
Student Organization Handbook

2024-2025

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This handbook is subject to revisions throughout the academic year by Student Engagement & Belonging and is not available in printed format. The most current version of the Handbook is accessible online at this URL:

https://www.wichita.edu/student_life/SE&B/student_organizations/forms_policies.php

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LETTER TO THE READER

Dear RSO Leader,

Thank you for taking the time to review the policies and procedures for Recognized Student Organizations (RSO's) at Wichita State University. Student Engagement & Belonging, hereinafter referred to as (SE&B) believes that individual growth occurs while learning inside the classroom and applying those skills and knowledge to experiences outside of the classroom. There are currently over 200 recognized student organizations on campus. These organizations play a vital role at Wichita State as the primary source of co-curricular engagement. Co-curricular engagement supplements traditional education, helping to prepare students for life after graduation. SE&B believes that involved students are more likely to graduate; feel more connected to the University, the campus, people, and the community, as well as promote a well-rounded educational experience.

SE&B recognizes the benefits of co-curricular engagement by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support services to enhance the success of each student organization. This handbook serves as a resource for student organization leaders and advisors by outlining policies for student organization recognition, funding, events, etc. Also included are commonly referred to University policies and commonly used forms. SE&B hopes this handbook will increase your knowledge of the world of co-curricular engagement and provide tools needed for organizational growth.

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

Best wishes for a successful year and Go Shockers!

The Staff of Student Engagement & Belonging

SECTION 1. FUNCTIONAL EFFORTS

1.1 Student Organizations' Theoretical Framework

SE&B seeks to develop students through meaningful programs and a combination of advising techniques focused around increasing students' self-actualization. Students and

organizational programs will be concentrated around the growth of members and leaders using the Kolb's Experiential Learning Model. "Learning is the process whereby knowledge is created through the transformation of experience." Students will be engaged and challenged in the process of program and leadership development and then supported in their personal, professional, and organizational improvement. Student organizations will expose students to a variety of "High Impact Practices" (HIP) to foster the development of critical thinking.

Student organizations foster teamwork and collaboration, but most importantly, provide an avenue for student-to-student cooperation. This HIP allows students to learn and grow from shared knowledge and experiences. Involvement in student organizations should foster personal, academic, professional, and social growth. Through this outlet for experiential learning, student organizations should provide students with critical personal and life skills.

SECTION 2. RECOGNIZED STUDENT ORGANIZATIONS

2.1 What is an RSO?

The designation of a ***Recognized Student Organization*** means that the organization has been approved as a student-led organization in accordance with policies of the Wichita State University Student Government Association, allowing the organization to utilize certain specified University resources to support its approved purpose and mission. At all times, the organization must have a WSU faculty or staff advisor. The organization's President must be an enrolled WSU student in good standing. All RSOs are managed by the SE&B Office, which reserves the right to adjust an organization's status.

All Recognized Student Organizations are accountable to SE&B for compliance with university and Student Government policies, regulations, and rules, and may seek funding from the Student Government Association.

2.2 Organization Status

- ***Recognized Student Organization (RSO)***
 - A student-led organization with a minimum of five members that has completed the annual renewal process, in which at least eighty (80) percent of total members are currently enrolled Wichita State University students.
- ***University/Departmental/Community Organization***
 - An organization in which at least fifty (50) percent of the total members are currently enrolled students. This organization is directly funded and supported by a university department or unit, and it is clearly defined in a staff member's job description to advise and oversee operations.
- ***Provisional Organization***
 - An organization in its first year of existence or in which less than fifty (50) percent of total members are Wichita State University students. Organizations that violate RSO policy may be placed on provisional status as a sanction.
- ***Secondary Organization***
 - An organization in which eighty (80) percent of total members are currently enrolled Wichita State University students but do not pay student fees.
- ***Probation***

- This status is defined by the Office of Student Conduct and Community Standards, in conjunction with SE&B. Any organization placed on probation will be immediately transitioned to provisional status and must meet the defined expectations.

2.3 Classification of RSOs

- **Academic & Professional (A/P)**
 - Organizations related to an academic discipline/college or professional field available at Wichita State University.
- **Cultural/International (C/I)**
 - Organizations promoting or enhancing a specific culture(s) or related activities on campus. The objectives are aimed to explore and celebrate their own cultural heritage and provide programs and services.
- **Community Service (CS)**
 - Organizations providing volunteer services or assistance to the university and local community through altruistic or philanthropy events.
- **Departmental (D)**
 - Organizations that receive a majority of their funding from a departmental budget, support the department's vision and goals, and are advised by a staff member from that department whose job description includes the advisor role. While organizational operations are driven and executed by students, the organizations outputs are a direct representation of the department they are within. In addition, departmental advisors' recommendations supersede student desires when they are not in line with departmental or administrative requirements.
- **Fraternity/Sorority (F/S)**
 - Organizations affiliated with the Inter-fraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Council.
- **Governing/Representative Councils (G/R)**
 - Organizations that coordinate and/or govern a specific population or member organization. This classification is only granted by SE&B.
- **Graduate Interest (GI)**
 - Organizations that are solely focused on the advancement and development of graduate students.
- **Honorary (H)**
 - Organizations formed to recognize or honor excellence in a specific field, and undergo a selective membership; i.e. requirements for membership.
- **Political (P)**
 - Organizations affiliated with or promoting a particular party, individual or issue in local, state, national or international politics.
- **Recreational Clubs (RC)**
 - Recreational Clubs are sports-related interest organizations that (1) meet all Recognized Student Organization (RSO) policies and (2) focus on self-exploration for its members. Recreational Clubs are deemed high-risk organizations and require every member to sign a waiver absolving Wichita State University, its staff, and designees from any liability due to member negligence.
- **Sports Clubs (S)**
 - Organizations established for a competitive recreational purpose. Organizations wishing to obtain Sports Club status **must** contact Campus Recreation. These

organizations are not eligible for RSO funding through the Student Government Association's appropriations process other than what is allocated to the Sports Club program. In addition to this Handbook, these organizations are also governed by the Sports Club Manual.

- **Religious (R)**
 - Organizations affiliated with or promoting a religion, a set of religious beliefs or lack thereof.
- **Residence Hall (RH)**
 - Organizations whose members and/or associates reside in university student housing facilities.
- **Special Interest (SI)**
 - Organizations promoting or related to specific, defined interests
- **Deans Advisory Board (DAB)**
 - Organizations whose purpose shall be to act as a liaison between students and the respective College's faculty and administrators. This classification is only granted by SE&B after consultation with each respective College.

2.4 Organization Status

- **Active:** The organization has gone through the renewal/recognition process for the current cycle and meets all the requirements to be an organization.
- **Frozen:** The organization has NOT gone through the renewal/recognition process for the current cycle and DOES NOT meet all the requirements to be an organization.
- **Inactive:** The organization has remained in a 'frozen' status for a year.

2.5 EXPECTATIONS & LIABILITY

- RSOs must host a minimum of one (1) monthly meeting to execute the business of the organization.
- Executive members should keep their advisor(s) knowledgeable about all the activities of the organization.
- RSOs must designate a President, Treasurer, Event Planner and Lead Advisor. Any officer changes or significant events impacting normal operations in the organization must be communicated to SE&B.
- Organizations are required to update their constitution every two years to reflect any new requirements by the university and address the needs for efficient operation.
- All organizations must define their decision-making process and keep minutes to show that their constitution and university policies and procedures are being followed.
- All RSOs must utilize Organizational Safekeeping Accounts in the management of their funds. Any group who maintains an outside account must have written permission from SE&B.
- All RSOs must utilize ShockerSync for website development to promote their organization. Any group who maintains an outside website must have written permission from SE&B.
- RSOs should note that they may be responsible for the action of members if that behavior could be interpreted as representing or being affiliated with the organization. Members and organizations are to note that they are subject to the Student Code of Conduct.

- RSOs are not subject to the provisions or protections of the Kansas Tort Claims Act and should consider purchasing liability insurance for social events or activities which involve risk for personal injury.
- RSOs should note that when traveling or representing the university off campus, the Student Code of Conduct, and university policies and procedures govern the actions of the members.
- Any document, contract or agreement signed by the organization must have the signatures of the advisor, president and/or treasurer.
- It is an expectation that members and executive members maintain an ethical standard in the operation of their group. It, therefore, stands that any suspicious activity or questionable behavior should be reported by any member who becomes aware.
- No organization may enter into an agreement to co-sponsor an event with an alcohol distributor, or tavern (tavern defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is present.

2.6 Student Organization Advisors

An advisor can prove to be an asset to your organization by sharing their experience and wisdom, and by providing continuity, organizational memory, and connection to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively. If at some point you have difficulty locating an advisor, contact SE&B for assistance.

Section 2.6.1 Liability

Student organization advisors should understand how a Court of Law may establish liability on the part of an individual or organization. With this general knowledge, RSO advisors can create a framework in which they proactively manage their risks and effectively resolve problem situations. There are two main theories of liability under which students and their organizations may be held liable: tort law and contract law.

A "tort" is a civil wrong in which someone either intentionally or negligently causes harm to another person and that person seeks compensation for their injuries. The most common tort is "negligence," which occurs when someone breaches a duty that they have to another person, and the person to whom the duty is owed suffers an injury or damages because of the breach.

A contract is a binding agreement between two parties in which each gives something in return for something else. For example, a job contract indicates an exchange of skills or services for a salary and benefits, and an apartment lease indicates an exchange of space and maintenance for the payment of rent. Student organizations regularly enter contracts for such things as speakers or performers, apparel sales, car or bus rentals, facilities rentals, and catering services. A contract should be used any time there is a need for a clear understanding of responsibility, any time you are paying for a person's services or providing travel, lodging, meals, etc. for a performer/speaker or any time any duties are being performed in exchange for payment.

If a faculty/staff member were to be sued for an act or omission in connection with their service as an advisor to a Recognized Student Organization in good standing with Wichita State University, the University General Counsel has opined that such service would be within the scope of their employment as an employee of the State of Kansas, thereby providing them with protection under the Kansas Tort Claims Act. However, if the faculty/staff member serves as an advisor for an organization that is not officially recognized by the University, there may not be coverage under the Kansas Tort Claims Act as it becomes difficult to argue that such service is on the behalf of the University. Any litigation or threat of litigation should be brought to the attention of SE&B and the University's General Counsel immediately.

If an advisor engages in intentional or grossly negligent behavior or conduct, i.e. providing alcohol to minor at an organizational event, they will not be covered by the Kansas Tort Claims Act. If an advisor engages in conduct which they have specifically been directed not to engage in by the University, they will likely be considered to have taken themselves outside of the course and scope of their employment and they will not be covered by the Kansas Tort Claims Act.

Section 2.6.2 Clery Act Information

The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act requires the report of “statistics concerning the occurrences of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a ‘Campus Security Authority.’ Student Organization advisors are considered a campus security authority because they have “significant responsibility for student and campus activities.” Therefore, Student organization advisors have the authority and the duty to act or respond to particular issues on behalf of the institution should they know of a crime that has taken place. Advisors are then required to provide relevant information of this action to SE&B in support of the Clery Act.

2.7 Sanctioned RSO Travel

Any RSO traveling to an activity, regardless of whether that event is sponsored by the recognized student organization or utilizing university funds or resources, must complete a Sanctioned Travel Form on ShockerSync. “Travel” is defined as any time a student organization leaves Wichita for organization-related business. The necessary forms can be accessed through the university website [8.13 / Student Travel](#) or by going to the SE&B website: [RSO Forms and Policies](#).

Student organizations should start with the [Travel Registration, Trip Information, and Travel Event Planner form](#) on ShockerSync. This form will provide information to SE&B such as travel logistics, activities, length of travel, funding, contact information and more. After completing these forms, all those traveling on behalf of the organization must fill out a [Health and Insurance Form](#) on ShockerSync.

Recognized Student Organizations are reminded that travel should generally not be required of the organization's members unless it is fundamental to the purpose of the organization, or otherwise critical to its mission or goals. Please note students will be held to all institutional

policies, state & federal laws while traveling and representing the organization and university. **For example**, if members in the RSO, *WSU Fun* are traveling together for Spring Break, Travel Forms are not needed if no organizational business is taking place. However, if the group is traveling on Spring Break and attends a conference or conducts an organizational activity, the Travel Forms would be necessary. Student organizations traveling with minors should note that additional approvals will be needed from parents or guardians.

2.8 Mediation and Reporting of Concerning Behavior

As a resource to student organizations, SE&B can/will provide staff for the mediation of intra/inter organizational conflict. The goal of any meeting will be to find an alternative resolution to identified problems. The mediation will be considered confidential unless information provided violates university policy. It is the duty of the officers and advisors to report any concerning activity or incidence to the University by ways of SE&B. To request mediation of any issue please contact SE&B. SE&B reserves the right to suspend organization operations if behavior is not improved upon the recommendation from the Organization's Advisor.

