



Student Involvement

**UNIVERSITY STUDENT UNION, ROOM 306
(559) 278-2741 / Fax: (559) 278-7786**

GUIDELINES AND PROCEDURES FOR THE RECOGNITION AND GOVERNANCE OF STUDENT ORGANIZATIONS

University recognition is a privilege granted to student organizations by the University. Recognized organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups. The University supports the formation of and grants recognition to student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University. The University believes that such organizations foster valuable experiences for students that often lead to significant learning and development and helps create a sense of belonging to the University. These activities and experiences complement the formal curriculum and provide wide opportunity for enhancing personal skills.

Title 5 of the State Code of Regulations permits campus recognition of student organizations and states that such recognition may include "allowing the use of campus facilities to any such organization." The University President generally delegates the authority to administer these and other policies and procedures governing student organizations to certain administrative offices and committees of the University, including the Student Involvement Office.

Recognizing the value of these co-curricular activities, the University has established policies for the recognition and governance of student organizations. Recognition of a student organization creates an official relationship with the University. University recognition is granted by the Student Involvement Office under the authority of the President of the University. **The campus considers the Associated Students as being the sole major student government office. All other student organizations are defined as having minor representation.**

Recognition in no way implies that California State University, Fresno approves of, supervises, sanctions, or takes responsibility for, the actions and activities of the organization. The University does not encourage nor condone illegal or dangerous activities, and individuals involving themselves in student organizations do so at their own risk. Recognized groups are expected to adhere to this policy document, all other policies of the University, all Trustee policies, and federal, state and local laws. In addition, organizations must conduct their activities in keeping with the mission of the University.

I. Student Organization Recognition Procedure

- A. The Student Involvement Office shall issue new organization recognition packets to all interested students. The packet shall contain all necessary application forms and a sample constitution for students to follow when developing their constitution.
- B. A student group interested in organizing and applying for recognition may be granted a temporary, thirty-day permit by completing and filing an "Application for Recognition Form." This permit allows for use of campus facilities for the purpose of completing an organization and for recruiting members. This permit does not include the right to sponsor a campus-wide event or to use the name of the University. The "Application for Recognition Form" may be filed in the Student Involvement Office when the student organization recognition packets are picked up.
- C. All application forms and the adopted constitution must be returned to the Student Involvement Office before recognition can be granted.
- D. The Student Involvement Office will review the submitted materials for procedural errors and adherence to all University requirements, and will also verify the membership list to be certain that it contains the names of at least fifteen (15) students currently enrolled at California State University, Fresno.
- E. Within ten (10) working days of the receipt of application materials, the Student Involvement Office will notify the proposed organization of its status. If the proposed organization meets all requirements, recognition shall be granted. If all requirements are not met, student representatives of the organization will be asked to schedule a meeting with a staff member of the Student Involvement Office to discuss reasons for withholding approval of recognition. Upon approval for recognition from the Student Involvement Office, a letter will be sent to the student organization indicating official University recognition. Written notification of recognition will be given to the president of the organization, the campus advisor, University Student Union Reservation Center, and the Associated Students.

RECOGNITION STANDARDS

Recognition standards include:

The purpose of the organization must be consistent with the laws of the State of California.

The organization must maintain, at all times, a membership of at least eight regularly enrolled students in good standing at the University and must have at least fifteen charter members when applying for recognition. A maximum of 20 percent of the members of a student organization may be individuals who are not Fresno State students.

Recognition may be granted to local chapters of national or regional organizations provided the national or regional organization does not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Before a student organization is granted official recognition, a faculty or staff member working more than half-time for the University, and not a University Auxiliary employee, must agree to serve as an advisor to the organization.

