Student Organization Handbook

Student Leader Introduction

Student Organizations & Leadership is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the Sac State community by providing leadership development, spirit, activism, public service, and social and cultural interaction. As a student at Sac State, you have the unique opportunity to participate in a wide variety of activities.

Involvement in student organizations is a great way to connect to the campus, build leadership skills, meet people and have fun! There are many benefits to being involved on campus:

- Ease the transition from one school to another.
- Helps you meet people and make friends with those who have similar interests.
- Involved students are more likely to graduate.
- Involved students feel more connected to the University, the campus, other students, and are more familiar with the resources the University provides.
- Involved students report higher levels of satisfaction with their college experience.
- Being involved encourages and advances your development on all levels: intellectual, cultural, spiritual and social.
- You will gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
- You will become knowledgeable about what is happening on campus.
- Build your resume with extra-curricular and leadership development activities.

Student organizations exist to build upon and enrich the classroom experience. Every student is invited to participate in activities and find a place to belong. Student Organizations & Leadership believes involvement outside of the classroom is an important aspect of your education at Sac State. Any student can take the initiative to create a new student organization. There is an organization to meet your needs, whether you arrive at Sac State with outstanding leadership ability or emerging potential.

Student Organizations & Leadership expects that all student organizations exemplify respect and inclusion in all organization events and activities. As you represent your organization through its events and activities, please remember that you are also representing Sac State. Please review and pay close attention to the guidelines and policies in this handbook. Feel free to consult Student Organizations & Leadership for clarification, guidance, and advice at any time. We encourage and welcome feedback on this handbook and all programs and services offered by our office. Stop by and visit!
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About The Handbook

The Student Organization Handbook (herein referred to as the “Handbook”) contains official University policies and procedures covering the use of campus facilities and services, rights and responsibilities of student organizations, and University recognition of student organizations. The Handbook is a compilation of information of greatest interest to students, student organizations, and the University community. This Handbook is intended to assist individuals and groups in functioning at a maximum level within the University community. This Handbook provides student groups and individuals with a summary of University regulations as they affect activities and the rights and privileges of student organizations. It outlines the established working relationship between Student Organizations & Leadership and student organizations and individuals in scheduling events, granting recognition to student organizations, and the use of the campus facilities (in general). It also contains information and regulations covering student conduct, social functions, requisitioning procedures, and the fiscal policy of the Associated Students Inc. This Handbook is published by Student Organizations & Leadership. The policies of the State and University are administered by Student Organizations & Leadership. Should you have any questions regarding the policies and procedures contained herein, please feel free to contact Student Organizations & Leadership in our office in the University Union, third floor or call (916) 278-6595.

Changes in this Edition

Each year we attempt to make changes that will improve the services and way we work with Student Organizations at Sacramento State. These areas have been added or improved significantly.

Disciplinary Guidelines for Student Organizations, page 14, expanded and clarified.

Officer Agreement, page 19, is not required until after Organization Profile is submitted.

Events Not Permitted, page 27, general practice has been outlined.

Cash Handling Procedures, page 32, general practice has been outlined.

Release of Liability Waivers, page 43, general practice has been outlined.

Other changes made are simply layout or stylistic in nature.
As advocates for students, Student Organizations & Leadership contributes to learning, development, and retention by providing opportunities for involvement, leadership, and empowerment through a wide variety of organizations and programs. These experiences nurture campus pride and student success to advance an inclusive and equitable community.

Not all learning on a university campus takes place in the classroom. We are committed to encouraging and helping students become involved in campus life through a variety of leadership programs and more than 250 clubs and organizations.

Through any combination of these activities, students can learn democratic group procedures, expand inclusion and respect for fellow human beings, develop and maintain concern for vital issues, gain an appreciation of the aesthetic and cultural aspects of life, and participate in wholesome recreational activity. Getting involved on campus is a great way to meet people, make lifelong friends and contacts, enrich the total educational experience and make a large University seem more personal.

We provide a variety of services to clubs and organizations including:
- Organizational Advisement
- Leadership Initiative and Development Programs
- Access to University Resources
- Recognition Processes
- IT Resources and Infrastructure Support via OrgSync
- Conduct Resolution

SO&L is part of the Division of Student Affairs. It is NOT part of ASI or the University Union.
University recognition is a privilege granted to student organizations by the University. Recognized organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups. The University supports the formation of and grants recognition to student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University. The University believes that such organizations foster valuable experiences for students that often lead to significant learning and development. These students also find a sense of belonging to the University. These activities and experiences complement the formal curriculum and provide wide opportunity for enhancing personal skills.

Title 5 of the State Administrative Code permits campus recognition of student organizations and states that such recognition may include “allowing the use of campus facilities to any such organization.” The University President generally delegates the authority to administer these and other policies and procedures governing student organizations to certain administrative offices and committees of the University, including Student Organizations & Leadership.

Recognizing the value of these co-curricular activities, the University has established policies for the recognition and governance of student organizations seeking recognition. Recognition of a student organization creates an official relationship with the University. University recognition is granted by Student Organizations & Leadership under the authority of the Vice President for Student Affairs.

- Recognition in no way implies that Sacramento State approves of, supervises, sanctions, or takes responsibility for the actions and activities of the organization.
- The University does not encourage nor condone illegal or dangerous activities, and individuals involving themselves in student organizations do so at their own risk.
- Recognized groups are expected to adhere to this policy document, all other policies of the University, all Trustee policies, and federal, state and local laws.
- In addition, organizations must conduct their activities in keeping with the mission of the University.
Categories of Student Organizations

Types of student organizations recognized by the University include:

**Academic**: Organizations are centered within an academic department or program at Sacramento State. These groups are led by students and sponsored by faculty members. Example: Co-ed Department Academic Affiliated, Co-ed Academic Related Fraternities.

**Cultural**: Organizations facilitate the maintenance of and/or education relating to customary beliefs, social forms, and traits of a racial, ethnic, or social group.

**Campus Program Clubs**: Organizations focus on supporting campus programs. These clubs are led by students and sponsored by non-academic program departments.

**Fraternities and Sororities**: Greek letter social organizations, including both general and culturally-based organizations, create smaller communities within the larger University environment for the purposes of facilitating growth in the areas of scholarship, personal and leadership development, campus involvement and community service.

**Honorary**: To recognize academic accomplishments and/or leadership contributions, and/or co-curricular achievement among Sacramento State students or to promote programs encouraging academic success.

**Political**: Organizations based around organized political parties, or to advance political or social understanding.

**Recreation Clubs**: Clubs focusing on recreational activities that include: activities, games, sports, hobbies, and more.

**Religious**: Organizations serve as a support for students of a particular religious faith or denomination.

**Service**: Organizations providing experiential learning opportunities for students in the area of community service and civic engagement. This area includes Co-ed Service Fraternities.

**Special Interest**: Organizations that focuses on a topic of interest that does not fit into another category is included under special interest. This diverse category includes activity organizations, social organizations, and more.

**Sport Clubs**: Competitive clubs that compete against other universities in leagues, conferences, and tournaments at the local, regional, and national level.
Recognition Renewal Procedures

Fall Renewal Process for Existing Student Organizations

Every Fall semester, student organizations must renew their recognition by September 30th. This is done by:

- First, at a minimum, two officers (President and Treasurer) must attend a Nuts and Bolts Workshop by September 30th.
- Second, only after the President and Treasurer attend the Nuts and Bolts Workshop, submit the “Organization Profile,” through OrgSync (only one per group)
- Third, President, Treasurer and officers wishing to transact business must submit an Officer Agreement Form this will be emailed upon submission of the Organization Profile.

For Groups wishing to exchange money (dues, fundraisers, etc.)

- Submit an ASI Club Account Agreement for a bank account. This form can be found at the ASI Business Office or in the Student Organizations & Leadership office.

Additional officers on the Organization Profile must also attend the Nuts and Bolts workshop in order to transact business for the group. Only AFTER your President and Treasurer have attended Nuts and Bolts will SO&L accept the submission of your OrgSync Organization Profile renewal.

Organization renewal will be delayed and possibly rejected if it includes officers and or members that do not meet the requirements of the University.

- Officers of a group owing money cannot be officers of a new or returning organization, until all debt is paid.
- Undergraduate officers must be matriculated, enrolled and complete, at Sacramento State, at least six units of credit and maintain a minimum overall 2.0 grade point average each term. Graduate officers must be matriculated, enrolled and complete, at Sacramento State, at least three units of credit with a minimum overall 2.0 grade point average each term. Officers must be in good standing and must not be on probation of any kind.
- At least eight members must be enrolled and each earns six semester units per term if an undergraduate. Graduate and credential students must be enrolled and earn three semester units.
- Undergraduate officers are allowed to earn a maximum of 150 semester units or 125% 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% of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for organization offices.
Suspension
Organizations failing to complete the renewal process by the September 30th deadline will be placed on suspension. Organizations on suspension can no longer make room reservation requests or apply for Dollars for Organizations and Clubs (DOC) through ASI. While on suspension, existing room reservations and funding will not be cancelled. To be removed from suspension status, organizations must complete the renewal process by October 15th.

Inactive Status
Organizations failing to complete the renewal process by October 15th will be placed on inactive status. Room reservations will be cancelled and previously awarded and unused monies will be withdrawn from inactive organizations and may be reassigned to other registered organizations. To be removed from inactive status, organizations must follow the late renewal process.

Late Renewal
Organizations missing the October 15th deadline must, in addition to meeting the renewal requirements, submit a letter to and meet with their Student Organizations & Leadership Advisor to address the following points:
• Why the group missed the deadline
• Why the group needs to be recognized this semester
• How the group will ensure that the deadline is adhered to in the future

The organization’s appeal will then be brought forward to the Student Organizations & Leadership Staff for review and consideration. Please plan for at least three weeks to complete this process. No appeals will be considered after November 1st. Copies of the appeal will remain in the group’s permanent organization file. Groups will only be allowed one appeal to the missed deadline within a two-year period. Groups missing the November 1st deadline may apply for renewal during the Spring Renewal process.

Fall and Spring New Organization Deadlines
New organizations must first meet with a Student Organizations & Leadership Advisor. Please call 916-278-6595 to make an appointment. New organizations should follow the procedures outlined in the Starting a New Organization section of this handbook. Click here to jump to this section.
New organizations are not held the to the September 30th deadline; however, groups must submit their Organization Profile by November 1st to be recognized in the Fall semester. During the Spring semester, if a group would like to start-up after March 1st, its members must follow the late renewal process addressing the first two points. New groups will not be permitted to start after April 1st.
Spring Renewal Process

All new and returning groups that did NOT renew during the Fall Semester or groups that have held new officer elections may renew on or before March 1st, by attending a Nuts and Bolts Workshop before submitting an Organization Profile renewal through OrgSync, current or updated constitution, and an ASI Club Account Agreement. This registration must be renewed during the subsequent Fall renewal period, between August 22nd and September 30th of the same calendar year.

Spring Late Renewal
Organizations wishing to appeal the deadline must, in addition to meeting the renewal requirements, submit a letter to and meet with their Student Organizations & Leadership Advisor to address the following points:

- Why the group missed the deadline
- Why the group needs to be recognized this semester
- How the group will ensure that the deadline is adhered to in the future

The organization’s appeal will then be brought forward to the Student Organizations & Leadership staff for review and consideration. Please plan for at least three weeks to complete this process. No appeals will be considered after April 1st. Copies of the appeal will remain in the group’s permanent organization file. Groups will only be allowed one appeal to the missed deadline within a two-year period.

Changing Officers

Changing an officer is a simple procedure similar to renewing the organization.

- Within two weeks of the officer change the new officer must attend a Nuts and Bolts Workshop. This is required for all Presidents, Treasurers and any officer that you would like to transact business on behalf of the group.
- Only after the officer attends the Nuts and Bolts Workshop can they renew the Organization Profile through OrgSync.
- The new officer must submit an Officer Agreement Form.

Student Organization Handbook
Steps to Recognition

1. ONLY registered students of Sacramento State can start Student Organizations. Organizations wishing to be recognized for the first time must meet with a Student Organizations & Leadership Advisor to discuss their plans and submit an Intent to Organize. Please call Student Organizations & Leadership to make an appointment, 916-278-6595. Upon approval, the group is permitted to use University facilities on three occasions for organizational purposes over a 30-day period. During this time, the group should be able to ascertain if there are other interested students, warranting formation of an organization, and prepare the registration materials (Organization Profile and constitution). A major consideration for recognition is that the group adds to the mission of the University without duplication of existing organizations.
   - While on Pre-Recognition status, an organization may not sponsor programs, seek funding in the name of the organization from the ASI Dollars for Organizations and Clubs (or any other source) or conduct fundraising activities in connection with membership recruitment.
2. Two officers, President and Treasurer, from each new organization must attend a Nuts and Bolts workshop before the recognition process is complete.
3. ONLY after attending the Nuts and Bolts Workshop can the new organization complete the Organization Profile through OrgSync. This requires that the group has found (at minimum) eight members, written a constitution, and has a full-time faculty or professional staff member advisor.
4. The President, Treasurer and officers wishing to transact business must submit an Officer Agreement Form. This form was emailed to them upon submission of the Organization Profile.

Club Names

Use of the University name within a club name is NOT permitted. Recognized organizations are permitted to use the name of California State University, Sacramento, Sacramento State, or Sac State only as a means of identifying the location of the organization. Such use should not imply University sponsorship or that the organization is an official agent of the University. Thus, the “Social Club of Sac State” would be correct, but the “Sac State Social Club” would not.

Find a Faculty or Staff Advisor

Organizations are required to have a full-time faculty or professional staff member with a classification of Student Services Professional I or higher, as an advisor. Selection of a particular person as advisor is the choice of the organization and is by mutual agreement of both parties. Faculty and staff often look forward to opportunities to work with students outside the traditional classroom and in areas of personal interests. After your Organization Profile is submitted your Faculty or Staff Advisor will be required to review and approve the submission.
Fraternity and Sorority Additional Recognition Requirement

Tax Exemption Status
Single sex/gender fraternities and sororities are granted special status to discriminate by sex/gender through Title IX, Section 6A of the Educational Amendments of 1972. Membership restrictions based on sex/gender are only permitted to social fraternities or social sororities exempt from taxation under section 501(a).

In order to comply with Title IX, Section 6A, all single sex/gender Sacramento State fraternities and sororities must submit proof of their 501(a) before being granted recognition. Organizations that are exempt under section 501(a) include those organizations that are section 501(c). The section 501(c) must be a single sex/gender organization recognized by the IRS under social or fraternal designation—including but not limited to sections 501(c)(4), 501(c)(7), 501(c)(8), and 501(c)(10). This documentation can be submitted at https://orgsync.com/1983/forms/49368/
If you need assistance or have questions regarding this, please contact 916-278-6595 and schedule an appointment with your Student Organizations & Leadership Advisor. If your organization does not have 501(a) status, this link may help you [http://www.irs.gov/charities/article/0,,id=96210,00.html](http://www.irs.gov/charities/article/0,,id=96210,00.html).

**Expansion**

Any new or returning social fraternity or sorority seeking university recognition will follow the expansion policy located here: [http://www.csus.edu/soal/Greek%20Life/expansion-policy.pdf](http://www.csus.edu/soal/Greek%20Life/expansion-policy.pdf).

**Recognition by a Social Greek Council**

Student organizations are formed for the purpose of bringing individuals together who have common goals or common interests. Student Organizations & Leadership does not recognize groups with duplicate or similar mission statements. The core principles of social fraternal organizations are similar in nature: promote academic integrity, cultivate brotherhood/sisterhood, serve the campus and local community, provide opportunities for leadership, appreciate a specific culture or multiculturalism, strengthen character, and develop the values of confidence, honesty and dignity in members. Should an organization wish to expand with a similar mission or purpose, Student Organizations & Leadership requires the group to receive support from peer organizations in the form of an invitation to join a social Greek Council.

Greek Councils are formed when individual groups come together to form an umbrella organization. Greek Councils act as a governing body and serve their member organizations by providing programs, leadership opportunities, service learning, and organization recognition. The current four social Greek Councils at Sacramento State are the National Pan-Hellenic Council (NPHC), the Interfraternity Council (IFC), the Panhellenic Sorority Council (PSC) and the United Sorority Fraternity Council (USFC). In the event a new Council is interested in forming, Student Organizations & Leadership expects the new Council to present a different purpose than that of a currently recognized Council.
Organization Standards

• The purposes of the organization must be consistent with the laws of the State of California and policies developed by the University.
• The organization must maintain, at all times, a membership of at least eight regularly enrolled students in good standing at the University. A maximum of 20% of the members of a student organization may be individuals who are not CSU students, except for social fraternal organizations which must be 100% Sacramento State students.
• Recognition may be granted to local chapters of national or regional organizations provided the national or regional organization does not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This affiliation must be disclosed during recognition renewal and a constitution and bylaws of affiliated organization must be on file with Student Organizations & Leadership.
• Have officers in good academic standing (2.0 or better) and not on conduct probation.
• Before a student organization is granted official recognition, a faculty or staff member working more than half-time for the University must agree to serve as an advisor to the organization. Employees of University Auxiliary Organizations are not permitted to serve as student organization advisors as regulated by The California Code of Regulations, Title 5, Article 2. This includes employees of the Bookstore, Campus Catering, University Union, The Well, The Heath Center and University Enterprise employees. Housing employees and federal programs employees are permitted to serve as advisors.
• Organizations are expected to obey the laws; local, state and federal. Groups must also operate within the policies and procedures of the University, including the Student Conduct Code (Title 5 Section 41301). Click here to go to the Student Code of Conduct.
• As required by Section 41503 of Title 5 of the State Code of Regulations of California, the president of every recognized student organization must sign a statement each year certifying that the organization has no rules or policies which inhibit its acceptance of new members because of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This is done when completing the recognition organization profile renewal or during initial registration.
• The University mandates that only currently enrolled Sacramento State students may vote or hold office. Additionally, only Sacramento State students are permitted to hold membership in Sports Clubs and Greek social organizations. Each organization must keep current constitution/bylaws on file with Student Organizations & Leadership.
• Financially the California State University system requires that all organizations wishing to transact monies do so in an account approved by the Chief Financial Officer of the University. At Sacramento State, ASI bank accounts are the approved banking service. If collecting money, funds MUST be maintained in an ASI on-campus bank account.
• In order to comply with Title IX, Section 6A, all single gender Sacramento State fraternities and
sororities must have proof of their 501(a) status on file with SO&L.

Benefits of Recognized Organizations

- Assistance from Student Organizations & Leadership
- Use of University and University Auxiliary organizations, facilities, services and resources according to established policies, including the use of a student organization mailbox as space permits
- Participation in University activities and programs
- Eligibility for ASI funding in compliance with the ASI fiscal policy

Expectations of Recognized Student Organizations

- Accept and adhere to local, state and federal laws, CSU Trustee and University regulations and policies, and Sacramento State regulations and policies.
- Not advocate, incite or participate in interference or physical disruption of the educational process.
- Maintain an active student-centered program. Voting members of the organization must be regularly enrolled students at Sacramento State and the treasurer of the campus organization must be under the control of the student members.
- Adhere to the organization’s own approved constitution.
- Utilize dues and other membership fees for the express benefit of the organization and the fulfillment of its purpose.
- Provide for the safety and general welfare of all members and guests during organization activities.
- Provide programs and activities in keeping with the social, cultural, recreational and educational mission of the University.
- Re-register each year by renewing the organization profile on OrgSync, within one month after classes begin in the fall, and keep a current version of the organization’s constitution and current list of officers on file with Student Organizations & Leadership.

Using the University’s Name

Use of the University name within a club name is NOT permitted. Recognized organizations are permitted to use the name of California State University, Sacramento, Sacramento State, or Sac State only as a means of identifying the location of the organization. Such use should not imply University sponsorship or that the organization is an official agent of the University. Thus, the “Social Club of Sac State” would be correct, but the “Sac State Social Club” would not.
**Discipline of Student Organizations**

I. Overview

Student organizations and clubs at Sacramento State ("University") must comply with University policy and/or regulations and local, state and federal law. When a student joins, or is joining a student club or organization; he or she, besides the obligations, benefits, and privileges of membership accepts responsibility for the actions of the club or organization and for the other members while engaged in club or organizational endeavors.

