



STUDENT INTEREST GROUP POLICY AND PROCEDURE MANUAL

2018-2019

Table of Contents

Student Interest Groups	1
Benefits for Student Interest Groups.....	1
Student Participation	1
Basic Criteria for all Student Interest Groups	1
Starting a Student Interest Group	2
Building a Mission Statement	2
Non-Discrimination Statement.....	2
The Application Process	3
Criteria for Approval.....	3
The Review Process.....	3
Recognition	3
Student Interest Group Responsibilities	4
Working With Your Advisor	4
Annual Renewal of a Student Interest Group	4
Suspension or Revocation of Recognition	4
Operational Policies and Procedures	5
Activity/Event Planning Approval Process	5
Event and Fundraising Form.....	5
Scheduling Meeting Rooms/Facilities.....	5
High Risk Events.....	5
Contracts.....	5
Partisan Political Activities	6
Alcohol and Other Substances.....	6
Hazing	6
Emergency Procedures.....	6
Co-Sponsoring Fundraisers or Events with the Office of Student Affairs	6
Money	6
Student Interest Group Financial Assistance.....	6
Bank Accounts	7
Cash Handling.....	7
Charging Admission	7
Fundraising.....	7
Student Travel	7
Falsification of Travel Documents or Receipts	8
Student Organization Elevation Regulations	8
Good Standing Requirement for Officers	8
Publicity	8
Use of College/University Name and Logos	8
Use of Banners, Posters, and Flyers	9
Student Interest Group Webpages	9
CNU Statement of Non-Discrimination	9

STUDENT INTEREST GROUPS

A goal of California Northstate University College of Medicine (CNUCOM) is to graduate competent physicians who will provide health care to a diverse population improving the health care of all through their expertise. This expertise can be bridged from the classroom to the outside world through Co-Curricular hands-on experience with student professional interest groups and campus clubs. These clubs range in interest from a health care focus such as the Clinical Care Club to diversity clubs such as: Diverse Women Professionals in Healthcare, the Multi-cultural Association of Health Profession Students (MAPS), and the CNU Student Cancer Awareness Club (CNUCARES). CNUCOM students have been actively engaged in the national organization of the American Medical Association. The College/University encourages the participation of all its students in these organizations and clubs through College funding opportunities and incentives. CNUCOM has a wide variety of student organizations to meet the needs of student interests. We have something for everyone!

Benefits for Student Interest Groups

- Funding for health fair supplies and travel to professional organization meetings
- Use of campus facilities for meetings, events, fundraising, etc.
- Publicity space within the college
- Inclusion in official College/University publications, email, and promotional materials
- Faculty or staff advisement
- Ability to sponsor student events on your own and in collaboration with the Office of Student Affairs
- Resources and support from the Office of Student Affairs
- Funding for activities, if applicable

Student Participation

Each student is required to join at least one (1) professional medical organization while enrolled as a full-time student. The College/University will automatically enroll all students as members of the CNUCOM student chapter of the American Medical Association (AMA) to allow provision of additional liability insurance. While membership in multiple organizations and in leadership positions is encouraged, students should not participate in student activities and organizations at the expense of their academic progression.

BASIC CRITERIA FOR ALL STUDENT INTEREST GROUPS

Groups must be founded on a democratic organizational structure. All professional organizations must have a faculty or

staff advisor.

The President of each student interest group shall designate a member of the organization's leadership to prepare and maintain a calendar of events, including national, state and local meetings, and monthly meeting dates.

Every student interest group must have at least one student leader representative participate in the monthly meeting of the Student Organization Leadership Council (SOLC).

Membership must meet the College's nondiscrimination policy and must be open to all CNUCOM students.

Every student interest group must state a mission and corresponding goals for its organization. The mission and goals must be student-centered and not contrary to the mission of the College.

New groups may not duplicate the mission, goals, activities or name of already existing student clubs or organizations. This does not preclude the establishment of different social/professional fraternities.

No student on academic probation, or otherwise not in good academic standing, may serve in a leadership position.

Each student interest group shall sponsor an annual event that benefits the college, university, or community, but fundraising may not be the primary focus of the student interest groups.

