

Student Organizations (S.O.) Advisor Training

February 2024



**STUDENT
ORGANIZATIONS**
MATADOR INVOLVEMENT CENTER

Dr. Nikiya McWilliams

Coordinator, Student Organizations

818.677.2887

micclubs@csun.edu



Thank You!

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

— Maya Angelou



Session Outline

Participants will be more knowledgeable of:

- The Purpose of the Matador Involvement Center (M.I.C)
- The Role of the Advisor
- Policies & Procedures
- Emotional Intelligence | J.E.D.I.: Inclusion
- Resources



Matador Involvement Center

The Matador Involvement Center contributes to a sense of belonging and leadership development through involvement in recognized student organizations and service opportunities.

Services available:

- Student organizations registration and management
- Advising and event planning support
- Leadership development
- Service opportunities

Location: First floor of the U.S.U. Sol Center, room 122

Hours: 8:00 a.m. to 5:00 p.m. Monday to Friday



MIC Staff

Aja Butler

- Director, Student Life and Leadership
- aja.butler@csun.edu

Dr. Nikiya McWilliams

- Coordinator, Student Organizations
- nikiya.mcwilliams@csun.edu
- Recognition contact for General Student Organizations & F.S.L. Organizations

Alyssa Herrera

- Activities Coordinator, Clubs & Organizations/Leadership Programs
- alyssa.herrera@csun.edu
- Recognition contact for New Student Organizations, Sports Clubs & Honor Societies

Diana Santoyo

- Interim Coordinator, Fraternity and Sorority Life
- diana.santoyo@csun.edu

Meredith Evans

- Administrative Support Coordinator
- meredith.evans@csun.edu




Role of the Advisor



Advisor Requirements

- Advisors play an important role in the success of a student organization. Each recognized student organization is required to have a university advisor.
- University advisors must be a C.S.U.N. employee or an employee of a C.S.U.N. auxiliary
- University advisors are required to complete an alcohol safety training annually.




Advisor Duties & Expectations

As stated in Executive Order 1068, advisor duties and expectations include:

- **Maintaining regular contact** and involvement with the officers of their S.O.
- **Being knowledgeable** about the missions, goals, and purpose of the S.O.
- **Helping the group understand the university's policies and guidelines**
- **Being familiar and involved** with activities and events of the group
- **Being available to provide resources and support** for events and usage of spaces
- **To consult with respect to the administration of the financial affairs** of the group in general



Policy and Procedures



E.O. 1068 Changes

Notable changes to Executive Order 1068 include:

- Expanding the non-discrimination statement to include: medical condition, genetic information, gender identity (including nonbinary or transgender), and gender expression.
- Allowing auxiliary employees, the ability to serve as an advisor without submitting a volunteer form.
- Allowing the V.P.S.A. or designee the ability to remove an advisor to “ensure the educational purpose of student organizations is met, or in the interests of student health, safety and welfare.”
- The addition of a section on the Role of the Advisors, that clearly defines the role of advisors and related duties and expectations

The updated policy is available for review on the [M.I.C. Advisors](#) webpage.



Maintaining University Recognition...

To receive and maintain University recognition, student organizations must:

- Complete the student organization registration process annually. The registration deadline for the 23-24 academic year is **March 1, 2024**.
- Conduct activities in accordance with applicable laws and regulations:
 - CSU Executive Order 1068
 - CSUN Standards of Student Conduct
 - Code of Ethics for University Recognized Student Clubs and Organizations



Maintaining University Recognition

To receive and maintain University recognition, student organizations must:

- Provide an updated constitution within **90 days** after any substantive changes
- Maintain open membership and leadership (i.e., officer positions) to all currently enrolled C.S.U.N. students.
 - Limited membership exceptions apply for social fraternity and sorority organizations and University sponsored organizations affiliated with national scholastic honor societies. Read [E.O. 1068](#) for more information.



Off-Campus Bank Accounts

- As stated in the **CSUN Policy on the Administration of Student Organization Funds**, monies collected by student organizations must be maintained in an Agency Fund through the Associated Students, Inc. at California State University, Northridge (A.S.).
- Student Organizations that are required through national affiliation or by affiliated local organizations with a separate 501(c)(3) status to hold an off-campus bank account may do so with approval from the Vice President for Financial Services (or designee).
- To request an exemption to bank off campus, the student organization president or treasurer must submit the **C.S.U.N. Student Organization Banking Exemption Request Form**
- For more information and to access the required forms visit the [M.I.C. Off-Campus Bank Account](#) webpage.



Changes to the Academic Resources Reservation Policy

- Requests for reservations for classroom space, that occur between **Fridays from 5 p.m. to Sundays at 10 p.m. must be submitted by the University Advisor**. The University Advisor must agree to be present throughout the duration of the reservation time.
- Contact **Academic Resources** at (818) 677-3283 or academicscheduling@csun.edu with questions about the policy.



Policies, Procedures, & Codes

California Code of Regulations, Title 5, Article 4

Withholding of Recognition – [Section 41500](#)

Definition of Recognition – [Section 41501](#)

Filing Requisites – [Section 41503](#)

Penalties – [Section 41504](#)

2022 California Code Education, Title 3, Division 5, Article 4

Sex Equity in Education – [Section 66273](#)

California Code of Regulations, Title 5

Standards for Student Conduct – [Section 41301](#)

[CSUN Alcohol & Illicit Drugs Policy](#)

[CSUN SO Code of Ethics](#)

[CSUN SO Funds Policy](#)

[CSUN Off-Campus Banking Policy](#)



Emotional Intelligence

Consciousness of Context

Analyzing the Group and Assessing the Environment – [Expectation List](#)

- **Going over the Advisor expectation list with officers**
 - Require that the SO President request an annual Advisor meeting.
- **Remain knowledgeable of all Policies and Procedures**
 - To offer tailored guidance and support and to foster trust and accountability.
 - Review and/or update the SO constitution.
 - Set the tone and visibility of the Advisor role by attending the first meeting.



JEDI: Inclusion

Access for all students while planning S.O. events:

- Accessibility (A11y)

[N.C.O.D. Service Requests](#)

[Linguabee Service Requests](#): If N.C.O.D. denies your request due to a lack of resources

[Accessibility & Universal Design Tutorial \(P.D.F.\)](#)

- Associated Student Finance

[Account Update Form](#) ([Instructions](#))

[Authorized Signature Form](#)

- Reserving On-Campus Space

[Matador Involvement Center](#)

[University Student Union](#)

[Academic Scheduling](#)



Resources

For Advisors and Student Organizations

- [Student Organization Management](#)
 - Organization Re-registration
 - Title IX Services
 - C.S.U.N. Funder
 - U.S.U. Sponsorship
- [Student Health & Wellbeing](#)
 - C.S.U.N. with a Heart
- [Campus Centers](#)
 - Pride Center

Student Organizations Advisor Training

- Questions/Concerns
- Tips/Tricks to Share?



**STUDENT
ORGANIZATIONS**
MATADOR INVOLVEMENT CENTER