

STARTING A STUDENT ORGANIZATION



Student Life and Leadership Programs

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Starting a student organization at CSUEB is not complicated. This packet contains all the information you will need to apply for recognition as a student organization. University recognition will enable your organization to:

- use University facilities (e.g., University Union rooms, classrooms) and equipment for meetings, fundraisers, and other events and programs;
- apply to Associated Students, Inc. (ASI) for funding for events and programs;
- use the banking services provided by the Associated Students Business Office;
- be included in the list of recognized student organizations published by the University;
- have an on-campus mailbox.

The Student Life and Leadership Programs staff is available to assist you with the recognition process. We look forward to working with you! Just follow these easy steps to get started:

STEPS TO RECOGNITION:

Step 1: Submit an Intent to Organize Packet

Complete the **Intent to Organize** packet and submit it to Student Life and Leadership Programs. An approved Intent to Organize packet provides you with organizational privileges (e.g., the ability to schedule organizational meetings on campus) for **30 days**. The packet includes an Intent to Organize form, Request for Recognition form, and a Sample Constitution. As part of this process, you must secure the names and Net ID numbers of 12 currently registered students who support and are potential members of the proposed organization. In addition, please make sure each officer has read and agreed to the conditions of recognition listed. Student organization officers must be matriculated, currently registered students at CSUEB. The officers are the only individuals who will be authorized to reserve University facilities for the organization. All organizations must have an advisor; he/she must also sign this form.

Each recognized student organization must have a constitution, which defines the organization's structure and operating procedures. The constitution must be submitted as part of the Intent to Organize process. A sample constitution is provided in this packet to assist you in drafting a constitution. The sample illustrates the items normally contained in a student organization constitution as well as items that must be included to comply with CSU/CSUEB policy. This sample is provided only as a guide; it is the responsibility of the organization members to determine how the

organization is to be structured and operated. Please let us know if you have any questions or need assistance in developing a constitution.

Step 2: Complete and Submit a Recognition & Renewal Packet

The Recognition & Renewal packet contains vital information and several forms that need to be completed and returned to Student Life and Leadership Programs. The completed packet must be submitted within 30 days of your Intent to Organize. Forms in the packet include:

- **Recognition & Renewal Request Form**
- **Acknowledgement of Alcohol Policy**
- **Officer Form** – must be completed with five eligible officers listed
- **Student Organization Roster** – must list all current members of the organization
- **On-Campus Banking Card** - All student organizations must maintain an on-campus bank account through Associated Students, Inc. Once your organization is recognized, this card, on file in the Associated Students Business Office, will establish your bank account. Please note that you must have at least three signatories in this card who are matriculated, currently registered CSUEB students.
- **Horizon Email Account Request** - all student organizations must have an email account through Horizon. Once your organization is recognized, this email address will be established. Please remember that any email address chosen will last for the life of your organization. Club emails will bounce to the President of the organization's email inbox.
- **Student Leadership Conference Reservation Form** – all student leaders must attend a mandatory leadership conference in the Fall, and various workshops during the Winter and Spring quarters. Please make sure that you and your members RSVP and attend all required sessions.
- **Instructions for Reserving University Facilities**
- **Associated Students, Inc. Funding Policy** – funding is available through ASI - please familiarize yourself with the funding policy; it is subject to change by a vote of the ASI Board of Directors
- **Sample Funding request & Check Request Forms**
- **ASI Accounts Payable Info Sheet**

Step 3: Attend a Recognition & Renewal Meeting OR meet with a member of the Student Life and Leadership Programs Staff for a Recognition/Renewal Meeting

During the Fall quarter, we offer several opportunities for recognition with a series of Recognition and Renewal Meetings. During this meeting we will review your constitution and Request for Recognition and discuss the policies and procedures and services available to assist the organization. Organizations are recognized year round; if you miss the Fall quarter meetings, a Student Life and Leadership staff member can setup an individual meeting with club officers.

INTENT TO ORGANIZE

I hereby petition the Student Life and Leadership Programs Office at California State University, East Bay for permission to start the following club/organization:

(Proposed name of Club/Organization) _____

Purpose and Objectives of Proposed Club/Organization:

PRIVILEGES AND RESPONSIBILITIES

An approved Intent to Organize petition gives the organization the following **privileges**:

- May schedule on-campus facilities for organizational meetings for 30 days;
- May recruit members on campus;
- May indicate affiliation with CSUEB (e.g. by using the University's name) for organizational purposes;

Note: A new organization may not solicit funds until the recognition process has been completed.