Section 2.8.1 RSO Temporary Suspension Policy

Any RSO that is subject to review by the Office of Student Conduct and Community Standards and Student Engagement & Belonging, the Student Government Association or is under investigation by the University for any reason may be placed on a temporary suspension by SE&B. During temporary suspension, RSO's will not be allowed to engage in the following:

- Recruit new or potential members
- Have events that include but are not limited to those outlined in section 5 of the RSO Handbook on or off campus, including meetings.
 - This encompasses all events put on by the organization regardless of ShockerSync approval status until the investigation concludes and you receive formal notice that the suspension is lifted.
- Apply for any organizational funding through Student Government Association. Any funds already dispersed will be frozen until suspension is lifted.
- Social Media usage including, but is not limited to, social media sites such as Twitter, Facebook, Instagram, etc. or
- Other restrictions as placed by SE&B

Once a report has been submitted, the ShockerSync Portal of the RSO in question will be made inactive by SE&B until the investigation has ended and recommendations have been given. By being made inactive the RSO will no longer show up in the search bar and will not have any access to the functions available. Those groups will also be removed from the EMS system that allows them to reserve rooms on campus.

When SE&B has confirmation that the investigation has ended, and that the RSO has completed all required sanctions, they will then meet with SE&B staff to discuss the process for regaining active organization status.

2.9 Roster and Membership Updates

All RSOs are required to update organization membership rosters by the announced deadline in fall and spring semesters, respectively. The purpose of this process is not only to aid the University in managing student organization information, but also to provide organizations with a centralized membership roster that will accurately portray all students participating. Roster information should be updated using the Rosters tab of the organization's ShockerSync portal throughout the academic year whenever members or officer's change.

Section 2.9.1 ShockerSync Positions

Each organization must designate a President, Treasurer and On-Campus Advisor on the organization's ShockerSync portal. Other executive officer positions should also be designated on ShockerSync.

Section 2.9.2 Semester Membership Rosters

All Recognized Student Organizations are required to update their ShockerSync portal membership roster each semester by the last business day in September and the first business day in March

The membership roster should include a minimum five (5) currently enrolled undergraduate and/or graduate Wichita State University students, however, each organization should, to the best of its ability, provide an accurate membership roster of all the organization's members.

SE&B will declare organizations with less than five members for two consecutive semesters inactive. Student organizations which do not meet these criteria may remain active if the organization applies for and receives an exemption from SE&B.

Section 2.9.3 Failure to Update Rosters

An organization's recognition is granted by the Student Government Association and governed by SE&B. This recognition may be terminated for failure to update your ShockerSync roster each semester.

2.10 Student Organizations Personal Identifiable Data Request Policy

Any Recognized Student Organization may request student information once a semester for the purpose of recruitment and membership development. The Registrar's Office will not release data that can identify a student or employee without the expressed approval from SE&B and the university divisional owner of such data. For this purpose, student organizations interested in getting student data may request the information by completing an Office of Planning and Analysis (OPA) Personal Identifiable Data Request Form and submitting it to the Coordinator of Student Organizations who will be responsible for approving all requests and submitting it accordingly. Personal identifiable data (PID) includes identification codes, names, addresses, emails, telephone numbers, demographic status, academic standing and test scores, employment status and aggregate data in which cell counts are low enough to make it possible to identify a person. **Please allow up to 2 weeks for processing.** Requests for personal identifiable data are to be submitted to the Coordinator of Student Organizations and require a *statement of intent* that includes a declaration of:

- The reason for the data request and how the data will to be used or deployed
- The target population and parameters for the data (i.e., undergraduate/graduate students, academic classification, semester, certain majors, etc.)
- The data fields you would like to see in the file (i.e., major, student ID, E-mail)
- Who will have access to the data
- Where and how the data will be stored
- The procedure for deleting the data once the project is complete

In addition to the statement of intent, the requestor and those accessing the data may be required to have FERPA training and/or Institutional Review Board approval (IRB). The Office of Planning and Analysis (OPA) will review and send to the appropriate data custodian for approval. Once the statement of intent has been approved by the appropriate data owner(s), data will be delivered via the University Drop Box.

Only data/lists that include **and** are generated based on directory information (as defined by WSU) can be shared with any third-party. Directory information includes a student's name, address, telephone listing, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, degrees, honors, and awards received, and the most recent educational agency or institution attended. The Family Educational Rights and Privacy Act (FERPA) allows that an institution may release directory information but does not require it. All determinations as to the release of directory information are made by Wichita State University. No non-directory information can be provided.

Once the statement of intent has been approved by SE&B, the appropriate data owner(s) and the Registrar's Office or Office of Planning and Analysis, data will be delivered via the University Drop Box. Please email student.orgs@wichita.edu for the required form.

Please note that violation of policies or mismanagement of data is a sanction-able offense.

SECTION 3. CHARTERING AND RENEWAL PROCESS

3.1 Guidelines for Chartering

SE&B assists students in starting new recognized student organizations that address areas of interest which are not offered through other RSOs. The following steps are required in establishing a new recognized student organization at Wichita State University:

1. Determine name and purpose of the RSO.
 - a. Think about and select the name of the organization as well as what its purpose is and why it would be valuable to add this organization to the WSU community.
2. Check for duplicity.
 - a. Review the list of RSOs at shockersync.wichita.edu to ensure no other organization has a similar name or purpose. If there is another organization with a similar purpose, we encourage you to contact this organization about joining them.
3. Find other interested students.
 - a. Cultivate interest and recruit other students to become members in order to meet the five (5) member minimum requirement. Exceptions can be made, and recruitment events, programs or efforts must be approved by RSO Staff

4. Organization must have a president and treasurer who is a current WSU student in good standing.
 - a. Organize and election or selection process to identify what students will take on the positions.
5. Find a full-time faculty or staff advisor (employed by Wichita State).
 - a. Asking someone in person is the best way to approach this step. Think about faculty or staff members whom you have interacted with and feel comfortable talking with. They will be your best choice. If your organization is more skills-based, try to find someone who will be a good resource, teacher or coach. Organizations without an advisor will not be approved. If at any time an advisor resigns, the student group has one month to find a replacement or risks being made inactive.
6. Schedule a meeting with the RSO Staff via email at student.orgs@wichita.edu
 - a. Call (316) 978-3022, or visit SE&B, to set up a meeting. Bring all of the information gathered in steps one (1) through five (5) with you to the meeting.
 - b. During the meeting you will:
 - i. Jointly determine the category of the RSO
 - ii. Discuss responsibilities and benefits of being an RSO
 - iii. Draft your constitution
 - iv. Guidelines for creating a constitution as well as a sample constitution can be found in this handbook. Writing the constitution may raise several questions. Attempt to answer the ones you can and save the rest for the meeting with the RSO Staff. The RSO Chartering Form and Advisor Statement can be found on ShockerSync.
 - v. Address any questions or concerns
7. Fill out the RSO Chartering Form and Advisor Statement.
8. Return all required paperwork to SE&B including the constitution, RSO Chartering Form and Advisor Statement. The paperwork will then be passed along to the Student Government Association Senate and be voted upon for recognition as a student organization.
 - a. **PLEASE NOTE:** The Student Government Association reserves the right to deny the chartering, recognition or continuation of an organization based on their inability to meet guidelines, violation of university policies or inability to maintain good standing.
9. Complete the online registration process. Update the organization roster and complete the additional requirements of the process at shockersync.wichita.edu. Please ensure that you indicate if you own or control any off-campus property.
10. Become a new RSO!

Once you fully complete all of these steps, your organization will receive a recognition email and will officially become a Provisional Recognized Student Organization at Wichita State University. Congratulations!
11. All Provisional Student Organizations chartered after the Nuts & Bolts Conference must complete a minimum of three (3) Student Organization Workshops in the semester of their chartering.

3.2 Renewal for All Recognized Student Organizations

Each year organizations need to renew their portal on ShockerSync to receive full RSO benefits. Any group which renews after their renewal cycle or is chartered during the fiscal year will be on provisional status. The RSO Renewal period will depend on the organization's election cycle.

- Group A reflects groups that hold officer elections from December to June. The renewal period for Group A will be February 15th to June 15th.
- Group B reflects groups that hold officer elections from July to November. The renewal period for Group B is August 15th to November 15th.

Section 3.2.1 Required Steps for Renewal

1. Update your organizations contact information through ShockerSync
 - a. Primary Contact
 - b. President
 - c. Treasurer
 - d. Lead Advisor
 - e. Additional Position Roles
 - f. Roster of Members
2. Update your organizations constitution and upload to ShockerSync
 - a. Constitutions must include:
 - i. The name of the organization.
 - ii. Purpose statement – Goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising the organization.
 - iii. Qualifications of membership – what does it take to be a member of the RSO?
 - iv. A statement that the President and treasurer must be a WSU student currently enrolled and in good standing.
 - v. Officer positions and structure – How are the officer positions selected and organized?
 - vi. Ratification date – When did the RSO ratify their constitution?
 - vii. Inclusion of WSU faculty or staff advisor information.
 - viii. Inclusion of this statement: “The Organization and its members agree to adhere to city/state/national laws and University policies.”
 - ix. Information on how to remove a member, officer, or advisor from the organization.
 - x. Officer qualifications and duties.
 - xi. Information on how to amend the constitution.
 - xii. Information on meetings of the organization, how often meetings are held and how meetings are run.
 - xiii. Statement defining the specific executives and advisor with signatory power.
 - xiv. An anti-hazing statement
 - xv. An anti-discrimination statement

3. Complete Nuts & Bolts Trainings annually, offered in September.
4. Complete all required trainings throughout the academic year.

Section 3.2.2 Requirements for RSOs to Remain in Good Standing

- Maintain a minimum of five (5) members. Organizations with at least three (3) members can be made provision. Exceptions can be made by communicating with SE&B.
- Maintain a President who is currently enrolled as a student at Wichita State University in good standing.
- Do not discriminate in operations, programs and activities on the basis of race, religion, ethnicity, color, national origin, gender, age, sexual orientation, pregnancy, gender identity, marital status, and political affiliation, status as a veteran, genetic information or disability.
- Abide by all policies, rules and guidelines of Wichita State University, and SE&B in addition to federal, state, and local laws.
- Have no outstanding debts to Wichita State University or affiliated corporations.
- Have an advisor who is a full time WSU faculty, staff, or administrator. If at any time an advisor resigns, the student organization has 30 days to find a new advisor while on provisional status. If they cannot find an Advisor, they will be placed on the inactive list.
- Report use of off-campus facilities. RSOs which use non-campus property (property owned or controlled by the RSO) or use an off-campus facility on a regular basis for meetings and programs, which include houses, lodging and community space, proof of insurance, certificate of building inspection and proof of fire inspection must be provided when registering as a student organization. It is the expectation of Wichita State University that non-campus property will be inspected by the appropriate local and state inspectors on an annual basis to maintain quality conditions for utilizing the space. Documentation will be valid for one academic year: August-July.
- Comply with Wichita State University policies, including the Student Code of Conduct, Section 8.05.

SECTION 4. FINANCES AND FUNDING

4.1 Organizational Safekeeping Account (OSA)

Each RSO has the option of collecting dues from members or holding fundraisers to pay for organizational operating expenses, travel, etc. Each group must establish an Organizational Safekeeping Account (OSA) through Wichita State University Financial Operations. OSAs, formerly known as Service Funds, operate just like bank checking accounts, only WSU serves as your bank. By using an Organizational Safekeeping Account:

- SGA can directly deposit money into the account if they are providing an organization with funding through the funding approval process.
- Campus departments will bill this account as default for expenses.
- Easier transition of officer names on accounts.
- WSU advisor has online access to account balance at any time.

- If applicable, WSU will assist with sales tax preparation and payments.
- There are no maintenance fees charged to the account and organizations are allowed to make deposits and withdrawals.

Students are not allowed to open outside accounts for an RSO using personal social security numbers because this leaves those individuals liable for the accounts until they are closed. This would also obligate the individual and organization to file taxes on the account each year.

To establish an OSA, visit the office of Financial Operations and Business Technology located in Room 201 of Jardine Hall or call (316) 978-3070. Please note that it is the responsibility of the organization to update the information on the account each year.

After two full years of being inactive, any money in an RSO safekeeping account will be transferred to a general use RSO fund. That money can then be applied for and used by any RSO to aid them in buying food, resources, sponsoring events, etc at the direction of the Coordinator of Student Organizations.

