



CALIFORNIA STATE UNIVERSITY

**FULLERTON**

STUDENT LIFE & LEADERSHIP

# STUDENT LIFE RESOURCE MANUAL



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# POLICIES

for Registered Student Organizations

## **University Hazing Policy**

California State University, Fullerton expects that all students, registered student organizations, and affiliated groups will observe and fully comply with University Policy in accordance with Title 5 Education Code, Section 41301 (Standards for Student Conduct) and State of California Penal Code Section 245.6 (proscribes criminal and civil penalties for individuals who haze). The Office of Student Life & Leadership shall ensure that all students, registered student organizations, and affiliated student groups are informed on an annual basis about education policies specific to hazing.

All registered student organizations affiliated with a national or local governing body must adhere to regulations set forth by their respective organizations concerning hazing. It is the responsibility of all students, registered student organizations, and affiliated student groups to be informed of all of the above mentioned regulations.

University policy with respect to hazing prohibits all students, registered student organizations, and affiliated student groups from engaging collectively or individually in any of the following practices as part of any program or general activity, regardless of the person's willingness to participate. This list is intended to provide examples of hazing and should not be considered all inclusive.

1. Any type of harm such as paddling, beating, striking, branding, tattooing, body piercing, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as deprivation of sleep (6 to 8 hours per day minimum), food, or maintaining hygiene; exposure to the elements; confinement in a small space; calisthenics; or other activity that subjects the student to a risk or harm or that adversely affects the mental or physical health or safety of the student;
3. Such activities as new member scavenger hunts, new member ditches, kidnaps, and the like, as well as any activity that is mandatory for new members only, and is not educational in nature;
4. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
5. Nudity or forcing or allowing students to dress in any unusual or awkward fashion;
6. Any activity that intimidates or threatens the student with ostracism, that subjects the student to unreasonable mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student, or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this section.

## **State of California Hazing Policy**

### *Title 5. California Code of Regulations 41301 Standards for Student Conduct*

“(8) Hazing, or conspiracy to haze. Hazing is defined as 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 (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university, or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.”

A group of students acting together may be considered a ‘student organization’ for purposes of this section whether or not they are officially recognized.

### *State of California Penal Code 245.6*

It shall be unlawful to engage in hazing, as defined in this section.

- a. “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.
- b. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
- c. Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.
- d. The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- e. Prosecution under this section shall not prohibit prosecution under any other provision of the law.

## **Report Allegations of Hazing**

Allegations of violation of state law or university policies regarding hazing are handled by the Office of Student Life & Leadership, Dean of Students Office, or University Police for appropriate disciplinary and/or criminal investigation and action. As outlined in the *Executive Order 1098*, *Student Conduct Procedures*, and the Student Organization Judicial Procedures, due process will be followed including right of appeal. Nothing in this policy is intended to prevent or prohibit a victim of hazing from filing a complaint with the police in addition to reporting the event(s) to the Office of Student Life & Leadership or Dean of Students Office, as described above.

In addition, official recognition of a student organization may be withdrawn for hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, *Standards for Student Conduct*, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

## **CSU Nondiscrimination Policy**

Excerpt from [CSU Executive Order 1068](http://www.calstate.edu/eo/EO-1068.html), <http://www.calstate.edu/eo/EO-1068.html>

“No [CSU] campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or other university living groups. Student organizations shall deliver to the vice president for student affairs or his/her designee a statement signed by the president or similar officer of the local student organization attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually.”

*Please note:* Official recognition of student organizations that fail to abide by the open membership policy or that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn.

## **Nondiscrimination Policy Constitution Requirement**

All California State University, Fullerton registered student organizations must have the following nondiscrimination statements included in their constitution:

### **ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

#### **Section 1.**

Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

#### **Section 2.**

Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

*Alternate Section 2.* (Only to be used by social fraternities or sororities or other university living groups, which may permit gender membership limitations)

Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation or disability.

### **RESOURCE:**

- Sample format for drafting a constitution:  
[http://www.fullerton.edu/clubs/FormatforDraftingConstitution\\_2016.pdf](http://www.fullerton.edu/clubs/FormatforDraftingConstitution_2016.pdf)



## **Title IX**

The following information is provided to assist you in your role as a student leader on campus. Cal State Fullerton cares about the safety of the entire community – students, faculty and staff. As such, we think it's important that you understand some of the important policies regarding harassment, discrimination and violence.

