



# STARTING AND RENEWING YOUR CLUB/ORGANIZATION

*Step-by-Step Guide*

## **STUDENT LEADERSHIP PROGRAMS (SLP)**

**Leadership, Career and Health | Student Life**

Division of Student Affairs

## QUICK CHECK LIST – STARTING A CLUB/ORGANIZATION

### Step One: Exploration of Interest/Organizational Stage

- Attend a “How to Start a Club/Organization Workshop” to learn about the policies, procedures and requirements for starting a club/organization.
- Recruit five club/organization members.
- Recruit an advisor.
- Submit a Request for Exploration of Interest Form (*five members required*).

### Step Two: Registered/Recognized

- Submit the following materials to the S.E.A.L. Center (BT1538) in hard copy AND electronic format to [studentleadership@csuci.edu](mailto:studentleadership@csuci.edu).
  - Minutes from the meeting ratifying the constitution and elections
  - A ratified constitution
  - Type, print and submit the Club/Organization Application Packet
    - A Club/Organization Update/Renewal Application
    - A Club/Organization Member Roster
    - A Club/Organization Officer Roster
    - Club/Organization Member Roster
  - Revised constitution (when applicable)
  - Signed Discrimination and Hazing Statements Form from each club member
- The president and advisor must attend an orientation
- Each club/organization member must submit a signed Discrimination and Hazing Statements Form

## QUICK CHECK LIST – RENEWING A CLUB/ORGANIZATION

In order to renew club/organization recognized/registered status each **fall** (for the academic year), the following must be accomplished by Friday of the third week of the fall semester:

- Submit the following materials to the S.E.A.L. Center (BT1538) in hard copy AND electronic format to [studentleadership@csuci.edu](mailto:studentleadership@csuci.edu).
  - Minutes from the meeting during which officer elections took place.
  - Type, print and submit the Club/Organization Renewal Packet including the following:
    - Club/Organization Update/Renewal Application
    - Club/Organization Officer Roster
    - Club/Organization Member Roster
  - Revised constitution (when applicable).
  - Signed Discrimination and Hazing Statements Form from each club member
- The president and advisor must attend an orientation and sign agreement

In order to maintain club/organization recognized/registered status each **spring**, the following must be submitted by Friday of the third week of the spring semester:

- Club/Organization Membership Roster Update (utilized to verify grade point average and judicial standing)

Clubs/organizations that submit materials during the priority acceptance period will have member eligibility verified during the break period between semesters and will be able to be active on the first day of school. Roster updates received after the priority acceptance period will require 5-10 business days for processing eligibility.

Should a recognized/registered club/organization fail to meet the requirements, their status as a registered/recognized club/organization will be referred to the director of Leadership, Career and Health for review and the club/organization may lose registered/recognized status.

## INTRODUCTION

California State University Channel Islands' (CSUCI) clubs/organizations compliment the variety of co-curricular programs offered by Student Leadership Programs and Housing and Residential Education. This Step-by-Step Guide has been created to assist club/organization officers and members with the formation and development of their club. A website titled "ABC's of Club/Organization Management" is available on the University website to assist with the administration of clubs/organizations. Additionally, all club/organization presidents and advisors are required to attend an orientation session to learn policies and procedures relating to managing their club/organization and to communicate this information to all individuals associated with their respective club/organization.

Clubs/organizations are meant to provide learning and developmental opportunities for members through their individual participation. Club/organization members may also have opportunities for involvement in functions such as fundraising, public relations and marketing, membership recruitment, program organization and management, fiscal management, and event operations. Involvement in a student club/organization contributes to and enhances an individual's ongoing educational development.

## STUDENT LEADERSHIP PROGRAMS (SLP)

### PURPOSE

SLP promotes leadership, experiential and service-learning and student involvement as integral aspects of the university experience. SLP is based on the premise that leadership is a process whereby individuals can learn and develop leadership skills. Supporting the University mission, SLP fosters the development of student leaders to prepare them to serve as ethical, responsive and skilled leaders in our multicultural society.

### STAFF

Student Leadership Programs consists of two full-time employees, one senior student supervisor and two club/organization student assistants.