Each student organization is responsible for the conduct of its members whenever individual actions are abetted by the officially recognized club or organization, and violate the University policies and/or regulations and local, state and federal law. Abetting is defined, but not limited to, student organization sponsorship, sanctioning, participating in or condoning of the misconduct.

Violation or an attempt to violate any University policy, rule and/or regulation and local, state and federal law and/or abetting such violation or attempt constitutes “misconduct” and can cause sanctions to be issued by the University against the organization as described below and/or those individuals involved.

Misconduct that occurs A) on University property; or B) off-campus if that conduct: (1) occurred as part of a campus-related or recognized event; (2) adversely effects the health and safety of members of the campus community; (3) is sufficiently severe or pervasive; (4) harms university property; or (5) thwarts or interferes with the mission of the university can result in sanctions against the organization and/or individual members.

Although not an exhaustive list, here are examples of the kinds of violations that will result in sanctions:

A. Any violation of the university “Code of Conduct,” or university rules and regulations, available online at [www.csus.edu/umanual/](http://www.csus.edu/umanual/)


C. Hazing of any kind. Hazing is defined as any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term “hazing” does not include customary athletic events or other similar contests or competitions. Organizations or individuals found guilty of violation of this section of the Education Code will be subject to suspension by the University. (Title 5, California Education Code, Sub chapter 4, Article 1, Section 40301).
D. Violation of the Sacramento State policy prohibiting discrimination based on a sex including sexual harassment, sexual violence (including assault, rape, and stalking), domestic and/or dating violence, and/or retaliation. The University policy prohibiting such discrimination is Executive Order 1095 which can be found at [http://www.calstate.edu/uo/EO-1095.html](http://www.calstate.edu/uo/EO-1095.html) and [http://www.calstate.edu/uo/EO-1097.html](http://www.calstate.edu/uo/EO-1097.html).

E. Failure to abide by the open membership policy or discrimination on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn.

II. Sanctions

Possible sanctions that may be issued by the University include:

A. For organizations:

1. Official reprimand (written or oral) (with or without conditions).
2. Restriction of privileges granted to the organization.
3. Restitution, community service, educational sanctions, or any combination of these.
4. Probation for a specified period of time, with or without conditions.
5. Suspension of university recognition for a specified period of time, with or without conditions.
6. Total revocation of university recognition (e.g. the club or organization loses all privileges associated with university recognition).
7. Required training and/or education.

Any sanctions that are listed under Article VI. SANCTIONS of California State University Executive Order No. 1098 (or its successor) “Student Disciplinary Procedures for the California State University” that can apply to individual students for violation of the student conduct code can also apply to a student organization (except any academic sanctions such as expulsion, suspension which can only be applied by the Office of Student Conduct under 1089)

B. For individuals:

1. Official reprimand (written or oral) (with or without conditions).
2. Restriction of privileges within an organization.
3. Probation for a specified period of time, with or without conditions.
4. Suspension or Expulsion from participation in the organization for a specified period of time, with or without conditions.
5. Individuals violating the university “Code of Conduct,” or university rules and regulations, available online at [www.csus.edu/umanual/](http://www.csus.edu/umanual/) will also be subject to the Student Judicial Process.
III. General Guidelines for Handling Student Organizations Misconduct

The following guidelines outline the process through which alleged misconduct will be investigated and the issuance of any resulting sanctions. These are guidelines, and the University may determine an alternative process best serves the campus community. In such situations, the accused student organization will be informed in writing of any alternative process that will be followed. Misconduct may simultaneously be investigated by and processed through the Office of Student Conduct and/or the Office for Equal Opportunity.

A. Any member of the campus community (including the Office of Student Organizations and Leadership (“SO&L”) and University police) or a person or organization outside the campus community can initiate an allegation of misconduct against a student organization. Allegations of misconduct shall normally be brought to the attention of the Director of SO&L whose office is in the University Union and phone number is (916) 278-6595. Unless otherwise impracticable, this notification should be in writing, signed and dated and should include sufficient detail if known (i.e.: name of the complainant, date, time and place of the incident, names of people involved, description of events and circumstances, and names of witnesses). SO&L will determine whether and to what extent the student organization will be informed of the identity of the individual who has made the allegation. Unless otherwise impracticable, SO&L will notify the student organization of the allegations within ten (10) working days of receipt.

B. If SO&L, in its discretion, determines that, as a result of the allegations, which the health and safety of the campus community is at risk, SO&L may direct the student organization to cease and desist all organizational activity, until the conclusion of the investigation and resolution of the allegation. This decision is not subject to review.

C. SO&L shall investigate the allegations and will determine when and how to meet with the leadership of accused student organization and/or individual members, the complainant, and witnesses. SO&L may also engage in attempts to informally mediate the matter during the investigation,

D. If, after conducting the investigation, SO&L determines by a “preponderance of the evidence” (more likely than not) that the student organization and/or individuals have engaged in misconduct (violated a University rule, policy, regulation and/or state, local and/or federal law) it will determine an appropriate sanction for the organization and/or individual members of the organization.

E. The student organization will be informed in writing by SO&L of the outcome of the investigation and nature and scope of any sanctions.
IV. Reconsideration

A. A student organization that disagrees with the determination made by SO&L and/or the sanction issued (as described in III. E.) it may seek reconsideration of the determination and/or sanction within five (5) working days of receipt of the written decision from SO&L. SO&L's decision shall be deemed delivered to the organization five (5) days after the date emailed to the last known email provided by the president or other head officer of the organization to SO&L.

B. To seek reconsideration, the student organization must submit a request in writing within the time described in Section III. A. to the Associate Vice President for Student Affairs (AVP). The student organization should outline in the written request the reason it believes the decision and/or sanctions should be reconsidered. The AVP will only review decisions and sanctions issued by SO&L and not any actions taken by Student Conduct regarding individual members of the student organization. In requesting reconsideration, the student organization must identify one or more of the following as the basis for the request and the facts that support that basis:
   1. New evidence that was not available when the Associate Director rendered a decision
   2. The sanction is not supported by evidence for the determined violation
   3. SO&L substantially deviated from the procedures delineated in these Disciplinary Procedures.

C. The AVP may determine which individuals will be consulted and/or questioned as part of the reconsideration process and what documentation the AVP will review.

D. The AVP may also consider the student organization's cooperation in the investigation of the complaint by SO&L and any failure to abide by any interim sanctions in place as part of the reconsideration process. The AVP may refer the matter back to SO&L for further investigation and/or follow up. The AVP may also confirm, modify and/or reject the decision and sanctions issued by SO&L.

E. Notification of Reconsideration Outcome: Written notification of the outcome of the student organization's request for reconsideration will be provided to the student organization within 30 days of receipt of the request for reconsideration, unless impracticable. This decision is final.

V. Records of Sanctions

The decision of SO&L and the AVP (if reconsideration is requested) will be maintained by filed in the AVP’s office. These records will be released in accordance with the Federal Educational Rights and Privacy Act and any other applicable policies and/or laws.

VI. Amendments

These guidelines may be modified by SO&L at any time so long as the modification is in writing and provided to the student organizations within a reasonable period of time.
Requirements of a Leader

Each officer, at a minimum President and Treasurer, wishing to transact business is required to attend Nuts and Bolt and complete an Officer Agreement Form. This form is completed through OrgSync in your organization portal. Below is information provided during the Nuts and Bolts workshop and on the Officer Agreement Form.

Officer Eligibility

- Grade Point Average: Student organization officers must be currently enrolled or continuing Sacramento State students and in good standing at the University. Officers must also have a Sacramento State grade point average of 2.0 or higher for each term and cumulatively. Good academic standing will be confirmed by Student Organizations & Leadership each semester.

- Incumbent Unit Load: This requires undergraduate students to earn six semester units per term while holding office. Graduate and credential students must earn three units per term while holding office.

- Incumbent Maximum Allowable Units: Undergraduate students are allowed to earn a maximum of 150 semester units or 125% 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% of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for office. More information on requirements can be found here [http://www.calstate.edu/AcadAff/codedMemos/AA-2012-05-attachment.pdf](http://www.calstate.edu/AcadAff/codedMemos/AA-2012-05-attachment.pdf)

When completing the Officer Agreement Form, officers, through their electronic signature, provide consent to disclose student academic records. The statement listed on the form is as follows:

Under provisions of the Family Educational Rights and Privacy Act of 1974, and the Statement of Student Rights and Responsibilities of Sacramento State, my electronic signature gives permission to the Registrar’s Office at Sacramento State to release academic information to the Director of Student Organizations & Leadership, regarding my G.P.A. and status as a currently enrolled or continuing student at Sacramento State. All academic information gathered on behalf of Student Organizations & Leadership will be used for enrollment and G.P.A. purposes only per the Student Organization Officer Eligibility Requirements listed in the Student Organization Handbook, and be kept in strict confidence.

If you have any questions about this release of academic information, please contact Student Organizations & Leadership.
The Resources for Organizations

This section is designed to help the student leader with the operations of an organization. In this section, you will find information about:

- Booths and the Library Quad
- Bank Accounts & Audits
- Developing a Constitution
- Events and General Meetings
- Marketing and Publicity
- Navigating OrgSync
- Risk Management

Booths and the Library Quad

During the semester, hosting events in the Library Quad begins with a meeting with your Student Organizations & Leadership Advisor. Your SO&L Advisor will work with you to determine if space is available as well as assist you with interpreting policies associated with access to the Library Quad. If space in the Library Quad has not been reserved in advance by another group, student organizations are permitted to table in the Library Quad on a "first come, first serve" basis. To find out if the Library Quad is available, contact SO&L at (916) 278-6595.

Cement Tables

During the semester, the cement tables in the Library Quad are reservable in advance by meeting with your SO&L Advisor. If these tables have not been previously reserved, they are available on a "first come, first serve" basis.

Club Days in the Quad

For the first two weeks of every semester, Sacramento State hosts Club Days in the Quad, where student organizations can provide information to new and continuing students about their campus activities and how to join.

In order to give each student organization an equal opportunity to choose their booth location, a booth selection lottery has been created. Booth location reservations are taken in person ONLY. The booth selection lottery takes place in the University Union exactly two weeks before the first day of classes. The time and specific location for this event will be posted on the OrgSync community home page.
Each student organization representative may enter their organization name once. If a student organization representative submits multiple entries for the same organization, that organization will lose their booth location and will not be permitted to request a booth for the current semester and the following semester.

Booth selection for Club Days in the Quad is only available to student organizations that were registered with Student Organizations & Leadership during the previous semester. Organizations must also be in good standing with the university and may not have existing debt. New student organizations must complete the registration process prior to participating in Club Days in the Quad.

Spring Leadership Awards Winners: Those organizations who received an award during the Spring Leadership Awards Reception will be given priority booth selection during the fall booth selection lottery. These select organizations must be present at the beginning of the lottery to receive their priority selection.

Late Selection Lottery: Student organization representatives arriving after the start of the lottery will be entered into the late selection lottery. If booth locations are still available, this lottery will begin immediately following the regular lottery. If there are no remaining booth locations, a drawing will occur to determine the order of placement on the booth space waitlist.

Student organizations placed on the booth space waitlist will be notified if and when a location becomes available. This notification will not occur until Thursday of the first week of the semester.

A map of the Library Quad can be located here: http://www.csus.edu/soal/LibraryQuad.pdf

Booths can be set up at noon on the day before classes start and can remain for two weeks. Groups wishing to keep their booths in the Library Quad until the Thursday of the third week must request an extension from Student Organizations & Leadership. Organizations given an extension must also move their booth at least five feet from original position. This is in an effort to help preserve the grass underneath the booth. Booths must fit in an eight feet by eight feet square and may not exceed one story.

Any booth still standing on Friday of the second week of the semester will be dismantled and discarded. Organizations may be assessed a $300 fine and will not be permitted to have a booth on campus for the entire next academic year.

Club Days in the Quad is subject to change based on the condition of the lawn area.
Bank Accounts & Audits

Banking
Recognized clubs and organizations are expected to keep complete and accurate records of all financial transactions. If your student organization does NOT use money, you do not need a bank account. At Sacramento State, all banking must be done through an ASI bank account. Faculty/staff advisors will need to sign off on the Club Account Agreement. When seeking travel reimbursements (plane, trains, busses and gas) liability waivers must be submitted for all travelers. Exceptions may be requested for an off campus bank account, only if your organization has a registered tax-exempt status. This must be approved prior to opening an off campus account, see your Student Organizations & Leadership Advisor for details. ASI Club Account Agreement forms can be found at the ASI Business Office window (ASI is located on the third floor of the University Union). Organizations having separate legal status granted by the state/federal government and maintaining a bank account outside the University must submit a letter to the Associate Vice President for Financial Services providing the legal name of the organization, the tax ID number, and the bank name, branch address, and bank account number of the organization.

Audits
When fundraising, projects must be documented as to the means in which funds were raised, the amounts spent and the ways in which the funds have been or will be spent. Records should include ledgers, receipts, contracts, canceled checks, organizational checkbook and/or passbook, etc. These records must be kept current and available for inspection and audit by Student Organizations & Leadership at anytime. Historical financial records must be kept for a minimum of two years. During the year, certain groups may be called in to Student Organizations & Leadership for a financial audit. In general, organizations are audited if one or more of the following are true:

1. The organization grossed $1500 or more from a fundraiser or series of fundraising activities during the year.
2. The organization failed to use ASI’s cash box service/ticket takers when required to do so.
3. There is reason to believe that there has been mismanagement of organization funds.
4. The organization has violated the University Fundraising Policy.
5. Organization members petition Student Organizations & Leadership to conduct an audit when they suspect a misuse of organization funds.

A detailed audit will be required if irregularities are found or if there is reason to believe that the funds have not been used for reasons clearly related to the purpose of the organization. Organizations will be charged with the costs of the detailed audit if misuse of funds is demonstrated. Additional record keeping requirements may be specified by Student Organizations & Leadership.
when appropriate. Student Organizations & Leadership is available to assist organization treasurers or financial officers in their positions. Officers of organizations may be held accountable and liable for misused funds.

Cash Handling
Student organizations may host meetings, events or activities on campus that require the use of cash handling for admission charges, membership dues, etc. The following procedures have been outlined for the use of cash handling in these instances.

- Clubs and organizations may request a cash box from the Associated Student, Inc. Business Office at least 14 business day in advance.
- It is highly recommended that two club officers manage and monitor all funds during a program or event with admission fees to avoid too many cash handlers.
- Cash needs to be deposited into the club or organization’s on campus Associated Students, Inc. bank account or off campus account (if approved) during the next regular business day after it is collected. An alternative option is to arrange in advance to drop the cash in a designated area within the University Union.

Developing a Constitution
All student organizations are required to have a current Organization Profile and constitution on file with Student Organizations & Leadership. Each year, every organization must renew recognition with Student Organizations & Leadership in order to be eligible for privileges such as reserving space on campus and to apply for funding. However, you do not need to resubmit your constitution unless it has been updated.

Constitution Template
We have developed a constitution template to get you started. [click here go to the Constitution Template](http://www.csus.edu/soal/docs/ConstitutionForm.doc)

The following is a common list of items to consider when developing a constitution.

**ARTICLE I - NAME**
Registered student organizations may NOT use the University name in their title. Consider a name that is not too similar to one used by another organization. Registered organizations are permitted to use the name of California State University, Sacramento, or Sac State only as a means of identifying the location of the organization. Such use should not imply University sponsorship or that the organization is an official agent of the University.

Other information about the identity of the group may also be contained under Article I, e.g., official colors, official publications and the official emblem of the organization.
ARTICLE II - PURPOSE
This section describes the purpose or projects that bring your group together. A clear purpose is helpful in defining, monitoring, and evaluating projects, objectives, and goals. Your organization’s purpose should be different enough to distinguish it from other student organizations.

ARTICLE III - AUTHORITY
This article should describe under what rules this organization presides.

ARTICLE IV - MEMBERSHIP
This article should delineate those persons who are eligible for membership. Membership must be open to all registered Sacramento State students. There may be restrictions on membership, which relate to the purpose and goals of the group. Restrictions may not be arbitrary or discriminatory and must be based on objective criterion. Membership may include faculty, staff, and members of the community, but they cannot serve as officers, transact business on behalf of the organization, or comprise more than 20% of the total group membership. If your group is a sports club, social fraternity or social sorority, 100% of the membership must be Sacramento State students.

- The membership of this organization shall have at least eight student members who are currently enrolled at Sacramento State for six or more units (or the graduate equivalent). Pledges and potential new members may be counted as members for the purpose of fulfilling this requirement.
- Membership restrictions, e.g., minimum G.P.A. or major
- Authority to assess membership fees or dues
- Membership responsibilities, including attendance and participation requirements
- Criteria for exclusion or expulsion of a member

ARTICLE V and IV - OFFICERS/ELECTIONS
- Titles and responsibilities
- All group leaders must be registered students
- The minimum is to have a group leader (or President, Representative, Coordinator, etc.) and a Treasurer (Financial Officer)
- Other officers and their responsibilities
- Election and removal process
- Criteria for candidacy
• Election procedures, e.g., majority or 2/3 vote, voice or written ballot
• What run-off or recall provisions will the group choose?
• Elected officers will serve for what length of term, e.g., a semester or an academic year.

ARTICLE VII – MEETINGS
This article sets out the procedures for meetings.

ARTICLE VI – PROCEDURE TO AMEND CONSTITUTION
Describe the process for changing the constitution
• Will the group use consensus, a vote or mandate to amend its constitution?
• If by vote, shall a quorum or simple majority be required for approval?
• What is the length of time required between a motion to amend the constitution and the call to a vote?

Bylaws
Groups are not required to submit bylaws, however, they are highly recommended. Bylaws should include details related to the organization that are apt to need changing more frequently than do the provisions of the constitution.
• Number, date and function of regular meetings
• How special meetings are called
• What constitutes a quorum? (a specific number or percent of membership)
• Election dates, methods, who is responsible for them
• Dues
• Advisors (how they are selected and responsibilities)

Events and General Meetings
Sponsoring events is a critical component of organizational life at Sacramento State. Typically, student organizations host two types of functions, general meetings and events. There are different regulations and procedures for each type. To host events and general meetings you must first reserve the location.

Types of Events

General Meetings
These are defined as meetings where the business of the club is discussed by club members only. The addition of speakers, films, food, etc. changes this from a General meeting to an Event or Special Event. General meetings in the University Union can be directly reserved through OPUS, the University Union scheduling software or in person in the Events Services Office. Charges may apply for reserving space on campus.
Registering for an online OPUS Account
OPUS allows your club officers (authorized signers only) to view the space available in the University Union and The WELL for your general meetings ONLY. Once an appropriate space is located, OPUS also allows officers to submit a request for a reservation. Follow the instructions below to create an OPUS account. Please allow one business day for your OPUS account to be activated before submitting a reservation.

1. Log onto [https://vems.uu.csus.edu/](https://vems.uu.csus.edu/)
2. Under My Account, choose Create and Account
3. Enter your account information in the profile and click Save

For additional information and for help with reserving a general meeting through OPUS, please contact the Event Services Office at (916) 278-6743 or [events.csus.edu](http://events.csus.edu).

Events and Everything Else
Booking and reserving space for all other events starts with a meeting with a Student Organizations & Leadership Advisor. Charges may apply for reserving space on campus.

Special Events in the University Union
Special Events are defined as those that are one-time or annual events and that have an expected attendance of 100 or more. In order to be considered a Special Event it must meet four of the five following criteria:
1. The event is scheduled to run later than normal building hours.
2. The event sponsor is charging admission.
3. The University is not sponsoring the event.
4. Expected attendance will exceed 100.
5. Scheduled use of sound and/or lighting equipment that may impact other building events.
If an event meets four or more of these criteria, it is a Special Event. These events typically require the organizing group to purchase event insurance. Additional requirements can be found here [http://www.union.csus.edu/policies.php](http://www.union.csus.edu/policies.php), under special events and dance.

Reserving Event Space
This will require a meeting with your Student Organizations & Leadership Advisor. Please consider these things before meeting with your Advisor:
- Title of your event
- Dates and times, with alternates
- Preview rooms/venues
- Technical needs
- Costs
• Food
• Parking (Forms available at SO&L)
• Security
• Equipment
• Insurance

Events with Food
Having a meeting or event with food requires at a minimum, 2-3 weeks advance approval. Non-perishable food is permitted in the University Union at closed, member only meetings, for a fee. Additional fees may be charged for food in classrooms. Advanced payment for food and space is required.