Section 4.1.1 Safekeeping Prepaid Visa

To aid student organizations in the purchasing process, Wichita State University Financial Operations and Business Technology has a prepaid Visa card program. The prepaid Visa can be directly loaded with funds from the organization's Safekeeping account. Any organization wishing to take part in this program must adhere to the following stipulations:

- Organizations must have a Safekeeping account set up with the university.
- Organizations must have adequate money in their Safekeeping account to cover money transferred to the prepaid Visa.
- Organizations must request the use of a prepaid Visa from Financial Operations a minimum of three (3) business days prior to the proposed date of check-out.
- Only students and advisors named as signatories on the Safekeeping account may request the use of a prepaid Visa.
- Organization advisors must approve and sign-off on any use of the prepaid Visa.
- Organizations may load up to \$500 onto the Visa for any event or travel expenses. Additional funds may be loaded with pre-approval from Financial Operations.
- Any funds not used by the organization will be transferred back to their Safekeeping Account when the card is checked in.
- All purchases made with the prepaid Visa must be in compliance with all university policies and procedures, including those written into the Student Organization Handbook.
- Any purchases made violating university policies and procedures, or the Student Organization Handbook will be charged back to the student or staff member that checked out the card from Financial Operations.
- Receipts must be turned in within two (2) business days of purchase for expenses. Be sure to take this into consideration when stating the check in date for the prepaid card.

- The university has blocked certain types of retailers like liquor stores, bars, casinos, and adult entertainment locations.
- Careful attention should be given to over-the-phone purchases. Make sure the merchant uses the correct zip code, otherwise, it could be declined.
- The organization will reimburse Financial Operations the full cost of replacing any card(s) should they become damaged, lost, or not returned.

Section 4.1.2 Procedures for Handling Money at Meetings and Events

Money may be handled for various reasons within a RSO. Below are some guidelines to protect your organization when handling money:

- A record should be kept of all sales and admission fees. Receipts should be provided to all customers.
- If a cash box is needed, they may be requested through SE&B.
- Two (2) people should remain in the same location as the cash box at all times.
- Money should be deposited as soon as possible. And must be deposited within 2 business days. If an individual (advisor or member) holds organizational funds, this can result in personal liability.
- If taking checks, make sure the address and phone number are on the check and that it is current. If the patron is affiliated with Wichita State University, write their MyWSU ID on the check.
- If credit cards are taken, PCI standards must be followed. You may not use a SQUARE, Venmo, Cash App, Apple Pay, PayPal or similar app for credit card sales. University policies regarding credit cards can be found under WSU Policy [13.14 / Security of Credit Card Data](#).

4.2 SGA Organization Funding Guidelines

The Wichita State University Student Government Association (SGA) grants funding to RSOs based on classification and eligibility. RSOs must apply for funding through the SGA Finance Commission.

- RSO's are eligible to apply for appropriations any group interested in applying should look at the SGA Rules and Regulations for more information.
- Recognized Student Organizations are eligible to receive SGA funding up to \$3000 per fiscal year.
- Provisional RSOs are eligible to receive SGA funding up to \$1000 per fiscal year.
 - Any new student organization, upon approval of the Senate, shall be given \$250 for startup costs of the organization if funding is available, from their approved limit as listed above
- All RSO's that are in good standing with fewer than \$250 dollars in their Safekeeping account as of August 1st annually shall be eligible to receive stimulus funds necessary to raise their account balance to \$250 dollars.
- RSO's who have received funding from the Appropriations process are eligible to receive up to \$1500 in additional funding per fiscal year.

Section 4.2.1 Funding Request Process

As SGA regularly updates their procedures, please check with the SGA Treasurer (SGATreasurer@wichita.edu) for the most up to date policies and procedures regarding allocated funding requests.

1. RSO files a funding request with SGA through ShockerSync. The Funding Request Application can be found on the ShockerSync funding module and must be submitted (with all required documentation) to the SGA Treasurer 10 days prior to any event date or prior to the date of travel.¹
2. The SGA Treasurer may schedule a meeting with the RSO to review and request any germane information.
3. The SGA Treasurer determines, regarding adherence to *Article VIII. Association Funding Regulations*, whether to accept or decline the request.
 - a. Upon acceptance, the SGA Treasurer shall forward the request to the Budget and Finance Committee for a hearing
 - b. the Treasurer shall communicate the decision to the RSO.
4. The BFC will meet with the RSO, and the RSO is expected to present their funding request and answer any questions the BFC may have.
5. The BFC decides whether to recommend the funding bill for the following week's SGA Senate meeting.
6. The RSO is notified of the decision of the BFC. If needed, the RSO may choose to appeal this decision directly to the SGA Vice President and Treasurer
7. If the funding bill is submitted to the SGA Senate, the Senate will vote to approve or deny the request.
8. The process and updates will be tracked through ShockerSync. If the RSO is granted funding, they will be reimbursed for the approved purchase(s) upon submitting receipts.
9. Receipts for approved expenses must be submitted to the SGA Treasurer.
10. Any receipts not submitted within seven business days of return from travel or last day of event shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts.

Section 4.2.2 Documentation required for Funding Reimbursement

- A description of the intended use of funds and the ways in which they benefit the University and members of the organization.
- An itemized budget.
- A completed W-9 form for the party being reimbursed.
- A completed DA-130 form and a cancelled check should the applicant be a University employee.
- Proof of registration cost (if applicable).
- For travel funding:
 - Completed University Sanctioned Travel Form
 - Letter of recommendation from an advisor, professor or administrator
 - Notice of acceptance to the conference

¹ Priority for completed Organization applications shall be on a first come, first served basis.

- Official description of the conference
- For air travel, submit confirmation of the flight
- For bus travel, submit confirmation of the bus travel
- For car travel, submit mileage itinerary using the University as the point of origin.
- Agendas for projects must be submitted in writing.

Section 4.2.3 Acceptable Usage of SGA Provided Funds

SGA Provided Funds may not be used for the following:

1. Inherent costs of being a student.
2. Programs or projects intended to raise any funds or other material support for the organization or for third parties.
3. Donations or other material support to third parties.
4. Chapter dues to national or international organizations.
5. Banking charges, maintenance fees, or utilities expenses.
6. Gifts, competitive awards, gift cards, or unapproved honoraria.
7. Firearms, ammunition, weapons, or any devices whose primary function is violence or destruction.
8. The cost of any alcohol.
9. Petty cash or cash-on-hand.
10. Clothing.
11. Any recreation or entertainment pursued during travel.
12. Telephonic expenditures.
13. Stipends or salaries, or any form of payroll in the form of a 1099 or W-2.

Section 4.2.3 SGA Funding Stipulations

- Only four funding request per organization may be considered per semester.
- All goods and services purchased with organization funding must be purchased on campus whenever possible.
- All purchases must be made within 30 days of approval or organization forfeits reimbursement.

4.3 Foundation Accounts

Foundation accounts should be used only for donations, gifts, certain grants made specifically to WSU entities, or other purposes specifically designated by the WSU Foundation, or if any group is seeking more than \$10,000 in donations. Opening new accounts for student organizations and/or any exceptions to this policy by the Foundation require advance approval from SE&B. SE&B will be the official University contact for any and all RSO Foundation accounts.

4.4 Student Organization External Fundraising Guidelines

Wichita State University strives to support student organizations and their programs through on-campus funding sources, such as the Student Government Association and Departmental support options. There are also several training seminars which educate students on money management. The policy and guidelines below define the expectation and requirements for fundraising efforts, specifically current use funds, grants, endowed funds, and gifts in kind.

WSU is currently working to streamline the process for recognized student organizations to explore off-campus support. Approved, recognized student organizations may, at times, engage in various forms of off-campus fundraising. Off-campus fundraising will require prior approval from SE&B to ensure no conflict of interest over solicitation of community partners.

Please note that student organizations are recognized by Wichita State University and therefore gifts to student organizations are not tax deductible unless prior approval is given.

Section 4.4.1 Permitted Forms of Fundraising

The following are not considered off-campus fundraising, and are therefore permitted anytime:

- Sales
 - Selling advertising in publications, printed programs, on tickets, and t-shirts.
 - Charging admission for attendees at on-campus events run by the group.
 - Selling of merchandise on campus including t-shirts, baked goods, water bottles, etc.
 - Note: All advertising and events must support the University's mission and the group's activity must follow event registration guidelines.
- Solicitation
 - Solicitation of family, friends and alumni (via direct mail and phone calls)
RSOs may solicit donations from family, friends and alumni under the following criteria:
 - An organization must possess their own internal list of contacts. Wichita State University will not provide a list or database of alumni, friends, or family.
 - Organizations may not solicit donations exceeding \$1000 from each donor.
 - Letters requesting gifts must say that gifts to the student organization are not tax deductible unless the organization has received non-profit status or has gotten prior approval to deposit funds into a Foundation Account.
 - Notes: It must be clearly indicated that an organization's solicitation is from the student organization, not from Wichita State University. There may be limitations on which alumni targeted donors may be approached. Tax-deductible receipts from the University will not be provided for these activities unless there is prior approval.

Section 4.4.2 Types of Solicitation Fundraising

Student organizations seeking to support the operation of their organization may seek support through the following options.

Current Use Funds

- Cash donation given for a specific effort or given without restrictions
- Funds available immediately with minimal guidelines

Endowed Funds

- Cash donation given for a specific project without restrictions to provide ongoing support for the program. Each year, based on endowed funds policies, a portion is disbursed to be used by the RSO.
- Endowed funds are assessed an annual fee for administrative and management costs
- Any income earned in excess of the amount made available shall be reinvested and become a part of the endowment
- A minimum account balance to create an endowment may be named for a donor or designated individual
- Funds may be created with less money, but total funding must be reached within 5 years

Gift in Kind (GIK)

- A non-monetary gift, may include but is not limited to art, books, equipment, software, or space which has a designated value
- GIK value is generally less than \$5,000
- If greater than \$5,000, the donor must provide an independent appraisal

Section 4.4.3 Proposals for Solicitation Fundraising

Your student organization must:

- Be currently recognized and in good standing with the University
- Have a successful history, including sound financial management. Provisional student organizations are not allowed to seek outside funding by grants or solicitation.
- Be capable of successfully executing the fundraising effort
- Be able to successfully complete grant requirements with university obligations
- Have previously sought funding from on-campus sources

The proposed event, activity, or program must:

- Be compatible with the University's and group's missions
- Be executable within WSU's event planning policies and all other requirements of student events
- Have a detailed and realistic budget

The fundraising effort must:

- Be targeted toward individuals and corporations related to the group or activity
- Have a specific and reasonable timeline

- Include a contingency plan, should efforts not be as successful as expected
- Must be approved by SE&B

Timeline for solicitations that require approval

Obtaining SE&B approval for certain forms of off-campus fundraising may take many weeks. The length of the process is dependent upon many factors, including the complexity of the proposed event, the number of proposed targeted donors, and the amount of the proposed fundraising effort. You must initiate a request within the following timeline:

1. Read the entire Student Organization External Fundraising Guidelines above.
2. Submit a formal request to SE&B 40 days prior to the deadline of the grant.
3. Once a proposal is received and approved, the student organization will be required to work with the Office of Research and Technology Transfer (ORTT) in the preparation of the grant application.
4. Revise your proposal as needed. Many organizations end up making changes to their activity, budget, and/or fundraising approach, based on the recommendations of ORTT.
5. If ORTT approves your general proposal, the grant must be approved for external distribution and then filed in SE&B.
6. Once the organization receives notice on the status of the grant, it must be included in their file with SE&B.
7. Student Organizations must then follow the ORTT grant distribution guidelines in the implementation of the grant.
8. Semesterly updates must be filed with SE&B until the grants are completed.

Section 4.4.4 Prohibited Fundraising

The following forms of fundraising are not allowed at any time:

- Soliciting corporate, community and family foundations or grants.
- Signing contracts that include ongoing funding agreements on behalf of WSU or a WSU-sponsored student organization.
- Using SQUARE, Venmo, Cash App, Apple Pay, PayPal, or similar apps as a means for online donations or online sales. This is against WSU's e-commerce policy.

Section 5. EVENTS

5.1 General Event Registration Guidelines

Any group planning to host an event, which meets any or all of the following guidelines, must submit a completed RSO event registration form at least ten (10) business days prior to your event.

Events cannot be advertised until final approval from SE&B has been received as coordination of activities and management of space is essential with the end goal being a safe and successful event. This form ensures all University officials, student organizations, event services, University Police Department agree on the expectations and execution of the plans for the event.

