

STUDENT LIFE AND LEADERSHIP PROGRAMS

**California State University, East Bay
Student Services Hub, Room 1351
(510) 885-3657**

**<http://wwwsa.csueastbay.edu/slif>
Email – studentlife@csueastbay.edu**

STARTING A STUDENT ORGANIZATION

Starting a student organization at CSUEB is not complicated. This packet contains all the information you will need to apply for recognition as a student organization. University recognition will enable your organization to:

- use University facilities (e.g., University Union rooms, classrooms) and equipment for meetings, fundraisers and other programs;
- apply to Associated Students, Inc. for funding;
- use the services of the Associated Students Business Office for banking;
- be included in Student Organization Directories published by the University;
- have an on-campus mailbox.

The Student Life and Leadership Programs staff is available to assist you with the recognition process. We look forward to working with you!

STEPS TO RECOGNITION

Step 1: Intent to Organize

Complete the **Intent to Organize** form and submit it to Student Life and Leadership Programs. An approved **Intent to Organize** provides you with organizational privileges (e.g., the ability to schedule organizational meetings on campus) for 30 days.

Step 2: Complete and Submit Recognition Materials

◆ **Recognition Request/Officer Form**

Complete the entire form. As part of this process, you must secure the names and Net ID numbers of 12 currently registered students who support and are potential members of the proposed organization. In addition, please make sure each officer has read and agreed to the conditions of recognition listed. Student organization officers must be matriculated, currently registered students at CSUEB. The officers are the only individuals who will be authorized to reserve University facilities for the organization. All organizations must have an advisor; he/she must also sign this form.

◆ **Horizon email account request**

All student organizations must have an email account through Horizon. Once your organization is recognized, this email address will be established. Please remember that any email address chosen will last for the life of your organization.

◆ **Constitution**

Each recognized student organization must have a constitution, which defines the organization's structure and operating procedures. The constitution must be submitted as part of the recognition process.

A sample constitution is provided in this packet to assist you in drafting a constitution. The sample illustrates the items normally contained in a student organization constitution as well as items that must be included to comply with CSU/CSUEB policy. This sample is provided only as a guide; it is the responsibility of the organization members to determine how the organization is to be structured and operated. Please let us know if you have any questions or need assistance in developing a constitution.

◆ **On-Campus banking card**

All student organizations must maintain an on-campus bank account through Associated Students, Inc. Once your organization is recognized, this card, on file in the Associated Students Business Office, will establish your account. Please note that you must have at least three signatories in this card who are matriculated, currently registered CSUEB students.

Step 3: Meet with a Member of the Student Life and Leadership Programs Staff

During this meeting we will review your constitution and Request for Recognition and discuss the policies and procedures and services available to assist the organization.

Intent to Organize

California State University, East Bay

I hereby petition the Student Life and Leadership Programs Office at California State University, East Bay for permission to start the following organization:
(Proposed name of Organization) _____

Purpose and Objectives of Proposed Organization:

PRIVILEGES AND RESPONSIBILITIES

An approved Intent to Organize petition gives the organization the following **privileges**:

- a. May schedule on-campus facilities for organizational meetings for 30 days;
- b. May recruit members on campus;
- c. May indicate affiliation with CSUEB (e.g. by using the University's name) for organizational purposes;

Note: A new organization may not solicit funds until the recognition process has been completed.

An approved Intent to Organize petition entails the following **responsibilities**:

- a. Organizational meetings must be scheduled and held in accordance with applicable regulations;
- b. The requirements for full recognition must be completed within 30 days;
- c. Membership must be open to all CSUEB students, faculty and staff;
- d. There must be no discrimination based upon race, religion, national origin, sex (except as permitted by law), age, physical disability or sexual orientation;
- e. No member in this organization should engage in any form of hazing defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.

I request approval to initiate and organize the above named student organization and will ensure the organization complies with the requirements above.

Signature: _____ Telephone: _____

Name (printed): _____ Net ID: _____

Address: _____ Date: _____

City/Zip: _____

Email: _____

APPROVAL (for office use only)

Director, Student Life and Leadership Programs: _____ Date: _____

Petition valid through: _____

Distribution: 1) Student Organization 2) Associated Students, Inc. 3) University Union 4) Student Life and Leadership Programs

**California State University, East Bay – Student Life and Leadership Programs
Request for Recognition 2006/2007**

As currently registered CSUEB students, we support the formation of the organization listed on the reverse:

01. Name: _____	Net ID #: _____
02. Name: _____	Net ID #: _____
03. Name: _____	Net ID #: _____
04. Name: _____	Net ID #: _____
05. Name: _____	Net ID #: _____
06. Name: _____	Net ID #: _____
07. Name: _____	Net ID #: _____
08. Name: _____	Net ID #: _____
09. Name: _____	Net ID #: _____
10. Name: _____	Net ID #: _____
11. Name: _____	Net ID #: _____
12. Name: _____	Net ID #: _____

