Spring 2022
Student Clubs & Organizations
Advisors Training
February 2022

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MATA
SYNC
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

Participants will be more knowledgeable of:

• The Purpose of the Matador Involvement Center
• University Recognition Process
• Policies & Procedures
• Complaint Review Procedure
• Advisors Role within a Student Organization
Matador Involvement Center (part 1)

Location: Sol Center, USU (West end of building)
Hours: 8:00 am - 5:00 am (M-F)
Services available to Clubs & Orgs:
  • Team Building Tools/ Leadership Development
  • MataSync
    • Directory
    • Elections
    • Document Storage
    • Event Attendance
Matador Involvement Center (part 2)

• 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 (Not available - Currently being updated)

• 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), 4150 (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) (part 1)

- 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- Recognition may be withdrawn for hazing or conspiracy to haze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 (EO1068) (part 2)

• 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

https://www.csun.edu/sites/default/files/eo-1068.pdf
Minimum Qualifications (part 1)

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.
Minimum Qualifications (part 2)

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
Minimum Qualifications (part 3)

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%
Organization Registration

- Organization Registration Forms in MataSync!
- Review and Update Constitutions
- Annual SHINE Conference
- COAST Training
- Update Rosters/Officer Eligibility Checks

Please mark your calendars
Deadline: October 31, 2022
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
- Complete COAST Training Annually
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)
Policy on the Administration of Student Organization Funds (part 1)

• 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 on the Administration of Student Organization Funds (part 2)

• 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.
Complaint Review Procedure

- Complaint Received
- Scope of Authority Identified
- Reports of Alleged Violations, Investigations, and Settlement Agreements
- Formal Hearings, Sanctions, and Appeals
- Student Club & Organizations Judicial Records (Maxient)
  - Student Clubs and Organizations Complaint Review Procedure
  - Student Club & Organization Complaint Report
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. (https://www.csun.edu/police)
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 the advisor signature.

• Contact AS Finance for office hours, Annual Budget information, etc.: [https://www.csun.edu/as](https://www.csun.edu/as)
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.

• Be aware of CSUN’s Risk Management Resources for Clubs & Organizations.
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!
Questions?