#### **Student Assistants**

##### ***Eva Klein, Center Supervisor and Leadership Assistant***

- Major: Liberal Studies
- Graduation Year: 2010

##### ***Michael Milligan, Clubs/Organizations Assistant***

- Major: Communication
- Graduation Year: 2010

##### ***Margo Hardin, Clubs/Organizations Assistant***

- Majors: Political Science and Communication
- Graduation Year: 2011

#### **Professional Staff**

##### ***Jaimie Hoffman, interim associate director of Leadership, Career and Health***

- In progress: Ed.D. in Educational Leadership, University of California at Los Angeles
- M.Ed. in Higher and Postsecondary Education, Arizona State University
- B.A. in Music, California Lutheran University

##### ***Deborah Gravelle, director of Leadership, Career and Health***

- In progress: Ed. D. in Educational Leadership, California Lutheran University
- M.S. in Counseling, Specialty in Career Counseling, California State University Northridge
- B.A. in Sociology, California State University Northridge

## CLUBS AND ORGANIZATIONS

Student Leadership Programs (SLP) encourages students to establish clubs/organizations that meet an unmet need. Clubs/organizations must design and implement programs, events, and activities which support and enrich the goals of CSUCI's educational mission. Involvement in clubs/organizations presents students with the opportunity to broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service. Student participation in clubs/organizations attracts new students to our campus and integrates them into our CSUCI culture and traditions. Student clubs/organizations strengthen campus-community relations, improve inter-institutional communications, and facilitate students' acquisition of skills.

### CLUBS AND ORGANIZATIONS

#### **Club**

A club is a group of students organized with a similar interest for a social, literary, athletic, political, or other common purpose.

#### **Organization**

An organization is a group of students organized *for and acting toward* a particular cause. Typically organizations are institutional (as described below) or nationally affiliated.

### TYPES OF CLUBS/ORGANIZATIONS

Student clubs/organizations are placed into one of five categories based upon their members' interests and goals. This is done to foster communication between clubs/organizations that may share similar philosophical underpinnings and to assist interested students in locating and finding a suitable club/organization for their needs. The categories available to select from are:

#### **Academic & Professional**

A club/organization with the stated objective of providing an opportunity for individuals to discuss and share information related to a specific academic discipline, topic or interest. These clubs/organizations provide opportunities to get to know other students in one's academic discipline as well as faculty members inside and outside of the classroom. Members will be exposed to opportunities for networking and leadership development. In addition, the Academic & Professional category includes honor organizations whose membership is based on academic achievement and recognition of such accomplishments. These clubs or organizations hold meetings and sponsor events throughout the year as well as initiation ceremonies, and may request **recognition**.

#### **Honorary**

Members of these clubs/organizations are recognized on the basis of academic achievement and accepted by invitation only. An honorary club/organization does not hold meetings throughout the year, but instead holds initiation and recognition ceremonies. They are expected to submit a charter renewal form once per renewal period and are not eligible for ASI funding. These clubs/organizations may **only request registration**.

#### **Institutional**

An organization is deemed "institutional" if it serves to promote or is a function of the University's institutional mission and goals. These groups, by design, are essential to the fundamental purpose of student learning. Student Government, Student Programming Board, *The Nautical Yearbook*, and the *CI View* Student Newspaper are considered institutional organizations. These organizations may request **recognition**.

#### **Sports Clubs**

A registered sports club that is highly organized and provides instruction and competition at the extramural level is in this classification. Competitive sports clubs are generally characterized by their participation in a league or conference and their affiliation with a regional or national governing body. Competitive sports clubs generally have a coach to assist with instruction and regulation of playing time but coaches do not have administrative responsibility for the club.

#### **Special Interest**

A club/organization with the purpose of providing a place for members to discuss issues relevant to them, express their interest in a given subject, serve as a support group for students on campus or as representatives of a group off campus, or act toward the advancement of social interests that affect both the University and the community at large.

Clubs/organizations in this category include those that are cultural, religious and hobby-related in nature, and those that strive for greater social advocacy. These clubs/organizations may **request recognition**.

## CLUBS/ORGANIZATIONS AT CSUCI

To be officially recognized/registered by Leadership, Career and Health (LCH), the purpose and goals of the club/organization must exhibit a clear relationship to the CSUCI educational mission by demonstrating a commitment to one or more of the following: citizenship, creativity, expression, culture, health, intellect, life and career planning, intrapersonal and interpersonal communications, values and integrity, integrative approaches, experiential and service learning, multicultural perspectives or international perspectives.

## RECOGNIZED AND REGISTERED CLUBS/ORGANIZATIONS

Recognized*	Registered*
Membership is open to <b>any</b> registered student. This club/organization <b>does not limit</b> its membership based on gender, GPA, political affiliation, or any other criteria and <b>does not require dues</b> .	Typically there is a <b>restrictive clause in the membership</b> . Registered clubs/organizations may limit their membership based on gender, GPA (beyond the minimum requirement of 2.0 or above for general members and 2.5 or above for officers), political affiliation or other criteria and/or require dues.
Recognized clubs/organizations may: <ul style="list-style-type: none"> <li>• apply for ASI funding,</li> <li>• use the University name/logo when advertising their club/organization,</li> <li>• solicit contributions, underwriting and advertising outside the University,</li> <li>• reserve space on campus for events and meetings,</li> <li>• participate in the student clubs/organizations fair,</li> <li>• may hold meetings once they have been approved, and</li> <li>• be listed in the student clubs/organizations directory.</li> </ul>	Registered clubs/organizations may: <ul style="list-style-type: none"> <li>• reserve space on campus for events and meetings,</li> <li>• participate in the student clubs/organizations fair,</li> <li>• may hold meetings once they have been approved, and</li> <li>• be listed in the student clubs/organizations directory.</li> </ul>
	Registered clubs/organizations may <b>not</b> : <ul style="list-style-type: none"> <li>• apply for ASI funding,</li> <li>• use the University name/logo when advertising their club/organization, or</li> <li>• solicit contributions, underwriting and advertising outside the University.</li> </ul>