### *What is Title IX?*

Title IX is a federal law prohibiting discrimination on the basis of sex in an educational institution's academic, extracurricular and athletic activities. It protects all, regardless of gender or gender identity, from sexual harassment and violence, which are forms of sex discrimination. Students who are aware of sexual harassment and violence or other forms of discrimination should report the instances to a campus employee.

Most University Employees have a duty to report sex discrimination, sexual harassment, sexual misconduct, dating and domestic violence, and stalking incidents when they are aware of them. It is important to know that campus employees may not be able to keep a conversation confidential, especially if they are made aware of an occurrence of sexual harassment or violence.

### *How do I report sexual harassment, misconduct or violence?*

Reports can be made several ways:

1. You can tell a campus employee, who will then report the instance to the Title IX office;
2. You can report the instance directly to the Title IX office, located in LH 809;
3. If the instance involves assault, such as domestic or dating violence or sexual assault, directly to University Police;
4. If you are a victim of the incident, you can speak with a confidential victim advocate at the WoMen's Center, UH-205.

### *What happens after a report is made?*

Once a report is made, the university has a duty to gather information to determine if there is an ongoing threat to the community, and if it safe for the victim, an investigation may occur. Students will be informed of the process and provided accommodations, if necessary, to assist them in continuing their classes, living arrangements or other activities on campus. Students who want more information on this process can speak with the Title IX office, a confidential Victim Advocate in the WoMen's Center, or read [Executive Order 1097](#).

*Where can I refer a friend who may have experienced sexual harassment or violence?*

Students who have experienced sexual harassment, sexual assault, domestic/dating violence or stalking may be confused about their options and where to go for help. Students are encouraged to speak with a confidential Victim Advocate who can assist in referring the student to medical care, mental health care, legal assistance if needed, and other community-based resources. Conversations with a Victim Advocate are confidential and are not reported to the police or the Title IX office.

Help and aftercare are also available on campus through the Student Health and Counseling Center:

- Student Health Services. Please note that health care providers must report instances of assault to law enforcement personnel (with the exception of sexual assault, which withholds the patient's information). Students can access services online through the CSUF Portal, by calling 657.278.2800, or online at [www.fullerton.edu/shcc](http://www.fullerton.edu/shcc)
- Counseling and Psychological Services provide confidential, brief, mental health counseling to CSUF students. Services are available in person during business hours, and in the event of a crisis, students can access information via phone call at 657.278.3040. Students can schedule an appointment by calling 657.278.3040, or in the event of a crisis, can be seen without an appointment during normal business hours. If you are experiencing a medical or psychiatric emergency, please call 9-1-1, or proceed to the nearest hospital.

*How can I prevent sexual harassment and sexual violence?*

Preventing and stopping sexual violence is on all of us. It's up to you, me and every member of our Titan community to intervene to prevent someone from being hurt. Intervening can be quick and easy. Here are some ways YOU can intervene:

1. You can ask if everything is OK. Sometimes, it's as easy as saying. "Hey, are you OK?" "Do you need me to call someone for you?" "Is there something I can help you with?"
2. You can ask a friend or someone else for help, "Does your friend need some help?" "Is that your friend? I think she may need some help." or "Do you see that? Does that look OK to you?"
3. You can also call a staff member or the police if you are unsure if you know how to help. Reports can be made anonymously, which will send help immediately. Never intervene directly if you feel your personal safety could be in jeopardy, instead, call 9-1-1 to get someone to help.

In approximately 75% of sexual assault cases, someone could have done something to intervene but didn't. Our Titan community can prevent sexual harassment and violence from occurring if we all commit to intervening to stop the violence.

For more information, or to schedule a training for your student organization, please contact the WoMen's Center at 657.278.3928, or [womencenter@fullerton.edu](mailto:womencenter@fullerton.edu).

## **Student Conduct Agreement**

As the President/Chair, please remember that your registered student organization agrees to comply with California State University and California State University, Fullerton policies and procedures described in Title 5, Section 41301, Standards for Student Conduct. Unless otherwise noted, these policies and procedures shall similarly apply to individual students as well as registered student organizations. If, as part of the activities for my registered student organization, individual students violate the standards for student conduct, the organization as a whole may be subject to disciplinary action. In addition, my organization agrees to comply with Student Life & Leadership policies and procedures (e.g., banner guidelines, posters guidelines, etc.).

### **RESOURCES:**

- Standards for Student Conduct: <http://www.fullerton.edu/integrity/procedures/>
- Student Life and Leadership Policies and Procedures: <http://www.fullerton.edu/clubs/policies/>

## **Alcohol & Drugs Use, Consumption, and Prevention**

### *Alcohol*

- Under California Law, no person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages (California Business and Professional Code, Sec. 25658). It is also unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or any place open to public view (California Business and Professional Code, Sec. 25662).
- University Policy on the Use of Alcoholic Beverages By Students and by Student Organizations  
Visit:  
[http://www.fullerton.edu/senate/publications\\_policies\\_resolutions/ups/UPS%20300/UPS%20330.232.pdf](http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20330.232.pdf)

### *Drugs*

- University Policy Regarding the Use of Drugs by Students  
Visit:  
[http://www.fullerton.edu/senate/publications\\_policies\\_resolutions/ups/UPS%20300/UPS%20330.231.pdf](http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20330.231.pdf)

# **RISK MANAGEMENT**

for Registered Student Organizations

## Risk Management

When planning an event, it is important to consider risk management. Below are a few common questions regarding risk management for your events.

*What should I do if my organization is planning a medium/high risk event?*

- Events may be considered medium/high risk if the event involves risks of injury, damage to property, or is physical in nature.
- Medium/High risk events taking place on campus should be reviewed by the Campus Activities Committee. This Committee is responsible for providing guidance to student organizations for on-campus events that require risk management. For information about the Campus Activities Committee, please email [studentlife@fullerton.edu](mailto:studentlife@fullerton.edu).
- When in doubt, please ask your members to sign a "[Release of Liability and Assumption of Risk Form](#)" (see: <http://rmehs.fullerton.edu/images/release%20of%20liability%20writeable%202013.pdf>). This form is the standard University Release of Liability Form and should be stored by the student organization for at least three years.

*Can my organization host events with food?*

- When having food for an event within an indoor space (e.g, Titan Student Union or classrooms), organizations can bring food items from restaurants, pot-luck style items, etc. It is important to remember there is a difference between catering an event and bringing food. If a caterer is being used (e.g, a vendor serving your guest food at your event), then only approved caterers for the venue locations and the University can be used via the [Pre-Approved Catering List](#) (see: <http://vpadmin.fullerton.edu/documents/auxiliaryservice/PreApprovedCaterers.pdf>).
- If selling or giving away food, you must obtain approval from Environmental Health & Safety (EH&S), which approval or denial is completed via TitanLink with your event reservation request. EH&S will reach out the student leader who submitted the reservation request via TitanLink. The student leader should always check their TitanLink for updates on event reservation requests. More details can be found on the [Environmental Health & Safety Food](#).
- Online training is available for Food Handling during events.
- Safe Food Handling Practices always recommended (private or public).

## **Safe Food Handling Tips**

1. Wash your hands with soap and warm water (between 100 - 108 degrees F) at least 30 seconds. Hands should be washed:

- After touching any part of your body other than clean hands (hair, face, etc.)
- After using the restroom
- After caring for or handling any animal
- After coughing, sneezing, using a handkerchief/tissue, using tobacco, eating, or drinking
- After handling soiled equipment or utensils
- During food preparation, to prevent cross-contamination and remove debris
- When switching between working with raw food and working with ready-to-eat food
- Before donning gloves to work with food
- Before dispensing/serving food or handling clean tableware/serving utensils
- After engaging in other activities that contaminate the hands

2. Change utensils, gloves, and dishes when changing functions. Especially from handling or preparing raw or fresh foods to serving fresh or cooked foods.

- Serve grilled food on a clean plate, not one that held raw meat, poultry or fish.
- Ensure utensils used to prepare raw foods are sanitized prior to using on cooked or ready-to-eat foods. This includes cutting boards, prep knives and prep utensils.

3. Sanitize the food preparation area. Use 1 tablespoon chlorine bleach in 1-gallon warm water (75 F). Use paper towels during prep, serving and clean up.

4. Avoid Cross-Contamination:

- Have one person serve. Keep unused foods, condiments, marinades, sauces and drinks separate from leftover foods.
- Do not serve or store foods in unsanitary containers.
- Do not store any food in laboratory refrigerators or freezers.
- Keep long hair under control. Wear a hairnet or tie your hair back.
- Do not have sick volunteers serving or preparing food. Send them home.

5. Maintain safe temperatures for potentially hazardous foods or don't serve them.

- Keep hot foods hot (140° F or above)
- Use warming plates or trays. Keep cold foods cold (41° F or below).
- Use ice chests or other cooling devices to keep food cold. Campus Catering department offers a service to assist groups to comply with food temperature requirements.



- Contact Catering Services for more information. Don't serve raw or partially cooked meat, poultry, fish and eggs.
6. Never leave hot or cold food out for over four hours. Hot or cold foods left out for over four hours must be discarded.
7. Throw away potentially hazardous foods that are out of safe temperature ranges longer than four hours. Potentially hazardous foods support the rapid growth of disease-causing bacteria when these foods are kept out of safe temperature ranges. Time and temperature controlled (TTC) foods include:
- Raw and cooked high protein foods such as meats, poultry, fish, dairy and milk products.
  - Cooked high carbohydrate foods such as pasta, beans, rice, potatoes, soups and sauces.
  - Sprouts and sprout seeds, cut melons, and cut tomatoes.
  - Cooked vegetables
  - Other TTC includes warm iced tea from bacteria found in tea leaves.
8. Serve low protein, dry high carbohydrate and high acidity foods that are not potentially hazardous. These foods include:
- Tortilla Chips
  - Nuts
  - Prepackaged salads and vegetable
9. Leftovers? When in doubt toss it out. Refrigerate or freeze leftovers promptly in small containers.
10. Immediately after the event, seal all food garbage in plastic garbage bags and dispose of the bags in a dumpster.

## **General Food Safety Resources**

All food establishments are inspected by Environmental Health & Safety (EH&S) under the authority of Health and Safety Code Section 111020. Any organization, student, staff, or faculty, wishing to have a public event that includes distribution of food must obtain approval from EHS two weeks prior to the event.

- Distribution of Food, Beverages, Merchandise and Services  
Visit: [http://rmehs.fullerton.edu/\\_documents/policiesandguidelines/fooddistributionpolicy.pdf](http://rmehs.fullerton.edu/_documents/policiesandguidelines/fooddistributionpolicy.pdf)
- Hand Washing Setup for Temporary Food Facilities  
Hand washing is a critical part of food safety. Individuals serving food must have the ability to wash their hands frequently during food preparation and when switching roles between food preparation and money exchange. Follow the hand washing guidelines.  
Visit: [http://rmehs.fullerton.edu/\\_documents/graphics/handwashingfacilitysetup.pdf](http://rmehs.fullerton.edu/_documents/graphics/handwashingfacilitysetup.pdf)
- CSUF Food Handler Safety Training  
Visit: <http://rmehs.fullerton.edu/healthandsafety/environmentalhealth/FoodHandlerSafetyTraining.php>
- Temporary Campus Food Sales/Distribution  
Rules for Temporary Campus Food Sales will assist organizations when setting up food sale activities.  
Visit: [http://rmehs.fullerton.edu/\\_documents/policiesandguidelines/GuidelinesForTemporaryCampusFoodSales.pdf](http://rmehs.fullerton.edu/_documents/policiesandguidelines/GuidelinesForTemporaryCampusFoodSales.pdf)
- Vendor Guidelines for Temporary Food Events  
A printable copy of Vendor Guidelines for Temporary Food Facilities (TFF) is available at  
[http://rmehs.fullerton.edu/\\_documents/policiesandguidelines/GuidelinesForTemporaryCampusFoodSales.pdf](http://rmehs.fullerton.edu/_documents/policiesandguidelines/GuidelinesForTemporaryCampusFoodSales.pdf)
- Special Event Permit Application  
Instructions for Students and Off-Campus Food Vendors  
Visit: <http://rmehs.fullerton.edu/healthandsafety/environmentalhealth/SpecialEventPermitApplication.php>

# EVENT PLANNING

for Registered Student Organizations

## **Event Planning 101**

Reserving a venue for registered student organizations is as simple as 1-2-3!

