Student Leadership & Development

Student Organization Charter Application Checklist

**Name of Student Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to become a recognized student organization of California State University Stanislaus the following is required:

\_\_\_\_\_ Minimum Officer requirement: President, Treasurer, Student Event Coordinator, and Faculty/Staff Advisor

\_\_\_\_\_ Minimum of 5 student members

\_\_\_\_\_ Constitution

\_\_\_\_\_ President must complete the Officer Orientation slideshow via SLD website

\_\_\_\_\_ Treasurer must complete the Treasurer Orientation, see SLD website for dates

\_\_\_\_\_ Student Event Coordinator must complete the Live 25 Training, see SLD website for dates

\_\_\_\_\_ President attended Greek Officer Training (Social Greek Organizations Only)

The following documents are required, and included in this packet. \***Active fields must be typed.**

\_\_\_\_\_ Officer Contact List

\_\_\_\_\_ Grade Verification (one for each officer)

\_\_\_\_\_ Nondiscrimination in Student Organizations

\_\_\_\_\_ Student Organization Constitution

A sample Constitution is provided if your organization does not currently have one. A Constitution must be submitted each academic year.

\_\_\_\_\_ Advisor Acceptance Agreement

\_\_\_\_\_ ASI Trust Account Agreement

 Every member of your organization must sign the following forms.

\_\_\_\_\_ Membership Roster/Authorization for Release of Confidential Information

\_\_\_\_\_ No Hazing Compliance

Student Leadership & Development

Student Organization Charter Application Checklist (continued)

OFFICER AND MEMBER REQUIREMENTS:

Title IX Workshops

In order to comply with Chancellors Office Executive Order 1096/1097: Implementation of Title IX of the Education Amendments of 1972 and Related Sexual Harassment/Violence Legislation for CSU Students Student Organization officers are required to attend one of the following events. New members of Greek Organizations are also required to attend.

Alcohol Education Workshops

In order to comply with Chancellors Office Executive Order 1068: *Training and Orientation Programs* Student Organization officers are required to attend one of the following events. New members of Greek Organizations are also required to attend.

Dates and locations of such workshops will be emailed to student organization Presidents or posted on the SLD website [www.csustan.edu/SLD](http://www.csustan.edu/SLD) as they become available.

I understand that I am required to attend one Title IX and one Alcohol Education workshop each academic year that I am an officer or new member of a social Greek organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

President Name (Printed) President Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Vice President Name (Printed) Vice President Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Treasurer Name (Printed) Treasurer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Secretary Name (Printed) Secretary Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Student Event Coordinator Name (Printed) Student Event Coordinator Signature Date

*Submit the completed Charter Application to the Office of Student Leadership & Development within 30 days of completing the Orientation slideshow.*

*If you have any questions about these requirements please contact the*

*Office of Student Leadership & Development at (209) 667-3778 or sld@csustan.edu*

Student Leadership & Development

Student Organization Officer Contact List

**REGISTRATION STATUS:**

\_\_\_New Organization \_\_\_\_Continuing Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF ORGANIZATION (insert above)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Generic organization email address **(optional)** Organization website **(optional)**

**BRIEF PURPOSE/DESCRIPTION OF ORGANIZATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CATEGORY:** (check one)

\_\_\_\_ACADEMIC/PROFESSIONAL \_\_\_\_CULTURAL \_\_\_\_GREEK \_\_\_\_HONOR SOCIETY \_\_\_\_POLITICAL \_\_\_\_SERVICE \_\_\_\_SOCIAL \_\_\_\_SPIRITUAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OTHER

**STUDENT ORGANIZATION OFFICERS:**

\*President (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Leadership & Development

Officer Contact List Continued

\*Treasurer (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Student Event Coordinator (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department and Office Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*These officers are required in order to be chartered and recognized as a student organization. Officers must be enrolled in at least 6 units and must be in good standing while in office. The Office of Student Leadership and Development will verify academic eligibility of the student organization officers each academic semester.

