



**2022-2023**  
**STUDENT ORGANIZATION**  
**HANDBOOK**

**STUDENT ORGANIZATIONS & INVOLVEMENT (SOI)**  
Associated Students Incorporated (ASI) | Division of Student Affairs

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*Handbook Version: August 2022*

## **Involvement at CSUCI: Message from the Student Organizations & Involvement Team**

Student clubs and organizations are an essential aspect of life on campus at CSUCI, and offer many benefits to both members and the campus community at large. Student organizations enrich the goals of CSUCI'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 CSUCI 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 Center to speak with a helpful staff member. CSUCI 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)  
ASI | Division of Student Affairs  
California State University Channel Islands

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### **Important Contact Information**

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## **Student Organizations & Involvement Overview**

Student Organizations & Involvement (SOI) is housed in the Student Union Building

## Aims of Student Organizations & Involvement

- Provide resources, mentoring, training and information for student leaders and advisors of clubs and organizations
- Facilitate user-friendly, accessible and responsive processes for the functioning of clubs and organizations
- Provide opportunities for students to broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service

## Functions of Student Organizations & Involvement

- 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 and consultations for student organizations on resources, processes and leadership
- Meet one-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.

## CSUCI 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 CSUCI Leadership Definition is:

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

## Attributes of a CSUCI 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 CSUCI'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 CSUCI 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 CSUCI'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 recognized faith-based organization acts as 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.

#### Sorority/Fraternity

A sorority or fraternity is an organized group of students 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. Sororities and fraternities design and implement programs, events, and activities which support and enrich the goals of CSUCI's educational mission. Currently CSUCI has nationally affiliated Greek chapters and can only accommodate limited local social sororities and fraternities.

#### National Honor Societies (University-sponsored Organizations)

These CSUCI 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 recognized 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.

#### Recreational and Activity

Recreational Activity student organizations host a variety of fun activities on campus and in the community.

#### Service & Social Justice

A student organization recognized 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 recognized sports club in this classification is highly organized and provides instruction and competition at the extramural level. 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.

### **Open Membership & Leadership**

Reflective of the value of inclusion that are important to the CSU system and CSUCI, 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 CSUCI, 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 CSUCI.

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 CSUCI student with a particular interest may seek to create a recognized student organization. The length of time to complete process 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 CSUCI faculty, staff or administrator)
3. A ratified constitution
4. An eligible president, vice president and treasurer

### Benefits of Recognized 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., clubs and orgs fair)
- 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 campus award ceremonies
- A portal on CI Sync

### Responsibilities of Recognized 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 CSUCI 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 and treasurer on the roster
- Have an eligible faculty, staff or administrator advisor on the roster



## 2022-2023 Student Organization Recognition/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 by Friday, September 9, 2022**:

1. Presidents/Chairs, Vice Presidents and Treasurers must complete the 2022-2023 Officer Workshop & Quiz.
2. Faculty/Staff Advisors must complete the 2022-2023 Advisor Agreement.
3. Treasurers and Presidents/Chairs must complete the 2022-2023 ASI Student Organization Funds Agreement.
4. Treasurers and Presidents/Chairs must complete a mandatory 2022-2023 ASI Budget Workshop prior to being granted access to ASI Funding
5. Provide SOI or Campus Rec a 2022-2023 constitution (if not previously provided).
6. Student Organization Census: All SO's must have at least five student members in their portals by Friday, September 9, 2022.
7. **Sports Clubs Only** – In addition to online SOI Officer Orientation, Presidents, Vice Presidents and Treasurers are required to view a mandatory virtual SC Officer Orientation. The link to the content will be sent on Tuesday, August 16, 2022. Following the orientation, please schedule a club officer meeting with Lauren & Nathan.
8. **Sports Clubs Only** – Safety Officer must provide Recreation Staff with copies of First Aid/CPR certifications and view the Safety Officer Orientation. The link to the content will be sent out on Tuesday, August 16, 2022.
9. **Sports Clubs only** – Five (5) members must pay the \$45.00 insurance fee.

**Completing steps 1-4 are required prior to being granted access to Student Organization ASI funding for 2022-2023.**

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

## 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 CSUCI 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 CSUCI:

- Must be enrolled in no less than six units at CSUCI (undergraduates)
- Must be enrolled in no less than three units at CSUCI (graduate and credential)
- Have a cumulative CSUCI 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 CSUCI 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 recognized status.