1. Request to a venue space via TitanLink  
Visit: [Creating an Event in TitanLink](http://www.fullerton.edu/clubs/resources/pdfs/Creating%20Events%20Guide.pdf),  
<http://www.fullerton.edu/clubs/resources/pdfs/Creating%20Events%20Guide.pdf>
  - a) Visit your organization's TitanLink page
  - b) Click on the "create event" button within your organization's TitanLink page.  
Remember only presidents, treasurers, and event planners can create events in TitanLink. To make a member an event planner, please visit: [Adding a Member as a Event Planner](http://www.fullerton.edu/clubs/resources/pdfs/Adding%20Event%20Planners%20Guide.pdf) (see: <http://www.fullerton.edu/clubs/resources/pdfs/Adding%20Event%20Planners%20Guide.pdf>)
  - c) Submit your event information
  - d) Request(s) will be reviewed by Student Life & Leadership or the appropriate office and will be evaluated
  - e) Student Life & Leadership directly oversees the reservations for outdoors venues (e.g., TitanWalk, Tuffy Lawn) and we should respond within 3 days. Student Life & Leadership serves as a liaison for classrooms, athletic spaces, and KHS rooms.
  - f) A potential referral to the Campus Activities Committee\* may result for large-scale or special events
2. Receive Approval or Denial via TitanLink
3. Publicize Event - This is automatic within TitanLink when the event is approved.

### **ADDITIONAL TIPS:**

Consider the following when planning an event:

- Time of Day & Time of Year
- Budget/Funding
- Estimated Attendance (to consider appropriate spaces) and population(s)
- Indoor vs. Outdoor
- Equipment, Catering, Decorations
- Description & Purpose
- Types of Marketing
- Evaluation: How will you know if your program is good or bad? How will you measure success?

\* The Campus Activities Committee is an advisory committee comprised of multiple campus stakeholders to assist RSOs with the implementation of their events,

typically large-scale or special events. Stakeholders include: Athletics, Associated Students, Inc., Environmental Health & Safety, Events & Facilities Use Planning, Facilities Operations, Housing & Residence Life, and more.

## **CSUF Food Handler Safety Training**

*What is the CSUF food handler safety training?*

The CSUF Food Safety program focuses on the permitting and inspection of food facilities (e.g., campus restaurants and markets) and food/beverage service at temporary campus events. The training is designed to ensure the safe and sanitary preparation and service of foods, prevent food-borne illness, and protect consumers from adulterated food products on campus property.

*Do I have to take the CSUF food handler safety training?*

Any student organization or club, faculty and/or staff organizations that will be serving perishable foods such as sponsor barbecues must have persons that are trained in safe handling of food. The campus Registered Environmental Health Specialist (REHS) serves as the primary resource for the campus for current information on food safety and food-borne illness prevention.

CSUF provides this training online for your convenience. Those who successfully complete the training will receive a CSUF Food Handler Permit. The permit is valid for two years. CSUF Food Handlers must carry their Certificate of Course Completion during the food related event along with one form of identification.

If you have any questions regarding this program or training, please contact the EHS office by email at [safety@fullerton.edu](mailto:safety@fullerton.edu) or call 657-278-7233 (SAFE)

*How do I take the online CSUF food handler training if I'm a student?*

Students take the online training through the Titan Student Development Center. Use the instructions below to access the training. You must complete the course, including the final exam, to get credit.

1. Log into your CSUF portal located at [www.fullerton.edu](http://www.fullerton.edu)
2. Click on the Student Training tab (If you don't see the Student Training tab please see instructions below)
3. Click on the My Profile link
4. Click on the catalog link
5. Type the phrase 'food' in the search box and click Go Under the Action column

Please note:

- Make sure all 'pop-up' blockers are off?
- Preferred Internet Browsers are Safari and Internet Explorer?
- All online classes have a quiz, which you will need to pass to have the class update to complete.

After completing the course:

- Print out the Certificate of Course Completion.
- Do this from the Titan Student Development Center home page.
- Click on the Transcript link.
- Under the Certificate column, click Print for the appropriate class certificate.

The Certificate acts as your permit. You must have this permit, along with photo identification with you at your event

For questions or assistance with registration or training, please contact the Employee Training Center (ETC), [employeetrainingcenter@fullerton.edu](mailto:employeetrainingcenter@fullerton.edu), or call 657-278-2064.

**Funding:**

Funding for registered student organizations is provided by the Associated Students, Inc. (ASI), in accordance with the Integrated California State University Administrative Manual.

Student Organizations are eligible to go directly to the ASI to request funds, but are highly encouraged to find support through a council first. Policies for ASI Funding can be found via the [ASI Financial Handbook](#). Below are the two types of ASI councils.

