Student Club/Organization Handbook 2018-2019
Student Involvement

Student Involvement at Sonoma State University is located in the Student Activities office on the 2nd Floor of the Student Center. Student Involvement is the hub for student clubs and organizations at SSU. We charter new groups and assist with the management and resiliency of existing student clubs and organizations on campus.

Phone Number: (707) 664-3808  
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Website: www.sonoma.edu/campuslife  
Facebook: www.facebook.com/ssu.studentinvolvement  
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2nd Floor, Student Center (Student Activities area)

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Student Organization Membership and Structure

a. Eligibility for Participation (Academic Expectations)
   i. GPA and Enrolled Units
      • Students in the organization as an entire group should have at least a minimum GPA of 2.0 combined.
      • Presidents and treasurers must have a GPA of at least 2.0 or greater individually in order to be president and treasurer of their organization
      • Club Officers should be enrolled in a minimum of six units (undergraduate students) or three units (graduate students) during each term of office

b. Membership
   • All student organizations new and current must have a minimum of 5 members (including their president and treasurer)
   • All student organizations must have an advisor that works at Sonoma State (Please see below for what an advisor is) that is not in an auxiliary unit (Associated Students, Sonoma State Enterprises)
   • At least 80% of members in the club/organization must be currently enrolled Sonoma State students.
   • 100% of members in fraternities, sororities, and sports clubs must be enrolled Sonoma State students.

c. 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.

   d. 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.

   e. 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 of 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.
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<tr>
<th>STEP</th>
<th>WHAT TO DO</th>
<th>HOW TO DO IT</th>
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</table>
| 1.   | Meet with Student Involvement | ● Come to the Student Involvement (S.I.) Office and tell us about the club you are interested in starting  
● Meet with SSU’s S.I. Student Assistants |
| 2.   | Club Members | ● You need five (5) students currently enrolled at SSU who are interested in joining your club  
● One member must be President  
● One member must be Treasurer  
● President and Treasurer must be in good standing with SSU—at least a 2.0 term and cumulative GPA  
● Advisor needed |
| 3.   | Charting Module | ● Presidents and Treasurers must complete the Charting Module  
● The Module is located on OrgSync |
| 4.   | Student Org Paperwork | ● Acknowledgement of Responsibility and Policies Form Completed on SonomaSync  
● AS Trust Form (Authorized Signer Form) is complete with required signatures and returned to front desk of Student Activities Office |
| 5.   | Constitution | ● Refer to Student Club Constitution and Bylaws “Quick Reference” guide in Student Club Chartering Packet  
● Update and upload Constitution via OrgSync  
● Any changes to the constitution must be submitted within 90 days |
| 6.   | OrgSync | Create student account with @sonoma.edu email address on [www.orgsync.com](http://www.orgsync.com)  
● Club name and type  
● President contact information  
● Treasurer contact information  
● Advisor contact information  
● Club meeting times and locations  
● Upload Club Constitution  
● Submit to Student Involvement  
● OrgSync information must match Student Club Chartering Packet |
| 7.   | Recognition Status | ● Recognition e-mail will be sent to both President and Treasurer |

**S.I. Office: What Do We Check For?**

- **OrgSync:**
  - Once submitted to S.I. by deadline, we will review your OrgSync Club request and review President/Treasurer GPA  
  - If approved, you will be sent a confirmation that your club has been approved via OrgSync  
- **Student Org Paperwork:**
  - Turn in by deadline to the Student Activities Desk  
  - If OrgSync and A.S. Trust Account form match, chartering packet is approved
## Existing Club/Organization

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| 8.   | Recognize your Officers | - Is your current President and/or Treasurer staying the same through the academic year?  
- Do you have a new President and/or Treasurer? |
| 9.   | Club Members | - You need five (5) students currently enrolled at SSU who are already interested in joining your club  
- One member must be President  
- One member must be Treasurer  
- President and Treasurer must be in good standing with SSU— at least a 2.0 term and cumulative GPA  
- Advisor needed |
| 10.  | Chartering Module | - Presidents and Treasurers must complete the Online Chartering Online Module  
- The Module is located on OrgSync |
| 11.  | A.S. Trust Account Form | - Complete A.S. Trust Account Form and  
- SSU Student Club Chartering Policies  
- Signatures required: President, Treasurer, Advisor  
- Turn into S.I. Office by assigned deadline |
| 12.  | Constitution | - Refer to Student Club Constitution and Bylaws “Quick Reference” guide Update and upload Constitution via OrgSync  
- Any changes to the constitution must be submitted within 90 days |
| 13.  | OrgSync | - Make sure to update the following for changes if necessary:  
- Club name and type  
- Update President and Treasurer contact information  
- Update Advisor contact information  
- Update Club meeting times and locations  
- Update Club Constitution  
- Submit to S.I.  
- OrgSync information must match Student Club Chartering Packet |
| 14.  | Recognition Status | - Recognition e-mail will be sent to both President and Treasurer |