STARTING A STUDENT INTEREST GROUP

1. Research the organization and its purpose and meet with existing groups if possible to ensure that the proposed new student interest group is not duplicating a need that is already being met.
2. Create a name that clearly represents the function of the group and that will not be construed as a College department or program.
3. Find an advisor. Your advisor must be a faculty, community faculty/preceptor, or staff.
4. Recruit a minimum of ten (10) current student members who are willing to commit to ongoing activities of the organization and serve as its authorized representatives.
5. Have separate individuals hold the positions of president, secretary and treasurer.
6. Draft a mission statement and goals for your student interest group. A section on building a mission statement follows.

7. Prepare an initial budget for the start-up of the group and one for the first year of operation covering the activities the group would like to offer.

8. Be prepared to explain how your group fits into the College/University's mission statement.

9. Complete the "Registration Application for Student Interest Groups" with required submissions outlined in the application process below.

BUILDING A MISSION STATEMENT

What is a Mission Statement?

A Mission Statement is a written paragraph or list of bullet points or a combination of both, that illustrates the student interest group's goals and purpose. Most Mission Statements have one common function: to guide the group in making critical decisions that affect the direction of the group. When thinking about creating a Mission Statement for a student interest group, it will be necessary to review the Mission Statement of California Northstate University College of Medicine to ensure that the group's purpose and goals are aligned with those of the college. Our Mission Statement is:

"To Advance the Art and Science of Medicine through Education, Service, Scholarship, and Social Accountability"

Building a Mission Statement

The first sentence or bullet point of your Mission Statement should describe to others:

What the primary goal of the group is, and **How** the group plans to meet the goals using a supporting statement that describes these actions or plans.

To provide leadership opportunities? Opportunities to educate the community about ____? To enhance social interactions? To provide opportunities for students to gain more experience in medicine by ____.

How will the activities of this student interest group benefit the student experience at CNU? Will it enhance Social responsibility? Respect for difference? Promote enhanced knowledge of the profession? Provide professional networking opportunities?

Who is eligible to join the group? A target group can be identified but a statement of non-discrimination must be included in all Mission Statements of organizations at CNU.

Non-Discrimination Statement

* "Membership in the ____ (organization/club) shall not be discriminated against on the basis of age, sex, race, national

origin, religion, disability, or sexual preference or any other characteristic protected by state, local or federal law and is open to all CNU students in good standing with the college.” *

Review/Reflect

A Mission Statement is a document that should be viewed as the written collective conscience of an interest group. The overriding effect of the statement should be to have the interest group reflect on “Why are we doing this activity? Does it contribute to the goals of the group?” As an interest group grows through time, the Mission Statement should be periodically reviewed to ensure that the interest group is acting in accordance with the original purpose, or if needed, update the Mission Statement to reflect a new set of ideals.

THE APPLICATION PROCESS

To apply for official status as a recognized student interest group at CNUCOM, student petitioners are required to submit a completed application and documentation to the Office of Student Affairs. The application must include a Registration Application for Student Interest Groups and supporting documentation to include the following information:

- Name of the SIG
- Purpose of the SIG
- Amount of fees/dues
- Titles of Officers (President and Treasurer is mandatory)
- Faculty Advisor’s name and signature
- Mission Statement, Bylaws, or Constitution

Criteria for Approval

- The SIG’s mission compliments the college’s mission.
- The SIG must have a clear purpose.
- The SIG will help satisfy an unmet need.
- The SIG can demonstrate sustainability for at least two years.
- The SIG activities or existence will not create undue liability for the college.
- The SIG will have a separate individual to serve as president and financial officer.
- The name of the SIG must clearly represent the function of the organization.

The Review Process

1. Submit the Registration Application to the Office of Student Affairs at the end of each academic year. Existing student entities should submit the registration application with the names of new officers and note any advisor changes.

2. Submit a Student Interest Group Constitution and/or Bylaws within sixty (60) days of filing the original Application.

3. Submit a proposed budget at the beginning of each academic year outlining the organization’s needs and potential plans.

4. The Assistant Dean for Student Affairs will review the application and grant or deny the application and provide funding support. Funding allocations will vary from year to year and will be based on available funds, type of student interest groups, and membership. Funding will be dispersed after completion of President and Treasurer training, receipt of a list of members, and verification of approved CNU recognition of the student interest group.