As required by Section 41503 of Title 5 of the State Code of Regulations of California, the president of every recognized student organization must sign a statement each year certifying that the organization has no rules or policies which inhibit its acceptance of new members because of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Constitution

The constitution of all proposed student organizations shall contain the following:

1. The official name of the organization.
2. A detailed declaration of the purpose of the organization.
3. The criteria for voting membership (only regularly enrolled Fresno State students qualify for voting membership).
4. The criteria for limited membership (non-students may be members but may not vote or hold office).
5. The duties and privileges of membership.
6. The frequency of meetings.
7. The establishment of officers, their duties, and authority.
8. The procedures for selection and removal of officers. Officers must be current, regularly enrolled students in good standing at California State University, Fresno.
9. A provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership.
10. The procedures for decision-making in the name of the organization (must include the definition of a quorum), the procedures for the expenditure of funds, and procedures for the payment of debts incurred by the organization.
11. Procedures for the establishment of committees, if applicable.

12. An amendment process.
13. Provisions for the selection and removal of an advisor. (Individuals working more than half-time for the University, or University Auxiliary organizations may serve as advisors).
14. Provision for disbursement of organization assets, should the organization become defunct.
15. A statement of affiliation with an off-campus organization either national or local.

Affiliations

- A. Any student organization wishing to affiliate with an off-campus national, state or local organization must, prior to approval, submit a copy of the constitution, bylaws and/or articles of incorporation of that off-campus organization to the Student Involvement Office for review.
- B. A student organization may not affiliate with an organization which requires a specific position or practice in conflict with University policy, Trustee regulations, local, state or federal laws.

Review of Application

Upon receipt of the application forms and the constitution, the Student Involvement staff will:

Verify that the membership list includes at least fifteen students currently enrolled at California State University, Fresno.

Verify that the advisor(s) has accepted responsibility for sponsoring the organization.

Acquaint the officers and advisor(s) with the responsibilities to each other and to the University.

Review the proposed constitution for compliance with University policy and for appropriateness of the organization's use.

Name Change

Any organization wishing to change the name under which it was originally recognized must submit a letter to the Student Involvement Office requesting that the organization be recognized by California State University, Fresno under the new name. The letter must indicate whether the constitution will be altered, and must be signed by the organization's president and the advisor.

II. Recognized Student Organization Benefits

- A. Use of University and University Auxiliary organizations facilities, services, and resources according to established policies, including the use of a student organization mailbox as space permits.
- B. Participation in University activities and programs.
- C. Assistance and advisement from Student Involvement staff.
- D. Eligibility for Associated Students funding in compliance with the Associated Students fiscal policy.
- E. Use of the University name.
- F. Sponsorship of revenue-producing functions and speakers according to University policy.

III. Responsibilities of Recognized Organizations

- A. Accept and adhere to local, state and federal laws, CSU Trustee and University regulations and policies, and Fresno State regulations and policies.
- B. Maintain an active student-centered program. Voting members of the organization must be regularly enrolled students at California State University, Fresno and the treasury of the campus organization must be under the control of the student members.
- C. Adhere to the organization's own approved constitution.
- D. Utilize dues and other membership fees for the express benefit of the organization and the fulfillment of its purpose.
- E. Provide for the safety and general welfare of all members and guests during organization activities.
- F. Provide programs and activities in keeping with the social, cultural, recreational and educational mission of the University.
- G. Reregister each year by completing a Student Organization Registration Form and an updated listing of membership within one month after classes begin in

the fall, and keep a current version of the organization's constitution and current list of officers on file in the Student Involvement Office.