1. Two hundred (200) or more people will be attending
2. Money will be exchanged (includes selling tickets)
3. The event is open to and purposefully marketed to the public (more than three of the following items are used: Facebook, poster, handbill, text message, website, formal invitation, Twitter, Instagram, Snapchat, TikTok, organizational calendar, information table)
4. Alcohol will be served
5. Food will be served or sold
6. The event requires the RSO to enter a contract with another entity
7. A controversial/political/1st Amendment topic may be discussed
8. The event is on campus

5.2 Event Registration that requires University Police Department Approval

Any group planning to host an event which meets any or all of the following guidelines must submit a completed RSO event registration form at least ten (10) business days prior to your event and must be approved by SE&B and the University Police Department.

1. Two hundred (200) or more people will be attending
2. Money will be exchanged (includes selling tickets)
 - a. An exception may be low risk fundraisers or in secured areas as determined by SE&B and/or University Police
3. Alcohol will be served
4. A controversial/political/1st Amendment topic may be discussed
5. The event is on campus

5.3 RSO Event Approval and Committee

Event Approval

Before for your student organization can proceed with hosting or advertising an event, each event must be approved. At minimum, approvals are granted by the RSO President, RSO Advisor, and University Event Services (or depending on event location, i.e. Heskett Center, MetroPlex, etc.), and SE&B. Please note that additional approvals may be necessary depending on the scope of the event.

The RSO Event Committee

The RSO Event Committee exists to ensure that the proper guidelines are adhered to for the University and to assist student organizations in the planning and preparation of their event. Members of the committee represent SE&B, University Event Services, MetroPlex, University Police Department, Campus Recreation, and Performance Facilities. Based on several aspects of the event student organizations are planning, organizations may or may not be required to

meet with certain members of the RSO Event Committee. If required, the RSO President will receive an email indicating the date and time of this meeting.

5.4 Event Security and Procedures

Security may be required to help assure the safety of event attendees and to mitigate the damage to property or locations. Generally, the larger the event, the more required security. Events, meetings and/or lectures with fewer than 200 attendees typically will not require security although requirements can vary depending on time and location of the event. Events held in Wichita State University buildings after regular working hours may require police officers hired through the Wichita State University Police Department to unlock the building and remain present throughout the duration of the event. This policy is explicitly intended to support the right and ability of student organizations to host events on campus and will be applied without regard for perspectives or positions expressed in connection with those events. All criteria for assessing events must be applied in a viewpoint-neutral manner.

Any event that is planned including, but not limited to, celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences will be automatically designated as a Major Event. A Major Event designation may significantly increase the cost of the event, so Major Event hosts are encouraged to plan for this expense in the event's budget. Major Events are events at which one or more of the following conditions apply:

1. Campus officials determine that the event is likely to significantly affect campus safety and security (based on assessment from the Wichita State University Police Department) or significantly affects campus services (including kiosk guards, service roads, or parking);
2. Authorized campus officials determine that the event has a substantial likelihood of interfering with other campus functions or activities;
3. The event is a concert, regardless of how many attendees;
4. Outdoor amplified sound is requested.

Section 5.4.1 Security Procedures

Recommended security measures may include, but are not limited to, adjusting the venue, date, and/or time of the event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue. The goals of security recommendations will be to:

1. Minimize risks to the health and safety of the event participants and audience;
2. Minimize risks to the campus and surrounding community;
3. Maximize the ability of the event sponsors to successfully hold the event; and
4. Protect the exercise of rights of free expression by the event sponsors, participants, and community.

Section 5.4.2 Risk Management

The WSU Police Department, in consultation with SE&B, will assign event security based on the following risk assessment considerations:

10. The proposed location of the event
11. The estimated number of participants

12. The time of day the event is to take place
13. The date and day of the week
14. The proximity of the event to other activities or location that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented
15. The resources needed to secure the event
16. The anticipated weather conditions
17. The estimated duration of the event
18. Similar content-neutral considerations relevant to assessment of security needs

Level of Risk

1. *High Level Events*: One officer per 100 guests plus security to properly secure the event site. The assignment of security officers is based on the venue, point(s) of entry, space to be secured around the event, access points, event set up, and the collection of funds.
2. *Medium Level Events*: For medium level events 0 to 4 security officers. Again, the assignment of security officers is based on the venue, point(s) of entry, space to be secured around the event, access points, event set up, and the collection of funds.
3. *Low Level Events*: No police or security will be assigned to the event.

Section 5.4.3 Event Security Responsibilities

In order to ensure the clear line of administrative authority with student organizations the following areas/positions are listed with responsibilities and duties when managing/handling major events.

1. Coordinator of Student Organizations or SE&B Designee
 - a. Takes primary responsibility for working with student organizations holding events on campus
 - b. Reviews event registration forms submitted by student organizations.
 - c. Reviews event details with student organizations, as necessary.
 - d. Assists in making the final decision on appeal in the event the University Police Department and student organization cannot agree on implementation of security measures or recommendations.
 1. **Additional security review**: In the event the organization would like the number of security officers assigned to the event to be reviewed, the “certified event planner” may submit a written request to the Coordinator of Student Organizations or SE&B Designee five or more business prior to the event. Upon review, the Coordinator of Student Organizations or SE&B Designee, in consultation with the University Police Department, reserves the right to increase or decrease the security assignments based on the parameters of the event.
2. RSO Event Committee
 - a. Using ShockerSync and EMS, review and (if appropriate) approve applications for the use of their space by recognized student organizations

- b. Promptly contact University Police Department and Coordinator of Student Organizations about any events in their space that may qualify as Major Events.
3. Wichita State University Police Department
 - a. Coordinates and/or provides safety and security services at campus events held by recognized student organizations
 - b. Reviews Police Services Request Forms submitted by recognized student organizations
 - c. When required by this policy, conducts security assessments for events held by recognized student organizations
 - d. Informs City of Wichita partners of impending Major Events.
 - e. Searches event participants for weapons and other contraband as necessary or authorizes a security team to perform those services on its behalf.
 - f. The police have the authority to uphold all local, state, and federal laws. The police play a specific role with securing an event and assigning security personnel.
 4. Organization's Advisor
 - a. The organization's official advisor, a WSU full-time faculty, or staff member must approve and sign off on all events.
 - b. The official advisor is required to be present for the duration of high-level events. Advisors are strongly encouraged to also attend medium level events.
 - c. If an advisor does not attend their organization's medium level events, decisions at the event will default to the highest authority at the event including University Police, security, or facility manager.
 - d. The advisor may designate a substitute who must be approved in advance by SE&B. The designated substitute must be a full-time WSU faculty or staff member. The event may be cancelled, delayed or attendance reduced if the advisor or designee is not in attendance at the event.

Section 5.4.4 Liability Insurance

Any group hosting an event designated as "high risk" by SE&B, UPD, Event Services, or others are urged to purchase liability insurance for the event. If the group is required to purchase insurance for an event, they will receive notification via email.

5.5 SOCIAL HOST POLICY

Recognized student organizations (RSOs) who are planning on have alcohol present and served at a sponsored event must have their members complete Social Host training once an academic year with a SE&B Staff member

Section 5.5.1 What is a Social Host?

A social host is a sober event monitor who helps ensure the safety and security of the people who are attending an event where alcohol is present and being served. Social hosts must be members of the organization hosting the event.

1. An event must have 1 social host per 10 people in attendance
 - a. Example: 100 people will be at the event so 10 social host are required.

Section 5.5.2 Process for Social Host Training

An RSO that would like to have alcohol at a sponsored event will need to attend one of the three in person training courses offered at the beginning of each semester. The trainings are held in the Rhatigan Student Center and details can be found on Shockersync.

1. There is no max on how many members from an organization can attend.
2. Trainings are roughly 45 minutes long.
3. Once the training is complete, the organization will receive a formal letter from SE&B with the names of who is approved to serve as an event social host.
 - a. Trained social hosts are good for 1 year from the test date.
4. If your organization missed the 3 trainings for the semester, a training can be requested by emailing student.orgs@wichita.edu
 - a. Requests should be made 30 days prior to the event date.

Section 5.5.3 Information Submission process

1. For events that will have alcohol, they will need to be submitted through ShockerSync thirty days in advance.
2. Three days before the event occurs, an excel spreadsheet will need to be submitted to student.orgs@wichita.edu with those in attendance information. This information includes Full Name, Birthdate, and WSU ID (if applicable).
 - a. This list should include who from the organization will be serving as a social host for this event.
3. A sign in and out sheet will also need to be provided one business day after the event has ended.

Failure to complete training, submit guest list, or register the event on ShockerSync within the timeframes listed above will result in cancellation of the event, regardless of deposits or contracts already completed.

5.6 Late Night Events Policy

Recognized student organizations (RSOs) are eligible to host a Late-Night Event as set forth in this policy. Individual students and non-RSOs are not eligible to host a Late-Night Event, except as otherwise authorized by WSU policy.

Section 5.6.1 Definition of Late-Night Event

A Late-Night Event is defined as any event is scheduled to occur past 12:00 a.m. that is hosted by an RSO and is held in a WSU Approved Location (defined below).

Section 5.6.2 Approved Locations

A Late-Night Event may only be approved to take place at the following "Approved Locations":

1. Rhatigan Student Center Ballroom
2. Metroplex 180

Section 5.6.3 Requests for a Late-Night Event

All RSO requests to host a Late Night Event must be submitted to (SE&B) at: student.orgs@wichita.edu no later than thirty (30) business days prior to the event and must be fully approved by SE&B at least twenty (20) business days

prior to the event. No Late-Night Event will be approved if the Late-Night Event is not submitted to SE&B at least 30 business days prior to the event.

Section 5.6.4 Event Restrictions

The following restrictions shall apply to all Late-Night Events:

1. All Late-Night Events must be held in one of the Approved Locations as set forth in this policy.
2. A Late-Night Event is only permitted on Friday or Saturday nights. If an RSO wants to sponsor an event on another night, the event must conclude by 12:00 a.m.
3. To ensure adequate resources and supervision of Late-Night Events, there shall only be one (1) Late-Night Event per weekend on campus.
4. Only one (1) Late-Night Event may be held by a sponsoring RSO per evening, per weekend.
5. All Late-Night Events must end by 2:00 a.m. and the facility must be cleared of attendees, equipment, and cleaned up no later than 2:30 a.m. Special arrangements must be made with SE&B in advance for longer breakdowns where necessary due to additional equipment, staffing, or other exceptional circumstances.
6. Late-Night Events are automatically considered Major Events as stated in 10.4 of this Handbook, requiring additional approvals and consideration under that policy.
7. Alcohol is prohibited at Late-Night Events. This means that no alcohol is allowed to be consumed or served during the Late-Night Event or on campus property outside of the Approved Location.
8. Third party promoters are not permissible for Late-Night Events.
9. Third-party promotional events, such as musical artist concerts or social media entertainers, are not allowed under this policy.
10. Loitering at the Approved Location entrances and parking lots, and on sidewalks outside the Approved Location is prohibited.

Section 5.6.5 RSO Obligations and Restrictions

Sponsoring RSO's, and their members, must:

1. Meet with SE&B staff and review their registration form, this policy, and applicable WSU Policies and Procedures, and to discuss the needs of their event.
2. Ensure that they, and all event attendees, comply with all WSU Policies and Procedures, including applicable event and facility usage policies, during the event.
3. Collect and properly secure all admission fees, if any.
4. Deposit all funds collected from the Late-Night Event by the first business day following the Late-Night Event.
5. Record all event attendees' names and their identification information (for students, this must be their WSU Student ID number, and for student guests who are not WSU Students, this should be a valid photo identification that includes the guest's date of birth and unique identification number). The RSO's Advisor must sign off on the attendee record and submit it to SE&B no later than one (1) business day after the event.

6. Partner with UPD to keep all entries, exits, and hallways clear and prevent loitering on the sidewalks and parking areas outside of the Approved Location.
7. Assist with the dispersion of guests during and immediately following the event. At the end of the event, a general statement must be made informing all guests that the event has ended and that they should immediately vacate the premises. UPD will assist the sponsoring RSO in vacating the premises.

Section 5.6.6 RSO Responsibility for Costs and Liability

The sponsoring RSO is responsible for all costs incurred, directly and indirectly, in planning, promoting, hosting, monitoring, securing, cleaning, and breaking down their Late-Night Event. This includes, but is not limited to, equipment and furniture rental, advertisements, music and sound equipment and services, security, insurance, cleaning, after-hours charges, or any costs incurred as a result of any damage to property or injury to person that occurs during Late-Night Event or in the course of any set up or tear down.

