

The process by which student clubs and organizations gain University recognition and receive a charter involves a procedure that utilizes a peer review process involving the Associated Students. The granting of official University recognition is the responsibility of the Matador Involvement Center (MIC). The Associated Students issues a charter to such groups, subject to University recognition. The procedure is as follows:

### Procedures:

1. Register to attend one of the weekly sessions for New Clubs Workshops in the Matador Involvement Center. At this meeting the Student Club and Organization Recognition Packet will be disseminated and the following steps will be reviewed:
2. Develop a constitution and/or By-laws using the university guidelines.
3. Complete the following forms:
  - a. Petition for University Recognition & Associated Students Charter with a minimum 5 members that are all current CSUN students and your University Advisor.
  - b. Clubs and Organizations Officer Information & Minimum Number of Student Form with all requested information printed clearly and accurately.
  - c. Code of Ethics for University Recognized Student Organizations agreement, signed by the organization president and University Advisor
  - d. University Recognized Clubs and Organizations Statement of Non-Discrimination and Acknowledgement of Use of Alcohol and Illicit Drugs Policy
  - e. Information Systems & Technology Clubs and Organizations Authorization Form
4. Submit all forms along with one copy of the organizations constitution to the Matador Involvement Center. Sign up for a consultation meeting with a Matador Involvement Center staff member. At the consultation meeting, your club or organization will be assigned a date to appear at the A.S. Judicial Court meeting. The A.S. Judicial Court meets on Fridays at 2:00 p.m.
5. After consultation with the Matador Involvement Center, submit nine (9) additional copies of the constitution to the Matador Involvement Center, which will be forwarded to A.S. Judicial Court.
6. At your appointed A.S. Judicial Court meeting you will be assigned a Justice that will review your constitution. During the A.S. Judicial Court meeting, your assigned Justice will review the constitution and make suggested or required changes. (Note: The club should make only the suggested or required changes. Other changes to the constitution may cause further delay of approval.)
7. Return the revised constitution to the Matador Involvement Center by the assigned date. If suggested or required changes are made; your club or organization petition will be forwarded to the Associated Students Senate. The A.S. Judicial recommendation would be to grant an Associated Students Charter subject to the initial and ongoing recognition by the university.
8. The granting of university recognition shall be determined by the Matador Involvement Center. The MIC will notify the club or organization of its recognition in writing.
9. Upon the granting of university recognition, the Associated Students can extend an Associated Students Charter.

Once granted, an organization retains the Associated Students charter unless revoked. However, university recognition must be renewed on an annual basis, or whenever there is a change in the organization's constitution.

### Privileges:

When a club or organization has been granted recognition by the University, it is eligible to utilize the following privileges:

1. Using the name of the University.
2. Recruiting members on campus.

3. Holding meeting and functions on campus.
4. Using certain University services and facilities through proper procedures (i.e., buildings, grounds, Open Forum, audio-visual equipment, etc.).
5. A mailbox for organization communications in the Matador Involvement Center

When a club or organization has been granted recognition by the University, the University Student Union will offer these additional privileges:

1. Receive two (2) meeting rooms per week at no charge for facility use. Each meeting can be a maximum of two (2) hours. (See the USU Facility Use Policy for more information or privileges by visiting <http://usu.csun.edu/index.shtml>)

Upon the granting of an Associated Students Charter, the following privileges are afforded:

1. Limited coverage under Associated Students liability insurance (with certain exclusions).
2. Using certain properties and facilities of the Associated Students through proper procedures. These services include record-keeping and publicity advice, access to the Associated Students non-profit status, and the use of the Associated Student Office of Accounting and Financial Services for financial purposes.
3. Using designated bulletin boards for publicizing activities on campus.
4. Eligibility for Associated Students funding

### **Responsibilities:**

Recognized organizations and their members represent the University and they have a responsibility to conduct themselves in such a manner as to give a favorable impression of having privileges. The following minimum standards are required for all recognized organizations:

1. Purpose and policies must be consistent with those of the University including regulations involving non-discrimination and hazing.
2. Schedule all social functions and meetings according to the approved procedure for scheduling event.
3. Maintain an active program and fulfill the purposes stated in the organization's constitution.
4. Assume responsibility for clean-up after on-campus events.
5. Submit to the Matador Involvement Center an accurate list of officers and advisors at the beginning of each fall semester (completed during the mandatory Fall recognition conference) and at other times whenever there are changes.
6. File one copy of any revision\* of the organization's constitution and by-laws in the Matador Involvement Center within 90 days. Additionally, one copy of the national constitution must also be on file in the case of national affiliation.
7. All officers must be enrolled CSUN students.
8. Select and maintain a University advisor.

Additional responsibilities of recognized organizations:

2. Assigning a club member to check the organizational mailbox in the Matador Involvement Center.
3. Assign a representative to manage any facility rental charges associated with the use of the University Student Union.

\*Revised constitution and by-laws will be peer reviewed by the A.S. Judicial Court prior to becoming the official club or organizational governing document.