IV. Loss of Recognition or Benefits

- A. The University can place an organization on probation for failure to observe campus regulations and responsibilities, as well as failure to meet all financial obligations on campus.
- B. A student organization's recognition may be withdrawn or otherwise suspended by the Student Involvement Office following a review of written charges presented to the Director of Student Involvement.
- C. Official recognition of a student organization may be withdrawn for hazing. Hazing is defined as any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term "hazing" does not include customary athletic events or other similar contests or competitions. Organizations or individuals found guilty of violation of this section of the Education Code will be subject to suspension by the University. (Title 5, California Education Code, Subchapter 4, Article 1, Section 40301).
- D. If an organization loses recognition or benefits as a result of action taken by the Director of Student Involvement, it may appeal to the Executive Director for Student Life who will conduct an administrative review.
- E. A final appeal may be filed with the Vice President for Student Affairs and Dean of Students within five (5) work days after receiving written notification from the Executive Director of Student Life if the organization does not accept the decision and/or the sanctions. The written appeal must state all reasons why the student organization does not accept the decision of the Executive Director for Student Life. The Vice President may meet with organization representatives or make his/her decision based on the information submitted for review and the written request for appeal. Written notification of his/her decision and any sanctions shall be sent to the organization within ten (10) working days after having received the appeal. The decision of the Vice President for Student Affairs and Dean of Students if final.

How To Be Reinstated

An organization seeking reinstatement should apply at the Student Involvement Office. Verification of at least 15 regularly enrolled students will be required. An up-to-date constitution must be submitted if there are any changes from the original constitution. An Advisor's Acceptance form must also be completed prior to reinstatement.

Ad Hoc Status

The University realizes that occasionally there arises a need for temporary recognition for an organization that has limited objectives focusing around a particular issue, as in the case of involvement in upcoming elections. These organizations do not intend to exist indefinitely, for their purpose is achieved relatively quickly. In order to allow such organizations to operate on the campus, and at the same time to protect both the University and its regularly recognized organizations, the University has adopted an ad hoc committee status which is in effect for a maximum of 45 days. Should the group wish to extend its status with the University, it may request an extension from the Student Involvement Office for no more than an additional 45 days.

Groups applying for ad hoc status will be required to clearly state both the objective they desire and the means through which they intend to achieve their goal. The group must also demonstrate that the ad hoc status is the best method of University recognition through which they can operate. The petition for ad hoc status must be signed by eight regularly enrolled students and must indicate the person principally responsible for the group as well as the signature of a University Advisor.

CONSTITUTION FORMAT
STUDENT INVOLVEMENT OFFICE
UNIVERSITY STUDENT UNION, ROOM 306 - 278-2741

The Constitution of an organization contains the fundamental principles which govern its operation and establishes the specific rules of guidance by which the group is to function. All but the most informal groups should have their basic structure and methods of operation in writing.

Why Have A Constitution?

By definition, an organization is a “body of persons organized for some specific purpose, as a club, union or society.” 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 organization is all about and how it functions. It will provide structure to aid future leaders of your organization in insuring 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 organization, the drafting of the Constitution will be a much easier and more rewarding experience.

What Should Be Included in a Constitution?

The following is an outline of the standard information to be included in your Constitution to be consistent with University guidelines. Your constitution must be in the same format as provided. Each article must be included, as well as all sections in **bold type**. (Article III, Section 2 does not need to be included if your organization is not affiliated with an off-campus organization). Other sections are included to provide some examples of sound organizational practices. You may include these other sections as well as any additional sections you may desire. Remember, the constitution you write is for your organization. It is important that you think through what you want to write so that it reflects your organization’s purpose and needs as well as including University requirements. The prime objective is to draft a document that covers these topics in a clear and concise manner. If you have questions, you should consult with your University Advisor or the staff in the Student Involvement Office.

Model Constitution & Bylaws for Student Organizations
California State University, Fresno

CONSTITUTION AND BYLAWS

[Name of Organization] at California State University, Fresno

ARTICLE I: NAME

Section 1 **The name of this organization shall be** the (name of organization)
at California State University, Fresno.

(Optional: Include chapter designation, if part of a national
organization, including the national organization's founding date)

ARTICLE II PURPOSE

Section 1 **The purpose of this organization is** to provide students with
opportunities for association and interaction with the faculty and
administration of California State University, Fresno and to instill the
desire for self-improvement, scholastic excellence and the cultivation
of civic responsibility.

