

Student Club & Organization Management Handbook

Clubs & Activities Office

Location: UC 240

Phone: 707-826-3776

Email: Clubs@humboldt.edu

Handbook Updated: September 2019



Welcome from the Clubs & Activities Coordinator	8
CHAPTER 1: INTRODUCTION	9
Introduction	9
Important Contact Information & Hours of Operation	9
Clubs & Activities Office Overview	10
Office services - UC240 Monday - Friday 9:00 am - 5:00 pm	10
Services Provided for Clubs	10
Club Privilege and Responsibility	10
Scheduling meetings with Office Staff	10
CSU Executive Order 1068- Student Activities	11
Formal Chartering and Recognition Policies	11
Withholding and Withdrawing Official Recognition	11
Minimum Number of Students	12
Club Advisors	12
Training/Orientation Programs	12
Off-Campus Student Activities	12
Categories of Student Organizations	13
The Associated Students and Humboldt State University	14
CHAPTER 2: STUDENT ORGANIZATION RECOGNITION PROCESS	15
Benefits of Recognized Organizations	15
Steps to Becoming a University Recognized Club	15
New Clubs Activation:	15
Steps for New Club Activation:	15
Re-Activating Current Clubs (and Next Steps for New Clubs after approval by CCC):	16
Changes or Updates to your Club & Organization OrgSync Page	18
Summer Activity	18

Club Responsibilities	18
Student Club and Organization Standards	20
CHAPTER 3: STUDENT ORGANIZATION ADVISORS	23
Who Can Be an Advisor?	23
Roles and Responsibilities of Advisors	23
An Advisor shall strive to:	23
The Responsibility of an Advisor:	23
The Benefits of Serving as an Advisor:	24
The Key to being a Successful Advisor:	24
Selecting Your Advisor	24
Club/Organization Responsibilities to the Advisors	25
CHAPTER 4: Available Services through the Clubs & Activities Office	26
Connect, Collaborate & Communicate!	26
Club Mail	26
Club Email	26
Club Web Space	27
Club Supplies	27
Sample of Supplies Available	27
Leadership Resource Library	27
CHAPTER 5: PROMOTION & ADVERTISING	29
Share Your News and Events on Campus and Beyond	29
Flyers and Other Promotion Opportunities	29
Banners & Chalking	30
Banner Use Guidelines	30
Tabling on the UC Quad	31
General Tabling Rules	31
Recognized Clubs and Organizations Tabling	31

Non-Profit On Campus Tabling	31
For-Profit On Campus Tabling	31
Tabling other places at HSU	32
Photocopying/Printing/Lamination	32
Steps to requesting copy services:	32
University Notices	32
Use of HSU Name or Symbol	33
Chalking/Staking/Sandwich Board Approvals	33
Staking Posters	33
Staking (Housing)	34
Sandwich Board Signs	34
Posting in Residence Halls	34
Housing and Dining Monitors	34
Promoting events through the Lumberjack Newspaper and El Lenador	34
Newsletters/Brochures	34
Off-Campus Advertising	35
CHAPTER 6: FINANCIAL INFORMATION	36
Club Accounts	36
Campus Accounts:	36
Club Financial Management	37
Associated Students [AS] Grants for Clubs	37
CHAPTER 7: DONATIONS, SOLICITATIONS AND FUNDRAISING	38
Funding Requests from the President of HSU	38
Athletic Events	38
CHAPTER 8: FOOD SALES AND DISTRIBUTION	39
Food Policy	39
Pre-Approved Food Vendors	39

Club Stores (Coffee Carts/Ongoing Sales)	40
Club Store (Coffee Cart & Ongoing sales) operational requirement checklist:	40
CHAPTER 9: ORGANIZATIONAL TRAVEL	41
See Addendum B for Clubs Travel Procedures	41
CHAPTER 10: ORGANIZING EVENTS	42
Statement of Insurance	42
Off-Campus Events	42
On-Campus Events	43
Reserving Facilities	43
Charges for spaces:	43
Room Reservations:	44
Campus Events Policies and Procedures	45
Outside Music/ Sound Projection	45
Sound and Lighting:	45
Audio-Visual/ Media Equipment	45
Attendance Policy	46
Alcohol at Events	46
Public Performance Rights/ Film Rights	46
Free Speech Rules	47
Chapter 10: Student Code of Conduct and Disciplinary Procedures	48
Overview	48
Procedure for Filing and Resolution of Complaints Against Student Club(s) or Organization(s)	49
Recognized Student Clubs and Organizations Sanctions	50
Chapter 11: Additional Campus Policies	52
Anti-Discrimination Policy	52
Hazing and Initiation Policy	52