An approved Intent to Organize petition entails the following **responsibilities**:

- Organizational meetings must be scheduled and held in accordance with applicable regulations;
- The requirements for full recognition must be completed within 30 days;
- Membership must be open to all CSUEB students, faculty and staff;
- There must be no discrimination based upon race, religion, national origin, sex (except as permitted by law), age, physical disability or sexual orientation;
- No member in this organization should engage in any form of hazing defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.

I request approval to initiate and organize the above named student organization and will ensure the organization complies with the requirements above.

Signature: _____ Telephone: _____

Name (printed): _____ Net ID: _____

Address: _____ Date: _____

City/Zip: _____

Email: _____

APPROVAL (for office use only)

Director, Student Life and Leadership Programs: _____ Date: _____

Petition valid through: _____

Date Filed: _____

CLUB/ORGANIZATION REQUEST FOR RECOGNITION 2011-2012

As currently registered CSUEB students, we support the formation of the organization listed on the reverse:

01. Name: _____	Net ID #: _____
02. Name: _____	Net ID #: _____
03. Name: _____	Net ID #: _____
04. Name: _____	Net ID #: _____
05. Name: _____	Net ID #: _____
06. Name: _____	Net ID #: _____
07. Name: _____	Net ID #: _____
08. Name: _____	Net ID #: _____
09. Name: _____	Net ID #: _____
10. Name: _____	Net ID #: _____
11. Name: _____	Net ID #: _____
12. Name: _____	Net ID #: _____

PLEASE READ THE INFORMATION BELOW COMPLETELY BEFORE SIGNING:

The organization listed on the reverse requests recognition as a student organization at California State University, East Bay for the 2011 to 2012 academic year. When approved, recognition is granted from Fall Quarter 2011 through the third week of the Fall Quarter 2012. As officers of the organization, we agree individually and collectively to the following:

1. The right to vote and hold office are restricted to matriculated, currently registered students of the University.
2. Membership in the organization will not be denied on the basis of race, religion, sex (except as permitted by law), age, physical disability or sexual orientation.
3. No member of the organization shall engage in any form of hazing defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.
4. The stated purposes of the organization are consistent with the educational mission of the University and the organization is non-profit.
5. The organization will comply with all applicable federal and State laws and policies of the California State University and CSUEB.
6. The individuals on the attached banking card have been authorized by the organization to have access to the organization's on-campus bank account.

Constitution of

Article I – Name

The name of this organization is _____.

Article II – Purpose

The purpose of this organization is _____
_____.

Article III – Membership

Section 1. Membership is open to all currently registered students faculty and staff of CSUEB.

Section 2. Only student members may vote or hold office.

Section 3. There will be no discrimination based upon race, religion, creed, national origin, sex (except as permitted by law), age, disability or sexual orientation.

Section 4. There will be no hazing.

Article IV – Officers/Elections

Section 1. The elected officers will be _____.

Section 2. The officers will be elected by a majority of votes cast at a regular or special meeting called for purpose.

Section 3. Elections will be held during _____.

Section 4. Term of office will be _____.

Section 5. Vacancies will be filled by _____.

Section 6. The duties of the officers are outlined in the Bylaws.

Article V – Meetings

Section 1. Regular meetings will be held _____.

Section 2. Special meetings will be called by _____.

Section 3. Quorums for a regular or special meeting will be _____.

Article VI – Banking

All funds of this organization will be banked with the Associated Students, Inc.

Article VII – Parliamentary Authority

Robert's Rules of Order, Latest Revised Edition will be used for all points not covered in this constitution.

Article VIII – Constitutional Amendments

This constitution may be amended by _____ and University approval.

Article IX – Ratification

This constitution may be ratified when approved by _____ and University approval.

Article X – Advisor

An advisor will be selected by _____.

Article XI – Bylaw Amendments

The Bylaws may be amended by _____.

Bylaws

Article I – Officer Duties

Section 1. Officer: _____.

Duties: _____.

Section 2. Officer: _____.

Duties: _____.

Section 3. Officer: _____.

Duties: _____.

Section 4. Officer: _____.

Duties: _____.

Section 5. Officer: _____.

Duties: _____.

Article II – Dues (Optional)

Dues may be assessed by _____.

Date of Constitution: _____.