Introduction

Welcome to the Student Organization Handbook for Student Government Association (SGA) Recognized Student Organizations at Northern Illinois University (NIU). As a recognized student organization at NIU, it is important to understand and follow all SGA and University Policies. This handbook provides student organizations information to become better informed on those policies and procedures. While the handbook will provide information on procedures it is important for student organizations to review the Student Organization Policy in the SGA Bylaws for more detailed information too. You can also find additional resources at the end of the document for reference throughout the year. If you need assistance throughout the year, please reach out to SGA or to Student_involvement@niu.edu. Go Huskies!

Table of Contents

Table of Contents
Student Organization Recognition........................................................................................................................................... 2
Definition of Recognition .......................................................................................................................................................... 2
Benefits of Recognition ............................................................................................................................................................ 2
Process of Recognition ............................................................................................................................................................ 3
Transition Period and Re-Registration .................................................................................................................................... 5
Student Organization Funding ................................................................................................................................................... 6
How to Request Annual Funding ............................................................................................................................................ 7
University Policies and Procedures ............................................................................................................................................ 9
DeKalb Laws and Ordinances .................................................................................................................................................. 10
Trainings and Expectations ......................................................................................................................................................... 11
Locations On Campus ............................................................................................................................................................... 13
Event Planning ........................................................................................................................................................................... 14
Planning an Event – Steps to consider .................................................................................................................................... 14
Advisors .................................................................................................................................................................................... 16
Resources .................................................................................................................................................................................. 17
Student Organization Recognition

Definition of Recognition

Temporary Recognition
A student organization that has begun the process of receiving full recognition from SGA. The organization has received approval from the Organization Oversight Committee but has not received full recognition from the SGA Senate. The student organization has some rights granted such as being able to reserve tables and rooms.

Full Recognition
A student organization that has received approval from both the Organization Oversight Committee and the SGA Senate. The student organization has all the rights and privileges of a fully recognized organization.

Benefits of Recognition

Being recognized by the Student Government Association (SGA) allows for student organizations to receive benefits at Northern Illinois University. Benefits include:

Funding
Recognized Student Organizations can request funding in a variety of ways from the SGA. The different kinds of funding that is available to Student Organizations is Annual Funding, Supplemental Funding, and Executive Allocation. Student Organizations should refer to the funding and budget section of this handbook to learn more about each type of funding and their respective timelines.

Space Reservations
Recognized Student Organizations will have priority regarding space reservation over groups external to the university. Recognized Student Organizations will be able to reserve their space through the Huskie Link Event Registration page. Details on event registration can be found in the Event Registration Section of the Student Organization Handbook.

Involvement Fairs
Recognized Student Organizations are allowed to participate in the Annual Involvement Fair. Any Student Organization wishing to participate in the Annual Involvement Fair must have received full recognition from SGA and is in good standing with the
university. Recognized Student Organizations will also be informed of other involvement fair type opportunities to promote their organizations.

**Service Opportunities**
Recognized Student Organizations will be informed of any planned service opportunities as they are brought to University Staff or SGA.

**Huskie Link Page**
Huskie Link is our Student Involvement platform. Recognized Student Organizations will have a page listed in Huskie Link and will be able to submit event registrations among other forms in Huskie Link.

**Process of Recognition**
To begin the process of becoming a recognized student organization, a student or advisor of the organization will need to submit an Organization Registration Form under the forms tab on Huskie Link.

Organizations will need to have the following when submitting their Organization Registration:

- **Organization Description**
- **Organization Officers (minimally must have a President)**
- **Faculty/Staff Advisor Agreement (part of the approval step for the advisor)**
- **Governing Documents:**
  - Constitution and Bylaws

Any new Student Organization Registration will go through the following approval process within Huskie Link (all approval e-mails will come from @presence.io).

**Advisor Approval**
The advisor is approving that the organization registration is accurate and is also agreeing to the University’s Advisor Agreement as it is shown within the approval e-mail.

**Student Organization Staff Review and Approval**
Staff may follow up with additional questions to the person that submitted the organization registration.

