



California State University Chico  
**Student Organizations  
and Leadership Education**



**STUDENT  
CLUBS/ORGANIZATIONS  
HANDBOOK**

**2023 - 2024**

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## INTRODUCTION

Student Organizations and Leadership Education (SOLE) focuses on making our students' experience life changing through our wide variety of 150+ student organizations and counting. SOLE is here to support our students' journey in getting involved during their time at Chico State. We pride ourselves in having something for anyone and everyone and if that isn't enough, we help our students create their own organization. As part of the department of Student Life and Leadership (SLL), we also believe in the department's mission:

*The Office of Student Life and Leadership (SLL) strives to create an environment in which all students and student organizations are encouraged and aided in the development of positive social, cultural, intellectual, recreational, and leadership programs and activities. The Student Life and Leadership staff supports programming which promotes, learning, personal growth, self-governance, social responsibility, and understanding. Our mission is to connect our students to the resources they need to make their Wildcat Experience a Success!*

Student clubs and organizations are a crucial part of campus life at Chico State, and elevate our students' college experience into another level, while gaining skills in leadership, organization, teamwork, event planning, finances, marketing, amongst many others. We ensure that our students are better equipped to become the leaders of tomorrow because "Today Decides Tomorrow" for our students. We have seen the success of our student leaders and aim to continue offering our students more resources and services during their time at Chico State.

Being involved in campus through clubs and organizations is also an exceptional way to meet new people, campus departments and resources, and get connected to the Chico State campus community. Campus involvement helps our students gain personal benefits as well:

- Students who are involved have a smoother transition from High School or Community College into the university.
- Students who are involved have higher graduation rates as shown in research studies.
- Students who are involved get exposed to and know more about resources and support systems making them feel more connected to the campus community.
- Students who are involved have higher success rates in obtaining a job after graduation.
- Students who are involved leave college with a competitive resume for the job market.
- Students who are involved have higher levels of intellectual, cultural, spiritual, and social awareness.

Whether our students are looking to join a club or organization that already exists on campus or if they want to create their own, Student Organizations and Leadership Education is here to assist them every step of the way. We are strong believers in helping our students find their community or creating their own. We are dedicated to the success of our students and continued effort of creating the Leaders of Tomorrow!

Warmest Regards,



## **ABOUT THE HANDBOOK**

The office of Student Organizations and Leadership Education (herein referred to as SOLE) has compiled within this handbook the necessary information our clubs/organizations would need to be successful leaders within the Chico State campus community. This handbook offers detailed information regarding the processes for event planning, financial assistance (such as banking on campus) reserving space(s) on campus, and recognition requirements to become a Recognized Student Organization (herein referred to as RSO). For a full list of all our RSOs, visit our involvement database platform, known as CatsConnect.

This handbook is for the benefit of our student leaders by providing them with the tools they will need to run an effective and successful club/organization. SOLE aims to further develop the working relationship it has with our student leaders and the overall Chico State community through the information provided in this handbook. The information found within the handbook is as accurate as the time that it has been created and the continued updates it will be subject to.

This handbook has been created by the office of SOLE for the intent and purpose of fostering and supporting our student leaders as they become leaders beyond the Chico State community. SOLE believes in transparency of our policies and procedures set forth to support our clubs/organizations and we aim to further provide said transparency through the creation of this handbook.

For more information about Student Organizations and Leadership Education (SOLE), visit our website: <https://www.csuchico.edu/sll/organizations/index.shtml>

Thank you for your continued support and for being part of the Chico State community.

***GO WILDCATS!***

## **REQUIREMENTS FOR RECOGNIZED STUDENT ORGANIZATIONS**

Obtaining University Recognition is granted by the University through the office of Student Life and Leadership (SLL). Recognized Student Organizations (RSOs) can access Chico State campus resources with the condition of agreeing to comply with the set of policies and rules set forth by the SLL office. Chico State, as a higher education institution, supports student formed clubs/organizations whose mission and purpose aligns with that of Chico State's regarding the enhancement of social, cultural, recreational, and educational experiences of its student community and overall Chico State campus. Student organizations are an important part of the college experience for Chico State students, and ultimately contribute to student success and engagement. Involvement in student clubs/organizations offers students the opportunity to develop organizational and leadership skills, foster capacities for effective teamwork, and promote civic engagement and community service while connecting with other students, faculty, and staff.

As mentioned in Executive Order 1068 (EO 1068), provided that a student organization meets and maintains campus requirements for recognition, Chico State provides student clubs/organizations certain benefits and privileges:

- Use of designated on-campus facilities free of charge
- Funding opportunities
- Support for on campus program planning
- Information regarding basic event
- Financial management practices

Taking into consideration the variety of unique student clubs/organizations, granting Recognition to student clubs/organizations creates a formal relationship between Chico State and the student club/organization. With the authorization of the Vice President of Student Affairs and the office of Student Life and Leadership, grants the program of Student Organizations and Leadership Education the ability to grant Recognition to student organizations that do NOT fall under social Fraternities and Sororities or Recreational Sports. Granting University recognition does not correlate with the following:

- Express or signify that Chico State approves or endorses the organization's goals, activities, or points of view.
- Chico State does not supervise or otherwise control the student organizations or its activities.

## **STATEMENT OF NONDISCRIMINATION IN STUDENT ORGANIZATIONS**

No campus shall recognize any fraternity, sorority, honor society, or other student organizations that discriminates on the basis of race or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental) (hereafter referred to as the nondiscrimination statement). Student organizations shall attest that the organization has no rules or policies that discriminate on the basis of the nondiscrimination statement and recognition is renewed annually through the registration process.

## CLUBS/ORGANIZATION CATEGORIES

**ACADEMIC AND CAREER:** These clubs/organizations have a close partnership with our 7 colleges at Chico State which provide student members the opportunity to put into practice the knowledge they gain in the classroom.

**CULTURAL:** These clubs/organizations celebrate and empower our diverse community on campus that often time reflects and creates a sense of belonging to our communities of color. Cultural organizations go beyond racial, ethnic, or social groups and often include food (cuisines), customs and traditions, social norms, etc.

**FRATERNITY/SORORITY:** These clubs/organizations are Social Greek-Lettered organizations that integrate students to campus life academically and socially through civic engagement. From recruitment to graduation FSA focuses on the five pillars, Leadership, Scholarship, Service, Community, and Integrity.

**HONORS:** These clubs/organizations concentrate on academic achievement within a single discipline or major in a college. These can either be professional or honorary organizations and often time use Greek letters but are not to be confused with *Social Fraternities and Sororities*.

**RELIGIOUS/SPIRITUAL:** These clubs/organizations focus on a specific religion(s), spiritual practices, or denomination.

**SOCIAL JUSTICE AND POLITICAL:** These clubs/organizations focus on advocacy as it relates to social justice issues within our everchanging society. Clubs/Organizations that focus on a political party or to advance political or social understanding fall under the same category.