### S.I. Office: What Do We Check For?
- OrgSync:  
  - Once submitted to S.I. by deadline, we will review your OrgSync Club request and review President/Treasurer GPA  
  - Student Club Chartering Packet:  
    - Turn in by deadline to the Student Activities Desk  
    - If OrgSync and Chartering Packet match, chartering packet is approved

Students that wish to 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, Student Involvement will confirm compliance of student organizations in:
- GPA and unit requirements
- Completion of Online Charter Module
- OrgSync updates including club membership and constitution

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 expectation of the chartering process will not be chartered or recognized as an official organization on campus.
**SonomaSync**
SonomaSync is a program that students use to manage their student organization online. It lets students advertise for their events, commit to involvement hours, and also join other organizations as well. It is also a way for Student Involvement to communicate with all student organizations as well.

In order to become a fully chartered student organizations, all organizations must have an account on Sonoma Sync. You can create the account with your student ID and password.

Below are the steps to complete your SonomaSync process as you move along the chartering process.

**a. Renewing your Organization or Updating your Profile**
Often times you'll need to update your organization's profile due to officer transition, a new meeting time, or other organizational changes. There are other times when you'll need to renew your organization's membership. In both cases, you can make these changes if you navigate to your organization, select Settings in the top right of the portal, then select Organization Settings. If you do not see this option then you are not listed as an admin of the portal. In this case, you'll need to request administrator access. You can request administrator access by emailing studentinvolvement@sonoma.edu.

If you are renewing your organization or updating your organization, navigate to your organization’s profile page.

**b. Updating your Organization Profile**
*Organization Settings* defaults to the *Profile* tab, where you'll find the current org profile and the option to update the profile. Choose this option to begin a new registration request. Complete the entirety of this form and click *Finish*. This will send a registration request to your campus admins. When they approve your request, you will be notified and your changes will go live.
At any point after you start editing your organization’s profile, you can opt to save and finish later. If you choose this option of saving and finishing later, you will be provided the ability to resume or cancel the submission via the Profile tab. Additionally, if you submit the registration request you can re-open the submission to make changes. Keep in mind, this will remove the request from your umbrella admin’s request list and they will not be able to approve it until you resubmit the request.

c. Positions/And Other Forms
All student organizations must have a president, treasurer and an advisor in their SonomaSync account. When you are in the profile of your student organization, you will be able to complete necessary positions for your organization.

This process of adding positions must be completed in order for you to be a chartered organization:

Once you find your student organization in SonomaSync, you will be able to access the profile and update or create the necessary positions in your organization.

If you are updating an existing profile, once you get to your page click on the “Profile” tab.
Clicking on manage profile will give you the page below:

Scroll down to the bottom until you see the “Manage Profile” tab.

Once you click on “Manage Profile” you will be taken to this page. Click on the “Update and Renew Profile” tab.
**d. New Organization’s Profile**

Whether you’re a new club or a returning one this page will allow you to input basic information about your club. These descriptions and keywords will be accessible to all students looking for an org like yours.

Don’t forget to update your profile pic!

**e. Adding your Officers and Advisor**

The next page will be where you add all the officers of your organization. You will have to type in the name of each individual. If they don’t pop up they need a profile.
Forms must be completed after you have updated your profile.

Once you’ve added your officers and advisor you will be able to input your club’s meeting days and times and upload your current constitution.

Once you click “Submit” on your profile the next step is to have the officers and advisor fill out their position forms. Everyone should get an email asking to complete the forms. They can also be located under your profile on the “activity” tab. If you need help reach out to S.I.!