**SGA Approval**
The Organization Oversight Committee will provide temporary recognition and approve the organization in Huskie Link with the notation of temporary recognition. Full
recognition will be provided by the SGA Senate and will then be updated in Huskie Link to reflect full recognition.

SGA Approval is multiple steps when it reaches that approval step.

1. The first step is to be reviewed by the Student Government Association Student Organization Oversight Committee. The committee will be reviewing the submission to make sure that all required documents are present. The committee may also reach out to the organization to get further clarification on the submitted materials. If the committee recommends for approval the organization will receive Temporary Recognition and then their request for full recognition will be sent to the Student Government Association Senate.

2. Once the student organization has been sent to the SGA Senate for full approval the student organization’s recognition status will be reviewed along with other student organization for full recognition under one bill item. If Senate deems it necessary, they may pull out an organization as a separate item to discuss the organization further. If Senate recommend approval the student organization will receive Full Recognition.

Huskie Link Submission

Write constitution and submit in Huskie Link.

Advisor Approval

University Staff Review and Approval

Temporary Recognition

Organization has received Temporary Recognition and is waiting for Full Recognition.

Full Recognition

Organization has met all requirements and has been granted full SGA Recognition by the Senate.
Transition Period and Re-Registration

Student organizations are required to complete two updates throughout the academic year. The two organizational updates that will happen are Transition and Re-Registration:

Transition

This organizational update will happen at the end of the Fall Semester. This will require you to update your organizational officers (if applicable) and roster (if applicable). The details in the about section can also be updated during transition too. Keep in mind other requirements may be added that were not there in previous years depending on requirements from SGA or the University. If transition is not completed by the specified date the student organization will be de-activated until an officer of the organization works with University Staff to complete the transition.

Re-Registration

Student organization Re-Registration happens at the end of the Academic Year and runs into September of the next Academic Year. In Huskie Link language will appear as “transition” but is called Re-Registration. If re-registration is not completed by the required date the student organization risks losing their recognition (temporary and full) and will have to complete the entire organization registration process again. All re-registrations must be completed by last business day in September.
Student Organization Funding

Student Organizations can request different types of funding through the Student Government Association. The three (3) types of funding offered are Annual Funding, Supplemental Funding, and Executive Allocation. The process for each type of funding varies from each other and is outlined in this section.

Funding Eligibility
Organizations will be unable to apply for any sources of funding if the organization is:

1. A Restrictive Organization
   OR
2. An Organization that charges dues

SGA Funding Categories
The 3 categories of funding that organizations may receive from the SGA are:

- Supplemental Funding
- Annual Funding
- Executive Allocation

Each category has its own separate process for requesting and applying for funding.

Funding Tiers
Funding tiers are used by the finance committee to help identify the different organizations and their funding options. Student organizations can request information about which tier they are in and request to adjust their tier. Requests will be reviewed on an individual basis.

Tier 1:
University Departments and Department Organizations. These are defined as having office space on campus, office staff, and having a direct responsibility to the student body. There shall be no maximum for funding requests and no requirement to present budgets to the Finance committee.

Tier 2:
Governing Councils and Sports and Recreation. These are defined as any entity where a middle-person(s)/entity is involved for the distribution of funds to those under their oversight. There shall be no maximum for funding requests. Budget presentations to the Finance Committee are required.
Tier 3:
Academic and Department Affiliated Organizations. These are defined as organizations affiliated with a specific academic interest or university department serving a larger section of the student body. The maximum amount of annual funding requested shall not exceed $2500. Budget presentations to the Finance Committee are not required.

Tier 4:
Sponsored Student Organizations. These are defined as organizations with a focus that serves their specific membership and have no real responsibility to the rest of the student body. The maximum amount of annual funding

How to Request Annual Funding
Organizations that have maintained full recognition for 1 calendar year (as of the date that budget requests are due) have the ability to request for annual funding from the allocation of the student activity fee through the SGA. Annual funding may be requested by student organizations by creating and submitting a budget to the SGA for approval of funding.

