

CSUDH Policies, Procedures and Expectations

PRINT CLEARLY:

Student Organization: _____

Student President: _____ Date: _____

Student Treasurer: _____ Date: _____

Advisor Name: _____ Date: _____

Advisor Title: _____ Ext.: _____

Advisor Department: _____ Advisor E-mail: _____

Recognition Policies:

1. President and Treasurer GPA and Unit Enrollment:

All officers must be matriculated, currently enrolled students at CSUDH.

- **Undergraduate** organization **President** and **Treasurer** must maintain both a **2.3** cumulative and previous term GPA and be enrolled in at least 6.0 units.
- **Graduate Students/Credential** organization **President** and **Treasurer** must maintain both a **3.0** cumulative and previous term GPA and be enrolled for at least 3.0 units.
- Both President and Treasurer must be on good standing (academic and disciplinary) with the university. The same person cannot hold the roles of both President and Treasurer.

(If for any reason a president, treasurer and/or advisor changes, it is the responsibility of each organization to update the organization’s officer roster within one (1) week of the change. Pertinent documents must be resubmitted to the Office of Student Life)

2. Membership:

Official recognition of a student organization requires a minimum of five (5) CSUDH students who are currently enrolled in at least 6.0 units. Voting membership is restricted to matriculated, currently enrolled students at CSUDH.

3. Membership of Non-Students:

Faculty, staff, alumni, and non-university individuals may participate in the meetings and activities of the organization but may not vote, hold office, or serve in any formal leadership positions other than to serve as an advisor (CSUDH faculty and staff only). A maximum of 20% of the members of a student organization may be individuals who are not CSUDH students, e.g., community members, students at other colleges.

4. Advisors:

Student organizations are required to secure a CSUDH faculty/staff member to serve as an advisor (*CSU Executive Order No. 1068*). Campuses may permit part-time faculty and professional staff to serve as advisors.

Requirements:

- The advisor must be a faculty member or professional member. Advisors cannot be employees of auxiliary organizations (Loker Student Union, Associated Students Inc., Bookstore, etc.) or CSUDH Foundation.
- The advisors must submit an approved and signed *Advisor Agreement Form* with the signature of their supervisor or department chair.
- The advisors must complete Advisor Training once per academic year.

- The advisors must be 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/ campus approval.

5. Advisor Involvement & Participation:

Advisors and student leaders should meet on a monthly basis if not bi-monthly. A student organization must have an advisor present at certain events if deemed necessary by OSL when approved.

6. Student Organizations Should Not Be Run for Profit:

Student organizations *are not* Federally Tax-Exempt Nonprofit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c) (3) status) is a legal procedure which then commits your organization to the annual reporting procedures required by the IRS.

I agree with terms of recognition _____ (President Initials)

I agree with terms of recognition _____ (Treasurer Initials)

Student Organization Events:

7. Event Approval and Advertising:

All on-campus events sponsored by student organizations must submit an Event Planning Form at least two (2) weeks prior to the event and receive approval from the Office of Student Life. Events cannot be advertised on Toro Link, social media or print materials prior to approval.

- Events that involve more than 100 attendees, speakers, catering, off-campus guests, donations, fundraising, amplified sound, raffles, vendors, movies and minors will need an Event Planning Meeting coordinated by the Office of Student Life.
- Events will not be approved without the proper documentation and authorization turned-in in a timely manner.

8. Check-in:

All on-campus events sponsored by student organizations will need to use the Toro Link check-in to record names of event attendees.

9. Off-Campus Student Organization Events:

The university in no manner sponsors, manages, endorses or controls the nature and extent of any off-campus student organization events. CSUDH is not responsible or liable for the consequences arising from any such event. Any participation is done at one's own risk.

10. Alcohol:

The unlawful manufacture, distribution (by either sale or gift), dispensing, possession or use of alcohol or a controlled substance is prohibited anywhere on the campus. The prohibition of illicit drugs and alcohol abuse helps to assure students, faculty and staff, visitors and guests that the University is exercising this responsibility.