ARTICLE III AUTHORITY

Section 1 **This organization is a recognized student organization at**
California State University, Fresno and adheres to all campus
policies as set forth in the Handbook for Student Organizations
and Use of Campus Facilities and Grounds.

Section 2 This organization is affiliated with (name of national or affiliated
organization.)

Section 3 This organization may establish Standing Rules to govern
administrative procedural matters (such as time and location of
meetings, etc.). Standing Rules shall not conflict with these bylaws.
Standing Rules may be adopted, amended, or temporarily
suspended by a majority vote present at an organization meeting
where a quorum is present (advance notice is not required).

Section 4 **The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.**

ARTICLE IV: MEMBERSHIP

Section 1 **Membership in the organization shall be open to all those regularly enrolled California State University, Fresno students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.**

Section 2 This organization shall have associated members who are non-California State University, Fresno students. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., faculty, staff, community members, students at other colleges, etc.)

Section 3 **Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.**

ARTICLE V: OFFICERS

Section 1 **The elected officers of the organization shall be the President, Vice President, Treasurer, Secretary and others as deemed necessary.**

Section 2 **Powers and Duties of Officers:**

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall

have such further powers and duties as may be prescribed by the organization.

- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.
- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

Section 3

Qualifications necessary to hold office in this organization are as follows:

The president and treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers.

Minimum Academic Qualifications

Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average each term. The students must be in good standing and must not be on probation of any kind.

Incumbent Unit Load

This requires undergraduate students to earn six semester (nine quarter) units per term while holding office. Graduate and credential students must earn three semester (four quarter) units per term while holding office. Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a

maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

ARTICLE VI: **SELECTION OF OFFICERS**

Section 1 **The President, Vice President, Treasurer, and Secretary are elected once a year. Elections are held at the end of the spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.**

Section 2 Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 3 The officers shall be elected in this order: President, Vice President, Treasurer, and Secretary.

Section 4 Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

Section 5 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 6 **Officers shall assume office on** the first day of the semester following the election **and shall serve for** the entire academic year.

Section 7 **Officers may be recalled from office for cause. To initiate a recall election, a petition signed by** one-third of the total number of voting members **must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.**

Section 8 **In the event that an elected officer is unable to fulfill his/her term of office, there shall be a** special election to fill the vacancy. Any eligible member, including those already holding office, may be nominated for a vacant office.

ARTICLE VII: MEETINGS

Section 1 **Regular meetings shall be scheduled weekly during the academic year.**

Section 2 **Special meetings may be called by any elected officer. All members must be given a minimum of 24 hour notice prior to the meeting time.**

Section 3 **Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership. A quorum for this organization is defined as 50%+1 of the voting membership.**

Section 4 **Members must be present to vote. Absentee or proxy voting is not permitted.**

ARTICLE VIII: ADVISORS

Section 1 **The organization shall appoint an individual employed on a half-time or more basis as a faculty or staff member by California State University, Fresno to serve as the university advisor to the organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Handbook for Student Organizations and Use of Campus Facilities and Grounds.**

Section 2 **Advisors shall serve on an academic year basis or until their successor has been selected.**

Section 3 **If an advisor is deemed to be ineffective by the organization, the advisor(s) may be removed from their role by majority vote of a quorum of the membership at a regularly scheduled meeting. A minimum of seven days notice must be given prior to such a vote.**

ARTICLE IX: FINANCES

Section 1 **This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.**

Section 2 **Membership dues shall be \$20 per academic year.**

Section 3 **Dues shall be paid by the second week of the fall semester. There will be a late fee of \$10 each additional week after the set deadline.**

Section 4 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Section 5 **Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.**

ARTICLE X: **DISCIPLINE OF MEMBERS**

Section 1 **Any member may be suspended or expelled from the organization for conduct** obviously contrary to the Constitution of the organization or for conduct which grossly impairs the rights of members to enjoy the benefits of the organization. The alleged offense must be in writing and submitted by a member. **After the alleged offense has been submitted to the organization, the accused member shall have a right to a hearing before the organization** at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The accused member has the right to appeal an adverse decision at a regular meeting, and the accused member shall be reinstated unless the suspension or expulsion is again approved by three-fourths vote.