FOR OFFICE USE ONLY:

CHARTER APPLICATION RECEIVED DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INITIAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESIDENT ORIENTATION COMPLETED DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INITIAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TREASURER ORIENTATION COMPLETED DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INITIAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIVE 25 TRAINING COMPLETED DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INITIAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESIDENT ATTENDED GREEK TRAINING DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INITIAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Leadership & Development

Officer Contact List Continued

WE, THE PRESIDENT AND ADVISOR OF THE STUDENT ORGANIZATION, **(write in the full name of organization)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** CERTIFY THAT THE ABOVE INFORMATION IS CURRENT AND ACCURATE AND WE AGREE THIS ORGANIZATION:

1. HAVE OPEN VOTING MEMBERSHIP ONLY TO STUDENTS, WITH FACULTY AND/OR STAFF AT CSU STANISLAUS SERVING AS EX-OFFICIO MEMBERS (NON-VOTING)
2. ADHERE TO THE FINANCIAL PROCEDURES PRESCRIBED BY THE ASSOCIATED STUDENTS INC. FINANCE CODE AND TRUST AGREEMENT
3. OPEN ALL CAMPUS EVENTS TO REPRESENTATIVES OF THE UNIVERSITY TO ENSURE COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS, UNIVERSITY POLICIES AND PROCEDURES
4. HAVE READ AND UNDERSTAND THE POLICY FOR ADVISORS OF STUDENT ORGANIZATIONS
5. WILL ADHERE TO ALL CAMPUS POLICIES, RULES, AND REGULATIONS PERTAINING TO STUDENT ORGANIZATIONS
6. HAVE COMPLETED THE CHARTER CHECKLIST

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT ORGANIZATION PRESIDENT DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACULTY/STAFF ADVISOR DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

SLD ADVISOR APPROVAL *(office use only)* DATE

Student Leadership & Development

Nondiscrimination in Student Organizations

Campuses shall comply with all student organization-filing requirements described in California Code of Regulations, Title 5, Article 4, Nondiscrimination in Student Organizations.

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. Student organizations shall deliver to the vice president for student affairs or his/her designee a statement signed by the president or similar officer of the local student organization attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

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.

In recognizing student organizations, campuses are encouraged to consider such factors as the mix of students who reside on campus, students who commute, part-time and full-time students, students who are working while attending college, and other factors that will provide opportunities that meet the diverse needs of students seeking to affiliate with student organizations.

As President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at California State (name of organization) University, Stanislaus, I hereby verify that I have read and shared with my organization the nondiscrimination requirements as defined by Executive Order 1068 as listed above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Leadership & Development

President Grade Verification

As a student at California State University, Stanislaus I understand that I must demonstrate that I have met the requirements of Executive Order 1068 in order to serve as an officer of a University Recognized Organization. The Executive Order 1068 Officer Compliance Form is provided to help me determine if I am eligible to serve as the President, Vice President, Treasurer, or Secretary of a University Recognized Organization.

Academic Year: 20\_\_\_/20\_\_\_ Semester (check one): \_\_\_\_\_Fall \_\_\_\_\_Spring

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status (check one): \_\_\_\_Undergrad \_\_\_\_Graduate \_\_\_\_Credential

Grade Point Average: Previous Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum GPA of 2.0 or higher Cumulative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Units Currently Enrolled: Fall/Spring Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Undergrad students must be enrolled in at least 6 units; Graduate and Credential students must be enrolled in at least 3 units)

Maximum Allowable Units: Undergrad (150 units) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(write the total number of units earned)

 Graduate & Credential (50 units) \_\_\_\_\_\_\_\_\_\_

Academic or Disciplinary Probation (check one): \_\_\_\_YES \_\_\_\_NO

As an officer of the organization listed above, I hereby verify that I have met the Minor Student Representative Student Officers’ requirements as defined by Executive Order 1068 and I am therefore eligible to hold the office designated above. Furthermore, I hereby grant permission to the Office of Student Leadership & Development to access my grade point average, enrollment status, and other academic information, and authorize the release of this information to any campus organization with which I am affiliated.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit one Grade Verification Form for each officer**

Student Leadership & Development

Vice President Grade Verification

As a student at California State University, Stanislaus I understand that I must demonstrate that I have met the requirements of Executive Order 1068 in order to serve as an officer of a University Recognized Organization. The Executive Order 1068 Officer Compliance Form is provided to help me determine if I am eligible to serve as the President, Vice President, Treasurer, or Secretary of a University Recognized Organization.