**SPECIAL INTEREST:** These clubs/organizations focus on a topic of interest that doesn't necessarily fit into one of the other categories due to its uniqueness and/or niche nature. Clubs/organizations with specific activities, social diversity and others that do not fit within a specific category are part of this category.

**SPORTS CLUB:** These clubs/organizations concentrate in non-competitive recreation activities, and competitive sports against other intercollegiate teams, as representatives of Chico State, as a means to enhance their collegiate experience and provide a well-rounded education through physical, social, and leadership development.

## **CLUBS/ORGANIZATION RECOGNITION STATUS**

SOLE follows the Policies and Procedure for Student Affairs as outlined in Executive Order 1068 (EO 1068) set forth by the Chancellor's Office of the CSU system. Students who are interested in creating, reactivating, and maintaining a Recognized Student Club/Organization MUST follow the following processes as outline below to gain official University Recognition as a Recognized Student Organization (herein referred to as RSO). To further support our students, SOLE has an open recognition process and offers support to students wanting to create or reactivate a club/organization until the last 3-weeks of the semester, in observation of end of semester examinations.

**UNIVERSITY RECOGNIZED:** Clubs/Organizations that have completed all the Recognition requirements set forth by Chico State and ensure to meet the requirements for continued recognition as outlined in the "Requirements for Continued Recognition for Student Clubs/Organizations" section of this handbook. These organizations will be considered as Active.

**NOT OFFICIALLY RECOGNIZED:** Clubs/Organizations that have failed to meet all the Recognition requirements will not be recognized by the SLL office or by the University. Clubs/Organizations that are not recognized will not be able to use any of the benefits made available to RSOs, until recognition requirements are met. For inquiries/concerns on how to meet recognition requirements, please contact the SLL office to speak with a SOLE representative. These organizations will be known as Inactive.

**NEW STUDENT ORGANIZATION:** Clubs/Organizations that do not yet exist at Chico State and whose mission statement is unique and does not align with another club/organization on campus that already exists.



## **REQUIREMENTS FOR NEW OR REACTIVATING A STUDENT CLUBS/ORGANIZATION**

Visit the Wildcat Leadership Center in the Bell Memorial Union (BMU) 220 to connect with SOLE and speak with an Involvement Coordinator to learn more about getting involved. The following are requirements that must be met to be considered for recognition status as a Club/Organization. If students are experiencing any issues meeting any of the requirements, they may ask to speak with the SOLE Staff; Senior Coordinator and/or Assistant Coordinator for further support.

- 1. MUST have five (5) current Chico State students.**
  - a. Students MUST be current Chico State students.
  - b. Students MUST be enrolled in at least 3 units.
  - c. MUST have appointed a President and Treasurer
    - i. The role of the other 3 members shall be determined by the discretion of the members of the club/organization.
- 2. On-Campus Advisor**
  - a. The campus Advisor can be a Faculty, Staff, or Auxiliary Employee currently employed at Chico State.
  - b. Part-time faculty and staff can serve as Advisors, with approval from SOLE.
  - c. Advisor MUST complete the Advisor Training provided by SOLE.
- 3. Create a Constitution/Bylaws for the desired Club/Organization**
  - a. Every club/organization MUST provide a copy of their Constitution/Bylaws
  - b. A sample of what MUST be included in the Constitution/Bylaws can be found in the Appendix of this handbook and the Chico State SLL website.
- 4. New Student Organization Questionnaires Form**
  - a. A New Student Organization Questionnaire Form must be submitted through CatsConnect prior to meeting with the SOLE Administrative Paraprofessional.
    - i. Administrative Paraprofessional will also determine whether the organization will fall under Recreational Sport.
      1. Administrative Paraprofessional will connect the student org interests with the Recreational Sports contact via Chico State email.
  - b. The Administrative Paraprofessional will consult with the Senior Coordinator prior to meeting with the student(s) to ensure compliance with university policies.
- 5. Attend Recognition Training**
  - a. Both President AND Treasurer (or representatives of the club/organization) MUST attend the yearly Recognition Training hosted by SOLE.
  - b. The President can NOT represent the Treasurer.
  - c. The Treasurer can NOT represent the President.
    - i. Time and date of the Recognition Training will be announced via CatsConnect, Chico State email, and the SOLE social media platforms (Instagram, Facebook, Twitter), and on the monthly newsletters on the last Student Organization Leadership Council Meeting.
  - d. Students interested in starting an organization after the Recognition Training will meet with the Administrative Paraprofessional in a 1:1 meeting to discuss compliance training, discuss policies and procedures, and important financial information that student clubs/organizations must adhere to maintain continued recognition.
  - e. Failure of both President AND Treasurer to attend the Recognition Training and/or 1:1 compliance training with the Administrative Paraprofessional will result in the immediate pause of the University Recognition process or any of the steps.

## **REQUIREMENTS FOR CONTINUED RECOGNITION OF STUDENT CLUB/ORGANIZATION**

- 1. MUST submit Re-Recognition Form on CatsConnect**
  - a. President and/or Treasurer is responsible of submitting the Re-Recognition Form via CatsConnect, as they will serve as the Primary Contact (ideally the President).
  - b. MUST have the contact information of members and elected position in club/organization, if relevant.
  - c. Must have a minimum of 5 current Chico State students, including the President and Treasurer
  - d. MUST have appointed a President and Treasurer
    - i. The role of the other members shall be determined by the discretion of the members of the club/organization.
  - e. Updated copy of Constitution/Bylaws; even if there are no changes on the Constitution/Bylaws it is recommended to review your document and provide the most up to date version.
  - f. On-campus Advisor information; name, campus email, on campus office location (if relevant).
- 2. Attend Recognition Training**
  - a. Both President AND Treasurer (or a club/organization member representatives) MUST attend the semesterly Recognition Training hosted by SOLE.
    - i. Time and date of the Recognition Training will be announced via CatsConnect, Chico State email, and the SOLE social media platforms (Instagram, Facebook, Twitter), and on the monthly newsletters on the last Student Organization Leadership Council Meeting.
  - b. Students who are unable to attend the initial Recognition Training MUST attend the make-up Recognition Training.
  - c. If unable to attend the Recognition Training and make-up training, connect with SOLE by visiting BMU 220.
  - d. Failure of both President AND Treasurer to attend the Recognition Training and/or 1:1 compliance training with the Administrative Paraprofessional will result in the withdrawing of official university Recognition of the club/organization.
- 3. Attend Student Organization Leadership Council Meeting** (herein after referred to as SOCLM)
  - a. At least one (1) member of the club/organization, ideally the President or Treasurer MUST attend the monthly SOLCM.
  - b. Times and Dates of monthly meetings will be sent via Chico State email, social media platforms (Instagram, Facebook, Twitter), and through the Monthly Newsletters.