Section 2 **The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of deliberations.**

Section 3 **The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.**

Section 4 **By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.**

Section 5 **The University can place an organization on probation for failure to observe regulations and responsibilities, as well as financial obligations on campus.**

Section 6 **Official recognition of a student organization may be withdrawn for hazing. Hazing is defined as any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to**

cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term “hazing” does not include customary athletic events or other similar contests or competitions. Organizations or individuals found guilty of violation of this section of the Education Code will be subject to suspension by the University. (Title 5, California Education Code, Subchapter 4, Article 1, Section 40301).

Section 7 If an organization loses recognition or benefits as a result of action taken by the Director of Student Involvement, it may appeal to the Dean of Students.

Section 8 A final appeal may be filed with the Dean of Students within ten (10) work days after receiving written notification from the Director of Student Involvement if the organization does not accept the decision and/or the sanctions. The written appeal must state all reasons why the student organization does not accept the decision of the Director of Student Involvement. The Dean of Students may meet with organization representatives or make his/her decision based on the information submitted for review and the written request for appeal. Written notification of his/her decision and any sanctions shall be sent to the organization within ten (10) working days after having received the appeal. The decision of the Dean of Students is final.

Section 9 A description of the student club & organization conduct review process is available:
<http://www.csufresno.edu/studentactivities/programs/studentorgs/index.shtml>

ARTICLE XI: AMENDMENTS

Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.

Section 2 Bylaw amendments require **approval by two-thirds of the voting members present at a regular meeting.** The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Student Involvement Office at California State University, Fresno within two weeks after adoption.

ARTICLE XII: DISBURSAL OF ORGANIZATION ASSETS

Section 1 In the event (list your organization) should become defunct, all assets will be turned over to (list entity where funds will be turned over, example - the California State University, Fresno Associated

Students, Inc.) to be used to promote student programming on the campus.

These bylaws were adopted on (date) and most recently revised on (date).

ONCE YOU'VE WRITTEN IT, WHAT DO YOU DO WITH IT?

Remember the reasons for having a constitution. It articulates the purpose of your organization and spells out the procedures to be followed for its orderly functioning. Once you have developed your constitution, review it at least once a year. The needs of your group will change over time and it is important that the constitution is kept up to date to reflect the current state of affairs. Do remember that any time you do revise the constitution; a copy should be filed with the Student Involvement Office.

Make sure that every member of the organization has a copy. This will help unite your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. **A thorough study of the constitution and bylaws should be part of officer training and transition.**

ADVISOR ACCEPTANCE FOR REGISTERED STUDENT ORGANIZATIONS

STUDENT INVOLVEMENT
UNIVERSITY STUDENT UNION, ROOM 306 - 278-2741

ROLE OF THE UNIVERSITY ADVISOR

Purpose

The basic function of the advisor is to advise and to provide a working relationship between the University and the organization. According to the University policy, all student organizations must have an advisor who is employed on a more than half-time basis by the University in order to receive University recognition for the organization. Employees of University Auxiliary Organizations are not permitted to serve as student organization advisors as regulated by The California Code of Regulations, Title 5, Article 2. This includes employees of the Bookstore, Food Services, University Student Union, Student Recreation Center, and Foundation employees. Housing employees and federal programs employees are permitted to serve as advisors. The advisor serves as a resource person and consultant to the group; his/her mature judgment is invaluable to a student organization. The advisor helps the group to achieve its purpose and become familiar with University policies affecting such organizations.

