

STUDENT RELIGIOUS ORGANIZATIONS AND ADVISERS AT NORTHWESTERN UNIVERSITY

Northwestern University is a private, non-sectarian institution of higher education. As such, it has no corporate relationship with any religious body. Its students, faculty and staff are free to engage in or abstain from any religious observance.

For those students and other members of the University community who wish to organize groups for religious observance not requiring the use of University facilities or services, no recognition is required. However, if such a group wishes to have access to University facilities or services, it must be recognized by the University chaplain; facilities and services will be made available in accordance with procedures applicable to all other extra-curricular campus groups and in accordance with the policy set forth herein.

Representatives of outside religious organizations may, at the discretion of the University Chaplain, be officially recognized in their designated roles. Such recognition connotes their acceptance as guests of the University.

1. Recognition of a religious group, advisers and staff

For recognition, the following written information must be filed with the University Chaplain: Alice Millar Chapel, 1870 Sheridan Road, Evanston, IL 60208-1350, Telephone (847) 491-7256; FAX: (847) 491.7353; chaplain@northwestern.edu.

A. The Group

A statement signed by at least 15 currently-enrolled students, containing the following information:

1. Statement of purpose, clearly defining the group's objectives
2. An outline of the program the group intends to offer the University community
3. Identification of any individuals or organizations outside the University with which it has relationship and description of the nature of those relationships

Periodic updates of such statements and signatures may be requested by the University Chaplain as a condition of continued recognition.

B. Campus advisers to groups

Religious groups are encouraged, but not required, to have a designated adviser who is a member of the University community and who is not an undergraduate student. Such advisers should evidence maturity and familiarity with the campus environment. To be officially recognized as a campus religious adviser, an adviser must submit to the Chaplains' office a resume which includes a written confirmation of a willingness to serve in an advisory capacity. Depending upon the responsibilities of the adviser to that group, evidence of theological or pastoral training or experience may be required.

C. Outside religious representatives

In order to be officially recognized as such by the University, clergy or other staff designated by an outside religious organization to perform particular duties for the Northwestern University community must submit to the Chaplain a resume of training and work experience. An authorizing letter from the outside organization must also be submitted to the Chaplain as evidence that a particular person is an official representative of that organization to the campus, and include such other information as the Chaplain requests. Upon written confirmation by the Chaplain that the representative's credentials are in order, the representative is recognized as a guest of the University.

II. Responsibilities of religious groups, advisers and staff.

- A. All campus religious groups, their advisers, and staff are expected to conduct their religious program with full awareness of the religious pluralism of the Northwestern community. Activities and publicity for those activities should be honest and straightforward, respecting the rights of individuals who hold other religious positions or no religious position.
- B. Every recognized campus religious group is responsible for maintaining communication with the Chaplains' Office and their representatives or advisers are expected to attend meetings called by the Chaplains' Office.

III. Finances

Religious groups at Northwestern University provide their own financial support independent of the University. The University assumes no financial liability or obligation to such religious groups, whether or not recognized by the University Chaplain. However, recognized groups must deposit all their funds in University accounts through Norris University Center and no recognized group may maintain a separate bank account. However, the Chaplain and the Vice President for Student Affairs may waive this requirement in writing if, in their judgment, a group demonstrates it will properly administer such funds.

IV. Services provided by the Chaplains office to Recognized Groups

- A Assistance in scheduling activities on campus
- B. Collection of religious preference information voluntarily offered by Northwestern students and other members of the campus community and provision of such information to recognized clergy, staff, group advisers and area churches and religious groups at the discretion of the chaplain. This information is made available solely for the purpose of assisting communication between religious groups and persons of a particular religious interest. Any other use or dissemination of this information is prohibited. Misuse of such information is groups for abolishing the access of any group or adviser to such information.
- C. Inclusion of information regarding group activities in publications edited and issued by the Chaplains office.

- D. Inclusion in campus calendars of group events, at the discretion of the Chaplain.
- E. Provision of evidence of guest status to representative of outside religious groups on a limited basis, at the discretion of the Chaplain.

V. Withdrawal of Recognition

Recognition is a privilege accorded by the University. The University Chaplain may limit, suspend or withdraw recognition, or access to the University services or facilities, of any religious group, campus adviser, staff member or outside representative whenever, in his judgment, the polity set forth above has not been followed or whenever, in his judgment, it would be in the best interest of the University community. A decision of the Chaplain may be appealed to the Vice President of Student Affairs.