## BENEFITS FOR RECOGNIZED STUDENT ORGANIZATIONS

Being a RSO at Chico State has perks, as our clubs/organization can access certain privileges that have been made available for them. SOLE wants to ensure we equip our student leaders with all the resources offered by Chico State to help their own clubs/organizations be successful. The following are some benefits that our RSOs at Chico State are automatically opted in and ready for use. Should there be any inquiries or requests that are not listed below, contact the SOLE Staff in BMU 220.

- Use of University facilities, services, and resources according to established policies, such as:
  - o Tabling locations
  - o Meeting Rooms
  - o Lawn space
- Participation in University activities and programs
  - o Wildcat Preview Day (Fall)
  - o Sunset Social (Fall)
  - o Clubtacular (Fall and Spring)
  - o Choose Chico (Spring)
- RSOs are able to reserve equipment for special events through the office of Student Life and Leadership, including:
  - o Tables
  - o Chairs
  - o EZ-Ups
  - o Handwashing Stations
  - o Sandwich Boards
  - o Cornhole Sets
  - o Speakers
- Assistance and advisement from the SOLE program and other University staff and faculty
- RSOs are eligible to apply for funding from the Associated Students Government Affairs office in BMU 220. Available funds include:
  - o Funding for Special Events
  - o Funding for Multicultural Projects
  - o Funding for Sustainability Projects
  - o Revenue Sharing
    - Associated with AS Elections each Spring.
- Ability to bank on campus and use of the university name and logos for identification purposes.
  - o *References to the California State University, Chico may not be used in the names of off campus bank accounts.*

## COMPLAINT AND REVIEW PROCEDURES

If an organization ceases to abide by its approved constitution and bylaws, or the obligations set forth in this or any other applicable university rule or policy, the Student Life and Leadership Department will conduct a review for possible change in the recognized organization's status.

The Student Life and Leadership Department will review all complaints regarding the activities of a recognized student organization. If the Student Life and Leadership Office determines that an investigation is necessary, organization representatives will be notified in writing and given appropriate opportunity to respond in writing and/or in person. The Student Life and Leadership Offices may impose sanctions against a recognized student organization, including probation or rescission of recognition, when an organization is found to be in violation of laws or university policy. An organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction.

The Student Life and Leadership Department will notify organizations in writing of findings from an investigation or changes in the organization's status and forward such findings and sanctions to the Vice President for Student Affairs and other personnel as necessary.

The Student Life and Leadership Department shall be responsible for enforcing sanctions. Decisions reached by the Student Life and Leadership Department may be appealed to the Vice President for Student Affairs.

- a. Appeals must be in writing and submitted to the Vice President for Student Affairs within ten days of the issuance of a written decision and sanction.
- b. The Vice President of Student Affairs will determine the format and nature of the review process on a case-by-case basis.
- c. The Vice President for Student Affairs will render a decision within fifteen working days of the receipt of the appeal.

## **FACULTY/STAFF ADVISOR: ROLE AND RESPONSIBILITIES**

Recognized Student Clubs/Organizations MUST have an on-campus advisor. The on-campus advisor can be either a faculty member or an exempt professional staff member who is employed by the CSU campus of which the student club/organization is seeking recognition from. A CSU employee who is part of the auxiliary departments on campus, such as, the Associated Students, can also serve as an advisor for the student club/organization. Selection of the on-campus advisor is the choice of the student club/organization to decide and must be a mutual agreement between the on-campus advisor and the club/organization. Faculty and Staff tend to be highly interested in furthering their support with students outside of the classroom and in areas that the advisor themselves are interested. Student Clubs/Organizations can have an Advisor that is non-University related in addition to their on-campus advisor. A non-University affiliated advisor can NOT serve as the main advisor for the student club/organization.

Faculty/Staff Advisor's role and responsibilities in the club/organization is dependent entirely on the needs of the student leaders of the club/organization. As a reminder the faculty/staff advisor is not an administrator, executive officer, or leader of the organization. However, a faculty/staff advisor can serve as a mentor, guide, team builder, motivator, role model, educator, institutional policy interpreter, source of information and ideas, and liaison between the university administration and student club/organization.

The faculty/staff advisor's roles and responsibilities are not the same for every club/organization, but there are some underlying responsibilities that is expected from the on-campus advisor. The on-campus advisor will maintain contact and involvement with the officers of their student organization (as frequently as agreed upon), being knowledgeable about the missions, goals, and purpose of the student organization, helping the group understand the university's policies and guidelines, being familiar and involved with activities and events of the group, and being available to provide resources and support for events and usage of spaces, and be informed of the student organization financial processes.

As determined by the University and the Vice President for Student Affairs, the faculty/staff advisor will need to fulfill responsibilities as a Campus Security Authority in accordance with requirements outlines in the CSU policy, Implementation of the Jeanne Clery Disclosure of Campus Security Policy, and Campus Crime Statistics Act (the "Clery Act"). More information on this is located within the Advisor Agreement as agreed by the Advisor during their advisor training, offered through the office of Student Life and Leadership. On campus are notified via email about the online Recognition Training located on CatsConnect where they will be able to get a more in depth understanding of the Advisor Role and Responsibilities.

It is dependent on the student club/organization to run a smooth operation during their hosted event. The on-campus faculty/staff advisor does not serve as "police" but should make helpful suggestions regarding areas of improvement and constructive feedback. It is important that faculty/staff advisors be prepared and informed of the events that are planned throughout the semester to be ready to assist in case of any emergency situations that may arise at an event. On-campus advisors are not required, but highly encouraged to make an appearance during an event to ensure that the student leaders and general membership feels supported.

An advisor is effective when they are kept informed about the operations and needs of the club/organization. It is the responsibility of the student leaders to ensure the advisor is kept informed by providing the minutes of meetings and is updated about any programming, upcoming events, and meetings. The advisor's role is NOT to dictate or "impose" themselves on a club/organization, but to be available to offer resources to the leadership and its members. The advisor will also serve as one of the main point of contacts for the club/organization. The program of Student Organizations and Leadership Education serves as the general advisor for all the student clubs/organizations and advises as any needs or concerns arise. For student organization finances, the Advisor is also involved in the student club financial on campus accounts. More information in the Student Club/Organization Financial Services.

## REPLACING AN INEFFECTIVE FACULTY/STAFF ADVISOR

There may be a circumstance where a faculty/staff advisor may not be meeting the expectations that were agreed upon by the student leaders and advisor. If a student club/organization feel that their on-campus advisor is ineffective, the President of the student organization is recommended to contact Student Organizations and Leadership Education and set up a meeting with one of the coordinators (Senior Coordinator or Assistant Coordinator) to discuss the issues/concerns they are experiencing with their current on-campus advisor. After meeting with a Coordinator from SOLE, and the student leaders cannot solve their issues/concerns with their on-campus advisor then the student club/organization will refer to their Constitution/Bylaws on the steps to remove and replace their current on-campus advisor. The Vice President of Student Affairs, or designee, in this case the SOLE program, may remove the on-campus advisor from their student club/organization related responsibilities as needed to ensure that the educational purpose of student club/organizations is met, or in the interests of student health, safety, and welfare.

