

Fall 2015
Student Clubs & Organizations

Advisors Workshop



Session Outline

- LET'S EAT!
- Welcome and Introductions
- Session Goals
- Matador Involvement Center
- Topics of Interest
- University Recognition Process
- Policies & Procedures
- Complaint Review Procedure
- Role of Advisor



Thank You!

“Advising can directly affect students’ persistence and probability of graduating, or have indirect effects through grades, intentions, or satisfaction with the student role.”

– *Ernest Pascarella & Patrick Terenzini*

“Serving in a mentorship role and ‘being there for students’ to assist them in their developmental process were the most beneficial components to being an advisor.”

– *Deepti Vanguri*



Agreements

Workshop participants will...

...be fully present

...actively participate

...take breaks as needed

...have fun!



Goals

Participants will be more knowledgeable of:

- University Recognition Process
- Policies & Procedures
- Campus Resources & Services



Matador Involvement Center

Location: Sol Center, USU (West end of building)

Hours: 8:00 am - 5:00 pm (Mon-Fri)

Services available to Clubs & Orgs:

- Bulletin Boards
- Meeting & Work Space
- Mail Boxes
- [Team Building Tools](#)
- [Online Calendar](#)
- [Online Club & Org Directory](#)
- [The Red Hot News \(e-newsletter\)](#)



MIC Services

- [Event Planning Assistance](#)
- [Clubs & Organizations](#)
- [Sororities & Fraternities](#)
- [Unified We Serve](#)
- [Project Adventure](#)
- [Involvement Advisement](#)



MIC Services

120 clubs & organizations at [Pajama Jam](#)

220 clubs & organizations at [Meet The Clubs](#)

326 clubs & organizations at CSUN

277 clubs & organizations at the [2015 Annual Recognition Conference](#)



MIC Services

Awards Ceremony

- April 27 from 4-5:30 pm

OrgSync

- Demos and Focus Groups



Topics of Interest

- [Advising Basics](#)
- [Alcohol Awareness and Education](#)
- Conflict Resolution and Mediation
- Delegation and Teamwork
- Fundraising Basics
- Goal Setting



Topics of Interest

- [Hazing in Student Organizations](#)
- [How to Plan a Campus Event](#)
- [Navigating the A.S. Budget Process](#)
- Officer Transition/Training
- [Risk Management](#)



University Recognition

CA Code of Regulations, Title 5, Article 4
Nondiscrimination in Student Organizations, Sections
41500 (*Withholding of Recognition*), 41501
(*Definition of Recognition*), 41503 (*Filing
Requisites*), and 41504 (*Penalties*)

These sections require each student organization to submit copies of all **constitutions, charters, or other documents relating to its policies** within 90 days after any substantive change or amendment.



University Recognition

Minimum Qualifications for Student Office Holders Code AA-2012-05

- CSU student presidents and treasurers of campus-approved student clubs and organizations shall be defined as minor representative student officers.



University Recognition

Minimum Qualifications for Student Office Holders Code AA-2012-05

- All student representatives, candidates, and incumbents for major and minor office positions must be:
 - matriculated at a CSU campus
 - maintain a minimum on-campus 2.0 GPA
 - good standing
 - not on academic, disciplinary or administrative probation



University Recognition

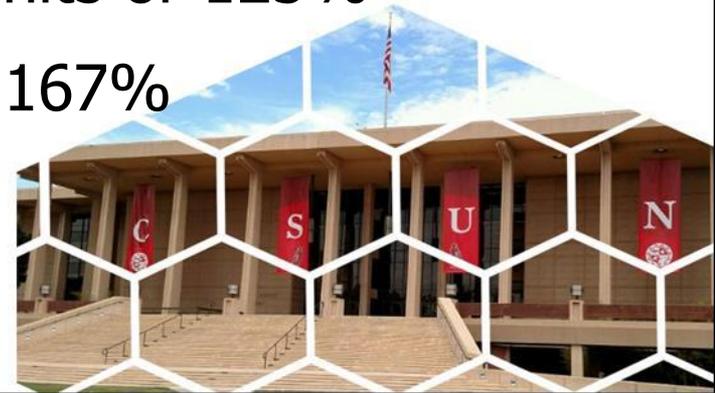
Minimum Qualifications for Student Office Holders Code AA-2012-05

Minimum Unit Load

- Undergraduates: 6 semester units per term
- Graduates: 3 semester units per term

Maximum Allowable Units

- Undergraduates: 150 semester units or 125%
- Graduates: 50 semester units or 167%



University Recognition

Executive Order 1068 (EO1068)

- Statement of non-discrimination and open membership
- Recognition may be withdrawn for hazing or conspiracy to haze
- Codes of conduct and procedures for sanctions
- Minimum number of students



University Recognition

Executive Order 1068 (EO1068)

- University advisor
- Training/orientation programs that outline policies, expectations, and information on alcohol use/abuse
- Off-campus student activities – for students who are members of clubs/organizations
- Club Sports Insurance