1. Attend Budget Training

Budget training is mandatory for all organizations in order to receive funding. These trainings are to be completed each year, and budget trainings will be held at the beginning of the fall semester.

2. Prepare a Budget for your Organization

After completing the budget training, organizations must have the president or designated entity prepare a budget to submit. For more assistance when preparing a budget contact the SGA treasurer.

3. Submit Budget Request to SGA Treasurer

The Budget request form can be found on Huskie Link. These requests should be submitted before the budget request deadline. Budget requests should be approved by the president and faculty advisor of the organization before submission. The SGA Finance committee may request a budget presentation from any organization requesting annual funding.

General Timeline for Budget Requests

| Tier 1 & Tier 2 Budget Submissions | First Week of November |
| Tier 3 & Tier 4 Budget Submissions | Last Week of February |

How to Request Supplemental Funding

Any fully recognized student organization can apply for supplemental funding. Organizations seeking supplemental funding can do so through the following steps:
1. Complete Form for Supplemental Funding

The supplemental funding form can be found on presence. Organizations seeking funding must complete and submit their application for additional funding each year. This step needs to be complete at least 2 weeks prior to when the funds are needed.

2. Meet with Senate Organizational Oversight Committee

Once the application is submitted on presence, organizations will meet with the SGA Finance Committee to formally present the need for additional funding. This meeting must occur within 2 weeks of submitting the application. It is recommended

3. Receive Committee Decision

The SGA Finance Committee will deliberate and will give full approval, partial approval, or decline requests for supplemental funding.

How to Request Executive Allocation

Executive Allocation is a source of funding for larger campus initiatives. These initiatives can be department sponsored and/or collaboration between student organizations that would serve a large portion of student on campus.

1. Complete Form for Executive Allocation

The Executive Allocation form can be found on Huskie Link. Organizations seeking funding must complete and submit their application for additional funding each year. This step needs to be complete at least 2 weeks prior to when the funds are needed.

2. Presidential Approval

Once the application is submitted on Huskie Link, the president will review the application. The Finance Committee may request a presentation from applicants for Executive Allocation at the discretion of the SGA President.
University Policies and Procedures

As a recognized student organization, all student organizations are expected to abide by all SGA and University Policies as well as Local, State, and Federal Laws.

All Student Government Association policies pertaining student organizations can be found in the SGA Constitution and Bylaws. Additionally, student organizations will need to complete any required training on an annual basis to be able to utilize the benefits provided by SGA Recognition. Required training will be outlined on page 10.

Student Organizations will have to abide by University Policies and Procedures. These policies and procedures will be mentioned throughout the handbook but are described and linked below. For more information on forms and policies visit our student involvement website.

Freedom of Expression Policy
The Freedom of Expressions Policy outlines the rights of NIU students and student organizations regarding Freedom of Expression. Northern Illinois University is committed to freedom of expression and open discussion in all matters of public interest and is further committed to assuring all members of the University community have the broad latitude to speak, write, listen, challenge, and learn. For more information visit our website.

Off-Campus Events Policy
The Off-Campus Social Events Policy is for any event that a student organization is hosting that is not on the NIU Campus. There are different categories of events, and some categories may require a training being completed prior to hosting the event. See the Off-Campus Events Policy for more details.

On-Campus Events Policy
The On-Campus Event Policy is for any event that is happening on the NIU Campus. Student organizations will be able to reserve space at a variety of areas including the Holmes Student Center, through NIU Recreation, and other On-Campus locations. No specific training will be required to host an event, but other policies may apply in conjunction to the On-Campus Events Policy. See the On-Campus Events Policy for more details.

Poster and Chalking Policy
Recognized Student Organizations are allowed to hang up posters in designated locations on campus. All posters must be approved by the university by submitting your posters at posters@niu.edu. Any poster without a poster stamp will be taken down. Chalking must be in accordance with the chalking policy otherwise will be removed. See the Poster and Chalking Policy for more information.
**Student Code of Conduct**

The Student Code of Conduct outlines the process the university follows when charging students with an alleged violation. The code explains sanction options for those students who admit to or are found responsible for a violation. For more information, visit the Student Code of Conduct Website.