## LIABILITY OF FACULTY/STAFF ADVISORS

Faculty/Staff who serve as on-campus advisors for Recognized Student Organizations are not directly responsible for the activities, events, or meetings being held by the student club/organization. By serving as the on-campus advisor, for the student club/organization, advisors are also accepting risk of being included in third party complaints against the club/organization and for their own actions. In cooperation of University policy, SOLE will comply with policies for any investigation that should arise in consultation with the offices of Title IX and Student Rights and Responsibilities.

## CLUB/ORGANIZATION OFFICERS

Recognized Student Organizations are required to have an elected President and Treasurer to serve as primary contacts and are required to ensure that all compliance trainings have been met each semester. To serve as a President or Treasurer there are certain eligibility requirements set forth by EO 1068.

Requirements regarding unit candidate unit load and candidate residency are determined by the vice president for student affairs or designee (SOLE).

### A. Unit Load:

- a. Undergraduate student must earn 6 units during the semester they hold office.
- b. Graduate and credential student must earn 3 units during the semester they hold office.

### B. Maximum Allowable Units:

- a. Undergraduate student is allowed to earn up to 150 units or 125% of the units needed to complete the baccalaureate degree; whichever is greater.
- b. Graduate and credential student is allowed to earn up to 50 units or 167% of units required for the graduate or credential degree; whichever is greater.
- c. Students who hold more than the unit count are not eligible to hold office.

### C. Grade Point Average (GPA):

- a. Student must be in good standing with the university to be eligible to hold office.
- b. Student must not be in danger of Academic Probation or Academic Disqualification the semesters that they are attempting to run for office.
- c. Cumulative GPA must be above a 2.0 on a 4.0 scale.

## **STUDENT MEMBERSHIP**

All student clubs/organizations are required to have a minimum of 5 (five) current Chico State students who are enrolled in at least 3 units during the semester they are active in the organization. This includes a President, Treasurer and 3 (three) general members. Student clubs/organizations can have non-Chico State students be part of the membership if it does not exceed 20% of the total membership.

## **STUDENT CLUB/ORGANIZATION CONSTITUTION**

All student clubs/organizations must have an updated and current constitution/bylaw on their CatsConnect page every semester and/or academic year. It is recommended that the constitution be revised during every transitional period, whatever that may look like for each individual student club/organization (semesterly, calendar year, or academic year). A sample of what should be included in the constitution/bylaws can be found in the appendix of this handbook. A model constitution sample can also be found on Student Organizations and Leadership Education CatsConnect page and the Student Life and Leadership Chico State website.

## **OFFICER TRANSITIONS AND ELECTIONS**

An officer transition is a period between the selection of new officers and the point at which new officers assume their new role within the organization. Many benefits accompany a successful officer transition. An incoming officer should take time to consider how the transmission of information and detailed conversations with the outgoing officer contributes to the success of the organization. Transitions provide an opportunity to pass on knowledge and wisdom to future leaders; future leaders gain personal accounts of previous leaders' successes and challenges. Ensuring that there is a longer transition period for incoming officers to learn from previous officers is key to seamlessness. Lastly and most importantly during Officer Transitions, there is a clear communication from the Outgoing Officers to the Incoming Officers about all the upcoming trainings and commitments required of them from SOLE, their national organization, governing bodies/councils and prioritize this educational training and process to stay in compliance with all policies.

It is *critical* to continuously have a timeline throughout the semester as an officer, rather than compiling at the end! Preparing for officer transitions is a yearlong process, as officers must document important information and records consistently. A sample of a step-by-step process for officer transitions can also be found on the Student Organizations and Leadership Education CatsConnect page.

## **SELECTION OF NEW OFFICERS**

Depending on the Student Organization's Constitution and/or Bylaws this will determine how new Officers will be selected. Traditionally, officer selection comes because of Elections held by the general membership but can also be done through Appointing Officers into specific Executive Board Positions.

### **1:1 MEETINGS WITH INCOMING & OUTGOING OFFICERS**

It is recommended to hold a 1:1 Meeting between the Outgoing Officers and the Incoming Officers. During this meeting certain topics should be covered in depth to ensure a smooth transition. Below are some examples: Responsibilities of the Position Overview of Documents and Files Review of the Outgoing/Incoming Officer Worksheet, Upcoming/Incomplete Projects Challenges/Setbacks and Successes, Other information that can be valuable for the Position.

## **SERVE AS AN OFFICER**

Once the RSO has elected their new Officers, it is time to put in the work. Set up your Executive Board Meetings, General Meetings, planned events, etc. Have a calendar and/or list of events your RSO plans on hosting for the semester. Frequently assess the success of your events, meetings, and other aspects of your organization.

## **OFFICER SUCCESSION PLANNING**

Began to prepare for the Incoming Officer; gather documents and files, reflection of position and tips to be successful, complete the Outgoing Officer Worksheet, set up election timeline, plan final meetings, and plan for an end of the semester retreat/banquet.

## **PREPARE FOR SELECTION OF NEW OFFICERS**

Host Elections/Appointments (refer to your RSO's Bylaws or Constitution to determine how New Officers will be selected). Communicate with your General Membership about Officer Positions that will become vacant. Promote your open Positions (social media, flyers, etc.). Gather all Transition Documents (Officer Transition Toolkit, Important Documents), Update Information (passwords and personnel access).

## **PURPOSE**

To help ensure seamless continuity, it is important the Outgoing Officer(s) keep record of the success and challenges the organization faced during the semester and/or academic year. The following pages are intended to assist the Outgoing Officer prepare for the transitioning of information to the Incoming Officer. All information should be shared regarding the position and overall organization to contribute to the success of the incoming officer(s).

## **BINDER WITH GOVERNING DOCUMENTS**

To properly transition information, outgoing offers should keep all important documents in one centralized format (digital-CatsConnect, print or combination of both) throughout the year and be prepared to grant access to the incoming officers.

- Suggested Documents to Include:
  - o Organization Mission Statement
  - o Organization Constitution/Bylaws
  - o Officer Position Description
  - o Budget Information
  - o Organizational Event Calendar
  - o Organizational Goals (Met & Unmet)
  - o Individual Goals (Met & Unmet)
  - o Year End Reflection
  - o Important Names and Contact Information
  - o User Log in Information
  - o List of Resources Other Documents



## MANAGING A CLUB/ORGANIZATION

All student clubs/organizations can host events, general meetings, reserve on campus rooms and lawn areas once they have successfully completed the Recognition Requirements and comply with requirements for continued recognition status. To determine what services student clubs/organization will need for their event, they must first determine the type of event they wish to host.