Academic Year: 20\_\_\_/20\_\_\_ Semester (check one): \_\_\_\_\_Fall \_\_\_\_\_Spring

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status (check one): \_\_\_\_Undergrad \_\_\_\_Graduate \_\_\_\_Credential

Grade Point Average: Previous Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum GPA of 2.0 or higher Cumulative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Units Currently Enrolled: Fall/Spring Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Undergrad students must be enrolled in at least 6 units; Graduate and Credential students must be enrolled in at least 3 units)

Maximum Allowable Units: Undergrad (150 units) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(write the total number of units earned)

 Graduate & Credential (50 units) \_\_\_\_\_\_\_\_\_\_

Academic or Disciplinary Probation (check one): \_\_\_\_YES \_\_\_\_NO

As an officer of the organization listed above, I hereby verify that I have met the Minor Student Representative Student Officers’ requirements as defined by Executive Order 1068 and I am therefore eligible to hold the office designated above. Furthermore, I hereby grant permission to the Office of Student Leadership & Development to access my grade point average, enrollment status, and other academic information, and authorize the release of this information to any campus organization with which I am affiliated.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit one Grade Verification Form for each officer**

Student Leadership & Development

 Treasurer Grade Verification

As a student at California State University, Stanislaus I understand that I must demonstrate that I have met the requirements of Executive Order 1068 in order to serve as an officer of a University Recognized Organization. The Executive Order 1068 Officer Compliance Form is provided to help me determine if I am eligible to serve as the President, Vice President, Treasurer, or Secretary of a University Recognized Organization.

Academic Year: 20\_\_\_/20\_\_\_ Semester (check one): \_\_\_\_\_Fall \_\_\_\_\_Spring

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status (check one): \_\_\_\_Undergrad \_\_\_\_Graduate \_\_\_\_Credential

Grade Point Average: Previous Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum GPA of 2.0 or higher Cumulative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Units Currently Enrolled: Fall/Spring Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Undergrad students must be enrolled in at least 6 units; Graduate and Credential students must be enrolled in at least 3 units)

Maximum Allowable Units: Undergrad (150 units) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(write the total number of units earned)

 Graduate & Credential (50 units) \_\_\_\_\_\_\_\_\_\_

Academic or Disciplinary Probation (check one): \_\_\_\_YES \_\_\_\_NO

As an officer of the organization listed above, I hereby verify that I have met the Minor Student Representative Student Officers’ requirements as defined by Executive Order 1068 and I am therefore eligible to hold the office designated above. Furthermore, I hereby grant permission to the Office of Student Leadership & Development to access my grade point average, enrollment status, and other academic information, and authorize the release of this information to any campus organization with which I am affiliated.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit one Grade Verification Form for each officer**

Student Leadership & Development

Secretary Grade Verification

As a student at California State University, Stanislaus I understand that I must demonstrate that I have met the requirements of Executive Order 1068 in order to serve as an officer of a University Recognized Organization. The Executive Order 1068 Officer Compliance Form is provided to help me determine if I am eligible to serve as the President, Vice President, Treasurer, or Secretary of a University Recognized Organization.

Academic Year: 20\_\_\_/20\_\_\_ Semester (check one): \_\_\_\_\_Fall \_\_\_\_\_Spring

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status (check one): \_\_\_\_Undergrad \_\_\_\_Graduate \_\_\_\_Credential

Grade Point Average: Previous Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum GPA of 2.0 or higher Cumulative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Units Currently Enrolled: Fall/Spring Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Undergrad students must be enrolled in at least 6 units; Graduate and Credential students must be enrolled in at least 3 units)

Maximum Allowable Units: Undergrad (150 units) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(write the total number of units earned)

 Graduate & Credential (50 units) \_\_\_\_\_\_\_\_\_\_

Academic or Disciplinary Probation (check one): \_\_\_\_YES \_\_\_\_NO

As an officer of the organization listed above, I hereby verify that I have met the Minor Student Representative Student Officers’ requirements as defined by Executive Order 1068 and I am therefore eligible to hold the office designated above. Furthermore, I hereby grant permission to the Office of Student Leadership & Development to access my grade point average, enrollment status, and other academic information, and authorize the release of this information to any campus organization with which I am affiliated.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit one Grade Verification Form for each officer**

Student Leadership & Development

Student Event Coordinator Grade Verification

As a student at California State University, Stanislaus I understand that I must demonstrate that I have met the requirements of Executive Order 1068 in order to serve as an officer of a University Recognized Organization. The Executive Order 1068 Officer Compliance Form is provided to help me determine if I am eligible to serve as the President, Vice President, Treasurer, or Secretary of a University Recognized Organization.

