

CSUN

MATADOR  
INVOLVEMENT  
CENTER

# ANNUAL RECOGNITION CONFERENCE

*Powered By*

**MATA**  **SYNC**

SEPTEMBER 23, 2017

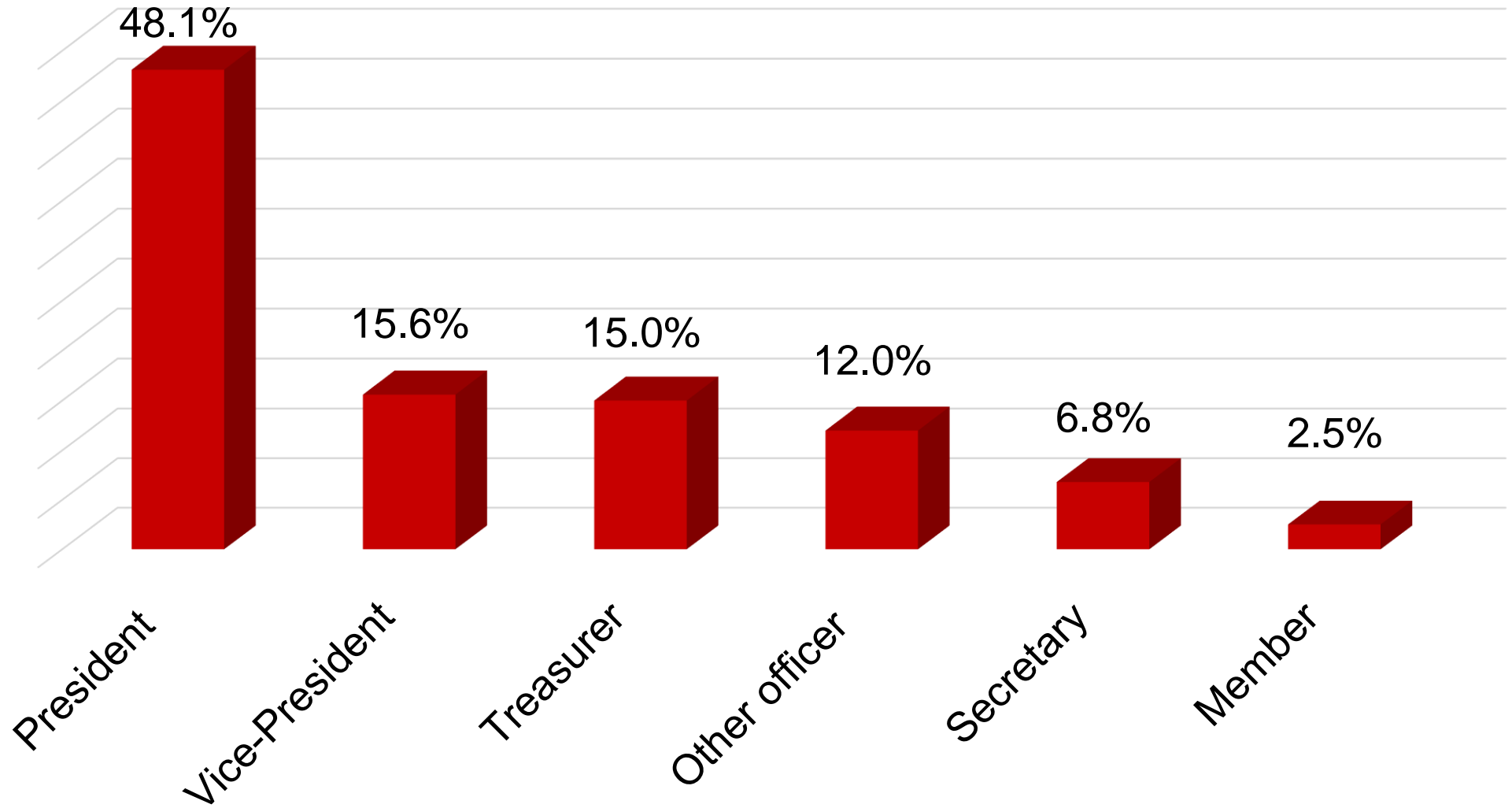


# CONFERENCE GOALS

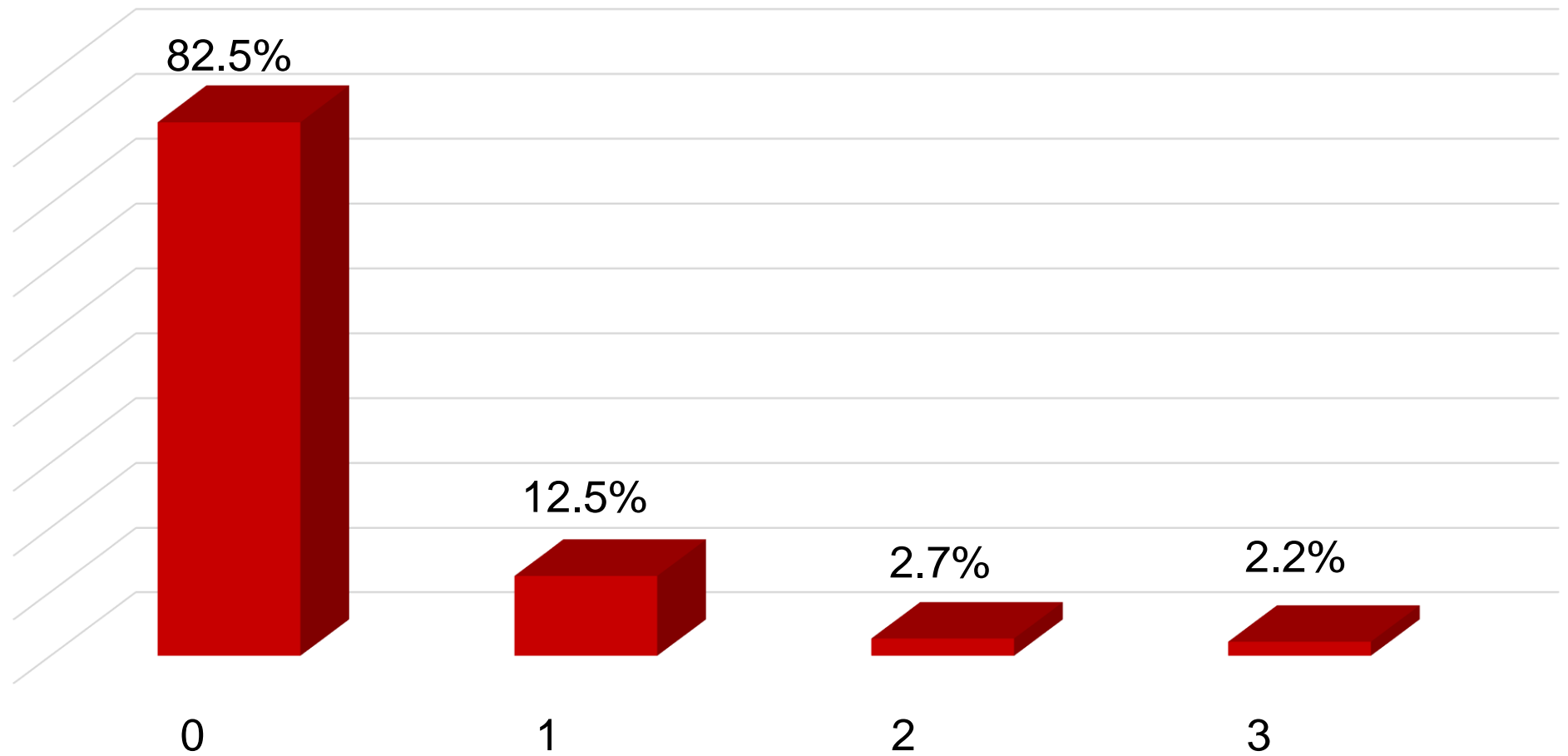
Participants will be more knowledgeable of:

- University Recognition Requirements
- Policies and Procedures
- Campus Departments and Resources
- Networking

# CONFERENCE ATTENDEES



# CONFERENCE ATTENDEES



# CONFERENCE SCHEDULE

Time	Activity	Location
9:40 a.m. - 10:30 a.m.	Check-In	Plaza del Sol, USU
10:30 a.m. - 10:40 a.m.	Welcome	Northridge Center, USU
10:40 a.m. - 11:00 a.m.	Special Presentation	Northridge Center, USU
11:00 a.m. - 11:40 a.m.	Brunch	Plaza del Sol / OST Lawn (North of USU)
11:40 a.m. - 12:40 p.m.	Educational Session A	Various Rooms, USU
12:50 p.m. - 1:50 p.m.	Educational Session B	Various Rooms, USU
2:00 p.m. - 3:00 p.m.	Educational Session C	Various Rooms, USU
3:00 p.m.	Check Out	MIC - Clubs and Organizations Suite, USU



