle to transport students, faculty, or staff.

MVR Authorization Form Instructions

Completely fill out the [MVR Authorization Form](#) and return it to Campus Safety. Once they receive the completed form, you will be sent an email with information on how to complete the online training from "Educational and Institutional Insurance Administrators, Inc." The subject line will read, "YourAlertDriving.com Program Login ID & Password."

If you will be driving one of the University 15 passenger shuttles, you will also need to complete a familiarization drive (after completion of the online training) with Campus Safety. Please have multiple times that you will be available to take the drive as it will be based on vehicle availability.

Once you have completed the MVR Authorization Form, you will be eligible to request a vehicle from Physical Plant. Be prepared to provide them with:

- The number of passengers
- Your destination
- Date of departure and return date
- Account numbers to charge

Remember to keep receipts used for fuel so you can be reimbursed.

Room Reservations

One of the benefits of being an RSO is having the ability to reserve spaces on campus for your group's meetings and events. Rooms are available on a first-come, first-serve basis, however this is dependent on the availability of rooms and staffing. Once rooms are reserved, others cannot be "bumped" out. The only exception to this rule is that in academic buildings, classes have priority. The University, in its sole discretion, may terminate a reservation at any time if the event is determined to not be in the best interest of the University and its mission.

If there will be minors attending your group's event, Conference Services will need to be notified. If alcohol will be served at your event, Sodexo will need to be notified. Both of these scenarios can be indicated on your initial 25Live reservation.

Policies and Procedures for Booking University Spaces

RSOs that plan to sponsor any physical activity must provide a safety waiver for participants to sign. By signing a waiver, participants are acknowledging the inherent risks of an activity and are agreeing that the sponsoring RSO cannot be held responsible for any injuries or property damage that may occur.

If your RSO needs a standard waiver to utilize for your events, please contact the Office of Student Involvement.

Harassment and Intolerance

Statement of Non-Discrimination

Promoting Viewpoint Diversity in RSOs

The Office of Student Involvement values a student experience that embraces a wide range of perspectives, backgrounds, and ideas. Creating an environment where all students feel welcome and empowered to contribute begins with supporting inclusive practices—Registered Student Organizations (RSOs) play a key role in this effort.

By partnering with the Office of Diversity and Inclusion, RSOs can access optional training opportunities, benefit from annual sessions tailored to their unique needs, and integrate these principles into their everyday operations and organizational culture.

To further support an inclusive campus culture, the Office of Student Involvement will periodically review RSOs' constitutions, programming, and practices with an eye toward fairness, openness, and respect for diverse viewpoints. RSOs are designed to unite students around shared interests, and as such, must remain welcoming spaces, open to all students, that do not engage in discrimination, either within their group or toward other student organizations.

Student Code of Conduct

Anti-Hazing Policy:

Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them, regardless of a person's willingness to participate, and can happen on or off campus premises.

Violations of the University Hazing Policy are considered serious offenses. Groups or individuals found responsible for hazing may result in sanctions of suspension or expulsion of the individual or organization from the university.

In addition to the University Hazing Policy, the State of Illinois has anti-hazing laws. In the state of Illinois, a person commits hazing when they knowingly require 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:

1. The act is not sanctioned or authorized by the educational institution; and
2. The act results in bodily harm to any person,

In Illinois, Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony.

In addition to the University Hazing Policy and the State of Illinois Anti-Hazing Laws, there is a Federal Anti-Hazing Law: The Stop Campus Hazing Act (SCHA).

While laws are not the universal remedy for interpersonal violence, they are a key component of primary prevention and integral to a comprehensive approach to prevention. The Stop Campus Hazing Act (SCHA) is federal legislation signed into law in December 2024.

The SCHA improves hazing reporting and prevention on college campuses. This evidence-informed law is supported by national campus safety experts, national fraternity and sorority trade associations, and the parents of hazing victims.

The SCHA improves hazing reporting by requiring colleges to include hazing incidents in their Annual Security Report (“Clery Report”); prevents hazing by establishing campus-wide, research based hazing education and prevention programs; and helps students and their parents make informed decisions about joining organizations on campus by requiring colleges to publish on their websites the institution’s hazing prevention policies and the organizations that have violated them.

Violations for Hazing at Illinois Wesleyan University

There is a wide range of behaviors that fit the definition of hazing, and can take many forms. For this reason, it can often go unrecognized and unreported. Violations may occur with such activities that include but are not limited to the following:

- Forced use of alcohol/illicit drugs
- Any physical abuse expected of or inflicted upon another, including paddling, tattooing, or branding in any form
- Requiring or compelling the consumption of liquid, food, drinks, or other substances
- Servitude or placing another in a position of servitude, including requiring, encouraging, or expecting a new member to do the tasks of, or to do tasks for, an experienced member, or to address members with honorary or formal titles
- Expecting certain items to always be in one’s possession
- Creation of excessive fatigue, sleep deprivation, or interference with scholastic activities, including late night work sessions, meetings, or sleepovers
- Physical and psychological shocks; including lineups, berating, verbal abuse, threats, and name calling
- Wearing of public apparel which is conspicuous and not normally in good taste
- Engaging in public stunts and forced high risk behaviors
- Morally degrading or humiliating games or activities
- Requiring, encouraging, or expecting individuals to participate in activities that are illegal or unlawful or are not consistent with the group’s mission or values or the policies of the University, including the Student Code of Conduct.

