

CSUN

MATADOR
INVOLVEMENT
CENTER

Spring 2019 Student Clubs & Organizations Advisors Training

Powered By

MATA  **SYNC**

Thursday, October 24, 2019



Thank You!

“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*



Session Outline

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



Welcome & Introductions

Thank you for coming, lets get to know each other:

- Name & Position on Campus
- Name/Type of Student Organization(s) you advice
- Roses & Thorns of your role thus far



Session Goals

Participants will be more knowledgeable of:

- Advisors Role within a Student Organization
- Other Student Organization Advisor Experience
- The Purpose of the Matador Involvement Center
- Policies & Procedures
- University Recognition Process



Topics of Interest

- Advising Basics
- Navigating the A.S. Budget Process
- Risk Management
- MataSync
- University Recognition
- Alcohol Awareness and Education
- Hazing in Student Organizations



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:

- Mail Boxes
- Team Building Tools
- MataSync
 - Directory
 - Online Calendar
 - Document Storage
 - Event Attendance



Matador Involvement Center Continued

Clubs & Organizations

- Involvement Fairs, SHINE Leadership Conference, Advisors Training, Organization Registration Process - Online Orientation, New Club Workshops, RED Leadership Academy, Leadership Development Clinics, and Awards Ceremony
- Advising
- Resource Guide

Sororities & Fraternities

Volunteer Programs

Event Planning Assistance



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.



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- Recognition may be withdrawn for hazing or conspiracy to haze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



Executive Order 1068 Continued

- 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

[Executive Order 1068 Memorandum](#)



Code AA-2012-05

Minimum Qualifications for Student Office Holders

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



Code AA-2012-05 Continued

Minimum Qualifications for Student Office Holders

- 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



Code AA-2012-05 Continued 2

Minimum Qualifications for Student Office Holders

- 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%



Please mark your calendars

Organization Registration Forms in [MataSync](#)!

Review and Update Constitutions

Annual SHINE Conference or Make-up Video

October 30, 2019



Policies & Procedures: Alcohol Use/Abuse

- CSU Alcohol Policies & Prevention Program
- Adopted in July 2001
- Outlines policies, expectations and information on alcohol use/abuse for club and organization leaders
- *Aware Awake Alive*



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)



Policies & Procedures: 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.



Policies & Procedures: Administration of Student Organization Funds Continued

- 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.



Policies & Procedures: Policy on Time, Place & Manner of Free Expression & the Use of Campus Buildings & Grounds

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.



Policies & Procedures: Policy on Time, Place & Manner of Free Expression & the Use of Campus Buildings & Grounds Continued

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



Policies & Procedures: Policy on Time, Place & Manner of Free Expression & the Use of Campus Buildings & Grounds Continued 2

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



Compliant Review Procedure

Permits and Policies

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



Why be an Advisor?

- 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



Advisor Defined

Aware

Know what is happening with the organization; problems, dates of meetings as activities, etc.

Dedicated

Always be willing to assist the organization. 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 at CSUN, 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.



Advisor Selection

- 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.



Role of Advisor

- 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.



Advisor Responsibilities #1

- Advisors are considered Campus Security Authorities under the Clery Act.
- 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.”
- [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.



Advisor Responsibilities #2

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 Training.



Advisor Responsibilities #3

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 at (818) 677-2389.
- Communicating news, concerns, or questions to the Clubs & Organizations team at (818) 677-5111 or via email: micclubs@csun.edu.



Advisor Responsibilities #4

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.



Benefits to Advising

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!
- 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 and reach their potential!

CSUN

MATADOR
INVOLVEMENT
CENTER

Fall 2019 Student Clubs & Organizations Advisors Training

Powered By

MATA  **SYNC**

Thursday, October 24, 2019