5. Any decisions to deny the application may be appealed in writing to the Dean.

Recognition

The application will be reviewed by the Assistant Dean for Student Affairs and will be granted approval, rejected, or granted a pending status. The application will be rejected if there is any conflict with the educational process or orderly operation of the college, or conflict with laws or public policies of the state of California and/or the United States. If the organization is granted pending status, additional documentation and/or additional information may be required to be reconsidered for approval. Correspondence outlining the specifics will be sent to the person submitting the documents and the faculty advisor listed on the application.

If approval is not granted, the organization may appeal the decision in writing to the Dean. The appeal must contain copies of the application, mission statement, and meeting minutes. The Dean’s decision regarding the appeal is final. If Approval Status is granted, the organization must:

- Prepare and archive all meeting minutes in electronic or paper format.
- Elect Officers on a yearly basis.
- Submit a copy of officers to the Student Affairs Coordinator.
- Have at least one student leader attend the Student Interest Group Leadership meetings (held as needed).
- Participate in community service or volunteer opportunities.
- Provide an annual report of the group’s activities to the Student Affairs Coordinator at the end of each academic year.

The Assistant Dean for Student Affairs may not approve an officer and may have them removed from position if said officer does not possess good standing criteria listed in the student handbook.

All Student organizations in tentative or approved status must adhere to the guidelines as well as the policies set forth in the

Student Handbook as well as this manual.

STUDENT INTEREST GROUP RESPONSIBILITIES

Student Interest Groups are expected to work in collaboration with the Office of Student Affairs, their advisor, and/or other University officials to accomplish goals and maintain CNU recognition as a registered group. A student interest group that fails to comply with the policies set forth in the Student Handbook may be subject to loss of privileges and/or disciplinary action. Student interest groups are required to:

- Be represented by at least 10 full-time student members. These students and any others who may want to hold positions in the organization must be in good academic (P- Passing), financial, and disciplinary standing
- Have at least one faculty/staff advisor who will attend all meetings
- Hold a minimum of 2 meetings per semester
- Have at least one leader participate in the Student Interest Group Leadership meetings to review group progress, activities, status, etc. (held as needed)
- Update student interest group registration forms with the Office of Student Affairs at least once a year or more often if any changes in leadership or advisor occur
- Submit all required paperwork for starting and maintaining a recognized student interest group
- Submit all required paperwork for activities and events for the interest group in a timely manner

Working With Your Advisor

Every professional group must have a full-time faculty or staff advisor to become a recognized student interest group and to maintain registration status. The purpose of a student interest group is to provide a unified emphasis of the entity's main focus to its student members. The leadership and operation of the group must be led by the students. The primary function of the advisor is to serve as a resource person for the group leaders. Advisors will counsel and advise the groups and also provide continuity for an organization as they pass along valuable information regarding the history of the group and its past accomplishments. An active advisor can improve the effectiveness of a group while assisting in the positive development of the students. Advisors should make every attempt to attend all meetings and events.

It is important for group officers to maintain open communication with their Advisor and the Office of Student Affairs. They will provide you with valuable information

concerning College/University policies and procedures that may affect the operation of your student group.

ANNUAL RENEWAL OF A STUDENT INTEREST GROUP

The student interest group shall renew its charter each year by completing the Registration Application for Student Interest Groups. Each group must obtain required signatures and update any changes to the officers, mission statement, or advisor. The renewal request must include a summary of accomplishments and a list of the organization's goals for the next year.

