

Fall 2017

Clubs and Organizations

Resource Guide



California State University, Dominguez Hills



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

Dear Student Leaders,

Welcome to Fall 2017! We look forward to a fantastic semester ahead at CSUDH! Involvement in a student club, organization or Greek Life can be life-changing.

This handbook contains summaries of the policies, procedures, privileges, and responsibilities of recognized student organizations. It is designed to help you and your organization succeed. Please read the handbook carefully and use it as your reference throughout the year.

The Office of Student Life is your partner in reaching your organizational and leadership goals. Feel free to drop by the office, ask questions and use the resources available. We are here to help you!



Anna Liza Garcia

Anna Liza Garcia
Assistant Dean of Students



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

TABLE OF CONTENTS:

| | |
|---|-----------|
| Introduction | 5 |
| Office of Student Life | 5 |
| Location | 5 |
| Staff | 5 |
| Student Organization Leadership | 6 |
| Annual Events | 6 |
| Leadership Development and Educational Programs | 6 |
| University Recognition of Student Clubs and Organizations | 7 |
| Recognition Standards | 7 |
| Responsibilities | 8 |
| Privileges | 8 |
| Revocation of Recognition | 9 |
| Reinstatement | 9 |
| Disclaimer of Liability | 9 |
| Re-Chartering | 9 |
| Code of Ethics | 10 |
| Standards of Conduct | 10 |
| Discipline of Student Organizations | 10 |
| Resources for Student Organizations | 11 |
| Office of Student Life | 11 |
| Banners | 11 |
| Printing and Computer Use | 11 |
| Additional Resources | 11 |
| Club Advisor(s) | 12 |
| Duties and Responsibilities | 12 |
| Qualifications | 13 |
| Replacing Advisors | 13 |
| Student Clubs and Organizations' Responsibility to their Advisors | 13 |
| Event Planning | 14 |
| Programming Your Event | 14 |
| Event Planning Guide | 14 |
| Event Planning Timeline | 15 |
| Off Campus Event Policy | 17 |



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

| | |
|---|-----------|
| Reserving Rooms & Facilities on Campus | 18 |
| LSU Reservations and Events Services Office | 18 |
| Reservation Confirmations | 18 |
| Set-up and Equipment | 18 |
| East Walkway | 19 |
| Cancellation and No Shows | 19 |
| Extended Building Hours Fees | 20 |
| Decorations | 20 |
| Club Management | 21 |
| Office Roles | 21 |
| Running Effective Meetings | 21 |
| Advertising and Marketing | 22 |
| Posting Policy | 22 |
| Regulations | 22 |
| Designated Posting Areas | 23 |
| Flyers | 23 |
| Banners | 23 |
| Social Media | 24 |
| Toro Link | 24 |
| Funding and Finances | 25 |
| On campus account set-up | 25 |
| Donations | 26 |
| Important Policies Relating to Student Organizations | 26 |
| Prohibition on Hazing | 26 |
| Non-Discrimination | 26 |
| Title IX | 27 |
| Policy on the Prohibition of Sexual Harassment | 27 |
| Prohibited Conduct | 28 |
| Sexual Assault and Related Violence | 28 |
| Notification of Compliance with ADA | 29 |
| Campus Contacts | 30 |



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

Introduction:

The Office of Student Life

The Office of Student Life (OSL) provides student leadership initiatives, student organization development, and programs and services that foster campus involvement, personal growth and student learning. OSL is your partner in your success. The Office of Student Life houses the following areas: Clubs and Organizations, Leadership Programs, and Greek Life.

Clubs and Organizations:

Getting involved in a student club or organization enhances your overall experience here at CSUDH. Student clubs and organizations address a wide range of issues, plan a countless number of events and work to improve the overall campus environment. Last year, student organizations planned more than 1,400 meetings, fundraisers, socials, educational workshops and community service events.

Leadership Programs:

Our goal is to create, facilitate and foster leadership learning opportunities and experiences for all students including our signature program, Passport to Leadership

Greek Life:

Fraternities and Sororities are dedicated to academic excellence, community service and developing a welcoming campus environment. Joining a Greek organization is an excellent way to meet people, get acclimated to campus life, gain important leadership skills, have fun, and establish life-long friendships.

This is YOUR place to GET INVOLVED!

Office of Student Life, location and hours of operation:

Office of Student Life, LSU 121

310-243-2081

- Monday-Thursday: 8:00am-6:00pm
- Friday: 8:00am-5:00pm



Staff Contacts:

- Anna Liza Garcia, *Assistant Dean of Students*
- Troy Bartels, *Leadership and Student Engagement Coordinator*
- Nadine Barragan, *Leadership and Student Engagement Coordinator*
- Jesica Rodriguez, *Office Coordinator*

algarcia@csudh.edu

tbartels@csudh.edu

nbarragan@csudh.edu

jerodriguez@csudh.edu

[HTTP://WWW.CSUDH.EDU/STUDENT-LIFE](http://www.csudh.edu/student-life)



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

Student Organization Leadership

The Office of Student Life (OSL) believes that a valuable part of student education lies in co-curricular involvement in student organizations. OSL staff coordinates recognition and orientation of all student organizations, including dissemination of information to various campus departments through Toro Link. This includes providing information to individuals inquiring about starting new student organizations and serving as the official liaison to Greek-letter organizations.

Participation in activities where leadership, political, professional, honor, community responsibility, intellectual, religious, and social interests can be enriching and complimentary to your college education. This is why in addition to providing organization support, OSL coordinates student organization training, advisor orientation, and publishes the Clubs and Organizations Resource Guide and assists in the development of co-curricular programs with various members of the University faculty and departments. Students are encouraged to contact a Student Life staff member to discuss organization issues including, but not limited to, team building, program planning strategies, officer training, officer transitions, recruitment, and conflict management. Staff members are also available to conduct individual workshops with student organizations to develop members' skills.

Annual Events

University Programming strives to provide social, educational, and recreational programs that create opportunities for campus involvement, intellectual growth, and personal development for students. These programs compliment the educational curriculum of Cal State Dominguez Hills with a primary goal of enhancing the college experience in collaboration with students, faculty, and staff. Many of the programs and activities at Cal State Dominguez Hills are student initiated. The Office of Student Life programming staff maintains a very active role in shaping and supporting many of CSUDH's traditions such as Welcome Week and Homecoming.

