Contents

Involvement at CI: Message from the Director .............................................................................................................. 4

Student Organizations & Involvement Overview ........................................................................................................... 5
  Aims of Student Organizations & Involvement ................................................................................................................. 5
  Functions of the SEAL Center ........................................................................................................................................... 5
  CI Leadership Definition ................................................................................................................................................... 5

Student Organizations Overview ..................................................................................................................................... 6
  Categories of Student Organizations .................................................................................................................................... 6
    Academic ................................................................................................................................................................. 6
    Cultural .................................................................................................................................................................... 6
    Faith Based .............................................................................................................................................................. 6
    Social Sorority/Fraternity ........................................................................................................................................ 6
    National Honor Societies (University-sponsored Organizations) ........................................................................... 6
    Political .................................................................................................................................................................... 6
    Service & Social Justice ........................................................................................................................................... 6
    Special Interest ....................................................................................................................................................... 7
    Sports Clubs ............................................................................................................................................................ 7
  Open Membership & Leadership ................................................................................................................................ 7
  Student Organization Expansion ................................................................................................................................ 7

Starting or Renewing a Student Organization ................................................................................................................ 8
  Exploration of Interest Status ..................................................................................................................................... 8
  2017-2018 Student Organization Registration/Renewal Process .............................................................................. 9

Developing a Constitution ............................................................................................................................................ 11
  Model Constitution & Bylaws for Student Organizations ..................................................................................... 13

Student Organization Officers ...................................................................................................................................... 19
  Officer Requirements ............................................................................................................................................. 19
  Officer Responsibilities ........................................................................................................................................ 19
  Officer Accountability ............................................................................................................................................. 20
  Officer Roles .............................................................................................................................................................. 20
    President - Required ........................................................................................................................................ 20
    Vice President - Required ................................................................................................................................... 20
    Treasurer - Required ............................................................................................................................................. 21
    Event Scheduler – Required .................................................................................................................................. 21
    Secretary - Recommended ....................................................................................................................................... 21
Meeting Space Request for Fall/Spring .................................................................
Request to Seek Donations and Fundraise......................................................... 32
Report on Fundraising and Donation Efforts.................................................... 32
Posting Materials Approval Form ....................................................................... 32
Event Planning 101 ............................................................................................ 34
Event Request Form ........................................................................................... 34
What questions are asked on the Event Request form? ............................... 34

Handbook Version: June 2017
Involvement at CI: Message from the Director

Student clubs and organizations are an essential aspect of life on campus at CI, and offer many benefits to both members and the campus community at large. Student organizations enrich the goals of CI’s educational mission by building community and designing and implementing programs, events and activities that bring life to the campus. Involvement in student organizations presents students with an opportunity to broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service. Student participation in clubs/organizations also attracts new students to our campus and integrates them into our CI culture and traditions.

Student organizations are meant to provide learning and developmental opportunities for members through their individual participation. Student 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 organization contributes to an individual’s ongoing educational development.

This Student Organization Handbook has been created to assist student organization officers and members with the formation and development of their organizations. Forms available on CI Sync exist as a valuable resource to assist with the administration of student organizations. Above all, if you have questions, comments or concerns regarding student organizations, please contact the Student Engagement and Applied Leadership (SEAL) Center to speak with a helpful staff member. CI is a close-knit community where each student and community member matters, and we look forward to working with you!

Warmest regards,

Student Organizations & Involvement (SOI)
Campus Life | Division of Student Affairs
California State University Channel Islands

Important Contact Information

Student Engagement and Applied Leadership (SEAL) Center
Bell Tower East 1769
805-437-3356 – Office
involvement@csuci.edu

Russell Winans, Coordinator of Student Organizations & Involvement
Bell Tower East 1762
805-437-8510 – Office
russell.winans@csuci.edu
Student Organizations & Involvement Overview

Student Organizations & Involvement (SOI) is housed in the SEAL Center located in Bell Tower East, Room 1769.

Aims of Student Organizations & Involvement

- To provide resources, training and information for student leaders and advisors of clubs and organizations regarding leadership development
- To facilitate user-friendly, accessible and responsive processes for the functioning of organizations
- To inform campus constituents of the importance and availability of leadership, involvement and experiential and service-learning opportunities

Functions of the SEAL Center

- Process student organization renewals and registrations
- Manage CI Sync, the online management system for student organization communication and business
- Provide one-on-one Involvement Mentoring Sessions to help students who are seeking involvement opportunities find the best match
- Offer workshops for student organizations on resources, processes and leadership
- Meet on-on-one with student organization leaders to assist with queries
- Answer general questions regarding student organizations and involvement on campus
- Receive and process various student organization requests such as Meeting Space Requests, Event Requests, etc.

CI Leadership Definition

The CI Leadership Definition was established to provide a consistent definition that clarifies University expectations and allows students to explore leadership, discover their individual strengths and talents, determine their core values, and prepare them to be contributing citizens and leaders of society. The CI Leadership Definition is:

With excellence and integrity, CI leaders serve others, build community, personally flourish, and act in a positive and socially responsible manner.

Attributes of a CI Leader

- **Excellence & Integrity** - ‘Excellence’ and ‘Integrity’ are critical components of and are woven through the entire definition. One must try their best (‘excellence’) at all times and they must be ethical (‘integrity’) if they are to gain and retain credibility.
- **Serve** - Leaders work with honor and commitment toward an end greater than themselves by adding value to the community.
- **Build Community** - Leaders cultivate relationships which honor the diversity and needs of the community and work collaboratively with others to create and support sustainable change.
- **Flourish** - Leaders thrive through ongoing learning, counsel and self-reflection so that they can make their best contributions and experience the greatest level of accomplishment and satisfaction from their efforts.
- **Act** - Leaders must take initiative and be responsive in an ethical and responsible manner.
Student Organizations Overview

SOI encourages students to establish student organizations that meet an unmet need. Student organizations must design and implement programs, events and activities which support and enrich the goals of CI’s educational mission. Involvement in student organizations presents students with the opportunity to broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service. Student organizations strengthen campus-community relations, improve inter-institutional communications, and facilitate students’ acquisition of skills.

Categories of Student Organizations

At CI student organizations fall under a category based upon their members’ interests and goals. This is done to foster communication between student organizations that may share similar philosophical underpinnings and to assist interested students in locating and finding a suitable student organization for their needs. The types of student organizations include:

Academic
Academic student organizations have the stated objective of providing an opportunity for individuals to discuss and share information related to a specific academic discipline, topic or interest. These 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.

Cultural
A student organization that is culturally based seeks to fulfill CI’s mission to promote all forms of diversity and understanding. As with all campus student organizations, cultural organizations do not limit membership to any cultural group, yet welcome all to learn in a safe and encouraging multicultural environment. These clubs regularly hold events displaying their culture and serve as the point of information for others who seek to understand their culture.

Faith Based
A registered faith-based organization acts a haven for students who share similar worldviews and ideologies. Activities typical of faith-based student organizations include fellowship with similar students, spreading awareness of their worldview, and acting as point of reference for students interested in learning more about their faith. As with all student organizations, faith-based organization do not limit membership to any particular faith or ideological belief.

Social Sorority/Fraternity
A local social sorority or fraternity is an organized group of students not affiliated with an inter/national organization, which impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. The primary purpose of these organizations is the development and growth of their members with a commitment to leadership, diversity, community, and service. Local social sororities and fraternities design and implement programs, events, and activities which support and enrich the goals of CSUCI’s educational mission. Currently CSUCI does not have nationally affiliated Greek chapters and can only accommodate limited local social sororities and fraternities.

National Honor Societies (University-sponsored Organizations)
These CI student organizations maintain affiliation with a national honor society and focus on academic achievement and community service. Members of these organizations are registered on the basis of academic achievement and accepted by invitation only. An honorary student organization holds initiation and recognition ceremonies, and may hold meetings throughout the year. Often there are dues associated with membership in these organizations. The registration for these groups is led by the campus advisor and/or affiliated academic department.