### GENERAL MEETING:

A general meeting refers to a meeting where only members of the club/organization meet to discuss business items. There are no special guests invited, speakers, films, or any other activity being done during this type of meeting. Food and drinks are not served during this event.

### SPECIAL EVENT:

A special event refers to any type of event that exceeds a general meeting with the club/organization members. If the membership is unsure of whether their event would be classified as a special event, it is strongly encouraged to meet with the Special Events Paraprofessional from the SOLE program for clarifications.

### EVENT PLANNING

Once the student club/organization has determined the type of event they will be hosting they will follow the steps for their type of event:

#### GENERAL MEETING:

- Visit the WLC in BMU 220 to speak with an IC to reserve meeting spaces or tabling spaces.
  - o Classroom reservations
  - o Tabling reservations at dedicated tabling locations
    - ICs will provide a map of the available tabling locations
- RSOs can reserve equipment for tabling through the office of Student Life and Leadership, including:
  - o Tables
  - o Chairs
  - o EZ-Ups
  - o Speakers
- If a club/organization would like to reserve spaces in the BMU, they would connect with the Associated Students Conference Services in BMU 213.
  - o The BMU does not allow outside food other than AS Catering to be served in BMU meeting rooms.
- Plan: Planning ahead and having back-up plans will always help your organizations be successful.

#### SPECIAL EVENT:

- To plan for a Special Event, you can visit the Wildcat Leadership Center in BMU 220 and speak with an IC who can connect you with the Special Events Paraprofessional.
  - o *Complete the Special Event Request form:*
    - Located on CatsConnect and/or visit BMU 220 to scan the QR code to the form link.
  - o *Book a Meeting with the Special Events Paraprofessional:*
    - After completing the Special Events Request Form, book a meeting with the Special Events Paraprofessional. The Special Events Paraprofessional will assist your club/organization in determining what forms and documents are needed to comply with event policies.
  - o Event Approval Slip:

- Once the club/organization has completed the Special Event Request Form and has met with the Special Events Paraprofessional, the club/organization will be handed an approval slip by the Special Events Paraprofessional as proof of compliance.
- This slip will serve as an agreement by the club/organization that they agree to follow the policies and procedures as discussed in the meeting with the Special Events Paraprofessional.
- Failure to comply, can and will lead to the shutting down of the special event.

## **TIPS FOR PLANNING A FOOD SERVING EVENT:**

### **Tip 1: Pick easy to prep and cook food items.**

- Food must be stored, prepared, and cooked in a commercial kitchen or at your table location. No home storing, cutting, or cooking is allowed. Remember that your space and equipment will be limited. Your event will be much easier and more successful if you pick the right food items.
- Remember that neither poultry nor whole pork are allowed.
- Purchasing pre-cut (fruits and veggies), pre-marinated (taco meat), and pre-made (burgers) foods will make your food event much less complicated. Check local grocery stores and restaurants for these items.
- Purchasing pre-cooked items that only need re-heating will make it even easier. Please note that (nearly) all re-heated foods must be brought to 165°F for 15 seconds to kill any bacteria that may be lurking.

### **Tip 2: Plan your shopping.**

- Make a list of ingredients you will need. ALL ingredients you plan to use must be listed on the Food Serving Permit application. You may not add ingredients or food items after your permit has been approved.
- Decide where to purchase your ingredients. Only permitted retail establishments are allowed. Fruit and vegetables, in their natural skins, may be purchased at a farmer's market.

### **Tip 3: Assess your food serving equipment.**

- Think about what equipment you will need to keep your food at the appropriate, food-safe temperature. Hot food may be served out of a crockpot, but it cannot be heated at the table in a crockpot. It must first be heated to 165°F on a stovetop or microwave. Chafing dishes may be used to keep hot food hot but *Sterno* cans are no longer allowed inside campus buildings. Cold storage requires ice chests and plenty of ice. Ice for beverages cannot be used for cooling food products. Is your equipment clean and in good working condition?
- Think about what will be required for prepping, cooking, and serving your food. Utensils, bowls, and trays will be necessary to safely handle food. Extra utensils are required in case something is dropped or otherwise contaminated. Wooden utensils or cutting boards are NOT allowed. Make sure everything is clean and in working order ahead of time.
- Make sure you have other necessary items; tablecloth, gloves, handwashing station, etc. lined up in advance.

### **Tip 4: Follow food serving permit requirements.**

- Make sure everyone on your food event team has read all the food safety requirements on the permit application.
- Reach out with any food safety questions to the Environmental Health and Safety Department at 530-898-5126.
- Submit your Food Serving Permit application at least 5 days in advance.
- Good luck with your event!

## **ROOM/SPACE RESERVATION PROCESS**

All recognized student clubs/organizations can host on campus events with the benefit of getting assistance through the SOLE office to ensure the success of the club/organization's event. If unsure of where to begin or what questions to ask, it is highly recommended to visit the Wildcat Leadership Center (BMU 220) and speak with a front desk Involvement Coordinator (IC). A common rule is, when in doubt, set up a meeting with the Special Events Paraprofessional.

### **ROOMS/LAWNS ON-CAMPUS:**

Determine if it is a general meeting or special event.

- General Meeting: go to BMU 220 to book at WLC Front Desk a minimum of one week before reservation is needed.
- Special Event: meet with Special Events Paraprofessional a minimum of three weeks before reservation is needed.
  - o Special Events Paraprofessional will help you fill out all proper forms and campus requirements for reservations.

### **BMU SPACES:**

Determine if it is a general meeting or special event.

- General Meeting: go to BMU 209 to book with AS Conference Services a minimum of one week before reservation is needed.
- Special Event: meet with Special Events Paraprofessional a minimum of three weeks before reservation is needed.
  - o Special Events Paraprofessional will help you fill out all proper forms and campus requirements for reservations. Then you will go reserve space with AS Conference Services.

### **TABLING SPACES:**

Determine if it is a general tabling event or if it is special event tabling.

- General tabling event: go into BMU 220 to reserve space with WLC Front Desk a minimum of one week before the reservation is needed.
  - o Additional information found here: <https://www.csuchico.edu/sll/tabling.shtml>
- Special event tabling: meet with Special Events Paraprofessional a minimum of three weeks before reservation is needed.
  - o Special Events Paraprofessional will help you fill out all proper forms and campus requirements for reservations.

## **ALCOHOL POLICY FOR ON CAMPUS EVENTS**

Chico State, along with the rest of the nation's colleges and universities, is very concerned about the irresponsible and potentially dangerous use of alcohol by its students, particularly those under 21 years of age. We know that irresponsible and/or illegal use of alcohol often creates academic, social, physical, emotional, and legal problems for our students that prevent them from being successful at the University and beyond. As an institution, we are committed to working with community partners to prevent these problems and to keep our students and the community safe.