<b>Funding Councils</b>	<b>Funded Councils</b>
Funding Councils receive allocation of ASI money to support student conference travel and other programs. RSOs must request to receive these funds from the council. Each council has a process for membership and requesting funds.	Funded Councils utilize funding from ASI to host open events that support the community. Individual RSOs are unable to receive money for support of programs.
<ul style="list-style-type: none"><li>• Association for Intercultural Awareness</li><li>• College-based Inter-Club Councils</li><li>• Sports Club Inter-Club Council</li><li>• Community Service Inter-Club Council</li></ul>	<ul style="list-style-type: none"><li>• Black Student Union</li><li>• Mesa Cooperativa</li><li>• Resident Student Association</li><li>• Interfraternity Council</li><li>• Multicultural Greek Council</li><li>• National Pan-Hellenic Council</li><li>• Panhellenic Council</li></ul>

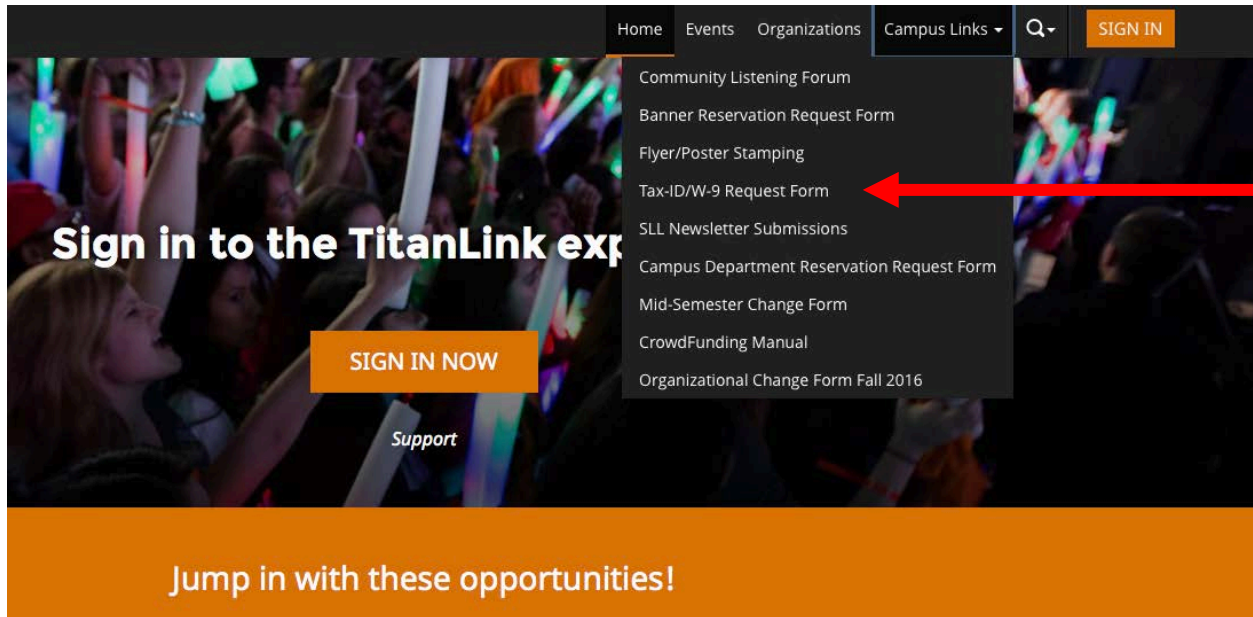


## Fundraising Policy

University Advancement encourages our students to fundraise in support of their student organizations.

All student fundraising efforts must be approved by University Advancement, in order to do so student organizations must submit their fundraisers for approval (visit: <https://fullerton.collegiatelink.net/>).

Once on this webpage, you must go to the “Tax ID/W-9 Request Form” (as seen below).



This form collects all the information that University Advancement needs in order to approve a fundraising effort. If there is a question or an issue with compliance, University Advancement will notify the student and will request more information.

Remember to submit all solicitation materials (forms, letters and web pages) along with the approval request.