SUSPENSION OR REVOCATION OF RECOGNITION

A student interest group may be investigated by the Office of Student Affairs if it is alleged that the group's officers or individual members have violated any of the aforementioned requirements or the policies, procedures and practices of the College. Pursuant to an investigation by the Office of Student Affairs, the group and its individuals may be subject to sanctions under the individual group's disciplinary procedures and/or the college's disciplinary procedure. Suspension or revocation of recognition as a registered student interest group will result in the following sanctions:

- Loss of registered student interest group status
- Loss of use of college facilities for any purpose
- Loss of any of the colleges services or benefits
- Loss of ability to hold events on or off campus
- Loss of representation from the Student Interest Group Leadership
- Loss of ability to promote itself on campus
- Loss of any available funding
- Other specific restrictions as deemed by the Assistant Dean for Student Affairs

If a student group fail to comply with city, state, or federal regulations or laws, the group may be subject to criminal and/or civil action, and the group and/or individual members may be subject to disciplinary action by the college. When an individual is acting as a representative of the organization, his or her actions reflect upon the reputation of the college. It follows that any act on-campus or off-campus that is considered to be inappropriate and/or any incident of misconduct that negatively affects the reputation of the college is absolutely prohibited and will be considered as grounds for disciplinary action.

An organization whose recognition has been suspended may apply to have its recognition reinstated if/when the sanctions

expire.

OPERATIONAL POLICIES AND PROCEDURES

Activity/Event Planning Approval Process

All events must be initiated and led by student groups and their leaders. Events may not be advertised or implemented without the approval from the Office of Student Affairs.

In order to obtain approval for any event the student group must submit the following information to their advisor initially (if applicable), then to the Office of Student Affairs:

Event and Fundraising Form

[Click here to download the Event and Fundraising Form.](#)

This form is required regardless of whether the event is for the group, the college, or the University and must be submitted fourteen days prior to the event.

Information that must be provided on the form includes:

- A proposal describing the nature of the activity or event and who will benefit from the event
- Proposed time and location of the event, including use of campus facilities
- Description and details, including goals of the event
- A listing of who is collaborating/sponsoring and/or participating in your event
- All other organizations/sponsors involved
- Names of all preceptors/participants
- Names of all students involved
- If the event is a fundraiser, please describe the amount of money you project to raising and how that money will be used to benefit your SIG, the College/University, a charity, or the community
- All proposed publicity in draft format (including advertisements, flyers, handouts, etc.)
- List all College/University organizations involved in the event

Each participating student must submit an approved Excused Absence Request Form if classes will be missed

All forms must be approved and signed by the SIG's advisor to be considered complete

Large events that require SIG collaboration must be presented at the Student Interest Group Leadership meetings. Additional funding may be available through the Office of Student Affairs for collaborative events. The Office of Student Affairs must approve the activity/event. If the proposal does not include all

the items listed above it will not be considered for approval. Office of Student Affairs will notify the SIGs of the approval or reason for denial for additional support/funding

Student Interest Groups will be assisted in the process of planning events and in coordinating the campus facilities by the staff in the Office of Student Affairs.

The Assistant Dean for Student Affairs in collaboration with the Dean may not approve an event or override a decision when it is considered inappropriate and is found not to be in the best interest of College/University. Holding an event without approval or after being denied is prohibited and may be grounds for disciplinary action.

All monies collected at an event must be deposited as soon as possible after the event to the SIG's bank account.

Scheduling Meeting Rooms/Facilities

Use of campus facilities must be scheduled with the front desk receptionist. Use of facilities should be described in the event planning submission required for event approval.

High Risk Events

For liability reasons, the College/University does not permit high risk activities, such as white water rafting, sky-diving, rock climbing or outdoor survival courses to be sponsored by the College/University, groups or organizations. Organizations must consult with the Office of Student Affairs when large, unusual or potentially risky events are planned. In organizing such events, the planner of the event may assume responsibility for the safety of participants and may be held personally liable in the case of accidents.

Contracts

Students are not permitted to sign contracts unless prior approval has been obtained from the Office of Student Affairs. If approval is obtained, only the highest ranking officer will be permitted to act on the student interest group's behalf. In most instances the Office of Student Affairs should be the responsible party and should sign the contract on behalf of the student interest group as the school's authorized agent. Before signing a contract, the President of the student interest group must be certain that the group has voted to authorize the contract to be signed and that there is complete understanding of the terms of the contract (the President must know and understand what he or she and the other party are agreeing to do). The President's signature on an agreement means that the President (person signing the contract) could be held personally liable for any legal or financial issues which may arise.