Political
A registered political student organization promotes political party ideologies and may exist as a community that discusses issues regarding local, state and/or federal governments. Political student organizations may be nationally affiliated with their respective political party.

Service & Social Justice
A student organization registered under this category places special emphasis on benefiting the community through education and awareness of social issues, as well as stewardship, service learning and/or active community service. In addition, these student organizations place emphasis on personal growth, leadership and building lifelong friendships.
Special Interest
The purpose of a special interest student organization is to provide 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.

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. Also, athletic fees may be required. For more information about sports clubs, students should contact Campus Recreation at (805) 437-8902. (Note: The SEAL Center does not register or administrate sports clubs. All sports clubs business is administered by Campus Recreation.)

Open Membership & Leadership
Reflective of the value of inclusion that is important to the CSU system and CI, our institution fully honors CSU Executive Order 1068 which promotes the ideal of ‘open membership’ for our student organizations. Open membership requires that (from EO 1068):

- No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.
- No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at that campus.

There are two exceptions to open membership, as noted within EO 1068 and Coded Memoranda from the CSU:

- Greek fraternities and sororities are able to limit membership based on gender, but on no other factor.
- Nationally recognized honor societies “may require skill-based, aptitude test requirements such as a minimum grade point average, academic discipline, unit requirements or classification (description as upper-division, lower-division, graduate student, etc.),” but on no other factor.

For student organization membership and leadership to be open to all students, it is required that no restrictions or requirements are placed on students seeking these roles. For example, students cannot be required to be of a certain faith, race or political viewpoint, etc. in order to be a member or hold a leadership position. It is encouraged that student organizations hold open elections to vote in leadership that best reflects the ideals and views of the club, as they may not set restrictions in their constitutions or practice that limit membership or leadership.

Student Organization Expansion
Student organizations are a vital part of campus life at CI, and student involvement and engagement is highly valued. Expansion of the number of student organizations on campus is encouraged, though consideration should be given to the limited space and resources available at CI as we remain a quickly growing campus in regards to enrollment, but not necessarily facilities. With the exception of social sororities/fraternities and sports clubs, student organizations are open for expansion as long as all requirements for registration are met (see next section).

Social sororities/fraternities and sports clubs must undergo a feasibility review by SOI and Campus Recreation, respectively, in order to determine if the campus has the resources (staff, facilities, etc.) to support the needs of these endeavors. Since both sororities/fraternities and sports clubs require a higher level of involvement and campus resources than other organization categories, it is essential the sustainability of the organization and availability of resources matches the organization’s needs so that the partnership is successful.
Starting or Renewing a Student Organization

Any CI student with a particular interest may seek to create a registered student organization. There are two options for becoming a registered student 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. In order to start a new student organization, the following requirements must be met:

1. Five students willing to participate in your student organization
2. One advisor (must be CI faculty, staff or administrator)
3. A ratified constitution
4. An eligible president, vice president, event scheduler and treasurer (see page 19 for details)

Benefits of Registered Student Organizations

- Use of University facilities, services and resources according to established policies
- Reserve weekly meeting space
- Participation in University activities and programs (e.g., involvement fairs)
- Publicize approved on-campus events
- Assistance and advisement from SOI staff
- Eligibility to apply for certain kinds of funding (e.g., ASI)
- Use of ASI banking procedures and processes
- Eligibility for recognition at The Legacy Awards
- A portal on CI Sync

Responsibilities of Registered Student Organizations

- Complete a Student Organization Renewal Application annually (via CI Sync)
- Complete all paperwork in a timely manner
- Report changes to the constitution, bylaws or officers/advisors to SOI within 10 business days after changes occur via CI Sync
- Operate in accordance with federal and state laws, local ordinances, the Student Code of Conduct and the constitution and/or bylaws of the organization itself
- Support the mission and educational purposes of the University
- Offer open membership to all matriculated, regularly enrolled CI students within the guidelines of EO 1068
- Have at least five members who are enrolled students at the University
- Have an eligible president, vice president, event scheduler and treasurer on the roster
- Have an eligible faculty, staff or administrator advisor on the roster

Exploration of Interest Status

This option is best for new groups who are not ready to pursue full registration status. Often this is because a group wants to recruit more interested students to serve as members or leaders, is still finishing developing a constitution, or has not yet solidified an advisor. Exploration of interest Status permits student organizations to post flyers and hold meetings for recruitment and the student organization development process only. If membership and advisors are secured, the student organization may proceed to requesting “Registered” status during the student organization registration/renewal timeframe.

- Log in to CI Sync from the myCI homepage and submit a Request for Exploration of Interest Form.
- Fill out the necessary information on the form, including:
  - Your name, phone number and email address (myci.csuci.edu only)
  - Proposed student organization name and a description
  - The name(s) of all initial members, their role within the organization, their phone number, and their email address (myci.csuci.edu only)
  - An eligible president is required to be on record.
2017-2018 Student Organization Registration/Renewal Process

To be fully recognized by the University and be eligible for all benefits offered to registered student organizations, the following steps must be completed (process opens on May 11th, with deadline of the 3rd Friday of the fall 2017 semester, September 15, 2017.)

1. Update and Renew Profile in CI Sync Organization Settings.
2. Presidents must complete the 2017-2018 President Agreement.
3. Advisors must complete the 2017-2018 Advisor Agreement.
4. All officers must complete the online Student Organization (SO) Integrity Workshop and quiz.
5. Treasurers and presidents must sign and submit an ASI Student Organization Funds Agreement form. For fall 2017 this form will be distributed and collected at the Student Organization Officer Orientations.
6. All Presidents and Treasurers must register for, and attend, a mandatory Student Organization Officer Orientation.
7. Advisors must complete an Advisor Orientation.
8. Student Organization Census: All SO’s must have at least 5 student members in their portals by the 3rd Friday of the Fall semester, September 15, 2017.

Completing steps 1-4 is required prior to being granted permission to submit meeting space and event requests for Fall 2017.

Completing steps 1-6 is required prior to being granted access to Student Organization ASI funding for 2017-2018.

Registration/Renewal Process in Detail:

1. Update and Renew Profile in CI Sync Organization Settings.
   - Renewing organizations:
     1. Under ‘People’ tab ensure the incoming officers are given Administrator access by a current organization administrator, or contact the SEAL Center to assist in providing access.
     2. Select ‘Update and Renew Profile’ from Settings/Organization Settings or Profile/Manage Profile and update all officer and advisor information.
        - NOTE: You must have the student ID number for all officers.
   - New organizations:
     1. Log in to CI Sync via MyCI. Select ‘Browse Organizations’ from the top toolbar, then select the ‘Register New Organization’ button.
     2. The registration form will walk you through the process, be prepared with your club description and purpose, as well as information for all organization officers (name, ID number, MyCI email address). At the end of the form you will upload a revised constitution. Information in this form can be changed at any time once a portal is approved by the SEAL Center.

2. Presidents must complete the 2017-2018 President Agreement
   - After step 1 is completed, Presidents are emailed a link to the agreement. If you cannot find the email, log into CI Sync, click on your name in the top right, and select ‘Notifications’. In the Notifications page a note will be present with a link to the form.

3. Advisors must complete the 2017-2018 Advisor Agreement. This form provides acknowledgement that the advisor agrees to take on or continue their advisor role with the organization for the identified year.
   - After step 1 is completed, Advisors are emailed a link to the agreement. If you cannot find the email, log into CI Sync, click on your name in the top right, and select ‘Notifications’. In the Notifications page a note will be present with a link to the form.