Leadership Development and Educational Programs:

The Office of Student Life provides all students at CSUDH the opportunity to explore and enhance their leadership abilities so that they may become active, principled leaders within their communities.

OSL coordinates a comprehensive program in leadership education and development for the CSUDH community. The initiatives provide students with a variety of experiences through workshops, classes, conferences/retreats, and individually focused services.

These offerings challenge students to learn about themselves and others, thus empowering them to shape their own future and become tomorrow's leaders.

The Leadership Development and Education Programs include a variety of initiatives to serve all leaders:

- LEAD Retreat
- Student Officer Orientation
- Passport to Leadership: Leadership development certificate workshop series
- President's Student Leadership and Service Awards





CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

Recognition of Student Organizations:

The University requires all student organizations to become chartered annually by the Office of Student Life. The chartering process helps ensure that student organizations are aware of their privileges, responsibilities and regulations.

Recognition Standards

In order to be a recognized student organization, the University requires that:

- A minimum of five (5) CSUDH students who are currently enrolled in at least six units. One (1) student must be the “president” and one (1) student must be the “treasurer”. Three (3) other members listed must be currently enrolled in at least one (1) class (Non Extended Ed).
- An overall cumulative GPA of 2.0 for is required for any student to be involved in Student Life.
 - Follow the on-line registrations process via Toro Link.
 - Turn in the following forms to OSL: 1) Roster 2) Student Organization Advisor Agreement 3) Facilities Scheduling Authorization Form 4) Certificate of Liability Insurance (Greeks)
- The President and treasurer eligibility requirements are as follows:
 - Undergraduates: Minimum 2.3 GPA each term (CSUDH cumulative and previous semester) Must be in good standing (not on academic, disciplinary, or administrative probation). Must earn 6 semester units per term while holding office. Allowed to earn a maximum of 150 semester units or 125 percent of units required for specific degree.
 - Graduate/Credential: Minimum 3.0 GPA each term (CSUDH cumulative and previous semester). Must be in good standing (not on academic, disciplinary or administrative probation). Must earn 3 semester units per term while holding office. Allowed to earn a maximum of 50 semester units or 167 percent of units required for specific degree.
- Social Greek Letter Organizations (Sororities & Fraternities) are not allowed to rush or recruit first time freshman students into any membership intake process. Transfer students are allowed to join their first semester at CSUDH.
 - GPA Requirements to join for all students must have an overall cumulative college GPA and prior semester GPA of a minimum of a 2.3 for undergraduates, or a 3.0 GPA for graduate students. Continued participation in Greek life is granted only to those students whose GPA's meet or exceed either the national organization's or the University's minimum requirements for continued participation and membership (2.0), whichever is higher. There are no exceptions to this policy.
- The purpose of the organization must be consistent with the purpose of the university. (Generally, that means the student organization is social, educational, cultural, or recreational.) If you have any questions, contact the Office of Student Life.
- The organization must maintain a financial account with the Foundation Office on campus. This account must remain in good standing with no outstanding balances and authorized signatures updated annually with the Associated Students, Inc. office.
- Local chapters of national or regional organizations must be concerned primarily with student interests.
- Must include open membership with the exception of social Greek Organizations under the Title 5, Article 4. Nondiscrimination: No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities, or to other University living groups. This statement must be renewed annually and stated within the Student Organization's Constitution and Bylaws. California Code of Regulations, Title 5, Article 4, Nondiscrimination if Student Organizations, Sections 41500 (Withholding of Recognition), 41501 (Definition of Recognition), 41503 (Filing Requisites), and 41504 (Penalties).



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

- Anti-hazing: No student or other person in attendance at any public school shall conspire to engage in hazing as defined by the Education Code, Section 32050-32051 (see below).
 - 32050: *As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, University or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.*
 - 32051: *No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both. This statement must be renewed annually through annual registration of the organization.*

Responsibilities of Recognized Student Organizations

Student organizations are required to assume the following responsibilities:

- Abide by University policies, procedures, and standards and all local, state, and federal laws.
- Schedule the use of University facilities through Loker Student Union Reservations and Event Services.
- Maintain an active student-centered program.
- Keep registration materials current (remember to notify the Office of Student Life of any officer changes, addition of new members, or adding/deleting of advisors).
- Provide for the safety and general welfare of all members and guests during organization activities.
- Renew the organization's charter each year with the Office of Student Life by completing the required registration forms.
- Maintain an updated Toro Link page, which includes current officers, contact information, meeting times, and membership roster

Privileges

All recognized student organizations at CSUDH are entitled to:

- Use of the name "California State University, Dominguez Hills" in conjunction with their club name (example: "The Toro Club at California State University, Dominguez Hills").



Toro Club @ CSUDH

- Apply for Associated Students, Inc. (ASI) funding through the ASI Program Partnership Request found on their website. In addition to administering funds for student organization events, ASI serves as the official voice through which students' opinions may be expressed. All registered student organizations have membership to the ASI Organizations Commission, the body through which student organization needs and concerns can be heard.
- Hold meetings and social functions on campus.
- Use supplies, materials, and equipment in the Office of Student Life (located in LSU 121), often at no charge or for a nominal fee.
- Have activities listed on the master schedule of events through Toro Link.
- A page included with other recognized organizations under the "Student Life" umbrella on Toro Link, which includes a public-facing website.
- Post flyers/posters on campus (in accordance with the [Publicity Policy Guidelines](#))



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

- Clubs have a mailbox-type folder in OSL for each organization and should check it periodically. Each organization is notified via phone or email should a package be received by Office of Student Life on the club's behalf. **The club/organization mailing address is:**

*Office of Student Life [Organization/Club Name]
California State University, Dominguez Hills
1000 East Victoria Street, LSU 121
Carson, California 90747*

Revocation of Recognition

The Office of Student Life in consultation with the Associate Vice President for Student Affairs, or their designee, will render a decision regarding revocation of recognition. If an organization fails to comply with any university policies, it runs the risk of losing its recognition, meaning:

- The organization may no longer use campus facilities, request funds, access funds, generate revenue, have an advisor, nor use the CSUDH name.
- An appeal can be filed with the Associate Vice President for Student Affairs.

Reinstatement

Student groups can be reinstated by completing the chartering procedures under the status new organizations, submitting a new constitution and membership verification of five (5) currently enrolled students. The organization will be required to elect all new officers.