University Recognition

Constitution Updates

University Recognition Documents

Annual Recognition Conference

Please mark your calendars

September 24, 2016



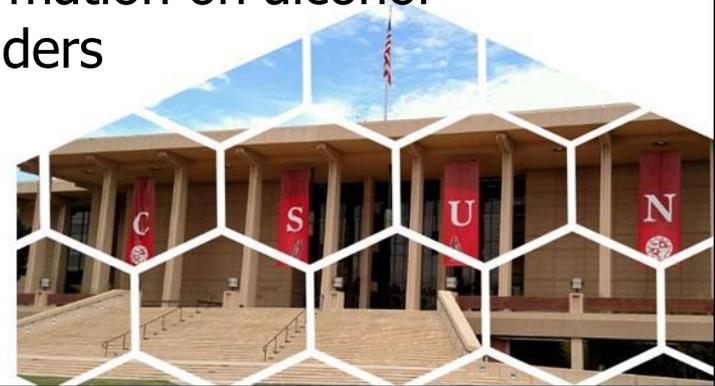
Policies & Procedures

Administration of Student Organization Funds

- Effective Date: 7/1/2015
- Monies collected in the name of the Student Organization must be maintained in a bank account of the
- University or an Auxiliary

CSU Alcohol Policies & Prevention Program

- Adopted in July 2001
- Outlines policies, expectations and information on alcohol use/abuse for club and organization leaders



Policies & Procedures

Hazing

"Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

(California Penal Code 245.6)



Complaint Review Procedure

- General Provisions
- Scope of Authority
- Reports of Alleged Violations, Investigations, and Settlement Agreements
- Formal Hearings, Sanctions, and Appeals
- Student Club & Organizations Judicial Records



A.D.V.I.S.O.R.

- Aware:** Know what is happening with the organization at all times; problems, dates of meetings as activities, etc.
- Dedicated:** Always willing to assist the organization when necessary. Enjoy being associated with the group and be involved.
- Visible:** Attend meetings, social functions, and other events with the group members.
- Informed:** Be familiar with the rules, policies, and regulations of the College in addition to the bylaws and constitution of the organization.
- Supportive:** Provide encouragement and praise to group members.
- Open-minded:** Consider new ideas and approaches.
- Respected:** Demonstrate a genuine interest in the welfare of the organization and the student members.



Clubs & Orgs Advisors

- All University Recognized student clubs and organizations must have an official advisor
- Part- or full-time CSUN faculty or staff member
- They shall guide organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations



Clubs & Orgs Advisors

- Advisors are volunteer faculty and staff members who, out of personal interest and dedication, give of their time and talent to support and promote co-curricular programs at CSUN.
- The selection of an advisor and the decided length of their term are negotiated by each individual organization.
- It is crucial that the MIC be informed of any changes regarding the selection of an advisor throughout the academic year.



What Do Advisors Do?

- Provide historical information about the organization and the University
- Act as a liaison with campus departments and offices
- Offer support and advice to organization members
- Maintain close contact with officers and members of the organization and provide general support and leadership when necessary.



What Do Advisors Do?

- Advisors are defined as “campus security authorities.” The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations with “significant responsibility for student and campus activities.”
- [2015 Annual Crime Awareness and Campus Security and Campus Fire Safety Report \(ASR\)](#) is posted on the CSUN Department of Police Services website by October 1st each year.



Responsibilities of the Advisor

Specific responsibilities also include:

- Ensuring the proper supervision (self or pre-arranged substitute) of any meeting or activity organized by the group which they are working with.
- Playing an active role in helping students design meaningful programs that are consistent with the organization's constitution and purpose.
- Participating in Advisor Workshop.



Responsibilities of the Advisor

Specific responsibilities also include:

- Periodically reviewing the financial status of the organization.
- Please note that organization expenditures must have their signature. Contact AS Accounting if you have any financial questions or concerns.
- Communicating news, concerns, or questions to the Activities Coordinator for Clubs & Organizations at (818) 677-5111 or via email: augie@csun.edu.



Responsibilities of the Advisor

Specific responsibilities also include:

- Becoming familiar with University policies and procedures relating to student organizations. Advisors will need to report any violation of University policies or procedures to the MIC.
- Preserving records to enhance organizational continuity by maintaining copies of organization minutes, constitution, membership list, and organization activities.



Responsibilities to the Advisor

- It is expected that student organizations will inform their advisors about the plans, problems and activities of the group.
- Officers and the organization's leadership are responsible for the following:
- Allowing the advisor speaking privileges although she/he is not allowed a vote.
- Working out tentative solutions to problems before going to the advisor whenever possible.



Responsibilities to the Advisor

- Discussing concerns and issues with the advisor.
- Observing lines of responsibility. Don't go "over their head" or by-pass them entirely.
- Acknowledging that the advisor's time, support and energy are voluntary and that student organizations express their appreciation.
- Be clear and open about expectations of the advisor and periodically evaluate the advisor.



Benefits of Being an Advisor

- The unique opportunity to interact with students outside of the structured classroom or office experience!
- The ability to share your interests with students whom share the same interests!
- The opportunity for new challenges – students differ from year to year. Working on new challenges keeps you refreshed and motivated!
- The rewards of watching individual students develop their skills!





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