Food Sales or Distribution
These requirements are in addition to those aforementioned.
• Meet with Student Organizations & Leadership Advisor
• Attend “Food Handling” Workshop (available by request only)
• Complete necessary forms (Request to serve food, Request to Raise Funds, County Health Permit)

Amplified Sound
Request for amplified sound must be submitted to your Student Organizations & Leadership Advisor at least three weeks in advance. Final approval is at the discretion of the Vice President for Student Affairs.

Alcohol
Undergraduate student organization events on-campus are not typically permitted to serve alcohol. Organizations will be required to follow the University policies regarding alcohol (more information can be found later in this Handbook under Campus Policies). Final approval is at the discretion of the Vice President for Student Affairs. Alcoholic beverages may be sold and consumed only in permanently licensed facilities and select campus facilities may be licensed through University Enterprise for “special events.”

Inviting a Campus/Community VIP to your Event
Sometimes, groups would like to contact campus or community administrators, such as the university President or a Vice President, to attend and even speak at their events. When groups are interested in inviting a campus or community VIP, we suggest the following for the best results:

1. Gather as many details as you can for your event. Consider the following:
   • Time, Date, Location
   • Is this a reoccurring or annual event?
• Who is the audience?
• What information does this person need to know about your event?

2. Contact your SO&L Advisor to reserve the space for your event, inform them of your intention to invite a campus or community administrator, and provide them with the event details. Your SO&L Advisor may also suggest a few other invitees who may be interested in attending your event.

Events Not Permitted

Date or Volunteer Student Auctions

Date or Volunteer Student Auctions are not permitted at Sacramento State. “Date” or “volunteer” auctions involve the process of bidding on a human being for the services or the ability to spend time with an individual. This process devalues a human being to the level of merchandise and involves a comparison of the relative “value” of each person being auctioned. This process has the appearance of modern slavery and human trafficking, which are concerns shared around the United States today.

Although Student Organizations & Leadership recognizes that groups plan these types of events with good intentions, events such as these are not congruent with the social, cultural, recreational, and educational mission of the university.

“Jail & Bail” Events

“Jail & Bail” fundraisers are not permitted at Sacramento State. “Jail & Bail” fundraisers involve people being selected or volunteering to be “arrested” and placed in “jail,” where they must then reach out to their personal network and/or passersby to raise an amount of money for “bail” to be released from the jail.

There are several deeply-rooted issues with jail & bail or activities including class sensitivity, race sensitivity, and trauma/retraumatization. The United States has the largest amount of imprisoned adults in the world. The number of people we incarcerate has quadrupled between 1980 and the present. Currently, over 1.5 million adults in the US are incarcerated and nearly 7 million are under correctional supervision. Events such as these are not congruent with the social, cultural, recreational, and educational mission of the university.
Movies and Films

You will be required to get a license to screen any film at Sacramento State.

To inquire about how to obtain a public performance license, please contact your Student Organizations and Leadership Advisor for assistance at 916-278-6595. The University currently works with Swank Motion Picture, Inc. for licenses (800/876-3344).

“PUBLIC PERFORMANCE” (from www.mpaa.org)
Unauthorized public performances refer to situations where an institution or commercial establishment shows a tape or film to its members or customers without receiving permission from the copyright owner. This includes “public performances” where an admission is charged as well as those that are simply offered as an additional service of the establishment.

“The Congress shall have power... To promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings or discoveries...” Article I, Section 8, The United States Constitution

“FAIR USE”
In some instances, it is not required to obtain a Movie Copyright Compliance Site License when exhibiting copyrighted materials such as videocassettes or DVDs.

This “face-to-face teaching exemption” applies ONLY if: A teacher is in attendance and the showing takes place in the classroom setting and the movie is used as an essential part of the current curriculum being taught. Examples of situations where a Movie Copyright Compliance Site License must be obtained are: public libraries, day-care facilities, and non-classroom entertainment movies being used at school for after school activities.

This legal requirement applies:
Regardless of whether an admission fee is charged;
whether the institution or organization is commercial or non-profit;
whether a federal or state agency is involved.

WHAT THE LAW SAYS (from www.copyright.org)
The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home.

In some instances no license is required to view a videotape, such as inside the home by family
or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.

This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

What Are “Public Performances?”
Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from a local video store and view the film in your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not.

But suppose you took the same video and showed it at a student organization event. In this case you have infringed the copyright of the movie. Simply put, videos obtained through a video store or online are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

Penalties for Copyright Infringement
“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a $100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from $500 to $20,000 for each illegal showing.

How to Obtain a Public Performance License
Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films.

By law, as well as by intent, the pre-recorded videocassettes and DVDs ("Videos") which are available in stores throughout the United States are for home use only – unless you have a license to show them elsewhere. Rentals or purchase of Videos do not carry with them licenses for non-home showings. Before you can legally engage in non-home showings, you must have a separate license which specifically authorizes such use. These simple, straightforward rules are embodied in the federal Copyright Act, as amended, Title 17 of the United States Code. Any institution, organization, company or individual wishing to engage in non-home showings of videos should be aware of the Copyright Act’s provisions governing the showing of Videos, which are highlighted below.
• The Copyright Act grants to the copyright owner the exclusive right, among others, “to perform the copyrighted work publicly.” (Section 106)
• The rental or purchase of a Video does not carry with it the right “to perform the copyrighted work publicly.” (Section 202)
• Videos may be shown without a license in the home to “a normal circle of family and its social acquaintances” (section 101) because such showings are not “public.”
• Videos may also be shown without a license for non-profit educational purposes and in certain narrowly defined “face-to-face teaching activities” (Section 101.1) because the law makes a specific, limited exception for such showings. (Sections 106 and 110(1))
• Other showings of Videos are illegal unless they have been authorized by license. Even “performances in semi public places such as clubs, lodges, factories, summer camps and schools are „public performances subject to copyright control.” (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64)
• Institutions, organizations, companies or individuals wishing to engage in non-home showings of Videos must secure licenses to do so – regardless of whether an admission or other fee is charged. This legal requirement applies equally to profit-making organizations and non-profit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)
• Showings of Videos without a license, when one is required, are infringements of copyright. If done “willfully and for purposes of commercial advantage or private financial gain,” they are a federal crime and subject to a $150,000 penalty per exhibition (Section 506)
• In addition, even innocent or inadvertent infringers are subject to substantial civil damages ($750 to $30,000 for each illegal showing) and other penalties. (Sections 502-505)

Frequently Asked Questions about Movies and Films

Q. We own the Video, do we still need a license to view or show it in public?
A. Yes. The location requires a license regardless of who owns the Video. While you may own the actual Video, you are only granted the right to view it in your home, not to perform in public.

Q. We do not charge admission. Do we still need a license?
A. Yes. Regardless of whether an admission fee is charged, a license is required.

Q. We are non-profit. Do we still need a license?
A. Yes. The legal requirement to obtain a license applies equally to non-profit and for-profit organizations.

Q. We are not open to the general public. Do we still need a license?
A. Yes. Any location outside of the home is considered public for copyright purposes.
Marketing and Publicity

The goal of any organization programming an event should be the development of an informed and supportive audience. This can only come through quality programs that are well produced and well promoted. Effective promotion includes developing channels of communication with your audience, and using these channels properly. In order to build an audience, in the long run, credibility and consistency are crucial. An audience should never be mislead, neglected or insulted - you want them to be interested and impressed. Programs/events should not be promoted until they are confirmed. Publicity should be honest and informative, not hyped. If programs are presented that educate, enlighten and/or entertain, your audience will do a great deal of future promotion for you through word of mouth and repeat attendance.

Quick Rules for Publicity
These items must be on all publicity for student organizations hosting events:

• The full name of your organization
• Time and place of the event
• Contact information
• Admission charge (if any)
• Must be in English, or provide an English translation on the posted materials

Here are a quick set of standards for posting around campus

• May be posted in the following locations: Outdoor bulletin boards located throughout campus and the Breezeways of Kadema & Eureka Halls
• Limited to one 8 1/2” x 11” copy per location
• Posted on stakes (at least one foot off the walkways in the grass areas) Library Quad and outside Shasta towards Residence Halls

Please refer to the Posting Policy for the complete rules for publicity at Sacramento State. Click here to go there now.

Definitions
The terms “promotion”, “publicity” and “advertising” are often used interchangeably, but in reality, they have distinct differences.

• Advertising: Purchased media coverage of an event/program. Examples: newspaper ads, paid radio spots, etc.
• Publicity: Non-purchased media coverage of an event/program and informational materials distributed by the hosts. Examples: newspaper stories and pictures, public service announcements, mailings, posters, flyers, calendar listings, newsletters, etc.
• Promotion: An overall plan for communicating information about a program and generating audience interest. It may include advertising, publicity or other components. Examples: series packaging of events, free ticket contests, receptions, displays, word of mouth, etc.
Planning Your Campaign

A well-planned promotional campaign has several purposes. It should:
Inform the potential audience about the facts (who, what, where, when and how much)
• Sell the speaker, topic or theme
• Educate the audience
• Clarify any misunderstandings or misperceptions
• Expose the sponsoring organization's name and reputation
• Excite the skeptic or apathetic
• Involve those who are already supporters
• Increase attendance
• An organization can coordinate many ways to take care of promotion and publicity.

Committees can divide responsibilities among several members or a single individual may be assigned to handle all areas. Either way, it is necessary to build a central body of resources and information, and a system for training those who will be doing the promotion. Taking into consideration all the factors which might affect your promotional efforts, it becomes obvious that one simple plan is impossible. The organization should have a wide range of techniques available to be selected depending upon the situation. The promotional campaign should have at least as much thought and attention as the initial selection of the event/program. Hastily prepared, ill-timed promotion can be as ineffective as an event/program planned the same way. The most effective approach to promoting an event/program is through a variety of proven methods that cover all the basic communication channels and complement each other. The best publicity is that which is clean, readable, attractive and informative. A flyer or poster that is poorly designed or badly printed may hurt your attendance more than it helps. A news release that is inaccurate, incomplete or poorly written will result in it failing to be published.

A Basic Promotional Plan Should Contain the Following Elements:
• Identify your potential audience.
• Determine which promotional technique(s) and communication channels might have the most success in reaching this audience.
• Determine the time schedule, in which you are working, the resources you have available and necessary deadline for any promotional materials you are considering.
• Select the methods you will use.
• Prepare your materials for the initial campaign.
• Be sure everyone involved carries through with their responsibilities, and all deadlines are met. Have follow-up materials ready for a second wave of promotion.
• Keep a close watch as to whether interest in the event/program is developing, and whether tickets, if used, are selling.
• Prepare for a last minute publicity blitz if expectations are not being met.
• Try to ensure that adequate post-event/program coverage occurs. If your audience is disappointed that they missed a good event/program, they will be more likely to attend future ones.
• Evaluate your success, note any methods which didn’t produce the expected results and keep records that can be used in planning future campaigns.

Basic Techniques
Newspaper ads can be one of the best ways of getting information to the greatest number of persons on a dependable, regular basis. They can be of considerable expense, but may be crucial if the event/program is depending upon income.

Tips
Submit typed copy to the display advertising office as soon as possible to ensure getting a good location in the paper. Deadlines are usually 2-4 days ahead of publication time. Some papers allow selection of space for a surcharge. Copy should include name of event/program, time, date, place, admission price, sponsoring organization, and other appropriate information. Other information accompanying the ad should include size of the ad, whom to contact in case of a question, and the date(s) the ad is to run. Include any glossy photos or artwork along with instructions on reducing/enlarging. Camera-ready art (that needs no alteration) is best. The ad’s price is computed on the basis of how many column inches it is. For example, if the advertising cost is $3 per column inch, an ad that is two columns wide by two inches high will cost $12. Anytime that you can submit an ad electronically, the easier it is for the newspaper to print. Make sure you know what software and fonts the paper uses and that you use the same.

Newspaper Stories
There are distinct advantages to building a close relationship with members of the campus newspaper and other campus publications. When submitting information for a possible story, as much information as possible should be included, as well as any photographs or art work. A good press release can provide all this in a standard way.

Tips
The release should be typewritten and double-spaced.
• Use 8 1/2 x 11” letterhead paper or press release sheet.
• Keep your copy clean - without typographical errors.
• Put contact person’s name, organization name and subject heading at top of page.
• Leave the upper 1/3 of the first page blank except for the slug line.
• Indent paragraphs.
• On the upper part of pages following page 1, repeat subject heading and page number.
• Avoid splitting words at end of lines, breaking sentences from one page to the next and breaking
• Add the word “more” at the bottom of each page that continues to another page.
• At the end of the story, write an “end mark” - traditional marks are “30”, “#” or “###”.
• Edit and proof all copy before submitting it for publication. Be accurate.

Posters and Flyers
Refer to the Posting Policy, http://www.csus.edu/soal/policy_posting.html, for size, location and content guidelines and restrictions. Traffic patterns should be studied to determine main pedestrian flows and the best places for posting legally. An organized staffing system should be used for making sure every poster or flyer is displayed in regular, legitimate designated areas. Good posters are worthless if half of them sit on someone’s desk.

Tips
Use bright, lighter colors with dark ink to be easier read at a distance.
• Try not to use lots of words - the reader usually takes a few seconds to read it.
• A good graphic or art image attracts attention. Think about a logo for your organization for instant recognition. BE CREATIVE!
• Be sensitive of sexist and racist language and stereotypes.
• Be ecologically aware of the amount of paper you use.
• Remember to take down all flyers, banners and posters as soon as possible after the event/program. Weather and sprinkler systems can make a mess of things!

The art of promoting event/programs on campus is constantly changing. Computer art programs allow the production of quality (and, unfortunately, poor quality) publicity materials. Student organizations are using commercially-sponsored materials in increasing numbers. Organizations with the most effective promotion are those that work hard, try new ideas, learn from mistakes and build good communication with their audience.

To find out more about publicity and promotional techniques, check out the campus library. If your organization develops a good background in effective promoting and it approaches the task with enthusiasm and creativity, the results will be rewarding.

References

Publicity And Posting Policy, Leadership Development Resource Library, Sacramento State Student Organizations & Leadership.
Navigating OrgSync

Renewing your Organization Profile

There are a few reasons why organizations should or must update their organization profile.

• Each Fall semester and when officers are changed, organizations are required to renew the organization profile within OrgSync.
• To make changes to contact emails and websites. When changing this information through the renewal process website, it is updated automatically and available to the campus community immediately.

This process is for continuing groups only. New organizations must meet with their Student Organizations & Leadership Advisor. Click here for the complete steps for new organizations.

Step One - Joining OrgSync

If you have NEVER logged in to OrgSync, click here to log-in https://orgsync.com/cas/sacramento-state

1. When you log-in you should see the “Account Profile” page where you must fill in your information (insert the required fields including your name, email, and time zone). When you are done, click next then finish.
2. From the Browse Organizations button, find your organization and click on it, click join now.
   • Type “sacramento” with lower case “s” for the password and click submit
   • You will be taken to your club portal.
   • If the password does not work, click Don’t Know the Password? Type a reason and submit your request. To complete step two, you must be the administrator in OrgSync of your organization. To become the administrator the current admin will have to promote you. If you need help stop by Student Organizations & Leadership. Proceed to Step Two!

If you HAVE logged into OrgSync before, click here to log-in https://orgsync.com/cas/sacramento-state

If your group name appears in the Organizations tab, go to step two. If not, you must first join your organization.

1. From the Organization tab, at the top of the page, click on the add organization button.
2. From the Browse Organizations button, find your organization and click on it, click join now.
   • Type “sacramento” with lower case “s” for the password and click submit
   • You will be taken to your club portal.
If the password does not work, click Don’t Know the Password? Type a reason and submit your request. To complete step two, you must be the administrator in OrgSync of your organization. To become the administrator the current admin will have to promote you. If you need help stop by the Student Organizations & Leadership Office.

Step Two - Organization Profile Renewal

Again, to complete step two, you must be the administrator in OrgSync of your organization. To become the administrator the current admin will have to promote you. If this is problematic, contact your Student Organizations & Leadership Advisor.

Once you are the administrator, renew the organization profile. This can be found under the settings button of your organization portal.

This button can be found at the top right side of your Organization portal. If you do not have the settings button, you are not an administrator.

Step Three - Members

Have your Members join OrgSync

Start by having them log into OrgSync on this page using their MySacState log-in information https://orgsync.com/cas/sacramento-state

1. Have them update their profile information including their email address, then scroll down and click next, complete the second page and click finish
2. Click Browse Organizations
3. Type in the name of the club and click search
4. Click on the club then join
5. Type in the club password or send a request to the administrator and click submit
6. Once approved they are all set up.

Co-Curricular Transcript (CCT)

Tracking your involvement and participation here at Sacrament State has never been easier! Your Co-Curricular Transcript (CCT) is an official self-reported involvement record complementing the academic transcript and your Sac State Experience.

Any events, club or programs that you participate in can be added to your CCT. In fact, Club membership, leadership positions, and LI events attended will automatically be available for your CCT. You can add any additional programs easily to complete your CCT.
In order to start or manage your CCT, you must first be connected with OrgSync!

Here’s how YOU can create an OrgSync account…it’s as easy as 1-2-3!:
Step 1: Go to https://orgsync.com/cas/sacramento-state
Step 2: Complete your User Profile
Step 3: Click on the “Community” tab to see what’s going on across campus

CCT Management
To manage your CCT go to My Tools in OrgSync and click on the My Involvement Link. Once the page loads click on Manage Involvement. There are two sections to your CCT the Organization membership and Activities. From this page you can manage what goes on your transcript and request an Official copy.

ePortfolio
An ePortfolio lets students track their involvement at Sacramento State with a professional online appearance through their own personal website. Students can document their education, employment history, resumes, cover letters, work samples, personal biographies and creative writing pieces to prepare for scholarship applications, job interviews and graduate school.

To create your ePortfolio:
1. Hover over the My Tools tab on the purple toolbar
2. Click on ePortfolio
3. Get started by typing in your portfolio URL
4. Update the rest of your settings (as prompted after submitting the URL)
5. Add information into the various sections highlighted on the left side
   • Biography- personal information, history
   • Involvement- college and community activities
   • Academics- course projects and/or papers
   • Employment- any and all employment allowed
   • Documents- resumes, links to LinkedIn, Facebook, Twitter, etc. (make sure they're professional!)
   • Recommendations- letters from previous and current employers or professors
6. Select View ePortfolio to take a peek and see what else needs to be updated/edited
Risk Management

In an age of increased litigation, it is important for groups and individuals to examine the risks and liabilities associated with their activities and behaviors. Organizations are continually being held liable for injuries, property damage, or financial loss associated with their programs or events. Examples of past risk management problems include injuries from fights that occur at sponsored events, drunk driving accidents, alcohol poisoning, property damage caused by members or guests, and injuries or deaths associated with hazing. While some organizations such as Greek social organizations, professional fraternal organizations, sport clubs, and national honor societies often have specific risk management and event policies, it is a wise idea for every student organization to examine the risks and liabilities involved with its programming and to develop an active plan to minimize those risks. There is no excuse or indemnification from negligence or poor planning. Four easy steps your organization can take to begin minimizing your risk:

- Examine the risks involved with your organization's activities and events.
- Examine the use of alcohol at your organization’s event.
- Secure adequate insurance to cover organization events.
- Eliminate hazing of any kind from organization activities.

Release of Liability Waiver
Sacramento State requires student organizations to use the California State University Release of Liability Waiver when your organization is hosting a sporting event or other event where participants engage in a physical or potentially harmful activity. By signing the form, participants are notified of the risks involved with the activity and places responsibility for the actions of the individual upon the participant. While utilizing this form does not remove legal liability from the organization and it’s officers by itself, you can work with your Student Organizations & Leadership Advisor to amend the form to remove liability from the student organization. The details of the form must be approved by your Student Organizations & Leadership Advisor before it can be distributed to your participants. All Release of Liability Waivers must be turned in to Student Organizations & Leadership within one business day of the event.

Decreasing Liability Is All In The Planning

Things to Consider:
- Have you reviewed this activity with your Student Organizations & Leadership Advisor? Is your national organization aware of this activity?
- If held in the community, how will this activity affect the neighborhood? Have you informed your neighbors that this activity will be taking place?
- What liability does the organization run the risk of incurring?
- What state laws or city ordinances have the potential of being violated?
- What safeguards do we have to keep these laws from being violated?
- How will the officers maintain control over the activity?
- What will the officers do if this activity gets out of hand?
- List the possible problem situations that could present themselves at your activity (make your list long and let Murphy's Law be your guide).
- List how you will solve each of the situations you have listed from the above question.
- Do you have an established procedure to follow in case of emergencies? Are all the officers aware that this activity is going on and are their phone numbers easily accessible?
- Could you convince a reasonable or prudent individual that your event is not potentially dangerous?
- Is the potential liability for the organization worth the benefits to the organization?