- Any other inappropriate activities which are not consistent with the institutional mission and governing policies.

Joint Responsibility

An organization's entire membership/team, president, captain or other elected or appointed officials are responsible for attending and learning about the hazing policy. It is the expectation of all members of teams and organizations to enforce and address behaviors/actions related to hazing. All members of the IWU Community are expected to comply with the policy and hold others accountable to it.

Investigations of alleged incidents involving student organizations, fraternities and sororities, athletic teams and other members of the campus community will be the responsibility of the All University Judiciary Committee.

Reporting

Hazing is a serious issue on college campuses, and it is not limited to social organizations. If you see or suspect hazing, report it immediately. Your identity can remain confidential.

Campus community members are expected to report a practice or action believed to be hazing to the Vice President for Student Affairs/Dean of Students immediately. The Dean of Students Office will initiate a formal investigation and grievance procedure once the action is reported.

Knowingly failing to report hazing can subject one to discipline. Per Illinois law, failure to report hazing is a Class B misdemeanor, and failure to report hazing that results in death or great bodily harm is a Class A misdemeanor. Additionally, in Illinois, the entire university community shares the responsibility for reporting hazing. Individuals with knowledge of hazing should report it to supervisors, the Dean of Students, or other appropriate campus administrators. In the absence of those individuals or in an emergency, the police should be contacted.

If you would like to [report anonymously](#).

Guidelines for Initiation

It is the expectation of the University that any organization which has a formal initiation process for new members will follow all local and (inter)national guidelines that apply to initiation. The Office of Student Involvement (OSI) maintains information on (inter)national guidelines for initiation. The OSI also tracks membership totals and attrition for fraternities and sororities, thus all Greek Chapters are required to provide the Director/Assistant Director of Student Involvement with membership lists and initiation dates prior to the formal initiation

ceremony. The staff will also collect a detailed new member education plan prior to the beginning of any new member process. If there are other RSO's that are not Greek-lettered with a formal initiation process, they must submit initiation dates, new member process timelines, and a list of new members to the Director/Assistant Director of Student Involvement.

It is the University's expectation that initiation practices are in place to instill a sense of pride and community within the organization. Initiation and ritualistic ceremonies should not violate members' personal or moral convictions as a condition of initiation, nor should it interfere with students' academic obligations or mental well-being.

To ensure that initiation practices for student organizations reflect the values of dignity, respect, and safety for all students, the following guidelines must be followed by all recognized student groups:

1. **Respect and Inclusion:** All initiation activities must be voluntary and inclusive, promoting respect for all individuals regardless of race, gender, sexual orientation, religion, ability, or socioeconomic status.
2. **Prohibition of Hazing:** Hazing in any form is strictly prohibited, whether physical, mental, emotional, or psychological. This includes but is not limited to forced consumption of substances, sleep deprivation, physical tasks that could cause harm, or any activity intended to cause embarrassment or distress.
3. **Voluntary Participation:** Participation in initiation activities must be completely voluntary. Students must be clearly informed that they may opt out at any time without risk of penalty, retaliation, or loss of membership.
4. **Transparency and Prior Approval:** All initiation activities must be submitted in writing and approved by the Office of Student Involvement at the beginning of every semester the organization is accepting new members. A complete schedule, description, and purpose of each activity must be provided.
5. **Supervision and Accountability:** Initiation events must be supervised by organization advisors or designated responsible members who are aware of and trained in university conduct standards.
6. **Alcohol and Substance Use:** Alcohol or other drugs may not be involved in any initiation activity, regardless of the age of participants. All initiation events must adhere to the university's alcohol and drug policy.
7. **Physical and Emotional Safety:** Activities must be safe, non-threatening, and designed to build community in a healthy, respectful way. No student may be required to perform dangerous, degrading, or strenuous tasks.
8. **Alignment with Educational Mission:** Initiation activities should reflect the mission and values of the institution and their inter/national organization, and contribute positively to group bonding, leadership development, and ethical growth.

9. Consequences for Violations: Failure to comply with these guidelines may result in disciplinary action against the organization and/or individuals involved, up to and including suspension or loss of recognition.

Annual Review of RSO Handbook

The annual review of the RSO Handbook will be conducted by the Office of Student Involvement during the summer. The Office of Student Involvement will review the entire handbook, section by section, for updates and revisions.

The programs, policies and regulations contained in this handbook are subject to change without prior notice, and the University specifically reserves the right to make whatever changes may be necessary at any time. It is the policy of Illinois Wesleyan, however, to give such notice of planned changes as will ensure adjustment without undue inconvenience. Toward this end, substantial changes are usually made effective only at the beginning of a term. Inquiries in regard to policy changes which are not published or which are pending should be addressed to the Office of the President.