Student Involvement

The Student Involvement Office at Sonoma State is located on the 2nd Floor of the Student Center in the Student Activities Suite. Student Involvement oversees and manages all clubs/organizations. Student Involvement assists with the management and resiliency of existing student clubs/organizations on campus.

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>707-664-4323</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:studentinvolvement@sonoma.edu">studentinvolvement@sonoma.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.sonoma.edu/campuslife">www.sonoma.edu/campuslife</a></td>
</tr>
<tr>
<td>Facebook</td>
<td><a href="http://www.facebook.com/ssu.studentinvolvement">www.facebook.com/ssu.studentinvolvement</a></td>
</tr>
<tr>
<td>Instagram</td>
<td>@ssu.studentinvolvement</td>
</tr>
<tr>
<td>Twitter</td>
<td>@ssugetinvolved</td>
</tr>
</tbody>
</table>

Student Clubs and Organizations
SSU currently offers over 100 student clubs and organization opportunities

Your role as an Advisor

Why be an Advisor?
Advising a chartered student club or organization is an opportunity to interact with SSU students outside of the classroom setting. An advisor-advisee relationship is one that touches students’ lives on a different level and give students the opportunity to get to know faculty/staff members on a personal level. These relationships may even lead to life-long mentoring.

Advising will you the opportunity to make a difference in the community, keeping up to date on campus events, building community both on and off campus, and having fun helping students enhance their college experience. An advisor walks a fine line between leading an organization and giving the organization the ability to lead itself. Seeing students develop new skills and grow as individuals and as a group is another example of the benefits of advising.

Like most activities, you get out of it what you put in. By being an active advisor the benefits of interacting with student organizations can be limitless. Utilize this opportunity as an advisor to learn something new about the students in the organization and about yourself.

Adapted from University of Nebraska—Lincoln Student Involvement’s Student Organization Advisor Handbook

Who is eligible to be an Advisor?
Per California State University (CSU) System Executive Order 1068, all chartered clubs and organizations are required to have an on-campus advisor. This individual must be a part-time or full time faculty or staff member who is a Sonoma State University employee paid by the state of California. Because of this requirement, employees of auxiliary organizations may not serve as chartered student organization advisors.
The Many Hats of an Advisor
As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are an advisor and not the leader. You provide guidance, insight and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their organizations.

Advisor Expectations
Expectations may vary based on the type of chartered student club or organization and the advisor. Advisor expectations may also vary from year to year and person to person. Advisors and student leaders should connect regularly to determine the appropriate expectations that apply.

Chartered Student Clubs and Organizations of Sonoma State University
Student groups on the Sonoma State University (SSU) campus are required to renew their club charter annually with the Student Involvement Office in order to be officially recognized by the University. Student Involvement, SSU, and the California State University System will recognize these groups following successful completion of an adherence to the Club Chartering process and University/CSU policies governing student clubs and organizations. Failure to uphold the requirements may result in the suspension of this recognition. Student Involvement maintains the authority to revoke a club’s chartered status at any time.

Annual Chartering Requirements
Student clubs/organizations are required to charter annually with the Student Involvement office. Listed below are the requirements essential to maintaining chartered student organization status at Sonoma State.

1. President and Treasurer must maintain both term and cumulative GPA of 2.0 for each term of office
2. President and Treasurer will have earned no more than 150 cumulative units or 125% of units needed towards graduation (whichever is higher).
3. Each club/organization must have a minimum of 5 members who are currently enrolled students.
   a. Enrolled students must constitute a minimum of 80% of total membership, with the exception of sport clubs, fraternities and sororities, whom must have 100% enrolled student membership
4. Each club/organization is required to have a faculty/staff advisor, who must be a faculty or staff member who is an SSU employee paid by the state of California

Steps to complete for chartering for NEW clubs

1. Completing online chartering module for President and Treasurer (this will be sent out, can be retrieved by contacting studentinvolvement@sonoma.edu)
2. Creating a SonomaSync Club Portal on SonomaSync – the club management software that Student Involvement uses
3. Completing and turning in an authorized signer form (which can be downloaded at the end of the chartering module)

Once those steps are complete, students will receive a letter confirming their recognized status with Student INvolvelemnt.

Steps to complete for chartering for CURRENT clubs/organizations

Same steps as NEW clubs except that students will be renewing their club portal by following the steps below:

OrgSync Portal Updates
- Go to your SonomaSync Portal
- Click on “Profile” tab
- Scroll down and click on “Manage Profile” button
- Complete the steps here to update the officer information

What are the benefits of being a chartered club/organization at SSU?
- University recognition
- Reserving space on campus
- Insurance coverage for most campus activities
- Personalized leadership workshop and training programs
- Club mailbox in the Student Involvement office

Club and Organization Expectations from Student Involvement

- Adhere to all CSU, local, state, and federal laws
- Adhere to all university policies and procedures pertaining to student organizations
- Adhere to the Standards for Student Conduct
- Attend all meetings required by Student Involvement
- Maintain SOnomaSync portal with current officers, contact information, meeting times, and so forth
- Provide Student Involvement with any changes in officers, contact information, meeting times within 2 weeks of changes

Policies Governing Chartered Student Clubs and Organizations
CSU Executive Order 1068: Non-Discrimination & Open Membership

As a condition of recognition, all student organizations must comply with the California State University’s non-discrimination and open membership policies outlined in this executive order.