- Provided by Ron Bender, Risk Management Chair, Association of Fraternity Advisors.
Alcohol

Eleven easy steps to minimize the risks associated with alcohol consumption at your organization's event:

1. Make sure the consumption, sale, or distribution of alcohol at the event is in compliance with any and all applicable laws of the State of California, City and County of Sacramento, and Sacramento State (for more information, see Student Organizations & Leadership's flyer “Campus Alcohol Policy”).

2. Never purchase alcohol with organization funds or provide free alcohol to your guests. Your organization could be held responsible for the behavior of individuals who were provided alcohol by the organization. Use a BYOB system or a third party vendor such as a licensed bartender to sell or distribute alcohol.

3. Make sure everyone consuming alcohol at your organization’s event is of the legal minimum drinking age in the State of California - 21 years old. A good idea is to have a separate area of the event for those of legal age to consume alcohol.

4. Don’t allow visibly intoxicated guests or organization members to continue to consume alcohol.

5. Don’t allow any drinking games to take place at the event. Playing drinking games encourages large consumption of alcohol and can lead to quickened intoxication.

6. Provide a means of transportation or escort home from the event were alcohol is being served. Have the number for Sacramento State SafeRides on hand at the event - 1-800-278-TAXI.

7. Hire a bonded, uniformed security guard(s) or off duty law enforcement officer(s) to help maintain control and to protect participants in the party and those leaving the party. Have a minimum of two guards or officers with more security for larger crowds or special circumstances such as outdoor venues or live entertainment. If the event is on the Sacramento State campus, Sacramento State Public Safety Officers must be used - contact your Student Organizations & Leadership Advisor for more information.

8. Avoid "open" parties where anyone off the street can come in. Use a guest list and check the identification of those entering the party for both their age and to see if they are on the guest list.

9. Avoid “serve your-self” type arrangements where guests can consume as much alcohol as they wish with no monitoring. This can be done through a cash bar serviced by a licensed third party vendor or a BYOB system. Often many risk management policies limit the number of drinks a guest can bring BYOB to six cans of beer or four 12 ounce prepackaged liquor beverages. The use of kegs, party balls, and tubs of alcoholic punch are also prohibited by many risk management policies and should be discouraged. It is much easier to attach legal liability to an organization and its officers when they have provided alcohol to their guests.

10. Make sure there are several officers of your organization who remain sober to monitor the event and who can call for help if there are any emergencies.

11. The sale of alcohol without a license is illegal. The indirect sale of alcohol by your organization could also be determined illegal. Charging admission to a party and providing free alcohol or charging for food at a tailgate and providing a cup for the keg are both examples of the indirect sale of alcohol and give the appearance to law enforcement of alcohol sale without a license.
Insurance

Even if you take great care in minimizing the risks involved with your organization's event, sometimes the unavoidable will still happen. This is when you’ll be very glad your organization has insurance or has purchased a policy or rider (additional insurance purchased for a particular event to supplement your organization's standard policy) for this particular event. If the organization has followed the provisions of the insurance policy and was not breaking any laws when the accident occurred, the insurance company will most likely pay for any damages made by claimants or in a lawsuit. More information about insurance policies, individual riders and coverage is available through your organization's national office or Student Organizations & Leadership.

Hazing

Organizations have been held liable and been forced to pay large punitive settlements for injuries and deaths resulting from hazing. Hazing of organization members, new or active, alumni or prospective is against the law. Not only can an organization face a civil lawsuit from the victims of hazing, but members involved in hazing can face criminal prosecution. The easiest way to minimize your organization's risk in regards to hazing claims is to eradicate all hazing from your organization's activities. (For more information on hazing, ways to eradicate hazing from your organization, and positive alternatives for new member activities, see a Student Organizations & Leadership Advisor.)

Release of Liability Waiver

Waiver guidelines are available in Student Organizations & Leadership which you can use to create release of liability waivers and have participants sign to assume responsibility for their actions at your organization’s event. Using this form is a good idea if your organization is planning a sporting event or other event where individuals are expected to participate in physical activity. While utilizing this form does not remove all legal liability from the organization and its officers, it does notify participants of the risks involved with the activity and places responsibility for the actions of the individual upon the participant.

Further Questions?
Questions concerning risk management or event planning can be directed to your Student Organizations & Leadership Advisor at (916) 278-6595.
Webpages and Emails

To create an email click here http://www.csus.edu/irt/is/accounts/accountforms/SaLink%20Sponsored%20Generic.pdf

Getting a Webpage

Want to learn how to get your Web site online? Before creating or updating your Web pages it is important to understand the Web policies and guidelines implemented at Sacramento State.

The detailed steps listed below will guide you through the process.

1. Request a Sacramento State Web account
   Student organization account — Use the online form to request an organization Web account.

2. Gather materials
   After requesting a Web account, gather your materials you wish to place online. Materials may include:
   - Articles from magazines, newspapers and journals
   - Calendar of events
   - Current Web pages
   - Graphics, images and photographs
   - Meeting agendas, notes
   - Presentation materials
   - Program requirements and forms

3. Create/edit HTML files
   When your account is ready you may begin creating or editing your Web (HTML) documents. In addition, some documents such as Microsoft Word and Microsoft PowerPoint, may need to be modified for the Web — they can be electronically “printed” as Adobe Acrobat files (PDF) and uploaded to your Web page.

   You may choose to create/edit your documents using a text editor, such as Notepad (PC) or SimpleText (Macintosh), or a Web editor, like Macromedia Dreamweaver or Microsoft FrontPage. Web editors allow you to edit Web pages without knowing HTML, while text editors require you to know and use HTML tags.

   Remember to identify and separate your content into subject pages or categories. Where possible, try to limit the length of each Web page to prevent excessive scrolling.
Resources:
Personal Web pages resource page
Quick Reference site (QuikRefs)
WebCT-specific Web page resources
Additional resources

4. Preview HTML files
After creating or editing your Web pages you need to preview them in a Web browser. Remember to test all of your hyperlinks and check your spelling!

Test the site in different Web browsers to make certain that text, images, and table alignments are correctly displayed. Some are more tolerant of errors than others. You may also have another user test your Web pages.

5. Upload to server
When you are satisfied with your Web pages you can copy (upload) them to the Web server. Use the site or publish feature within the Macromedia Dreamweaver or Microsoft FrontPage software to connect to your Web account and upload the files. Alternatively, you can use a File Transfer Protocol (FTP) program to upload your files to the Web server, such as WS-FTP (PC) or Fetch (Macintosh).

Student organization account — Follow the steps on the SacLink FTP page, but use www.csus.edu in the Host Name/Address box.

6. View pages on the web
After you copy (upload) your files to the Web server for your account, remember to view your completed pages in a browser using the actual Web server address where your files are located.

Test the site in different Web browsers to make certain that text, images, and table alignments are correctly displayed. Some are more tolerant of errors. You may also have another user test the Web pages.
Faculty and Staff Advisors

Organizations are required to have a full-time faculty or professional staff member with a classification of Student Services Professional I or higher as an Faculty or Staff Advisor. Groups are permitted to have non-University related Advisors in addition to their Faculty Advisor if they wish. Selection of a particular person as advisor is the choice of the organization and is by mutual agreement of both parties. Faculty and staff often look forward to opportunities to work with students outside the traditional classroom and in areas of personal interests.

Duties of an Advisor

- Be familiar with the organization’s objectives, constitution and bylaws
- Meet regularly with student leaders to give them support and encourage them to accept their responsibilities, meet their objectives, and develop as leaders
- Be familiar with University policies and risk management procedures to assist leaders in their efforts to conduct business on campus
- Be able to help members explore alternatives as they plan activities and events, realizing that final decisions and organizational management is the responsibility of the members
- Help leaders during periods of transition in an effort to maintain continuity
- Assist the organization in their efforts to secure funding from campus and/or community sources within approved guidelines
- Alert student leaders to potential organizational problems

For an advisor to be effective it is very important that they be kept informed as to the operation and needs of the organization. It is the responsibility of the student leaders to see that the advisor receives all minutes of meetings and is kept abreast of the program, upcoming events, and meetings. It is not the role of an advisor to “impose” themselves on an organization, but to be an available resource to the leadership and members. The Student Organizations & Leadership Staff serves in a general advisory role to organizations and advises as the need and particular questions arise.

Replacing an Ineffective Advisor

Occasionally an advisor to a student organization does not meet the expectations of the organization or fails to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the club President should contact Student Organizations & Leadership to discuss the problems or issues involving their advisor. A staff member of Student Organizations & Leadership will discuss the situation with the club President. As a follow-up on expressed concerns, a central file will be maintained that documents all remedial efforts and corrective actions. If a student organization and its advisor are unable to resolve the issue(s), the student organization’s constitution stipulates that they can vote to remove that advisor.
Liability and Advisors

Voluntary advisors to recognized student organizations are not usually directly responsible for the activities of the group. Advisors are accepting risk of being included in third party complaints against the organization and for their own actions. While the University cannot preclude third party actions which might include the advisor, the University offers the services of legal staff in such instances.

Duties of Advisors at Events

The members of the sponsoring organization are responsible for the smooth operation of a function. Advisors are not supposed to serve as “police” but should make helpful suggestions regarding neglected areas and unwise practices. It is particularly important that advisors be available and prepared to assist in any emergency situation which might arise at an open public event. When an advisor signs, or permits a designee to sign a requisition for an event, he/she is indicating acceptance for sponsorship of the event and a willingness to be reasonably informed on the activities planned. Advisors are encouraged to be present during the entire time for which the event is scheduled.

Organization’s Responsibilities to the Advisor

The organization is expected to have the following responsibilities:

- To keep the advisor informed concerning the overall program of the organization
- To notify the advisor well in advance of the schedule of meetings and events
- To give the advisor an opportunity to express an opinion on issues
All students and student organizations are expected to follow the policies of Sacramento State. The University has a Policy Manual that is the official source for policies of Sacramento State. The complete University Policy Manual can be found by clicking here [http://www.csus.edu/umanual/](http://www.csus.edu/umanual/).

Here are the policies covered in this section:
- Alcohol Beverage and Drug Policy
- Alumni Grove
- Amplified Sound
- Code of Conduct and Hazing
- Commercial / Vendor Solicitation and Sales
- Food Policies
- Fundraising
- Good Neighbor Guidelines
- Off Campus Behavior
- Off Campus Events
- Library Quad Booth/Table Policy - Club Days in the Quad
- Posting Policy
- Raffles and Casino Activities
- Solicitation and Sales
- Use of the University Name

### Alumni Grove

Alumni Grove is an area on the eastern edge of the campus adjacent to the American River and is intended for use by all members of the University community. There are a limited number of permanent tables with benches and grills in the improved area. Additional equipment may be brought into the area via the levee road; however parking on the levee road is prohibited at all times.

Alumni Grove is designed for casual student, faculty and alumni use as well as organized use. Therefore, before approving any reservation for use, the appropriate University scheduling office will ensure that the sponsoring organization will respect the use of Alumni Grove by others.

At the time of scheduling, the following special concerns will be considered:
- Need for additional physical facilities and/or equipment a minimum of one-week notice is needed for delivery
- Need for electrical power
• Need for compliance with University Alcoholic Beverages Policy, which prohibits consumption of alcoholic beverages in outdoor areas
• Need for utilization of University Police
• Need to unlock gate for vehicle delivery access. Note that the levee road is for access only. No parking is permitted on the levee at any time
• Estimated costs for any of the above services and method of payment for same
• Alumni Grove may be scheduled from 7:00 a.m. through 1:00 a.m. any day of the week. Scheduling of Alumni Grove may be denied where utilization of Alumni Grove on a proposed date and time will conflict with another previously scheduled event.
• The sponsoring organization may post the space reservation notice or other appropriate signs so that casual users will not interfere with scheduled activities and vice versa.

It is possible to be married in Alumni Grove, provided that the person making the request is a student or faculty member at the time the request is made; the person making the request will be one of the persons to be married; and the person agrees to comply with regulations on clean up and the serving of alcoholic beverages on campus. Amplified sound is not permitted in the Alumni Grove.

Amplified Sound

The purpose of the amplified sound policy is to regulate outdoor amplified sound so that it is unlikely to interfere with instruction or other University events or activities. Amplified sound may be approved for locations where such interference is not likely to occur.

The sponsoring organization or department is responsible for notifying three days in advance any faculty who are teaching classes that may be able to hear the sounds coming from the proposed activity.

The volume of outdoor amplified sound for events must be controlled to sound levels and within time periods that are in compliance with this policy, city ordinances, and with consideration for neighboring communities.

The University President has delegated policy oversight to the Vice President for Student Affairs who in turn has delegated the administration of the policy to the Director of Student Organizations & Leadership.

The complete policy and the approval process can be found here http://www.csus.edu/umanual/AmplifiedSound_Policy.htm
Code of Conduct and Hazing

The Student Code of Conduct outlines behaviors that are punishable by expulsion, suspension and probation from the University. Student organizations are expected to refrain from all activities included in this policy. The Code of Conduct specifically references student organizations concerning hazing. Students and organizations found participating in hazing will be subject to expulsion, suspension, and/or probation from the University.

- Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: “Hazing” includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contests or competitions.

- A group of students acting together may be considered a ‘student organization’ for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is a violation of this section.

Food Policies

Student Organizations who wish to supply their own food at closed meetings must get approval prior to the meeting from their Student Organizations & Leadership Advisor. Types of food permitted can be found online in the University Union, Self Food Service Policy.

Food sales or dispensing of food on campus by recognized campus organizations is coordinated through Student Organizations & Leadership. Only recognized campus organizations may be granted approval to sell or dispense food on campus for the purpose of raising funds in support of their programs or to provide food as an integral part of an organization event. Individuals may not sell or dispense food on campus. 3-week notice is required for all perishable food events.

Groups interested in holding an event on campus at which food will be distributed are required to do the following:

- Attend a Food Distribution and Sales workshop sponsored by Student Organizations & Leadership
- Schedule a meeting with a Student Organizations & Leadership Advisor, a minimum of three weeks in advance of the planned sale, to review the guidelines and request a space
- Complete a Request to Serve Food Form, available in Student Organizations & Leadership
- Complete the Temporary Food Facility Information sheets (applies to “Perishable Food Events”
• Complete a Request to Raise Funds Form, if food or beverages will be sold
• Deposit funds raised into the group’s ASI Club Account, or other University Account after the event

Definitions
• “Nonperishable Food” means a food that is not a potentially hazardous food, and that does not show signs of spoiling, becoming rancid, or developing objectionable odors during storage, e.g., prepackaged food dispensed in original containers and not requiring temperature control; whole fruits; popcorn made in a standard commercial popper; coffee, tea and punch, if made in approved containers and served in single-service cups. Groups serving only nonperishable foods should refer to the “Bake Sale” guidelines.
• “Perishable Foods” in general is a very perishable (potentially hazardous) commodity. It is highly subject to spoilage and deterioration. Perishable food items must be either refrigerated at 41°F or below or heated above 140°F, even during transport and serving time. Examples of perishable foods are: meat, fish, poultry, eggs, dairy products, any type of salad, cooked beans, any creamed item, cottage cheese, cream cheese, items with mayonnaise, desserts with cream, etc.
• “Perishable Food Event”, as referred to in this document, includes the sale, distribution or giving away of perishable and non-perishable foods to the public. Distribution of food to only individuals affiliated with a student organization, department or other identifiable group that is limited in number, is not considered a public “Perishable Food Event” and does not require a permit from County of Sacramento Environmental Management Department-Environmental Health Division, but is subject to all other health and safety guidelines as outlined in this document.

Frequency
Recognized campus organizations may host a “Perishable Food Event” or “Bake Sale” a maximum of four (4) times each academic year.

Location
• Space Management and the Director of Dining Services must approve, in advance, all locations for food distribution and sales. Student Organizations & Leadership will help facilitate the approval process.
• Distribution (the sale or giving away) of perishable or non-perishable food is permitted in the Library Quad only with a permit from the County of Sacramento Environmental Management Department-Environmental Health Division. The application process takes a minimum of three weeks.
Bake Sale Food Requirements

- “Bake Sales” include the sale or giving away of non-perishable foods only.
- No food prepared or stored in a private home shall be used, served, offered for sale, sold, or given away.
- Every bakery product shall have a protective wrapping that bears a label that complies with the labeling requirements prescribed by the Sherman Food, Drug, and Cosmetic Law: [www.dhs.ca.gov/fdb/HTML/General/sheindex.htm](http://www.dhs.ca.gov/fdb/HTML/General/sheindex.htm)
- All food and beverages shall be protected at all times from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination.
- Doughnuts and similar pastries do not require individualized protective wrap, but must remain in the original covered box and be served to the customer using single serving disposable wrappers.
- Ice used in beverages shall be protected from contamination and shall be maintained separate from ice used for refrigeration purposes.
- All food and food containers shall be stored off the ground or floor.
- Smoking is prohibited in the immediate area (radius of 20 ft.).
- All garbage shall be disposed of in a sanitary manner.
- Individuals handling food shall wear clean clothing and shall keep their hands clean at all times by washing hands thoroughly and using antibacterial soap or gloves.

Perishable Food Sale and Distribution Requirements

- Groups wishing to conduct a “Perishable Food Event” (including the sale, distribution or giving away of food defined as perishable) must follow the specific guidelines for “Temporary Food Facility Operators” (this document is available in Student Organizations & Leadership). The organization must also obtain a Temporary Food Facility Permit from the County of Sacramento Environmental Management Department-Environmental Health Division. The application process takes a minimum of three weeks.
- In order to insure the meeting of reasonable need, organizational success and health and safety monitoring, as well as to limit unnecessary liability and opportunities for health hazard, fundraising sales and dispensing of perishable foods will be limited to specialty foods not otherwise routinely available for sale or distribution on campus or to specific foods deemed integral to the ethnic/cultural nature of the event.
- On the day of the event, prior to the service of any food, a staff member from Student Organizations & Leadership will inspect student organization sponsored events for compliance with all “Temporary Food Facility” requirements. Groups not in compliance will not be allowed to conduct food sales or service, until all violations have been corrected and the group is in full compliance with all regulations.
- Groups conducting a public “Perishable Food Event” will also be subject to inspection by the County of Sacramento Environmental Management Department-Environmental Health Division.
- No food prepared or stored in a private home shall be used, served, offered for sale, sold, or given away.
Campus Departments
Campus departments are required to comply with the general intent of this policy and should contact Student Organizations & Leadership for approval of the sale or dispensing of food on campus after obtaining space approval from Space Management or the University Union.

Community Organizations
Community organizations must comply with the general intent of this policy and are subject to County permit requirements and inspections. The University Enterprises, Inc. reviews and approves the sale and dispensing of food served by community organizations and non-university vendors after a space reservation has been approved through Space Management or the University Union. The relevant scheduling office will direct community organizations to the appropriate University Enterprises, Inc. contact for review and approval of requests to sell or dispense food at approved events. In addition, proof of liability insurance may be required by the Sacramento State Office of Risk Management.

Fundraising
A fundraising event is defined as an activity where admission is charged, donations are required or actively solicited, sales take place, or other financial consideration is accrued by the sponsoring organization.

All student organizations must submit a Request to Raise Funds on Campus by Student Organizations or ASI to Student Organizations & Leadership and receive written approval prior to using any University facilities for a fundraising event. In addition, student organizations shall comply with the following:

General
1. The activity must be of such a nature as to contribute to the educational, cultural, or social benefit of the University.
2. It is advisable to have contracts between outside agencies and the sponsoring organizations reviewed by a Student Organizations & Leadership Advisor (and the ASI Executive Director if the event is cosponsored by ASI) prior to being signed or before commitments are made. It should be evident in the terms of the contract that the organization, rather than the promoter, is initiating and publicizing the event.
3. Use of alcoholic beverages are allowed only in strict compliance with the University Alcoholic Beverages Policy http://www.csus.edu/umanual/student/UMA00550.htm.
4. A student coordinator designated by the sponsoring organization shall represent the organization in all arrangements concerning the event with Student Organizations & Leadership and ASI.
5. No payment of funds from a fundraising event may be made to any full-time University employee.
without prior approval of the University Director of Personnel Services and after consultation with the ASI Executive Director.