4. All officers must complete the online Student Organization (SO) Integrity Workshop and quiz.
   - Required by CSU Executive Order 1068, this workshop will cover awareness, education, and prevention of alcohol, hazing, and sexual assault issues. Following the workshop an online quiz must be completed with a score of 80% or higher. Quiz can be found under Forms within CI Sync.
     - The SO Integrity Workshop will be available starting May 2, 2017 at http://www.csuci.edu/studentleadership/clubs-organizations/workshops.htm.
5. Treasurers and presidents must sign the ASI Student Organization Funds Agreement form. For Fall 2017 this form will be distributed and collected at the in-person Student Organization Officer Orientations.
   - This form identifies the following:
     - All financial records and transactions are the treasurer’s responsibility.
     - The organization identifies where their ASI02 funds would go if their organization was to dissolve.

6. All Presidents and Treasurers must register for, and attend, a mandatory Student Organization Officer Orientation.
   - This is a 3-hour in-person orientation that is mandatory for Presidents and Treasurers, and optional for all other officers. This session will allow for officer interaction with other clubs, training on rules, regulations, and processes, CI Sync portal administration, working with ASI funds and requesting a budget, and additional essential club information. Orientations will be held:
     - Dates TBD
     - Registration link: Reminders will be sent once dates are finalized.

7. Advisors must complete an Advisor Orientation:
   - Advisors must review an online orientation and submit their orientation acknowledgement within the 2017-2018 Advisor Agreement form (it will be a page in the form).
   - Advisor orientations must be completed by the 3rd week of the Fall semester, September 15, 2017.

8. Student Organization Census
   - Starting May 31st all SO rosters will be cleared in CI Sync (members removed) except for identified officers on SO renewal.
     - NOTE: It is recommended SO portal administrators download a copy of your club roster before this date, so that you can have the email addresses of former members, should that assist in 2017-2018 SO recruitment.
   - All SO’s must have at least 5 student members in their portals by the 3rd week of the Fall semester, September 15, 2017.
   - On September 18, 2017 SO Census will occur, with SOI downloading rosters from CI Sync to serve as official SO rosters. This is in accordance with attendance requirements within CSU Executive Order 1068.

Completing steps 1-4 is required prior to being granted permission to submit meeting space and event requests for Fall 2017.

Completing steps 1-6 is required prior to being granted access to Student Organization ASI funding for 2017-2018.
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 organization is all about and how it functions. It will provide a structure to aid future leaders of your 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 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 student 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)
- Reference to the University as CSU Channel Islands, California State University Channel Islands or CI
- 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)
- A statement of not-for-profit status
- Statement of financial responsibility for any debts accumulated at CI by the organization not covered by funds on deposit. Sample: “A specific member or members designated by this student organization shall be responsible for payment in full of all debts accumulated by the student organization not covered by funds on deposit.”
- Statement of compliance with campus regulations
- Meetings: Student 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, and method of election, type of vote, term limits, and methods for filling vacancies.
- Assurance that the petitioning student 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.
- The following areas must be represented in all constitutions; they may be listed word for word (recommended):

**Open Membership (not applicable for national honor societies and Greek sororities/fraternities):** Membership in the organization shall be open to all regularly-enrolled CI 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.

**Non-discrimination:** 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.

**Hazing:** This student 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 registered 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.
Policies: This student organization shall comply with all University policies and regulations, in addition to all local, state and federal laws.

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 student organization may include other areas that members deem necessary. The constitution may include disciplinary action, behavior, absence from student organization meetings, and so on. In order to have a well-written constitution, you must include anything of importance to your student organization.

ARTICLE I. NAME
ARTICLE II. PURPOSE
ARTICLE III. AUTHORITY
ARTICLE IV. MEMBERSHIP
ARTICLE V. OFFICERS
ARTICLE VI. SELECTION OF OFFICERS
ARTICLE VII. MEETINGS
ARTICLE VIII. ADVISOR(S)
ARTICLE IX. EXECUTIVE COMMITTEE
ARTICLE X. STANDING AND AD HOC COMMITTEES
ARTICLE XI. FINANCES
ARTICLE XII. DISCIPLINE OF MEMBERS
ARTICLE XIII. HAZING
ARTICLE XIV. AMENDMENTS

New student organizations are encouraged to use the following Model Constitution and Bylaws for Student Organizations as a guide, and it is allowable to copy and paste the text to use as a base for your constitution (it will not be plagiarism!). In fact, using this sample as a base ensures you use proper language and get all the basics covered. If you would like to view the constitutions of any registered student organization, just send an email to involvement@csuci.edu and a sample will be sent to you.
ARTICLE I. NAME

Section I The name of this organization shall be the [name of organization] at CSU Channel Islands.

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

ARTICLE II. PURPOSE

Section 1 The purposes of this organization are [describe organization’s mission or purpose statement].

Section 2 [Campuses may wish to include other model provisions promoting ethical leadership, academic achievement, civic responsibility, etc.]

ARTICLE III. AUTHORITY

Section 1 This organization is a registered student organization at CSU Channel Islands and shall comply with all University policies and regulations, in addition to all local, state and federal laws.

Section 2 If applicable: This organization is affiliated with [name of national or affiliated organization].

Section 3 This organization may establish Standing Rules to govern administrative and 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 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 regularly-enrolled CSU Channel Islands 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 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, veteran status or disability.

Section 3 (Alternate: [Only to be used by social fraternities or sororities or other University living groups, which may permit gender membership limitations.] 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, 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, marital status, citizenship, sexual orientation, or disability.)

Section 4 This student 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 registered 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 delegation 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

13
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.

Section 5  This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 6  Members [shall/shall not] be required to pay dues.

Section 7  Members shall be required to attend at least [# %] of the organization’s regularly scheduled meetings.

Section 8  (Optional: Some organizations have additional categories of membership, such as honorary membership. If this applies, include the categories of membership along with associated privileges.)

Section 9  This student organization shall comply with all University policies and regulations, in addition to all local, state and federal laws.

ARTICLE V. OFFICERS

Section 1  The officers of the organization shall be the [titles of officers].

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. (Optional: The President shall be an ex officio member of all committees.) 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 the 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.

e)  [List duties of any additional elected or appointed officers]

Section 3  Qualifications necessary to hold office in this organization are as follows:

1. To be eligible for and to hold office, candidates must meet the requirements of CSU’s policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at http://www.calstate.edu/EO/EO-1068.html.

2. Minimum eligibility requirements to be an officer in [this organization]:
   • Must be enrolled in no less than six units at CSU Channel Islands (undergraduates)
   • Must be enrolled in no less than three units at CSU Channel Islands (graduate and credential)
   • Have a cumulative CI and semester GPA of at least 2.5 (undergraduates)
   • Have not exceeded a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater (undergraduates)
   • Have a cumulative CI and semester GPA of at least 3.0 (graduate and credential)
   • Have not exceeded a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater (graduate and credential)
   • Be in good academic and behavioral standing (not on academic or disciplinary probation)
   • Be free of any holds on University records
Additionally, [list other additional qualifications, such as academic requirements, length of time one has been a member, length of time one can hold office, etc.].

ARTICLE VI. SELECTION OF OFFICERS

Section 1 The [list of elected officers] are elected [annually or each semester/quarter]. Elections are held [at the end of each fall/spring semester/quarter] 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: [List order, usually starting with the President].

Section 4 Officers shall be elected by majority vote. (Optional: 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 (Optional: The following officers shall be appointed by the [President or Executive Committee]. [Indicate if ratification by a majority vote of the membership is required.])

Section 7 Officers shall assume office on [the first day of the semester/quarter following the election] and shall serve for [length of term of office].

Section 8 (Optional: Officers may be recalled from office for cause. To initiate a recall election, a petition signed by [specify number, such as 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 9 If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII. MEETINGS

Section 1 Regular meetings shall be scheduled [weekly, bi-weekly, monthly] during the academic year.

Section 2 Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours’ 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. (Note: Organizations may choose to have a lower quorum, such as one-third, or a specific number of members.)

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

Section 5 In order to vote a member must be in good standing. [State what constitutes “good standing.” This may include payment of dues or meeting the attendance requirement. If there is an attendance requirement, specify the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.]
ARTICLE VIII. ADVISOR(S)

Section I The organization shall [elect/appoint] an individual employed as a faculty or staff member or administrator by CSU Channel Islands to serve as the University advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Advisor Orientation. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2 (Optional: The organization shall also appoint a community advisor. [Specify qualifications, such as being an alumni member, a representative of the affiliated organization, etc.])

