

**CALIFORNIA STATE UNIVERSITY, FRESNO
STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT
UNIVERSITY STUDENT UNION, ROOM 306
(559) 278-2741 / Fax: (559) 278-7786**

**GUIDELINES AND PROCEDURES FOR THE
RECOGNITION AND GOVERNANCE OF STUDENT ORGANIZATIONS**

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

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

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

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

I. Student Organization Recognition Procedure

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

RECOGNITION STANDARDS

Recognition standards include:

The purpose of the organization must be consistent with the laws of the State of California and policies developed by the Student Affairs Committee.

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

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

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

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

Constitution

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

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

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

Affiliations

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

Review of Application

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

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

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

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

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

Name Change

Any organization wishing to change the name under which it was originally recognized must submit a letter to the Student Activities Office requesting that the organization be recognized by California State University, Fresno under the new name. The letter must

indicated whether the constitution will be altered, and must be signed by the organization's president and the advisor.

II. Recognized Student Organization Benefits

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

III. Responsibilities of Recognized Organizations

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

IV. Loss of Recognition or Benefits

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

How To Be Reinstated

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

Ad Hoc Status

The University realizes that occasionally there arises a need for temporary recognition for an organization that has limited objectives focusing around a particular issue, as in

the case of involvement in upcoming elections. These organizations do not intend to exist indefinitely, for their purpose is achieved relatively quickly. In order to allow such organizations to operate on the campus, and at the same time to protect both the University and its regularly recognized organizations, the University has adopted an ad hoc committee status which is in effect for a maximum of 45 days. Should the group wish to extend its status with the University, it may request an extension from the Student Activities Office for no more than an additional 45 days.

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

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

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

Why Have A Constitution?

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

What Should Be Included in a Constitution?

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

CONSTITUTION OF SAMPLE ORGANIZATION

ARTICLE I: NAME AND PURPOSE OF THE ORGANIZATION

Section 1 **The name of this organization shall be** the Sample Organization of California State University, Fresno.

Section 2 **The purposes of this organization are** to provide students with opportunities for association and interaction with the faculty and administration of California State University, Fresno and to instill the desire for self-improvement, scholastic excellence and the cultivation of civic responsibility. (This information will be included on our office website to describe your organization).

Section 3 **This organization is recognized by California State University, Fresno and adheres to all regulations as set forth in the Handbook for Student Organizations and Use of Campus Facilities and Grounds.**

ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND MEANS OF SELECTION OF MEMBERS

Section 1 **Membership in this organization shall not be denied to any student of California State University, Fresno on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.**

Section 2 **There shall be two types of membership in the organization:** voting and honorary.

Section 3 **Voting membership is limited to regularly enrolled students at California State University, Fresno.**

Section 4 Any eligible California State University, Fresno student who completes and signs a membership application shall be deemed a member upon filing of the application with the secretary.

Section 5 Any person who has tendered outstanding service to the organization may be conferred with honorary membership upon a majority vote of the organization.

Section 6 **Any member may be suspended or expelled from the organization for conduct** obviously contrary to the Constitution of the organization or for conduct which grossly impairs the rights of the members to enjoy the benefits of the organization. The alleged offense must be in writing and submitted by a member. **After the**

alleged offense has been submitted to the organization, the accused member shall have a right to a hearing before the organization at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The accused member has the right to appeal an adverse decision at a regular meeting, and the accused member shall be reinstated unless the suspension or expulsion is again approved by three-fourths vote.

Section 7 Any member removed by such a vote may file a grievance with the University Student Grievance Board by contacting the Dean of Student Affairs Office. A member of the Dean's staff will review the procedures with the student.

ARTICLE III: **OFFICERS**

Section 1 **The elected officers of the organization shall be** the Chair, Vice-Chair, Treasurer, Secretary and others as deemed necessary - see provisions for amending.