**DeKalb Laws and Ordinances**

Student organizations are required to abide by local, state, and federal laws. These may include but are not limited to the City of DeKalb ordinances. Some city laws may affect student organization event planning such as the DeKalb Raffle Ordinance or for Mass Gatherings. Below are some common laws that student organizations should consider when functioning as an organization or planning an event. For more information or to ask questions visit dekalbcounty.org.

**DeKalb County Raffle Ordinance**

Student organizations looking to host a raffle for their organizational event will need to obtain a Raffle License from DeKalb County. Licenses may take time to be approved and is recommended that student organizations should request a license ahead of event registration. License request can be found here.

**DeKalb Application for Mass Gathering**

For more information please visit DeKalb Mass Gathering.
Trainings and Expectations

Student organizations are expected to complete several trainings in addition to abiding to following policies and laws. Not completing these trainings will result in a loss of privileges until the trainings are completed or, if the trainings are no longer offered, until the end of the academic year. If a student organization continues to neglect the trainings, it could lead to further extended loss of privileges or be brought to the SGA for a loss of recognition. There may be additional training or expectations based on your organization type. If you are unsure if your organization should be completing any additional training or have any additional expectations to follow, please reach out to student_involvement@niu.edu.

Required Training:

Conversations on Diversity and Equity (CODE) Workshops

Training Dates (must sign up for these dates):

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9th, 2021</td>
<td>1:00 PM</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>September 10th, 2021</td>
<td>9:30 AM</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>September 14th, 2021</td>
<td>10:00 AM</td>
<td>11:30 AM</td>
</tr>
<tr>
<td>September 16th, 2021</td>
<td>2:00 PM</td>
<td>3:30 PM</td>
</tr>
<tr>
<td>September 21st, 2021</td>
<td>10:00 AM</td>
<td>11:30 AM</td>
</tr>
<tr>
<td>September 28th, 2021</td>
<td>1:00 PM</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>September 30th, 2021</td>
<td>10:00 AM</td>
<td>11:30 AM</td>
</tr>
</tbody>
</table>

President Leadership Training Series

Every student organization president will be required to attend required trainings. Failure to complete these trainings will result in loss of privileges such as the ability to request annual funding. These individual trainings will be on the Student Involvement Website with dates, times, and locations.

There will be four (4) days where student organization presidents will be able to complete their trainings in one (1) day. Please keep in mind that any other trainings that might require follow up training or additional members to complete the training will still need to be completed for the organization to remain in good standing and/or be able to utilize benefits of recognition (i.e., reservation of space).

Registration for these training dates.
Schedule of Full Day Training:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13(^{\text{rd}}), 2021</td>
<td>12:00 PM</td>
<td>4:00 PM</td>
<td>HSC Capitol Room</td>
</tr>
<tr>
<td>August 16(^{\text{th}}), 2021</td>
<td>10:00 AM</td>
<td>2:00 PM</td>
<td>HSC Capitol Room</td>
</tr>
<tr>
<td>August 27(^{\text{th}}), 2021</td>
<td>9:00 AM</td>
<td>1:00 PM</td>
<td>HSC Sky Room</td>
</tr>
<tr>
<td>September 4(^{\text{th}}), 2021</td>
<td>10:00 AM</td>
<td>2:00 PM</td>
<td>HSC Capitol Room</td>
</tr>
</tbody>
</table>

Other Requirements
Some student organizations may fall into a category where they have additional expectations and requirements, they must complete outside of what is listed in this handbook, student conduct policy, or SGA Constitution and Bylaws. If an organization falls into one of these categories, they must abide by all previous expectations and requirements listed in this handbook and elsewhere in addition to what is provided by the office(s) overseeing that organization category.

