



University of Illinois Springfield
Student Government Association Resolution #

Resolution Title: DEI Event Hosting Guidelines
Resolution Sponsor: Parliamentarian Molly Harms

1. Whereas, Article III, Section 10, Clause D of the Bylaws states that “The DEI Committee shall be responsible for submitting a resolution to SGA that contains an updated list of event hosting guidelines at the beginning of every fall semester, which will be adopted for the year, following SGA approval,” and,
2. Whereas, the DEI Committee has been working on these guidelines since April 2022 and has put considerable thought into them, and,
3. Whereas, it is important to ensure events hosted by SGA are inclusive, and,
4. Whereas, it is important that SGA members have a list of guidelines to follow when they host an event, and,
5. Whereas, the DEI Committee strongly recommends that SGA approve these guidelines.
6. **Therefore, Be It Resolved**, that SGA adopts the attached guidelines for the 2022-2023 Academic Year, and
7. **Therefore, Be It Further Resolved**, that all SGA members who host an event will be required to read and follow these guidelines.

Signature of Secretary

Signature of President

Guidelines for Hosting an Inclusive SGA Event

The University of Illinois Springfield's Student Government Association strives to create an environment in which every student has equal opportunities and is able to succeed and flourish. These guidelines must be reviewed and followed by the host(s) of any SGA sponsored event. Any and all questions/comments should be directed to the current co-chairs of SGA's DEI Committee.

1. Make events accessible to everyone

- a. Consider cost when it comes to tickets and transportation
- b. Ensure your event is ADA compliant (compliance is the minimum, consider that spaces that are technically accessible are not always as accessible as they could be)
- c. For events that necessitate it (larger events), get translators (e.g. ASL, foreign language interpreters) or use closed captioning
- d. Make sure people know how to request accommodations (e.g. include it on a flier, on the sign up form, etc.)

2. Don't Tokenize

- a. Represent your entire audience
- b. Include multiple people of multiple identities (e.g. diverse panels)

3. Create a safe space

- a. Wear name tags that include pronouns
- b. Share your name and pronouns to indicate a safe space, but don't make pronoun sharing compulsory

4. Open your event to everyone

- a. Market to everyone and in various spaces
- b. Make sign up instructions clear and easy

5. Use accessible language

- a. Use vocabulary that is widely and easily understood
- b. Avoid any language that is homophobic, sexist, racist, transphobic, ableist, classist, or in any other way offensive

6. Listen

- a. Remain open to feedback
- b. If you don't know something, ask (if you have questions about a certain community, ask people from that community!)

7. Take accountability

- a. If you say something inaccurate or offensive - listen, take accountability, apologize, and educate yourself on the pertinent topic