## **POLICIES**

As a matter of institutional policy, alcohol is generally prohibited on the Chico State campus. Alcohol abuse, including possession of alcohol by a minor, binge drinking, or drunk driving is not tolerated. Please view the complete [University Alcohol Policy EM99-11](#). The University has a comprehensive alcohol and drug-abuse prevention program. Several campus offices work cooperatively to prevent and address substance abuse issues including:

- [Office of Students Rights and Responsibilities](#)
- [Wellcat Prevention](#)

Students who violate the campus alcohol and drug policy will be held responsible for their actions. All disciplinary action relating to alcohol and drug use is conducted through the Wellcat Prevention Office and is intended to be educational and constructive while adhering to university standards. Therefore, an important aspect of the disciplinary process is to educate students about the reasons why their behavior(s) are unacceptable as well as keeping them informed on consequences if further infractions occur.

## **INDIVIDUAL STUDENT SANCTIONS**

Consequences for violations of the campus alcohol and drug policy depend on the severity and frequency of the incidents and how the student's actions have impacted the university community.

## **ALCOHOL VIOLATIONS**

Possession and consumption of alcohol by Chico State students is not allowed on campus property, including residence halls. Sanctions for violating the campus alcohol and drug policy can range from education and remediation to disciplinary probation, suspension, or expulsion from the University. For more information on sanctions and other resources connect with Wellcat Prevention.

## **DRUG VIOLATIONS**

Sale or use of illegal drugs is not tolerated on university property, including, but not limited to, marijuana. If drugs are seen or detected, suspected persons are subject to lawful personal, or room searches and disciplinary action. First time drug policy violators will be assigned a disciplinary sanction and pay for and attend a drug education course. Subsequent violations may result in suspension or expulsion from the University.

## **STUDENT ORGANIZATION SANCTIONS**

The primary sanction used for student organizations violating any university policy is withdrawal of university recognition. Clubs/Organizations not recognized by SOLE will be responsible for payment if they would like to use university facilities for their events or resources to advertise their events. The status of having university recognition as a student organization in good standing is also withdrawn.

## **TIME, PLACE, AND MANNER OF EXPRESSION POLICY**

This policy is issued by the University President, pursuant to California Code of Regulations, Title 5, sections 42350-42354 and 42402, and concerns the use of University buildings and grounds for purposes of commercial transactions and solicitation, noncommercial transactions and solicitation, freedom of expression activities, amplified sound, and posting, including the distribution of handbills and circulars at California State University, Chico ( hereinafter, the “University” or “CSU Chico”).

This policy applies to students, student organizations, campus-affiliated organizations, faculty and staff, and other off-campus groups or persons while on campus grounds, including commercial vendors or solicitors.

Accordingly, the University promotes respect for differing points of view and respect for the rights of others to express themselves. While one may find certain expression to be quite offensive or even insulting, the University recognizes that this is not a basis to limit free expression. Instead, the appropriate way to counteract such expression is through discourse, critique, and the expression of different points of view. All members of the University community should recognize that freedom of expression includes a responsibility to respect the dignity of others, to acknowledge the right of others to express differing opinions, and to always do so in a lawful manner.

### **TIME**

Indoor events and activities are not assigned fixed limits as to time of day or day of the week; however, University buildings are generally not available for scheduling from 11PM to 7AM daily. Exceptions include a certain limited number of 24-hour supervised student computer labs.

Outdoor events and activities that involve amplified sound, including music or speech are allowed during the hours of 7 a.m. to 10 p.m. Sunday through Thursday and 7 a.m. to 11 p.m. Friday and Saturday. Outdoor events and activities that do not require use of amplified sound may be held anytime, Monday through Sunday.

Regardless of time, all indoor spaces, certain campus outdoor spaces and all activities involving amplified sound must be scheduled using the University’s scheduling protocols. Use of the University’s scheduling protocols is encouraged in all cases to facilitate coordination with other events and among potential campus service providers.

### **PLACE**

The Trinity Commons area is the most common place where individuals and groups assemble to exercise the right of free expression unless the space has already been reserved for a scheduled event or activity.

Other outdoor spaces on campus may also be used for free speech activities, with the exception of the University Residential Areas described above, and the BMU/WREC Areas described above unless permission has been obtained from University Housing or Associated Students respectively. (See Notes Regarding Specific Areas in Section V.

### **MANNER**

Regardless of time or place, expressive activity on campus must be conducted in a manner consistent with the General Limitations above and with any additional guidelines pertinent to a particular venue. (See Section X. Scheduling of Campus Venues).

## **SOLICITATION AND SALES**

As defined in Title 5 of the California Code of Regulations ([Section 42350](#)):

a. **“SALE,” “SELLING,” OR “PURCHASING”** mean an activity creating an obligation to transfer property or services for a valuable consideration. As provided by [Title 5, section 42350.1](#), “Commercial transactions and the display of property or services for sale on a campus is prohibited except with written permission by the [University] president [or designee].” Members of the campus community are permitted to use the campus to conduct sales or solicit donations as long as they register in advance with the [appropriate](#) department (See Appendix A.7). No entity, campus or non-campus affiliated, may engage in unregistered sales in direct competition with the commercial operations of the Associated Students.

b. **“COMMERCIAL SOLICITATION”** means any direct and personal communication in the course of a trade or business reasonably intended to result in a sale. Commercial solicitation on campus is prohibited unless prior written authorization has been obtained from the University president (or designee). Commercial solicitation is limited to public venues (outdoors) unless indoor campus facilities are approved and rented for such solicitation. Facilities and grounds under the purview of [University Housing](#) or [Associated Students](#) are not public. (See Section X. Scheduling of Venues.

c. **“SOLICITATION”** means to importune, endeavor to persuade, or obtain by asking, but does not include ‘commercial’ solicitation. Pursuant to [Title 5, Section 42350.5](#): “Solicitation shall be permitted on a campus subject, however, to a reasonable regulation by the [University] president [or designee] as to time, place, and manner thereof. Solicitation in violation of established campus directives regarding time, place, and manner is prohibited.” Faculty, staff, or students wishing to engage in solicitation or sales on university property must contact the appropriate department (See Appendix A.7).