Don’t forget to click finish.
How to write a Constitution for your Student Org  
Student Club Constitution and Bylaws “Quick Reference” Guide

a. Overview
A constitution is comprised of the fundamental laws and principles that prescribe the nature, function, and limits of an organization. Essentially, the constitution provides a basic structure upon which an organization operates. Bylaws are secondary laws, which rule or govern the internal affairs of an organization. Bylaws are an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps for an organization to follow in order to conduct business effectively and efficiently.

b. Purpose
This quick reference sheet includes those areas of a constitution and bylaws that MUST be included as a part of the SSU student organization charter process to meet the minimum standards set forth in Executive Order 969/1006 by the California State University system and Sonoma State University. For more detailed instructions about creating a constitution, please visit http://www.sonoma.edu/campuslife/clubs/charter.html and click on the “How to create/update a constitution so that it is in compliance with Executive Order 969” link.

All constitutions MUST cover the following areas and all sections in “quotes, italicized, and underlined” MUST appear verbatim in all student organizations’ constitutions. The wording provided for other sections are guidelines and suggestions.

Article I - Name of Organization
● The name of the organization will be used in a variety of University and Student Involvement publications. It is recommended that the name be stated in the document exactly how the organization prefers to be addressed. If an organization chooses to use the University name, it must be written as follows: “[Name of Organization] AT Sonoma State University.”

Article II - Purpose of Organization
● What is the purpose for establishing the organization?
● What is the intended impact of the organization on the University community?
● What services will be provided and for whom?

Article III - Membership of Organization
● “Membership in the organization shall be open to all those regularly enrolled Sonoma State University students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.”

● “This organization shall have associated members who are non-Sonoma State University students. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., faculty, staff, community members, students at other colleges, etc.).”
● “Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies
that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.”

- “Faculty, staff, and alumni of SSU, as well as non-students may be considered for non-voting membership in this organization. Only currently enrolled or continuing students of SSU may be voting members.”

**Article IV - Elections**

- “Only currently enrolled or continuing students in good standing at Sonoma State University may serve as Officers of this organization. The Officers shall be: President and Treasurer.” What other officers make up the organization? At least a president and treasurer need to be included in the constitution.

Describe the election process. For example, “Officers of this organization shall be elected by a majority vote (51%) of the regular student membership of the organization. Elections shall take place once a year and they will be held at the next to the last meeting of the spring semester of each year.”

**Article V - Officers**

- “Organization presidents and treasurers must be enrolled at SSU and earn a minimum of 6 semester units for undergraduate students or 3 semester units for graduate/credential students per term while holding office and must maintain a minimum cumulative 2.0 grade point average. In addition, the president and treasurer may not have earned 150 units or 125% of the total units needed for graduation, whichever is higher.”

**Article VI - Discipline of Members**

- “All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.”

**Article VII - Committees**

- If your organization has committees:

State the names, purposes, and responsibilities of the various standing committees. These might include executive board, publicity committee, fundraising committee, etc. How are members selected for each committee – by choice or by appointment?

**Article VIII - Meetings**

- Describe meeting schedules. For example, “Regular meetings shall be held at least once a week during the academic year, excluding semester breaks and final exam weeks. Meetings shall be held on campus unless a majority of the regular members votes to change the location. Emergency meetings may be called by the President as needed.”
Article IX - Finance/Fiscal Responsibility
● Dues/Membership Fees?
● Fundraising?
● Budget Expenditures?

Article X - Advisors
● Describe the process for selecting an advisor and explain the term of office for each advisor.
  Note: At least one advisor must be an SSU employee and may not be an auxiliary (Sonoma Student Union Corporation/Associated Students, Inc.) employee. Student organizations may have an advisory board composed of community members or alumni however at least one advisor must be a faculty or staff member of SSU.

Article XI - Amendment
● Describe the process for amending the constitution. For example, “This constitution and bylaws may be amended by a 2/3 vote of the entire voting student membership.”

  “The amended constitution/bylaws must be approved by and kept in file with Student Involvement.”

This document is intended to serve as a model you may follow to ensure you are meeting the minimum requirement of the CSU. Student organizations may structure and govern themselves in any way deemed appropriate, so long as it does not violate any policies and requirements applicable to student organizations (SSU, CSU, state, federal).