6. A report of cash grants, scholarships, or awards allocated to students of the University as a result of a fundraising event(s) must be filed with the Financial Aid Office no more than seven days after the monies are awarded. The designated student coordinator will be responsible for filing the report. Student Organizations & Leadership will assist in the completion of the form.

Sales Activities
1. Items to be sold must be approved at the time space is requested. Requests for tables should be made through Student Organizations & Leadership. Requests for other campus facilities should be made through the University Union's Events Services Office. All food sales must comply with the Sale and Dispensing of Food on Campus Policy.

2. Sales by recognized student organizations through commercial transactions may be permitted if the proposed activity aids achievement of the educational objectives of the campus, does not unreasonably interfere with the operation of the campus and is not prohibited by law. A copy of Student Organizations & Leadership's approval of the event specifying time, place and manner must be available at the event. Permission may be withheld due to time when areas may be overcrowded by campus activities.

3. Student organizations are not permitted to charge or accept donations from outside vendors for the vendor’s privilege of utilizing University property to sell items or to present informational or educational shows, demonstrations, etc., under the organization's sponsorship. An organization may act on behalf of a vendor providing student organization members staff the operation.

Program Activities
1. Facilities must be properly reserved through the Events Services Office. Any event where attendance includes non-members of the organization or where special equipment or facilities (i.e. the South Gym, North Gym, Stadium, Music Recital Hall, etc.) are requested, may be determined to be a major event which, additionally, requires compliance with the Major Events Policy.

2. Sponsoring organizations are responsible for reimbursing the University for incurred expenses arising from a fundraising program. In specific cases where there are facility rental or use charges assessed to the organization, an advance deposit may be required.

3. Advance ticket sales and other financial transactions may be arranged by the student coordinator and the ASI Executive Director.

4. The University and its affiliated organizations will not sponsor or cosponsor raffles, sweepstakes, or drawings.

5. Events produced solely by either ASI or the University Union to which admission may be charged are not considered fundraising events within the definition of this policy, but shall be considered within the Major Events Policy.
Good Neighbor Guidelines

Sacramento State encourages student residents within Sacramento neighborhoods to live up to the tenets of the following Good Neighbor Guidelines. Like all residents, students are expected to conduct themselves as mature and responsible members of the Sacramento and University communities. As such, they are responsible for upholding all state and city laws and ordinances, especially those relating to noise, traffic, parking, zoning, and consumption of alcohol. In addition, as responsible members of society, they are expected to foster an atmosphere which nurtures positive educational pursuits, the development of understanding and tolerance of those with different cultural and political points of view, and an environment that encourages responsible behavior in the community.

The good neighbor guidelines address the following areas:
1. Upkeep and Beautification
2. Traffic Safety and Parking
3. Neighborhood Relations
4. Alcohol and Other Drugs

The following guidelines are consistent with the educational role of the University, the rights and needs of all residents, standards of common courtesy, and are directed toward encouraging and maintaining positive neighbor relationships.

1. Upkeep and Beautification:

Students and student organizations are expected to maintain a safe, clean, and attractive environment for the health and well-being of their members, guests, and neighbors. Specifically, the students will:

- Maintain the property in accordance with all fire, health, zoning, building, and safety codes.
- Maintain lawn and landscaping on a regular basis.
- Dispose of litter, trash, and garbage on a regular basis in an appropriate manner.
- Clean up should be completed within 24 hours after social functions in order to ensure litter and trash is removed from the neighborhood.

2. Traffic Safety and Parking:

Comply with the laws of Sacramento and the State of California and hold invited guests to the same standard of conduct.

- Give priority to traffic safety and reduction of parking such as parking in, or blocking neighbors'
driveways, public alleys, and sidewalks, which are violations of the law.

- Educate household members and guests about neighborhood parking restrictions and encourage safe responsible driving.
- Make provision for guest parking for social events.
- All residents and guests are prohibited from parking on lawns and other landscaped or unsurfaced areas at all times.
- Educate household members and guests to arrive quietly and to depart in the same manner to avoid disrupting the neighbors.

3. Neighborhood Relations

Students will:
- foster and maintain good community relations and cooperation with neighbors and authorities.
- consider holding large social functions away from the house at facilities of sufficient size to accommodate the crowd and when alcohol is served.
- be responsible for their conduct and encourage admitted guests to adhere to the same standard.
- observe quiet hours after 10:00 p.m. (Sunday through Thursday) and 12:30 a.m. (Friday and Saturday), with a limited number of events taking place on contiguous weekends.
- respect the rights of neighbors and follow existing laws and ordinances.
- take active steps to prevent damage to neighbors’ property by admitted guests and household members.
- be responsible for damage to neighbors’ properties caused by household members.
- be responsible for mediating and resolving neighborhood problems in a timely fashion.
- telephone calls to neighbors will be made before 9:00 p.m. in a mature and civil manner.
- host a meeting annually, prior to the beginning of classes in fall, with neighbors within 300 feet of the house and all other people who have expressed an interest to meet with student groups living in the neighborhood.
- provide telephone numbers of household contact persons or student organization leaders and alumni advisors to neighbors within 300 feet of the house prior to beginning of each academic year or with change of student organization officers.
- notify neighbors within 300 feet (multiple dwellings/manager) and all other people who have notified the student group of their desire to receive notices in writing of organized social events at least three days prior to the function. Notifications shall include size, type of event, hours and a contact person who will be present at the event.
- use amplified sound only in accordance with the Noise Ordinance. Exterior amplified sound in residential areas is discouraged.
- encourage hiring private security for large functions when alcohol is served.
- initiate programs to foster positive attitudes about relations with neighbors, reduction of noise, elimination of alcohol abuse, and elimination of verbal abuse.
- set reasonable limits on the total number of large events per semester and for the academic year.
that will take place at the residence.
- negotiate with neighbors regarding hours for basketball courts and limitations on athletic events where applicable.

4. Alcohol and Other Drugs

Students and members of recognized student organizations will set good examples and will:
- observe state and local laws governing alcohol and drug use.
- develop positive attitudes to combat abuse and encourage moderation. Recognized student organization officers should set good examples.
- not allow illegal drugs.
- where possible, sponsor alcohol and drug education programs including programs by national organizations or campus programs.
- encourage social events where only non-alcoholic beverages are served.
- provide, at events where alcohol is served, a variety of accessible non-alcoholic beverages and food.
- provide non-drinking monitors at all functions where alcohol is served.
- educate all student organization members regarding national risk management and insurance policies and hold members responsible where applicable.
Library Quad and South Green Booth/Table Policy - Club Days in the Quad

A. Recognized campus organizations in good standing are permitted to place a booth in the Library Quad and South Green area to publicize for recruitment or other events. Materials disseminated must adhere to the University Publicity and Posting Policy. All items left in the Library Quad or South Green, unattended, are left at your own risk.

B. During the first two weeks of each semester, recognized organizations may sign-up for a designated space on the Library Quad or South Green on a first-come, first-serve basis. Spaces can be reserved two weeks before the start of classes.

C. Booths may not exceed 8 feet in length, width, and height. Booths may only be one story. The University reserves the right to remove booths which interfere with the normal operations of the campus, obstruct vehicular sight lines or are deemed unsafe to pedestrian traffic.

D. Distribution of food, beverages, or cooking for members is not permitted in the Library Quad during Club Days in the Quad.

E. Booth space is for club promotion only; promotion for profit groups is not permitted.

F. Booths may not have a solid base, carpeting or other flooring. Such items can damage or kill the grass.

G. Amplified sound is not permitted at individual booths, and power is not available.

H. Any booth remaining in the Library Quad or South Green past the final date of the reservation shall be disposed of by University Facilities Management.

I. Organizations whose booth or booth furniture has to be removed by the University may be assessed a fine up to $300 and not be permitted to have a booth for an entire year.
Posting Policy

Purpose
The posting policy helps create an orderly means for members of the campus and community to utilize appropriate space for posting information. The following procedures apply to all publicity posted on the Sacramento State campus. It does not apply to operational materials posted within areas assigned to specific departments unless noted.

Interested Parties

A. Recognized Campus Organizations

Recognized campus organizations or departments are permitted to post materials publicizing their on and off-campus events providing such materials include the name of the sponsoring organization, the time and place of the event and the amount of admission if charged. Events include, but are not limited to dances, films, speakers, concerts, athletic contests, performances, etc. Publicity that meets the above criteria may be posted without further approval on outdoor bulletin boards and in the breezeways of Kadema and Eureka Halls.

B. Campus Community

Individual members of the campus community - students, faculty and staff - are permitted to post materials that legally offer or seek articles or services, for sale or at no cost, providing such transactions are not commercial in nature. The publicity materials must include the name of the individual and the date the material is first posted. Materials can be posted up to but no longer than two weeks. When the above information is included, materials may be posted without further approval in the following locations: designated bulletin boards and kiosks located throughout the campus. (Note: Definition of commercial verses personal sale transaction can be found in California Administrative Code, Title 5, Section 43250.1-43250.6).

For recognized ASI elections, Sacramento State students are permitted to post materials that include the above information in locations listed for recognized campus organizations throughout this document. Detailed information on ASI's rules and regulations regarding election materials can be found online at http://www.asi.csus.edu/.

C. Sacramento Community

All posting materials originating from off-campus individuals or groups must be approved by
Student Organizations & Leadership. Materials advertising events, offering services, selling articles, etc. must include the name and address of the person or group sponsoring the activity. Sales and solicitation for future sales will be approved as part of a scheduled event only when such sale or solicitation is an integral part of the educational purpose or objective of such activity. The date the item is posted must also be on the materials. Approved off-campus materials may be posted on outdoor bulletin boards located throughout campus and outlined below.

General Campus Posting Rules

The sponsoring party is responsible for insuring that the content of posted materials are in compliance with all Sacramento State policies and all Federal and State laws, including Title VII and IX of the Civil Rights Act as amended.

Posting in languages other than English is acceptable as long as English translations are provided on the same item.

When alcohol is to be served at an on-campus or off-campus event sponsored by a campus affiliate, any reference to alcohol shall be a relatively insignificant part of the posting (a suggested standard shall be one-tenth of the major billing).

A. Billboards, Banners and A-Frames

Billboards, banners, and A-frames can be used for a period of up to three-weeks to publicize approved campus events. The placement of billboards, banners and A-frames is limited to the Library Quad lawns, the Lawn between Tahoe and the WELL or the sidewalk North of Shasta Hall. Billboards, banners or A-frames must be neatly presented, painted or mounted on a solid surface (e.g. plywood, masonite - paper banners on stakes are not acceptable) and no larger than 4’ high by 8’ wide. The University reserves the right to remove billboards that interfere with the normal operations of the campus, obstruct vehicular sight lines or are deemed in any way to be unsafe.

B. Outdoor Bulletin Boards

Outdoor bulletin boards are located in the front of several campus buildings. Only one copy of a particular posting, not exceeding 8.5”x11”, may be hung on the cork of the bulletin board. Posting over other materials is prohibited and will be removed. Materials may be posted for a period up to two-weeks.

The glass case is reserved for on-campus multi-date events. It is limited to one poster or flyer per event. Student Organizations & Leadership will facilitate approval and management of this area.
C. Lawn Stakes

The use of lawn stakes to post publicity materials is permissible as long as the stakes do not interfere with normal operations of the campus or present a hazard.

Lawn-staked signs are permitted only on the grassy areas in the Library Quad and from Shasta Hall to State University Drive East. Lawn-staked signs must be positioned at least one foot away from the walkways. Lawn-staked signs can be posted for a period of two weeks to advertise campus events only. Stake signs are not permitted in planting beds and may be removed by the grounds crew as they maintain the campus. The location for lawn stake signs may be further refined by the Director of Student Organizations & Leadership, please contact that office for updated instructions.

D. Chalking

The chalking of walkways (no walls or vertical surfaces), concrete or asphalt, to promote campus events is permissible. Chalking must be at least 30 feet away from the entrance to any building. Chalking is prohibited at the Residence Hall properties and the Bookstore Plaza. The use of aerosol spray chalk is prohibited.

E. Additional Areas for Publicity

To post in areas not listed above (e.g. esplanade and south campus entrance) requires permission from the Director of Student Organizations & Leadership prior to posting.

Certain locations are not permissible posting areas: doors and windows, restrooms, glass, entry ways, bus shelters, phone booths, windows, interior walls, light posts, trees, doors, building exteriors, automobiles, departmental bulletin boards and the railings of the Library. Student Organizations & Leadership and Facilities Management will remove items posted in non-approved locations.

Adhesive stickers are forbidden and persons using them may be charged with vandalism.

The use of interior boards, other than locations noted above, belongs to those departments who are assigned the space. Approval for posting and removal of materials on such boards resides in the operating department. Such posting shall comply with the content rules of this policy.

Employee organizational materials may only be distributed from designated racks in the following buildings: 1. Lassen Hall (2nd floor) 2. River Front Center (Main entrance) 3. Sequoia Hall (3rd floor) 4. Library (1st floor)
IV. Regulation of this Policy

The regulation of the posting policy shall be administered through Student Organizations & Leadership. Student Organizations & Leadership will assist in removal of posted materials that violate this policy. The Director of Student Organizations & Leadership may grant occasional exceptions to this policy for special events or information emergencies.

Off Campus Behavior

- Section 41301, Student Conduct, Title 5 states: "This section clarifies the university's authority for off-campus behavior that includes students who are members of clubs and organizations. The Student Conduct Code sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the university's disciplinary process."

Off Campus Events

Student organizations choosing to sponsor an event off-campus accept sole responsibility for the event. Student organizations sign a statement each fall during the organization renewal process which releases the University and its employees from any claims or causes of action arising out of any event held off campus and sponsored by a student organization. Organizations utilizing off-campus facilities or vendors are solely responsible for all contractual agreements they enter into and in no way involve the University or the advisor as an employee of the University.

Any recognized student organization which undertakes the sponsorship of an event
accepts responsibility for maintaining proper conduct of those in attendance. Officers of the organization are responsible for informing members of the organization of this requirement. If a complaint is registered against an organization, Student Organizations & Leadership will request the complaint be placed in writing and a copy forwarded to the President of the organization concerned and the University Judicial Officer. If, in the opinion of Student Organizations & Leadership, the organization has not resolved the problem satisfactorily, or if the difficulty was of such proportion as to impair the name of the University or other student organizations, disciplinary action may be initiated by the University Judicial Officer.

Student organizations sponsoring an event off-campus at a local venue may be required to provide proof of insurance. The University does not provide insurance coverage for student organizations sponsoring events held off-campus. The Risk Management Office will provide information and guidance to student organizations needing to purchase insurance for an event off-campus.

**Raffle and Casino Activities**

A raffle may appear to be a great way to raise money for an organization with minimal effort or expense. Unfortunately, such “get rich quick” schemes are a violation of the California Penal Code (Sections 319-325).

The law specifies that any means of disposing of merchandise or property of value among persons who have paid or exchanged anything of value, whether it is called a lottery, raffle, or gift enterprise is a misdemeanor. It also holds every person who sells, gives or in any manner furnishes or transfers a ticket, chance or share liable. Likewise, persons who are involved in such activities through printing, writing, advertising, publishing or managing such activities are guilty of a misdemeanor, unless sanctioned by the state. Obtaining a license is a very involved process and a Student Organizations & Leadership Advisor must be consulted prior to submitting an application.

In the same manner, organizations are not permitted to sponsor a Casino Night event where there is an exchange of money for playing tokens or chips. Script must be distributed free with no connection to any donation of monies. In such cases, prizes should be awarded through a drawing process at the end of the event. All advertising should indicate that no purchase is necessary to participate in the event.

Free drawings are permitted as a means of promoting an organization providing there is no money or other valuable consideration given in exchange for a chance. Questions on what might be considered a free drawing rather than a raffle should be directed to a Student Organizations & Leadership Advisor. No tickets or publicity should be printed without first obtaining written approval for a free drawing through Student Organizations & Leadership.
Solicitation and Sales

655.1 Commercial Transaction
(CA Administrative Code, Title 5, Section 42350.1)

“COMMERCIAL TRANSACTION” - selling or purchasing or both selling and purchasing by any person in the course of employment in, or in the carrying on of, a trade or business.

“SALE”, “SELLING” or “PURCHASING” - an activity creating an obligation to transfer property or services for a valuable consideration.

“Commercial transactions and the display of property or services for sale on a campus are prohibited except with written permission by the campus president (or designee). Such permission shall be granted if the proposed activity aids achievement of the educational objectives of the campus, does not unreasonably interfere with the operation of the campus and is not prohibited by law, or the prospective buyer has agreed in writing in advance to an appointment, and the perspective seller makes no more than one appointment for any day, and such appointment does not interfere with the operation of the campus. This section shall not apply to private sales.”

“PRIVATE SALE” - occasional selling between persons who are campus students or employees.

A permit must be obtained in advance from Student Organizations & Leadership except when it is official University business. A copy of the permit must be in the possession of the individual initiating the commercial transaction at the transaction point.

Time: 9:00 a.m. to 4:30 p.m
Manner: See Below
Place: Edge of walkways adjacent to the Library Quad, Main Quad, or when approved as part of a scheduled event or activity in the space or facility scheduled for the event.

655.2 Solicitation
(CA Administrative Code, Title 5, Section 42350.5)

“SOLICITATION” - to importune, or endeavor to persuade or obtain by asking, but does not include “commercial solicitation.” “Solicitation shall be permitted on a campus subject, however, to a reasonable regulation by the campus president as to time, place and manner thereof. Solicitation in violation of established campus directives regarding time, place and manner is prohibited.”

Time: 9:00 a.m. to 4:30 p.m
Manner: See Below
Place: Edge of walkways adjacent to the Library Quad, Main Quad, or Science Quad. Edge of
walkways adjacent to South University Union Lawn when solicitation is by group sponsoring a program in that area at the same time. Indoor facilities reserved for programs when solicitation is by the sponsor of program.

655.3 Commercial Solicitation
(CA Administrative Code, Title 5, Section 42350.6)

“COMMERCIAL SOLICITATION” - any direct and personal communication in the course of a trade or business reasonably intended to result in a sale.”

“Commercial solicitation on a campus is prohibited unless prior written authorization has been obtained from the campus president (or designee).”

A permit must be obtained in advance from Student Organizations & Leadership. A copy of the permit must be in the possession of the solicitor at the solicitation point.

Time: 9:00 a.m. to 4:30 p.m
Manner: See Below
Place: Edge of walkways adjacent to the Library Quad, Main Quad, or Science Quad.

655.4 Selling of Published Materials
(CA Administrative Code, Title 5, Section 42351)

“Except in the case of private sales and commercial transactions to which Section 42350.1 applies, the selling or displaying for sale of any books, newspapers, pamphlets and other published materials shall be permitted on campus provided:

• such published materials are not available for sale at the campus bookstore, and
• the selling or display of such published materials is conducted in compliance with any time, place and manner directives adopted by the president, and
• the published materials displayed or offered for sale are not in violation of the provisions of Chapter 7.5, Title 9, Part one (commencing with Section 311) of the Penal Code (relating to the sale and distribution of obscene matter), or of Chapter 6, Title 3 (commencing with Section 66400) of the Education Code (relating to the preparation, sale, and distribution of term papers, theses and other materials to be submitted for academic credit).”

Selling or displaying for sale of published materials in violation of the above is prohibited.

A copy of University policies shall be in the possession of the individual selling the material. These
policies are available in Student Organizations & Leadership.

Time: 9:00 a.m. to 4:30 p.m
Manner: See Below
Place: Edge of walkways adjacent to the Library Quad, Main Quad, or Science Quad. As a part of a scheduled event or activity in the space or facility scheduled for the event.

655.5 Handbill & Circulars
(CA Administrative Code, Title 5, Section 42342)

“No person or persons shall, upon any of the grounds of any campus cast, throw, deposit, or distribute any advertising handbills or circulars which contain false, misleading, or illegal advertising. The distribution of written or printed matter shall be permitted on campus, subject to reasonable directives by the campus president as to the time, place and manner thereof. All directives issued by a campus president pursuant to this section shall be available to the public at places designated pursuant to Section 42354. Distribution of written or printed matter in violation of established campus directives regarding time, place and manner is prohibited.”