# CONFERENCE SESSIONS

- A.S. 101
- A.S. Funding
- Building Leadership Through Volunteerism
- Campus Event Planning
- College Drinking: Science, Myths, and Realities
- Fundraising & Development 101: FUN Raising vs. FUND Raising
- How Inclusive Is Your Club? - LGBTQ Awareness



# CONFERENCE SESSIONS


- How to Engage in Volunteerism, Service and Philanthropy
- MataSync Labs: A Walkthrough and Introduction
- Member Recruitment, Motivation, and Retention
- RES 101
- Risk Management for Clubs & Organizations
- The 5 Second Rule
- USU Co-Sponsorships: Funding Opportunities for Clubs and Orgs!



# UPDATES

- 94 clubs and organizations at RHA Block Party
- 194 clubs and organizations at Meet The Clubs
- 331 clubs and organizations at CSUN
- 281 clubs and organizations at the 2017 Annual Recognition Conference
- 409 attendees at the 2017 Annual Recognition Conference





# POLICY UPDATES

## **Policy on the Administration of Student Organization Funds**

- Monies collected in the name of a student organization must be used to fulfill goals and objectives as articulated in its current constitution and bylaws.
- Must maintain monies with A.S. Agency Fund.



# POLICY UPDATES

## **Policy on the Administration of Student Organization Funds**

- Must submit a letter from your national affiliate organization specifying the requirement or mandate for off-campus banking.
- Cash handling procedures must align with all CSU, CSUN, state and federal regulations.
- No off-campus bank accounts.



# POLICY UPDATES

## **Policy on Time, Place and Manner of Free Expression and the Use of Campus Buildings and Grounds (Interim)**

- Foster and sustain a forum for the free and orderly exchange of ideas, values and opinions, recognizing that individuals grow and learn when confronted with differing views, alternative ways of thinking and conflicting values
- Provide processes and policies that support an essential value of CSUN, which is respect for all people
- Provide for the orderly and efficient use of campus building and grounds in a manner that aligns with the university's primary mission and priorities.



# POLICY UPDATES

## **Policy on Time, Place and Manner of Free Expression and the Use of Campus Buildings and Grounds (Interim)**

- To comply with all applicable federal, state, and local laws activities may not:
  - Unreasonably interfere with or disrupt CSUN business (classes in session, work conducted in administrative offices, etc.)
  - Interfere or obstruct the free flow of pedestrian or vehicular traffic
  - Employ unauthorized outdoor sound amplification or create unreasonable noise that disrupts normal university activities



# POLICY UPDATES

## **Policy on Time, Place and Manner of Free Expression and the Use of Campus Buildings and Grounds (Interim)**

- Amplified sound is permitted at outdoor events and activities on campus so long as its use will not materially disrupt University activities, including but not limited to classes and other academic or administrative activities
  - Sound on campus is limited to one hour per event between the hours of 11:00 am to 1:00 pm
- Refer to policy for specific details and authorization



# 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

## **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

## 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

## Privileges

- Ability to recruit CSUN students for membership
- The use of the University's name in accordance with the CSUN Graphic Standards Manual
- Opportunity to have a CSUN Email Account for club/organization
- Access to the CSUN Matador Information Network Displays (MIND) service for on-campus events



# UNIVERSITY RECOGNITION

## Privileges

- Ability to hold meetings and functions on campus
- The use of certain university services and facilities through proper procedures
- A USU room fee-waiver for two (2) meeting rooms per week (maximum of two hours per meeting) through USU's Meeting Services



# UNIVERSITY RECOGNITION

## Privileges

- Eligible for A.S. funding
- Use of A.S. Accounting and Financial Services Office
- Use of designated bulletin boards for publicizing activities on campus
- A club/org mailbox in the MIC - Clubs & Orgs Suite
- Access to the A.S. non-profit status (only under certain parameters and procedures may this be obtained)



# MATASYNC

- Paperless registration form
- Improved communication
- More opportunities for students to get involved
- Like a virtual Meet The Clubs every day!



# UNIVERSITY RECOGNITION

University Recognition Documents (URDs) in [MataSync!](#)

Review and Update Constitutions

Attend Annual Recognition Conference

**Save The Date:**

**September 22, 2018**



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