Examples of prohibited hazing activities include but are not limited to:	52
Free Speech	53
Free Speech on CSU Campuses	53
University Center Bulletin Board Policy	53
REGULATIONS	53
California State University Mandated Constitutional Requirements	53
Chapter 12: Terminology and Definitions	55
Addendum A: Calendar of Deadlines/Events	58
Addendum B: Organizational Travel Procedures	59
Clubs Travel Policy	59
Know Before You Go:	61
Expectations for travelers:	61
After You Return:	62
Clubs Travel Grants	63
Addendum B1- Driver Authorization Form (Subject to Content Change)	64
Addendum B2- Authorization to use Privately Owned Vehicles (STD 261)	65
Addendum C: Event Procedures	66
I. Introduction	66
II. Room Reservations and Tabling	66
III. Event Application Procedure	67
IV. Attendance	67
V. Fundraising and Vendor/Guest Lecturer Payments	68
VI. Promotion	68
VII. Other	69

WELCOME FROM THE CLUBS & ACTIVITIES COORDINATOR

I am excited about your interest in student clubs. I believe that involvement in clubs is a great way to get connected to the campus, develop leadership skills, meet people and have fun. As a club member you will find yourself being connected to campus in ways you might not expect. You will have many opportunities to put to use the skills you are learning in class every day, and to me that is what education should be about, real life. Many of the relationships that you build throughout your college experience will last a lifetime, and being a club member will allow you to make those connections and start to build those relationships.



Participating in a club at Humboldt State University provides a tremendous opportunity to hone leadership skills, connect with individuals whose scholarly interests relate to your own and to develop relations with staff and faculty who can serve as mentors during your academic and personal journey at the University.

Students who are involved with clubs feel more connected to the campus, and are more likely to report higher levels of satisfaction with their college experience. Being involved encourages 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.

I look forward to working with each of you and encourage you to come by and introduce yourselves. I am here to help make your experience at Humboldt State the best it can be.

Sincerely,

Molly

Molly Kresl, Clubs & Activities Coordinator
707-826-6012
Molly.Kresl@humboldt.edu

CHAPTER 1: INTRODUCTION

Introduction

This handbook has been compiled as a resource for conveying the policies and procedures that govern how club members may request assistance in accomplishing club goals. The University is dedicated to supporting student engagement that enhances learning in a safe and respectful environment while allowing for flexibility, diversity and creativity in the types of student events and activities that flourish in our campus community.

Important Contact Information & Hours of Operation

Student Clubs & Activities Office

University Center Room 240
Hours: 9am-5pm; Monday – Friday
707-826-3776
clubs@humboldt.edu

Associated Students

University Center Room 242
Hours: 9am-5pm; Monday-Friday
707-826-4221
hsuas@humboldt.edu

University Police Department (UPD)

Student Business Services Room 101
Hours: Open 24 / 7
707-826-5555
dispatch@humboldt.edu

Recreational Sports (Sports Clubs)

Rec & Wellness Center 101
Hours: 10am-5pm
707-826-6011
recsports@humboldt.edu

Club Financial Coordinator

Student Business Services Room 257
Hours: 8am-5pm; Monday - Friday
707-826-5278
clubs-finance@humboldt.edu

Student Financial Services

Student Business Services Room 257
Hours: 8am-5pm; Monday - Friday
707-826-4407
hsu-cash@humboldt.edu

Cashiers

Student Business Services Room 285
Hours: 8am-5pm; Monday - Friday
707-826-6789
hsu-cash@humboldt.edu