*\*Both registered and recognized clubs/organizations are required to complete the same paperwork.*

# THE “TWO STEP” REGISTRATION PROCESS

Any CSUCI student with an interest in a particular club/organization may seek to create a registered/recognized club/organization. There are two stages to becoming a registered/recognized club/organization; the length of time to complete each stage is primarily dependent upon the interest of the students and the effort expended to complete the necessary requirements.

## STEP ONE: EXPLORATION OF INTEREST/ORGANIZATIONAL STAGE

In order to enter the Exploration of Interest Stage, you must:

- Attend a “How to Start a Club/Organization Workshop” to learn about the policies, procedures and requirements for starting a club/organization.
- Recruit five club/organization members.
- Recruit an advisor.
- Submit a Request for Exploration of Interest Form. **A minimum of five students is required to achieve exploration of interest status.**

When exploration of interest status is approved, your club/organization may print flyers and hold interest meetings to recruit interested members. **To prepare for candidacy the primary purpose of the club/organization should be defined, executive board officers should be elected, members should be recruited (at least five), an advisor should be selected and a constitution should be developed.**

## STEP TWO: REGISTERED/RECOGNIZED

When the following information/paperwork is received and reviewed by Student Leadership Programs, member grades will be checked and judicial status will be verified in order to determine registered/recognized status:

- Submit the following materials to the S.E.A.L. Center (BT1538) in hard copy AND electronic format to [studentleadership@csuci.edu](mailto:studentleadership@csuci.edu).
  - Minutes from the meeting ratifying the constitution and elections
  - A ratified constitution
  - Type, print and submit the Club/Organization Application Packet
    - A Club/Organization Update/Renewal Application
    - A Club/Organization Member Roster
    - A Club/Organization Officer Roster
    - Club/Organization Member Roster
  - Revised constitution (when applicable)
  - Signed Discrimination and Hazing Statements Form from each club member
- The president and advisor must attend an orientation
- Each club/organization member must submit a signed Discrimination and Hazing Statements Form

There are numerous resources on campus to assist students and advisors in effectively working with their clubs/organizations. Should you need assistance regarding University rules and policies, student leadership, financial management, project planning, conflict resolution, problem solving or personal counseling, feel free to call the S.E.A.L. (Student Engagement and Applied Leadership) Center at (805) 437-3356 for more information. Additional resources are provided to assist with completing this process such as sample constitutions on the website “ABCs of Managing Your Club/Organization,” located on the University website.

## CLUB/ORGANIZATION RENEWAL

In order to renew club/organization recognized/registered status each **fall** (for the academic year), the following must be accomplished by Friday of the third week of the fall semester:

- ❑ Submit the following materials to the S.E.A.L. Center (BT1538) in hard copy AND electronic format to [studentleadership@csuci.edu](mailto:studentleadership@csuci.edu).
  - Minutes from the meeting during which officer elections took place.
  - Type, print and submit the Club/Organization Renewal Packet including the following:
    - Club/Organization Update/Renewal Application
    - Club/Organization Officer Roster
    - Club/Organization Member Roster
  - Revised constitution (when applicable).
  - Signed Discrimination and Hazing Statements Form from each club member
- ❑ The president and advisor must attend an orientation and sign agreement

In order to maintain club/organization recognized/registered status each **spring**, the following must be submitted by Friday of the third week of the spring semester:

- ❑ Club/Organization Membership Roster Update (utilized to verify grade point average and judicial standing)

Clubs/organizations that submit materials during the priority acceptance period will have member eligibility verified during the break period between semesters and will be able to be active on the first day of school. Roster updates received after the priority acceptance period will require 5-10 business days for processing eligibility.

Should a recognized/registered club/organization fail to meet the requirements, their status as a registered/recognized club/organization will be referred to the director of Leadership, Career and Health for review and the club/organization may lose registered/recognized status.

## DEVELOPING A CONSTITUTION

### ***Why Have a Constitution?***

The process of writing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the club/organization is all about and how it functions. It will provide a structure to aid future leaders of your club/organization to ensure that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your club or organization, the drafting of the constitution will be a much easier and more rewarding experience.