Fraternity and Sorority Life
Student organizations that fall under Fraternity and Sorority Life are organizations that are a Fraternity or Sorority that are a part of the Fraternity and Sorority Life Office. Typically, social, or cultural in nature these organizations will have specific expectations and requirements outlined in the Fraternity and Sorority Life Handbook. Honor societies that are a Fraternity or Sorority do not fall under this category unless otherwise specified.
Locations On Campus

Academic Buildings
Student organizations can request rooms/classrooms inside academic buildings. These spaces vary in size and technology capability. For specific layout and available technology information will be available on Huskie Link during event registration.

Asian American Resource Center
The Asian American Resource Center enhances the quality of college life for Asian American students on campus through heritage programs, academic support and student organization events that foster inclusion. View a virtual tour of the Asian American Resource Center.

Center for Black Studies
The Center for Black Studies (CBS) plays a significant, essential and unique role in advocating for Black students at NIU, the larger DeKalb community, and the university's commitment to multiculturalism and diversity. Established in 1971, the CBS supports the university's mission of excellence and engagement in teaching, learning, research, scholarship, creativity, artistry and service.

Disability Resource Center
The Disability Resource Center (DRC) offers guidance, services and resources to help you succeed at NIU. We will work with you to determine your needs and develop a plan to meet them. Come prepared to discuss issues related to accessibility that may impact your success at NIU.

Latino Resource Center
The Latino Resource Center is a unit of the Division of Academic Affairs at NIU. Better known as the LRC by students and staff, the Latino Resource Center focuses on student-centered service by developing partnerships focused on student learning while establishing an inclusive community that builds collaborative relationships across campus and the surrounding community.

Gender and Sexuality Resource Center
At the Gender and Sexuality Resource Center, we’re your home away from home—inclusive of gender and sexual identities. We’re committed to helping you find the resources and support to complete your degree at NIU. We celebrate all identities and intersections and collaborate with the Asian American Resource Center, Center for Black Studies, Disability Resource Center, Latino Resource Center, Military and Post-Traditional Student Services and Career Services.
Event Planning

This may be your first time planning an event or program for your organization, or you could have planned many events or programs for your organization. Regardless, this section will help you think about the different steps of planning an event or program.

Planning an Event – Steps to consider

This may be your first time planning an event or program for your organization, or you could have planned many events or programs for your organization. Regardless, this section will help you think about the different steps of planning an event or program.

Step one – Initial Planning

• What do you want your event to be about? Is this a social event? Will you be do a fundraiser?
• Will you be the only person planning this event or will you have a committee to plan the event? If you have a committee you will have to think about everyone’s schedules when setting planning meetings.
• Think about the location of the event. where do you want to host the event? Will you have the event on – campus or off- campus? Keep in mind you will need to follow the proper policy aligning with the location.
• What will you need for the event? Will you need to order catering or rent technology? Will you need staff to assist with the event?

Step 2 – Submitting in Huskie Link

• All student organizations will need to submit an Event Registration on Huskie Link for an event.
  o Events must be submitted by the given deadline but can be submitted before the deadline for early approval.
• Quick Tip: you may want to have the event registration form up while you complete step one. There may be questions on the form you did not think about and will need to submit the form. Having the form up will allow you to ask those questions and fill out the form at the same time.
• Review all the information and do one of two things:
  o Submit the event for approval!
  o Save your submission as a draft to revisit and complete.
    ▪ Keep in mind you will need to submit your event for approval if you want your event to be approved.
Step 3 – Approval Processes

The approval process is dependent on which kind of event is submitted:

---

**On – Campus Events**

**President is Notified via E-mail**

If the president has a concern about the event, please contact student_involvement@niu.edu

**Venue Approves**

Keep in mind the venue will not approve until all necessary meetings and contracts are completed.

If charges are applied the student organization will be responsible for paying those charges by the specified date and time.

**Student Organization Advisor Approves**

Please inform your advisor of their need to approve. If they do not approve the event will not move forward in approval.

**NIU Police and Public Safety Approves**

If there is a need to meet with NIU PD a representative from NIU PD will reach out to the person that submitted the request.