The advisor is responsible for his/her own actions in the performance of the advisory role. He/she is expected to take reasonable and prudent actions in promoting and protecting a sound environment for the organization and its members. The choice of the advisor and the acceptance to serve as an advisor depend primarily on the group and the advisor.

Advisor's Responsibilities

The advisor is considered to have the following responsibilities:

To attend orientation and training programs for advisors presented by the Student Involvement Office at least every other year. Failure to attend training sessions will disqualify an employee for serving in the advisor role.

To be informed concerning the purposes and the programs of the organization they agree to advise.

To be informed concerning University policies and procedures governing student activities and student organizations.

To provide assistance in the administration of the financial affairs of the organization.

To see that the officers of the organization are aware of these policies and procedures.

To encourage the members of the organization to assume responsibility for the organization and for the effectiveness of the programs.

To attend the meetings of the organization frequently and to help provide continuity for the program.

To provide advice and counsel regarding proper conduct and procedures, and also the proper guidance to avoid conduct which would bring discredit to the organization or to the University.

To provide continuity during periods of transition and from year to year.

To encourage and maintain an on campus program and to be aware of contractual and/or legal obligations arising out of programs and activities held off campus.

Liability of Advisors

Voluntary advisors to recognized student organizations are not usually directly responsible for the activities of the group. Advisors are accepting risk of being included in third party complaints against the organization and for their own actions. While the University cannot preclude third party actions which might include the advisor, the University offers the services of legal staff in such instances.

Duties of Advisors at Events

The members of the sponsoring organization are responsible for the smooth operation of a function. Advisors are not supposed to serve as "police" but should make helpful suggestions regarding neglected areas and unwise practices. It is particularly important that advisors be available and prepared to assist in any emergency situation which might arise at an open public event.

When an advisor signs, or permits a designee to sign a requisition for an event, he/she is indicating acceptance for sponsorship of the event and a willingness to be reasonably informed on the activities planned.

Advisors are encouraged to be present during the entire time for which the event is scheduled.

Organization's Responsibility to the Advisor

The organization is expected to have the following responsibilities:

To keep the advisor informed concerning the overall program of the organization.

To notify the advisor well in advance of the schedule of meetings and events.

To give the advisor an opportunity to express an opinion on issues which affect the welfare of the organization and the prestige of the University.

STUDENT DESIGNEE POLICY

At the beginning of each semester the advisor of a recognized student organization may sign an Advisor Designee Form which will allow the student(s) designated by the advisor to assume the responsibility of signing for the advisor on Facility Requisition forms and on Free Speech Area Registration forms. Student designees must be officers of the organization and will be allowed to use this privilege only when requisitioning space for on-campus events which require no special arrangements or for activities in the Free Speech Area.

This designee privilege is limited to recognized student organizations which have complied with all provisions of recognition as stated in the Student Organization Handbook.

The Student Involvement Office reserves the right to discontinue this privilege if it becomes apparent that the organization and/or the advisor is (are) not complying with the policy as stated above.

I AM EMPLOYED ON A MORE THAN HALF-TIME BASIS BY CALIFORNIA STATE UNIVERSITY, FRESNO, AM NOT A UNIVERSITY AUXILIARY EMPLOYEE, AND I HAVE READ, UNDERSTAND, AND ACCEPT THE ROLE OF ADVISOR TO THE STUDENT ORGANIZATION LISTED BELOW:

STUDENT ORGANIZATION NAME

ADVISOR'S NAME (Print)

DATE

ADVISOR'S SIGNATURE

CAMPUS EXTENSION

CAMPUS MAILSTOP #

Please circle one:

FACULTY

STAFF

STUDENT ORGANIZATION REGISTRATION FORM

NAME OF ORGANIZATION _____

WEBSITE ADDRESS (if available): _____

NOTE: BEFORE LISTING OFFICERS PLEASE SEE NEXT PAGE FOR QUALIFICATIONS. OFFICERS (as listed below): (Note: President's phone and email MUST be listed)