Student Organizations will be required to review and update their organization constitution during the chartering process. This updated constitution must be posted on their SonomaSync portal. Organizations are required to resubmit constitutions and bylaws within 90 days of any substantive change or amendment.

Reserving Space on Campus

Request for Use of Facilities and Services Form (RUFUS) Online
The Request for Use of Facilities and Services (RUFAS) is now online! Signature will now be collected electronically through DocuSign.

Here is how it works.

*Prior to your event being confirmed, the following will happen:
1. Fill out the form here: http://web.sonoma.edu/ces/forms/student-rufas
2. You will receive and email from reservations@sonoma.edu asking you to sign your request through DocuSign.
3. Once you sign the request, it will automatically be sent to your President or Treasurer to sign.
4. Once your President or Treasurer signs, it will automatically be sent to your Advisor to sign.
5. Once your Advisor signs, it will automatically be sent to the appropriate Student Involvement Advisor to sign. Your Student Involvement Advisor may ask that you meet with them prior to signing off on your request.

6. Once the Student Involvement Advisor signs, your request will automatically be sent to the Conference and Event Services for signing. CES may need to contact you with questions regarding your request.

7. CES will schedule your event in 25Live, the campus scheduling system, and attach an event confirmation that will be sent to the requester.

Facilities and services are not reserved or held until you have received an event confirmation from Conference and Event Services.

DocuSign:
To track progress of your RUFAS, please sign up for the free DocuSign service at http://go.docusign.com/o/free/. Your DocuSign account email address must be the same as your email address on the RUFAS. All of your requests will show up on the site and/or mobile app where you can sign and see who needs to sign your request.

Special Events Meetings
Certain events on campus will require an additional meeting in order for the event to happen. The requirements for a Special Events meeting include but are not limited to:
- 100+ attendees
- Ticketing
- Collaboration with off campus person or vendors
- Events that are deemed risky by Student Involvement and/or Risk Management

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.

Contracts with vendors (speakers, services, food trucks etc)
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.
Event cancellation
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.

CES Deadlines

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<tr>
<th>Requests with Work Orders</th>
<th>Police Forms</th>
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<tbody>
<tr>
<td>*Work Orders are needed anytime a group requests tables or chairs or other resources for an event outside of the Student Center and Cooperage</td>
<td>Needed for:</td>
</tr>
<tr>
<td>Outdoor Events with sound.tech</td>
<td>● Events of 100+ people</td>
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<tr>
<td>Events with Catering</td>
<td>● Anytime there is alcohol present</td>
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<td>Student Center after hours staffing</td>
<td>● A 24 hour/overnight event</td>
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<tr>
<td>*Any request that falls outside of the Student Center Hours of Operation.</td>
<td>● Any hazardous activity (dances, archery practice, etc.)</td>
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<tr>
<td>*Event utilizing the Box Office</td>
<td>● Anytime there is a space used not for its intended use (ex: soccer on Person Lawn)</td>
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<tr>
<td>5 Business Days Valley Room</td>
<td>Group using 3rd party AV/Tech Vendors</td>
</tr>
<tr>
<td>15 Business Days</td>
<td>*Rider Due date</td>
</tr>
<tr>
<td>20 Business Days Ballroom and Cooperage</td>
<td></td>
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<tr>
<td>30 Business Days</td>
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Questions regarding these deadlines please contact CES office: (707) 664-4091 or reservations@sonoma.edu
c. Event Roadmap

Student Club Finances

Cash Handling
Student organizations collecting cash for fundraising or club/org dues must check out a cash lock box from the Student Activities desk. Cash collected in general can be deposited directly to the Student Activities front desk; Student organization deposits are subject to review.

Events that require Cash Handling require at least 2 club members present. All events where cash will be collected must be registered with Student Involvement. Student organizations will have no longer than 72 hours to deposit the cash collected in their club account at Student Activities.

Sales and Solicitation
At various events, student clubs and organizations may wish to collect money on behalf of the organization (besides the sale of tickets through the University Box Office). An example would be selling t-shirts or related merchandise before, during, or after an event. With that collection of money, clubs must get university approval via the On-Campus Sales and Solicitation of Funds policy.
To obtain university approval, the sponsoring organization is required to complete, with the assistance of Student Involvement, the Application Form for Campus Sales and Non-Charitable Solicitations and return to the Conference and Event Services office at least 10 days prior to the event.