First time in college and transfer students without a CSUCI 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)
  - CSUCI's name and reputation
  - The CSUCI student body
- **Encourage an inclusive, safe and welcoming CSUCI community.** As a leader on campus it is your responsibility to embody the CSUCI Leadership Definition (see page 5), 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 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 administering 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. They are 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 organization purchase requests
- Maintaining a current roster of 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
- Completing and tending to the status of all organization 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

### **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 recognized organization must have an active advisor selected from the full-time staff or faculty of CSUCI. Campuses may permit part-time faculty and professional staff to serve as advisors. Advisors should not be selected from auxiliary organizations. 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

- Recognize and support participation in the organization for its contribution to the educational and personal development of students.
- 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 and offer suggestions or ideas for the group's discussion.
- Be aware of the goals and direction of the organization and generally 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 and CSU policies and procedures.
- Encourage members to maintain a balance between academic endeavors and co-curricular commitments.
- Assist in orienting new officers and developing the leadership skills of all members.
- 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 1095, 1097 and 1098.
- Attempt to attend club meetings and events, and check in with the organization leadership regularly.
- 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

- Keep the advisor informed of all organizational activities, meeting times, locations and agendas.
- Provide minutes from all meetings, if applicable, or provide updates.
- Meet regularly with the advisor and use them as a sounding board for discussing organizational plans and challenges.
- Request approvals in a timely manner.
- Invite advisor to events and 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](http://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 CSUCI 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>.

### 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 CSUCI for any individual, club or organization to engage in the practice of hazing as defined above. Any such violation may result in disciplinary proceedings against the involved students and 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 CSUCI's facilities. Students should understand that these violations of the Student Code of Conduct would involve proceedings with the Student Conduct 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](http://www.hazingprevention.org)

You can report hazing at any time to:

- Your student organization advisor
- Russell Winans, Coordinator of Student Organizations, [russell.winans@csuci.edu](mailto:russell.winans@csuci.edu), 805-437-8510
- Helen Alatorre, Executive Director Associated Students Incorporated, [helen.alatorre@csuci.edu](mailto:helen.alatorre@csuci.edu), 805-437-1629
- Cindy Derrico, AVP for Student Affairs and Dean of Students, [cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu), 805-437-8512



# 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 Accommodations and Support Services for advisement; they are an incredible resource and here to help!
- Clearly list contact information for Disability Accommodations and Support Services, 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.)

CSUCI 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 Accommodations and Support Services 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 Accommodations and Support Services 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 CSUCI student organizations) is following all IRS guidelines.

Student organizations that collect dues, raise money or are given donations must submit those funds to ASI 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 may have a cap and will vary each year depending on funding availability.
- 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 recognized organization.
- All budget forms, rules and regulations can be found online at [asi.csuci.edu](http://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

- Recognized student organizations may have two types of 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 [asibudget@csuci.edu](mailto:asibudget@csuci.edu)
- All funds must be deposited at the Student Union 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 Purchase Request Form

This form is accessible in your CI Sync portal using the Finance tool. The form allows you to request that the ASI Budget staff purchase goods for you with the ASI Procurement Card (a credit card) so that you do not have to front money. This form also will be used to initiate a reimbursement.

## 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 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 CSUCI Auxiliary Services (an email will suffice), and provide a copy to [involvement@csuci.edu](mailto: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 **Donations and Fundraising Request** 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. 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.
2. 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 fundraise on campus 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' request 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 Donations and Fundraising Request 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](mailto:involvement@csuci.edu) that includes the donor name, address, contact person, item description, and value, along with a completed 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, Blenders, 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 CSUCI. 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](mailto: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.
- Criterion Pictures, USA

### **Liability**

In consideration for being allowed to participate as a recognized student organization at CSUCI, 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.

Please contact SOI for more information regarding Release of Liability Waivers.

## **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 CSUCI 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 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 CSUCI 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

Below are videos and how to guides for answers to some common questions related to getting started and navigating the CI Sync Engage system. If you have additional questions or need assistance please don't hesitate to contact Student Organizations & Involvement at [involvement@csuci.edu](mailto:involvement@csuci.edu)

### Setting up your User Account

- [Updating your User Profile Information](#)
- [Adjusting User Notification Settings](#)
- [Changing your Privacy Settings](#)
- [Registering a new club](#)

### Organization Tools

- [Re-register an Organization](#)
- [Updating your Organization Page](#)
- [Changing your Organization Profile Picture](#)
- [Adding Photos to your Organization Gallery](#)
- [How to upload files](#)

### Positions and Rosters

- [Roster Walkthrough](#)
- [Assigning officer positions](#)
- [Inviting new members](#)
- [Approving new Member requests](#)

### Events & Event Management

- [Creating an event](#)
- [Using CORQ App](#)
- [Co-hosted Events Walkthrough](#)
- [Viewing your Event Submissions](#)

### Messaging

- [Sending a Message as an Organization Leader](#)