Section 5.6.7 Admission and Removal

1. Entry to Late-Night Events is restricted to WSU students with a valid MyWSU ID card and non-student guests provided they are at least 18 years of age and have a valid photo identification that includes a unique identification number the individual's date of birth (such as a driver's license, passport, or state-issued identification card). No Admittance will be permitted without a valid photo identification.
2. No guests shall be admitted after 1:30 a.m.
3. Event capacity will be based on the venue. Once capacity is reached, no one will be admitted or readmitted to the event.
4. WSU reserves the right to refuse admission and/or remove anyone attending a Late-Night Event ("Invitee"). The University Police Department ("UPD") will enforce this right. Reasons for a refusal of admission or removal, may include, but are not limited to, conduct demonstrated by an Invitee that, in the opinion of an RSO sponsor or any University official, such conduct demonstrates that the:
 - a. the Invitee is under the influence of drugs or alcohol; or
 - b. is engaging in, has threatened to engage in, or is believed to likely engage in, violent, disruptive, or belligerent conduct; or
 - c. is violating University policy and such conduct is not remediated or remediation would not be appropriate under the circumstances,
5. An RSO Advisor (or approved designee by SE&B) must be present for the duration of the Late-Night Event. Advisor must enforce all WSU policies and this Late-Night Event policy.
6. At least one (1) person must be designated to check in attendees and one (1) person to collect money who is a current WSU faculty, staff, or student, or is a designated advisor of the sponsoring RSO.
7. A pre-event meeting with the pre-appointed volunteers, security and/or appropriate facility personnel is required no later than thirty (30) minutes prior to doors opening. All pre-appointed volunteers must be present with a picture ID at the pre-event meeting, or the event will be subject to cancellation with penalties for failure to meet volunteer requirements.

Section 5.6.8 Safety and Security

1. Security shall be required pursuant to policy 10.4 Major Events as set forth in this handbook. If security is deemed necessary for the Late-Night Event, such security shall be provided by UPD. All costs for security shall be at the expense of the RSO.
2. All “Weapons,” as defined in WSU Policy 11.19 / Weapons on University Property, are prohibited at all Late-Night Events. Because of this, adequate security measures must be in place, which shall mean, at a minimum, that electronic equipment shall be used at all entrances to detect and restrict the carrying of any Weapons into the Approved Location. This may include, but not be limited to, metal detectors, metal detector wands, or any other equipment used for similar purposes.
3. WSU reserves the right to adjust the venue, date and/or time of the event, provide additional law enforcement, impose additional controls or security checkpoints, create buffer zones around the Approved Location, or take any other measures deemed necessary to ensure the safety and security of all Invitees and participants.

Section 5.6.8 Marketing

All marketing and advertisements for Late-Night Events must include the following statement: “All guests must be 18 years or older with valid photo identification. No weapons, backpacks, purses/containers or outside food or drink will be allowed in the event.”

5.7 Use of PERFORMANCE FACILITIES

For audio or special lighting requirements in following locations, Student Organizations will need to contact Performance Facilities at 316-978-3587:

- CAC Theater
- Lowe Auditorium
- Wilner Auditorium
- Any other location, indoors and outdoors, during which audio and lighting outside of what can be provided by the organization should reach out to Performance Facilities for Support.

It is mandatory that you contact and make arrangements with Performance Facilities a MINIMUM OF TEN DAYS PRIOR TO THE DATE SUPPORT IS NEEDED. Failure to do this will result in a late fee. In addition, there will be no guarantee that your event will be staffed, which is dependent upon the availability of the Performance Facilities personnel and other previous event commitments. Your organization will qualify for a discount rate if you are a university recognized student organization.

For non-recognized student organizations, a pre-payment for an amount relative to the estimate of services provided by Performance Facilities will be due seven (7) days prior to the event. Failure to submit pre-payment will result in a cancellation of all Performance Facilities services. Payments are typically due 30 days from the invoice date. Non-payment will result in the charges being applied to the account of the student making the reservation and a block

will be placed on future requests for services from Performance Facilities until the account has been settled.

Cancellations: Event cancellations must be reported to Performance Facilities a minimum of 24 hours prior to the scheduled event so that appropriate action may be taken to notify staff scheduled to work the event. Failure to do so will result in a \$50.00 penalty being charged to the organization reserving for the event.

SECTION 6. FOOD GUIDELINES

6.1 Food Service

WSU Dining is the recommended caterer for all on-campus events on WSU property or in a WSU facility. WSU Dining is not the exclusive provider of food on campus. With some qualifications, WSU maintains an open catering policy throughout the campus. A reserving party may choose catering from WSU Dining *or* a list of approved caterers on the following website, www.wichita.edu/WSUCatering. For the complete Food and Beverage Policy please refer to policy 20.16 or visit wichita.edu/ESPolicies. Please be advised that any off-campus caterer must follow the University's Beverage Contract with Coke. For more information about the Coke Contract please contact Rich Renollet, rich.renollet@wichita.edu.

6.2 Donated Food

Donated food can be used for meetings or events. The organization must submit the donated food form through ShockerSync during the event registration process. Donated food must be provided and prepared by a licensed food provider. Low, Medium and High-Risk Foods are accepted but Food Safety Guidelines must be followed.

6.3 Food Fundraisers

Food fundraisers that take place on campus, where food is prepared, served, or delivered, can only be sponsored by recognized student organizations. The fundraising form must be completed as part of the event registration process through ShockerSync 10 business days in advance. Only one food fundraiser per building per day will be approved. Except for events within the Rhatigan Student Center, this guideline can be waived if the first organization to apply for a space agrees to have another organization present on the same day. Fundraisers can have home-made, purchased, or donated food items. All food sold and/or distributed at a food fundraiser must follow the Food Safety Guidelines. In the RSC, all food used for fundraisers must fall into the low-risk category and items cannot compete directly with food sold by vendors in the RSC.

6.4 Food Risk Categories

- **Low Risk** foods are ambient, stable foods requiring no refrigeration. They are often prepackaged or, if home-made, should be individually wrapped. Low-risk foods include candy, chips, cake, cookies, brownies, and popcorn.
- **Medium Risk** foods are food items requiring special handling, such as refrigeration or heating. Medium risk foods are potentially hazardous and should be prepared on site (except for pizza). Medium risk foods include hot dogs, sandwiches, nachos, and pizza.

- **High Risk** foods are defined as foods that may become harmful to the consumer if not stored or handled properly. Such high-risk foods are generally high in protein and require strict temperature controls. When served, high risk foods should only be handled by certified food handlers to further protect against contamination. High risk foods include, milk and milk products, poultry, tofu and soy, raw sprouts and seeds, shelled eggs, fish, meats, shellfish, melons, baked potatoes, cooked rice, cooked beans, garlic, and oil mixtures.

6.5 Food Safety Guidelines

To serve donated Medium and High-Risk Foods for events and meetings, the following guidelines must be followed:

- All food must be from a licensed vendor operating under the license and inspection of the local health department. Suitable vendors include but are not limited to retail grocery stores, wholesale providers, commercial restaurants, delicatessens, and caterers.
- Before handling or preparing food and each time after using the bathroom, individuals must wash their hands for at least 20 seconds. A different serving utensil for each dish must be used to avoid cross-contamination.
- Those who are ill must not handle, prepare, or serve food.
- Confine hair longer than shoulder length either using a hair tie, hat, or hair net. Facial hair must also be covered using a beard net.
- The food must be cooked to and maintained at the proper temperature using warming trays, chafing dishes, ice, refrigerators, slow cookers, etc.
 - Cold food must be kept at or below 40°F until served and can only be left out for a maximum of two hours.
 - Hot food must be kept at or above 140°F until served and can only be left out for a maximum of one hour.
- Meats should be wrapped securely and stored in a separate space to prevent meat juices from getting into other food. Any products used in the preparation of meat should be washed with hot soapy water after use.
- The ingredients in the food provided must be clearly labeled for participants to see.
- Extensive food preparation at the meeting or event is not permitted, i.e., making a dish from scratch, cooking etc. Limited food preparation actions such as slicing, grilling, assembling, and serving are permitted.
- Condiments must be in either squeeze-bottle type containers or individual self-serve packets.
- Only disposable eating and drinking utensils can be used.
- Hand sanitizer must be provided for participants to utilize.
- Smoking or use of tobacco of any kind is not allowed in food preparation or serving areas.
- If a gas-fired grill, barbeque, or other open flame is going to be used, the Fire and Safety Coordinator must sign off on the event and their recommendations must be followed.

SECTION 7. SE&B EQUIPMENT RENTAL

SE&B has equipment for checkout to WSU recognized student organizations and campus departments on a first come, first served basis. Equipment is for use mainly on the Wichita

State main campus. Reservations must be made ***at least three business days in advance of the event*** by completing the SE&B Checkout/Loan Agreement on ShockerSync. Once processed, SE&B will contact the group by phone or email.

Precedence for equipment use is given as follows:

- Tier 1: SE&B staff and student groups directly advised by SE&B
- Tier 2: Recognized Student Organizations
- Tier 3: Campus Departments

Advanced reservations will be taken no more than one semester in advance. Any special requests will be considered on a case-by-case basis according to the availability of the equipment. Equipment used after normal office hours should be returned to the SE&B office by contacting an RSC Building Manager at (316) 978-3028. Damage to equipment used during checkout due to negligence will be the responsibility of the reserving party, who will be billed for the cost of repair or replacement, and forfeit the group's equipment use privileges for the remainder of the semester.

Equipment not returned on time will be charged a fee of \$5.00 per hour for the first three hours. After three hours, a charge of \$40.00 will incur. If the equipment is not returned within 24 hours of the original return time, the responsible party will be charged the cost of the equipment. If the responsible party fails to pay any incurred fees or fines within 30 days, the debt will be transferred to the individual checking out the equipment.

Equipment not returned on time may result in forfeiture of equipment use for the entire group for six months. Specific dates are determined at the discretion of the SE&B Office Manager. SE&B reserves the right to approve or reject any request.

SECTION 8. FILM SCREENING GUIDELINES

All film events scheduled by RSOs must comply with federal copyright law, which regulates the public exhibition of films. Screenings for public display on campus do not qualify as "educational fair use" exemptions granted by the federal code. To ensure that the University complies with federal law, permission or license from the copyright owner must be obtained for any film that will be displayed to the public. To obtain a license or permission, sponsors of screening events must follow procedures described below

It is the sole responsibility of the RSO to ensure that this criteria has been met prior to their screening event. The failure of a RSO to fulfill these obligations will result in the cancellation of their screening event. A cancellation for this reason will not absolve the RSO of its financial obligation for the event.

Criteria for permissible screenings:

1. The RSO will assume responsibility for obtaining the license from the film's non-theatrical distributor. Contact information for most distributors may be obtained from SE&B. A copy of the distributor's invoice and a record of payment for the license are required to be submitted to SE&B prior to the screening. All text on these copies must be legible, including the distributor's contact information.

Proof of Licensing or Copyright Clearance Required:

The necessary paperwork required by criteria #2 and #3 should be provided to SE&B with the organization's event registration form. Should the RSO fail to provide a record of licensing or similar clearance for a screening with their event registration, SE&B has the right to cancel the booking and the event. Any public notice of a screening that has not yet met one of the preceding criteria shall likewise make the event subject to cancellation. (Such cancellation will not affect any reservation fees or other billable expenses associated with the event).

SECTION 9. UNIVERSITY POLICIES

There are many policies and procedures RSOs need to adhere to. Below is a reference list of some of these policies. If an RSO does not adhere to all SE&B, Rhatigan Student Center, or Wichita State University policies or procedures or if an RSO member violates the Student Code of Conduct, they may be subject to disciplinary action.

9.1 Cereal Malt Beverage and Alcoholic Liquor

WSU Policies & Procedures [11.07 / Sale, Service, And Consumption Of Alcohol On University Premises](#)

9.2 Political Activities and Campus Facilities

WSU Policies & Procedures [11.22 / Political Activities and Campus Facilities](#)

9.3 Free Expression Activities

WSU Policies & Procedures [11.12 / Use of University Campus for Free Expression Activities](#)

9.4 Posters/Flyer Policy for University Grounds and Facilities

WSU Policies & Procedures [11.10 / Poster/Flyer Policy for University Grounds and Facilities](#)

Wichita State has various places that Organizations can use to publicize themselves and their events. Buildings and offices will have designated places to post notices, permanent display cases and designated areas where tables can be set up. For help in locating places to have a table or post information, talk to a member of the SE&B staff.

9.5 Campus-Wide Law Enforcement

WSU Policies & Procedures [18.01 / Campus-Wide Law Enforcement](#)

9.6 Federal Anti-Lobbying Law

WSU Policies & Procedures [9.04 / Federal Anti-Lobbying Law](#)

Any RSO interested in further information about contact with federal representatives must first get permission from SE&B.