In order to be compliant with all state and federal regulations the following activities are discouraged and therefore not approved:

- Any gambling activities (bingo, casino nights etc.)
- Silent auctions
- Raffles and opportunity drawings

## **Event Planning Helpful Links**

### *Event Planning:*

- How to Reserve Space/Create Events on TitanLink  
[http://www.fullerton.edu/clubs/\\_resources/pdfs/Creating%20Events%20Guide.pdf](http://www.fullerton.edu/clubs/_resources/pdfs/Creating%20Events%20Guide.pdf)
- Campus Activities Committee Outline  
<http://www.fullerton.edu/clubs/advisors/ECM%20Outline.pdf>

### *Risk Management:*

- University Release of Liability and Assumption of Risk Form  
<http://rmehs.fullerton.edu/documents/forms/release%20of%20liability%20writeable%202013.pdf>

### *Food:*

- Policy on Distribution of Food, Beverages, Merchandise, and Services  
<http://rmehs.fullerton.edu/documents/policiesandguidelines/food%20distribution%20policy.pdf>
- Hand Washing Guidelines  
<http://rmehs.fullerton.edu/documents/graphics/hand%20washing%20facility%20setup.pdf>
- Rules for Temporary Campus Food Sales/Giveaways  
<http://rmehs.fullerton.edu/documents/policiesandguidelines/GuidelinesForTemporaryCampusFoodSales.pdf>
- Vendor Guidelines for Temporary Food Facilities  
<http://rmehs.fullerton.edu/documents/policiesandguidelines/Vendor%20Guidelines%20for%20Temporary%20Food%20Facilities.pdf>
- Campus Catering Options  
<http://vpadmin.fullerton.edu/documents/auxiliaryservice/CampusCateringOptions.pdf>
- Pre-Approved Caterers List  
<http://vpadmin.fullerton.edu/documents/auxiliaryservice/PreApprovedCaterers.pdf>

### *Funding:*

- ASI Financial Handbook  
<http://www.asi.fullerton.edu/downloads/government/financialHandbook2015.pdf>

# REGISTRATION STEPS

for Registered Student Organizations

## Registration

Before you begin registration for your organization in TitanLink, please have the following requirements ready:

- Organization Description – You will be asked to provide a brief description summary that will display in the Organization List (250-character limit), AND a longer description that will display in your organization's profile. Both should attract students to participate in your organization.
- Organization Category – Review the organization categories and choose one that best fits your organization (see: <http://www.fullerton.edu/clubs/clubresources/categories.asp>)
- Organization Roster – Have the CSUF email addresses for the organization President, Treasurer, Faculty/Staff Advisor, and three members (Note: It is highly recommended to add all current members of your organization)
- Revised Constitution- **ALL CONSTITUTIONS MUST CONTAIN EVERYTHING IN BOLD FROM THE SAMPLE CONSTITUTION.** Failure to include all of the bolded language VERBATIM will result in a denial of your registration request (see: [http://www.fullerton.edu/clubs/FormatforDraftingConstitution\\_2016.pdf](http://www.fullerton.edu/clubs/FormatforDraftingConstitution_2016.pdf))
- Organization Profile Picture (Highly Recommended)
- Knowledge of your national affiliations (If applicable)
- Knowledge of off campus banking (If applicable)

### Steps for Registration

1. Sign in to TitanLink to register your organization.
2. Submit your application for registration approval.
3. Receive approval or denial via TitanLink.
4. If denied, edit your information and resubmit for approval.
5. Your organization is now registered.

Please note that documents in support of the above-mentioned activities must be conducted in accordance with Executive Order 1031, Systemwide Records/Information Retention and Disposition Schedules Implementation (see:

<http://www.calstate.edu/EO/EO-1031.html>).



SAMPLE  
CONSTITUTION CALIFORNIA  
STATE UNIVERSITY, FULLERTON

*Student organizations must deposit with Student Life & Leadership copies of all constitutions, charters, or other documents relating to its policies. All items in **BOLD** must be included in all student organization constitutions in order to be recognized as a registered student organization at California State University, Fullerton.*

**ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION**

**Section 1. The name of this organization shall be "The Sample Organization at California State University, Fullerton."**

**Section 2. The purpose of this organization** is to provide opportunities for association and interaction with the faculty and administration at CSU Fullerton.

**ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

**Section 1. Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.**

**Section 2. Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.**

**Alternate Section 2. (Only to be used by social fraternities or sororities or other university living groups, which may permit gender membership limitations)**

**Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation or disability.**

**Section 3. There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.**

**Section 3. There shall be three types of membership in the organization:** voting, associate and honorary.

**Section 4. Voting membership is limited to regularly enrolled (non-extended education) students** at California State University, Fullerton.

Section 5. Any eligible CSU Fullerton student who completes and signs a membership application shall be a voting member upon filing an application with the club secretary. Any eligible non- CSU Fullerton student who completes a membership form shall be an associate member upon submitting a membership form with the club secretary. Any person giving outstanding service to the organization may be voted in for honorary membership.