University policies specifying time, place and manner shall be in the possession of the individual or organization distributing the handbills or flyers.

Placing handbills or circulars in or on vehicles parked on campus is prohibited. (Per Sacramento City Code, Chapter 3, Section 3.2)

Time: 9:00 a.m. to 4:30 p.m
Manner: See Below
Place: Edge of walkways adjacent to the Library Quad, Main Quad, or Science Quad.
Information desk in the University Union and Information desk in Hotspot if the material aids achievement of the educational objectives of the campus.

Parameters of Sale, Solicitation and Distribution

Sale, solicitation and/or distribution of merchandise, publications or other printed matter as noted in 655.1 through 655.5 above will be permitted provided there is:

• No interference with classes or other scheduled campus activity; no obstruction of free flow of traffic; no obstruction of free movement of individuals by standing in front of them; no harassment of persons in area; no touching of individuals without their consent; no prolonged or repeated contact with persons who have declined sale or solicitation offer; no noise louder than normal conversation; no misrepresentation of true name or purpose of material or organization.
Each piece of material or literature distributed must have printed on it the name of the organization or the person responsible for the material. Selling and solicitation will be approved as part of a scheduled event or activity only when such sale or solicitation is an integral part of the educational purpose or objective of such activity.

- Permission may be withheld as to time when areas may be overcrowded by campus activities. Occasional and necessary exceptions to this policy pertaining to time, place and manner may be granted by Student Organizations & Leadership when such exceptions will not be contrary to the considered intent of this policy.

### Alcohol Beverage and Drug Policy

Here are important excerpts from this policy as they relate to student organizations.

- Except as expressly permitted by law or University regulations the use, possession, manufacture, or distribution of illegal drugs or drug related paraphernalia, or the misuse of legal pharmaceutical drugs is prohibited.
- The sale of alcohol is prohibited without a license from the California Department of Alcoholic Beverage Control. Exchanging any consideration, either directly or indirectly, for an alcoholic beverage constitutes a sale. "Consideration" includes: Money, Tickets, Tokens, Chips, T-shirts, Bracelets, Anything else that has been issued in exchange for money or anything else of value
- An event shall not be open to the public or University community at large and shall not be advertised to the public or University community as an event where alcoholic beverages are to be served. Attendance at an event shall be limited to members of the sponsoring group and their invited guests.
- All membership recruitment activities shall be alcohol-free: 1) Alcohol will not be consumed or served before or during the event. 2) No active members who are present will be under the influence of alcohol. 3) No potential members who are present will be under the influence of alcohol. Recruitment is defined as any activity intended to gain new members. This includes, but is not limited to, the time between the opening of the residence halls and the acceptance of an invitation to membership.
- Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity is prohibited.
- Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs is prohibited.
- Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community is prohibited.
- Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual
misconduct is prohibited.

- Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations is prohibited.

**Use of the University Name**

Use of the University name within an organizations name is not permitted. Recognized organizations are permitted to use the name of California State University, Sacramento, Sacramento State, or Sac State only as a means of identifying the location of the organization. Such use should not imply University sponsorship or that the organization is an official agent of the University. Thus, the “Social Club of Sac State“ would be correct, but the “Sac State Social Club“ would be incorrect.

**Vendor/Commercial Solicitation and Sales**

The campus Commercial Solicitation and Sales policy was developed to clarify conditions under which commercial solicitation and sales can occur on campus.

The Complete Policy can be found here [http://www.csus.edu/umanual/CommercialSolicitationsandSalesonCampus.htm](http://www.csus.edu/umanual/CommercialSolicitationsandSalesonCampus.htm)
Student Leader Resource Guides

“On the go” guides for effective student leadership. These sheets provide valuable information to help you be a better leader!

- Brainstorming
- Communication
- Conflict Management
- Creative Thinking
- Developing Agendas
- Effective Committees
- Effective Listening
- Effective Meetings
- Effective Presentations
- Ethics
- Financial Management
- Fundraising Ideas
- Goal Setting
- Leadership by Delegation
- Managing Feedback
- Member Motivation
- Membership Recruitment & Retention
- Officer Transition
- Parliamentary Procedure
- Problem Solving
- Public Speaking
- Publicity
- Retreat Planning
- Teambuilding
- Time Management
- Working with your Advisor

Information adapted from Occidental College-Office of Student Life
Brainstorming

How does your group or organization use brainstorming? Do you ever use it? Did you ever sit in a meeting and wonder how to liven up the ideas? Do you do the same programs the same way every year even though you have new, motivated members? Brainstorming in a group, small or large, can yield more ideas in short period of time than you probably ever thought possible. You can use it for just about anything: program ideas, problem solving, group goals, and publicity. In Addition, you also need members to participate and a fast writer to keep track of it all (use a white board or poster paper on the wall so everyone can see!)

First: Make sure the rules are set.
1. No criticism, evaluation, or judgment of any idea. No defending an idea, either.
2. No limit on “crazy ideas” no matter how impossible they might seem.
3. At first quantity is better than quality.
4. Piggy backing, or building on another person's idea is allowed. It works!
5. Enjoy momentary silence. Sometimes, it revitalizes thoughts.
6. Just call out. No hand raising. And, repetitions are okay!

Get all those ideas up there in a certain time limit. Then, go back and decide which ideas to use, and how. Sometimes, that “crazy idea” ends up turning into something wonderful!

Another way to brainstorm:
1. Give everyone in the group 5-10 sticky notes. (Use those freebie giveaway to conserve costs.)
2. Tell them to individually write one idea per sticky note.
3. Then, in smaller groups of five or so, organize the sticky notes into like groups. (So, if person A and person B both wrote “A CANDY SALE,” those get grouped together along with person C’s suggestion of “SELL CANDY APPLES.”)
4. Make decisions based on what emerges.

Use the ideas to your advantage.
1. If the group broke up into smaller groups, be sure to share with each other.
2. Decide which ideas to implement (Bill Clinton speaking next Wednesday night can probably be thrown out at this point!)
3. Be sure to utilize the ideas. Why are you brainstorming if you are not going to do anything with the ideas generated?
Communication

TYPES OF QUESTIONS IN COMMUNICATING:

DIRECT: direct questions are designed to require a specific answer. They narrow the range of possible answers and focus. Questions in this category can be answered with a yes or no, a single word, or a simple phrase.

OPEN: these questions allow a wider range of answers often requiring several sentences or a longer explanation. Opinion questions, explanations, and reasoning behind decisions fall into this type.

CLARIFYING: this type of question asks for more information or a more complete explanation. It is often used when the listener finds an answer unclear.

LOADED: this question contains a hidden position and tends to back the other party into a corner. Many people feel angry or manipulated when asked these types of questions.

MAKE SURE YOU KNOW WHY YOU ARE ASKING A QUESTION TO BEGIN WITH, AND WHAT TYPE OF QUESTION IS THE MOST USEFUL FOR YOU.

INTERPERSONAL COMMUNICATION IS SPEAKING AND LISTENING, AND CREATING A SITUATION WHERE EVERYONE CAN LEARN AND GATHER INFORMATION TOGETHER.

The following are essential in interpersonal communication:

1. Self-image: being comfortable with oneself makes you a better communicator.
2. Values: do you value what the other person does and says and vice versa.
3. Perceptions and first impressions: what message are you giving? Are they receiving it the way you meant it?
4. Depth of understanding: Make sure you are being clear enough for anyone to understand.
5. Background experience: Does the listener’s background match yours? Are you using jargon or language that is difficult for others to understand?
6. Likenesses and differences: gender, age, interests, politics, race, ethnicity, country of origin, class, religion, etc. can affect how much info is given and/or received.
7. Feedback: not everyone prefers to receive feedback the way you do.
8. Technical speech skills: ability to articulate, monitor tone of voice, and be clear.
9. Emotions: positive emotions help good communication. Insecurity, anxiety, negativity, and boredom often create barriers to communication.

10. Non-verbal awareness: remember you are also communicating via your facial expressions and body language. Sometimes these communicate more quickly and stronger than verbal communication.

11. Thought processes: how organized are your thoughts? Are you thinking through what you are communicating before you say it?

12. Prior planning: be clear and concise and your message will come through that much stronger.

ONE-WAY COMMUNICATION:

Where information is being communicated directly with no opportunity for questions or clarification. Written communication falls under this type, or lecture-style class or symposium. For example, written communication, lecture and symposiums are all types of one-way communication.

TWO-WAY COMMUNICATION:

Where information is being transferred, and questions and clarifying points are made by the receiver. Both parties have an active role, creating better communication on both ends and in the long run. For example, focus groups and discussions are examples of two-way communication.

Which way do you tend to communicate?

Have you tried the other?
Conflict Management

David Johnson has a theory that says within any conflict, achieving our personal goals and keeping good working relationships are important. He says there are five styles of managing conflict, and has matched them with animals. Which are you?

The Turtle: Hides from conflict by withdrawing. They tend to give up both sides of the goal, both achieving goals and keeping a good working relationship. They feel resolving conflict is hopeless, so they don't face it.

The Shark: This person attempts to overpower the opponent and force them to accept his or her position. Sharks place much more emphasis on their goals than on the relationship. They assume there must be a winner and a loser in each situation.

The Teddy Bear: These folks place much more importance on relationships than on goals. They want to be liked, and believe conflict should be avoided.

The Fox: These people seek compromise, giving up part of their goal in return for the same from their opponent. They want a middle ground in which everyone has given up something and received something else.

The Owl: Owls value both goals and relationships and see conflicts as things to be solved. Conflicts are believed to improve relationships once they are resolved.

Suggestion: When you are faced with a conflict, BE AN OWL. Peer at the problem until you can find a solution that benefits everyone involved.

CONFLICT RESOLUTION METHODS

1. Address the substance of the conflict.
2. Address the ways you could deal with it.
3. Separate relationships from the conflict.
4. Discuss everyone’s perceptions.
5. Be sensitive to emotions that may occur.
6. Address the emotions and acknowledge them as legitimate.
7. Listen.
8. Focus on interests not positions.
9. Be hard on the conflict, not the people.
11. Look for mutual gain.
12. Reason and be open to others’ thoughts.
13. Apply equity and fairness.
14. Make sure everyone is comfortable with the outcomes.

Two problem areas when dealing with conflict:

People who WON’T negotiate. Some people will refuse to compromise because they want to protect their interests only. How can you best work with them?

1. Start to negotiate anyway.
2. Explain your position and why you believe it is best for them to negotiate.
3. Talk about how you believe the collaboration will help them.
4. Share the problem. Make it belong to both of you.

When TRUST is an issue. Here are some suggestions when members aren’t trusting each another.

1. You be trustworthy. Do what you said you would do.
2. Find a higher value that you both agree on.
3. Listen.
4. Make an agreement that will be carried out.
5. Start small.
6. Do your best. You can’t force people to trust you.
Creative Thinking

Everyone can be creative, even if you don’t always feel that way. Don’t accept “I’m just not creative” as an answer. People have to believe in themselves to think creatively in a successful way.

SECRETS TO CREATIVE PROBLEM SOLVING:

- Be an optimist.
- Do something new and different.
- Take your time.
- Allow daydreaming (ideas are born).
- Get all the information.
- Have a sense of humor.
- Brainstorm with yourself.
- Ask a million questions.
- Look at the problem another way.
- Don’t get frustrated with unknowns.
- Plan for results you wish to obtain.
- Don’t give up!

WHO ARE YOU?

1. Explorer: You like to find new ideas and resources and then build off of them.
2. Artist: You transform ideas into something new.
3. Judge: You evaluate ideas that come up and present new ways to do them.
4. Warrior: You tend to implement the new ideas.

ROADBLOCKS FOR CREATIVITY:

1. Thinking there is one right answer. There isn’t. There are LOTS of right answers.
2. Thinking “that’s not logical.” Not everything is. Logic is a great tool, but isn’t always best used as a crutch.
3. Following the “rules.” (Sometimes college policy restricts you, but you must work within those parameters. These “rules” are the ones we assume bind us.) Choose another path and break some “rules” to discover new things.
4. Being afraid of mistakes. Errors are okay, it’s a sign you are working and thinking hard.
Developing Agendas

There are many reasons why meetings are unproductive and frustrating. A common cause is the lack of an agenda. An agenda is an outline of the issues that a group will discuss during a meeting.

The agenda is prepared by the officers of the organization, with assistance from the organization's advisor. An agenda starts with a list of general business items. Specific topics that are to be discussed at the meeting are placed under the proper agenda item in an outline format. The agenda (along with any supporting documents) is then printed and distributed to members at least one day before the meeting. This allows members to come to a meeting prepared to discuss their ideas, exchange information, and make decisions.

The following agenda items are standard in most groups. You can adapt them to meet the needs of your organizations, but be consistent. You may want to use “Robert’s Rules of Order.”

CALL TO ORDER

The Chair (usually the President or other designated officer) calls the meeting to order by standing, tapping the gavel once, and saying: “The meeting will come to order.”

The call to order may be followed by any opening ceremony the organization may have instituted.

ROLL CALL

The Chair says: “The Secretary (or another officer) will call role.”

If attendance is taken, it should be done with the aid of a prepared list of members’ names. The list can include spaces for recording whether a member is present, absent, or tardy.

READING AND APPROVAL OF MINUTES

The Chair says: “The Secretary will read the minutes.”

After the minutes are read, the Chair asks: “Are there any corrections to the minutes.”

After corrections are made, the Chair asks: “If there are no (further) corrections, the minutes stand approved as read (or as corrected).”

REPORTS OF THE OFFICERS
The Chair recognizes each officer in turn. For example: “May we have the Treasurer’s report.”

Officers may give reports of their current activities and administrative duties. Reports usually are for informational purposes. However, if a report involves a recommendation for action, the group may discuss the recommendation as soon as the report is finished.

REPORTS OF THE COMMITTEES

The Chair calls for reports of permanent (or “standing”) committees first, followed by reports of special (or “ad hoc” committees). As each report is requested, the committee chair (or other member) rises and presents the report. If a recommendation is made in the report, it may be discussed as soon as the report is finished.

UNFINISHED BUSINESS

This category includes all business left over from previous meetings. The Chair works from a prepared list of unfinished business topics, announcing each one in turn for discussion and action.

NEW BUSINESS

The Chair asks: “Is there any new business?”

Members can introduce new topics at this time.

ANNOUNCEMENTS

The Chair may make, or call upon other members of the organization to make, any announcements of interest to the group.

PROGRAM

Some organizations have a speaker, film, or other educational or cultural program. This is usually presented before the meeting is adjourned as the program may require action to be taken by the organization.

ADJOURNMENT

When the agenda is completed, the Chair says: “If there is no further business, the meeting is adjourned.”
USING THE AGENDA

Of course, simply putting topics on a list will not make your meetings more productive. Keep these points in mind as you draw up and use an agenda.

1. Be realistic about the amount of time each topic will take. Avoid an over-crowded agenda. If choices must be made, leave more time for the important issues.
2. Take up the less complicated topics first, leaving time at the end for the more complex issues.
3. Stick to the agenda. During the meeting, the agenda is normally followed unless two-thirds of those at the meeting wish to change.
4. Introduce each agenda topic with a word about why it is on the agenda. If appropriate, suggest a time limit for each topic.
5. Allow a full discussion of each topic. People have the right to continue to debate an issue until they are finished or until two-thirds of those present agree to terminate the discussion.
6. Close discussion of each topic with plans for future action.

Using an agenda at your meeting may not solve all of your problems. But an agenda does give a meeting direction and purpose. You may choose to be less structured than the format presented here, but some structure is critical in seeing that your organization “takes care of business”. Members are then able to leave a meeting feeling that they have accomplished their work and have contributed to the welfare of the organization.
Effective Committees

ORGANIZING A COMMITTEE

When forming a new committee it is important to carefully consider both its structure and membership. As the organization's leader, be sure to be clear about the committee's purpose, limitations, and jurisdiction. A committee defining it's purpose using members own words will have ownership over what they are doing. Next, they should determine how much time and commitment each can give and select a meeting time and stick to it. For a committee to function successfully, it is important that members feel that they can openly and honestly express themselves. This is often one of the most important characteristics of successful committees.

Sometimes, the committee chair will need to facilitate this process. Most committees are formed to resolve a problem or plan a program or event. They often do a lot of the “work” of the organization, freeing up the leadership to concentrate on administrative details. Committees can provide a wonderful "training ground" for emerging leaders in the group.

THE COMMITTEE SHOULD:
- recognize and define the task at hand
- consider all possible ways to work
- gather all information, being sure to gather from additional people
- work to meet group goals

THE COMMITTEE SHOULD HAVE GENERAL OPERATING PROCEDURES:
- How will meetings run? How will decisions be made?
- Will members work as a group or as individuals?
- When differences arise, how will they be handled?
- Who will delegate assignments?
- How will things change if they aren't working?

AN EFFECTIVE COMMITTEE WILL:
- understand its purpose and effectively work toward its goals
- have open communication among members
- listen to all points of view and make decisions that work for all
- not be dominated by one leader or member
- strike a balance between group productivity and personal needs
- establish a process to evaluate and make changes
- provide an opportunity for members to work corroboratively

WAYS TO RECOGNIZE COMMITTEE MEMBERS:
- food
- implement their ideas
- thank you notes
- praise! praise! praise!
- silly little funny notes
- tell them they are doing great
- committee social events
- ask for input
- keep challenging them
Effective Listening

Ten QUICK TIPS FOR EFFECTIVE LISTENING

1. Stop talking!
2. Put the speaker at ease by being attentive.
3. Show the speaker you want to listen.
4. Remove distractions.
5. Empathize with the speaker.
6. Be patient.
7. Control your emotions.
8. Go easy on arguments and criticisms.
9. Ask questions for clarification.
10. Stop talking!

Taken from Davis, K. (1977).

CHARACTERISTICS OF A GOOD LISTENER

- Be there: Be present in mind, heart, and spirit. HEAR what they say.
- Accept: Don't make judgments or hesitate.
- Trust: Put trust in the other person's abilities. Acknowledge that they have valid points and interesting thoughts.
- Listen: Don't plan what you'll say while they are talking. Listen and focus.
- Remain Objective: Listen with an open mind.
- Stay with Them: Don't become them, but understand what they are saying.

RESPONSES THAT BLOCK COMMUNICATION

The Evaluator: “You should have...” or, “You should know better...”
The Solver: “Why don't you try...” or, “It would be better if...”
The Topper: “That's nothing. I...” or, “When it happened to me...”
The Shrink: “What you need is...” or, “You feel that way because...”
The Lawyer: “Why...” or, “Who...” or, “When...”
The Boss: “You had better...” or, “If you don't...”
The Professor: “Here's where you went wrong...”
The Pollyanna: “You'll get over it...” or, “It's not so bad...”
A QUIZ TO HELP YOU

To take a look at how well you listen and take the following self-rated evaluation. Think about the questions and your answers. Be honest.

1 - Almost Always
2 - Usually
3 - Seldom
4 – Never

1. Do you let people finish what they’re saying before you speak? ____

2. If the person hesitates, do you try to encourage them instead of starting your reply?___

3. Do you withhold judgment of the person until they finish? ___

4. Can you listen fully even though you think you know what they will say? ___

5. Can you listen non-judgmentally even if you don’t like the person that is talking?____

6. Do you stop what you’re doing and give full attention when listening?___

7. Do you give the person appropriate eye contact, head nods, and other indications that you are listening?___

8. Do you listen attentively regardless of the speaker’s manner (grammar, accent, tone)?___

9. Do you question the person to clarify their ideas?___

10. Do you restate, paraphrase what’s said and ask if you understood?____

10-15 PRETTY GREAT!
15-20 Doing okay. You’re aware.
20-30 Work on consciously listening.
30-40 You need to work on listening more.

“Easy listening exists only on the radio.” -David Barkan
Effective Meetings

Do you dread meetings because they are dull, unproductive, disorganized, and too long? With proper planning and preparation, any meeting can be effective and enjoyable. Meetings have several functions. They give members a chance to discuss and evaluate goals and objectives, stay up to date on current events, provide a chance to communicate and keep the group cohesive. Meetings allow groups to pull resources together for decision-making. If the facilitator starts with a careful plan and finishes with a thorough follow up, the meeting will run itself. The following are some tips to help make your next meeting successful and even fun.