Clubs & Activities Office Overview

Office services - UC240 Monday - Friday 9:00 am - 5:00 pm

Services Provided for Clubs

- Event Approval
- Tabling Approval
- Food Sales and Distribution pre-approval
- Free Printing (up to 100 B&W or 20 Color total)
- Lamination services (20 total)
- Yearly Recognition Paperwork
- Organization Support & Advocacy
- Publicity / Advertisement of Club Events
- Secure Storage for club's supplies
- On-Campus Accounting
- Mail services
- Reduced cost or no cost for on campus event reservations

Club Privilege and Responsibility

Recognition as a University Club is a privilege, not a right. This privilege carries with it certain responsibilities. Club members are obligated to conduct themselves in a manner that is a credit to themselves, their fellow club members, advisors, and the University. Failure to uphold these responsibilities may result in the temporary or permanent loss of recognition and accompanying privileges. Lesser sanctions, such as community service and reimbursement for damages, may also be imposed

Scheduling meetings with Office Staff

The best way to schedule meetings with Clubs support staff is to book through the links below:

Name	Booking Address	Typical Topics
Tanza "Tay" Triggs Director of Student Life	taytriggs.youcanbook.me	Fraternity/Sorority Life Conduct Issues
Molly Kresl Coordinator for Clubs & Activities	mollykresl.youcanbook.me	Event Planning Club Activation/reactivation General Club Concerns
Pamela Kirschner Clubs & Activities Office Manager	pam-clubs.youcanbook.me	General Club Questions Club Activation/reactivation
Gina Yap Clubs Financial Coordinator	gy17.youcanbook.me (Located in SBS 257)	Fundraising Cash Handling Club Accounting Questions

CSU Executive Order 1068- Student Activities

Formal Chartering and Recognition Policies

Campuses shall comply with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4, Nondiscrimination in Student Organizations, Sections 41500 (Withholding of Recognition), 41501 (Definition of Recognition), 41503 (Filing Requisites), and 41504 (Penalties). These sections require each student organization to deposit with the Clubs and Activities Office copies of all constitutions, charters, or other documents relating to its policies. Documents shall be re-filed within 90 days after any substantive change or amendment.

No California State University Campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or other university living groups. Student organizations shall deliver to the vice president for student affairs or his/her designee a statement signed by the president or similar officer of the local student organization attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually. This should be a part of the student organization constitution.

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at that campus, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership. (CSU Executive Order 1068)

Withholding and Withdrawing Official Recognition

Official recognition of student organizations that fail to abide by the open membership policy or that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn.

In addition, official recognition of a student organization may be withdrawn for hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, Standards for Student Conduct, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

HSU has established codes of conduct for student organizations and procedures for sanctions against the organizations. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

Minimum Number of Students

Official recognition of a student organization requires a minimum of five [5] HSU students who are currently enrolled in at least one class. A maximum of twenty percent of the members of a student organization may be individuals who are not HSU students, e.g., community members, students at other colleges. Only students enrolled at HSU may vote on issues that come before the student organization. The Director of Student Life may waive the twenty percent and voting provisions for fraternities and sororities to accommodate such organizations as the National Panhellenic Council that includes representatives from non-CSU campuses. Documentation for this waiver shall include copies of national charters or other appropriate documentation, and these documents shall be submitted to the Director of Student Life. Campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting.

Club Advisors

Each officially recognized student organization must have a university advisor who is either a faculty member or professional staff member. Campuses may permit part-time faculty and professional staff to serve as advisors. Advisors should not be selected from auxiliary organizations. HSU provides an online training/orientation presentation for student organization advisors.

Training/Orientation Programs

The CSU Alcohol Policies and Prevention Program (Board Resolution REP 07-01-03) requires campuses to provide orientation programs for student organization advisors and for student officers that outline policies, expectations, and information on alcohol use/abuse. In addition, campuses shall advise student organizations and student officers about the California State University Student Conduct Code in Title 5, California Code of Regulations, Section 41301. This orientation at HSU is an in person orientation held at the beginning of each semester. We require two (2) leaders from each organization to attend each academic year. The club or organization advisor will be required to complete an online training every academic year as well.

