

# STUDENT ORGANIZATION OFFICER INFORMATION FORM



CALIFORNIA STATE UNIVERSITY, LOS ANGELES • **ACADEMIC YEAR 2017-2018**

This form must be completed as a part of the University recognition process for student organizations. A minimum of five individuals must be listed below. All individuals listed on this form will be authorized to make campus reservations and apply for Associated Students, Inc. (ASI) funding. All of these privileges will be on behalf of the student organization.

**Signatures must be completed in blue or black ink.**

**NAME OF ORGANIZATION:**

**NUMBER OF ACTIVE MEMBERS:**

**ORGANIZATION CLASSIFICATION (SELECT ONE)**

ACADEMIC

FRATERNITY

PROFESSIONAL

SERVICE

SPECIAL INTEREST

CULTURALLY-FOCUSED

SORORITY

NATIONAL HONOR SOCIETY/UNIVERSITY SPONSORED ORGANIZATION

RELIGIOUS/SPIRITUAL

**IS YOUR ORGANIZATION NATIONALLY AFFILIATED?**

NO

YES

**IF YES, PLEASE PROVIDE NATIONAL AFFILIATION WEB ADDRESS**

**PRESIDENT'S NAME:**

**CIN:**

**STREET ADDRESS:**

**PHONE:**

**CITY:**

**STATE:**

**ZIP CODE:**

**EMAIL:**

**SIGNATURE:** .....

**VICE PRESIDENT'S NAME:**

**CIN:**

**EMAIL:**

**PHONE:**

**SIGNATURE:** .....

**TREASURER'S NAME:**

**CIN:**

**EMAIL:**

**PHONE:**

**SIGNATURE:** .....

**ADDITIONAL OFFICER NAME:**

**CIN:**

**EMAIL:**

**PHONE:**

**TITLE:**

**SIGNATURE:** .....

**ADDITIONAL OFFICER NAME:**

**CIN:**

**EMAIL:**

**PHONE:**

**TITLE:**

**SIGNATURE:** .....

The officers and the student organization listed above agree to indemnify, defend and hold harmless California State University, Los Angeles, the University-Student Union, its officers, agents, employees and volunteers from any and all liability and expense, including reasonable attorneys' fees, and from claims for injury or death, damage or destruction arising from event, programs and/or services associated with the organization.

Consent to Disclose Student Academic Records: Under provisions of the Family Educational Rights and Privacy Act of 1974, and the Statement of Student Rights and Responsibilities of California State University, Los Angeles, my signature gives permission to the Registrar's Office at California State University, Los Angeles to release academic information to the Director, Center for Student Involvement regarding my G.P.A. and status as a currently enrolled or continuing student at Cal State LA All academic information gathered on behalf of the Center for Student Involvement will be used for enrollment and G.P.A. purposes only as per the Student Organization Officer Eligibility Requirements listed in the Student Organization Handbook, and be kept in strict confidence.

FACULTY/STAFF ADVISOR'S NAME:

CAMPUS PHONE:

DEPARTMENT:

EMAIL:

ON-CAMPUS MAILING ADDRESS:

SIGNATURE: .....

**OPTIONAL: ADDITIONAL ADVISOR**

FACULTY/STAFF ADVISOR'S NAME:

CAMPUS PHONE:

DEPARTMENT:

EMAIL:

ON-CAMPUS MAILING ADDRESS:

SIGNATURE: .....

**GENERAL ORGANIZATION CONTACT INFORMATION:**

This information will be given to individuals who come to the Center for Student Involvement, and want to learn more about your student organization.

ORGANIZATION WEB PAGE:

ORG EMAIL:

My organization would like to be listed in the Student Organization Directory available at CSI so that students who wish to contact us can do so by phone.

**YES** If yes, please include the phone number of the following organization officer

**NO** TITLE: PHONE:

LOCATION OF REGULAR MEETINGS:

DATE:

TIME:

Would your organization like to reserve a mailbox in the Club and Organization office space, U-SU 201?

**YES** There are a limited number of mailboxes available. Mailboxes must be emptied weekly so only reserve one if your organization will check it regularly.

**NO**

Does your organization operate or control an off-campus building or residence?

**YES**

**NO**

If yes, please provide the address:

STREET ADDRESS:

CITY:

STATE:

ZIP CODE:

**ORGANIZATION HANDBOOK ACKNOWLEDGEMENT**

The Student Organization Handbook is an annual publication found online at [www.calstatela.edu/studentservices/student-organization-handbook](http://www.calstatela.edu/studentservices/student-organization-handbook).

Student organization officers acknowledge they have been directed to the electronic format of the handbook online and it is the responsibility of its officers and group members to read, understand, and comply with the policies and procedures and any revisions made.