### ***POSTING, SIGNAGE, LEAFLETING, AND DISTRIBUTION OF NONCOMMERCIAL WRITTEN AND PRINTED MATERIAL***

a. All requests for signage in the Bell Memorial Union must be approved by [AS Conference Services](#).

b. Requests to post signage in campus residence areas must be approved by [University Housing](#).

c. Signage in all other locations throughout the University (including temporary signage, flyers, posters, and banners) must be date stamped by the University [Student Life and Leadership](#) Office and must comply with [University Publicity Protocol](#)

d. In consultation with Student Life and Leadership, leaflets and fliers must comply with the provisions of campus policy before they are distributed.

e. All groups, organizations, or individuals wishing to leaflet, hand out, or otherwise distribute non-commercial written or printed materials on campus must comply with the applicable CSU, Chico policies.

f. individuals may, however, without prior scheduling, distribute noncommercial written and printed materials in any outdoor area of the University (except roadways) or in any University building. Where facilities or equipment are required or commercial activity is involved, use of campus scheduling protocols is required.

g. Littering is not permitted. Posting of written and printed materials on vehicles without the owner's permission is not permitted.

h. Distribution of materials in electronic format using University information technology resources must comply with the policies in Appendix A.1.

i. Advertising may be permitted in faculty, staff, alumni, and student publications subject to the policies of each publication. Restrictions regarding advertising of alcohol and tobacco products at the University are contained in the [Campus Alcohol Policies](#) found in Appendix A.3.

j. Publications in electronic format, utilizing campus information technology resources, are subject to the CSU, Chico policies found in Appendix A.1.

k. These activities must be consistent with the University's general requirements regarding preservation of campus order and public safety, as presented in Section IV. General Limitations.

## **STUDENT CLUB/ORGANIZATION FINANCIAL SERVICES**

### **FINANCE RESOURCES**

Student club/organizations approved by the Student Life and Leadership office must maintain an on-campus account unless an exception applies and is approved by the campus Chief Financial Officer. Officers of the student club and organization will be able to deposit funds into the account and request disbursements against the funds.

**ESSENTIAL FORMS:** Forms are also available in CatsConnect.

- [Account Activation Agreement Form](#)
- [Reimbursement Request Form](#)
- [Purchase Payment Request Form](#)

### **STUDENT ORGANIZATION FINANCIAL COORDINATOR:**

University staff member responsible for the coordination of all aspects of student club financials Student Financial Services (SFIN): Located on the second floor of the Student Services Center (SSC) in room 230, this is the on-campus location for student club and organization financials including deposits, petty cash, reimbursement, PO's, other disbursements, and club reports. The Student Org Financial Coordinator's office is in SFIN as well as the cashiering window.

The Student Organization Financial Coordinator is the main point of contact for any and all financial assistance for our RSOs. For more information on student organizations finances, visit the [Student Clubs and Organizations Financial Services Website](#).

## RESTRICTIONS TO ACCESS THE STUDENT ORGANIZATION EVENT ALLOCATION FUND

- Funding is capped at \$3,000 per event.
- Each program, event or activity is eligible for funding from only one AS source at a time.
- Funds are not allocated for the purpose of fundraising for your club or outside organizations.
  
- Any requested food must show that it is integral to the cultural and programmatic aspect of the program, event or activity and necessary for the it's success.
  
- Conference fees, retreats and expenses for travel outside of Chico are not eligible for funding.
- No compensation in the form of wages or honoraria may be paid to CSU faculty, staff or students.
- Funding for gift cards, alcohol, tobacco products, lottery tickets are strictly prohibited.
- Funding will not be provided for graduation celebration ceremonies.
- Funding will not be provided for water bottles or Styrofoam.
- A group or organization with an outstanding debt due to the AS (room reservations, catering, etc.) is not eligible to submit a proposal until the debt is cleared.

### SUBMISSION GUIDELINES

Your completed funding proposal packet includes:

- Student Organization Event Allocation Fund Proposal Form
- Detailed budget worksheet

### SUBMISSION STEPS:

1. Submit completed Student Organization Event Allocation Fund proposal to the Front Desk of the Wildcat Leadership Center located in BMU 220
2. Set up a 30 min. appointment with a Student Organizations and Leadership Education professional staff.
3. At the time of the meeting, if partial or full funding is allocated, students will be provided information regarding next steps in working with the AS in receiving funds.

### ADDITIONAL INFORMATION:

- Requests can be approved for programs, events or activities taking place the following semester, including the fall semester of the upcoming academic year.
- For direct payment to performers, additional paperwork is required and may require meetings with AS career staff.
- Funding is primarily provided through reimbursement of expenses by valid receipt. We cannot advance money to the organizers.
- All reimbursement requests must be received by the Wildcat Leadership Center Front Desk on Friday of the spring semester finals week by 5PM in BMU 220.
- Approved programs, events or activities must include the 'partially funded by the AS' logo on all promotional materials.
- Approved programs must include 2 recognized sustainable practices within your event. (*Refer to [as.csuchico.edu/sustainability](http://as.csuchico.edu/sustainability)*)



### EVENT DESCRIPTION:

Each proposal must include a typed response (on a separate sheet of paper) to the five (5) questions below. **Handwritten responses to these questions cannot be accepted.** Be as detailed as possible supporting your proposal with information including budget estimates or costs.

1. Describe the program, event or activity you are proposing. This should include:
  - Target audience
  - Anticipated number of attendees
  - If there is a cultural or multicultural component to your event please describe.
  - Describe at least **2** ways you are incorporating sustainable programming practices in your effort.
2. When and where is the program, event or activity planned to occur (date/time/location/building)?
3. How do you plan to advertise?
4. Please provide budget outline and cost analysis. Example is provided.
5. What other funding sponsorships/resources have you sought or received? Please include any fundraisers your organization may be planning. If funding has been obtained from another source, please explain what expenses that funding will be used for.

## APPENDIX 1: WHO TO CONTACT SOLE

# SOLE: WHO TO CONTACT & WHEN?



**Kaylee McAllister-Knutson**  
**SOLE Senior Coordinator**

**Email: [kdmcallister@csuchico.edu](mailto:kdmcallister@csuchico.edu)**

- Wildcat Welcome questions
- Signatures on Food Forms & SOEAF Forms
- When Para-Pro isn't available
- Higher level concerns
- General questions



**J. Jesus Rojas Rivas**  
**SOLE Assistant Coordinator**

**Email: [jrojasrivas@csuchico.edu](mailto:jrojasrivas@csuchico.edu)**

- Department questions about Cats Connect
- Student organization questions
- When Para-Pro isn't available
- General questions



**Jeremy Coiner**  
**Student Org Financial Coordinator**

**Email: [jwcoiner@csuchico.edu](mailto:jwcoiner@csuchico.edu)**

- All Things Finances
- Reimbursements & Direct Pay
- Budget Assistance
- Travel
- Logo Use Approval



**Jasmine Chavez**  
**Administrative Paraprofessional**

**Email: [jnchavez1@csuchico.edu](mailto:jnchavez1@csuchico.edu)**

- All Things Recognition
- Starting New Organization
- Creating Pages in CatsConnect
- General Questions