Off-Campus Student Activities

Campuses shall comply with Section 41301, Standards for Student Conduct, of Title 5 of the California Code of Regulations. 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. At HSU, we require all club events that are held off campus to be submitted for approval similar to all on campus events.

Categories of Student Organizations

Academic

Organizations focused on academic development; promoting a specific major; and exploring career avenues that will assist students after graduation.

Associated Students (A.S.) Programs

Student led organization/departments that receives financial support and advocacy directly from the Associated Students. Many of these groups also have paid staffing.

Cultural

Organizations that focus on personal development for students who identify with various ethnic, cultural, and/or multicultural groups.

Environmental

Organizations that focus on the issues that affect our planet. These groups promote environmental justice through education and awareness campaigns. They also come together to share their love of nature and to explore the land around us.

Fraternities & Sororities

Fraternity and sorority organizations are social groups that engage in philanthropic activities. They also provide members with academic support, networking opportunities, and community building skills.

Honor Societies

Organizations that are affiliated with a major that recognizes academic achievement in those disciplines.

Political/ Activism

Organizations that supports student engagement in the area of politics and/or social activism.

Professional Societies

Organizations that are connected to a certain professional field or career path.

Religious

Organizations that provide a gathering place and support for students who identify with a particular religion or spiritual belief.

Special interest

Organization united by a common interest or goal, with a theme that cannot be grouped under one of the existing categories.

Sports clubs

Organizations that promote & develop an interest in a particular sport or physical activity. Club's focus may be recreational, instructional, competitive, or combination of these types of activities based on its constitution. These organizations are overseen by the Rec Sports Director in the Recreation Sports Office.

Student Media and Publication

Organizations that engage students in opportunities to interact with campus media outlets and publications.

Visual, Performing Arts & Music

Organizations that provide opportunities for students to explore artistic endeavors.

*****Combat/simulated war-games/martial art-style clubs are NOT permitted.**

The Associated Students and Humboldt State University

The Associated Students of Humboldt State University was formed by students for the purpose of representing collective student interest in the governance of the University and the CSU System. A.S. has grown since its incorporation in 1990 to support 24 student-directed programs and student-centered services which augment and enhance the quality of student life at HSU. Programs and areas funded by A.S. include: Marching Lumberjacks [MLJs], Campus Center for Appropriate Technology [CCAT], Eric Rofes Queer Multicultural Resource Center Multicultural Center [ERC], Waste Reduction & Resource Awareness Program [WRRAP], Youth Educational Services [Y.E.S], Womxn's Resource Center [WRC], Clubs & Activities, Drop-In Recreation, Student Governance, and more! Through the collaborative efforts of student leaders and campus partners, the Associated Students works to advocate the student perspective and allocate to student services to create institutional change through the lenses of equity, empowerment and overall well-being.

For more information about Associated Students and AS Funded Student Organizations, please visit: associatedstudents.humboldt.edu

CHAPTER 2: STUDENT ORGANIZATION RECOGNITION PROCESS

Benefits of Recognized Organizations

Once your club is recognized; it may enjoy a variety of privileges. These include:

- The use of Humboldt State University's name in association with your club.
- The ability to conduct fundraising activities on campus.
- The use of campus facilities and club equipment for reduced or no cost.
- The right to participate in various campus activities (i.e. Community & Belonging Fair, Athletic Events, Homecoming, the Preview Fair and much more).
- The privilege of checking out equipment and supplies at no cost from the Clubs & Activities office.

Steps to Becoming a University Recognized Club

New Clubs Activation:

Students may initiate steps to form a new club anytime during the academic year and have the opportunity to present information about that club at the weekly Clubs Coordinating Council (CCC) meetings. However, the FINAL activation of a new club is restricted to the first month of each semester. If student clubs and organizations fail to complete all the steps by the fall deadline, they will not be able to activate until the beginning of the spring semester (and visa versa).