ARTICLE IX. EXECUTIVE COMMITTEE

Section I The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

Section 2 The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3 (Optional: When necessary, Executive Committee business can be conducted via email or via online meetings.)

Section 4 The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5 The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X. STANDING AND AD HOC COMMITTEES

Section 1 The organization shall have the following standing committees:

[List all standing committees, such as Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations, etc.]

Section 2 The duties of each of the Standing Committees are as follows:

[List the duties for each of the committees listed above.]

Section 3 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4 The President shall appoint the chairpersons and members of all committees. (Optional: subject to ratification of the membership).

ARTICLE XI. FINANCES

Section 1 Membership dues shall be [$XX per semester/quarter/academic year].

Section 2 Dues shall be paid by [specify due date, such as “second week of each semester/quarter/academic year”]. (Optional: There shall be a late fee of [$XX/$XX] per week).

Section 3 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 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 The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the
Section 6  
Member or members designated by this student organization shall be responsible for payment in full of all debts accumulated by the student organization not covered by funds on deposit.

Section 7  
Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE XII. DISCIPLINE OF MEMBERS

Section 1  
All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Orders 1096, 1097 and 1098 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1096, 1097 and 1098 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1096, 1097 and 1098 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

Section 2  
Complaints may also be brought to the attention of the Executive Committee or a campus review board. A written charge may be filed with the Executive Committee or name of campus review board. That Executive Committee or name of campus review board shall review the charges and may conduct a preliminary investigation, if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee or name of campus review board shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours’ notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee or name of campus review board shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee or name of campus review board shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 3  
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 the deliberations.

Section 4  
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 5  
By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

ARTICLE XIII. HAZING

Section 1  
This student 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 registered 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 delegation 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.
ARTICLE XIV. 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. (Optional: The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.)

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 [name of campus office handling recognition of student organizations] at CSU Channel Islands within two weeks after adoption.

These bylaws were adopted on [date] and most recently revised on [date].

[Insert signature blocks]
Student Organization Officers

Student organization officers are responsible for providing all aspects of leadership for the organization and are responsible for their own actions as well as the actions of all organization members. CSU Channel Islands requires an organizational structure to ensure that required duties are completed and the student organization remains a viable part of the campus community.

Officer Requirements

Per CI policy SA.21.004 - Policy on Eligibility Requirements for Membership in Student Clubs and Organizations, all student club and organization officers must meet the following eligibility requirements, which are reviewed each semester by SOI staff:

Minimum eligibility requirements to be an officer of a student organization at CI:
- Must be enrolled in no less than six units at CI (undergraduates)
- Must be enrolled in no less than three units at CI (graduate and credential)
- Have a cumulative CI and semester GPA of at least 2.5 (undergraduates)
- Have not exceeded a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater (undergraduates)
- Have a cumulative CI and semester GPA of at least 3.0 (graduate and credential)
- Have not exceeded a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater (graduate and credential)
- Be in good academic and behavioral standing (not on academic or disciplinary probation)
- Be free of any holds on University records

An officer who is ineligible due to failing to meet the semester GPA requirement may submit an appeal to the SO Officer Appeals Committee for a one-semester (one-time) probationary status to retain the position(s) held at the time the appeal is submitted. The request must explain the circumstances that led to an unsatisfactory semester GPA and provide an action plan for academic success. Appeal forms may be accessed on CI Sync. Students may submit an appeal as soon as semester grades are posted but no later than 5:00 p.m. on the first Thursday of each semester. The SO Officer Appeals Committee will issue decisions by the second Thursday of each semester. Students may maintain their role as an officer until the appeals committee has issued a final decision. Appeals will not be considered for officers who fall below the CSU mandated requirements or for officers of new organizations.

Failure to meet the above requirements will result in the member’s or officer’s removal from office or from the student organization’s roster, whichever is applicable. In the event that a student organization permits non-eligible members/officers to remain active in their role, the student organization could be placed on probation, suspended from active registration for a designated period of time or lose registered status.

First time in college and transfer students without a CI GPA cannot serve as officers, but may participate as general members their first semester.

Officer Responsibilities

All officers of student organizations are expected to:

- Understand that as a recognized student leader (officer) you are representing:
  - Your particular student organization(s)
  - CI’s name and reputation
  - The CI student body
- Encourage an inclusive, safe and welcoming CI community. As a leader on campus it is your responsibility to embody the CI Leadership Definition (see page 5), and serve to better your organization, the campus and the overall community.
- Know, understand and apply applicable rules, processes and policies. As a peer leader, it is essential that you take initiative to seek understanding of processes and guidelines, and ask questions to clarify as needed. As an officer you are setting an example to all your members.
- Address concerns of members with advisor and SOI staff in a timely manner. If at any time you have a concern regarding your organization, a campus process/procedure or another student, contact your student organization and/or SOI staff as soon as possible to help address and resolve your concern.
Officer Accountability

As leaders and representatives of their organizations, it is imperative that all officers understand that they may be held personally accountable for the misconduct of members during organization activities.

Such circumstances include, but are not limited to:

- Inappropriate or unacceptable activities sanctioned by the organization by means of discussion or planning at an organization meeting
- An officer’s personal participation in such an activity or an officer’s failure to act appropriately upon witnessing such an activity
- An officer’s failure to act appropriately in preventing such an activity when they had prior knowledge
- An officer’s failure to act appropriately in taking corrective action upon learning of such an activity
- An officer’s negligence in their responsibility to educate the group on established laws, regulations, policies, guidelines, and procedures
- An officer’s failure to cooperate fully with law enforcement personnel or with University officials, including failure to identify organization members known by the officer to be involved in an incident

Officer Roles

All student organizations are required to have an eligible president, vice president, event scheduler and treasurer on record. Student organizations may also create any additional officer positions that fit their needs.

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

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

- Writing/amending the organization’s constitution and bylaws
- Determining membership requirements for the organization
- Establishing duties of the officers
- Selecting the organization’s advisor
- Developing and administrating the organization budget
- Holding regular officer and membership meetings to conduct organization business
- Fundraising
- Travel

President - Required

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

- Supervising all organization meetings
- Overseeing the process of organization event planning
- Completing all organization purchase requests
- Maintaining a current list of residences, email addresses and phone numbers of the organization officers, advisor and members
- Submitting all required paperwork for organization renewal
- Holding a minimum of two meetings for the general membership per semester
- Submitting a semester and annual report of organization activities

Vice President - Required

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 organization communication and events. The responsibilities of the vice president
include but are not limited to:

- Supervising organization meetings in the absence of the president
- Assisting the president with the oversight of the organization including fundraising, event planning, etc.
- Working with the organization’s treasurer to prepare an annual budget
- Maintaining a current accounting of the organization’s financial status including income and expenses
- Scheduling locations for meetings and events
- Coordinating organization fundraising efforts with the treasurer

**Treasurer - Required**

All organizations need to elect or appoint a chief financial officer (treasurer) to manage their financial matters. An 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 organization’s financial activities. The responsibilities of the treasurer include but are not limited to:

- Preparing the annual organization budget
- Monitoring the organization’s budget
- Completing an annual financial report for the organization
- Tending to the status of all purchase requests
- Collecting funds and depositing to the organization’s account
- Paying bills
- Keeping a record of all transactions (i.e., deposits, checks and adjusting entries)
- Preparing monthly financial reports and documents to keep the organization’s membership informed about the organization’s financial situation

**Event Scheduler – Required**

This role may be a separate officer in your organization or you may assign the role to a current officer (i.e., president, vice president, treasurer, social chair, etc.). The event scheduler is the identified person in the organization to schedule events with SOI. This will ensure at least one “expert” in every student organization related to the requirements and processes of planning events and meetings, reserving rooms and processing required paperwork. An individual may be an event scheduler for more than one student organization, if a member of multiple organizations.