**Shai Perets**  
**Special Events Paraprofessional**

**Email: [sperets1@csuchico.edu](mailto:sperets1@csuchico.edu)**

- All Things Event Planning
- Special Event Planning & Approval
- Event Funding Questions & Approval
- General Questions



**Cassidy Corboline**  
**Marketing Paraprofessional**

**Email: [ctcorboline@csuchico.edu](mailto:ctcorboline@csuchico.edu)**

- All Things Marketing
- Sharing Events on Social Media & CatsConnect
- Marketing Ideas
- General Questions

## WHAT TO REMEMBER:

- Do they have an appointment?
- Who is the person?
- What organization/office?
  - \*If they are an FSA Org, follow FSA process.\*
- What do they need?
- What if we aren't in the office?
  - Take a message
  - Give them business card
  - Have them email the person

APPENDIX 2: SOLE FLOW CHART



## APPENDIX 3: MODEL CONSTITUTION

### Model Constitution and Bylaws

There are many, many ways to structure an organization and you are free to tailor yours to the needs of your group. However, the paragraph headlines in bold print are required by the policy governing university recognition. For further assistance with a constitution, please see a staff member in the SLL Office.

#### Article I - Name

Include in this section the complete name of the organization and any national or regional affiliations.

#### Article II – Purpose

Include a clear and concise statement of the purpose and goals of the group.

#### Article III - Membership

Official Recognition of a student organization requires a minimum of:

Five (5) CSU students who are currently enrolled in at least one class.

Up to a maximum of twenty (20) percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, or students at other colleges.

Only students enrolled at the CSU campus may vote on issues that come before the student organization. (Chancellor's Executive Order 969)

No campus shall recognize any student organization, which discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, veteran status, citizenship, sexual orientation, or disability.

\_\_\_\_\_ will prohibit illegal discrimination based on age, race, religion, color, national origin, gender, sexual orientation, gender identity and/or gender expression, marital or veteran status, and physical or mental impairment.

Include how membership may be terminated or withdrawn.

#### Article IV - Officers and Committees

##### Criteria

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

Undergraduate students must earn six (6) semester units per term while holding office.

Undergraduate students are allowed to earn a maximum of 150 semester units

Graduate and credential students must earn three (3) semester units per term while holding office.

Graduate and credential students are allowed to earn a maximum of 50 semester

Students holding more than this number of units will no longer be eligible for minor student government office. (Chancellor's Executive Order 969)

Include other qualifications for holding office, such as length of membership, class standing, etc.

#### Election and Removal

Include when and by whom the officers are elected, e.g., "Officers shall be elected by a simple majority vote of the members present at the first meeting of the spring semester." Be sure to specify how many members need to be present to constitute a quorum.

Specify the procedure for removal of officers, usually a 2/3 majority vote of the total voting membership.

Specify how offices are filled if there is a vacancy, e.g., by appointment or special election.

#### **Article V -Alcohol**

\_\_\_\_\_ attest that we will adhere to all laws regarding alcohol, including, but not limited to, supplying alcohol to minors and having any alcohol on campus premises. Our organization will be in compliance with any and all applicable laws of the state, county, and city.

#### **Article VI - Advisor**

Include a method for selecting and removing your faculty/staff advisor. It may be by a vote of the membership, the executive committee, or any other method you choose.

Each officially recognized student organization must have a university advisor who is either a faculty member or professional member.

Campuses may permit part-time faculty and professional staff as advisors, in addition to full-time.

The California Code of Regulations, Title 5, Article 2, Functions of Auxiliary Organizations and Requirement for Written Agreements, Section 42500 does not list club advisement as an appropriate function for auxiliary organizations. Therefore, advisors should not be selected from such organizations.

#### **Article VII - Amendment Process**

Include a method of changing or amending this document. This is usually done by a 2/3rd majority vote. Please include required quorum to vote as well.

#### **Article IX – Dispersal of Assets**

In the event that this student organization disbands AND/OR remains financially inactive for 3 academic years, per university policy the Student Organization Financial Coordinator will have authority to disperse remaining financial assets to the general student organization account managed by the Student Life and Leadership support team to be used in continual support of other student clubs and organizations.

In the event of a voluntary disbandment, a request can be made to the Student Organization Financial Coordinator to donate remaining monetary assets to a specified student organization or outside 501(c)3 nonprofit organization.

For a digital copy, visit [Student Life and Leadership Website](#)

## APPENDIX 4: ON CAMPUS RESOURCES

### ASSOCIATED STUDENTS:

The Associated Students (AS) of Chico State connects students to their ultimate college experience by employing, empowering, and engaging Wildcats through programs, services, and facilities created for students by students.

- For more information, office hours, contact information, visit their website below:
  - o Website: [Associated Students](#)
  - o Instagram: [@aschicostate](#)

### ENVIRONMENTAL HEALTH AND SAFETY

Provides guidance and services to the campus community to promote the integration of health, safety, and environmental stewardship into all University activities.

- For more information, office hours, contact information, visit their website below:
  - o Website: [Environmental and Health Safety](#)

### FACILITIES RESERVATIONS & EVENT SERVICES

Facilities Reservations & Event Services (FRES) is a part of Facilities and Management Services (FMS) and is responsible for coordinating all aspects of reservations of general-use lecture rooms, conference rooms, auditoriums and theater space, athletic facilities, recreation or outdoor spaces, and specialty use spaces. options, services, and service centers available on campus.

- For more information, office hours, contact information, visit their website below:
  - o Website: [FRES](#)

### STUDENTS RIGHTS AND RESPONSIBILITIES

The Office of Student Conduct, Rights, and Responsibilities is dedicated to addressing potential academic and behavioral issues that are potential violations of our Student Code of Conduct. We focus on executing our processes in fair, student-centered, transparent ways to help students learn, grow, and develop mentally as they pursue their education.

- For more information, office hours, contact information, visit their website below:
  - o Website: [Office of Student Rights & Responsibilities](#)

### TITLE IX

Our primary goal is to help people who have experienced harm. If you would like to report sexual harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, or stalking, you can submit a report below.

- For more information, office hours, contact information, visit their website below:
  - o Website: [Office of Title IX](#)

### WELLCAT PREVENTION

WellCat Prevention is where students can go to learn about alcohol and other drugs in a safe, non-judgmental environment. WellCat Prevention offers information, education, resources and support for alcohol and other drug use. All Chico State students are welcome and encouraged to drop in and speak with our trained staff.

- For more information, office hours, contact information, visit their website below:
  - o Website: [Office of Wellcat Prevention](#)

### WELLCAT SAFE PLACE

WellCat Safe Place serves the Chico State community by providing confidential services for individuals impacted by sexual assault, intimate partner abuse, sexual exploitation, stalking, and harassment. We offer advocacy support, prevention education, and linkage to services on and off campus.

- For more information, office hours, contact information, visit their website below:
  - o Website: [Office of Wellcat Safe Place](#)