Before signing a facility contract, officers should make

certain that the reservation for the facility has been confirmed. Never commit yourself, the organization, or the College/University to a contract until it is in writing. Verbal contracts can be legally binding. Do not pay for services before they are received. Do not pay for services with cash, or a personal check, or personal credit card; request to be billed or request a check from the Assistant Dean of Student Affairs at least two weeks in advance. An individual or organization that enters into unauthorized contracts may be personally responsible legally or financially for the contracts or any damages that may arise.

Student groups must consult with their advisor and the Office of Student Affairs before engaging in any agreements or plans for sales, fundraisers or commercial/corporate sponsorships using the event planning procedure. The College/University resources support its mission and goals. The College's assets must be used for these purposes, and not for the personal gain of individuals' or outside parties' use that do not further the College/University objectives.

Partisan Political Activities

The College/University prohibits the use of its resources and facilities for support of partisan political activities, including but not limited to using a student groups to endorse a candidate, payment of fees to a candidate, on-campus soliciting of funds for a candidate or otherwise campaigning for a candidate. These limitations in no way inhibit the expression of personal political views by an individual in the College community. All CNUCOM students are approved to participate in legislature day in affiliation with AMA.

Alcohol and Other Substances

It is the policy of the College/University to provide a drug-free, healthful, safe, and secure work and educational environment. Employees and students are required and expected to report to their class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal, state or local regulations, policy, procedures, and rules, as well as legal statutes. Workplace means either on College premises, or while conducting College business away from College premises, including participating in medical practice experiences.

Hazing

Hazing is strictly prohibited by College/University. No individual, student organization, club, council or any other

College/University-affiliated group shall plan, engage in or condone hazing activities on or off campus property. Hazing, means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or other College/University affiliated group regardless of whether the student or students are endangered or injured participated voluntarily in the relevant activity.

Emergency Procedures

In the event of an emergency, please contact 9-1-1. You may reference the Student Handbook College safety manual for details regarding emergencies for more information.

CO-SPONSORING FUNDRAISERS OR EVENTS WITH THE OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs plans to coordinate several student life events throughout the year. Student Interest Groups can co-sponsor these events. Co-sponsoring allows the group to be part of the planning process and coordination of these events. Groups will be responsible for helping to promote the event and attending. The group's name will also be included in the promotional materials. Examples of these events include: The Annual Admissions Information Session (The University Open House), the Career and Residency Expo, New Student Orientation, the White Coat Ceremony, and Graduation. To co-sponsor an event please contact the Office of Student Affairs.

MONEY

Student Interest Group Financial Assistance

Student interest groups may be eligible to receive financial assistance (when available) if they meet the responsibilities set forth in this manual. Funding allocations will vary from year to year and will be based on available funds, type of student group, and membership. Funding will be dispersed after the mandatory completion of opening a bank account with the university's assigned bank, receipt of a list of members, and verification of approved CNU recognition of the interest group.

Funds will be distributed directly to the interest groups to allow the group's officers and faculty advisor to allocate health fair and event funding request for members in accordance with the interest group's mission, goals, and support of its members. No additional funding will be available through the Office of Student Affairs. Student interest groups may raise additional support

money through various fundraising events. Funding will vary from year to year based on availability of financial resources.

Reimbursement requests must be specified on the "Event and Fundraising Form" and must be approved prior to using the funds. Failure to request for pre-approval reimbursement may result in being denied reimbursement for the unapproved expenses. All original receipts for member and/or officer expenditures must be submitted to the Assistant Dean of Student Affairs for reimbursement.

In order for the student interest group to continue to receive annual funding on an annual basis, the President is responsible for insuring that the Treasurer submits a copy of all receipts with a copy of the group's expense or check ledger to the Assistant Dean of Student Affairs before finals week. This expense submission must be done at the end of each academic year.

Bank Accounts

Recognized student interest groups are able to open a bank account for the group under the CNU Student Organization Account. The group's Treasurer will have primary responsibility for the balance sheet, paying bills, collection of receipts, the expense journal, and reimbursement of expenses to members. The Treasurer must work with the president and Assistant Dean of Student Affairs to determine and approve expenses. The Assistant Dean of Student Affairs has bank account oversight for all the student interest groups affiliated with the CNU Student Organization Account. All student interest groups are viewed throughout the year to insure funding used in accordance with approved policy.