PLEASE READ THE INFORMATION BELOW COMPLETELY BEFORE SIGNING THE REVERSE

The organization listed on the reverse requests recognition as a student organization at California Sate University, East Bay for the 2006/2007 academic year. When approved, recognition is granted from Fall Quarter 2006 through the third week of the Fall Quarter 2007. As officers of the organization, we agree individually and collectively to the following:

1. The right to vote and hold office are restricted to matriculated, currently registered students of the University.
2. Membership in the organization will not be denied on the basis of race, religion, sex (except as permitted by law), age, physical disability or sexual orientation.
3. No member of the organization shall engage in any form of hazing defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.
4. The stated purposes of the organization are consistent with the educational mission of the University and the organization is non-profit.
5. The organization will comply with all applicable federal and State laws and policies of the California State University and CSUEB.
6. The individuals on the attached banking card have been authorized by the organization to have access to the organization's on-campus bank account.
7. The officers have been elected/appointed as outlined in the organization's constitution.
8. All amendments to the constitution will be submitted to Student Life and Leadership Programs within 10 working days of the change.
9. All new Officer Registration Packets will be submitted to Student Life and Leadership Programs within 10 working days of all elections and/or changes.
10. If the organization is affiliated with a national, state or regional organization, the current campus officers affirm compliance with the constitutions and by-laws of the parent organization.
11. All activities will be carried out in accordance with the organization's constitution, which is on file with Student Life and Leadership Programs.

OFFICER FORM

California State University, East Bay
Student Life and Leadership Programs
www.sa.csueastbay.edu/slif
(510) 885-3657; studentlife@csueastbay.edu

Organization (please print the complete name): _____

Type of Organization (check only one): Academic Cultural Greek Honor Society Recreational Religious Special Interest

Purpose of Organization: _____

Affiliations: This organization (is / is not) affiliated with a national, state or local organization.

Name of affiliate organization: _____ Phone: _____

If affiliated, a copy of the parent organization's constitution and bylaws must be on file with Student Life and Leadership Programs.

Number of active members: _____ Additional qualifications for membership, if any (e.g., G.P.A.) are: _____

Organization's Horizon Email Address: _____

The term of office for the persons listed below is valid through _____ unless Student Life and Leadership Programs is informed in writing of any changes/elections. **Signatures indicate assumption of responsibilities for compliance with statements above and the conditions listed on the reverse. All officers who have signed below have read and understand those statements, including full liability for all actions of the organization. The persons listed below are empowered by the members of the organizations to reserve facilities and initiate program requests on behalf of the organization and to commit the organization and the organization's resources through the period of time indicated by the term of office above. The primary contact authorizes Student Life Programs to disclose the contact information listed below.**

Primary Contact:

Name (print): _____ Office: _____ Signature: _____

Net ID#: _____ Address: _____ City: _____ Zip: _____

Note: ID number will not be released

Phone (day) _____ (eve) _____ Email Address: _____

Prefer to be contacted by email: Yes No

Other officers: (in addition to the primary contact – no need to list primary contact a second time). Please indicate in the space below whether Student Life and Leadership Programs can release your contact information. **Student Identification numbers will not be released.**

Office: _____ Name (print): _____ Signature: _____

Net ID: _____ Phone (day) _____ (eve) _____ Email: _____

Can contact info be released? Yes No

Office: _____ Name (print): _____ Signature: _____

Net ID: _____ Phone (day) _____ (eve) _____ Email: _____

Can contact info be released? Yes No

Office: _____ Name (print): _____ Signature: _____

Net ID: _____ Phone (day) _____ (eve) _____ Email: _____

Can contact info be released? Yes No

Office: _____ Name (print): _____ Signature: _____

Net ID: _____ Phone (day) _____ (eve) _____ Email: _____

Can contact info be released? Yes No

Agreement to serve as Advisor (All organizations are required to have a campus advisor; a co-advisor from off-campus is optional.)

I hereby agree to serve as an advisor to the above named organization during the term indicated. I realize the responsibility of my role as advisor and will work with the organization officers in maintaining University policies and procedures.

Campus Advisor: _____ Signature: _____

Dept. _____ Phone: _____ Email: _____

Co-Advisor: _____ Signature: _____

Address: _____ Phone: _____ Email: _____

Approved by: _____ Date logged: _____ Bank Card to ASI _____

STUDENT ORGANIZATION EMAIL ACCOUNT REQUEST

Student Communication and Internet Access, Horizon

Recognized student organizations must originate and receive email through Horizon accounts upon approval by Student Life and Leadership Programs and Computing Services. Organizations must request that an alias be created which directs mail for the organization to an email account of the designated officer.