Sales that will not be approved include:

- Sales of items that are already sold on campus by the University
- Sales or services by individuals for profit
- Lotteries or raffles, however University organizations may be permitted to conduct drawings for which donations are requested
- Charitable fund drives or fundraisers for the benefit of a larger community or of particular agencies, organizations, or causes and events within the community

Sales and Solicitation Form is found here:
http://www.sonoma.edu/ces/files/application_form_for_campus_sales.pdf

Banking

All chartered organizations receive free banking for their student organization funds in the Associated Students' Business office. Chartered organizations are not allowed to have an outside bank entity. Make sure to have the account number when you are doing any reconciliations, expenditures, or reimbursements. The student organization account number is also your club number.

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 Grants.

Grants

Funded by the Associated Students (AS) of Sonoma State University to enrich the lives of students, the chartered student organization (CSO) system has been developed to make funding available for CSOs and organizations to pursue their interest. AS continues to make grant funding easier and more accessible to all chartered student organizations of Sonoma State University.

i. CSO Grant Application Process

Only the President or Treasurer of CSO (Chartered Student Organization) may apply for grant money.

Applications are submitted through SonomaSync via the Associated Student Government portal.

Grant Tiers:

On-Campus Programming

$3000 per year, reviewed at end of each semester, applications must be a semester in advance
Operations:
Includes money for travel and supplies for the organization. $1000 per semester, reviewed at the end of each semester, funds are available until the next semester.
For both types of grants, any funds not used will returned back into the general fund of A.S. to be reallocated again for CSOs.

Fundraising
Crowd sourcing as a form of fundraising is not permitted (GoFundme etc.) Venmo or other micro financing apps are not permissible.

Box Office
Any event that requires ticket sales must work with the University Box office

AS Student Organization Accounting
i. Opening an account at Associated Students
To open an account with AS, student organizations must be chartered through Student Involvement. As one-step in becoming an officially chartered organization, the officers must complete a signature form and return it as part of their charter packet. Upon receipt, AS will assign the student organization a three-digit account number that will be used to identify the organization.

ii. Depositing money into a Club Account
To deposit money into your account, bring your cash and/or checks (made payable in the student organization’s name or to Associated Students) to the Student Involvement Office during normal business hours. Large quantities of coins must be rolled. You will be asked for the student organization name and account number and for a brief description of the source of the funds. You will be given a receipt for the money that includes all pertinent information. This receipt is your proof of deposit. Funds deposited are immediately credited to your account.
Special Note: The Club Account will be reduced if any deposited checks are returned by the bank for insufficient funds (NSF). The NSF check will be returned to the student organization, at which time the check may be re-deposited or the student organization may make other attempts to collect cash from the individual.

iii. Disbursing money from a Club Account
To disburse money from the Club Account, complete a Club Expenditure Voucher form and return it to the S.I. office by 5:00 p.m. on Mondays. The check will be available to be mailed or picked up the following Friday by 12:00 p.m. if the voucher was complete, accurate, and funds are available in the account. Student organizations are responsible for planning enough in advance to allow for this processing time. Special check processing schedules apply during the winter and Spring breaks and during the summer months. It is strongly recommended that all backup documentation be attached to Club Expenditure Voucher if funds are related to Grants received by the student organization from ASI.
iv. Charging services at other on-campus organizations

Student organizations may also charge on-campus services provided by Sonoma State University and Sonoma State Enterprises services (such as Campus Prints, Bookstore, and Food Services). The student organization must have sufficient funds available in their ASI account to cover the cost of these services and are responsible for the timely payment of these debts through their ASI accounts. Arrangements must be made with these organizations for your club to be invoiced for any services provided. These invoices should be sent to your club box in the Student Union, and paid from an ASI Club account using standard Club Expenditure Voucher forms. Please remember to provide a copy of the invoice with the expenditure voucher.

v. Reconciling your account

It is the responsibility of the organization’s treasurer or other appointed official to maintain accurate records of the student organization's financial transactions. The ASI will deliver monthly statements showing a summary of the organization's account transactions to the Club Mailboxes. Detailed printouts will be delivered to the Mailboxes quarterly and are available any time upon request.