BEFORE THE MEETING

1. Define the purpose of the meeting. If you don't know, then don't have the meeting.

2. Develop an agenda with the officers and advisor (if appropriate). Below is a sample agenda:

   1. Call to Order
   2. Approval of Minutes
   3. Announcements
   4. Treasurer's Reports
   5. Committee Reports
   6. Unfinished Business
   7. New Business
   8. Special Issues
   9. Adjournment

3. Choose an appropriate meeting time. Set a time limit and stick to it. Members are more likely to attend meetings if you make them productive, predictable, and as short as possible.

4. If possible, arrange the room in a circle or semi-circle so the members can see each other.

5. Choose a location suitable to your group's size.

6. Be sure everyone knows where and when the next meeting will be held.

DURING THE MEETING

1. Greet members and make them feel welcome (including late members when possible).

2. Distribute the agenda and any other material relevant to the agenda so that members will feel
involved and up-to-date.


4. Serve light refreshments, if possible.

5. Post a large agenda up front for members to refer to.

6. Encourage group discussion to get all points of view and ideas. This motivates the members and makes them feel that attending the meetings is worth their time.

7. Always encourage feedback. Ideas, activities, and commitment to the organization improve when members see their impact in the decision making process.

8. Keep conversation focused on the topic. Try to regulate cross talk and repetitive comments.

9. Keep minutes of the meeting for future reference.

10. As a leader, be a role model by listening, showing interest, appreciation, and confidence in members.

11. Summarize agreements reached and end the meeting on a positive note.

AFTER THE MEETING

1. Distribute minutes within three to four days. Quick action reinforces.

2. Send reminders of the next meeting about four days ahead of time.
Effective Presentations

From time to time, members of clubs and organizations will be asked to make a presentation of one kind or another. This may mean:

1. Giving a presentation at a conference.
2. Presenting a proposal to ASI, Administration, etc.
3. Convincing another campus group to join with you in a project.

The thought of making a presentation can provoke a lot of anxiety. This handout is designed to assist you in planning and delivering a presentation with less anxiety.

PREPAREDNESS

There is nothing worse than a presentation that sounds like it was put together at the last minute.

1. Know your audience. Find out what group of people will be in attendance. What are the demographics? What would they most like to know?
2. Be clear on the amount of time you will have for the presentation. Find out the type, size and layout of the room. Visit the room if possible.
3. Be aware of the time of day the presentation will take place. If you are presenting after a meal you may want to make your presentation interactive or have a dynamic icebreaker.
4. Be familiar with your presentation. Use index cards to remind yourself of the main points. Rehearse in front of friends.
5. If your presentation is long, decide how you will break it up. A question and answer period, visual aids or a short break are all ways to prevent your audience from becoming bored.

AT THE PRESENTATION

1. Speak clearly and loudly for everyone to hear you. Make eye contact with members of the audience. Pay attention; is your audience bored or confused?
2. Use examples that the audience can understand which are relevant to their experience. Use the names of participants.
3. Be brief. Be brief. Be brief. Stick to the point!
4. Give an organized presentation. At the beginning let the audience know what you will cover and your goals. Alert them to important points by use of voice inflection or repetition. Summarize at the end.
5. Be able to show how the audience can use the information you are giving them.
6. Be upbeat and enthusiastic.
7. Provide time for the audience to ask questions either at key points during the presentation or at
the end. Be honest if you don't know the answer to a question and offer to help find the answer.

8. Forget about being perfect; be yourself and use your own style. Use humor if appropriate.

VISUAL AIDS

People have various learning styles. Some prefer hearing the presentation while others need visual aids. You will cover the bases if you use posters, charts or PowerPoint to supplement your presentation. These should focus attention on the important parts of your presentation and should be simple.

OTHER IDEAS

1. Analyze speakers you believe are effective and notice the things they do that you might try.
2. Have your presentations videotaped and look for ways to improve.
3. Solicit feedback from people in some form of evaluation.

Making effective presentations is a skill that you can learn. The more presentations you give, the better you’ll become. This handout can act a guide as you sharpen your skills.
Ethics

Ethics can be one of the hardest parts of being a campus leader. You may find yourself wearing many hats on campus: President, Treasurer, student, friend, teaching assistant, confidante, and a regular young adult. Sometimes, all of these roles conflict with one another. Values and morals are important for you to think about. What are yours? Where did you get them? How strongly do you feel about them?

ETHICS CHECK QUESTIONS

- Is it legal? Not everything that is illegal is unethical and not everything unethical is illegal.
- Will I be violating a civil law/University policy?
- Is my decision/action balanced?
- Is it fair?
- Does it promote win/win situations?
- How will the decision/action make you feel about yourself?
- Will it make you proud?
- Would I feel okay if my hometown newspaper printed my decision/action?
- Would I feel good if my family knew?


TWELVE QUESTIONS TO ASK WHEN MAKING ETHICAL DECISIONS

1. Have you defined the problem accurately?
2. How would you define the problem if you stood on the other side of the fence?
3. How did the situation arise in the first place?
4. To whom and to what did you give your loyalty?
5. What is your intention in making this decision?
6. How does this intention compare with the results?
7. Whom could your decision or action injure?
8. Can you discuss the problem with the affected parties before you make the decision?
9. Are you confident that your position will be as valid over a long time as it seems now?
10. Could you disclose without qualm your decision to your boss, the president, your family?
11. What is the symbolic potential of your action if understood? Misunderstood?
12. Under what conditions could you allow exceptions to your position?


FIVE ETHICAL PRINCIPLES

- Respect Autonomy: Individuals have the right to decide how to live their lives as long as their actions don't interfere with the welfare of others.
• Do No Harm: There is an obligation to avoid inflicting either physical or psychological harm on others.
• Benefit Others: There is an obligation to improve the welfare of others, even if it is inconvenient.
• Be Just: Be fair to all, equal treatment to all, and observe the golden rule (“Do unto others as you would have done to you.”)
• Be Faithful: One should keep promises, tell the truth, be loyal, and maintain respect and civility.

FIVE STEPS OF PRINCIPLED REASONING

1. Clarify! Get as much info as you feel you need.
2. Evaluate! Separate facts and assumptions and figure out the potential outcomes.
3. Decide! Make a decision about what you will do.
4. Implement! Once you decide what to do, figure out how to do it.
5. Monitor and Modify! Pay attention to the results and make changes as needed.

ACTIVITIES FOR YOU AND YOUR GROUP

Rank the statements below from 1-14 based on your feelings and opinion. Number one is the MOST ETHICAL statement, and Number 14 is the most UNETHICAL statement. Assign each number only once.

___ Looking on someone else's test for an answer.
___ Playing a joke on a friend, and he or she gets slightly hurt.
___ Taking food from the dining hall when there are signs posted “DO NOT REMOVE FOOD.”
___ Hiding a book in the library so no one else can find it.
___ Using a fake I.D. card.
___ Lying to a police officer when asked for more information.
___ Using another student's ID to get a non-Sacramento State friend into a Sacramento State event.
___ Copying computer software.
___ Missing class and then making up an excuse to tell the professor.
___ Switching a price tag on a book/item in a store to pay less.
Buying an article of clothing with the intention to return it after you wear it

Turning in the same paper for two classes.

Asking a friend to work together on a lab assignment - the syllabus says labs are to be done individually.

OR, POSE THIS DILEMMA TO YOUR GROUP

You are the Treasurer for a student organization, the Mountain University Ski Club. The club has just sponsored a ski sale to raise funds for the winter trip. The group has planned the entire year to assure the success of this sale and the event. The written financial policy of the organization states that all cash funds collected must be deposited in the bank account within 24 hours of the receipt. The sale has been completed and the profits are $3450.00. It is Saturday dinnertime and you take the cash back to your room in the residence hall with the intention to deposit it in the weekend deposit slot on campus. About 9:00 PM, your roommate has a phone call, learns that his significant other has been injured in an auto crash and is in the hospital in St. Louis. He checks and finds that the plane fare to Missouri is $590 round trip. He has $25.25 in his checking account. He tries to borrow from several friends and then asks you for an unofficial loan from the Ski Club. He promises to pay it back as soon as possible. You know that you are the only one that knows the amount of the cash since everyone else in the club left the sale before it was counted. You could loan him the money and no one would ever know. Later, when he pays you back, you could deposit the additional funds in the account.

What would you do? Why?
Financial Management

As a student leader, you must prepare and maintain a budget for your organization or club. Even if you aren't the Treasurer, it is important to be familiar with the paperwork and procedures so all expenditures in your area are taken care of properly. A budget doesn't have to be complex and confusing, but can instead be a way to feel more confident about your group and its goals. Creating a budget keeps you from having to wonder where the money for your next program is coming from. Plan out what you will spend when, how much you have to ask for from various campus sources, and fundraising efforts.

Managing the Budget:
1. Set and maintain a minimum balance.
2. Formulate general procedures for requesting checks and requesting funds. Stick to the ASI rules.
3. Keep your own record of financial transactions. Check this with the ASI VP of Finance regularly.

Prepare a Budget:
1. Outline the organization’s planned future events for the semester/year.
2. Determine and record the current funds. Then list the available sources for more.
3. Estimate and record other expected income and when it will be available. (dues, etc.)
4. Define and record needed expenses (publicity, rentals, printing, etc.).
5. Review, revise and then assemble into a final budget.
6. Members should read and approve the budget.

REMEMBER: Your budget must be flexible enough to deal with whatever might come up!

Ask and Answer these Questions:
- What is the time period you need to plan for? One semester, one year?
- What does your group MOST want to accomplish?
- How much will accomplishing these important things cost?
- What sources will the money come from? Should you fundraise?

A budget can:
- help refine goals. By budgeting early, you plan early.
- compel members to use funds efficiently and for what they were intended for. Without a budget, spending can get out of control and you could go into debt.
- provide accurate information so you can adjust and evaluate programs.
- aid in decision making and prioritizing.
- provide a historical reference for future planning. New leadership can plan what they will need by looking at your budget.
Fundraising Ideas

- Alumni donations
- Antique show
- Art fair
- Auction
- Baby-sitting at churches, events
- Bake sale
- Benefit dance
- Bingo night
- Birthday cake delivery service
- Candy sale
- Car wash
- Carnival / circus
- Faculty Feud (like family feud)
- Fashion show/luncheon
- Garage/rummage sale
- Go to TV taping
- Have a haunted house
- Have a student / faculty talent show
- Immobile bike-a-thon
- Look for corporate sponsors
- Marathons - run/walk/jog/book reading/
  rocking chair/eating/see-sawing/dancing/
- Merchant donations
- Mow lawns
- Recycling drive
- Sell bedtime stories
- Sell bumper stickers
- Sell buttons
- Sell singing messages
- Sell t-shirts
Goal Setting

Intentional goal setting, if done early and as a group, can make a HUGE impact on an organization’s success for the year. It allows members to create and therefore be invested in the organization’s mission. Later, goals can be a reference tool to keep folks on track.

There are three levels of defining your organization’s priorities:

1. Purpose - a broad, general statement that tells why the organization exists; usually doesn’t change from year to year, and is often the first statement in your constitution.
2. Goals - statements describing what the organization wishes to accomplish, stemming from the purpose. Goals are the ends toward which your efforts will be directed, and often change from term to term or year to year, depending on the nature of the group.
3. Objectives - descriptions of exactly what is to be done derived from the goals. Clear specific statements of measurable tasks that will be accomplished as steps toward reaching your goals. They are short term and have deadlines.

WHY SET GOALS?

- Goals help to define your organization.
- Goals give direction and help avoid chaos.
- Goals can help motivate members by allowing their part in clarifying and communicating what the organization is striving for.
- Goals are time savers by helping members and leaders become aware of problems in time to develop solutions.
- Goals help the organization plan ahead and be prepared.
- Goals are a basis of recognizing accomplishments and realizing your successes.

SETTING GOALS TOGETHER

Set your goals as a group. This creates many positive results because people will support and be responsible for what they help create. Furthermore, such group-based goals will be more effective because they contain everyone’s ideas and opinions and will represent a group consensus rather than one person’s opinion.

So, set them with these steps:

1. Brainstorm potential goals as a group.
2. Choose from the brainstorm list those you want to work on.
3. Prioritize as a group.
4. Determine objectives for each goal and plans of action for each objective.
5. Move into action; follow through.
6. Evaluate your progress on a regular basis. Remember, circumstances change, so be flexible and allow your objectives to change them.

Example:

Goal: to win an award in a yearbook competition

Objectives:
1. Produce a good book;
2. Have it meet award criteria

Action Plan: work hard, keep staff motivated
Leadership by Delegation

Rome wasn’t built in one day, and it certainly wasn’t built by one person. Lots of people had to work under a group of leaders or one leader to make it happen. That’s where delegation comes in! Delegation is an important skill for you to have as a leader. People believe in what they help to create. Sharing responsibilities keeps members interested and enthusiastic about the group (not to mention it lightens the workload for you). Some people are afraid to delegate since it is not as easy to make sure the task gets done well or even gets done at all! This is understandable, but there are several good reasons to delegate.

1. THE GROUP BENEFITS BY HAVING:
   - members become more involved and committed
   - more projects and activities undertaken overall
   - a greater chance that projects will be completed
   - increased opportunities for members to develop leadership skills
   - more of a chance to fill leadership roles with experienced people
   - the organization runs more smoothly

2. THE LEADER BENEFITS BY:
   - not being spread too thin, therefore, being less likely to burn out
   - gaining satisfaction in seeing members grow and develop
   - acquiring more experience in executive and administrative functions

3. WHEN TO DELEGATE:
   - there is a lot of work
   - a member has particular qualifications for, or interest in a task
   - someone can benefit from responsibility.
   - details take up too much time and should be divided

4. WHEN NOT TO DELEGATE:
   - just because the task is something you don't want to do
   - someone is under-qualified or overqualified for the task
   - the work is your own specified responsibility
   - the task is too much for one person or is controversial

FOUR BASIC DELEGATION STRATEGIES
1st, Giving - the leader designs a job and then delegates it to a member. 2nd, Sharing - the leader identifies a job that two members could do together and then makes sure that works for them. 3rd, Involving - the leader involves members in developing a project and encourages them to help. 4th, Entrusting - the leader gives a member a need, and then trusts them to figure out how to best do it.
Managing Feedback

Are you using the most effective feedback strategies when working with others? One of a leader’s responsibilities is to create and utilize a forum for open, constructive communication in which feedback is one important aspect. Definition: Information that flows between people that has to do with their interactions in the here and now. Telling someone what time it is or what you prefer to do on Saturday night is just information, not feedback. True effective feedback is information that can be heard by the receiver without defensiveness, keeps the relationship intact, open and healthy, and validates the feedback process since it was discussed in a timely manner.

(Porter, 1982).

EFFECTIVE VS. INEFFECTIVE FEEDBACK BEHAVIOR

Effective

• Describes the problem behavior. “You are finishing my sentences.”
• Comes as soon as appropriate.
• Is direct; sender to receiver.
• Is owned by the sender. “I” statements.
• Checked for clarity. “Does that make sense?”
• Is solicited by the receiver.
• Refers to behaviors the receiver can control. “I wish you’d stop interrupting me.”

Ineffective

• Uses judgment/evaluation. “You’re being rude.”
• Is delayed, saved up, and dumped.
• Can lead to guilt and anger.
• Indirect. Can be taken as fighting words.
• Ownership transferred: “We think.”
• Not checked; assumption of understanding.

• Is imposed on the receiver for “own good.”

• Refers to something a person can’t control. “I wish you would think my jokes are funny.”

DESCRIPTIVE FEEDBACK CRITERIA

Be specific rather than general. When the feedback is specific, the person receiving will know which behavior is being discussed. “You are a good person” does not tell the person what they did to make you feel that way.

Be functional or practical; direct it toward something changeable.

Solicited rather than imposed.

Well timed rather than random or late.

Checked instead of left to be misunderstood.

Full participation in group feedback is better than fragmented.

Regard the receiver as a full human being rather than specific behaviors

Making sure the receiver’s emotions and feelings about the sender are understood.
Member Motivation

As a leader, you must understand your own motivations as well as those of your group members. Are they participating in your organization to become more knowledgeable about a specific academic or professional field? Is their participation a recreational or entertainment outlet - a relief from the rigors of studying? If you can determine the source of an individual’s motivation, you can begin to unleash his or her energies and ideas and maximize that member’s potential. As a leader, learn to look beyond a person’s current abilities and identify potential that could be developed. You can increase a person’s motivation by: increasing the rewards and/or reducing the time or resource costs this person must put in. Give members an opportunity to use individual talents that may benefit the organization. If someone wants to go into advertising, ask if this person wants to coordinate your publicity campaigns. Be positive! Be appreciative of suggestions made by committee members. If you seem indifferent to members’ opinions, your committee may lose interest. Start delegating tasks to your members. As they are successful in carrying out these tasks, give them more responsibility. Encourage them to make their needs and wants known to you. The following methods of motivation tend to be “universal!” Try these with all your members: Use people’s NAMES.

- Give titles for prestige, Be courteous & respectful
- Give individual attention
- Keep members informed
- Listen to others
- Be fair, honest, consistent
- Involve members in goal setting
- Clarify your expectations
- Serve them food
- Have little contests
- Use teambuilding

Motivation comes from inner needs, drives and goals. As a leader, your job is to tap into these needs to motivate others. Remember, that leaders are not solely responsible for motivation. They are one of the sources, but members must want to act and must motivate themselves as well. A low level of motivation doesn’t necessarily mean bad leadership. First, people will do more readily those things they have strong reasons for doing. (Do they want it desperately? Do they feel that it is necessary? Do they feel it is in their best interest?) Second, if you are to be effective in inspiring and motivating others, you must understand what they want and need, and then clarify these in terms of the organizational goals.

WHY DO STUDENTS GET INVOLVED?
There are four basic motivations for getting involved on campus.
1. Security - acceptance, routine activities
2. New experiences - new people, social situations
3. Recognition - need to feel important
4. Response - feel helpful, understand people
Membership Recruitment & Retention

RECRUIT THOSE NEW MEMBERS!

• Get a Booth at the start of each semester!
• Get a Quad table and publicize your group. Make sure there are outgoing people working the table who will be enthusiastic!
• Follow through on the sign-up sheet. Call or send personal invitations to the next meeting so those people know you are truly interested in their membership. There is no point in getting names if you are not going to do anything with them.

ORIENT THOSE NEW MEMBERS!

Often, new members need some help and guidance to understand the club/organization. Students are often lost when nobody helps them out in the beginning.

KEEP THOSE NEW MEMBERS AROUND!

• Retaining members can be easy sometimes and difficult at others.
• Make sure each person has responsibilities and feels a part of the group.
• Members should always be working toward a goal.
• Do some team building. Talk to your advisor about ideas and resources.
• Have fun, do some social things, not just work.
• Keep everyone informed.
• Ask members for help making decisions.
• Start and end meetings on positive notes. Keep any “bad news” in the middle.
• Keep meetings as brief as possible and interesting.
• Give thanks to those who deserve it. Thank people when you mean it and do it often!
• Check with people individually, not always as a group.
• Be an accessible, resourceful, and friendly leader.

Motivate: Get the new members and the returning ones excited about this year, program, or effort. (See MOTIVATION sheet.)

Acquaint: Get the new members and current members together to meet. Do “getting to know you” things at the first couple of meetings and do intros at every meeting so people can learn names.

KEEP "AIM" IN MIND: Acquaint, Inform and Motivate
Make sure people know the group’s history, purpose and structure. They will most likely feel at home that way.
Officer Transition

When your year as an officer/organizer/etc. of your group begins to come to an end, and new officers are selected, how do you leave your position? How do you ensure that the new officers are as ready as they can be to continue to provide your organization with strong leadership?

A THOROUGH OFFICER TRANSITION PLAN HAS SEVERAL BENEFITS:

- Provides for transfer of significant organizational knowledge
- Minimizes the confusion of leadership change
- Gives outgoing officers a sense of closure
- Utilizes the valuable contributions of experienced leaders
- Helps incoming officers take with them some of the special expertise of the outgoing officers
- Increases the knowledge and confidence of the new leadership
- Minimizes the loss of momentum and accomplishments for the group

WHEN DO YOU START?

- Begin early in the year to identify emerging leaders.
- Encourage these potential leaders through personal contact. Help in developing skills, delegating responsibility to them, sharing with them the personal benefits or leadership, clarifying job responsibilities, letting them know that transition will be orderly and thorough, and last, modeling an open, encouraging leadership style.