Disclaimer of Liability

The term "registered student organization" does not mean, nor is it intended to mean, that the organization is a part of, or in any way affiliated with, the academic program of California State University, Dominguez Hills. A registered student organization is a private association of students granted the use of certain CSUDH facilities and support services. Activities held off campus by registered organizations are **not** in any way sponsored by, nor affiliated with, California State University, Dominguez Hills unless expressly authorized by the Office of Student Life.

Re-Chartering

At the end of each academic year, every Student Club and Organization are required to complete the re-registration process via Toro Link. This serves as the recognition process for all Student Clubs and Organizations. The re-chartering application packets ensure the existence and recognition for the following academic year. Towards the end of the Spring Semester, Student Clubs and Organizations will have to submit the following to the Office of Student Life:

- Student Clubs and Organization Bylaws and Constitution must be uploaded via Toro Link
- Executive Board and Member Roster
- Advisor Information
- Insurance (dependent on type of organization)
- LSU Facilities Use Authorization Form
- The officers and Advisor must complete leadership training before their registrations will be approved.

Student Clubs and Organizations will be notified when these packets are available and when the process begins.

****Note re-chartering and expansion of Greek Life chapters have different requirements included in the United Greek Council constitution and bylaws.**



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

Code of Ethics:

The University is committed to maintaining a safe, healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute to this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

Standards of Conduct:

The principal sanction used for student organizations violating any university policy is the withdrawal of university recognition status. As a result, the organization may no longer use university facilities for their events nor can they use university resources to advertise their events. The status of "good standing" with the university is also withdrawn. Student organization members are expected to follow the Student Conduct Code and all university policies and procedures for student organizations. The organization will be held accountable for members' actions in situations of collective responsibility, where organization members violate university policy, and federal, state, or local law.

Discipline of Student Organizations:

Collective Responsibility

It is expected that each organization will establish and enforce policies to achieve responsible group governance. While members may be held accountable for their actions individually, corrective discipline/sanctions may also be applied upon an entire organization for an individual members' actions. Student organizations may be held accountable if a substantial number of organization members (3 or more) or officers (2 or more) participate in or are aware of, in advance, the intended misconduct and failed to assume appropriate steps to prevent it from occurring. Each case will be reviewed by the Office of Student Life. Student conduct issues with individual members may also be referred to the Associate Vice President / Office of the Dean of Students for further review in WH 410.

Filing a Complaint

A complaint against registered student organizations may be filed by anyone, but **must** be in writing, signed, dated and submitted to the Office of Student Life. The complaint must be submitted within seven (7) business days of the alleged infraction. The Office of Student Life staff and university officials may also initiate direct referrals upon witnessing possible violations by student organization representatives.

Corrective Actions

Corrective actions may include, but are not limited to, a letter of warning, censure, probation, suspension, or revocation of the organization's recognition. Each disciplinary measure is dependent on the severity of the violation(s).





Resources for Student Organizations:

Office of Student Life

Recognized student organizations are eligible to use the resources provided in the Office of Student Life. The following resources are available for student Organizations and Greeks:

- Toro Link organization's page
- Banner Making (butcher paper and markers)
- Printing (25 copies per month)
- Laptop and computer use
- Leadership Development
- Meeting Space
- Centerpieces Rental*
- Tablecloth Rental*
- Game Rental*

* Reservations need to be made by completing the [Resource Check Out Form](#) on Toro Link.

Banners

Recognized Student Clubs and Organizations can create banners to advertise programs, events, workshops, and as part of their recruitment tool. Posters must not be more than 6 feet long. You will be given 6 zip ties per banner to post on approved locations. All posters must be approved by the Office of Student Life and contain the following information:

- Club or Organization's name
- Name of event
- Time of event
- Place of event
- Contact information

Printing and Computer Use

Students will have the opportunity to create flyers, brochures, and handouts for organization's events and programs. This is a great opportunity for organizations to create publicity and marketing plans.

Additional Resources

- Access to publicize events on Toro Link
- Access to information on retreat planning, team builders, enhancing communication skills, officer transitions, and other organizational topics
- Use of flyer posting areas of the University for the purpose of publicizing organization events
- Ability to request funding from the Associated Students, Inc.
- On Campus Organization Account through ASI
- Assistance from the OSL staff to help the organization function effectively through advisement, program planning, and leadership training
- Access to Advisor resources



Clubs and Organizations Resource Guide

Club Advisor(s):

Duties and Responsibilities

All student clubs and organizations must have at least one (1) advisor to advise their club or organization for the academic year. Advisors play an important role in student's clubs and organizations. They volunteer to work with student clubs and organizations because they feel they can contribute and assist in the student club and organization's success. Advisors are able to provide information about the student club and organization and the University. Furthermore, they act as liaisons with various campus departments and offices. Throughout the academic year, they are able to offer support and advice to the members of the student clubs and organizations. Advisors must attend ALL events where it is determined that public safety staffing is necessary. Duties and responsibilities involve but are not limited to:

Assist with the Annual Registration:

- All student organizations must register with the Office of Student Life on an annual basis
- The annual re-chartering deadline to register a student organization is the end of the spring semester
- Advisors should inform new student leaders of the annual registration process

Initiate Communication with Student Leaders:

- Request to be included on all of the organizations' official correspondence, including emails
- Request the following information from the student leaders:
 - Contact information: names, email addresses, phone numbers
 - Schedules of key officers
 - Meeting schedules (including agendas) in advance of the meetings
 - Reports of minutes and events hosted by the student organization
- Maintain open and honest relationships with members about your expectations of them, and your availability to assist them

Attend Meetings and Select Events:

- Attend as many of the group's meetings and other functions as possible. When the advisor cannot attend a meeting, a sincere effort to determine what occurred should be made
- Attend **ALL** events where it is determined that PUBLIC SAFETY staffing is necessary. The advisor must be in attendance throughout the event and the event is subject to closure if the advisor is absent. These events are stipulated by the Office of Student Life
- It is the responsibility for the student officers to take into consideration the advisor's schedule when planning activities. Groups which schedule a full slate of activities may want to consider having more than one advisor

Interpret Policies:

- Assist students in interpreting various University policies, rules and regulations. However, the role of an advisor is not one of "policy officer".
- If club / organization officers choose to act contrary to the advice of the advisor, the advisor should contact the Office of Student Life and Orgs Resource Room for consultation.