The College/University policy forbids College/University funded student groups to open or maintain a separate bank account of any type with College/University funds. The only exception to this policy is non-College/University funded fraternities. These fraternal organizations are required by the national organization to keep a separate bank account, use the parent organizations tax ID number, and file taxes with the national group. All other student interest group accounts must be a sub account through the existing non-profit Associated Students of California Northstate University bank account. The account will reside with the group and the school from year to year. Student interest group are forbidden to file for an Employer Identification Number (EIN) with the federal government as a separate organization.

Cash Handling

If a student interest group and its members handle cash money at an event, the group must use a cash box and have two individuals responsible for handling the cash. All money should be counted and deposited immediately after the event in the

group's bank account.

Charging Admission

If a student interest group is charging admission fees for the event, the fee must be established at the time approval is requested for the event.

Fundraising

Students and student groups are not permitted to solicit College/University preceptors, board members, pharmacy recruiters, or local businesses for money or in-kind contributions without express written approval from the group's advisor and the Office of Student Affairs. Students, student groups wishing to solicit College preceptors, board members, or local businesses must present a written proposal to the group's advisor for initial approval. Once approval is obtained from the advisor, the proposal must be submitted to the Office of Student Affairs for final approval. The proposal should include the following:

- The student or organization wishing to solicit contributions
- The purpose of the solicitation – how the contribution will be used
- The fundraising goal – how much money or what quantities of in-kind items are desired
- A proposed list of individuals, businesses, and preceptors the student organization intends to contact

Student groups may hold their own events or activities to raise money for their organization. However, such events or activities must be approved through the Office of Student Affairs. The Activity/Event Approval Process is outlined above.

STUDENT TRAVEL

Student representation at local, state, and national meetings, activities, and events is encouraged by the University and CNUCOM. Students must be financially responsible for part or all of the cost of travel and must be in academic good standing.

A limited amount of funding is available through the student interest group funds to help assist students who plan to represent their organization or club at approved meetings. Approved meetings are generally considered to be professional conferences. Other types of meetings, or travel request, must be approved by the student interest group's advisor or faculty mentor.

Student interest group officers and members participating in officer and/or leadership training or other activities at the organizations professional conference are eligible for travel

assistance to meetings or conferences through student interest group funding. The travel assistance provided will be determined by the group's advisor and President or equivalent. The group's Advisor, President, and Treasurer will typically budget the travel funding assistance by the number of members requesting funding, the type of activity the member is participating in for the group, and in relation to the amount of funding the group has available. In the past, several groups have provided lodging, carpools, or offered a set amount of funding to help pay for conference fees. Members should not book travel without pre-approval from the organization for the travel. Taking such action may result in being denied reimbursement for the unapproved expenses.

In order to be considered for travel assistance, members must submit the following to the group's Faculty Advisor and Assistant Dean of Student Affairs:

- An Excused Absence Request Form
- Supporting documentation providing information about the event.

The forms must be filled out completely and include all required signatures.

- Student members requesting travel funds from the organization must meet the following criteria:
- Be a full-time student in good academic standing
- Have prior approval from faculty to miss class(es), if applicable. See Excused Absence Policy
- Ability to attend all student functions at the conference/meeting or other assignments as specified by the organizations officers' and advisor

Any student traveling to off campus events, including student competitions, leadership training, and research presentations, must be financially responsible for some or all of the cost associated with the travel. This financial responsibility will vary depending on the funding availability of the student organization. Food costs and parking will not be reimbursed.

Falsification of Travel Documents or Receipts

Students who receive any travel funding from the school in advance and do not attend the meeting, for any reason, must notify their advisor or the Office of Student Affairs. Any funding received must be returned to the school immediately. Students who knowingly submit falsified documentation for receipts or request reimbursement for travel that has been reimbursed or provided for by the professional organization or the student organization will be in violation of the Honor Code and will be subject to disciplinary action.

STUDENT ORGANIZATION ELECTION REGULATIONS

The Student Interest Group Leadership is represented by the President from each of the CNU recognized student interest groups. Each group shall be subject to the following regulations:

- A student may serve as the President/Vice-President of either Student Government or of a SIG but may not hold any additional President/Vice-President positions in Student Government or additional SIGs.
- A student may hold additional university committee positions and additional SIG positions, such as but not limited to College Representative, Activities Coordinator, Secretary, Public Relations, and Treasurer.

There is no limit to the number of these types of positions that a student may hold.

Students interested in running for an elected officer position in any of the organizations shall qualify for consideration as a candidate in election, if and only if, the student has not already been elected for and accepted a position that will violate any of the regulations as outlined above.

Students interested in running for an elected officer position in any of the organizations that have *already* been elected for and accepted another position that will violate any of the regulations as outlined above, must irrevocably drop the position they have recently been elected to hold.

Good Standing Requirement for Officers

Any student acting as an officer in a student interest group must be in good academic, financial, and disciplinary standing. Officer positions include the president, vice president, secretary, treasurer, and any other office specifically created by the group. Any student who is specifically registered as a leader of the group on the Registration Form must be in good academic standing. Good academic standing is defined by:

- Maintaining a "P" for pass.
- Must be in good financial standing with the College/University
- Must not be on academic probation

PUBLICITY

Use of College/University Name and Logos

Use of the College/University name and Logos by recognized student groups is granted by permission from the Office of Student Affairs.

The College/University monitors and controls all uses of its name, nicknames, and logos, including the California Northstate University College of Medicine name and logo, which is owned by the University.

Groups may not use the College/University name or logos for commercial activities or to register as the name of a charitable tax-exempt organization.

All designs must be approved by the Office of Student Affairs prior to using the name or logos, including the California Northstate University College of Medicine name and logo or other trade or service marks on merchandise, including but not limited to shirts, bumper stickers, cups, etc.

Use of Banners, Posters, and Flyers

All proposed publicity materials for an event must be submitted for approval through the event planning process including all proposed flyers, newspaper advertisements, press releases, flyers, posters, and banners. Organizations must abide by the following policies:

- All promotional or publicity materials must clearly state the sponsoring student organization. Advertising for an event is prohibited prior to approval of the event
- Promotional materials may not promote alcohol as the focus of the event; such materials will not be approved
- Promotional materials may not be hung on building walls, doors, trees, trash cans or paved surfaces on campus
- Promotional materials may be hung on bulletin boards in the student lounge or designated classrooms, and the Electronic Bulletin Board in the lobby areas
- Materials posted in inappropriate places or materials left up after the event will be removed and the sponsoring student group may be subject to disciplinary action including being charged for the removal cost, if any

Student groups may request to have their event announced or covered after the fact in the College/University newsletter or the school's web site. Such requests must be made to the Office of Student Affairs in writing and contain the proposed material to be included and be made fourteen (14) days in advance

No outside vendors or agencies may post flyers or posters at College/University facilities unless they have scheduled the use of the facilities

STUDENT INTEREST GROUP WEBPAGES

One of the benefits available to recognized organizations is the

hosting of web pages for student interest groups through the College/University website. If a student group is interested in obtaining a website account through the College/University, the president of the organization should make a written request to the Office of Student Affairs. The group must comply with all policies regarding use of the College/Office of Student Affairs website resources. Failure to do so may result in disciplinary action up to and including loss of recognition or dismissal of individual students. Recognized student interest groups shall not have web pages independent of the web page or the national organization to which the organization is affiliated. The following is a list of information that should be included on each student interest group's website:

- The name of the College/University and the full name of the student interest group (acronyms may be identified)
- Description of the student interest group's mission
- List of the group's goals and what it hopes to accomplish
- List of officers and the group's faculty advisor
- Description of how a student may become a member of the group
- List of scheduled meetings to include dates, times, and locations
- List of scheduled and approved activities and events

CNU STATEMENT OF NON-DISCRIMINATION

All recognized student interest groups will abide by the College/University Non-Discrimination Policy, which states: The College/University does not discriminate on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, sexual orientation, or veteran's status. Failure to abide by this policy may result in disciplinary action, including but not limited to loss of College recognition or dismissal of students involved.

Some organizations (i.e. Fraternities) under Title IX and Title VII of the United States Code and section 501 of the Internal Revenue Code may be exempt from the mandates against gender discrimination and/or religious interpretation.