In signing this form each student organization officer confirms agreement to abide by University policies (including but not limited to CSU EO 1068, ICSUAM Policy 3141.01, Cal State LA Student Organization Funds Administration Policy, AP 019, AP 802 and the California Code of Regulations/ Standards for Student Conduct) and follow procedures as stated in the handbook and subsequent revisions.

Officers acknowledge the information, policies, and benefits described herein are necessarily subject to change and revisions to this handbook may occur. All such changes will be communicated through official notice, and organization officers understand revised information supersedes, modifies, or eliminates existing policies.

**STANDARDS FOR STUDENT CONDUCT: HAZING AND NON DISCRIMINATION**

As president of this student organization, I affirm that:

1. There are no rules, policies or practices enacted by this or any affiliated organization that would cause this organization to restrict membership and discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identification, ancestry, marital status, citizenship, political affiliation, sexual orientation, physical or mental disability, medical condition, pregnancy, genetic information, covered veteran status, or any other classification that precludes a person from consideration as an individual. (Social fraternities and sororities are exempt from Title IX requirements as they relate to membership practices based on gender.)
2. My organization does not engage in any method of initiation, past time or amusement that causes, or is likely to cause bodily danger, or physical or emotional harm to any member of the campus community (i.e. "hazing").

Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school-sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section. [California Code of Regulations, Title 5. Education, 41301. Standards for Student Conduct Section B-8]

3. The members of this organization hereby agree to abide by all applicable policies and procedures of the University, as well as all applicable local, state and Federal laws.

**PRESIDENT'S SIGNATURE:**

DATE:

BLUE OR BLACK INK ONLY

Please submit this completed form to the Center for Student Involvement, U-SU 204. If you have any questions regarding this form, please feel free to stop by the office, or call us at (323) 343-5110. This Student Organization Officer Information Form must be completed once an academic year and any time there is a change in student organization officers. Please remember to obtain all necessary signatures, and to fill out the form completely. Incomplete forms will not be accepted.

Center for Student Involvement, California State University, Los Angeles  
5154 State University Drive, U-SU 204, Los Angeles, CA 90032  
[www.calstatela.edu/usu/csi](http://www.calstatela.edu/usu/csi)

# CAL STATE LA ALCOHOL PROCEDURES & PREVENTION RESOURCES



CALIFORNIA STATE UNIVERSITY, LOS ANGELES • ACADEMIC YEAR 2017-2018

The Center for Student Involvement (CSI) seeks to provide student organization leaders with information on campus policies with regard to alcohol use and abuse prevention. This sheet summarizes relevant policies for student organization events and outlines on-campus resources available. For more information visit the Center for Student Involvement at U-SU Room 204 or call (323) 343-5110 or visit us online at [www.calstatela.edu/usu/csi](http://www.calstatela.edu/usu/csi)

## USE OF ALCOHOL AT STUDENT ORGANIZATION EVENTS:

University Administrative Procedure 019, Use of Alcoholic Beverages, explains the restrictions beyond City and State laws that govern the possession and use of alcohol at University events. Student organization events are considered University events because organizations are affiliated with Cal State LA.

- An organization must submit a Request to Serve Alcoholic Beverages Form for any event held on or off campus where alcohol may be served or available for purchase/consumption.

### Written permission to use alcoholic beverages shall be subject to the following restrictions:

- The event shall not be open to the general public or to the general University community and shall not be advertised or publicized as an event where alcoholic beverages are to be served.
- At least two organization members must be TIPS certified and must attend the event from start to finish.
- The chair of the event and the sponsoring organization are both responsible for compliance with applicable law, regulations, and University policies. No person under 21 years of age shall be in attendance, and no such person nor obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.
- The sponsoring organization shall cease serving or consuming alcoholic beverages at the request of an appropriate University official.
- To request permission to serve alcoholic beverages on and off campus:

Pick up a "Request to Serve Alcoholic Beverages" form in the Center for Student Involvement (CSI). Complete the form and submit to CSI along with a completed Event Registration Form.

After the request has been reviewed, the Office of the Associate Vice President for Administration and Finance/Financial Services will notify the event chairperson of the status of the application. No contracts with venues or caterers should be signed prior to the "Request to serve alcoholic beverages" form being approved. Organizations are advised that the review process takes at minimum 10 business days.

More information on this procedure can be found in the Student Organization Handbook or by contacting CSI.