### ***What Should be Covered by a Constitution?***

The following list includes the required information to be included in a constitution in order to be consistent with University guidelines. In addition to these requirements, it is important to think through what is written so it reflects your club/organization's purposes and needs and includes University requirements. The primary objective is to draft a document that covers these topics in a clear and concise manner.

- The date of adoption
- A clear statement of objectives which are consistent with the mission and educational goals of the University
- Identification as a campus-based and student-controlled group, with active membership limited to students of California State University Channel Islands (see information under "Membership" in this guide)
- Democratic procedures for nominations, elections and removal of officers
- Democratic provisions for policy making, including amendment of constitution
- A clear statement of reasonable dues or other financial obligations of members (when applicable)
- The following statement of nondiscrimination must be included exactly as it is printed here: "This club/organization shall not discriminate on the basis of sex, gender, race, color, religion, national origin or ancestry,

age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. This club/organization also prohibits discrimination against anyone due to a relationship or association with an individual with a known disability. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.”

- A statement of not-for-profit status
- Statement of financial responsibility for any debts accumulated at CSUCI by the organization not covered by funds on deposit. Sample: "A specific member or members designated by this club/organization shall be responsible for payment in full of all debts accumulated by the club/organization not covered by funds on deposit."
- Statement of non-hazing must be included exactly as printed below in accordance with CSU Executive Order 1043: "This club/organization will not engage in hazing or conspire to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or study body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause 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 expressed 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.”

- Statement of compliance with campus regulations must be included exactly as stated below: "This club/organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws."
- Meetings: Clubs/organizations shall indicate what is necessary to achieve a quorum, the necessary voting percentages to conduct business, and the frequency of meetings.
- Officers: State how the officers are selected and replaced, the qualifications for office, officer duties, method of election, type of vote, term limits, and methods for filling vacancies.
- Assurance that the petitioning club/organization is willing to work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of a national or regional organization, the University reserves the right to examine the record of the parent organization or of affiliates on other campuses.

There are articles, sections and clauses in the constitution. This is a brief example of the structure of a constitution that you can use for reference. It is not necessary to follow the structure exactly, but it is important to include all areas that apply. The club/organization may include other areas that members deem necessary. The constitution may include disciplinary action, behavior, absence from club/organization meetings, and so on. In order to have a well-written constitution, you must include anything of importance to your club/organization.

ARTICLE I.	NAME AND PURPOSE
ARTICLE II.	MEMBERSHIP
ARTICLE III.	EXECUTIVE BOARD (OFFICERS)
ARTICLE IV.	COMMITTEES
ARTICLE V.	ELECTION AND VOTING
ARTICLE VI.	MEETINGS
ARTICLE VII.	ADVISORS
ARTICLE VIII.	AFFILIATIONS
ARTICLE IX.	IMPEACHMENT
ARTICLE X.	APPROVAL/RATIFICATION
ARTICLE XI.	RULES OF ORDER
ARTICLE XII.	AMENDMENTS
ARTICLE XIII.	BYLAWS
ARTICLE XIV.	FUNDS
ARTICLE XV.	HAZING
ARTICLE XVI.	ALCOHOL AND OTHER DRUGS

**Constitution of a "Sample" Organization**

The sample constitution is given to provide guidelines; it is not a form to be filled in or submitted. The constitution must be typed.

**ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION**

**Section 1** The name of this club or organization shall be " \_\_\_\_\_."

**Section 2** The purpose of this club or organization is \_\_\_\_\_.

**ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

**Section 1** Membership in this club or organization shall not be denied to any student at California State University Channel Islands on the basis of race, creed, religion, gender, political affiliation, sexual orientation or physical handicap. (There are limited exceptions; please contact Leadership, Career and Health for further information.)

**Section 2** This organization will not 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.

**Section 3** There shall be three types of membership in the club or organization: voting, associate and honorary.

**Section 4** Voting memberships are limited to regularly enrolled students, faculty and staff at California State University Channel Islands.

**Section 5** Any eligible California State University Channel Islands student who completes and signs a membership application shall be a voting member upon filing an application with the club secretary.

**Section 6** Any person giving outstanding service to the club or organization may be voted in for honorary membership.

**Section 7** Any member may be suspended or expelled from the club or organization for conduct obviously contrary to the Constitution of the club/organization or for conduct which impairs the rights of the members to enjoy the benefits of the club/organization. The offense must be in writing and submitted by a club/organization member. After the offense is submitted to the club or organization, the offending member has the right to 24 hours notice of a hearing before his/her peers at a regular meeting, and the offending member may be suspended or expelled by a two-thirds affirmative vote of the voting members present.