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

Serve as Authorized Signer:

- Serve as an authorized signer for the appropriate financial expenditures of the club. Thoroughly read and understand all budget proposals and event proposals submitted for advisor approval.
- Serve as an authorized signer for scheduling events.

Advisor Liability:

Entering into an agreement to serve as an advisor should not be taken lightly, as advisors share some liability for the actions of the group.

- An advisor should be aware of the planned activities of the group to ensure that they are acting in accordance with appropriate laws, policies, and procedures.
- Advisors of recognized student organizations are insured in most cases acting within the scope of his/her office of employment, and covered by University liability as long as University policies and procedures have been adhered.

Campus Policies:

There are various policies that impact the work of student organizations. As the advisor to the organization, it is crucial that you make the student leaders aware of these policies and help them to work within these parameters. If there is any question, please call the Office of Student Life. We are here to assist.

Qualifications

All Student Clubs and Organizations are required to have at least one (1) advisor to advise their club or organization for the academic year, mandated by Executive Order 1068. Student Clubs and Organization Advisors must have the following qualifications:

- Faculty member or professional staff member CSUDH
- Auxiliary Employees (Loker Student Union, Associated Students Inc., Bookstore, etc) are not allowed to serve as Advisors
- Approved and Signed Advisor Release Form from their supervisor or department chair
- Attend "Student Clubs and Organizations Advisor Training"
- Available to advise the Student Club and Organization for the full academic year. However, advisor assignments are renewed each academic year and are subject to student organization and campus approval.

Replacing Advisors

- In the event an advisor must relinquish their duties, it is the responsibility for the Executive Board and the advisor to inform OSL immediately. A new advisor must be named as a replacement and communicated to OSL. The replacement advisor will have to attend a "Student Clubs and Organizations Advisor Training". *Failure to communicate the replacement may lead to suspension.*
- After the new advisor is in place, the organization must re-submit the updated forms: 1) Student Organization Advisor Agreement and 2) Facilities Scheduling Authorization Form

Student Clubs and Organization's Responsibility to their Advisor(s)

- Clarify the role they would like the advisor to take in the organization (complete the [Advisor Expectations Checklist](#)).
- Inform advisors of the organization's plans and issues



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

- Utilize their advisor's background of experiences with the organization and at CSUDH
- Inviting the advisor(s) to all activities
- It is the expectation that all student groups develop a monthly check-in plan with the advisor. Whether it be over coffee or lunch, communication and relationship building with the advisor is key.

Event Planning:

Programing Your Event

1. On-Campus

Any recognized campus organization may sponsor a public event upon approval from the Office of Student Life. As a rule, approval will be given if:

- The event is sponsored by a recognized campus organization.
- The event has the approval of the appropriate division or department for the use of its facilities by completing the approval requirements with LSU Reservations and Event Services.

Student organizations must complete the [Request for University Facilities/Event Planner/Approval Form](#) with LSU Reservations and Event Services first. For more information on reserving university facilities, refer to the facility reservations section in this resource guide.

2. Co-sponsored Events

- Co-sponsored events are initiated and coordinated by university departments or recognized student organizations and are the primary event contact on the reservation request.
- Co-sponsorship is appropriate if there is a clear connection with or contribution to the university.
- It is intended that the educational mission of the co-sponsoring campus department or campus organization will be enhanced by the event.
- Campus organizations that co-sponsor events are responsible for the event and any related liabilities or costs associated with the event.

Event Planning Guide

Before planning your event, review the list below to begin answering these important questions which will assist us referring your club or organization to the proper office/contact person.

| Question | Answer | Other Things to Consider |
|--|--------|--------------------------|
| Proposed location of event: | | |
| Proposed day and date of event: | | |
| Number of people expected to attend: | | |
| Will there be off-campus guests? (are any of them minors?) | | |
| Start and end times of event (from/to): | | |
| Setup date and time: | | |
| Tear down date and time: | | |



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

| | | |
|---|--|--|
| Who is the primary contact for the event? | | |
| What is the vision or goal of your event? | | |
| Does this event match your club/organization's purpose statement? | | |
| Has this event been held in the past? | | |
| What level of security presence is needed? | | |
| What is your total budget for the event? | | |
| What campus services will be needed? | | |
| Will admission be charged? | | |
| Are parking fees included in admission price? | | |
| Will there be amplified sound? | | |
| Will there be an off-campus speaker? | | |
| Will there be distribution of literature? | | |
| Will there be sales & solicitation (food)? | | |
| Will food be served? | | |
| Will alcoholic beverages be served? | | |
| Will films or other production be viewed? | | |

Event Planning Timeline

Here are suggestions for timing a work schedule. Throughout the time leading up to the event, continually evaluate whether things are being done, so that trouble can be spotted and handled before it becomes serious. Be ready to readjust the plan as needed to accommodate the unexpected.

First Steps:

- Meet with OSL staff to determine feasibility of event and to discuss an overall program plan.
- Check with LSU Reservations and Event Services for availability of space on campus
- Fill out a [Request for University Facilities/Event Planner/Approval Form](#) with LSU Reservations and Event Services
- Confirm availability of artist, lecturer or performer (work with OSL to determine contractual requirements)
- Develop an advertising and marketing plan (once reservation has been confirmed)
- Attend the Event Planning Meeting (ONLY if any of the below criteria apply)
 - ✓ A campus event with an expected attendance of over 100
 - ✓ A dance or concert
 - ✓ Involves a request to serve alcohol
 - ✓ Will have cash collected at the door
 - ✓ A casino night or involves raffles or drawings
 - ✓ An auction in which students are auctioned off
 - ✓ Deemed to be moderate to high risk by Director, OSL and/or State University Police
 - ✓ In a facility or at a location that requires an Event Planning Meeting which includes but may not be limited to the University Theatre, Gymnasium, Housing, Sculpture Garden, ERC Forum, Student Union Patios, and the Vendor Walkway or whenever amplified sound is planned for an outdoor event



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

Five (5) Weeks Prior to the Event Date:

- ✓ Student organizations meet with the Loker Student Union Facility Scheduler to discuss the Event Planner Form information and obtain reservation approval and confirmation when required.