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

- a. The Chair shall preside at all meetings of the organization. He/She shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. He/She shall have such further powers and duties as may be prescribed by the organization.
- b. The Vice-Chair shall preside at organization meetings in the absence of the Chair. He/She shall perform all legal duties assigned by the Chair. He/She shall notify all members of the organization meetings.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. He/She shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and Chair for authorized disbursements. All disbursements in excess of \$50.00 require the majority approval of the organization.
- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. He/She shall be responsible for all organization correspondence and shall keep copies thereof on

file. He/She shall also act as historian and shall maintain all records of the organization.

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

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

Minimum Academic Qualifications

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

Incumbent Unit Load

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

Incumbent Maximum Allowable Units

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

Section 4 **Petition** by one-third of the total number of members **shall be cause for recall election.** The offense must be in writing and submitted by a member. After the offense has been submitted to the organization, the accused officer shall have at least 48 hours before the hearing. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election. **Recall will require a favorable vote of three-fourths of the voting membership in attendance.**

Section 5 **In the event that an elected officer is unable to fulfill his/her term of office, there shall be a special election to fill the vacancy.** Any

eligible member, including those already holding office, may be nominated for a vacant office.

ARTICLE IV: MEETINGS

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

Section 2 **Special meetings may be called by any elected officer (i.e., Chairperson, Treasurer, etc.) or by 5% of the voting members of the organization. All members must be given a minimum of 24 hours notice, weekends and holidays excluded, prior to the meeting time.**

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

ARTICLE V: ELECTIONS

Section 1 **Officers are elected once a semester. Elections are held at the end of each semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present.**

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

ARTICLE VI: ADVISORS

Section 1 **An individual employed on a more than half-time basis by California State University, Fresno, and not a University Auxiliary employee, will serve as advisor to this organization as required by University guidelines.**

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

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

ARTICLE VII: DUES

Section 1 **This organization has the ability to assess the membership. Assessments shall be determined by a quorum of the membership annually at a regularly schedule meeting.**

ARTICLE VIII: METHOD TO AMEND THE CONSTITUTION

Section 1 **Proposed constitutional amendments or changes shall be presented to the organization, in writing, one meeting before it may be voted on.**

Section 2 **Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.**

Section 3 **A copy of any alteration to this document must be filed within 90 days after any substantive change or amendment in the Student Activities Office at California State University, Fresno.**

ARTICLE IX: DISBURSAL OF ORGANIZATION ASSETS

Section 1 **In the event the Sample Organization should become defunct, all assets will be turned over to the California State University, Fresno Associated Students, Inc., to be used to promote student programming on the campus.**

ARTICLE X: STATEMENT OF AFFILIATION

Section 1 **This organization is affiliated with Sample Organizations International.**

Section 2 **Any copy of any alteration to the Sample Organizations - International constitution and bylaws must be filed in the Student Activities Office at California State University, Fresno.**

ARTICLE XI: RULES OF ORDER

Section 1 **The Sample Organization accepts “Robert’s Rules of Order” (newly revised) as its rules of order.**

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

This constitution was approved on July 17, 2007.

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

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

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

ADVISOR ACCEPTANCE FOR REGISTERED STUDENT ORGANIZATIONS

STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT
UNIVERSITY STUDENT UNION, ROOM 306 - 278-2741

ROLE OF THE UNIVERSITY ADVISOR

Purpose

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

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

Advisor's Responsibilities

The advisor is considered to have the following responsibilities:

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

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

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

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

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

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

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

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

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

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

Liability of Advisors

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

Duties of Advisors at Events

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

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

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

Organization’s Responsibility to the Advisor

The organization is expected to have the following responsibilities:

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

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

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

STUDENT DESIGNEE POLICY

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

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

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

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

STUDENT ORGANIZATION NAME

ADVISOR'S NAME (Print)

DATE

ADVISOR'S SIGNATURE

CAMPUS EXTENSION

CAMPUS I.D. NUMBER (PEOPLESOFT)

CAMPUS MAILSTOP #

Please circle one: FACULTY STAFF

Date: _____

STUDENT ORGANIZATION REGISTRATION FORM

This form must be completed, signed, and returned to the Student Activities & Leadership Development Office within the first four weeks of each fall semester by all student organizations desiring recognition by the University, and whenever a change of officers occurs.