Steps for New Club Activation:

- Stop by the Clubs & Activities Office, UC240, to pick up the **"Intent to Organize"** packet, which includes:
 - **"Intent to Organize" form:**
 - List a minimum of eight (8) eligible members, (currently enrolled, fully matriculated HSU students) along with their signatures and HSU I.D. numbers)
 - Include the name and signature of the Club Advisor (who meets all requirements)
 - Designate a club representative (generally the student who completes and submits form)
 - **Club Constitution:** Draw up a constitution for your organization according to the guidelines in the sample constitution included in the packet
- Submit all required items in the **"Intent to Organize"** packet to the Clubs & Activities Office in UC240:
 - Next, the club representative and advisor will be notified about scheduling a time to attend the CCC board meeting to present their proposal to become a new club.
 - Be prepared to answer the following questions at the CCC Meeting (these may also be included in your constitution):
 - Why are you interested in starting your organization (ex: missions, goals, purpose, etc)?
 - How will your club select leadership positions (officers)?

- Are there any qualifications for membership in your club? Who gets to vote?
- How will your club connect with other clubs?
- We encourage our clubs to be inclusive and representative of the diversity of the student body at HSU. How might your club accomplish this goal, and benefit the campus and local community?

Re-Activating Current Clubs (and Next Steps for New Clubs after approval by CCC):

All clubs must reactivate their club annually. The "reactivation period" is restricted to the first month of each semester. **“Activation”** packets can be picked up at the Clubs & Activities Office in UC 240.

Included in the **“Activation”** packet will be instructions to follow these steps:

- Set up/update Organization Profile on OrgSync
 - Update President and Treasurer positions, which are mandatory for clubs to be active. Students in these roles must possess these requirements:
 - **Undergraduate students**
 - Must maintain a minimum of 6 semester units and maintain a minimum GPA of 2.0
 - Undergraduate students are allowed to earn a maximum of 150 cumulative semester units
 - **Post-Baccalaureate students**
 - Must maintain a minimum of 3 semester units and maintain a minimum GPA of 3.0
 - Post-baccalaureate students are allowed to earn a maximum of 50 units
 - **NOTE:** There is a process for requesting an exception for students who have earned beyond the maximum number of units allowed. However, there is NO exception policy for students who do not meet the minimum GPA requirement.
- Review and then upload your club’s constitution on your club’s OrgSync portal.
- While your club is being approved on OrgSync there are additional training requirements that have to be completed in order to activate your club.
 1. **Orientation:** About one (1) month before the semester begins, the Clubs & Activities Office staff will email club contacts [that we have on file] a link to register for orientation (New Clubs or folks interested in starting a club will be provided this information when you pick up your “Intent to Organize” packet). Orientation is done with all other campus clubs, and the time will be used to review pertinent policies, procedures, club resources, and answer any questions you may have.

All Club Presidents and Treasurers officers are required to attend one of the pre-scheduled in-person orientations during the reactivation period (first month of each

semester). Additional club officers are encouraged to attend, as well. There will also be a club activation period in January with additional orientations and trainings for club officers.

2. **Advisor Orientation:** Once the club has updated the organization's OrgSync Profile [which includes the Advisor contact information], advisors will receive a link to an online orientation. Advisors must watch the orientation and successfully pass the quiz before the club can finish activation process.
3. **Club Financial Management Training:** : Club Treasurers and Club Presidents are both required to attend the Club Financial Management Training BEFORE the club is fully activated. Additionally, any members who participate in any activity where financial transactions occur must attend a separate "cash handling" training provided by Clubs Financial Coordinator. These training sessions will be arranged through the Student Financial Services office.
4. **OrgSync Training:** Student Clubs & Organizations need to have at least one [1] member of the club's leadership complete the online OrgSync training. This training will go over basic functions of the OrgSync platform and how to access the most commonly used tools.
5. **Club Member Registration:** All club members must register online via OrgSync in order to access resources, such as: travel authorization, grant applications, supplies and tabling. An OrgSync portal will be created for all clubs. We want all students involved with the club to register as members for your organization, but to maintain active status we require a minimum of five [5] students To join, the members can go to the clubs orgsync page and click the green "Join Now" button.
6. **Required Forms:** The following forms are required to be submitted to the Clubs & Activities Office:
 - **Jeanne Clery Act Acknowledgement Form** [signed by the advisor]: Accepting the role of club advisor designates advisor as a "campus security authority." UPD requires advisors to watch a mandatory 14 minute video regarding crime reporting obligations. Advisors must sign and return acknowledgement form to verify that this step has been completed.
 - **Volunteer ID Form** [signed by the advisor]: HSU Human Resources requires all club advisors to complete and sign the Volunteer Identification Form.
 - **Student Club and Organization Financial Agreement** [received at Club Financial Management Training]: Required to have the club account activated. This form will be signed by the President, Treasurer, and Advisor after they have finished the mandated trainings