**University Representative Approves**

---

**Off – Campus Events**

**President is Notified via E-mail**

If the president has a concern about the event, please contact student_involvement@niu.edu

**Student Organization Advisor Approves**

Please inform your advisor of their need to approve. If they do not approve the event will not move forward in approval.

**NIU Police and Public Safety Approves**

If there is a need for security for your off-campus event, please contact NIU PD.

**University Representative Approves**

*If applicable: The university representative will check to make sure that any necessary trainings are completed by the student organization (i.e., off-campus social policy training for events with alcohol).*
Advisors

The real definition of an advisor floats somewhere between being a counselor, supervisor, educator, and mentor, in which no single label applies entirely to the role. An advisor is one who gives ideas, shares insight, provides a different perspective, and counsels. In general, advisors have three main functions:

- Help with the growth and development of students.
- Add to the continuity of the groups as members graduate.
- Assist in program content and purpose.

The staff within the Organization and Student Involvement Suite (OASIS) offer a variety of student organizational services to advisors. For more information about advisor training programs or other information related to student organizations please contact Alex Pitner at apitner1@niu.edu.

Additionally, OASIS houses a variety of materials that cover a wide range of topics including meetings, icebreakers/team builders, communication skills, leadership styles, ethics, recruiting members, fundraising, problem solving, multicultural awareness, presentations and programming, publicity, stress management, volunteerism, training, delegation and conflict resolution.

Advisor Agreement

The Advisor Agreement is to be signed on a yearly basis by the Full Time Faculty/Staff Advisor. This is an agreement for the Faculty/Staff Advisor to use as a guide and expectations when interacting with their student organization(s). If an advisor changes for whatever reason the Faculty/Staff Advisor Change Agreement must be signed prior to the new advisor taking on those responsibilities.

If an organization is in the process of looking for an advisor the student organization can reach out to the Director of Student Organizations at student_involvement@niu.edu or fill out the Faculty/Staff Advisor Request Form.

If a Faculty/Staff member would like to serve as a Student Organization Advisor and do not have a specific organization in mind they can fill out the Student Organization Advisor Interest Form.
Resources

Writing a Constitution
Constitution/Bylaws for student organizations must be preapproved by and meet all requirements set by the executive branch of the Student Government Association. A constitution must contain all the following components and sections:

- Organizations Name
- Purpose
- Faculty Advisor Section
- Requirements for Membership
- Method of Officer Selection (nominations, elections, special elections)
- Filling Vacant Positions
- Impeachment Process
- Non-Discrimination Clause
- Meetings
- Amendments
- Behavior and Etiquette

Any New Student Organization must submit a constitution, along with the Constitution Checklist, for their organization in Huskie Link for approval.

A Sample Constitution is provided by the SGA that gives descriptions of each section required for approval. Students are encouraged to refer to the Sample Constitution when writing or reviewing their organizations constitution.

Communications
Student organizations will receive many different communications throughout the year. There are several kinds of communications that are provided to student organizations to keep up to date on what is happening at NIU.

Accessibility
NIU is committed to providing access and will provide sign language interpreters and CART (Communication Access Realtime Translation) services as able for university-related events in accordance with applicable law. The Disability Resource Center (DRC) is funded to provide this service to eligible, enrolled students for their class-related academic activities. For other activities, or when a non-student request interpreting services, the department or organization conducting the program, service, or activity is responsible to fund the cost of the interpreting services.

Organizations can request either sign language interpreter or CART (aka live captioning) services for events here.
If you have pre-recorded video media that needs closed captions added you can submit a closed caption request through this form.

**Student Organization News Website**
Anyone wanting to find communications that went out to student organizations can visit our Student Organization News Website. Students, Faculty, Staff and the larger NIU and DeKalb community can see what has been shared with our student organizations to keep up to date on what is being communicated and what is happening with our student organizations.

**Weekly Student Organization Communications**
Every week student organization leadership and advisors will receive a Weekly E-mail from University Staff outlining Updates, Opportunities, and Announcements available to all student organizations. Anyone that is not a part of the student organization leadership or advisor list can also sign up to receive these weekly e-mails by subscribing here.