Special note: All overdrawn accounts will be reported to Student Involvement; this will affect your ability to re-charter each year, and your student organization will be suspended from further activity until the overdraft is paid.

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
- Transportation Manifest
- Release of Liability Form

In the case that students will be driving personal or rental vehicles, the following documents must also be submitted:
- CSU Driver Application
- Non-Faculty Volunteer Form
- Authorization to Use Privately Owned Vehicle A valid Driver’s License and car insurance must also be submitted. These documents will be submitted to 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/recognitions.
International Travel
Student Organizations planning to travel to foreign destinations must request approval from Student Involvement prior to making any travel arrangements. Travel to countries on the US Department of State, Bureau of Consular Affairs Current Travel Warning List or those deemed high hazard risk requires approval from Student Involvement.

Student Marketing
a. Digital Signage

- The Student Center Digital Signage operates while the building is open. The operation of the digital signage is administered through the marketing office, which is located in the administrative offices on the 3rd floor of the Student Center. The marketing office is open Monday-Friday from 8:00a.m. - 4:30p.m.
- The Student Center Digital Signage is to be used for information that relates to campus events, activities and services. The digital signage will also be used to advertise campus auxiliaries and limited external organizations. Events promoted through digital signage must be, at the minimum, open to the campus community, whether free of charge or ticketed. All materials must clearly indicate the sponsoring organization, group, or department.
- Messages pertinent to only selected individuals or organization members or of a personal nature will not be displayed.
- Digital signage may also be used on a limited basis for sponsorship announcements associated with University events, subject to approval by the Director of Marketing or their designee.
- Message will be displayed for no less than a one-week period of time and no longer than a two-week period of time. Messages will run Friday-Thursday each week. Requests for extensions or exceptions are subject to approval by the Director of Marketing or their designee.

To request access for Digital Signage and LoboVision
https://form.jotform.com/60966447179975

LoboVision
LoboVision is the state of the art monitor mounted on the east wall of the Recreation Center. It will provide the students of Sonoma State with the most up to date information on what is happening on campus. From events to athletics to career fairs, LoboVision will be the best way to find out what’s going on.

Plus – LoboVision comes with a full audio package so presenting movies on the plaza or watching the Seawolves battle in playoff action will be possible.

Posters and Banners
Each department maintains academic department bulletin boards (usually located outside department offices). Permission for posting at these locations must be obtained individually from each department secretary. The Residence Halls maintain their own posting policy.

All items to be posted should be dropped off at the Information Desk in the Student Center. The Student Center Staff will accept 30 posters for on-campus groups and 15 posters for off-campus groups. Approved posters are stamped and dated. Any posters not stamped will be removed and disposed of. For maximum exposure, all posters should be dropped off at least 2 weeks before the event.
The staff of the Student Center will post all notices according to the following prioritized categories: Dated on-campus events and services; ongoing campus activities and services; off-campus educationally oriented services; off-campus events.

Every attempt will be made to provide maximum exposure for all notices, subject to the conditions outlined in this policy. To this end, no promise of the duration of a poster’s stay on a bulletin board can be made, except in the case of publicity for single events, which will remain posted until the day after the event.

Posters may not be larger than 17” x 22”, or smaller than 4” x 5-1/2”, and should be graphically attractive and able to be read.

Posting on garbage cans, poles, automobiles, windows, doors, interior and exterior walls are strictly prohibited.

**Posting in the Residential Community**

Up to 30 posters may be submitted to the Residential Life Office for approval per event per week. Posting approval stamps from other departments DO NOT warrant posting in the Residence Halls area. Posting on walls, poles, benches, fences, balconies, doors, or windows is forbidden, with the exception of individuals’ inside windows in their private residence.

No “dorm storming” is allowed. Student organizations may not solicit door-to-door within the residential community (knocking on doors, door hangers, etc.).

**Other Policies**

**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.

http://www.calstate.edu/EO/EO-1068.pdf

**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 to ALL students at that campus, except that of 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.

**Sport Clubs**

**Coach’s Contract**
Teams that are working with a coach, paid or not, are required to submit a completed Coach Contract 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 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. 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.