NOTE: Fraternity/Sorority organizations and Sports Clubs have additional requirements. One of those requirements is to have all members attend a campus facilitated Title IX/ Anti-Hazing/ Alcohol and Other Drug training. This training typically occurs in conjunction with the Clubs Orientation. For Sports Clubs, you will have a facilitated training through the Recreational Sports Department.

Changes or Updates to your Club & Organization OrgSync Page

Minor changes to club constitutions may be made through OrgSync portal updates at any time. Changes in officer position or advisor can be done throughout the semester. Significant changes to the club's mission statement or purpose requires notifying the club's office, as the organization may need approval by the Clubs Coordinating Council.

Summer Activity

HSU Clubs status as recognized organizations only applies the fall and spring academic semesters. If you want to host a club activity (ex: travel, event, fundraising, etc) during the summer months or winter break, you will need to request an exemption from the Director of Student Life. Email clubs@humboldt.edu for instructions on the process.

Club Responsibilities

1. Appointment of a university faculty or staff advisor ([see section on student organization advisors](#)).
2. Adherence to all university rules and regulations including, but not limited to, those pertaining to: hazing, alcohol, publicity, posting, sales/distribution of food and merchandise, drawings, use of campus equipment and dances.
3. Compliance with the club's own constitution and by-laws; and, when applicable, constitutions and by-laws of affiliated national organizations.
4. Avoidance of activities that pose undue risk to the safety of individuals or which create liability for the club and the University.
5. Avoidance of any act of dishonesty, breach of law or University regulation, or any public or private act that brings discredit to the University.
6. In order to maintain University recognition, clubs must submit updates on their clubs OrgSync portal at the beginning of each academic year (or anytime there is a change in officers, advisor, etc.). Updates must be made within 30 days of the start of the fall semester. Failure to submit current updates will result in the club being declared inactive. Once declared inactive, the club has one more activation cycle in the spring semester to complete any missing steps. If the club fails to complete in the time prescribed, the club must apply to become a new club or organization if they wish to reactivate.
7. Academic Requirements for Student Officers: Students desiring to hold a leadership role for their club (President and Treasurer) must comply with the CSU minimum requirements for Minor Student Representative Student Officers. The requirements are:

All student representatives, candidates, and incumbents for major and minor office positions must be matriculated (regularly enrolled in a degree-seeking program) at HSU, must maintain a minimum overall grade point average (GPA) each term of a 2.0 term grade point average (GPA), must be in good standing,

and must not be on academic, disciplinary or administrative probation of any kind.

These requirements are minimum qualifications. Organizations (individual clubs) may establish additional requirements provided that the requirements do not discriminate on the basis of race, age, religion, gender (unless exempt under Title IX, Section 901a), disability, sexual orientation, or national origin.

A. Unit Load

Undergraduate students must earn 6 semester units per term while holding office. Graduate and credential students must earn 3 semester units per term while holding office.

B. Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

****Please note:** There is a petition process for contesting the unit cap but **no** petition process for students falling under the 2.0 GPA minimum.

8. A club may be held accountable for the actions of its members if the behavior is or can reasonably be considered to be related to the activities of the club. (Specific acts of such misconduct are spelled out in Section 41301 of Title 5 of The California Code of Regulations excerpted in the back of the university catalog under the section entitled, "Student Rights, Responsibilities & the Fine Print.") Such misconduct need not be officially sanctioned by the club membership in order to be considered grounds for sanctions against the club. The individuals may be subject to separate criminal and/or university sanctions.
9. Policy on Non-Student Club Members: Clubs established at Humboldt State University are supported through the Clubs & Activities Office with the intent of providing opportunities for students to have educational, cultural, recreational, and social experiences outside of the classroom. The Clubs & Activities Office recognizes that community members may enhance club activities and are welcome to be members of clubs. Please note that non-student members must also register on their clubs OrgSync portal (under the forms tab on said clubs portal). However, non-student club members are limited in the following ways:
 1. They may not hold an office position in the club.
 2. They may not be funded for club travel grants provided by AS and facilitated through the Club Coordinating Council (CCC).
 3. They cannot be the contact person for the club.