**Section 6. Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct that impairs the rights of the members to enjoy the benefits of the organization. The offense must be in writing and submitted by a club member. After the offense is**

**submitted to the organization, the offending member has the right to a 24 hour notice of a hearing before his/her peers** at a regular meeting and the offending member may be suspended or expelled by a 2/3 affirmative vote of the voting members present.

### **ARTICLE III. OFFICERS**

**Section 1. The elected officers of the organization shall be the President, Vice President, Treasurer, Secretary and other officers as necessary. The term of office will be one year beginning July 1st.**

**Section 2. Powers and Duties of Officers:**

**Clause 1. The President shall preside at all meetings of the organization. S/he shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. S/he has further powers and duties as prescribed by the organization.**

Clause 2. The Vice President presides at the organization meetings in the absence of the President. S/he performs all duties assigned by the Chair. S/he notifies all members of organization meetings.

**Clause 3. The Treasurer handles all financial affairs and budgeting of the organization. S/he maintains AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President and Advisor. All disbursements for more than \$50 require a majority vote approval of the organization.**

Clause 4. The Secretary takes minutes at all meetings of the organization, files minutes and

submits required copies to all organization members. He/She is responsible for all organization correspondence and keeps copies of all correspondence on file. He/She acts as historian and maintains all records of the organization.

**Section 3. Officer qualifications (President and Treasurer only):**

**Clause 1. The President and Treasurer of the student organization are required to meet the**

**minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office.**

**a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.**

**b. Officers must maintain a minimum cumulative 2.0 grade point**

**average each term. c. Officers must be in good standing and must not be on probation of any kind.**

**d. Undergraduates are required to earn six semester units per term while holding office.**

**Graduate and credential students must earn three semester units per term while holding office.**

**e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.**

**Section 4. Petition by 1/3 of the total number of members is cause for a recall election.** The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election". **Recall requires an affirmative vote of 2/3 of the total voting membership.**

**Section 5. In the event an elected officer is unable to fulfill his/her term of office, there will be a "Special Election."** Any eligible member, including those already holding office, can be nominated for a vacated officer position.

**ARTICLE IV. MEETINGS**

**Section 1. Regular meeting are scheduled at least bi-monthly during the academic year.**

**Section 2. Special meetings are called by any elected officer or by 5% of the voting members of the organization.** All members must be given a minimum of 48 hours (2 working days) prior to the Special Meeting time.

**Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership.**

## **ARTICLE V. ELECTIONS**

**Section 1. Officers are elected** once an academic year. **Elections are held** at the end of each academic year for the following year's term.

**Section 2. At least one week's notice will be provided for any meeting at which an election is held. Section 3. Votes will be cast** by secret ballot **and counted** by an unbiased committee.

**Section 4. A candidate must receive** at least 51% of the votes or if necessary runoff elections will be held.

## **ARTICLE VI. ADVISORS**

**Section 1. Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as advisor to this organization.**

Section 2. The advisor(s) will serve a term of one academic year and is selected at the same time as the officers of the organization.

Section 3. The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting.

**Section 4. A staff member from the Office of Student Life & Leadership or a School Based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and the organization.**

## **ARTICLE VII. DUES**

Section 1. This organization can assess membership fees. Assessments are determined each semester or each academic year by a quorum of the membership at its regularly scheduled organization meeting.



**Section 2. All money must be deposited into an Associated Students, Incorporated Accounting Office agency account. (The University does not recognize off-campus bank accounts for student organizations at CSU Fullerton.)**

## **ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION**

**Section 1. Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.**

Section 2. Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

**Section 3. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at CSU Fullerton every 2 years or within 90 days after any substantive change or amendment. .**

## **ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS**

**Section 1. In the event the "Sample Organization" should become defunct, all assets will be turned over to the**  
CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.

## **ARTICLE X. STATEMENT OF AFFILIATION (required if a chapter of a national/international group)**

**Section 1. This organization is affiliated with "Sample Organization International".**

**Section 2. A copy of any constitution/by-laws of "Sample Organization International" must be filed in the Office of Student Life & Leadership at CSU Fullerton.**

## **ARTICLE XI. RULES OF ORDER**

**Section 1. The "Sample Organization" accepts "Roberts Rules of Order" (newly revised) as its Rules of Order.**

**Section 2. Any issue not directly written in this document will be resolved by referring to the Rules of Order.**

*(Constitutions should not include dates or signature lines)*