- Prepare all event-related planning items
- Submit Event Request forms via CI Sync
- Work closely with the treasurer to provide funding information as needed during the event planning process
- Serve as liaison with SOI on all aspects of event planning that require campus support (processing financial items, room reservation, purchasing, processing contracts, etc.)

**Secretary - Recommended**

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

- Taking minutes at every organization meeting
- Maintaining the organization history for that academic year
- Verifying all organization purchase requests
- Assisting with organization projects where needed
- Maintaining communication between the organization president and individual participants (this may include emails, letters and phone calls)
Student Organization Advisor

Overview
Each registered organization must have an active advisor selected from the full-time staff or faculty of CI. The advisor is chosen and approved by the members of the organization and approved by SOI. Behind most successful student organizations is an effective advisor. An advisor provides the organization with continuity from year to year by sharing 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 organization and preferably some experience or expertise in the area or activity. The advisor is a vital link between the organization and the University, providing guidance and offering mature judgment and experience in program development.

Advisor Role
- Attend an advisor orientation.
- Attend all mandatory training meetings scheduled by SOI.
- Recognize and support participation in the organization for its contribution to the educational and personal development of students within the higher education setting. The advisor provides continuity within the organization and should be familiar with the organization’s history. The advisor should also be familiar with the organization’s constitution and bylaws and be prepared to assist the organization’s Executive Committee and other members with interpretation when necessary.
- Be available during the development and coordination of programs for the organization. The advisor shall ensure the activities and undertakings of the 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 organization by attending organizational meetings and consulting with the Executive Committee. The advisor should monitor the organization’s progress toward predetermined organizational goals and objectives.
- Be aware of the general financial condition of the organization and encourage the keeping of good financial records.
- Assist the organization in complying with University policies and procedures. The advisor needs to be aware of the policies and procedures in this handbook, the Student Code of Conduct, and the University Catalog.
- 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 student organization members about personal concerns unrelated to the club. Personal matters may be difficult to address; when in doubt please consult with the Coordinator of SOI or Counseling & Psychological Services.
- Report all concerns of discrimination or harassment (including sexual harassment and/or sexual misconduct) to the campus Title IX & Inclusion Officer, and abide by all mandated reporting guidelines within CSU Executive Orders 1096, 1097 and 1098.
- Consult the SOI staff about organizational opportunities, plans or changes in organization status or a member’s status when appropriate.
- Attend most, if not all, student 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 Committee bi-weekly. Notes from these meetings should be placed in the club’s records.
- Continue the voluntary association of being the student organization’s advisor as long as both parties believe the relationship is productive and mutually satisfying.
- Refrain from managing the organization or completing the tasks assigned to the organization. The management of the organization is each member’s responsibility.

What an Advisor May Expect of an Organization Officer
- To keep the advisor informed of all organizational activities, meeting times, locations and agendas
- To meet regularly with the advisor and use them as a sounding board for discussing organizational plans and problems
- If applicable, receive minutes from all meetings
Policies Related to Student Organizations

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 student organization.

CSU Executive Order No. 1068
This executive order (EO) develops and communicates system-wide policies, procedures and/or guidelines for student organizations and activities. EO 1068 may be viewed online at www.calstate.edu/eo/EO-1068.html.

Policy on Alcohol (SA.03.003)
The use, purchase or sale of alcohol and other drugs is prohibited for any club/organization-related event or activity. Institutional policy and the CSU Student Conduct Code in Title 5, California Code of Regulations Section 41301 prohibit alcohol on the CI campus. Alcohol abuse, including possession of alcohol by a minor, binge drinking and drunk driving is not tolerated. The alcohol policy applies to student organization events and activities on and off campus.

Policy on Eligibility Requirements for Membership in Student Organizations (SA.21.1004)
SOI collects student organization rosters and verifies officer eligibility each semester. Students who do not meet the minimum eligibility requirements are not permitted to serve as officers of the group. Student organizations should review this policy located online at http://policy.csuci.edu/SA/21/sa.21.004.htm. Please refer to page 20 for specific requirements.

Policy on Student Involvement on Campus during Pre-Finals & Finals Weeks (SA.18.001)
The Policy on Student Involvement on Campus during Pre-Finals & Finals Weeks was created in an effort to ensure the students’ primary focus is on their curricular endeavors during pre-finals and finals weeks. Students must be able to devote their time to review in preparation for their final exams. Student organizations should review this policy located online at http://policy.csuci.edu/SA/18/sa.18.001.htm.

In keeping with this policy, the following will be employed:

• No student organization may hold meetings or sponsor events during pre-finals or finals weeks.
• Co-curricular events or activities that require students to plan, develop or attend may not be held during pre-finals or finals weeks. This includes informal (e.g., team dinners, banquets, etc.) and formal (e.g., meetings) group gatherings.

Hazing
The California Penal Code defines hazing as, “Any act related to a student organization which regardless of location, intent, membership status or consent of the participants, causes or is likely to cause bodily danger, physical harm, mental or physical discomfort, harassment, degradation, extreme mental stress, or otherwise compromises the dignity of the individual.”

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 student organization. The same law provides that the governing document of every campus student organization is deemed to prohibit the student organization from engaging in hazing. This means that your student organization’s constitution is required to contain a provision which prohibits hazing, even if that student organization has not officially adopted such a provision. It is a violation of acceptable standards of conduct at CI 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 student organization and subject the students to the penalty of expulsion, suspension, restitution, probation, censure, warning or admonition, and subject that student organization to the penalty of rescission of its permission to operate within CI’s facilities. Students should understand that these violations of the Student Code of Conduct would involve proceedings with the Student Conduct & Community Responsibility office.

Official recognition of a student 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).

The registered student 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 student 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.

If you’re not sure whether or not something happening to you or to someone else is hazing, ask yourself these questions:

- Would I feel comfortable participating in this activity if my parents were watching?
- Would we get in trouble if a CI administrator walked by and saw us?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation in this activity violate my values or those of this organization?
- Is this causing emotional or physical distress or stress to myself or to others?
- Am I going to be able to get a job if I have to put a criminal arrest on my application?

From: www.hazingprevention.org

You can report hazing at any time to:

- Your student organization advisor
- Russell Winans, Coordinator of Student Organizations & Involvement, russell.winans@csuci.edu, 805-437-8510
- Toni DeBoni, AVP for Student Affairs and Dean of Students, toni.deboni@csuci.edu, 805-437-8962
Guidelines for Student Organizations

Accessibility

It is important that all student organizations consider the accessibility of their events to persons with varying needs and abilities, such as sensory, mobility, learning, etc. In planning events and activities, take a moment to consider how it might be experienced by an individual with different abilities, and take necessary steps to ensure everyone can feel comfortable, welcomed, and respected by what the organization has to offer.

Things to consider include:

- Be aware of the physical accessibility of the building and rooms in which you are holding events, as well as the accessibility of the nearby bathrooms.
- Walk through the venue of your event the day prior to ensure all automatic door openers and elevators are operational, and report any problems to SOI staff immediately so that Facilities Services can be contacted.
- Consider print alternatives, including handouts in large print, along with posting your printed materials online for reference after your event. All organizations can save documents under the ‘Files’ tab in the CI Sync portal.
- If in doubt, contact Disability Resource Programs for advisement; they are an incredible resource and here to help!
- Clearly list contact information for Disability Resource Programs, so that those needing accommodations know how to contact them. **All publicity for events must include the following statement:**

Full Accommodation Statement (This statement should be printed in any publication that describes a specific program or special event, e.g., seminar, film, speaker, performing arts series, employment programming, etc.)

CI does not discriminate in the educational programs or activities it conducts on the basis of race, ethnicity, color, nationality, gender, gender identity, gender expression, age, marital status, religion, mental or physical disability, genetic information, sex, sexual orientation, pregnancy, medical condition, or special disabled veteran status, Vietnam-era veteran status or other covered veteran status.