Four (4) Weeks Prior to the Event Date:

- ✓ Attend an Event Planning Meeting with organization members who will work at the event (at least one member must be an official officer of the organization), to review the details and planning of the event when/if required by the Office of Student Life. See above in Item 1 for events and circumstances that require an Event Planning Meeting. No publicity is to be posted or circulated in any way until a reservation has been fully confirmed. **This is latest this meeting can occur!**

Three (3) Weeks Prior to the Event Date:

- ✓ Based on the outcome of the Event Planning Meeting (when required):
- ✓ Provide or request an update of your event reservation from the appropriate reservations office. If the event must be cancelled or postponed, make these arrangements now by informing all relevant parties (Police, Reservations, ASI, OSL, Insurance, etc.).
- ✓ If needed, equipment and set-up requests must be forwarded to the appropriate campus office by the sponsoring organization or campus department. Delay of this information may put program reservations at risk of cancellation or postponement.

Two (2) Weeks Prior to the Event Date:

- ✓ Confirm and finalize event arrangements.
- ✓ Cancellation: A minimum of two (2) weeks notice is required for cancellation of confirmed campus event reservations. A late cancellation fee of \$50 may be assessed to the sponsoring organization if the

One (1) Week before the Event:

- ✓ Confirm facility reservations and set-up.
- ✓ Confirm arrangements for speakers/performers, including transportation, hospitality etc.
- ✓ Confirm that all volunteers know what they should be doing.
- ✓ Make a checklist of last-minute details that must be taken care of (supplies, decorations, refreshments, etc.).

One (1) Day before the Event:

- ✓ Confirm all arrangements: set up, clean up, food service, last minute publicity, technical services, security, schedules, staff duties, payment for artist – Everything!
- ✓ Contact everyone involved (including volunteers, the performer, the technical crew) and make sure they know when to be where. Confirm all arrangements with critical people once if not twice.



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Clubs and Organizations Resource Guide

Day of the Event:

- ✓ Arrive at least 1 hour before event begins.
- ✓ Make sure set-up is going on schedule.
- ✓ Check equipment; make sure it works properly.
- ✓ Make sure you have necessary payment for performers. Obtain receipts.

After the Event:

- ✓ If you are responsible for clean-up, make sure it is done.
- ✓ Thank everyone involved. Write letters or notes to anyone who contributed to the event.
- ✓ Conduct post-event evaluation; communicate suggestions to future planners and sponsors. Pay all the bills promptly.

Off Campus Event Policy

Off-Campus:

Off-campus events posted on Toro Link and/or completed on an Event Planner Form is only for reference. The university in no manner sponsors, manages, endorses or controls the nature and extent of the event, and is not responsible or liable for the consequences arising from any such event. Participation is done “at your own risk.”

Travel:

All Student Clubs and Organizations traveling outside CSUDH as a registered Student Club and Organization must adhere to CSU wide policy.

According to California State University Executive Order No. 1041:

“All students participating in CSU-affiliated programs which require travel shall be informed in writing that participation in such programs is voluntary and that travel involves risks to personal safety which could result in damage to property, injury or death. Students participating in such travel shall be informed in writing that the CSU assumes no liability for damage, injury, or death occurring on such voluntary travel and those students undertake such travel at their own risk.

All students participating in CSU-affiliated programs which require travel shall be required to acknowledge that they have been informed of the risks of travel required by such programs and to sign a statement (Attachment A) certifying that they have been informed of and undertake such travel voluntarily with full knowledge of such risks, and release and hold harmless the state of California, the California University, the campus affiliated with the program requiring travel, and each and every officer, agent, and employee of each of them, from any of the above institutions or persons, by reason of any accident, illness, or injuries, death, or other consequences resulting directly or indirectly from or in any manner arising out of or in connection with, the student being a passenger on a flight or public livery conveyance.”



Reserving Rooms & Facilities on Campus:

Student organizations must be in good standing and officially recognized by the University through the Office of Student Life. Only designated members listed on the Facilities Form will be allowed to make reservations in LSU. Student clubs and organizations are required to fill out a [Request for University Facilities/Event Planner/Approval Form](#).

LSU Reservations & Event Services Office

The Loker Student Union Reservations and Event Services Office is located on the second floor of the LSU 241. All reservations and set-ups related to the Loker Student Union are processed there. The best service and assignment of facilities is made with advance planning. It is suggested that you consult with the Loker Student Union Reservations and Event Services staff prior to making definite plans to ensure facility and equipment availability.

The [Event Planner/Approval Form](#) must be filled out entirely and turned in at the Loker Student Union Reservations and Event Services desk. Student clubs and organizations must complete and submit Request for University Facilities/Event Planner/Approval Forms two (2) weeks prior to the event.

Depending on the type of event, an *Event Planner Meeting may be requested* by the Assistant Dean of Students with other campus departments. Reasons an Event Planner Meeting may be requested can include (but are not limited to):

- Large attendance (over 100)
- Inviting guests outside of CSUDH (especially minors)
- The collection of money
- Assessing the risk of activities

Reservation Confirmations

Once a reservation is confirmed, the person making the reservation will be contacted for confirmation and signature. A copy of the Reservation Confirmation will be emailed to the customer and the signed copy of the Reservation Confirmation will be kept on file in the Loker Student Union Reservations and Event Services Office. Reservations are subject to automatic cancellation if the supporting documents are not submitted by the established deadline date.

- Reservations must be confirmed in person in the Reservations and Events Services Office, LSU Room 241. All reservations are considered tentative until the Reservations Office has received a signed copy of the reservation confirmation. Reservations not confirmed within two (2) business days after the sponsor was contacted will be automatically cancelled.

Please note that a reservation is NOT official and/or confirmed unless a Reservation Confirmation has been generated by the Reservations and Event Services Office and signed by the individual making the reservation.

Set Up and Equipment

All meeting rooms can have a specific set up dependent on the request. When completing a Request for University Facilities/Event Planner/Approval Forms, you can state how you want tables and chairs organized. Examples are but not limited to seminar style, classroom style, etc.



Student Organization Handbook

A variety of equipment is available for use by student organizations during meetings and programs held in the LSU building.

All arrangements for equipment use must be made through the Reservations and Event Services Office. The following equipment is available at no charge provided that it is used during regular operating hours and on LSU premises. Equipment is based on availability and is reserved on a first come, first serve basis:

- | | | |
|--------------------------------------|------------------------|--------------------------------|
| • Outdoor Tables | • Wireless Mics | • Presentation Remote |
| • Seminar Tables | • Lavalier/ Lapel Mics | • Laptops |
| • Rectangular Tables | • Wired Mics | • Meeting Chime |
| • Banquet Tables | • Podium/Lectern | • Up-lighting |
| • Cocktail Tables | • Table Top Podium | • Cables/Adapters/Power Strips |
| • Outdoor Sound System | • Easels | • Portable Platform |
| • Meeting Room / Portable Projectors | • Flipchart easels | • Dance Floor |
| | • Blu-ray Player | |
| | • Canopies | |

East Walkway:

Student Clubs/Organizations in good standing and officially recognized by the University through the Office of Student Life, may reserve a table on the East Walkway to provide the campus community with information regarding their club/organization, its activities or issues of concern.