- When new officers have been elected, bring them together as a group with all of the outgoing officers. This process provides the new officers with opportunity to understand each other’s roles and to start building their leadership team.
- Be sure to transfer the knowledge and information necessary for them to function well. An organization history and flowchart might be helpful.

WHAT TO TRANSFER:

- Reports about traditions, ideas, projects, and continuing projects and concerns or ideas that were never carried out.
- Leave behind files you won't really need, but think might be helpful to the new people.
- Leave things organized; stuff in desk drawers in piles might be more hindering than helpful.
- Leave: constitution, goals and objectives for the last year, job descriptions, status reports for on-going things, evaluations for projects completed, previous minutes, financial records, mailing lists, etc.
Parliamentary Procedure

Parliamentary procedure is a set of rules for conduct at meetings that originated in the early English Parliaments. The following is a presentation of only the basic rules. For more information on parliamentary procedure, refer to Roberts’ Rules of Order Newly Revised.

WHY IS IT IMPORTANT?

It is a time-tested method of conducting business that allows everyone to be heard and decisions to be made in an orderly fashion.

AGENDA

It is customary for organizations using parliamentary procedure to follow a fixed agenda. Here is a typical example:

1. Call to order
2. Opening Ceremonies (optional)
3. Roll call
4. Reading and Approval of Minutes
5. Reports of Officers, Boards, and Standing Committees
6. Reports of Special Committees
7. Unfinished business
8. New business
9. Announcements
10. Program (if a program or a speaker is planned for the meeting)
11. Adjournment

MOTIONS

Members get opportunities to speak through motions. A motion is a proposal that the group takes action on. There are four (4) general types of motions:

1. MAIN motion- is the basis of all parliamentary procedure--provides method of bringing business before the assembly for consideration and action. Can only be considered if no other business is pending. For example, “I move that we purchase T-shirts.”
2. SUBSIDIARY motion - A subsidiary motion changes or has an effect on how the main motion is handled.
3. PRIVILEGED motion - A privileged motion is the most urgent. They are about important matters not related to the pending business. For example, “I move that we adjourn the meeting.”
4. INCIDENTAL motions - are questions of procedure that arise out of other motions; they must be considered before the other motion. (Example - “I move to suspend the rules for the purpose of...”)

HOW THE MOTION IS BROUGHT BEFORE THE ASSEMBLY

1. The member makes the motion: “I move that (or ‘to’)...” and resumes his seat.
2. Another member, without rising, seconds the motion: “I second the motion” or “I second it” or even “second.”
3. The chair states the motion: “It is moved and seconded that ... Are you ready for the question?”

OBTAINING AND ASSIGNING THE FLOOR

1. A member rises when no one else has the floor and addresses the chair: “Mr./Madam President, Mr./Madam Chairman” or by
other proper title.

2. The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him.

CONSIDERATION OF THE MOTION

1. Members can debate the motion.
   • Before speaking in debate, members obtain the floor as stated above.
   • The maker of the motion has first right to the floor if he claims it properly.
   • All remarks must be addressed to the chair.
   • Debate must be confined to the merits of the motion.
   • Debate can only be closed by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

2. The chair puts the motion to a vote.
   • The chair asks: “Are you ready for the question?” If no one rises to claim the floor, the chair proceeds to take the vote.
   • The chair says: “The question is on the adoption of the motion that... As many as are in favor, say ‘Aye’”. (Pause for response.) “Those opposed, say ‘No’.” (Pause for response.)

3. The chair announces the result of the vote.
   • “The ayes have it, the motion is adopted, and... (indicating the effect of the vote)” or
   • “The nays have it, and the motion is lost.”

By voice - the chairperson asks those in favor to say “aye” and those opposed to say “no.” If it is unclear as to how many said aye and no, a member can move for an exact count.

1. Show of hands - members raise their hands either for or against the motion.
2. Roll call - if a record of each person’s vote is needed, each member answers “yes”, “no” or “present” (indicating)
3. Ballot - a ballot vote is usually taken when secrecy is desired. Members write their vote on a piece of paper and turn it in for counting.
4. General consent - when a motion is not likely to be opposed the chairperson might say “If there is no objection” members show agreement by remaining silent. If someone disagrees they should voice their objection, and then the matter must be put to a vote.

IN CONCLUSION

Using parliamentary procedure can be a successful way to get things done at a meeting, but it only works if you use it correctly. Also, parliamentary procedure isn’t for everyone. Depending upon the nature of your organization, you may prefer, and it may be more appropriate, for you to conduct business on a more informal basis.

VOTING

The method of voting usually depends on the situation and on the laws of your particular organization. Typically, there are five types of votes.
Problem Solving

DEFINE THE PROBLEM:
This step paves the way! You have to figure out there is a problem. Admit there is one. Often, in defining the problem, we help to identify the steps we need to take next to begin solving it.

GENERATE POSSIBILITIES:
Now that you have narrowed down the problem and defined it, you have to turn in the opposite direction and open up all the possibilities there are to solve the problem. Sometimes, letting the problem sit for a couple of days works wonders. It gives you some distance, and a solution might come to you or another group member when you least expect it. Another useful tool for some people is writing. Putting your thoughts on paper allows you to be accurate and concise. Create a plan! Narrow down even more! Of all the possibilities that you came up with, which one is the best, or will work the best right now? Choose the actions you need to narrow the gap between where you are and where you want to be. Perform the plan! The final step gets you off your seat and into the world. Now you can actually do what you have planned. Utilize people you need to help you become successful in your plan.

QUESTIONS TO ASK WHEN SOLVING A PROBLEM:
1. What has to be done? (Needs)
2. Why does it have to be done? (Reason)
3. When does it have to be done? (Time)
4. Where does it need to be done? (Place)
5. Who or what has to do it? (Means)
6. How does it need to be done? (Method) idea from “Design Yourself”, 1978

NEGATIVITY HINDERS PROGRESS
Develop positive ways to voice concerns. This can offer the first important step in solving problems. Instead of saying “I hate it when...” try “Wouldn't it be better if...” Rephrasing “This is stupid...” with “What about this way...” can make a huge difference in your interpersonal connections and problem solving success. For example, think of a fire-fighting volunteer who is handing buckets of water from one person to the next. Say he complains that the people behind him are not passing fast enough. Suppose the well is so deep, that it takes that long to haul the bucket up. By prematurely defining the problem one way, he has missed the true problem and the chance to solve it.

THREE STEPS:
1. EDUCATE YOURSELF: Ask questions. Get info.
2. LOOK AT THE WHOLE PROBLEM: Recognize that you might only see a part of the problem.
3. DEVELOP POSSIBLE SOLUTIONS: Instead of just pinpointing the problem.
Public Speaking

When speaking in public, there are things you should be aware of to best present yourself to your audience.

STAGE PRESENCE:

- This establishes your role in the presentation and increases your comfort level.
- Know your material.
- Meet any co-presenters ahead of time.
- Remember to smile.
- Check out your audience (in advance, if possible). Know who they are!
- Get a feel for the room/venue you will be in.
- Use good posture.
- Greet participants/audience if appropriate.
- Look your audience in the eye.
- Maintain an enthusiastic voice.
- Move into the audience if you can/appropriate.

VOICE:

This is used to create interest, establish confidence, and facilitate interest.

- Tone
- Volume
- Variety

DRESS:

This helps to establish your presence and present yourself professionally.

- Know the audience and dress appropriately for them.
- Consider the impact (generally) of colors:

Red - bold, aggressive
Pink - young, innocent
Yellow - cheerful, bright
Black - somber, serious
Navy - authoritative, serious
Gray - somber, serious
Peach - friendly, warm
Blue - clear, bright
QUESTIONS:

Use them to refocus the group, redirect the discussion, obtain information from the audience, and control the pace of the session.

TYPES:
- On the screen via powerpoint or projector
- Direct for response
- Open to share ideas
- Return to prevent tangents and control verbose audiences

PROXEMICS:

This is the use of space, eye contact, and room set up
- Stand while presenting
- Move around
- Arrange the room in a way that works best for you

PLACES YOU MIGHT HAVE TO SPEAK:
- In class
- For elections
- Interviews (jobs or schools)
- Presenting awards

QUICK TIPS FOR SPEAKING:
- Relax.
- Prepare and rehearse. Going over your presentation will help. It also helps you know how long you will be.
- Videotaping is a great tool. What are you doing? You can change it if you need to.
- Maintain good eye contact. Draw your audience into the presentation. Make them feel like you are personally relaying the information to each individual. Watch for expressions for feedback to tell if they are interested or understanding.
- Use as few notes as possible. Have an outline on an index card. By rehearsing, you’ll probably only need it to refer to once or twice.
- Remember, you are giving some sort of info to your audience. They are most likely interested.
- Speak slowly, clearly, and loudly enough.
- Don’t babble. Say what you are there to say.
- If you will be using a microphone, practice with one (or improvise with a pencil, hairbrush. etc.)
**Publicity**

**PLANNING A PUBLICITY CAMPAIGN**

**GOALS:**
What are you trying to accomplish?
Why should people come to your event?

**BUDGET:**
How much is your budget for publicity?
Are there ways to raise money?

**TARGET AUDIENCE:**
Who is the event for? Tailor the publicity to fit the audience.

**IDENTIFY MEDIA:**
What medium best reaches the audience?
Flyer, box stuffer, voice mail, Facebook, OrgSync, what?
How can you best communicate the message?

**TIMELINESS:**
Make a timeline for the publicity.
Carefully plan out what you will do when.

**CONSISTENCY:**
Use your logo or theme throughout all your materials. Consistency!

**REPETITION:**
Brings recognition and recognition brings attendance.

**LOCATION:**
Where will the publicity get the most attention?
Choose high traffic and unique locations.

**EVALUATION:**
Assess the publicity later.

Ask on the evaluation “How did you hear about this event?”

**IDEAS for PUBLICITY**
Sacramento State students know how to publicize and use the usual forms. What if you tried something different?

**PAPER:** Use a different size or shape.

**LOGOS:** Use a slogan or logo.

**TABLE TENTS:** You only need 75 to cover all the tables in the union.

**BUTTONS:** Have buttons made to promote the event.

**STICKERS:** Have stickers made to promote the event.

**STUDENT ORGANIZATION DISPLAY (SOD):** the screen on the first floor of the University Union dedicated to student organization events.

**SPECIAL INVITES:** Make up special invitations and invite people that way. Address them and put them in their boxes.

**BE CREATIVE!**
The more eye-catching something is the better!
Retreat Planning

BEFORE THE RETREAT

• Departure: Time & location for the group to meet, means of transportation to the site
• Arrival: When will you get there, what happens first?
• Unpack & Set-up: During this time, create some “getting to know you atmosphere.”

RETREAT AGENDA

“Getting to Know You”: A beginning activity to warm people up.

1. Set the purpose, goals and objectives: Some groups will determine this before they leave for the retreat, others need to do this upon arrival. It must be done first thing, however.
2. Set Ground Rules: What are they? The group should set them together.
3. Team builders, Sessions, Discussions, Free Time, etc. are at the core of the retreat.
4. Energizers and Breaks are a necessity. Remember to include them!
5. Closure: Evaluate the retreat and have everyone share a thing they learned.

AFTER THE RETREAT

Follow up. Include portions of the retreat in training or in meetings. Use the goals and objectives throughout the year.

HELPFUL HINTS

Have constructive free time. Plan recreation on site for people to stay together.

• Allow other members of the group to plan retreat agenda items.
• Delegate tasks to group members during the retreat to encourage ownership.
• Creative planning for the location, the events, and the people can be crucial.
Teambuilding

TEAMWORK: LESSON FROM GEESE

As each bird flaps its wings, it creates an “uplift” for the bird following. By flying in a “V” formation, the whole flock adds 71% greater flying range than if the bird flew alone.

Lesson: People who share a common direction and sense of community can get where they are going faster and easier because they are traveling on the uplift of one another. Whenever a goose falls out of formation, it suddenly feels the drag and resistance of trying to fly alone, and quickly gets back into formation to take advantage of the “lifting power” of the bird immediately in front.

Lesson: If we have as much sense as a goose, we will stay in formation with those who are headed where we want to go (and will be willing to accept their help as well as give ours to others). When the lead goose gets tired, it rotates back into the formation and another goose flies at the point position.

Lesson: It pays to take turns doing the hard tasks and sharing leadership — with people as with geese, we are interdependent on each other. The geese in formation honk from behind to encourage those up front to keep their speed.

Lesson: We need to make sure our “honking” from behind is encouraging — and not something else. When a goose gets sick or wounded or shot down, two geese drop out of formation and follow it down to help and protect it. They stay with the wounded or ill goose until it is able to fly again or dies. Then they launch out on their own, with another formation, or catch up with the flock.

Lesson: If we have as much sense as geese, we too will stand by each other in difficult times as well as when we are strong.

- Milton Olsen

Building your group into a team takes work. It’s not something you can just hope happens. Sometimes, teambuilding takes place at the beginning of a group’s development, but can also happen during the year when: members seem bored or irritable; members seem to be going in different directions or building cliques; there is conflict; members have been apart for a while (breaks, etc.).
TEAMBUILDING EXERCISES

Intimate Interviews: Members pair off and interview one another for five minutes each. Partners introduce each other to the group speaking in the first person using “I” as if s/he were the person being introduced. They should be sure to include everything s/he can remember about their partner.

Personal Crest: Members make personal coat of arms in which they express important aspects about themselves through drawings or short phrases. Possible topics/questions to include: most significant event in your life, goal for the year, where you'd like to be in five years.

Human Knot: Members stand in a circle and extend their right hands into the middle and grab someone else's hand. Repeat using the left hand. Untangle the knot without unclasping hands.

Line-ups: Group is told to line up in order by birth date, age, tallest to shortest, etc. without talking. Then split into groups (birthday months, etc) and do a task (i.e. create a cheer for July).

Brainstorm: Suggest ideas without judgment in a large group setting to create new ideas.

Other: Potlucks, meals, retreats done together as a group can break the monotony.

HOW TO BUILD A TEAM

One of the most efficient and effective ways to build a team is to set aside a two or three hour block of time early in the year. A comfy, informal environment works best - someone’s living room, a carpeted meeting room, a quiet lounge. Make teambuilding the only agenda item.

GIVE PEOPLE TIME TO TALK ABOUT THEMSELVES & LISTEN TO OTHERS.

• Why were you interested in becoming an officer/member?
• What do you expect to learn from this experience?
• What is the biggest asset you bring to the group?
• What is your biggest worry about joining this group?
• What is your perception of yourself as a leader/member?
• In regard to the group, what did you feel best about last year (for returning officers)? What was most difficult for you?
• Share any areas of interest, special expertise, etc. Share weak areas you want to improve.
• What emotion is the most difficult for you to express?
• What do you want to see this organization do?

An advisor could facilitate this so ALL members can participate.
Time Management

Have you ever asked yourself why some people are able to fit so many different activities into their schedules while others barely seem able to have the time to attend classes? Are they smarter? Doubtful! More organized? Probably! Better at managing time? Likely! Time management is important to any person, but particularly to student organization members and leaders. Involvement in co-curricular activities means that in addition to classes, homework, meals, jobs, socializing, or any other significant chunk of your time is dedicated to something. This section is designed to give you and your club/organization members hints and suggestions about how to effectively manage your time. It is important to note that time management is a personal skill; only you know your peak work hours, your attention span, your eating and sleeping habits and your limitations. The following three tips are important to remember. Whatever method works for you is the “right” method. Remember, though sometimes our preferences for working styles change with time and situations. So you must be ready for those changes in your own preferences.

The BIG THREE - Steps to Effective Time Management

ORGANIZING

Ideally, you should make a list each morning of everything you have to do that day. Do not plan out every minute and don’t even think about which is most important. Just write them all down first. Some people prefer to write down everything for the week and then group things that way. Whichever way you choose, keep in mind that everyone has good days and bad days. Don’t chide yourself if you don’t accomplish EVERYTHING, just add the incomplete tasks to the next day’s list and get them done.

PRIORITIZING

After you have recorded your “things to do” for the day or week, go back over the list and rewrite in priority order which things you need/want to do at the top and write less important/pressing tasks at the bottom. Keep in mind due dates or commitments you have made, and whether or not these tasks involve other people. If the items are for class, it is important to consider how much of the final grade they are worth. How you choose to prioritize your time is a very personal matter. What is important is that you are responsible with your priorities. Remember, if you do a task you enjoy first and then alternate the tasks you consider more tedious, you build in a reward system for yourself to keep motivated.
SCHEDULING

The last thing to do is to take the tasks and apply them to your schedule. Don't plan every minute of your day. Remember to leave space for breaks, fun, and unexpected things that pop up. There's no use making a schedule that's impossible to follow!

TEN STEPS TO BETTER TIME MANAGEMENT

1. Analyze your current use of time.
2. Explore your long-term goals (What do you need to do now for success later?)
4. Prioritize your list.
6. Do more than one thing at a time; read while waiting in line, cook while talking on the phone, do laundry while studying.
7. Avoid the PIG: Procrastination, Indecision, and Guilt.
8. Anticipate.
9. Eliminate and Consolidate.
10. Learn to Say NO!

TEN TIPS TO OVERCOMING PROCRASTINATION

1. Bits and Pieces: Do a bit at a time.
2. Take 10: A ten-minute break can refresh your mind!
4. Adverse conditioning: What is worse, getting the work done or the guilt you feel when you don't?
5. Do the WORST last.
6. Do the EASIEST first.
7. Reward yourself.
8. Find the RIGHT environment for you.
9. Make a promise to get it done.
10. Know your energy.
You and Your Advisor

One of the best ways to build relationships on campus and have a successful year is to work with a good group advisor. Among other things, they can assist with:

- support from related academic or service departments
- “connections” with policy
- creating a bridge for next year’s leaders
- administrative “red tape”

DISCUSSION CHECKLIST

For each of these statements, determine whether the function is:

1. Essential for the Advisor to do
2. Helpful for the Advisor to do
3. Nice, but they don’t have to
4. Would prefer they don’t do
5. Absolutely not an Advisor’s role

____ Attend all general meetings.

____ Attend all executive committee/board meetings.

____ Call meetings of the executive committee when s/he believes it is necessary.

____ Explain college policy when it is relevant.

____ Reserve an appointment with the president/chair before each meeting.

____ Help the president prepare agendas for meetings.

____ Serve as parliamentarian of the group.

____ Speak up during any discussion with relevant information.

____ Speak up when s/he believes the group is making a poor decision.

____ Be quiet during general meetings unless called upon.
___ Take an active role in formulating the goals of the group.

___ Initiate ideas for discussion when s/he believes they will help the group.

___ Be one of the group, except for voting and holding office.

___ Attend all group activities.

___ Require the treasurer to clear all expenditures with him/her.

___ Request to see the treasurer’s records at the end of each semester.

___ Check the secretary’s minutes before they are distributed or logged.

___ Be custodian of all the group’s belongings during breaks/summer.

___ Keep official files in his/her office.

___ Inform the group of infractions of their or college rules.

___ Mediate interpersonal conflicts.

___ Cancel any activities that s/he believes have been planned poorly.

___ Represent the group to college administration and staff.

___ Check this off with your advisor.

-Adapted from “Organization & Advisor Manual,” Cal Poly, San Luis Obispo
THE USUAL ROLE OF AN ADVISOR

- Serve as a “sounding board” for ideas.
- Support your group.
- Be knowledgeable of policies that may impact your organization.
- Help in relations with college departments.
- Provide continuity and stability as student leadership changes.
- Provide different views or perspectives.
- Provide your group with “connections.”
- Help deal with organizational crises.
- Give honest feedback to group members.

THE GENERAL RESPONSIBILITIES OF GROUPS MEMBERS TO THEIR ADVISOR

- Discuss your expectations of the advisor with your advisor - from the beginning.
- Notify the advisor of all meetings.
- Send the advisor minutes.
- Meet with your advisor regularly to keep them up to date.
- Consult your advisor before making any major policy changes in the organization.
- Remember that the success of the group lies with the members and leadership, not the advisor.
- Periodically evaluate your advisor and have them evaluate you. Feedback can help with improvements.
- Thank your advisor at the end of each year; remember that your advisor is a volunteer and should be appreciated!
Special Thanks

This Handbook was created in consultation of materials from California State San Luis Obispo, California State University, Los Angeles, California State University, Fresno, Occidental College and Sacramento State.
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