**Expansion Policy for Fraternities and Sororities**
(Bringing a Fraternity or Sorority to Sonoma State)

a. Procedure

Step 1: Indicate interest by communicating with the Campus Life Advisor in Student Involvement

In this meeting, the interested students or organization representatives must meet/communicate the potential expansion interest to the appropriate staff in the S.I. office. This meeting will serve as an introduction for both parties to review the appropriate steps to reach recognition status.

Step 2: Create expansion packet

The expansion packet MUST include the following information in its entirety and serve as an approval document to be reviewed by S.I. staff and appropriate Greek council leadership.

Step 3: Campus Determines Readiness for Growth

Once completed expansion packets have been submitted, the campus will determine its readiness for growth and will initiate steps 4-7 at such time.

b. Expansion Packet Contents:

1. Expansion Interest Questionnaire (see attached) detailing interest in expansion, added value to SSU Greek community, added value to SSU student community and how fraternity/sorority is different than those who currently exist on campus
2. Copy of constitution
3. Copy of the following policies, procedures and educational programs:
   - Risk Management Policy/Protocol (Including the following) must use FIPG guidelines [http://www.fipg.org/](http://www.fipg.org/)
     - Anti-hazing policy and enforcement guidelines
     - Alcohol & Substance Abuse Policy and related educational program(s)
   - Scholarship Policy and academic program(s)
   - Member Education Policy and educational program(s)
   - Recruitment Policy and related program(s)
   - Officer education and leadership program(s)
4. Proof of insurance
5. Proof of 501(a) or 501(c) status or demonstration that 501 status has begun

In order to comply with Title IX, Education Amendments of 1972, Section 6A, all single sex Sonoma State University fraternities and sororities must submit proof of their 501(a) tax exemption status. Organizations that are exempt under Section 501(a) include those organizations that are classified within Section 501(c). Section 501(c) applies to single-sex organizations recognized by the IRS under social or fraternal designation, including but not limited to sections 501(c)(4), 501(c)(7), 501(c)(8), and 501(c)(10).

Title IX, Education Amendments of 1972

Section 1681. Sex

(a) Prohibition against discrimination; exceptions. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance,
except that:

(b) Social fraternities or sororities; voluntary youth service organizations

div this section shall not apply to membership practices –

A) of a social fraternity or social sorority which is exempt from taxation under section 501(a) of Title 26, the active membership of which consists primarily of students in attendance at an institution of higher education Expansion and colonization timeline

6. Information relating to inter/national organization
   o History and organizational structure
   o List of chapters at other higher education institutions within 100 miles
   o Collegiate chapter support program(s)
   o Description of national support for colonies
   o Description of conventions, leadership trainings and scholarships available

7. Demonstrate availability of local alumni or advisory support
   o Number of alumni within 30 miles/60 miles of SSU campus

8. Names, student ID #s and contact information of at least five (5) interested Sonoma State University students

Step 4: Present expansion plan to appropriate Greek Council
Student organizations are formed for the purpose of bringing individuals together who have common goals and/or interests. The Student Involvement office does not recognize groups with duplicate or similar mission statements. The core principles of social fraternal organizations are similar in nature: promote academic integrity, cultivate brotherhood/sisterhood, serve the campus and local community, provide opportunities for leadership, appreciate a specific culture or multiculturalism, strengthen character, and develop the values of confidence, honesty and dignity in members. Should an organization wish to expand with a similar mission or purpose; The Student Involvement office expects the group to receive support in the form of an invitation to join the appropriate Greek Council.

The three social Greek Councils at Sonoma State University are the National Panhellenic Council (NPC), The Interfraternity Council (IFC) and the Multicultural Greek Council (MGC). In the event a new council is interested in forming, Student Involvement expects the new council to present a different purpose than that of a currently recognized Council.

Following procedures outline by the individual council, interested groups will present information contained in expansion packet, as well as any other important information in an in-person meeting. Members from each chapter represented in the council as well as council executive board members should be in attendance. Based upon the presentation, The Student Involvement staff in consultation with the Council will determine whether or not to extend an invitation to the interested group.

Step 5: Present expansion plan to S.I. staff and other University administrators
Prior to a formal invitation to expand, Interest groups will present an expansion plan to S.I. and SSU administrators and staff, similar to presentation to the appropriate Greek Council. Presentation will seek to
determine long term sustainability of interested organization at SSU and their added value to the current community.