Academic Year: 20\_\_\_/20\_\_\_ Semester (check one): \_\_\_\_\_Fall \_\_\_\_\_Spring

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status (check one): \_\_\_\_Undergrad \_\_\_\_Graduate \_\_\_\_Credential

Grade Point Average: Previous Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum GPA of 2.0 or higher Cumulative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Units Currently Enrolled: Fall/Spring Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Undergrad students must be enrolled in at least 6 units; Graduate and Credential students must be enrolled in at least 3 units)

Maximum Allowable Units: Undergrad (150 units) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(write the total number of units earned)

 Graduate & Credential (50 units) \_\_\_\_\_\_\_\_\_\_

Academic or Disciplinary Probation (check one): \_\_\_\_YES \_\_\_\_NO

As an officer of the organization listed above, I hereby verify that I have met the Minor Student Representative Student Officers’ requirements as defined by Executive Order 1068 and I am therefore eligible to hold the office designated above. Furthermore, I hereby grant permission to the Office of Student Leadership & Development to access my grade point average, enrollment status, and other academic information, and authorize the release of this information to any campus organization with which I am affiliated.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit one Grade Verification Form for each officer**

Student Leadership & Development

Sample Constitution

**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 ensuring 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 your student organization’s constitution will be a much easier and a more rewarding experience.

#### Model Constitution & Bylaws for Student Organizations

**California State University, Stanislaus**

#### CONSTITUTION AND BYLAWS

**[Name of Organization] at California State University, Stanislaus**

**ARTICLE I NAME**

**Section 1** The name of this organization shall bethe [name of organization] at CSU Stanislaus.

[Optional: Include chapter designation, if part of a national organization, including the national organization’s founding date.]

**ARTICE II PURPOSE**

**Section 1** The purposes of this organization are [describe organization’s mission or purpose statement].

**Section 2** [Campuses may wish to include other model provisions promoting ethical leadership, academic achievement, civic responsibility, etc.]

**ARTICLE III AUTHORITY**

**Section 1** This organization is a recognized student organization at [name of campus] and adheres to all campus policies as set forth in the [name of campus publication setting forth policies/procedures for student recognition process]*.*

**Section 2** [If applicable:This organization is affiliated with [name of national or affiliated organization.]

**Section 3** This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

**Section 4** The rules contained in the most recent version of *Robert’s Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

**ARTICLE IV MEMBERSHIP**

**Section 1** Membership in the organization shall be open to all those regularly-enrolled [name of campus] 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.

**Section 2** [Optional: This organization shall have associated members who are non-[name of campus] 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.).]

**Section 3** 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.

**Alternate Section 3** **(only to be used by social fraternities or sororities or other university living groups, which may permit gender membership limitations)**

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, 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, marital status, citizenship, sexual orientation, or disability.

**Section 4** This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

**Section 5** This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

**Section 6** Members [shall/shall not] be required to pay dues.

**Section 7** Members shall be required to attend at least [# %] of the organization’s regularly scheduled meetings.

**Section 8** *[Optional: Some organizations have additional categories of membership, such as honorary membership. If this applies, include the categories of membership along with associated privileges.]*

**ARTICLE V OFFICERS**

**Section 1** The officers of the organization shall bethe [titles of officers].

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

a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President 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. The President shall appoint all committees and committee chairs. [Optional: The President shall be an ex officio member of all committees.] The President shall have such further powers and duties as may be prescribed by the organization.

b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization’s name, requiring signatures of both the Treasurer and President for authorized disbursements.

d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

e. [List duties of any additional elected or appointed officers.]

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

1. To be eligible for and to hold office, candidates must meet the requirements of CSU’s policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at <http://www.calstate.edu/SAS/stdsrvc.shtml>.
2. Additionally, [list other additional qualifications, such as academic requirements, length of time one has been a member, length of time one can hold office, etc.].

**ARTICLE VI SELECTION OF OFFICERS**

**Section 1** The**[**list of elected officers] are elected**[**annually or each semester/quarter]. Elections are held [at the end of each fall/spring semester/quarter] and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week’s notice shall be provided for any meeting at which an election is to be held.

**Section 2** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

**Section 3** The officers shall be elected in this order: [List order, usually starting with the President].

**Section 4** Officers shall be elected by majority vote. [Optional: If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.]