Non-discrimination: No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or other university living groups.

Open membership: No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at that campus, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership.

CSU Executive Order 1095: Title IX Notice of Nondiscrimination

Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of sex discrimination. Sonoma State University is committed to creating and sustaining an educational and working environment free of sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The safety and well-being of the campus community, including our clubs and organizations, is a priority for the University.

Alcohol Policy

Policy regarding sale and consumption of alcoholic beverages on campus.

Sonoma State University Student Code of Conduct

All clubs and individual members must adhere to all policies that govern their status as students at Sonoma State University.

Updated Policies from Student Involvement

Chartering

Students that wish to charter or re-charter an organization will follow the steps detailed in the Student Organization Handbook. Once these steps are completed, Student Involvement will check for compliance. Utilizing the Chartering Checklist (5.1), Student Involvement will confirm compliance of student organizations in: GPA and unit requirements, completion of Online Charter Module, and OrgSync updates including club membership and constitution. Student organizations will be required to review and update their organization constitution during the chartering process. This updated constitution must be posted on OrgSync organization portal. Organizations are required to resubmit constitutions and bylaws within 90 days of any substantive change or amendment. The checklist will also prompt Student
Involvement to confirm the number of graduate students and non-student members in each organization. **An updated checklist will be kept in each active club file.**

Student organizations that fail to meet the requirements and expectations of the chartering process will not be **chartered** or recognized as an official organization on

**Reserving Space on Campus**
Student organizations will submit the Online **Request for Use of Facilities and Services** Form (1.1) to the Campus Life Advisor. **The** Campus Life Advisor will review the RUFAS Form and schedule an events meeting if queued by the RUFAS Form. The requirements for an events meeting include, but are not limited too: expecting 100 attendees or more at the event, the sale of tickets for entry, activities or events that are deemed risky by **Student Involvement and/or Risk Management**, collaborations with off campus person(s) or vendor(s). Sonoma State University and Campus Life Advisor hold purview of required events meetings.

Anytime a RUFAS Form is submitted that requires an events meeting, the conversation of insurance, insurance requirements, and contracts will be discussed with Risk Management and Contracts and Procurement. At no time are student organizations allowed to sign or create their own contracts for events. All contracts will go through Contracts and Procurement. An **Electronic Requisition** will be created on the request of Contracts and Procurement, **even for a zero balance event**. Student organizations collaborating with speakers and vendors, **or any of the items listed above**, must submit the RUFAS no later than 30-days prior to the event.

Student organizations that fail to meet requirements or expectations at any time during the process are subject **to** event cancellation. Student organizations that host **unapproved events** **or host events** without obtaining necessary documentation are subject to **loss of ability to hold future events** and loss of charter/recognition.

**Club Travel**
Student organizations that have the **need** to travel must turn in the completed travel paperwork no later than one week prior. **Student organizations requiring rental vehicles must submit 2 weeks prior. Student organizations requiring hotel and/or airfare must submit 1 month prior.** Every trip will require the following documents: Trip Request Form (2.1), Transportation Manifest (2.2), and Release of Liability Form (2.3). In the case that students will be driving personal or rental vehicles, the following documents must also be submitted: CSU Driver Application (2.4), Non-Faculty Volunteer Form (2.5), and Authorization to Use Privately Owned Vehicle (2.6). A valid Driver’s License and car insurance must also be submitted. These documents will be submitted to the Student Involvement Office.

All of these forms can be picked up from the Student Involvement Office

A Campus Life Advisor will review submitted travel paperwork and will serve as the final approval for student organization travel. Campus Life Advisor will reach out to the student organization through email to approve travel or request any missing documents be submitted prior to travel.
Student organizations that fail to meet the requirements and expectations of travel are subject to loss of space reservation abilities, loss to bank account access, and/or loss of charter/recognition.

**Finances**

**Fundraising with a Cash Component**

**Cash Handling**
Student organizations collecting cash for fundraising purposes must check out a cash lock box from Student Activities. There must at least 2 club members present cash lock box collection events. All events that require a cash lock box to be checked out must be registered with Student Involvement.

Student organizations will have no longer than 72 hours to deposit the cash collected into their club account at Student Activities. There will be opportunities to deposit the cash the day of the event. Cash collected can be deposited directly to the Student Activities front desk; this includes team dues, fundraisers, etc. Student organization deposits are subject to review.