The Loker Student Union does not provide equipment (i.e. tables, chairs, canopies) to locations outside of the LSU property.

Tables must be reserved through the Loker Student Union Reservations and Event Services Office at least fourteen (14) business days prior to the date of the tabling event.

Club/Organizations are prohibited from soliciting donations unless the event was designated and approved as a fundraiser.

Food and beverages may not be dispensed without prior approval from the Loker Student Union Reservations and Event Services Office, Campus Dining Services, and the Office of Student Life. Required forms are available at the Reservations and Event Services Office.

Note: ***Amplified sound is not allowed on the East Walkway***

Cancellations and No Shows

The Loker Student Union Reservations and Event Services Office reserves the right to cancel reservations without notice if required forms, event details, or payments have not been submitted by deadlines specified above. With regards to tabling, any club arriving more than two hours late for an East Walkway reservation will be considered a No-Show.



Cancelling Reservations with No Charges:

Reservations must be cancelled by the individual whose name appears on the reservation confirmation, no later than forty-eight (48) hours prior to the event. Reservations cancelled within forty-eight (48) hours of the event will be considered a No-Show.

Cancelling Reservations with Charges:

Reservations cancelled more than ten (10) business days in advance will not be invoiced. Reservations cancelled less than ten (10) business days in advance, but more than forty-eight (48) hours will be invoiced for fifty percent (50%) of meeting space rental fee.

Reservations cancelled less than forty-eight (48) hours prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

No-Show Procedure:

The following procedures will be enforced for recognized clubs/organizations in the event of a No-Show.

- First Occurrence: The Loker Student Union Reservations and Event Services Office will send a letter of warning to the student organization and advisor outlining the No-Show policy. A copy of this letter will also be sent to the Office of Student Life.
- Second Occurrence: The Loker Student Union Reservations and Event Services Office will cancel all reservations until fees are paid for use of reservation. If the club/organization wishes to reinstate reservation privileges, they must pay all fees first
- Third Occurrence: The Loker Student Union Reservations and Event Services Office will send a letter of warning to the student organization and advisor outlining the No-Show policy. A copy of this letter will also be sent to the Office of Student Life. Cancellation of ALL existing reservations in LSU facilities, and suspension of any new reservation requests for a period of ten (10) weeks will occur.

Extended Building Hours Fees

Charges will be assessed for events taking place outside of normal operating hours, including set-up and tear-down times. Events taking place during normal operating hours will not incur any additional charges.

Decorations

Decorations must be approved in advance by the LSU Reservations and Event Services Office. Please follow these guidelines:

- Only battery-operated candles are allowed.
- Decorations may not obstruct egress, doors, emergency exits, and fire & life safety equipment.
- All decorations must be constructed of non-flammable materials.
- Confetti, glitter, rice, oil, lamps, and/or open flames are strictly prohibited.

Organizations should be aware that for liability reasons, the LSU cannot provide ladders. If other equipment is needed, a LSU employee will be required to assist the organization and applicable personnel fees must be paid by the organization.

It is the sponsoring organization's responsibility to remove all decorations. Failure to do so will result in the assessment of a cleaning fee. Groups can make prior arrangements to pay applicable cleaning fees for LSU or LSU contracted custodial staff to remove decorations. Any damages to the facility as a result of decorations will be charged to the sponsoring organization.



Club Management:

Officer Roles

Individuals willing to be considered for leadership roles should be aware of and committed to the time and energy required for the task. Below are duties that should be included in the responsibilities of your club officers.

President

- Attend LEAD training each year
- Provide overall responsibility for the operation of the club
- Call and presides at meetings
- Review and approve all financial activity

Vice President

- Perform the duties of president in their absence or inability to serve
- Provide support to the club president

Treasurer

- Attend mandatory training annually
- Be responsible for the general supervision of the finances of the club
- Be responsible for the preparation of a budget
- Receive all payments due, collect dues, issue receipts
- Be responsible for the prompt payment of all bills
- Maintain up-to-date financial records
- Give a financial report at each meeting

Secretary

- Track attendance of members at events and meetings
- Keep full minutes of all meetings and record all action taken by the student organization
- Maintain a file that includes minutes, copies of contracts, correspondence
- Be responsible for all official club correspondence

Running Effective Meetings

When meetings are efficiently run, more is accomplished and members are happier and more willing to attend and participate. Meetings should give members a chance to discuss and evaluate goals and objectives, keep updated on current events and keep the group cohesive. Most of all, meetings allow groups to pull resources together for decision-making about programs, policies, etc. and to follow-up after the meeting.

There are three basic elements which are essential components of a good meeting:

1. Planning
2. Organization
3. Running the Meeting





1. Planning

Take a few minutes several days before the meeting to think through and decide on the topics to discuss at the meeting. Only discuss things that pertain to the entire group. Do not waste other people's time by discussing something with a specific person. Do that before or after the meeting. Give some thought to the content of the meeting. It will save time during the meeting.

2. Organization

Establish an agenda. When you develop an agenda, do it at least two days prior to the meeting. As much as possible, involve the general membership and advisor when planning the agenda. Either have members share their input from the previous meeting, or they can email items a day or two before a meeting. This gives the membership an opportunity to help in the planning of the meeting.

3. Running the Meeting

START ON TIME! If the group falls into a bad habit of starting a meeting late, the members will be more likely to arrive late on a regular basis. If a meeting starts on time every time, people will make an effort to arrive on time. Maintain a smooth flowing meeting. Don't let the meeting get out of control. Have members raise their hand to be recognized.

End the meeting on a high point. Summarize important decisions, make sure assignments are clear. Confirm and remind about the next meeting; review the process for offering agenda times.