The University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Disability Resource Programs at (805) 437-3331 or accommodations@csuci.edu as soon as possible, but no later than 7 business days prior to the event.

Condensed Accommodation Statement (This should be used only when space constraints are severe)

The University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Disability Resource Programs at (805) 437-3331 or accommodations@csuci.edu as soon as possible, but no later than 7 business days prior to the event.

Budgets and Funding

Funding and banking for student organizations are managed through Associated Students Inc. (ASI). Requesting funds from ASI starts the prior academic year, and information will be shared by ASI to all recognized clubs and organizations on the process.

In addition to funding, ASI provides banking services for all student organizations. Student organizations must utilize these services and generally are not permitted to have off-campus banking. Any exceptions to the requirement for on-campus banking (such as nationally-affiliated organizations or local organizations with a separate 501(c)(3) status) must have approval in writing from the campus chief financial officer or designee prior to exploring off-campus banking. This requirement is in place to ensure that the campus (including CI student organizations) is following all IRS guidelines.

Student organizations that collect dues, raise money or are given donations must submit those funds to ASI via the Student Union Information Desk during normal business hours. To access funds to purchase goods or receive reimbursements, student organizations must use the appropriate CI Sync form and meet with ASI staff.
ASI Budget Overview

- Budget requests are submitted to the Budget Allocation and Spending Committee (BASC) in the spring semester for the following academic year.
- Budget requests have a cap of $3,000.
- Once the budget has been approved and a student organization has updated their registration with SOI, the approved budget will be sent to the president and treasurer of the registered organization.
- All budget forms, rules and regulations can be found online at asi.csuci.edu.
  - ASI Governing Documents
  - ASI Budget Request Forms
  - General Budget Operating Forms

To view the ASI Budget Allocation and Spending procedure, as well as related important budget information and forms, please visit: http://asi.csuci.edu/documents.htm. Budgets/funds are not available until a club is fully registered/recognized.

Helpful ASI Budgeting Information

- All recognized student organizations have two accounts:
  - ASI01 – ASI Allocated Funds
  - ASI02 – Fundraised Funds
- When registering a new club, you should request a club program code. This will assign an ASI02 account to hold fundraised money, which is important for new clubs without ASI allocated funds. It’s as easy as sending an email to involvement@csuci.edu.
- All funds must be deposited at the Student Union Information Desk within 48 hours of receipt.
- Gift cards cannot be purchased or reimbursed.
- There is a $50 limit per individual for any awards purchased.

Important ASI Budget-related CI Sync Forms

ASI Budget Report Request Form
This form allows you to receive a report that summarizes what funds your organization has, and what has already been spent.

ASI Purchasing Form
This form allows you to request that the ASI budget assistant purchase goods for you with the ASI Procurement Card (a credit card) so that you do not have to front money.

ASI Annual Report Form
All student organizations will submit their annual reports online. Reports must be submitted toward the end of the 2017-2018 academic year (in April or May 2018).

Cash Handling

All student organizations should have a secure plan for cash and check handling related to student organization business and fundraising. Before handling cash, student organization members and officers must view the SO Cash Handling Training online, and pass the related five-question quiz in CI Sync (SO Cash Handling Quiz).

It is highly recommended that during events, tabling or other activities where cash is collected two club officers manage and monitor funds so that there are not too many cash handlers for any one activity.

Cash and checks received must be deposited with ASI at the Student Union Information Desk within the following time frames:
- Up to $499.99: deposit within 48 hours of collection
- $500.00 to $4,999.99: deposit within 24 hours of collection
- $5,000.00 or more: deposit the same day
Fundraising

Before Fundraising/Donation Seeking:
1. Get motivated, get creative and gather ideas.
2. Develop a fundraising/solicitation plan.
3. All student organizations must be officially recognized by SOI and have a current ASI fundraising account.
4. If selling or providing food on/in campus facilities is involved, you must first receive written approval from CI Auxiliary Services (an email will suffice), and provide a copy to involvement@csuci.edu. If you are seeking to hold a restaurant fundraiser off-campus, permission is not required. When in doubt, contact SOI staff for guidance before making arrangements with outside food providers.
5. Submit a Request to Seek Donations and Fundraise form on CI Sync.
   a. Include all businesses you intend to approach.
   b. Include a description of your fundraising efforts.
6. If you are soliciting local businesses and they are requiring paperwork to be signed, SOI will submit your paperwork to University Advancement.
7. SOI will review your request form and email you with approval.

After Fundraising/Donation Seeking:
1. After your proposed fundraising/donation seeking effort has ended, submit a Report on Fundraising and Donation Efforts form.
2. Submit any money received to the Student Union Information Desk in order to have it deposited in your ASI02 account. Deposits must be made in accordance with the following guidelines:
   a. Amounts of up to $499.99 must be deposited within 48 hours of collection
   b. Amounts of $500.00-$4,999.99 must be deposited within 24 hours of collection
   c. Amounts of $5,000.00 or more must be deposited the same day/immediately.
3. Send a thank-you letter to those who contributed goods/services/monies.

You may not:
- Due to health and safety regulations, you may not sell baked goods that were not cooked upon purchase.
- Approach any businesses that were not included on your request form without submitting a revised form first.
- Conduct a raffle, bingo or casino night-type activity in which money/something of value is exchanged for a chance to win something (money, goods, services, etc.). Pursuant to California Penal Code 319, a giveaway is considered illegal lottery if it contains the following:
  1. A prize
  2. The element of chance
  3. Consideration (payment for a raffle/bingo ticket, etc.)

If one of the above elements is missing, the giveaway is permissible as it is no longer breaking the law (i.e., drawing tickets given out for free, and attendees can win a prize; or someone pays directly for a prize).

Fundraising Guidelines and Types

Fundraising On Campus
Student organizations may choose to fundraise on campus through selling candy, grams (Valentine, St. Patrick’s Day, etc.), club promotional items, etc. A good way to raise funds is through tabling at various locations on campus, such as in front of Islands Café or the Library, in the Tree house Courtyard (Student Union), or by El Dorado Hall. Think about where high-traffic areas are on campus and set up ‘shop’ along popular routes. Tabling can also be done at student organization and campus events, such as Block Parties. Tabling requests can be submitted via CI Sync using the ‘Events’ tab in your student organization’s CI Sync portal.

Fundraising for In-Kind or Monetary Donations
Student organizations interested in conducting a fundraiser that would result in the acceptance of in-kind donations (i.e., gift-cards, promotional items, t-shirts, food, etc.) or monetary donations (cash or check), must first complete the Request to Seek Donations and Fundraise form on CI Sync, which includes providing a list of companies or individuals who you intend to solicit
for donations. This type of donation will require an in-person meeting with SOI to assist in the process and review your list of potential donors.

For in-kind donations received, a list must be submitted to involvement@csuci.edu that includes the donor name, address, contact person, item description, and value, along with a completed Report on Fundraising and Donation Efforts form. ASI will then provide the donor with a gift receipt for their tax deduction and a letter thanking them for their donation to the student organization.

For monetary donations, cash or checks must be deposited to your ASI fundraising account, via the Student Union Information Desk within the timeframes provided above. Checks must be made payable to ASI-(student organization name), for example “ASI-Animal Advocates.”

Restaurant Fundraisers

Student organizations interested in conducting a fundraiser at a restaurant (i.e., Topper’s, Panda Express, Shave It, etc.), must follow these instructions:

1. The student organization must contact the restaurant they wish to work with and establish the date for their fundraiser.
2. In some instances, a donor may request the Tax ID Number prior to making a contribution. The Tax ID Number will be provided to the student organization prior to the gift being received on a case-by-case basis.
3. When using the Tax ID Number, the restaurant check MUST be made payable to ASI-(student org name), for example “ASI-Math Club.”
4. The restaurant can mail the check directly to ASI or the student organization can pick it up.
5. If mailed, the address is:
   Associated Students Incorporated
   One University Drive
   Camarillo, CA  93012
6. If the check is picked up by the student organization, the members are responsible for depositing the check to their ASI account via the Student Union Information Desk within the timeframes provided above.
7. Lastly, ASI will provide the restaurant with a gift receipt for their tax deduction and a letter thanking them for their donation to the student organization.