**Ticket Sales**

Any Event that requires ticket sales must work with SSU Box Office

**Crowd Sourcing** is not a permitted form of fundraising

**Off –Campus Bank Accounts**

Student organizations that qualify and meet specific requirements can potentially create off-campus bank accounts. **Per SSU policy, off-campus bank accounts must be approved by the Campus CFO or designee.** Student organizations that want more information regarding off-campus bank accounts can speak with a Campus Life Advisor. Student organizations that have off-campus bank accounts must submit a detailed balance and budget when applying for an AS Grant.

**Sports Clubs**

**Coach Contract**
Teams that are working with a coach, paid or not, are required to submit a completed Coach Contract (4.1) to Student Involvement. For non-paid coaches, club president, club treasurer, and coach must sign the contract. The contract is not complete until all signatures are acquired and is finally signed by Director of Student Involvement. For paid coaches, club president, club treasurer, and coach must sign the contract. Also, the supporting documents to initiate the payment process must be submitted as well, including: a **signed Club Expenditure Voucher and signed invoice.** The contract is finalized with a signature from the Director of Student Involvement.
Safety Officer Training
All sport club teams are required to identify a member to fill the role of Safety Officer. The Safety Officer is responsible for the submission of travel documents and liability forms. All Safety Officers are required to attend a mandatory training where job duties and expectations will be discussed. **Attendance will be monitored by Campus Life Advisor using an Excel document.**

Sport club teams that fail to meet the requirements and expectations for attending the Safety Officer Meeting (4.2) are subject to team fines, loss of space reservation abilities, loss to bank account access, and/or loss of charter/recognition status.

Fraternities and Sororities
All new members of the Greek community are required to complete **an in person** Greek 101 training (3.1). The **Fraternity and Sorority** Advisor will document and track the completion of Greek Life 101 with an Excel document, **which is exported from student attendees scanned student ID card.** The **Fraternity and Sorority** Advisor will also be available for any follow up questions. Prior to Greek Life 101, the **Fraternity and Sorority** Advisor will meet with all New Member Educators from each chapter to inform them of requirements and expectations. **Students that are not able to attend Greek Life 101 must contact the Fraternity and Sorority Advisor to make accommodations.**

Student **Greek** organizations that fail to meet the requirements and expectations for Greek Life 101 are subject to loss of space reservation abilities, loss to bank account access, and/or loss of charter/recognition status.

Student organizations that do not meet the requirements or expectations of policies are subject to loss of space reservation abilities, loss to bank account access, and/or loss of charter/recognition status.
Every Advisor Should Know About…

The following section outlines important topics and practices advisors should have an awareness of and be able to speak to when working with chartered student clubs and organizations at Sonoma State University.

The Advisor’s Signature

As an advisor, you will be asked to sign a number of different forms for your organization. When signing any form, review each item carefully and ask questions. Do not just sign your name without reviewing the information.

SonomaSync

SonomaSync is SSU’s online student club/organization management system. Each group is required to create a portal in OrgSync per the annual chartering process and must maintain their account with current officers, contact information, meeting times, and so forth. Advisors should be aware of and periodically take time to interact with their club or organization on this online platform. To register for an account, visit orgsync.com and use your Sonoma State University email address and password.

Depositing Money into Club Accounts

To deposit money into a club account, students (President, Treasurer, or another designated Authorized Signer) must bring cash and/or checks (made payable in the club’s name or to Associated Students, Inc.) to Student Activities front desk, located on the 2nd Floor of the Student Center. Large quantities of coins must be rolled. To deposit, students will be asked for the club name and club number and for a brief description of the source of the funds. They will be given a receipt for the money that includes all pertinent information. This receipt is proof of deposit. Funds deposited are immediately credited to the club’s account.

Club Grants

Club Conduct

University recognized student organizations must comply with all California State University and campus rules and regulations, (specifically Chancellor's Executive Order #1068, Title 5 of the California Code of Regulations, the Sonoma State University Student Code of Conduct and other SSU policies, and all applicable local, state and Federal statutes. If a club or organization violates any of the above policies, they will be referred to the University Judicial Officer.

Academic Standards
While involvement in student organizations is an important component for classroom learning, participation should complement academic progress. For this reason, only students in good academic standing (minimum 2.0 cumulative grade point average) are eligible to serve as president or treasurer. These grades are checked and monitored by the Campus Life Advisors in the Student Involvement. As a general guideline, the student organization as a whole should have a group average of at least 2.0. Furthermore, club officers should be enrolled in a minimum of six units (undergraduate students) or three units (graduate students) during each term of office.

As the group’s advisor, we ask you to monitor the academic progress of student members and notify the Student Involvement if there are any concerns.

There are a number of services available to assist club leaders and members in the area of academics. Please use these as referral resources when you notice that students are struggling with academics and/or need additional support.