## STUDENT HEALTH CENTER RESOURCES

- The Student Health Center is an on-campus resource for high-quality, confidential and affordable health care.
- The Center's licensed medical and counseling and psychological services providers offer care, counseling, support, resources, and/or referral services related to a variety of health issues, including alcohol, tobacco, other drugs and substances, dating and domestic violence, sexual violence and misconduct, and stalking. Related health promotion and education programming is conducted by health educators.
- The Student Health Center is located on the main walkway across from Biological Sciences. The Center is open Monday-Thursday, 8:30 a.m.-5:45 p.m. and Fridays, 8:30 a.m.-4:45 p.m. To schedule a confidential counseling and psychological services, dental clinic, or optometry clinic appointment, call (323) 343-3314. Call (323) 343-3302 to schedule confidential appointments for all other services. For additional information on Student Health Center services visit [www.calstatela.edu/studenthealthcenter](http://www.calstatela.edu/studenthealthcenter) or call (323) 343-3300.

## AWARE. AWAKE. ALIVE. SAVE A LIFE FROM ALCOHOL POISONING

### KNOW THE SIGNS:

Mental confusion	Hypothermia—cold and clammy skin
Unresponsive	Erratic breathing
Snoring-gasping for air	Loss of consciousness
Throwing up	Paleness or blueness of skin

### KNOW WHAT TO DO:

- DON'T WAIT FOR ALL SYMPTOMS (JUST ONE CAN BE DEADLY)
- CALL 911 IMMEDIATELY—SAVE A LIFE!

### IF YOU THINK THEY NEED HELP, THEY NEED HELP!

For more information visit: [awareawakealive.org](http://awareawakealive.org)

## HELPFUL ONLINE RESOURCES

- Cal State LA Student Health Center  
[www.calstatela.edu/studenthealthcenter](http://www.calstatela.edu/studenthealthcenter)
- National Institute on Alcohol Abuse and Alcoholism  
[www.niaaa.nih.gov/](http://www.niaaa.nih.gov/)
- Alcoholics Anonymous of Los Angeles  
[www.laocaa.org](http://www.laocaa.org)
- Cal State LA Administrative Procedure 019  
[www.calstatela.edu/univ/admfin/procedures/019.rtf](http://www.calstatela.edu/univ/admfin/procedures/019.rtf)

## STUDENT ORGANIZATION ACKNOWLEDGEMENT

NAME OF ORGANIZATION:

DATE:

The student organization leaders and advisors listed below acknowledge the receipt of this information with regard to the procedures, expectations, and information on alcohol use/abuse at California State University, Los Angeles and will share information with the general membership.

PRESIDENT:	SIGNATURE: .....	DATE: .....
VICE PRESIDENT:	SIGNATURE: .....	DATE: .....
TREASURER:	SIGNATURE: .....	DATE: .....
OFFICER:	SIGNATURE: .....	DATE: .....
OFFICER:	SIGNATURE: .....	DATE: .....
ADVISOR:	SIGNATURE: .....	DATE: .....
2 <sup>ND</sup> ADVISOR:	SIGNATURE: .....	DATE: .....

# ORGANIZATIONAL DEVELOPMENT CONFERENCE REQUIREMENT

In order to maintain your status as a University recognized organization throughout the academic year, your group must send at least two members to the Organizational Development Conferences held prior to the Fall, and Spring semesters. Please remember to be on time to the meeting, as students who are late will not receive credit for their organization. Check-in begins 30 minutes prior to the conference start time and will end once the conference has begun. Here are the Organizational Development Conference dates for the 2017-2018 Academic Year:

FALL 2017	SPRING 2018
Wednesday, August 16 from 9am to 2pm   U-SU	Friday, January 19 from 9am to 2pm   U-SU

**Failure to attend an Organizational Development Conference each semester can ultimately affect your recognition status.** If you have any questions about the University recognition process or the Organizational Development Conference, please contact the Center for Student Involvement at (323) 343-5110.

## STUDENT ORGANIZATION OFFICER ELIGIBILITY REQUIREMENTS

**Student organization officers at Cal State LA are required to meet the following minimum requirements:**

- Must be matriculated and enrolled and maintain a minimum overall 2.0 grade point average each quarter.
- Must be in good standing and not on probation of any kind.
- Graduate students at Cal State LA must maintain an overall 3.0 grade point average each term to be considered in good standing.
- The presidents and treasurers of student organizations are required to meet the following minimum requirements as established by California State University Chancellor's Office Executive Order 1068:
  - **Minimum Academic Qualifications**  
Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average each term. The student must be in good standing and must not be on probation of any kind.
  - **Incumbent Unit Load**  
Undergraduate students must earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.
  - **Incumbent Maximum Allowable Units**  
Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater.
- The Center for Student Involvement will contact student organization presidents and treasurers who do not meet these eligibility requirements after conducting quarterly reviews.
- Ineligible student organization officers should transition out of office as soon as possible in order to maintain organization recognition and the benefits associated with that status.

Should you have any questions regarding Student Organization Officer Eligibility Requirements please contact the Center for Student Involvement at (323) 343-5110.