Contracts & Agreements with Vendors

Vendors and performers must have appropriate insurance to perform or do business at CI. All vendors must have a general liability contract of no less than $1 million per occurrence along with a $2 million aggregate. Students and/or advisors should never sign a contract for their organization/the University or make any verbal or written agreements with outside entities until approval from the University has been received. Proof of insurance should be submitted to involvement@csuci.edu at least four weeks prior to the event date for approval from University personnel.

Copyright

Showing a copyrighted film outside the classroom without obtaining Public Performance Rights may be illegal. Copyrighted films (and this is most of them) are not automatically licensed for public performance (this means showing a movie/film in a residence hall, auditorium or any other kind of public space). The only legal exception to this rule is if an instructor shows the video/DVD in a classroom and the activity is for educational purposes related to the course. A student organization officer must show a public performance license or proof of permission from the copyright owner to show the work publicly. Ownership, rental or borrowing a film/video from a library does not necessarily constitute public performance rights.

The following companies grant public performance rights for public showings. (If you want to show a copyrighted film in a public setting, you will need to contact one of these companies to obtain permission.)

- Swank Motion Pictures, Inc. (1-800-876-5577)
- Criterion Pictures, USA (1-800-890-9494)
- Kino International (1-800-562-3330)
Liability

In consideration for being allowed to participate as a recognized student organization at CI, members of all student organizations release from liability and promise not to sue the State of California, the Trustees of The California State University, California State University, California State University Channel Islands, and their employees, officers, directors, volunteers and agents (collectively “University”) from any and all claims, including claims of the University’s negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic loss or emotional loss we may suffer because of participation in this student organization, including travel to, from and during activities on and off campus.

Members of student organizations voluntarily participate in student organization activities. Members are aware of the risks associated with traveling to/from and participation in student organization activities, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. Members understand that these injuries or outcomes may arise from their own or other’s actions, inaction or negligence; conditions related to travel; or the condition of the activity location(s) or facilities.

Nonetheless, members assume all related risks, both known and unknown, to members and of member participation in student organization activities, including travel to, from and during student organization activities. Members agree to hold the University harmless from any and all claims, including attorney’s fees or damage to members’ personal property, which may occur as a result of participating in student organization activities, including travel to, from and during the activity. If the University incurs any of these types of expenses, members agree to reimburse the University. If members need medical treatment, members agree to be financially responsible for any costs incurred as a result of such treatment. Members are aware and understand that they should carry their own health insurance.

Additionally, students are required to complete a Release of Liability Waiver form each time they engage in an event that could have increased physical risk, or engage in an activity off-campus. Examples include: hiking, playing sports, dancing, community service, etc. Members of sports clubs or other organizations that involve regular physical activity are required to complete this as part of the renewal process.

The Release of Liability Waiver is available under ‘Files’ in CI Sync. If you would like the SEAL Center to pre-fill in and copy forms for you, please submit the Request for Release of Liability Waiver form, under the ‘Forms’ tab in CI Sync. Please provide three business days for this request to be fulfilled. Following the completion of the activity, submit all forms to the SEAL Center, where the forms will be scanned electronically and kept on file for five years.

Off-Campus Affiliations

Some student organizations are affiliated with local, regional, state, and national organizations. These off-campus affiliations often have guidelines or regulations that organizations must comply with in order to remain in good standing and continue their affiliation. Such guidelines are considered important operating documents and must be on file with SOI. Examples of this type of organization can include national honor societies and pre-professional associations.

Off-Campus Student Organization Activities

Executive Order 1068 requires that all policies stated in the Student Code of Conduct apply to off-campus student organization-related activities. The Student Conduct Code sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the University’s disciplinary process. As stated previously, alcohol consumption is not permitted at University-sponsored events, including off-campus student organization activities, without the permission of the President.
Student Organization Conduct Guidelines and Process

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

Responsibilities of Student Organizations

Student organizations at CI shall complement the mission of the University and enhance the educational experience for students. Organizations will be held responsible for actions of the group membership, guests and individuals. A student organization is responsible for its own actions.

The organization will be held responsible:

- When the organization fails to comply with a duty imposed by a written University policy or procedure, 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 organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to organizations.
- When the organization’s purpose is not compatible with the educational purposes of the University.
- When the organization has engaged in financial mismanagement or conducted activities that are in violation of University regulations and/or local, state and federal laws.
- When an 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 SOI and the Student Conduct & Community Responsibility office under this Code as representatives of the group.
- When one or more officers refuses or neglects to perform duties outlined in the organization’s constitution or Student Code of Conduct.
- Students and their student 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.

Student Organization Review, Revocation and Suspension

- Where the University alleges that the 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.
- The University may elect, in lieu of revoking recognition, to impose educational and/or administrative measures against the club or organization and/or its officers, including but not limited to academic probation or expulsion.
- An 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.

Risk Management

SOI assists organizations in providing a safe environment for participation in events and activities. 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 student organization member to assist SOI to reduce these risks.
CI Sync

Overview

CI Sync is an online community for CI student organizations and clubs, which provides a centralized location to share information, submit required forms, as well as host club websites. All students, faculty and staff can log in to CI Sync via myCI, with the CI Sync link under the 'applications' section on the left-hand side of the page. From the system, individuals can set up their own profile as well as explore and join our student clubs and organizations. The best way to see what the system has to offer is to jump right in and click away!

Getting Started

Logging-in:
1. Open web browser and go to: http://myci.csuci.edu
2. Use your CI credentials:
   a. Email: myCI username (firstname.lastname###)
   b. Password: password associated with this email/username
3. Once logged-in, click on CI Sync located under My Links
4. Follow instructions to set up account (If an account is already created then you will be directed to the homepage.)

Search Organizations:
1. Hover over Organizations from the navigation bar
2. Click Organization
3. Search through organization list or filter organizations by:
   a. All Categories drop-down menu
   b. Search bar
4. Once you find an organization that you are interested in, you can click on that name to learn more about it and access the contact information.

Joining an Organization:
1. Once you found an organization that you wish to be a part of, click on Join Now (The join options for the organization will determine what you need to enter to request membership.)

Communication

Reading Messages and Notifications:
1. In the top navigation bar where your name is listed, if you have a number that means you have a new message/notification.
2. If you click on your name, it will expand the folder to show subfolders.
3. If you click New Messages or Notifications, it will take you to that page to read your messages or notifications.

Reading and Responding to Organization Communication:
1. Hover over My Memberships in the top navigation bar and click on a specific group you are a part of.
2. Click on More to expand a drop-down menu and click on Messaging.
3. From here you will be able to send a message to groups or individually select members in your portal or send a text message to other members.

Page Navigation

Organization Forms:
1. Under the main navigation, click on Forms.
2. Here is a list of forms available for you and your organization. To fill one out:
   a. Click on the form name.
   b. Select Begin Form.

*For detailed information on filling out the forms, please see the section titled CI SYNC Forms.
Organization Files:
1. Under the main navigation, click on Files.
2. Here is a list of files available for you and your organization.

CI Sync Forms

Event Request Form (Found in Events Tab on CI Sync Portal)

Notes:
• Academic spaces (classrooms and some Library spaces) are not available to be reserved until the third week of each semester as Academic Affairs has priority for these locations should classes need to be relocated.
• Student organizations are encouraged to meet in the Student Union, where students have first priority in reservations.

Processing Time:
• For events in which outside vendors (DJ, renting equipment, speaker requiring payment, etc.) are used, the form must be submitted at least forty (40) business days prior to your event date. This is roughly eight weeks prior.
• For events in which only on-campus resources are being utilized, the form must be submitted at least twenty (20) business days prior to your event date. This is roughly four weeks prior. Please note – the sooner the better!
• Following submission of the form, email involvement@csuci.edu to schedule a one-on-one event advising appointment. Your event will not be processed until the meeting takes place.