9.7 Food and Beverage Policies

WSU Policies & Procedures [20.16 / Food and Beverage Policies](#)

9.8 Information Tables at the RSC

Any on campus information table sponsored by an RSO must have at least one student present during the entirety of the event. Hawking, defined as "advertising or peddling by shouting", is not permitted. Organizations reserving table space must identify the table as being sponsored by their organization. A sign for the table must be provided by the organization.

9.9 Mandatory Reporting of Sexual Abuse of Minors

WSU Policies & Procedures [3.44 / Mandatory Reporting of Sexual Abuse of Minors](#)

Sexual abuse of a minor (anyone under the age of 18) will not be tolerated by the University. Any incidents of sexual abuse of a minor which are witnessed occurring on university property or in connection with a university event or activity are to be reported immediately to the Office of Institutional Equity and Compliance, the Wichita State University Police Department or a local law enforcement agency.

9.10 Notifications of Sexual Misconduct

WSU Policies & Procedures [20.24 / Designating University Title IX Coordinators and Associate Coordinators](#)

Wichita State University does not tolerate acts of sexual misconduct related to any member of the campus community including students, staff, and faculty. The term "sexual misconduct" as used by WSU is a broad term that encompasses Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact and Non-Consensual Sexual Intercourse. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Additional policies include [Sexual Harassment, Discrimination and Retaliation for Employees, Students and Visitors](#)

9.11 Tailgating

If an organization wishes to host a "tailgating" event, they must gain the necessary approvals. Decisions regarding athletic venues and areas immediately adjacent thereto, including parking lots, will be made by the Director of Intercollegiate Athletics. Decisions regarding the Campus Recreation intramural fields will be made by the Director of Campus Recreation. All tailgating events must be in full compliance with applicable laws and University policies and procedures, including the University's policy on cereal malt beverages. Students or student organizations are not allowed to have events, programs on campus with alcohol. No bonfires or other open fires are permitted. Interested groups should review the following policies:

- [Reservation of University Parking Lots](#)
- [Activities and Events Associated with Athletic Contests](#)

9.12 Student Travel

WSU Policies & Procedures [8.13 / Student Travel](#)

9.13 Use of the University's Name, SE&B, Logos or Marks

If an organization wishes to use the University's Name, Logos or Marks, they must follow the [WSU Visual Identity Standards](#) and receive prior approval before production. The University considers its name, SE&B, logos, and marks, whether registered or not, to be University property and subject to university control relative to usage. Any use of the WuShock image must adhere to the ICAA requirements. For approval of designs and merchandise please email proofs to the Coordinator of Student Organizations.

9.14 Title IX and Gender Identity Policy

Title IX of the Education Amendments of 1972 protects all people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

SE&B and its functional areas aim to give support and understanding to individuals who wish to take, or have taken steps, to present themselves as a gender different from their legal sex. SE&B recognizes that the period of transition can be very complex and difficult for the individual and wishes to act in a supportive and sensitive way to ease any transition period.

Students are eligible for membership in recognized student organizations, including fraternities or sororities, at Wichita State University based on the gender with which they identify at the time of recruitment. If a student joins a single sex organization and then transitions, at the point the student begins identifying as another gender, they would no longer be part of that single sex organization. Membership in that organization would be void and the student would be eligible to join another single sex organization appropriate to their gender identity.

SE&B aims to create an inclusive, and welcoming culture and learning environment, free from discrimination, harassment, or victimization, where all students are treated with dignity and respect in the gender with which they identify and/or present themselves, irrespective of their legal sex.

For questions about this policy, the following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Opportunity and Title IX, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0138; telephone (316) 978-3186.

9.15 Hazing

The University strictly prohibits any form of hazing. Hazing is defined as any act or action which has the potential to endanger the mental or physical health or safety of any individual, or subjects him or her to onerous, degrading, or hazardous tasks as it relates to an individual's initiation, admission into, or affiliation with any student group or organization. It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or organization, for a charge

of hazing to be upheld. The actions of alumni, active, new, and/or prospective members of a student group or organization may be considered hazing. Hazing is not confined to the student group or organization with which the individual subjected to the hazing is associated. Allegations of hazing are considered under the reasonable person standard. Hazing includes:

1. Acts that endanger the physical health or safety of an individual including, but not limited to, whipping, beating, paddling, caning, forced calisthenics, forced consumption of alcohol, drugs, food, or any other substances, exposure to the elements, sleep deprivation, kidnapping, abandonment, forced or coerced poor hygiene, or mutilation or alteration of parts of the body.
2. Acts that endanger the mental health or safety of an individual including, but not limited to personal servitude, forced or coerced exclusion from social contact, forced or coerced wearing of apparel, which is conspicuous, out of character, and/or inappropriate, line-ups and berating, morally degrading behavior, or conduct that demeans, disgraces, degrades, humiliates, or embarrasses an individual.
3. Acts that interfere with an individual's academic attendance, performance or other obligations including, but not limited to, religious or employment responsibilities.
4. Acts that explicitly or implicitly encourage or require participation in activities that would constitute a violation of law or University policy.

Kansas Hazing Law Statute 21-3434 - Promoting or permitting hazing:

(a) No social student organization or fraternal organization shall promote or permit hazing.

(b) Hazing is intentionally, coercing, demanding, or encouraging another person to perform as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement, or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.

(c) Promoting or permitting hazing is a class B nonperson misdemeanor.

(d) This section shall be part of and supplemental to the Kansas criminal code.

Hazing is a violation of the Wichita State University Student Code of Conduct. Examples of hazing include, but are not limited to: paddling, creating excessive fatigue, work sessions, behavior or activities that promote physical or psychological intimidation/gaming, embarrassment, discomfort, harassment, wearing apparel which is conspicuous or intended to embarrass the wearer, public stunts, acts of buffoonery, any act(s) that are morally degrading, humiliating games/events, encouraging illegal or abusive use of alcohol/drugs, or acts that in any way distract from an individual's academic pursuits.

SECTION 10. SOCIAL FRATERNITIES AND SORORITIES

10.1 Definition

A Fraternity/Sorority is defined as a social, values-based organization. The four pillars that Greek Organizations are built upon are Scholarship, Leadership, Brotherhood/Sisterhood, and Community Engagement. All Fraternities and Sororities at Wichita State University are affiliated with an Inter/National Organization. Fraternities and Sororities at WSU may select members

according to subjective criteria consistent with the University's nondiscrimination policies and National Headquarters' guidelines. Fraternities and Sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under the Title IX of the U.S. Education Act of 1972, which requires that the organizations be exempt from taxation under section 501(a) of the Internal Revenue Service Code of 1954.

10.2 Member Expectations

Students at Wichita State University are expected to conduct themselves in a manner supportive of the mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to members in WSU's Fraternity and Sorority Life community. Fraternity and Sorority members are expected to:

1. Acknowledge that the primary purpose for being at Wichita State University is to pursue a higher education and to maintain high academic standards.
2. Know and understand the ideals and values of the chapter and incorporate them into daily life.
3. Live their values and operate under the guidance of university, chapter, regional, and national chapter policies.
4. Continuously support a positive new member education program that is alcohol-free.
5. Not support or participate in any form of hazing as described in the anti-hazing policy, the Student Code of Conduct, and the laws of Kansas.
6. Adhere to the Student Code of Conduct and the Sexual Misconduct, Relationship Violence, and Stalking Policy for Students.
7. Conduct themselves as ambassadors for Wichita State University.
8. Practice bystander intervention when risky behavior is displayed.
9. While on active status, commit to all financial obligations to chapters and councils
10. While on active status, commit to attending chapter, council and FSL specific events

10.3 Chapter Recognition

Recognition is the process by which Wichita State University determines whether a social Fraternity or Sorority may take advantage of certain privileges within the University. This policy constitutes the University procedure for the conferral or withdrawal of recognition of Fraternities and Sororities. It applies to all social Fraternities and Sororities, whether residential or non-residential.

10.3.1 Recognition Requirements:

1. All requirements for Recognized Student Organizations
2. Provide requested membership and organizational updates when requested by FSL Staff.
3. Submit current proof of general liability insurance, including both a copy of the actual policy of insurance and a Certificate of Insurance evidencing the coverage.
4. Chapter Presidents and Council Executive Board members are required to be enrolled, degree seeking students at Wichita State University in good standing, with Wichita State University and their chapter.
5. As stated in Section 3.2.2 of this Handbook, a chapter must maintain a minimum of five members.

- a. If a chapter falls below the minimum five member the chapter will become an affiliate chapter and will have three semesters to increase chapter size.
 - i. If a chapter falls under moratorium and goes below the minimum requirement, the chapter will have two semesters once the ban has been lifted to meet the minimum requirement.
 - ii. When a chapter surpasses the minimum requirement, the chapter will once again become a fully recognized chapter at Wichita State University.
 - iii. If a chapter does not meet the minimum requirement after the three semesters, it will no longer be a recognized Greek-lettered organization at Wichita State University.
6. Each organization is required to maintain membership with a council to be considered a social fraternity or sorority within SE&B, Fraternity and Sorority Life and Wichita State University. These councils are the:
 - a. Interfraternity Council (IFC)
 - b. Cultural Greek Council (CGC)
 - c. National Pan-Hellenic Council (NPHC)
 - d. Panhellenic Council (PC)

10.3.2 Benefits of Recognition

A Fraternity or Sorority is eligible for the following privileges and benefits as a recognized chapter:

- a. Identification of the chapter with Wichita State University and use of the University's name along with, but not in place of, identification with the sponsoring body.
- b. Eligibility for participation in a self-governing council (IFC, CGC, NPHC, PC) of the Greek system at Wichita State University.
- c. Eligibility to vote on council matters affecting the community.
- d. Participation in University membership recruitment/intake programs or separate membership recruitment/intake programs, as articulated and monitored by SE&B within the terms of university policies.
- e. Participation in the educational and social programs and activities of the University which are provided for fraternal organizations.

10.3.3 Affiliate Recognition

Affiliate Recognition constitutes a conditional recognition for a specified period, no longer than two semesters, during which the chapter will be eligible for the Benefits of Recognition under this policy but will not have voting rights within the Council. When SE&B changes an organization's status to an affiliate organization, staff will:

- Notify all levels of the inter/national organization of the status change via email to the executive director and/or inter/national president, regional director, state director, and chapter consultant.
- Set up a conference call with the designated inter/national official that directly oversees the chapter.
- Set up a meeting with both the on-campus and off-campus advisors.

Affiliate Chapter Requirements:

- a. Develop and submit a strategic plan that includes the chapter’s goals and action steps to increase chapter membership over the next two semesters.
- b. Increase president one-on-one frequency with SE&B staff by meeting at least every two weeks.
- c. Host a recruitment/intake workshop in coordination with SE&B staff.
- d. Complete a status report at the conclusion of the first semester as an affiliate chapter that addresses progress made on the strategic plan.