**ARTICLE III. OFFICERS**

**Section 1** The elected officers of the club or organization shall be the \_\_\_\_\_

**Section 2** Powers and duties of officers (or chair):

**Clause 1** \_\_\_\_\_ shall preside at all meetings of the club or organization. He/she shall be the official spokesperson of the club or organization, representing the policies, views and opinions of the club/organization in its relations with the campus and community at large. He/she has further powers and duties as prescribed by the club/organization.

**Clause 2** \_\_\_\_\_ presides at the club or organization meetings in the absence of the Chair. He/she performs all legal duties assigned by the Chair. He/she notifies all members of the meetings of the club/organization.

**Clause 3** \_\_\_\_\_ handles all financial affairs and budgeting of the club or organization. He/she maintains all accounts in the club or organization's name which require signatures of both the \_\_\_\_\_ and Chair. All disbursements for more than \$50 require a majority vote approval of the club/organization.

**Clause 4** \_\_\_\_\_ takes minutes at all meetings of the club or organization, files minutes and submits required copies to all club or organization members. He/she is responsible for all club/organization correspondence and keeps copies of all correspondence on file. He/she acts as historian and maintains all records of the club or organization.

**Section 3** Officer qualifications:

**Clause 1** Must be a regularly enrolled student in good standing at CSU Channel Islands.

**Clause 2** Must be a voting member of the organization for one semester.

**Clause 3** Must be carrying a minimum of six (6) units a semester at CSU Channel Islands and have a CSUCI grade point average of no less than 2.5.

**Section 4** Petition by one-third of the total number of members is cause for a recall election.

The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election." Recall requires an affirmative vote of two-thirds of the total voting membership.

**Section 5** In the event an elected officer is unable to fulfill his/her term of office, there will be a "Special Election."

Any eligible member, including those already holding office, can be nominated for a vacated officer position.

**ARTICLE IV. MEETINGS**

**Section 1** Regular meetings are scheduled at least bi-monthly during the academic year.

**Section 2** Special meetings are called by any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (two working days) notice prior to the special meeting time.

**Section 3** Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership.

## **ARTICLE V. ELECTIONS**

**Section 1** Officers are elected once an academic year. Elections are held at the end of each academic year for the following year's term.

**Section 2** At least one week's notice will be provided for any meeting at which an election is held.

## **ARTICLE VI. ADVISORS**

**Section 1** An individual must be employed on a full-time basis by CSU Channel Islands in order to serve as an advisor to this organization.

**Section 2** The advisor(s) will serve a term of one academic year and are selected at the same time as the officers of the organization.

**Section 3** The advisor(s) may be removed by a two-thirds vote of the membership at a regularly scheduled meeting of the club or organization.

**Section 4** A staff member from Student Life may be assigned to work with this organization to assist the faculty/staff advisor and the organization.

## **ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION**

**Section 1** A proposed constitutional amendment or changes will be presented, in writing, to the club or organization one meeting before this amendment is voted on.

**Section 2** Approval by two-thirds of the voting members present at a regular meeting of the club or organization will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

**Section 3** A copy of this Constitution/Bylaws and/or amendments to this Constitution must be filed in the office of Student Leadership Programs at California State University Channel Islands.

## **ARTICLE IX. STATEMENT OF AFFILIATION** *(only if it is an affiliation of a national organization)*

**Section 1** This organization is affiliated with "\_\_\_\_\_."

**Section 2** A copy of any Constitution/Bylaws of "\_\_\_\_\_" must be filed in the office of Student Leadership Programs at California State University Channel Islands.

## **ARTICLE X. RULES OF ORDER**

**Section 1** The "\_\_\_\_\_" accepts "Roberts Rules of Order" as its Rules of Order.

**Section 2** Any issue not directly written in this document will be resolved by referring to the Rules of Order.

## **ARTICLE XI. APPROVAL**

**Section 1** This Constitution was approved on "\_\_\_\_\_." (This must be approved by the entire club or organization, not just the executive board.)

## CLUB/ORGANIZATION OFFICERS/MEMBERS

### **The Executive Board – Club/Organization Officers**

Club/organization officers are responsible for providing all aspects of leadership for the club/organization and are responsible for their own actions as well as the actions of all club/organization members. CSUCI requires an organizational structure to ensure that required duties are complete and the club/organization remains a viable part of the campus community.

### **Officer Requirements:**

In accordance with SA.21.002 - Policy on Eligibility Requirements for Membership in Student Clubs and Organizations, the following are the minimum eligibility requirements for major and minor representatives of a club or organization at CSUCI:

- Must be enrolled in no less than six units at CSUCI (undergraduate)
- Must be enrolled in no less than three units at CSUCI (post-baccalaureate)
- Have an overall CSUCI GPA of at least 2.5 (undergraduate)
- Have an overall CSUCI GPA of at least 3.0 (post-baccalaureate)
- Have an overall transfer GPA of at least 2.5 (transfer)
- Be in good academic and behavioral standing (not on academic or disciplinary probation) as determined by the Dean of Enrollment and Dean of Students
- Be free of any holds on University records
- Failure to meet the above requirements will result in the student member's removal from the club/organization's roster prior to the start of the next semester.