TITLE	NAME	E-MAIL ADDRESS (if available)	*PHONE #
President:			
Mailing address:			
Vice-President:			
Treasurer:			

ADVISOR(S):

NAME	CAMPUS BLDG./RM. # & MAIL STOP	E-MAIL ADDRESS (short version)	PHONE #

The President and Advisor(s) of the organization must sign below indicating they have read, understand and agree to the following statement:

As President of, and advisor(s) to, the above-named organization, we hereby certify that our organization has no discriminatory rules or policies which prohibits membership based on race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

We, the President and Advisor(s) of the above-named organization, have read the provisions of the Student Organization Handbook, available at: <http://csufresno.edu/studentactivities/documents/handbook2006.pdf>, and understand our obligations both to the University and to working with each other.

PRESIDENT'S SIGNATURE _____ DATE _____

ADVISOR'S SIGNATURE _____ DATE _____

CO-ADVISOR'S SIGNATURE _____ DATE _____

QUALIFICATIONS FOR OFFICERS
Requirements Set by Executive Order No. 1006
from the Office of the Chancellor

The president and treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers.

Minimum Academic Qualifications

Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average each term. The students must be in good standing and must not be on probation of any kind.

Incumbent Unit Load

This requires undergraduate students to earn six semester (nine quarter) units per term while holding office. Graduate and credential students must earn three semester (four quarter) units per term while holding office. Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

REQUIRED SIGNATURES:

As the president or treasurer of this organization, I understand my academic records will be checked at the end of each semester. By signing below I understand the advisor will be notified if I do not meet the minimum requirements of Executive Order No. 1006.

Note: If you do not agree to have your academic records checked at the end of each semester and to have the advisor notified if you fail to meet the minimum requirements, the requirements of Executive Order No. 1006 cannot be met and you are not eligible to serve as the president or treasurer.

PRESIDENT:

Signature: _____ PeopleSoft ID # _____

TREASURER:

Signature: _____ PeopleSoft ID # _____

**ADVISOR DESIGNEE FORM
STUDENT INVOLVEMENT
UNIVERSITY STUDENT UNION, ROOM 306
(559) 278-2741 / Fax: (559) 278-7786**

NAME OF ORGANIZATION _____ **DATE** _____

I hereby name the undersigned student officer(s) as my designee(s) for the purpose of extending approval on the California State University, Fresno Facility Requisition Form and the Free Speech Area Registration form. I understand that by assigning this authority I am in no way delegating the responsibility I assume as University Advisor, and member of the faculty or staff of California State University, Fresno, pertaining to the use of state property as outlined in the California State University, Fresno Faculty or Staff Handbook, and Student Organizations Handbook, or the Policy on the Use of Buildings and Grounds.

I understand that the Student Involvement Office will accept my designee's signature only for the purpose of reserving space to be used for an on-campus function which requires no special preparation or arrangements.

ADVISOR

FIRST DESIGNEE

University Advisor's Name (Print)

Designee's Name (Print)

University Advisor's Signature

Designee's Signature

Campus Mailstop number

Title of Office Held

Campus Extension

SECOND DESIGNEE

Designee's Name (Print)

Designee's Signature

Title of Office Held

**STUDENT ORGANIZATION AGREEMENT TO COMPLY WITH THE
POLICY ON CAMPUS USE OF ALCOHOLIC BEVERAGES,
THE CALIFORNIA STATE UNIVERSITY STUDENT CONDUCT CODE, AND THE
CALIFORNIA HAZING LAW, MATT'S LAW SEC. 3. SECTION 245.6**

Student organizations shall be provided with a copy of the **Policy on Campus Use of Alcoholic Beverages** and a copy of **The California State University Student Conduct Code** each year. In order to obtain or renew University recognition, the organization's president and University advisor must sign an agreement indicating that the organization and its members will comply with the Policies. The Policies will apply to the organization throughout the calendar year. Organizations failing to comply with the **Policy on Campus Use of Alcoholic Beverages** or **The California State University Student Conduct Code** may lose their University recognition.