Advertising and Marketing:

Posting Policy

Complete information on the CSUDH Posting Policy can be found here:

- <http://www4.csudh.edu/student-rights/campus-policies/posting-policy/>

The primary objective of these regulations is to ensure that CSU Dominguez Hills maintains an orderly appearance appropriate to a university campus while providing members of the greater university community with a maximum publicity outlet. Cooperation is essential to creating an attractive and pleasant environment for students, organizations, staff, and visitors. The University reserves the right to determine time, place and manner for all items related to posting of information, and freedom of speech activities.

Regulations

Organizations currently recognized by or registered with the University, campus committees and commissions, individual students, faculty and staff are allowed to publicize on campus, providing they comply with the regulations established by the University. Publicity for off-campus entities and personal notices shall be restricted to Activities Bulletin Boards outside the Student Union as designated by this policy.



Student Organization Handbook

Designated Posting Areas

Activities Bulletin Boards

- A listing of Activities Bulletin Boards and a map of locations is available in the Office of Student Life.
- Activities Bulletin Boards inside the Student Union are reserved for Student Organizations and Campus Departments Only.
- Items posted on designated bulletin boards must:
 - be at least 4 x 6 inches
 - not exceed 11 x 17 inches

Only one item for the same event per bulletin board, regardless of the style of flyer. Thumb tacks or staples may be used to affix materials to bulletin boards. Adhesives (tape, glue, stickers, etc.) may not be used on any bulletin board or painted surface.

Prior to posting, all student organizations are required to have event approval and confirmation of space reserved.

Flyers

All flyers must be approved by the Office of Student Life (LSU 121). Each student club and organization are allowed 17 flyers to be approved and posted in the Office of Student Life designated boards for one event. Flyers can only be approved for two weeks. We do recommend that you use Toro Link for advertising.

Each flyer must meet the following requirements:

- No more than 16 copies (Please bring 1 additional copy for our office to keep)
- Flyers must be at least 4 x 6 inches and not exceed 11 x 17 inches
- Name of event or what is being advertised
- Student events must be approved by the Office of Student Life, prior to posting flyers
- Time and location
- Contact information is required

All flyers will have an approval expiration date of either/or:

- 2 weeks from the date of approval
- the date after the event

Banners

Student clubs and organizations can also create banners in OSL LSU 121 to advertise events. Banners must have stamp approval from the Office of Student Life and are only approved for two weeks. These banners are only approved to post on the railings in LSU East Walkway. Failure to approve banners prior to posting them will result in consequences such as immediate removal of posted banners. Each banner must meet the following requirements:

- Banners must be no longer than 6 feet long
- Name of event or what is being advertised
- Student events must be approved by the Office of Student Life, prior to posting flyers
- Time and location (if necessary)
- Contact information (if necessary)



Student Organization Handbook

All banners will have an approval expiration date until the date after the proposed event. Student Clubs and Organization must take down their banners the day after their event.

Social Media

When posting on social media, we ask that you use sound judgment and common sense, by adhering to CSUDH's values, and by following the [CSU Dominguez Hills code of conduct](#) and all other applicable policies.

Tips for Social Media Success:

- Be transparent
- Be professional
- Follow the recommended standards: [The CSUDH Brand](#)
- Let the subject matter expert respond
- When in doubt, do not post
- Respect copyright laws
- Quality matters

Handling inappropriate posts:

- Do not respond to the post.
- Print and save a copy of the post for your records. Include the date when it was originally posted and who posted it.
- Notify your On-Campus Advisor for advice.
- Consult with the Office of Student Life as to appropriateness of removal of the post and taking further action.

Toro Link:

Want to find out what's happening on campus? Check out Toro Link at www.torolink.csudh.edu and you can find out what's happening on campus with a click!

Benefits of Clubs and Organizations to use Toro Link:

- Toro Link is the digital platform for all student organizations to let others know what you are about.
- All active clubs and organizations will have a webpage via Toro Link. Toro Link will give you the opportunity to market your organization, promote events, recruit, maintain club roster, communicate with club members, create forms, organize club documents, and run elections. Over 10,000 active users and over 10,000 users eager to get involved with your club.
- The club president or designee will have access to change the organization page by uploading pictures, documents, creating events and forms as well as updating the roster.
- Organizations are able to create events which will appear on the calendar which is available to all students to view.
- Toro Link is also a great opportunity for organizations to use the secure on-line election platform.



Funding and Finances:

Recognized student organizations are required to follow the California State University (CSU) guideline regarding student organization accounts. Associated Students Inc. (ASI) will provide banking processes including but not limited to new accounts, deposits and reimbursements. Student organizations will utilize one of two options for the financial management of their organization:

Option A: The student organization uses on-campus banking (*Most student organizations*)

- Through Associated Students Inc. (ASI)
- Determine two account signers
- Print out Account Set Up Form <http://www4.csudh.edu/foundation/docs-forms/index>
- Submit completed form to ASI
- Once account has been created the organization can deposit and request checks using the forms Check Request and Deposit Memo found on the ASI forms page. Ensure to keep account signers updated to ensure access to your funds.
- Turn in all completed check requests and deposit memos to the ASI office for processing.

Option B: The student organization files an exemption from utilizing on-campus banking

- The request for an exemption will only be considered if the student organization is affiliated with a national organization, such as fraternities or sororities, with a Federal Tax Identification Number **and**
- The student organization bank account uses that Federal Tax Identification Number under the guidance of their national organization.

How to Request an Exemption:

- Student organizations that are affiliated with a national organization and utilize the national organization's Federal Tax Identification Number obtained from the IRS can seek to be exempt from the on-campus banking process. To begin the process, please contact Troy Bartels at the Office of Student Life, LSU 121 or call (310) 243-2081.

Associated Students, Inc. (ASI):

The mission of the Associated Students, Inc. is to provide leadership opportunities for students that ensure responsible and effective participation in the government of the campus. ASI advocates for the student rights, render an official voice through which students' opinions may be expressed and provide educational, social and cultural activities which enhance student life at California State University, Dominguez Hills.

ASI funds are available to student clubs and organizations for various campus events. Those funds are available through two distinct commissions: the Organizations Commission and the Student Activities



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Student Organization Handbook

Commission. The Organizations Commission is exclusively for student organizations and the request maximum per organization is \$500. The Student Activities Commission makes funds available to student organizations and campus departments with no maximum amount; however financial input is required from the originating entity. A [Program Partnership Form](#) should be submitted to the ASI office at least 6 weeks prior to your event. Please review the ASI Program Partnership Policy and Guidelines for more details at <http://www.asicsudh.com/forms/clubs-and-organizations/>.