*First-time college students without a CSUCI GPA cannot serve as officers but may participate as general members their first semester. However, upon completion of their first semester, they must follow the eligibility requirements outlined for general membership. Clubs/organizations may impose more restrictive requirements in their constitution(s) or bylaws.*

All clubs/organizations are required to have the following four officers, which comprise what is commonly referred to as the Executive Board of the club/organization:

- President
- Vice President
- Treasurer
- Secretary

These positions are instrumental to the efficient and effective operation of a club/organization and may vary slightly from club/organization to club/organization; however, the duties and responsibilities associated with these positions should be represented within the Executive Board.

### **President**

The President is the primary student contact for the club/organization and the “external spokesperson” of the group who regularly interacts with other student clubs/organizations and University officials. He or she is the liaison between the club/organization and the advisor and other University or community contacts. The duties for this position should be tailored as the club/organization deems necessary. The responsibilities of this position tend to include but are not limited to:

- supervising all club/organization meetings;
- overseeing the process of club/organization event planning;
- completing all club/organization purchase requests;
- maintaining a current list of residences, email addresses and phone numbers of the club/organization officers, advisor and members;
- submitting all required paperwork for club/organization renewal;
- holding a minimum of two meetings for the general membership per semester; and
- submitting a semester and annual report of club/organization activities.

### **Vice President**

The Vice President should be the President's "right hand person" and should maintain continuous contact with the President. The Vice President must be up-to-date on all club/organization communication and events. The responsibilities of the Vice President include but are not limited to:

- supervising club/organization meetings in the absence of the President;
- assisting the President with the oversight of the club/organization including fundraising, event planning, etc.;
- working with the club/organization's Treasurer to prepare an annual budget;
- maintaining a current accounting of the club/organization's financial status including income and expenses;
- scheduling locations for meetings and events; and
- coordinating club/organization fundraising efforts with the Treasurer.

### **Treasurer**

All clubs/organizations need to elect or appoint a chief financial officer (Treasurer) to manage their financial matters. A club/organization that has a large membership and completes many fundraisers, events or programs should consider having an assistant treasurer to share the financial responsibilities. The treasurer should keep the officers and members informed about the club/organization's financial activities. The responsibilities of the treasurer include but are not limited to:

- preparing the annual club/organization budget;
- monitoring the club/organization's budget;
- completing an annual financial report for the club/organization;
- tending to the status of all purchase requests;
- collecting funds and depositing to the club/organization's account;
- paying bills;
- keeping a record of all transactions, i.e. deposits, checks and adjusting entries; and
- preparing monthly financial reports and documents to keep the club/organization's membership informed about the club/organization's financial situation.

### **Secretary**

The responsibilities of the club/organization secretary include but are not limited to:

- taking minutes at every club/organization meeting;
- maintaining the club/organization history for that academic year;
- verifying all club/organization purchase requests;
- assisting with club/organization projects where needed; and
- maintaining communication between the club/organization president and individual participants (this may include emails, letters, and phone calls).

### **General Member Roles**

In accordance with SA.21.002 - Policy on Eligibility Requirements for Membership in Student Clubs and Organizations, the following are the minimum eligibility requirements to be a member of a club or organization at CSUCI:

- Must be enrolled in no less than three units at CSUCI
- Have an overall CSUCI GPA of at least 2.0
- Be in good academic and behavioral standing (not on academic or disciplinary probation)
- Be free of any holds on University records

*First-time college students without a CSUCI GPA may participate as general members only their first semester. However, upon completion of their first semester, they must follow the eligibility requirements outlined for general membership. Clubs/organizations may impose more restrictive requirements in their constitution(s) or bylaws.*

Students have unlimited opportunities to become directly involved in the administration and supervision of their respective clubs/organizations. They collectively have responsibility for:

- Writing the club/organization's constitution and bylaws;
- Amending the club/organization's constitution and bylaws;
- Determining membership requirements for the club/organization;
- Establishing duties of the officers;

- Selecting the club/organization's advisor;
- Developing and administrating the club/organization budget;
- Holding regular officer and membership meetings to conduct club/organization business;
- Fundraising; and
- Travel.

### **Advisor**

Each recognized/registered club/organization must have an active advisor selected from the full-time staff or faculty of CSUCI. The advisor is chosen and approved by the members of the club/organization and approved by Student Leadership Programs. Behind most successful student clubs/organizations is an effective advisor. An advisor provides the organization with continuity from year to year by sharing club/organization history and assisting new officers during the transition process. The advisor selected should be an individual who has a high level interest in the activity of the club/organization and preferably some experience or expertise in the area or activity. The advisor is a vital link between the club/organization and the University, providing guidance and offering mature judgment and experience in program development.