**Section 5** Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

**Section 6** [Optional] The following officers shall be appointed by the [President or Executive Committee]. [Indicate if ratification by a majority vote of the membership is required.]

**Section 7** Officers shall assume office on [the first day of the semester/quarter following the election] and shall serve for [length of term of office].

**Section 8** [Optional] Officers may be recalled from office for cause. To initiate a recall election, a petition signed by [specify number, such as one-third of the total number of voting members] must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

**Section 9** If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

**ARTICLE VII MEETINGS**

**Section 1** Regular meetings shall be scheduled [weekly, bi-weekly, monthly] during the academic year.

**Section 2** Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice 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 a majority of the voting membership. *[Note: Organizations may choose have a lower quorum, such as one-third, or a specific number of members.]*

**Section 4** Members must be present to vote. Absentee or proxy voting is not permitted.

**Section 5** In order to vote a member must be in good standing. *[State what constitutes “good standing.” This may include payment of dues or meeting attendance requirement. If there is an attendance requirement, specify the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.]*

**ARTICLE VIII ADVISOR(S)**

**Section 1** The organization shall [elect/appoint] an individual employed as a faculty or staff member by [name of campus] to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the [name of campus handbook governing student organizations]. Advisors shall serve on an academic year basis or until their successor has been selected.

**Section 2** [Optional] The organization shall also appoint a community advisor.*[Specify qualifications, such as being an alumni member, a representative of the affiliated organization, etc.]*

**ARTICLE IX EXECUTIVE COMMITTEE**

**Section 1** The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

**Section 2** The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

**Section 3** [Optional] When necessary, Executive Committee business can be conducted via email or via online meetings.

**Section 4** The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

**Section 5** The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

**ARTICLE X STANDING AND AD HOC COMMITTEES**

**Section 1** The organization shall have the following standing committees: [List all standing committees, such as Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations, etc.]

**Section 2** The duties of each of Standing Committees are as follows:

*[List the duties for each of the committees listed above.]*

**Section 3** The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

**Section 4** The President shall appoint the chairpersons and members of all committees [Optional: subject to ratification of the membership].

**ARTICLE XI FINANCES**

**Section 1** Membership dues shall be [$XX per semester/quarter/academic year].

**Section 2** Dues shall be paid by [specify due date, such as “second week of each semester/quarter/academic year.”] [Optional: There shall be a late fee of [$XX/$XX per week].

**Section 3** This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting

**Section 4** Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

**Section 5** The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding [$XXX].

**Section 6** Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

**ARTICE XII DISCIPLINE OF MEMBERS**

**Section 1** 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.

**Section 2** Complaints may also be brought to the attention of the Executive Committee or a campus review board [identify the title of the campus review board, i.e., Judicial Affairs Board]. A written charge may be filed with the [Executive Committee or [name of campus review board]]. That [Committee/Board] shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the [Executive Committee or [name of campus review board]] shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the [Executive Committee or [name of campus review board]] shall determine whether misconduct occurred. If it determines that misconduct did occur, the [Executive Committee or [name of campus review board]] shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

**Section 3** The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

**Section 4** The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

**Section 5** By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

**ARTICLE XIII AMENDMENTS**

**Section 1** Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. [Optional: The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.]

**Section 2** Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

**Section 3** A copy of any amendments to these bylaws must be submitted to the [name of campus office handling recognition of student organizations] at [name of campus] within two weeks after adoption.

These bylaws were adopted on [date] and most recently revised on [date].

[Insert signature blocks.]

Student Leadership & Development

Advisor Acceptance Agreement

I AM EMPLOYED AT LEAST HALF-TIME AS A FACULTY OR PROFESSIONAL STAFF MEMBER BY CALIFORNIA STATE UNIVERISTY, STANISLAUS AND I HAVE READ, UNDERSTAND, AND ACCEPT THE ROLE OF ADVISOR TO THE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT ORGANIZATION NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADVISOR NAME (Print) DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADVISOR SIGNATURE CAMPUS EXTENSION

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CAMPUS ADDRESS

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EMERGENCY CONTACT PHONE NUMBER

Advisor resources can be found at: <http://www.csustan.edu/sld/policies.html>

Associated Students Inc.