Donations:

All requests for private donations from individuals, foundations, corporations, or other organizations (such as giveaways, prizes, etc.) must be reviewed and approved by the Office of Advancement Services prior to solicitation. Student clubs and organizations must adhere to all University Policies and Procedures governing fundraising activities. For any questions, please contact the Office of Advancement Services in WH 425 or at 310-243-2182.

Important Policies Relating to Student Organizations:

A. Prohibition on Hazing:

California State University, Dominguez Hills prohibits any and all forms of hazing. Hazing, or conspiracy to haze, is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution.

The term “hazing” does not include customary athletic events or school-sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section. [California Code of Regulations, Title 5. Education, 41301. Standards for Student Conduct Section B-8]

B. Non-Discrimination Policy:

California State University, Dominguez Hills affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in any program or activity of the University on the basis of race, color, religious creed, national origin, sex, gender identification, gender expression, ancestry, physical disability, mental disability, medical



Student Organization Handbook

condition, pregnancy, age (over 40), marital status, sexual orientation, genetic information, covered veteran status, or any other legally protected classification that precludes a person from consideration as an individual. Further, the University's commitment requires that no retaliation shall occur because an individual filed a complaint of discrimination or harassment or some other way opposed discriminatory practices, or participated in an investigation related to such complaint.

This policy is in accord with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Vietnam Era Veterans' Readjustment Act of 1974, related federal and state laws, and related administrative regulations and executive orders.

If you feel you have been the victim of discrimination, harassment, retaliation or sexual harassment in connection with your association with the University, or have other related inquiries please contact the Title IX Coordinator:

Elizabeth Schrock

Title IX Officer

Welch Hall, room B-470

Monday- Friday 8:00AM- 5:00PM

310-243-3492

Executive Orders:

[Executive Order 1095](#)

[Executive Order 1096](#)

[Executive Order 1097](#)

Your concern will be treated confidentially to the extent the law permits, considered carefully and investigated promptly in accordance with university policies.

C. Title IX Notice of Non-Discrimination

The California State University does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender or sexual orientation in employment, as well as in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

D. Policy on the Prohibition of Sexual Harassment CSU Executive Order 1097

The California State University (CSU) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in Age, Disability (physical and mental), Gender (or sex), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, and Veteran or Military Status, and other characteristics that make our community unique.



Student Organization Handbook

All Students have the right to participate fully in CSU programs and activities free from Discrimination, Harassment, and Retaliation. The CSU prohibits Harassment of any kind, including Sexual Harassment, as well as Sexual Misconduct, Dating and Domestic Violence, and Stalking. Such misconduct violates University policy and may also violate state or federal law. All sexual activity between members of the CSU community must be based on Affirmative Consent.

Engaging in any sexual activity without first obtaining Affirmative Consent to the specific sexual activity is Sexual Misconduct and constitutes a violation of this policy, whether or not the sexual activity violates any civil or criminal law.

E. Prohibited Conduct

- Discrimination, including Harassment, because of any Protected Status: i.e., age, Disability (physical and mental), Gender (or sex), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, sex stereotype, and Veteran or Military Status
- Retaliation for exercising rights under this policy, opposing Discrimination or Harassment because of a Protected Status, or for participating in any manner in any related investigation or proceeding
- Dating and Domestic Violence, and Stalking
- Sexual Misconduct of any kind, which includes sexual activity engaged in without Affirmative Consent
- Employees from entering into a consensual relationship with any Student over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority.

F. Sexual Assault and Related Violence

The California State University, Dominguez Hills does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the University (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. CSU Executive Order 1095-<http://www.calstate.edu/eo/EO-1095.html>

As a result, California State University, Dominguez Hills issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, California State University, Dominguez Hills prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Student Organization Handbook

For more information visit <http://www4.csudh.edu/dhpd/clery/sexual-assault/index>

On-Campus Services:

- Student Health Center & Psychological Services, (310) 243-3629
- Women's Resource Center: Small College Complex 148, (310) 243-2486
- Office of Student Life, Anna Liza Garcia, Assistant Dean of Student Life: LSU 121, (310) 243-2081
- University Police: Welch Hall B100, "911", non-emergencies, (310) 243-3639

YWCA – Greater Los Angeles, Sexual Assault Crisis Services

24 Hour Crisis Hotline (877) 943-5778

Who to Contact If You Have Complaints, Questions or Concerns:

Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. The CSUDH Sexual Assault Advocate, Jacqueline Urtez at Small College Complex 142 or (310) 243-2567 is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

G. Notification of Compliance with the Americans with Disabilities Act (ADA)

California State University, Dominguez Hills does not permit discrimination on disability in admission to, access to, or operation of its instruction, programs, services, or activities, or in its hiring and employment practices. Also, the University does not permit harassment based on a protected disability. In addition, the University does not permit discrimination or harassment based on an applicant's, employees, or student's relationship with or association with anyone with a known protected disability.

Upon request, the University will consider reasonable accommodation(s) when needed to facilitate the participation of persons with protected disabilities. Reasonable accommodations will be considered to permit individuals with protected disabilities to: (a) complete the admission/employment process; (b) perform essential job functions; (c) participate in instruction, programs, services or activities; and, (d) enjoy other benefits and privileges of similarly situated individuals without disabilities.

Questions, concerns, complaints and requests for reasonable accommodation or additional questions may be answered in Welch Hall D-180.



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Student Organization Handbook

Campus Contacts:

| Department/Organization | Location | Phone Number | Email |
|---------------------------------|------------|----------------|--|
| ASI (Associated Students, Inc.) | LSU 231 | (310) 243-3686 | asi@csudh.edu |
| DH Catering | LSU 215 | (310) 243-3814 | dhcatering@csudh.edu |
| Housing | Building A | (310) 243-2228 | housing@csudh.edu |
| LSU Reservations | LSU 241 | (310) 243-2013 | reservetheunion@csudh.edu |
| LSU Activities Office | LSU 120 | (310) 243-2640 | lsuactivities@csudh.edu |
| MCA (Multicultural Affairs) | LSU 110 | (310) 243-2519 | mca@csudh.edu |
| OSL (Office of Student Life) | LSU 121 | (310) 243-2081 | csudhosl@gmail.com |
| Parking | SCC 200 | (310) 243-3725 | parkingsa@csudh.edu |
| Police | WH B100 | (310) 243-3639 | police@csudh.edu |