Type of Event Request (Select one on the form)
1. Campus tabling (requesting space, tables and chairs only)
2. Meeting Space Request (Event with no resources, meeting space needed only)
3. Event that requires resources (i.e. access to locked/restricted space, tables/chairs/etc., parking permits, audio-visual, enter catering info, etc).
4. No space or resources needed, only requesting posting on CI Sync events calendar.

Request to Seek Donations and Fundraise

This form is to be completed prior to seeking donations from vendors/individuals as well as before implementing any fundraising activities.

Processing Time:
• Three to five business days from the date the completed form is received.

Additional Information:
• This form must be completed if your organization wishes to engage in any fundraising activity, including on-campus donation collection for your organization, on-campus donation collection for a non-profit (other than the student organization), sponsorship, donation seeking to local businesses, restaurant night fundraiser, or other on- or off-campus fundraising events.
• If the person or business your organization is fundraising with requires paperwork to be signed, these forms must be submitted to SOI. Only designated campus personnel are permitted to sign paperwork on behalf of the University.

Report on Fundraising and Donation Efforts

This form is to be completed after seeking donations from vendors/individuals to provide a summary of the action.

Processing Time:
• Three to five business days from the date the completed form is received.

Additional Information:
• Any funds raised must be submitted to the Student Union Information Desk within the timeframes provided in the earlier fundraising section so they can be placed in the club’s ASI02 account.

Posting Materials Approval Form

This form is for requesting to have flyers printed and posted in the approved campus locations for your events/activities.

Processing Time:
• Three to five business days from the date the completed form is received for marketing to be posted.
• Requests will not be accepted if they are received less than seven business days prior to the date of the event.
Additional Information:

- Please ensure that your marketing materials contain the following:
  - Name of the event
  - Date of the event
  - Time of the event
  - Location of the event
  - Reason for advertisement (i.e., looking for volunteers, requesting attendance, etc.)
  - Contact information (myCl email address, advisors extension or phone numbers)
  - Price (if applicable)

- Your marketing piece will be reviewed and if no changes are necessary, SOI will make 40 copies for posting in the Bell Tower, Broome Library, Del Norte, Islands Café, student housing, and the Student Union.

- If changes are required, you will be notified of the necessary changes and will need to provide SOI with revised materials. When SOI receives the corrected materials, 40 copies will be made and submitted for posting.
Event Planning 101

Event Request Form

Notes:
- Academic spaces (classrooms and some Library spaces) are not available to be reserved until the third week of each semester as Academic Affairs has priority for these locations should classes need to be relocated.
- Student organizations are encouraged to meet in the Student Union, where students have first priority in reservations.

Processing Time:
- For events in which outside vendors (DJ, renting equipment, speaker requiring payment, etc.) are used, the form must be submitted at least forty (40) business days prior to your event date. This is roughly eight weeks prior.
- For events in which only on-campus resources are being utilized, the form must be submitted at least twenty (20) business days prior to your event date. This is roughly four weeks prior. Please note – the sooner the better!
- Following submission of the form, email involvement@csuci.edu to schedule a one-on-one event advising appointment. **Your event will not be processed until the meeting takes place.**

Type of Event Request (Select one on the form.)
1. **Campus tabling** (requesting space, tables and chairs only)
2. **Meeting Space Request** (Event with no resources, meeting space needed only)
3. **Event that requires resources** (i.e. access to locked/restricted space, tables/chairs/etc., parking permits, audio-visual, enter catering info, etc.)
4. **No space or resources needed, only requesting posting on CI Sync events calendar.**

Preliminary Planning – Six to Twelve Weeks Prior to the Event
- **Determine a timeline for the event,** and review related form deadlines. For larger events at least four weeks is needed to process space and resource reservations.
- **Determine the details of the event,** such as:
  - Guest speaker or lecture
  - Dance
  - Game night
  - Outdoor activity, etc.
- **Pick a tentative date, and have back-up dates in mind.** In addition, pick a few possible locations for your event. It is always a good idea to check the campus calendar to see what other events are happening on campus the week and day of your planned event to make sure there are not competing events. Finally – remember that no events or activities may take place during pre-finals and finals week each semester.
- **Determine a budget for the event.** Are you using ASI funds or fundraising for the event? Visit with ASI if you have questions about your account standing or any financial questions. Know the accounting strings you wish to use prior to submitting your event request. Costs to consider in your budget planning include:
  - **Facility use** – if you need to use tables, chairs, AV equipment, etc. from the campus, review the Facilities Standard Rate Sheet available in ‘Files’ within CI Sync for the costs of particular spaces/rooms on campus.
  - **Vendors** – do you need to rent table cloths, order flowers/decorations, order awards, arrange performers/speakers/DJ?
  - **Marketing** – beyond the 40 print flyers provided by the SEAL Center, did you want to create large banners or posters? Are promotional materials or items needed?
  - **Copyright** – if you are showing a film, consider the costs of purchasing the rights. See page 29 for more information on copyright guidelines.
  - **Food and beverage** – are you providing refreshments? Contact CI Auxiliary Services, Pizza 3.14, Town Center Market, Tortilla’s, or Sitar to discuss options and costs. Remember, those on-campus vendors are the only approved food service providers on campus.
- **Contact possible speakers, presenters, performers, etc.** who you may want to invite to campus and discuss tentative plans. Remember – no student organization may sign a contract with an individual/group/etc., it must go through the SEAL Center to obtain required signatures. **If contracts are needed, provide six to eight weeks for processing to ensure your speaker/presenter/performer is paid on time.**
  - If outside guests and/or campus “VIPS” (President Beck, Provost, Vice President Sawyer, etc.) are invited, contact the SEAL Center to inquire about requesting their attendance and sending a special invitation.

### Planning – Four to Eight Weeks Prior to the Event
- **Submit an Event Request on CI Sync, via the ‘Events’ tab.** Following submission of the form, contact the SEAL Center to arrange an in-person event consultation with the Coordinator of SOI to discuss additional details and make sure all resources you need are included in your request. Some items to consider for the facility request include the questions on page 38-40.
- **Create and implement a marketing plan.** Be sure to include flyers, social media, tabling, and word-of-mouth!
- If outside guests and/or campus “VIPS” (President Beck, Provost, Vice President Sawyer, etc.) are invited, contact the SEAL Center to inquire about requesting their attendance and sending a special invitation.

### Two to Four Weeks Before the Event
- Review the event and double-check requests and details.
- Determine your set-up, event facilitation, and take-down needs and arrange for volunteers. Create specific task lists or written instructions for volunteers and organization members.
- Create a day-of task list that details everything that needs to happen the day of the event, along with the responsible person for each task.
- Confirm participation of any speakers, departments or VIP guests.
- Develop a program and/or script for the event. If necessary, consider holding a dress rehearsal.
- For vendors, ensure proper payment paperwork was submitted. Vendors are not paid until after services are rendered, but you want to make sure their payments will be ready to go on the event date.

### Day of the Event
- Arrive early to ensure set-up is according to your directions.
- If off-campus guests are arriving, ensure they know how to purchase a parking permit and/or you have provided one for them. Provide them directions on the best place to park depending on the day/time/location of your event.
- Ensure there is a sign-in area for your event and provide a sign-in sheet.
- Follow through on completing your day-of task list.

### Immediately After the Event
- Thank all performers/vendors/VIPs for their support.
- **Clean Up** – the space should appear the way it was when you arrived. If there is an unreasonable mess, your organization will incur additional custodial charges.

### Within Three Days After the Event
- Send thank you notes to speakers, VIPs or others who provided services at your event, including any volunteers.
- Review your budget and spending, and keep a record of the costs of the event. Follow up as necessary with ASI.
- Evaluate your event using a SWOT analysis – a sample worksheet is provided in the ‘Files’ section on CI Sync.