The role of the advisor is to:

- Attend an advisor orientation in order for the club/organization to obtain registered/recognized status.
- Attend all mandatory training meetings scheduled by Student Leadership Programs.
- Recognize and support participation in the club/organization for its contribution to the educational and personal development of students within the higher education setting. The advisor provides continuity within the club/organization and should be familiar with the club/organization's history. The advisor should also be familiar with the club/organization's constitution and bylaws and be prepared to assist the club/organization's Executive Board and other members with interpretation when necessary.
- Be available during the development and coordination of programs for the club/organization. The advisor shall ensure the activities and undertakings of the club/organization are sound and reflect favorably on the University by offering suggestions or ideas for the group's discussion.
- Be aware of the goals and direction of the club/organization by attending organizational meetings and consulting with the Executive Board. The advisor should monitor the club/organization's progress toward predetermined organizational goals and objectives.
- Be aware of the general financial condition of the club/organization and encourage the keeping of good financial records.
- Assist the club/organization in complying with University policies and procedures. The advisor needs to be aware of the policies and procedures in this workbook, the Student Code of Conduct, the University Catalog and the Student Guidebook.
- Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments.
- Assist in orienting new officers and developing the leadership skills of all members.
- Be aware that he/she may be consulted by club/organization members about personal concerns unrelated to the club. Personal matters may be difficult to address; when in doubt please consult the interim associate director of Leadership, Career and Health or Personal Counseling Services.
- Consult the Student Leadership Programs staff about organizational opportunities, plans or changes in club/organization status or a member's status when appropriate.
- Attend most, if not all, club/organization meetings and events. While advisors are not required to attend all meetings, they should meet with the club at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the club's records.
- Continue the voluntary association of being the club/organization's advisor as long as both parties believe the relationship is productive and mutually satisfying.
- Refrain from managing the club/organization or completing the tasks assigned to the club/organization. The management of the club/organization is each member's responsibility.

## POLICIES & GUIDELINES

Policies have been developed to provide a safe, educational and enjoyable environment for students, faculty and staff. Violation of these policies may result in disciplinary action taken against the participant and/or the club/organization.

### **Minimum Number of Students**

Official recognition of any student club/organization requires a minimum of five (5) students who are currently enrolled in at least six units at CSUCI.

To be an officer or member, a student must:

- Have an overall CSUCI cumulative GPA of at least 2.5 to be an officer, 2.0 to be a member (undergraduate)
- Have an overall CSUCI cumulative GPA of at least 3.0 to be an officer, 2.5 to be a member (post-baccalaureate)
- Have an overall transfer GPA of at least 2.5 to be an officer, 2.0 to be a member (first semester transfer)
- Be in good academic and disciplinary standing (not on academic or disciplinary probation) as determined by the Dean of Enrollment and Dean of Students
- Be free of any holds on University records
- Be enrolled in a minimum of six (6) units

Students may not hold an officer position in more than one club/organization. Within your group, each member may hold only one officer position. However, your Club/Organization Council representative may also be an officer.

### **Non-Students**

Members of registered and recognized clubs/organizations must be enrolled students of CSUCI.

### **Equal Access**

No campus shall recognize any fraternity, sorority, living group, honor society, or other student club/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. Student organizations shall deliver to the vice president for Student Affairs or his/her designee a statement signed by the president or similar officer of the local student club/organization attesting that the club/organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, sex, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually.

### **Hazing**

Hazing is defined as: doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, the use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.

Furthermore, the practices commonly referred to as pledging are not permitted. University policy prohibits hazing, which includes but is not confined to any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor, drugs or other substances for the purpose of initiation into or affiliation with any club/organization. The same law provides that the governing document of every campus club/organization is deemed to prohibit the club/organization from engaging in hazing. This means that your club/organization's Constitution is required to contain a provision which prohibits hazing, even if that club/organization has not officially adopted such a provision. It is a violation of acceptable standards of conduct at CSUCI for any individual, club or organization to engage in the practice of hazing as defined above. Any such violation may result in disciplinary proceedings against the involved students and club/organization and subject the students to the penalty of expulsion, suspension, restitution, probation, censure, warning, or admonition, and subject that club/organization to the penalty of rescission of its permission to operate on CSUCI facilities. Students should understand that these violations of the Student Code of Conduct will involve judicial proceedings with the Dean of Students office.