NAME OF ORGANIZATION _____

WEBSITE ADDRESS (if available): _____

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

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

* The phone number of the president will be used as the primary contact for the organization. If your organization does not want the phone number of the president to be released or published, please list only those phone numbers that can be released or published.

ADVISOR(S):

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

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

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

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

PRESIDENT'S SIGNATURE _____ DATE _____

ADVISOR'S SIGNATURE _____ DATE _____

STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT
USU 306 ♦ (559) 278-2741
<http://csufresno.edu/studentactivities>

ADVISOR DESIGNEE FORM
STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT
UNIVERSITY STUDENT UNION, ROOM 306
(559) 278-2741 / Fax: (559) 278-7786

NAME OF ORGANIZATION _____ **DATE** _____

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

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

ADVISOR

FIRST DESIGNEE

University Advisor's Name (Print)

Designee's Name (Print)

University Advisor's Signature

Designee's Signature

Campus Address (include Mail Stop number)

Title of Office Held

Campus Extension

SECOND DESIGNEE

Designee's Name (Print)

Designee's Signature

Title of Office Held

QUALIFICATIONS FOR OFFICERS
Requirements Set by Executive Order No. 969
from the Office of the Chancellor

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

Minimum Academic Qualifications

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

Incumbent Unit Load

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

Incumbent Maximum Allowable Units

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

REQUIRED SIGNATURES:

As the president or treasurer of this organization, I understand my academic records will be checked at the end of each semester. By signing below I understand the advisor will be notified if I do not meet the minimum requirements of Executive Order No. 969.

Note: If you do not agree to have your academic records checked at the end of each semester and to have the advisor notified if you fail to meet the minimum requirements, the requirements of Executive Order No. 969 cannot be met and you are not eligible to serve as the president or treasurer.

PRESIDENT:

Signature: _____ PeopleSoft ID # _____

TREASURER:

Signature: _____ PeopleSoft ID # _____

STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT
USU 306 ♦ (559) 278-2741
<http://csufresno.edu/studentactivities>

STUDENT ORGANIZATION GROUP ROSTER
STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT
 UNIVERSITY STUDENT UNION 306 / 278-2741
 CALIFORNIA STATE UNIVERSITY, FRESNO

NAME OF ORGANIZATION _____ DATE _____

NAME OF PERSON FILING REPORT: _____ PHONE _____

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

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

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

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

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

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

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

Organization's Name: _____

Print Advisor's Name

Advisor's Signature

Print President's Name

President's Signature

Print Vice-President's Name

Vice-President's Signature

Print Treasurer's Name

Treasurer's Signature

Date

**STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT
USU, ROOM 306 / (559) 278-2741
<http://csufresno.edu/studentactivities>**

Date Filed _____
Date Expires _____

APPLICATION FOR RECOGNITION OF STUDENT ORGANIZATIONS

STUDENT ACTIVITIES OFFICE
USU, RM. 306 / (559) 278-2741

(All application materials must be typed or printed)

Proposed Name of Organization: _____

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

___ Academic/Professional ___ Cultural ___ Recreational
___ Honorary ___ Religious ___ Other/Specify: _____
___ Social ___ Sorority/Fraternity

Primary Purpose of Organization: _____

Membership Requirements: _____

Proposed Activities, Programs and Services: _____

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

Name of Student Filing Application: _____

Address: _____ Phone: _____

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

Advisor Name: _____ Campus Phone: _____

Campus Address: _____ Department: _____

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

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

Student Applicant's Name Signature Date

University Advisor's Name Signature Date

(OFFICE USE ONLY)

_____ has filed an Application for Recognition.

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

University Advisor(s): _____

Approved by: _____
Student Activities Office