Copies of the Policies are available in the Office of the Vice President for Student Affairs and Dean of Students, the Student Involvement Office, the Environmental Health and Safety Office, and the Office of the General Manager of the California State University, Fresno Association, Inc.

A copy of the Alcohol Policy is also available on the Internet at the following address: <http://studentaffairs.csufresno.edu/programs/alcohol.html>. A copy of The California State University Student Conduct Code is available at the following address: <http://studentaffairs.csufresno.edu/discipline/code.html>. A copy of the California Hazing Law, Matt's Law Sec. 3. Section 245.6 can be found at the following address: <http://csufresno.edu/studentactivities/programs/studentorgs/index.shtml>.

The undersigned President, Vice-President, Treasurer and Advisor have read the **policies** and agree that the organization and its members will comply with them.

Date: _____

Organization's Name: _____

Print Advisor's Name

Advisor's Signature

Print President's Name

President's Signature

Print Vice-President's Name

Vice-President's Signature

Print Treasurer's Name

Treasurer's Signature

STUDENT ORGANIZATION GROUP ROSTER

ORGANIZATION NAME: _____

NAME OF PERSON FILING REPORT:

_____ PHONE: _____

INSTRUCTIONS: Please list signatures of at least fifteen proposed charter members with I.D. numbers. (Each name needs to be printed and signed). Students signing this form are signifying that they have read and agree to comply with the California Hazing Law, Matt's Law Sec. 3. Section 245.6.

Last Name, First Name (print)	Signature	I.D. Number (Campus ID)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Date Filed _____
Date Expires _____

APPLICATION FOR RECOGNITION OF STUDENT ORGANIZATIONS
STUDENT INVOLVEMENT OFFICE
USU, RM. 306 / (559) 278-2741

(All application materials must be typed or printed)

Proposed Name of Organization: _____

Organization Type: Indicate type by placing a 1 next to the description that most characterizes your group, and if needed, a 2 next to the description that further defines your purpose:

- | | | |
|--|------------------------------------|--|
| <input type="checkbox"/> Academic/Professional | <input type="checkbox"/> Cultural | <input type="checkbox"/> Recreational |
| <input type="checkbox"/> Honorary | <input type="checkbox"/> Religious | <input type="checkbox"/> Sorority/Fraternity |
| <input type="checkbox"/> Social | | |
| <input type="checkbox"/> Other/Specify: _____ | | |

Primary Purpose of Organization: _____

Membership Requirements: _____

Proposed Activities, Programs and Services: _____

Affiliations with Off-Campus Organizations (if applicable): _____

Name of Student Filing Application: _____

Address: _____ Phone: _____

University Advisor (each organization must have an advisor who is employed by the University on a more than half-time basis)

Advisor Name: _____ Campus Phone: _____

Campus Address: _____ Department: _____

A student group interested in organizing and applying for recognition may be granted temporary recognition for thirty (30) days to use campus facilities for the purpose of completing its organization and for recruiting members. This temporary recognition does not include the right to sponsor an all-campus event or use the name of the University.

It is understood and agreed that the proposed organization will adhere to conditions for recognized student organizations listed in the Guidelines and Procedures for the Governance of Recognized Student Organizations, Student Organization Handbook, and the policy for Use of Campus Buildings and Grounds and understands its obligations to California State University, Fresno.

Student Applicant's Name Signature Date

University Advisor's Name Signature Date

(OFFICE USE ONLY)

_____ has filed an Application for Recognition.

They are to be granted the privileges of student organizations (see Guidelines and Procedures For the Recognition and Governance of Student Organizations) until _____

_____. University Advisor(s): _____

Approved by: _____
Student Involvement