11. Hazing:

No member of any organization shall 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 this institution (*California Education Code, Article 8, Sections 10851-10853*). ***Any individual found sponsoring or in any way engaging in hazing activities may be subject to university disciplinary action and/or criminal prosecution. Any CSUDH recognized student organization found sponsoring or in any way engaging in hazing activities is subject to suspension or permanent revocation of university recognition and the accompanying privileges.***

12. Sexual Assault and Related Violence:

CSUDH 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>

13. Loker Student Union:

The Loker Student Union and the Reservations and Event Services Office have specific policies on use of space and reservations. Violation of Loker Student Union policies may result in the cancellation of the student organization event and loss of privileges. Please contact Reservations and Event Services for more information.

14. Liability and Special Event Insurance:

CSUDH insurance covers “low risk” events on campus (e.g., banquet, meetings) and many “medium risk” events (e.g., speakers, performances). Events deemed as “higher risk” (e.g., fashion shows, sport tournaments) are not covered and the sponsoring student organization will be required to purchase insurance. Events are classified individually by the Office of Student Life. For “higher risk” events, OSL will facilitate an insurance quote. Student organizations will be responsible for payment prior to the event.

Constitution and Bylaws:

15. Constitution/Bylaws:

Each organization is required to submit and maintain a current organization constitution and bylaws. All student organization constitution and bylaws should include the following: statement of non-discrimination; anti-hazing; prohibition of the purchase of alcohol; listing of officer positions or responsibilities; provisions for the selection of advisors; the amount of expenditures that can be approved by the executive board; and procedures for amending the constitution and bylaws. A template constitution and bylaws is provided.

16. Non-Discrimination:

Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities or to other university living groups. (*Title 5, California Code of Regulations, Section 41500*).

Students Rights and Responsibilities:

17. Student Organization Code of Conduct:

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. 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. Any violations or inappropriate conduct should be reported to the Assistant Dean of Students in the Office of Student Life in Loker Student Union 121 or the Office of Community Standards in Welch Hall 400 (Student Conduct Code Title 5, Article 2, Section 41301).

18. Probation, Suspension, and Revocation:

Student organizations that do not comply with campus policies, direction, federal, state, or local laws are subject to disciplinary sanctions that include probation, suspension, or revocation. Probation consists of loss of privileges, suspension removes a student organization’s recognized status for a period of time, and revocation removes the organization's recognized status permanently. In addition, individual members and/or officers may be held individually responsible and subject to the student judicial process. Consequences can consist of sanctions up to and including suspension or expulsion from campus or the CSU system.

19. Banking:

Recognized student organizations are required to follow the California State University (CSU) guidelines regarding student organization accounts. Associated Students Inc. (ASI) will provide banking processes including but not limited to new accounts, deposits and reimbursements. Exemptions are limited for off-campus banking but can be requested through the Office of Student Life with the necessary approval of the CSUDH Chief Financial Officer.

20. Financial Responsibility:

An organization which fails to meet its financial obligations or has a deficit balance with the university will be informed as to the situation and may lose CSUDH Recognition.

21. Student Organization Governance:

Student organizations at CSUDH are self-governed. Their actions, activities, and interests are determined by the membership of the organization. Student organization advisors are responsible for providing advising and guidance for the organization. Advisors or other University officials should intervene only to prevent the violation of CSUDH policy, Student Code of Conduct, or Student Organization Code of Conduct. If questions or concerns arise, please contact Office of Student Life at 310-243-2081.

22. Associated Students, Inc. (ASI) Organizations Commission:

Any organization interested in ASI funding through Organizations Commission must send a representative to the Commission meeting once a month. Check with ASI, LSU 231 for times and dates.

Toro Link Rights and Responsibilities:

23. Posting on Toro Link:

Material posted on Toro Link carries the same responsibilities as traditional printed materials: members cannot make false, misleading and/or deceptive claims. All students must abide by CSUDH Policies, state laws and federal laws. Student organization members with access to their own Toro Link student organization page must respect other user's personal data, including photos or emails. Individuals cannot release or post personal data without the person's consent.

Leadership Certification:

By signing below, I indicate and confirm that I have read, and that I will refer and abide by all CSUDH Policies and Procedures including the CSUDH Student Code of Conduct. I accept this responsibility as the President, Treasurer or Advisor of the above- named student organization and accept responsibility with my signature.

Signature of President: Academic Year: Date:

Signature of Treasurer: Academic Year: Date:

Advisor Signature: Academic Year: Date: