



# Student Organization Policy & Procedure Manual



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## CNU STUDENT ORGANIZATIONS – CLUB CHOICES FOR EVERYONE!

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 organizations and campus clubs. These clubs range in interest from a health care focus such as the Clinical Care Club to the diversity clubs such as Diverse Women Professionals in Healthcare, the Multi-cultural Association of Health Profession Students (MAPS), 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 interest. We have something for everyone!

### Benefits for Recognized Student Organizations

- ❖ 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 & Admissions (OSAA)
- ❖ Resources and support from the Office of Student Affairs & Admissions (OSAA)
- ❖ Funding for activities if applicable
- ❖ Shared Student Organization Office Space (if available)

### 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 ORGANIZATIONS

- ❖ Groups must be founded on a democratic organizational structure.
- ❖ All professional organizations must have a faculty or staff advisor.
- ❖ No student on academic probation, or otherwise not in good academic standing, may serve in a leadership position.
- ❖ Membership must meet the College's nondiscrimination policy.
- ❖ Organizations must be open to all CNUCOM students. Only objective membership criteria can be considered in determining membership and leadership.
- ❖ 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.

- ❖ Fundraising may not be the primary focus of the organization.
- ❖ Every organization must state a mission and corresponding goals for its organization.
- ❖ Every organization, club, or council, must have at least one student leader representative participate in the monthly meeting of the Student Organization Leadership Council (SOLC).
- ❖ The mission and goals must be student-centered and not contrary to the mission of the College.
- ❖ Each organization shall sponsor an annual event that benefits the college, university, or community.
- ❖ The President of each organization, club, or council 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.

## STARTING A STUDENT ORGANIZATION OR CLUB

1. Research the organization and its purpose and meet with existing groups if possible to ensure that the proposed new organization 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 or preceptor of the College. Some CNU special interest clubs may not require a faculty advisor.
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 and goals for your organization. A section on building a mission statement follows.
7. Prepare an initial budget for the start-up of the organization and one for the first year of operation covering the activities the organization would like to offer.
8. Be prepared to explain how your organization fits into the mission of the College/University.
9. Complete the Registration Application for Student Organizations 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 organization's goals and purpose. Most Mission Statements have one common function: to guide the organization in making critical decisions that affect the direction of the organization. When thinking about creating a Mission Statement for a Student Organization, it will be necessary to review the Mission Statement of California Northstate University College of Medicine to ensure that the organization's purpose and goals are aligned with those of the college. Our Mission Statement is:

***"To advance the science and art of healthcare"***

## 1. **Build your Mission Statement**

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

**What** the primary goal of the organization is, and

**How** the organization plans to meet the goals of the organization 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 \_\_\_\_.

2. **How** will the activities of this organization benefit the student experience at CNU? Will it enhance social responsibility? Respect for difference? Promote enhanced knowledge of the profession? Provide, professional networking opportunities?

3. **Who** is eligible to join the organization? A target group can be identified but a statement of non-Discrimination must be included in all Mission Statements of organizations at California Northstate.\*

\* "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.

## 4. **Review/Reflect**

A Mission Statement is a document that should be viewed as the written collective conscience of an organization. The overriding effect of the statement should be to have an organization reflect on "Why are we doing this activity? Does it contribute to the goals of the organization"? As an organization grows through time, the Mission Statement should be periodically reviewed to ensure that the organization 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 organization, club, or council of California Northstate University student petitioners are required to submit a completed application and documentation to the OSAA. The application must include a **Registration Application for Student Organizations** form and supporting documentation to include the following information.

- Name of the organization
- Purpose of the organization
- Amount of fees/dues
- Titles of Officers, if elected
- Faculty Advisor's name and signature (Advisor must be present at all meetings)
- Date, time and location of initial meeting
- Mission Statement, Bylaws, or Constitution

## ***Criteria for Approval***

- The organization's mission compliments the college's mission.
- The organization must have a clear purpose.
- The organization will help satisfy an unmet need.

- The organization can demonstrate sustainability for at least two years.
- The organization's activities or existence will not create undue liability for the college.
- The organization will have a separate individual to serve as president and financial officer.
- The name of the organization must clearly represent the function of the organization.

### ***The Review Process***

1. Submit the Registration Application to the OSAA 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 Organization 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 Associate Dean for Student Affairs and Admissions will review the application, constitution, bylaws and proposed budget 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 organization, 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 organization, club, or council.
5. Any decisions to deny the application may be appealed in writing to the Dean.

### ***Recognition***

The application will be reviewed by the OSAA and will be granted tentative 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, conflict with laws or public policies of the state of California and/or the United States; or conflicts with rules and regulations of the college. If the organization is granted pending status, additional documentation and/or additional information, may be required to be reconsidered for approval. A letter outlining the specifics will be sent to the person submitting the documents and the faculty advisor listed on the application. If the application is approved the organization will be granted tentative approval status for one (1) semester.

For final approval to be granted, the Associate Dean for Student Affairs and Admissions will review all materials, and render a decision in writing to the Faculty Advisor of the student organization. If final approval is not granted the organization may appeal the decision in writing within five days 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. A written process must be established and members of the organization

must be informed about the election process, when they will occur and who is eligible to vote. If the Organization foresees a delay before Officers are elected, interim officers must be identified and a date for elections should be provided to the Student Affairs Coordinator. A copy of the election process and a list of officers should also be submitted.

- Have at least one student leader attend the Student Organization Leadership Council (SOLC) meeting held twice a semester.
- Provide an annual report of the organization's activities to the Student Affairs Coordinator at the end of each academic year.

The Associate Dean for Student Affairs and Admissions may not approve an officer and may have them removed from position if said officer does not meet the officer 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.

## ANNUAL RENEWAL OF ORGANIZATION RECOGNITION

The organization shall renew its charter each year by completing the Registration Application for Student Organizations, obtaining required signatures, and any changes to the officers, mission statement, bylaws, constitution, 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

An organization, club, or council may be investigated by the OSAA if it is alleged that the organizations 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 OSAA, the organization and its individuals may be subject to sanctions under the individual organizations disciplinary procedures and/or the college's disciplinary procedure. Suspension or revocation of recognition as a registered organization will result in the following sanctions:

- Loss of registered student organization 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 in the Student Organization Leadership Council
- Loss of ability to promote itself on campus
- Loss of any available funding
- Other specific restrictions as deemed by the Associate Dean for Student Affairs and Admissions

If an organization, club, or council fails to comply with city, state, or federal regulations or laws, the organization may be subject to criminal and/or civil action, and the organization 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.

## STUDENT ORGANIZATION RESPONSIBILITIES

Student organizations, clubs, and councils are expected to work in collaboration with the OSAA, their advisor, and/or other University officials to accomplish goals and maintain CNU recognition as a registered organization. An organization that fails to comply with the policies set forth in the Student Handbook may be subject to loss of privileges and/or disciplinary action.

Organizations 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
- Professional organizations must 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 monthly Student Organization Leadership Council (SOLC) meeting to review group progress, activities, status, etc.
- Update organization registration forms with the OSAA 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 organization
- Submit all required paperwork for activities and events for the organization in a timely manner
- Ensure all members submit the required pre-event paperwork to participate in activities and events

## OPERATIONAL POLICIES & 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 OSAA approval.**

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 OSAA:

1. **Student Organization UniFORM** – Fourteen (14) Days Prior to the Event
  - a. This form is required regardless of whether the event is for the group, the college, or the University
  - b. Information that must be provided on the form includes:
    - i. A proposal describing the nature of the activity or event
    - ii. Who will benefit from the event? (The College/University, the organization, or the community)
    - iii. Proposed time and location of the event, including use of campus facilities
    - iv. Description and details, including goals of the event
    - v. A listing of who is collaborating/sponsoring and/or participating in your event

1. All other organizations/sponsors involved
2. Names of all preceptors/participants
3. Names of all students involved
4. The extent of the involvement of the public at large
- vi. If the event is a fundraiser, please describe the amount of money you project raising and how that money will be used to benefit your organization, the College/University, a charity or the community
- vii. All proposed publicity in draft format (including advertisements, flyers, handouts, etc.)
2. List all College/University organizations involved in the event
3. If applicable, each participating student must complete, sign, and submit the RELEASE, WAIVER AND PARTICIPATION AGREEMENT FORM with their advisor's signature. A form may be submitted once a semester for all planned events. The events must be listed on or attached to the form
4. Each participating student must submit an approved EXCUSED ABSENCE REQUEST FORM if classes will be missed
5. ALL FORMS must be approved and signed by the Organization's advisor to be considered complete
6. Large events that require student organization collaboration must be presented to the Student Leadership Council (SOLC) by the organization's president. Additional funding may be available through the OSAA for collaborative events. The OSAA must approve the activity/event. If the proposal does not include all the items listed above it will not be considered for approval. The OSAA will notify the organizations of the approval or reason for denial for additional support/funding

Organizations will be assisted in the process of planning events and in coordinating the campus facilities by the staff in the OSAA.

The Associate Dean for Student Affairs and Admissions 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 organization's bank account.

## CO-SPONSORING FUNDRAISERS/EVENTS WITH THE OSAA

The Office of Student Affairs plans to coordinate several student life events throughout the year. Student Organizations can co-sponsor these events. Co-sponsoring allows the organization 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 groups 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 OSAA.

## ALCOHOL

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.

## MONEY MATTERS

### **Student Organization Financial Assistance**

Student Organizations 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 organization, club, or council.

Funds will be distributed directly to the organizations to allow the group's officers and faculty advisor to allocate health fair and event funding request for members in accordance with the organizations mission, goals, and support of its members. No additional funding will be available through the OSAA. Organizations may raise additional support money through various fundraising events. Funding will vary from year to year based on availability of financial resources. All original receipts for member and/or officer expenditures must be submitted to the Treasurer of the student organization for reimbursement. Reimbursement is not provided to organizations by the Office of Student Affairs & Admissions (OSAA). **In order for the organization to continue to receive annual funding on an annual basis, the President is responsible for insuring the treasurer is submits a copy of all receipts with a copy of the organizations expense or check ledger to one of the Student Affairs Coordinators in the OSAA prior to finals week. This expense submission must be done at the end of each academic year.**

## STUDENT TRAVEL

Student representation at local/state/and national meetings, activities, and events is encouraged by the University/College. 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 school 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 organization's advisor, faculty mentor, or other administrative official.

### Student Organization Travel

Student organization 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 organization funding. The travel assistance provided will be determined by the organizations advisor and President or equivalent. The Organization Advisors, 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 organization, and in relation to the amount of funding the organization has available. In the past, several organizations 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 organization Faculty Advisor and or President:

- A Release, Waiver and Participation Agreement form (1 form filled out for EACH student attending).
- 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 in good academic standing. **Students on academic probation or otherwise not in good academic standing will not be approved to travel on behalf of the College** (See the section for good standing for all academic requirements)
- A full time student
- Prior approval from faculty to miss class(s), 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

## Competitor and Research Presenter Travel

Student competitors who have won a CNU competition to represent the college and the student organization will receive travel assistance from the Student Organization upon receipt of an approved Pre-Travel Authorization from the OSAA. Non-Compliance of this pre-travel authorization requirement may result in reimbursement for a lesser amount of paid travel expense reimbursement or denial of reimbursement.

### Pre-Travel Authorization Requirement

Prior to booking any travel, student competitors must complete and submit the following pre-travel documentation to the organization's Student Affairs Coordinator in the OSAA:

1. A Letter or announcement from the state or national organization, organization or research advisor to the Associate Dean for Student Affairs acknowledging the event representation;
2. A completed Student Pre- Travel Authorization form - Competitor or Research Presentation
3. Estimated lowest cost travel expense estimates from at least two hotels and airlines
4. A Release Waiver and Participation Agreement form

## Travel Reimbursement

Approved travel will be reimbursed to students whose pre-travel authorization has approved. Competitors must complete and submit a Student Travel Reimbursement form, attached payment receipts, and a copy of the Pre-

Travel approval form to the Student Organization Treasurer affiliated with the conference. The treasurer will typically reimburse the expenses within 7-14 days. Reservation documents are not eligible for reimbursement. Information regarding this process can be discussed with the student organization Treasurer or President, faculty advisor or the staff in the OSAA.

**Any student traveling to off campus events - including student competitions, leadership training, and research presentations - must be financially responsible for some 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.**

## **Student Travel Forms**

Student travel forms and can be obtained on the CNUCOM web site

## **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 OSAA. 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 a review of the circumstances by the Professional and Academic Standards Committee (PASC).

## **Bank Accounts**

Recognized organizations have the ability to open a bank account for the group under the Associated Students of California Northstate University account. The organization Treasurer will have primary responsibility for the organization's balance sheet, paying bills, collection of receipts, the expense journal, and reimbursement of expenses to members. The treasurer must work with the faculty advisor and president of the organization to determine and approve expenses. The Associate Dean for Student Affairs and Admissions has bank account oversight for all the organizations affiliated with the Associated Students of California Northstate University Association. Bank accounts for the organizations 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 organization accounts must be a sub account through the existing non-profit Associated Students of California Northstate University bank account. This allows the organization to obtain checks with the College/University title as well as the organization's title. The account will reside with the group and the school from year to year. Student organizations are forbidden to file for an Employer Identification Number (EIN) with the federal government as a separate organization.

## Cash Handling

If a student 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 organization's bank account

## Charging Admission

If an organization is charging admission fees for the event, the fee must be established at the time approval is requested for the event.

## Contracts

Students are not permitted to sign contracts unless prior approval has been obtained from the OSAA. If approval is obtained only the highest ranking officer will be permitted to act on the organizations behalf. In most instances the OSAA should be the responsible party and should sign the contract on behalf of the organization as the schools authorized agent. Before signing a contract, the president of the organization must be certain that the organization 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 treasurer of the organization, or school, 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 OSAA 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.

## 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.

## 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 organization's advisor and the OSAA. 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 OSAA for final approval. The proposal should include the following:

1. The student or organization wishing to solicit contributions
2. The purpose of the solicitation – how the contribution will be used
3. The fundraising goal – how much money or what quantities of in-kind items are desired
4. 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 OSAA. The Activity/Event Approval Process is outlined above.

## GOOD STANDING REQUIREMENT FOR OFFICERS

Any student acting as an officer in a student organization 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 organization. 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

## STUDENT ORGANIZATION ELECTION REGULATIONS

The Student Organization Leadership Council (SOLC) is represented by the president from each of the CNU recognized student organization groups. The following elected officer positions for any of the organizations listed above shall be subject to the following regulations:

- 1) Organization President or Vice President [or equivalent] shall hold no *additional* elected officer position in any organization while in office
- 2) Organization Officers, Non-President/Vice President [excluding liaisons] shall not hold more than one additional officer position in any organization while in office
- 3) Organization Treasurer [subject to #2 above] shall hold no additional treasurer position in any other organization while in office

Students interested in running for an elected officer position in any of the organizations listed above 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.

*Examples:*

- 1) *A student that has already been elected for and accepted an officer position in an organization shall not be eligible for candidacy as President or Vice President of any organization.*
- 2) *A student that has already been elected for and accepted one (1) officer position in an organization shall only be eligible for candidacy as one (1) additional officer in an organization (excluding President or Vice President). A student elected for and accepted for two (2) officer positions in any organizations shall not be eligible for candidacy of any additional officer in an organization.*
- 3) *A student that has already been elected for and accepted the Treasurer position in an organization shall only be eligible for candidacy as one (1) additional officer in an organization (excluding Treasurer, President or Vice President).*

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.

## HAZING POLICY

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.

Please refer to the Student Handbook for additional information regarding this policy and consequences for violation of the policy.

## 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 OSAA 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.

## 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 organization 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.

## PUBLICITY

### **Use of College/University Name and Logos**

Use of the College/University name and Logos by recognized student groups is granted by permission of OSAA.

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. In order to protect the use of the names and logos, student organizations must follow the guidelines below:

- 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 OSAA 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. A written request with sample must be submitted for approval with a UniFORM.

### **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 organization may be subject to disciplinary action including being charged for the removal cost, if any
- Student organizations 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 OSAA 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

## **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.

## **STATEMENT OF NON-DISCRIMINATION**

All recognized student organizations 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.

## **STUDENT ORGANIZATION WEB PAGES**

One of the benefits available to recognized organizations is the hosting of web pages for student organizations through the College/University web site. If a student organization is interested in obtaining a web site account

through the College/University, the president of the organization should make a written request to the OSAA. The organizations must comply with all policies regarding use of the College/OSAA 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 organizations 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 organization web site:

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

## WORKING WITH YOUR ADVISOR AND THE OSAA

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

It is important for organization officers to maintain open communication with their Advisor and the OSAA. They will provide you with valuable information concerning College/University policies and procedures that may affect the operation of your organization.