ASI Trust Account Agreement

ESTABLISH A NEW ACCOUNT Yes\_\_ or MODIFY EXSISTING ACCOUNT - Account # \_\_\_\_\_\_\_\_\_

We, the officers of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Organization certify

(write in the full name of organization)

that the provided information is current and accurate.

We as officers/representatives agree this organization will:

1. Read and understand the Associated Students Inc. Student Organization Funding Policy

2. Treasurer will attend all Associated Students Inc. Finance Trainings

3. Adhere to the Financial Policies and Procedures prescribed by the Associated Students Inc. Finance Code, Student Organization Funding Policy and Associated Students Inc. Trust Agreement

4. Understand all monies requested from Trust Account not used in accordance with Associated Students Inc. or University Policies and Procedures may result in discontinuation of Trust Account and/or legal action

5. Understand all signers of Associated Students Inc. Trust Agreement, if accused of any malfeasance will be investigated and may face legal action.

\*\*STUDENT ORGANIZATION PRESIDENT (Signature) (Print Name) DATE

\*\*STUDENT ORGANIZATION TREASURER (Signature (Print Name) DATE

\*\*STUDENT ORGANIZATION ALTERANATE MEMBER (Signature) (Print Name) DATE

\*\*FACULTY/STAFF ADVISOR (Signature) (Print Name) DATE

\*\*STUDENT LEADERSHIP AND DEVELOPMENT APPROVAL (For office use) DATE

\*\*ASI BUDGET ANALYST APPROVAL (For office use) DATE

SIGNATURES WILL ALSO BE USED TO VERIFY AUTHORIZED USERS TO SIGN FACILITIES REQUESTS, EQUIPMENT AGREEMENT FORMS AND COLLECT THE ABOVE NAMED ORGANIZATIONS MAIL IN THE OFFICE OF STUDENT LEADERSHIP AND DEVELOPEMENT. \*\*REQUIRED SIGNATURES.

Student Leadership & Development

Membership Roster/Authorization for Release of Confidential Information

**Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Semester/Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_**

**President Name: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_President Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Please type in the name, and **student ID number**, for each roster addition (so signatures can be added and dated). Forms should be returned to the Office of Student Leadership and Development in the University Student Union.

It is my understanding that the organization listed above will be requesting grade information from my academic record for scholarship purposes. I authorize the Office of Student Leadership & Development to release this information to the organization’s president for this purpose. I further understand that this information will remain confidential and will be used for scholarship and recognition purposes only.

**(NOTE: Please type student numbers and names prior to the members signing this form. Written forms will not be accepted!)**

 **Check if this IS**

 **YR in School your first semester**

 **Name (typed) Student ID # ex: Fresh, Soph of affiliation Signature Date**

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Student Leadership & Development

No Hazing Compliance

We certify that all activities sponsored or required by our student organization of members, new members or potential new members/associate members comply with the California State University, Stanislaus Hazing Policy, and with the State of California Law.

We have informed the aspirant members of the student organization of the contents of the California State University, Stanislaus Hazing Policy. The following policy will be read at the beginning of each semester’s new member process:

*“Hazing” includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contests or competitions.

A group of students acting together may be considered a ‘student organization’ for purposes of this section whether or not they are officially recognized.  Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense.  Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.*

We understand that failure to uphold the California State University, Stanislaus Hazing Policy as stated in the California State University, Stanislaus Student Organization Handbook will result in referral to the Associate Vice President for Student Affairs/Dean of Students, and the Director of Student Leadership and Development for an organizational violation of the California State University, Stanislaus Hazing Policy and/or referral to the Office of Judicial Affairs for an individual violation of the California State University, Stanislaus Hazing Policy.

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving approval to haze. We understand our responsibility, to not allow members of our organization, whether grad status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to the Student Affairs, Coordinator of Judicial Affairs.

Our signatures below certify that we have read, understand, and agree to abide by the State of California and California State University, Stanislaus Hazing Policy.

Student Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Leadership & Development

No Hazing Compliance Form Continued

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| **Organization:** |  | **Date:** |  |

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| Please type in the name, and student ID number, for each member.Our signatures below certify that we have read, understand, and agree to abide by the State of California and California State University, Stanislaus Hazing Policy. **Forms should be returned to the Office of Student Leadership and Development in the University Student Union. \*Please attach additional forms as needed.\*** |
|  | **Name**  |  **Student ID #** | **Signature** | **Date** |
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