10.4 Chapter Disciplinary Status

The table below outlines chapter status as it results from the outcome of the Student Conduct and Community Standards process and how chapters can operate and function in Fraternity and Sorority Life and SE&B under each status. Please note that these are simply guidelines and are subject to change at any point during the semester at the discretion of SE&B. Any sanctions issued by Student Conduct and Community Standards will be required to be completed in addition to, not in place of, any sanctions issued by SE&B under the following policy:

STATUS	CONDUCT DEFINITION	SE&B POLICY
Written Warning	Written Warning – Official notification of unacceptable behavior and violation(s) of the Student Code of Conduct. Any further misconduct may result in more serious disciplinary consequences.	<p><i>Fraternity and Sorority Life Training</i> Attend a meeting with SE&B Staff member to discuss violation</p> <p><i>Council Notification</i> Notification will be issued to the Council</p>
Disciplinary Probation	<p>The chapter is deemed not in good standing with the University. The duration of any probationary period will be determined by the resolution body, established by Student Conduct and Community Standards, on a case-by-case basis. Any further violations of university policy while on probation may result in more serious consequences being imposed. Some of the restrictions that may be placed on the student group or organization during the probationary period include, but are not limited to:</p> <ul style="list-style-type: none"> • ability to host any chapter events, socials, parties, etc. • eligibility to receive any University award or honorary recognition • participation in intramurals under the name of your organization • representation of the University and any travel in connection with such representation 	<p><i>In addition to possible sanctions issued from the list outlined in the conduct definition, FSL member organizations maybe also be prohibited from the following:</i></p> <p><i>Fraternity and Sorority Life/Council Fee</i> Still required to pay invoiced amount of the FSL and Council fee.</p> <p><i>Fraternity and Sorority Life Marketing</i> Chapter will remain on website, brochures, hot cards, etc.</p> <p><i>Fraternity and Sorority Life Training</i> Organization President still needs to attend Chapter President 1:1 Meetings, Chapter Presidents Meetings and Presidents and Advisors Trainings.</p> <p><i>Fraternity and Sorority Life Programming</i> Organizations are still eligible to attend community events as determined by a SE&B Staff member</p> <p><i>Eligible for membership in Order of Omega</i></p>

	<ul style="list-style-type: none"> • participation in recruitment/intake efforts or receipt of a new member class • maintenance of membership or representation of the organization on the governing council • participation in competitions 	<p><i>SE&B Programming</i> Organization are still eligible to participate in SE&B events determined by a SE&B Staff Member</p> <p><i>Council Officers</i> Individual members can still serve as officers on governing councils.</p> <p><i>Greek Awards</i> Chapters are eligible for chapter awards. Chapters will still be up for accreditation by the University, however they are not eligible for the Rhatigan Legacy Award. Individual members are eligible to apply and receive individual Greek Awards.</p> <p><i>Chapter Operations</i> Chapters may conduct regular chapter business, i.e. elections, meetings etc.</p>
<p>Suspension</p>	<p>The chapter is no longer recognized by the University for a designated period. During the suspension period, a chapter may not conduct any formal or informal business, or participate in university-related activities, whether they occur on or off campus. This includes but is not limited to:</p> <ul style="list-style-type: none"> • all privileges listed above • inability to conduct chapter business including meetings • inability to utilize chapter social media <p>Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period. Re-recognition is based on meeting all required sanctions and obtaining clearance from university officials. Any evidence that members of a chapter have attempted to sustain an unofficial group or organization will result in individual charges and will postpone the chapter's ability to be re-recognized in the future. Any further violations of university policy while on suspension will result in more serious consequences being imposed.</p>	<p><i>In addition to possible sanctions issued from the list outlined in the conduct definition, FSL member organizations will abide by the following:</i></p> <p><i>Fraternity and Sorority Life Fee</i> Still required to pay the invoiced amount of the FSL fee during the semester suspended.</p> <p><i>Fraternity and Sorority Life Marketing</i> Chapter information will be removed from website, social media, marketing materials, etc.</p> <p><i>Fraternity and Sorority Life Training</i> Presidents will not attend Chapter President 1:1 Meetings, Chapter Presidents Meetings and Presidents and Advisors Training.</p> <p><i>Fraternity and Sorority Life Programming</i> Not Eligible to attend events hosted by Fraternity and Sorority Life</p> <p><i>Not Eligible for membership in Order of Omega</i></p> <p><i>SE&B Programming</i> Not Eligible to participate in SE&B events as an organization.</p> <p><i>Council Representation</i></p>

	The University will notify the organization's inter/national headquarters of the chapter's suspension and all required sanctions.	Individual members cannot attend council meetings or serve as officers on any governing council. Greek Awards Chapters are not eligible for chapter awards Individual members are not eligible for individual awards. Along term suspended chapters will automatically fail the accreditation program. Chapter Recruitment/Intake Chapters cannot conduct recruitment, intake, or new member education. Chapter Operations and Events Chapters cannot host or co-host any events or conduct any chapter business including chapter meetings
Expulsion Recommendation for Charter Revocation	The chapter will permanently lose its university recognition and is ineligible to utilize University resources including facilities and financial support. The University will submit an official request to the national or other governing organization to revoke the charter for a chapter.	Everything outlined in the Suspension status will become permanent.

10.5 Chapter Operational Guidelines & Expectations

Due to the nature of social fraternity and sorority organizations, there are additional requirements for these organizations at Wichita State University. All mandatory events will be communicated at the start of each semester. It is the chapters responsibility to ensure that the appropriate attendees are at all mandatory events. Absence from mandatory events without notice and approval from SE&B staff will result in a written warning to the organization as outlined in the disciplinary status section above. Subsequent absences may result in disciplinary probation at the discretion of SE&B Staff.

1. **President's Meetings:** Each chapter president must attend monthly one-on-one meetings with their designated FSL Advisor, as well as attend all monthly all community president's meetings.
2. **President's Training:** In addition to the Nuts-and-Bolts Conference, each president must attend the semesterly training held at the beginning of each semester and any additional trainings required by FSL Staff.
3. **New Member Greek Academy:** All new members that have received a bid from their organization within one year of the date of the previous New Member Greek Academy are required to attend this have day retreat, typically held in mid-September.
4. **Rising Greek Leaders (or equivalent event as deemed by SE&B staff):** A minimum of two members per chapter, preferably members who are seeking leadership roles in their chapter or council, must attend this multi-day retreat.
5. **Additional Fraternity and Sorority Life community wide events** at the discretion of SE&B Staff.

6. Rosters: Chapters are required to have the most updated rosters on file with SE&B throughout the entire year.
 - a. Rosters will be submitted four times a year for the assessment of semesterly FSL Fees, Council Dues, and Grade Reports.
 - i. September, November, February, and April 15th
 - b. Chapters will be provided with the most updated roster at the beginning of each semester to verify with the SE&B Staff and throughout the semester, upon request.
 - c. All new members and transfer students will be placed on the chapter roster once the Membership Bid Card form on ShockerSync has been approved.
 - d. Members will be classified on the roster as either active, new member, or inactive.
 - e. Roster Change Forms:
 - i. Any new member or active member that completes a membership card and either drops, withdraws, or goes inactive must complete the online Roster Change Form via ShockerSync within 48 hours of leaving or going inactive to keep the most updated information on file.
 - ii. Members that denote inactive status will remain inactive for one (1) semester and will then be automatically placed back on the active roster the following semester, unless otherwise stated by the Chapter President.
 - f. Chapter Rosters will be assessed for the FSL Fee, Council Dues, and Grade Report on November 15 (Fall) and April 15 (Spring).
 - g. At the conclusion of each semester the chapter must submit a list of graduating seniors and any members that take alumni status to SE&B.
7. Live-in Chapters: These chapters must submit emergency contact information on a semesterly basis to SE&B for all members living in the facility. Organizations will also provide annual copies of fire and property inspections.
8. Organizations that are not affiliated with any of the above-mentioned councils may not present themselves as members of the WSU Greek community, which includes using terminology such as “Go Greek” or “Greek Life.”

10.6 Procedures for Membership Recruitment/Intake/Initiation

To conduct intake/recruitment all chapters must be in good standing with WSU and abide by the following guidelines to ensure processes are efficient and meet best practices.

- All members of recognized Greek organizations must be registered, degree-seeking students at Wichita State University and have a minimum of a 2.5 cumulative GPA.
- All Recruitment/Intake events will be alcohol-free
- All Recruitment/Intake activities and events will take place on campus when possible.
- All recruitment events must be registered and approved on ShockerSync.
- All organizations must be in compliance with their local and (inter)national policies to be eligible to participate in recruitment/intake.
- All interested potential members must complete the [grade check form](#) on ShockerSync in order to have their grades confirmed. Only individuals who meet the GPA requirement will be allowed to accept a bid to a fraternity/sorority.
- All interested potential members must have graduated High School or have received their GED in order to be extended a bid. No organization may extend a bid to a potential member that has just completed high school until the Monday following the University’s Spring Commencement Ceremony.

- Formal recruitment events for the Panhellenic Council will be single-gender events with the exception of university staff or their designees.

All organizations within the Cultural Greek Council and National Pan-Hellenic Council must follow the Intake Policy as set forth by SE&B:

- At all times, chapters are required to explicitly follow the Membership Intake Program developed and disseminated by their respective (Inter) National Headquarters.
- All CGC and NPHC chapters are responsible for educating undergraduate members and graduate advisors regarding all intake policies, procedures, and appropriate activities.
- Initiation of the chapter intake process is “open,” where chapters may choose any time throughout the calendar year to begin the process with candidates, provided they have sought and received proper approval from the respective (Inter) National Headquarters. The process should start and end in the same semester, unless approval has been granted by both the (Inter) National office and the SE&B Office.

When a chapter plans to conduct intake, the following **must** be completed with SE&B:

- Notify Council Advisor of their intent to conduct intake by completing and submitting this [intake form](#) by September 1 in the fall semester and February 1 in the spring semester (dates are subject to change at the discretion of the Council Advisor). All fields of the document must be fully completed. Incomplete forms will not be accepted.
- Have interested members complete the [grade check form](#). This should be completed **BEFORE** member interviews occur.
- To articulate the policies surrounding the universities stance on hazing, a SE&B staff member must attend a meeting with the all prospective members. This meeting should be scheduled with at least seven (7) calendar days prior to the beginning of the new member intake process with the council advisor.
- Notify SE&B of the selected/approved candidates by submitting the [Membership Bid Card](#) form within seven (7) calendar days of distributing bids or receiving approval from your (Inter) National Headquarters.

New Member Presentations:

- Any chapter wishing to host a presentation of their new members must follow the university space reservation procedures and inform SE&B staff through the completion of the Membership Intake Form. Presentations must be completed in the same semester as intake.
- For chapters who meet the above requirements, SE&B staff agrees to keep all intake information confidential until the program is completed by the chapter and the new members have completed a new member presentation.
- Chapters failing to meet these requirements, and/or failing to notify SE&B prior to the Intake process are subject to sanctions.

Initiation Policy:

- The initiation of new members must take place the same semester that they are extended a membership bid.
- It should be noted that if a student has been initiated into a chapter in the FSL community they are ineligible for membership in another chapter of the same council should they resign their membership. Individuals wishing to pursue membership in a different organization under a different governing council may only do so by submitting an appeal to the Assistant Director of SE&B overseeing FSL. Final appeals may be heard by the Executive Director of SE&B.
- If a student is initiated into an FSL organization at another campus, it is up to the discretion of WSU's organization whether they will accept that member into their chapter.

10.7 Academic Performance Standards

It is imperative that fraternities and sororities remember that education is the primary purpose of attending Wichita State University. Fraternities and sororities who sustain this commitment do so by exemplifying high levels of collective academic attainment and dedication to helping each member reach their individual academic potential. Commensurate with this ideal, SE&B has established academic performance standards for all social fraternities and sororities.

1. **Grade Release Form:** As a condition of membership in a recognized fraternity or sorority, each member is required to sign a grade release form authorizing the release of grades to the SE&B Office for the purpose of monitoring the academic performance of chapters and members and other appropriate purposes. Grade reports are prepared to help chapters identify those members in need of academic assistance and to acknowledge those members doing well academically. This information may also be provided to chapter advisors, chapter presidents, and inter/national headquarters, but may not be re-released by them.
2. **Minimum GPA Standards:**
 - a. **New Member:** As a minimum standard a potential new member must have a cumulative college GPA or high school GPA (in the case of new freshmen) of at least a 2.50/4.0. If a student's GPA falls below the 2.50 minimum, they will be ineligible to participate in a recruitment/intake cycle until their GPA surpasses the requirement.
 - b. **Current Member:** As a minimum standard, a fraternity or sorority member must maintain a cumulative GPA and semester GPA of at least a 2.50.
 - c. **Chapter:** As a minimum standard, a fraternity or sorority must have an average cumulative GPA of at least a 2.50. Those organizations that fall below a 2.50 will be subject to loss of privileges until their GPA meets or exceeds the minimum standard.
 - d. **Council executive board members** must be currently enrolled, degree seeking students. If a council executive board member falls below a 2.50, they will be removed from their position.
3. **Academic Improvement:**

- a. Chapter:
 - i. Chapters that fall below a 2.50 GPA will be placed on an Academic Evaluation status and will be required to adhere to an academic improvement plan developed in conjunction with SE&B staff.
 - ii. Chapters that fall below a 2.00 GPA will be placed on Academic Probation.
 - 1. Academic Probation Sanctions:
 - a. Required to meet with a council advisor, on-campus advisor, and off-campus advisor to develop and submit a strategic plan designed to significantly improve their academic performance.
 - b. Chapters will not be able to host social events or participate in intramurals, Shocktoberfest/Songfest, Hippodrome or participate in Council events.
 - c. Must host an academic programming workshop hosted by a campus official.
 - iii. Significant improvement can be defined as meeting and/or exceeding the minimum requirements of chapters.
 - iv. If a chapter GPA falls below a 2.5 for more than 3 semesters in a row the chapter will be placed on Academic Suspension.
 - 1. Academic Suspension Sanctions:
 - a. Required to meet with a National or Headquarters Professional that includes on-campus advisor, council advisor, SE&B Staff member to discuss the future of the chapter at Wichita State University.
 - b. Chapters will not be able to conduct any chapter business.
 - c. Bi-monthly chapter study group held in the SE&B office supervised by council advisor.