- The organization may designate one officer listed on the Officers List on file at Student Life and Leadership Programs to have his/her account linked to the organization via an alias. The name of the designated officer must be updated when a "Change of Officers Form" is filed with Student Life and Leadership Programs and/or during the annual Recognition period.
- Club aliases may "point to" multiple email accounts of the officer named below.
- All Horizon accounts, including those designated for student organization business, must be used in accordance with the guidelines for use established by Computing Services.
- Aliases will be created and maintained by Computing Services. The alias should reflect the organization's official name.

Organization: _____

Does this organization currently have an alias on Horizon?

_____ **Yes** If yes, what is the alias? _____

_____ **No** If no, an alias will be created for the organization by Computing Services.
Suggested alias: 1. _____ 2. _____

Please note that Computing Services will determine and assign an alias. The above are suggestions only.

We request that the above named organization's alias be linked to the email account(s) of the following officer:

Name: _____ Position: _____ Net ID: _____

Address: _____ City/State/Zip: _____

Phone: (day) _____ (eve) _____ Email address(s): _____

I hereby request an alias on CSU East Bay's Student Communications and Internet Access computer, Horizon. The alias is to be used during my term as an officer of the above named organization for communications and Internet access only. I understand that use of this and all computing and information related technologies are governed by appropriate Federal and State laws and the rules and policies of California State University, East Bay and the California State University system. The alias and account is revocable at any time by the University.

I have read the above and shall assume responsibility for the use of the alias as described above.

Signed: _____ Date: _____

For Office Use Only

Enrollment/Officer Verification: _____ Approval: Director, Student Life and Leadership Programs: _____

Request sent to CS: _____ Approval: Computing Services: _____ Alias: _____

Student Organization - Campus Banking Card
California State University, East Bay
2006 – 2007

California State University, East Bay
Student Life and Leadership Programs
wwwsa.csueastbay.edu/slif
(510) 885-3657
studentlife@csueastbay.edu

Name of Organization: _____

Effective Date: _____ Associated Students Trust Account No.: _____

Authorized Signatures (minimum of five are required per account)

SIGNATURE	NAME (PRINTED)	POSITION	TELEPHONE	Email
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

No individual may sign a requisition for a check to be issued to himself/herself. Organizations will receive receipts for all deposits and requisition copies for all withdrawals. As a recognized CSUEB student organization, in compliance with regulations of the CSU system, this organization affirms that its funds will be banked with the Associated Students, Inc. and will be available for audit upon request.

Student Life and Leadership Programs Approval: _____ Date: _____

CALIFORNIA STATE UNIVERSITY, EAST BAY
Constitution of

Article I – Name

The name of this organization is _____.

Article II – Purpose

The purpose of this organization is _____
_____.

Article III – Membership

- Section 1. Membership is open to all currently registered students faculty and staff of CSUEB.
Section 2. Only student members may vote or hold office.
Section 3. There will be no discrimination based upon race, religion, creed, national origin, sex (except as permitted by law), age, disability or sexual orientation.
Section 4. There will be no hazing.

Article IV – Officers/Elections

- Section 1. The elected officers will be _____.
Section 2. The officers will be elected by a majority of votes cast at a regular or special meeting called for purpose.
Section 3. Elections will be held during _____.
Section 4. Term of office will be _____.
Section 5. Vacancies will be filled by _____.
Section 6. The duties of the officers are outlined in the Bylaws.

Article V – Meetings

- Section 1. Regular meetings will be held _____.
Section 2. Special meetings will be called by _____.
Section 3. Quorums for a regular or special meeting will be _____.

Article VI – Banking

All funds of this organization will be banked with the Associated Students, Inc.

Article VII – Parliamentary Authority

Robert's Rules of Order, Latest Revised Edition will be used for all points not covered in this constitution.

Article VIII – Constitutional Amendments

This constitution may be amended by _____ and University approval.

Article IX – Ratification

This constitution may be ratified when approved by _____ and University approval.

Article X – Advisor

An advisor will be selected by _____.

Article XI – Bylaw Amendments

The Bylaws may be amended by _____.

Bylaws

Article I – Officer Duties

Section 1. Officer: _____.

Duties: _____.

Section 2. Officer: _____.

Duties: _____.

Section 3. Officer: _____.

Duties: _____.

Section 4. Officer: _____.

Duties: _____.

Section 5. Officer: _____.

Duties: _____.

Article II – Dues (Optional)

Dues may be assessed by _____.

Date of Constitution: _____.