**Step 6: Obtain approval letter to expand**

Following the presentations, the S.I. staff will communicate regarding the viability of the interested group. If approval for expansion is to be granted, a letter will be generated from the S.I. office and will outline the expansion timeline.

**Step 7: Complete the Student Involvement Club & Organization Recognition Process**

Recognition procedures can be found online at [http://sonoma.edu/campuslife/clubs/start.html](http://sonoma.edu/campuslife/clubs/start.html).

**Seawolf Commitment**

**Conduct**

California State University (CSU) Executive Order 1068-_Student Activities, grants campuses authority to grant or withdraw recognition of student clubs and organizations and “establish codes of conduct for student organizations and procedures for sanctions against the organizations.”

Official recognition of student organizations that fail to abide by the open membership policy or that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn.
In addition, official recognition of a student organization may be withdrawn for hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, *Standards for Student Conduct*, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

Campuses may establish codes of conduct for student organizations and procedures for sanctions against the organizations. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

*What is helpful to keep in mind with the above text for your student organization is that it is at the discretion of Student Involvement to formally revoke your charter should we deem a failure on the part of the student organization to uphold the above CSU chartering policies.*

**Campus Contacts**

**Associated Students Productions**, second floor, Student Center, 707-664-4375

**The HUB**, second floor, Student Center, 707-664-2710

**JUMP (Join Us Making Progress)**, second floor, Student Center, 707-664-2782

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Associated Students, second floor of the Student Center</td>
<td>707.664.4323</td>
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<td><a href="http://www.sonoma.edu/as/">http://www.sonoma.edu/as/</a></td>
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<tr>
<td></td>
<td><a href="mailto:associated.students@sonoma.edu">associated.students@sonoma.edu</a></td>
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<tr>
<td>Campus Recreation</td>
<td>(707) 664-4FUN</td>
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<td></td>
<td><a href="http://sonoma.edu/campusrec/">http://sonoma.edu/campusrec/</a></td>
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<tr>
<td>Student Involvement, Second floor of Student Center</td>
<td>(707) 664-3808</td>
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<td></td>
<td><a href="http://sonoma.edu/campuslife/">http://sonoma.edu/campuslife/</a></td>
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<tr>
<td></td>
<td><a href="mailto:studentinvolvement@sonoma.edu">studentinvolvement@sonoma.edu</a></td>
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<tr>
<td>Conference and Event Services—Student Events, third floor of Student</td>
<td>707) 664-2475</td>
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<tr>
<td>Center</td>
<td><a href="http://www.sonoma.edu/ces/">http://www.sonoma.edu/ces/</a></td>
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<td></td>
<td><a href="mailto:reservations@sonoma.edu">reservations@sonoma.edu</a></td>
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<tr>
<td>Counseling and Psychological Services (CAPS)</td>
<td>707.664.2880</td>
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<td><a href="http://www.sonoma.edu/counselingctr/">http://www.sonoma.edu/counselingctr/</a></td>
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<tr>
<td>Crisis Advocate</td>
<td>707-664-2153</td>
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<td><a href="https://www.sonoma.edu/counselingctr/crisis.html">https://www.sonoma.edu/counselingctr/crisis.html</a></td>
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<tr>
<td>Housing Services</td>
<td>(707) 664-2541</td>
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<tr>
<td></td>
<td><a href="mailto:ssu.housing@sonoma.edu">ssu.housing@sonoma.edu</a></td>
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<td><a href="http://www.sonoma.edu/housing/">http://www.sonoma.edu/housing/</a></td>
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<td>Police Services</td>
<td>Emergency: Dial 911 from any campus phone</td>
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<td>24-hour Non-emergency: (707) 664-4444</td>
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<td><a href="http://www.sonoma.edu/ps/">http://www.sonoma.edu/ps/</a></td>
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<td>Residential Life</td>
<td>707.664.4033</td>
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<td><a href="http://www.sonoma.edu/reslife/">http://www.sonoma.edu/reslife/</a></td>
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<tr>
<td>Student Health Center</td>
<td>707.664.2921</td>
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<td></td>
<td><a href="mailto:health.center@sonoma.edu">health.center@sonoma.edu</a></td>
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| Title IX Coordinator | 707-664-4470  
|---------------------|-----------------  
|                     | http://www.sonoma.edu/shc/resources/sexual-assault.html |