10.8 Expansion/Extension Policies and Procedures

The following shall serve as a guide for individuals and organizations interested in forming a university-recognized social fraternity or sorority at Wichita State University. For the purpose of this document, "expansion/extension" shall refer to:

- 1. Any local social organization wishing to become recognized as a fraternity or sorority at Wichita State University, and
- 2. Recruitment of new students for chartered organizations that have been granted colonization status by the University.
- 3. Panhellenic Council
 - a. Extension
 - i. Extension is the addition of a National Panhellenic Conference chapter to the Panhellenic community at Wichita State University.
 - ii. The National Panhellenic Conference (NPC) Extension Committee may be consulted for assistance if necessary.
 - iii. The Panhellenic Council at Wichita State University is required to follow all policies and procedures in conjunction with the National Panhellenic Conference Manual of Information.
- 4. Interfraternity Council
 - a. Expansion

- i. Expansion is the addition of a single-gender male chapter that is not categorized as multicultural, or that are affiliated with the North-American Interfraternity Conference or associated groups to the Interfraternity community at Wichita State University.
 - ii. The Interfraternity Council at Wichita State University is required to follow all additional policies and procedures listed in this section as well as in conjunction with the constitution and bylaws.
- 5. Cultural Greek Council
 - a. Expansion
 - i. Expansion is the addition of a culturally-based Greek letter organization at Wichita State University.
 - ii. The Cultural Greek Council at Wichita State University is required to follow all additional policies and procedures listed in this section as well as in conjunction with the constitution and bylaws.
- 6. National Pan-Hellenic Council
 - a. Expansion
 - i. Expansion is the addition of a historically black Greek letter organization at Wichita State University.
 - ii. The National Pan-Hellenic Council at Wichita State University is required to follow all additional policies and procedures listed in this section as well as in conjunction with the constitution and bylaws.
- 7. The University will only recognize those organizations that will contribute positively to the overall experience of students, will espouse values and ideals that are consistent with the University mission, will promote and uphold all University policies, procedures, and expectations, and will assure through human and financial resources, the ability to achieve success and high ideals.
- 1. Open for Expansion/Extension
 - a. A recommendation for expansion/extension will be made to the appropriate council executive board by the Assistant Director of SE&B and Fraternity and Sorority Life Coordinator after discussing the feasibility of expansion/extension with alumni and appropriate university officials reviewing the:
 - i. FSL Growth and Strategic Plan
 - ii. Growth of the University population
 - iii. University demographic data
 - iv. Sustainability and status of current chapters
 - b. The executive board will discuss the opportunity to open expansion/extension and, if approved, the council officer responsible for recruitment/intake will sponsor a motion to open expansion/extension to the full council.
- 2. Expansion/Extension Exploratory Committee
 - a. If the motion to open expansion passes through the full council, an expansion/extension exploratory committee will be established to review interest of inter/national organizations and to coordinate the process. This includes chapters within the mentioned councils; IFC, CGC, NPHC, and PC.
 - i. The Extension Committee must include the following positions:
 - 1. Assistant Director of SE&B or designee, chair
 - 2. Fraternity and Sorority Life staff member
 - 3. One (1) representative per active chapter (either undergraduate student or alumni)
 - 4. One (1) On campus Advisor affiliated with the council

5. One (1) off campus advisor affiliated with the council
 6. The Council President, non-voting, and Committee's Assistant
- b. This committee will submit a letter of interest to inter/national affiliated Greek-letter organizations, inviting them to submit a letter of interest to the Director of SE&B.
 - c. The committee will send notice to inter/national chapters that have met the guidelines below for inter/national organizations. Special consideration may be given to Greek organizations previously colonized and/or chartered at Wichita State University who have previously withdrawn but remain in good standing.
 - d. Once materials have been collected, the committee will invite up to three inter/national Greek-letter organizations to make campus presentations. These presentations should include information on the following subjects:
 - i. Services available to undergraduate members of the inter/national Greek organization;
 - ii. Specific, unique reasons why the organization would enhance the Greek community at Wichita State University;
 - iii. Why the organization should be allowed to colonize at Wichita State University;
 - iv. New Member Education Program timeline and curriculum
 - v. Details of the membership development program.
 - vi. The presentation should also detail policies related, but not limited to, the following:
 1. Academic Achievement and Scholarship
 2. Alcohol Abuse
 3. Substance Abuse
 4. Hazing
 5. Mental and Physical Health
 6. Sexual Harassment, Assault, and Rape
 7. Legal Liability
 8. Risk Management
 9. Financial resources, support, and commitment
 10. Area alumni support, list of chapters (undergraduate and graduate) that can be supportive to a chapter at Wichita State University
 11. Timetable, guidelines, and requirements for colonization and chartering.
 - e. Once all campus presentations have concluded, the Expansion/Extension Committee will issue a recommendation to the appropriate council for one of the organizations to colonize at Wichita State University.
 - i. The appropriate council shall conduct their vote following procedures in their governing By-laws to accept the recommendation.
 - ii. Once the vote has been cast, the Council President shall notify the committee and jointly will issue a formal invitation to the new chapter.
3. Local Greek-Letter Organization Expansion and Recognition Procedures
 - a. Any group of students at Wichita State University who wish to establish an organization under the category of "fraternity or sorority," which is not affiliated in any way with a national or international Greek-letter organization, must follow the procedures outlined below prior to receiving recognition by the University.
 - i. All members of a local Greek-letter organization must be enrolled as degree-seeking students at Wichita State University, in good standing.

- ii. Organizations wishing to maintain single-sex membership must obtain tax-exempt status with the Federal Government.
- iii. An organization must be a Recognized Student Organization (RSO) for a minimum of one year and follow all policies and procedures associated with that process.
 - 1. Local, national, and international chapters are required to abide by the policies and procedures outlined in SE&B's Student Organization Handbook. Failure to meet minimum standards may result in removal of university recognition.
 - 2. Local chapters must be affiliated with one Greek Governing Council according to its type (i.e. Interfraternity Council, Cultural Greek Council, or Panhellenic Council). A vote in that Governing Council must take place to determine whether the local chapter will be permitted membership. An affirmative vote will result in immediate Associate Membership in the council and the privileges associated therein; a negative vote would deny the local chapter permission to function as a social Greek-letter organization on campus.
 - 3. Local organizations, as with national and international organizations, must provide proof of liability insurance of no less than \$1 million coverage.
- 4. Unaffiliated or Unrecognized Organizations
 - a. Each social-Greek fraternity/sorority must be housed within one of the four governing councils for recognition.
 - b. Any organization that is not recognized by a governing council is not a recognized student organization by SE&B or Wichita State University.
- 5. National Greek-Letter Organization Expansion and Recognition Procedures
 - a. Preference will be given to Greek-letter organizations submitting a letter of interest that is a member of the National Panhellenic Conference, National Pan-Hellenic Council, National Interfraternity Council, National APIA Panhellenic Association, or National Association of Latino Fraternal Organizations.
 - b. No contact with potential new members may be established prior to receipt of an inter/national Greek-letter organization's letter of interest.
 - c. The organization's letter of interest should be accompanied by a packet of materials, which include the following:
 - i. Section 1: HISTORY AND VALUES
 - 1. A brief outline of the inter/national history, values, structure of governance
 - ii. Section 2: ORGANIZATION GROWTH
 - 1. Inter/national chapter growth including a number of new chapters, recolonized chapters and disbanded chapters, average chapter size, average chapter GPA.
 - iii. Section 3: PROGRAMS
 - 1. New Member Education Program timeline and curriculum
 - 2. Policies and procedures for academic and scholarship programs
 - 3. Policies and procedures on educational programming on the subjects of hazing, alcohol and other drug abuse, health education, sexual harassment and sexual assault;
 - 4. Membership Development Programs and Objectives
 - 5. Leadership Development Programs and Objectives

- iv. Section 4: CHAPTER SUPPORT
 - 1. An outline of provisions of support for the proposed new colony to be established at Wichita State University, including the number of alumni within a one hundred (100) mile radius and a list of chapters in close proximity to Wichita State University.
 - 2. Information pertaining to the organization, the plan for being an emerging chapter, and chartering procedures.
- d. Greek-letter organizations are not permitted to start their emerging chapter plan until these guidelines are followed.
- e. If an organization is issued an invitation to start their emerging chapter plan, that inter/national organization must submit a written timeline and guidelines of expansion program through the chartering process, which also includes financial obligations of first-year members. A deadline must be established for chartering.
- f. No recruitment efforts may begin until Wichita State University receives and approves these written materials. A final approval including the start date for colonization efforts must come from SE&B. An immediate withdrawal from campus is required of any emerging chapter organization that does not meet its chartering deadline, including not reaching:
 - i. The five-person minimum to become a chapter in the Cultural Greek Council, or National Pan-Hellenic Council
 - ii. The council chapter average size for the Interfraternity Council and Panhellenic Council set by each Council
- g. All University recognition procedures, as outlined by SE&B and the Student Government Association, must be followed and successfully completed. All inter/national Greek organizations wishing to become an emerging chapter at Wichita State University must require, as written in their constitution and bylaws, campus recognition for a charter to be awarded. Should removal of such campus recognition occur, the inter/national organization must remove the charter and withdraw from campus.
- h. Any inter/national Greek organization requesting to be an emerging chapter or chartering at Wichita State University must be an organization in good standing of all risk management and liability policies or have proof of current liability insurance.
- i. All questions regarding expansion procedures should be directed to SE&B.

10.9 Chapter Facilities Environmental Health and Safety

The following shall serve as a guide when addressing any local, state or federal entity that conducts a safety or wellness inspection at any chapter residential facility owned and operated by an officially recognized Fraternity or Sorority at Wichita State University.

- 1. Notification of Violations
 - a. When any local, state or federal entity conducts a safety or wellness inspection at any chapter residential facility, the entity will notify the Wichita State University Department of Environmental Health and Safety of any violations and an appropriate deadline for the violations to be addressed (see 4.11 C)
 - i. The payment of any and all fines issued by a local, state or federal entity resulting from violations reported in a safety or wellness inspection are the sole responsibility of the owners of the chapter residential facility.

- b. Upon the receipt of a notification of violations and appropriate deadlines for the violations to be addressed, the Wichita State University Department of Environmental Health and Safety will notify SE&B who will communicate the violations and timelines to the chapter leadership, chapter advisors, and if applicable, the chapter organization(s) responsible for the management of the chapter residential facility (i.e. House Corporation).
 - c. Once all pertinent parties have been notified of the violations as reported by the local, state or federal entity, the Wichita State University Department of Environmental Health and Safety, SE&B staff and chapter leadership will meet within ten (10) business days to develop and initiate an action plan to address the violations.
- 2. Notification of Compliance
 - a. Once violations have been addressed, the chapter is responsible for communicating compliance to the Wichita State University Department of Environmental Health and Safety and designee from SE&B.
 - b. The Wichita State University Department of Environmental Health and Safety will review the violations, confirm compliance, and will notify the appropriate local, state or federal entity of compliance.
- 3. Timeframe of Compliance
 - a. Unless specifically noted to be completed within a shorter, specified time frame, violations must be completely addressed within 30 days from the date the violation was issued.
 - b. Should a chapter be unable to address the violations within 30 days from the date the violation was issued, the chapter leadership must provide Wichita State University Department of Environmental Health and Safety and designee from SE&B with a plan of action to remedy the violations.
 - c. A chapter may request that Wichita State University Department of Environmental Health and Safety make the necessary steps to address the reported violation.
 - i. The cost of all materials and labor will be the sole responsibility of the owners of the chapter residential facility.
 - ii. Failure to pay for work completed by Wichita State University Department of Environmental Health and Safety to address report violations will result in, but is not limited to:
 - 1. a referral to the Office of Student Conduct and Community Standards for the initiation of a conduct case for failure to adhere to Fraternity and Sorority Life policies.
 - 2. the immediate suspension of Fraternity and Sorority Life privileges, including the ability to participate in Fraternity and Sorority Life events and activities and take part in new member recruitment.
 - 3. a referral to Wichita State University Accounts Receivable for the collection of the debt
- 4. Failure to Comply
 - a. Failure to address the violations within an approved timeframe, with or without communication to the Wichita State University Department of Environmental Health and Safety and designee from SE&B may result in, but is not limited to, any or all of the following:
 - i. a shutdown of the property by the local, state or federal entity

- ii. the referral to the Office of Student Conduct and Community Standards for the initiation of a conduct case for failure to adhere to Fraternity and Sorority Life policies
- iii. the immediate suspension of Fraternity and Sorority Life privileges, including the ability to participate in Fraternity and Sorority Life events and activities and take part in new member recruitment.