Official recognition of a student club/organization may be withdrawn for hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

### ***Indemnification Clause***

The recognized/registered club/organization and its individual active, inactive, or associate members shall indemnify, defend, and hold harmless the State of California, the California Board of Regents, California State University Channel Islands, the Trustees of the California State University, representatives, their officers, employees, agents and volunteers from and against any and all liability, loss, claims, damages or expenses, including reasonable attorneys' fees, arising from or related to the performance by the University or the organization or their respective agents of any obligation or responsibility referenced in this guide or any other activity undertaken for any purpose by the club/organization or its individual active, inactive, or associate members, or guests or invitees, regardless of whether such activities are negligent or intentional acts or omissions. This indemnification does not extend to actions caused by the sole negligence of California State University Channel Islands or its employees.

## **CLUB/ORGANIZATION RULES AND REGULATIONS**

Student Leadership Programs seeks to ensure that all club/organization members remain in good standing with the University. Student Leadership Programs staff will follow up with any policy violations that occur during club/organization events and, depending on the severity of the incident, Student Leadership Programs may also forward the case to the Dean of Students for review and possible University sanctions.

### ***Responsibilities of Clubs and Organizations***

Student clubs/organizations at California State University Channel Islands shall complement the mission of the University and enhance the educational experience for students. Clubs/organizations will be held responsible for actions of the group membership, guests and individuals. A club/organization is responsible for its own actions.

The club/organization will be held responsible:

- When the club/organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation; improper organizational registration of activities for which registration and/or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities and equipment; violations of University regulations on the use of alcohol; misrepresentation of the club/organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to clubs/organizations.
- When the club/organization's purpose is not compatible with the educational purposes of the University.
- When the club/organization has engaged in financial mismanagement or conducted activities that are in violation of University regulations and/or local, state and federal laws.
- When a club/organization or an affiliated University group is charged with a violation of the Student Code of Conduct, the presiding officer or individuals affiliated with the group shall be required to participate in proceedings conducted by the Dean of Students office under this Code as representatives of the group.
- When one or more officers refuses or neglects to perform duties outlined in the club/organization's constitution or Student Code of Conduct.

### ***Club Review, Revocation and Suspension***

- A. Where the University alleges that the club/organization, its officers or its individual members have failed to comply with the requirements for maintaining recognition, the University may follow established procedures to conduct an investigation and render sanctions, or conduct an administrative review and take summary action as it deems appropriate under the circumstances, or utilize other disciplinary policies and procedures as established with respect to student organizations.
- B. The University may elect, in lieu of revoking recognition, to impose educational and/or punitive measures against the club or organization and/or its officers, including but not limited to academic probation or expulsion.
- C. A club/organization whose recognition/registration is suspended loses the opportunity to use the name of the University, to use University bulletin boards and facilities, to schedule activities on campus, and other privileges

enumerated as established by the University. A suspended organization must continue to comply with those requirements stipulated. Failure to do so will prevent the organization from having recognition reinstated.

#### *Shared Responsibility for Infractions*

Students and their club/organization may be held responsible for the conduct of their guests while on University premises, at University-sponsored or supervised activities, and at functions sponsored by any club or organization.

#### **Risk Management**

Student Leadership Programs assists clubs/organizations in providing a safe environment for participation events and activities. Club/organization activities may involve risks and thus potential for losses. These losses may adversely affect students, the University and University resources. Every effort shall be made to reduce these risks. Although all risks associated with participation cannot be eliminated completely, it is the responsibility of each club/organization member to assist Student Leadership Programs to reduce these risks.

## IMPORTANT PHONE NUMBERS

Access, Orientation & Transition	437-8510
Associated Students Incorporated (ASI)	437-2622
Campus Recreation	437-8902
Career Development Services	437-3270
CI View Student Newspaper	437-2753
Dean of Students Office	437-8511
Information Desk and Lost & Found	437-8400
Interim Associate Director for Leadership, Career and Health (Jaimie Hoffman)	437-3141
Islands Café	437-8917
IT Services	437-8552
Leadership, Career & Health	437-8998
New Student Center	437-3141
Office of the Vice President for Student Affairs	437-8536
Student Engagement and Applied Leadership (S.E.A.L.) Center	437-3356
Student Government	437-2734
Student Health and Counseling Center	437-8828
Student Housing Desk	437-2733
Student Programming Board	437-2730
The Cove Bookstore	482-5456
<i>The Nautical Yearbook</i>	437-3121
University Operator	437-8400
University Police Department	437-8444

## QUESTIONS?

If at any time during the process of starting or renewing your club/organization you have any questions, there are various individuals and resources available to assist you including:

- Club/organization advisor
- A representative from Student Leadership Programs
  - o (805) 437-3356
  - o S.E.A.L. Center, Bell Tower 1538
  - o [studentleadership@csuci.edu](mailto:studentleadership@csuci.edu)
- Jaimie Hoffman, interim associate director of Leadership, Career and Health
  - o (805) 437-3141
  - o Student Union Building 2040
  - o [jaimie.hoffman@csuci.edu](mailto:jaimie.hoffman@csuci.edu)