4. A maximum of 20% of the members of a student organization may be individuals who are not currently enrolled HSU students.
5. They cannot order equipment or reserve rooms.
6. They cannot vote on club-related business.
7. They cannot accept payments or sell items on behalf of the club.
8. Additional requirements apply for members of Sports & Recreational clubs, and Fraternities and Sororities. Please speak with the clubs and activities coordinator for additional information.

In the event that you would like to file an appeal, make an appointment with the Clubs & Activities Coordinator by calling the Clubs & Activities Office (707-826-3776) or by emailing clubs@humboldt.edu

Student Club and Organization Standards

1. The purpose of the student clubs and organizations must be consistent with the laws of the State of California and policies developed by the University.
2. Student clubs and organizations must not advocate, incite, or participate in interference or physical disruption of the educational process.
3. The student clubs and organizations must maintain, at all times, a membership of at least five (5) matriculated students in good standing (cannot be on academic, administrative, or disciplinary probation with the University). A maximum of 20% of the members of a student clubs and organizations may be individuals who are not HSU students, except for social fraternal organizations and sports clubs which must be 100% Humboldt State University students.
4. The student clubs and organizations must adhere to its own approved constitution.
5. The student clubs and organizations must maintain an active student-centered program. Voting members of the organization must be regularly matriculated students at Humboldt State University and the treasurer of the campus organization must be under the direction of the student members.
6. Club Treasurers and Club Presidents must attend the mandatory “Club Financial Management” training each year and before the club will be permitted to conduct financial transactions.
7. Dues and other membership fees must be used for the express benefit of the student clubs and organizations and the fulfillment of its purpose.
8. 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 age, disability (physical and mental), gender (or sex), gender identity (including transgender), gender expression, genetic information, marital status, medical condition, nationality, race or ethnicity (including color or ancestry), religion (or religious creed), sexual orientation, sex stereotype, and veteran or military status;. This affiliation must

be disclosed during recognition renewal and a constitution and bylaws of affiliated organization must be on file with the Clubs and Activities Office.

9. The student clubs and organizations officers must be in good academic standing (2.0 or better) and not on active academic, administrative or disciplinary conduct probation.
10. Before a student clubs and organizations 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 clubs and organizations advisors as regulated by California State University Executive Order 1068. Housing employees and federal programs employees are permitted to serve as advisors.
11. Student officers will re-register the student club or organization each year by renewing the organization profile on OrgSync. Each fall the club's constitution should be reviewed and the updated copy must be uploaded to the OrgSync page. It is the clubs responsibility to maintain a current list of officers and to update OrgSync whenever this change occurs. Recognized student clubs and organizations are permitted to use the name of Humboldt State University, Humboldt, Humboldt State, for 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. For example, the "Social Club of Humboldt State" would be correct, but the "Humboldt State Social Club" would not.
12. Student clubs and organizations are expected to provide for the safety and general welfare of all members and guests during sponsored activities.
13. Student clubs and organizations are to provide programs and activities in keeping with the social, cultural, recreational, and educational mission of the University.
14. Student clubs and 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 Code of Conduct (Title 5 Section 41301).
15. As required by Section 41503 of Title 5 of the State Code of Regulations of California, the president of every recognized student clubs and organizations must sign a statement each year certifying that the organization has no rules or policies which inhibit its acceptance of new members because of age, disability (physical and mental), gender (or sex), gender identity (including transgender), gender expression, genetic information, marital status, medical condition, nationality, race or ethnicity (including color or ancestry), religion (or religious creed), sexual orientation, sex stereotype, citizenship, and veteran or military status. This is done when completing the recognition organization profile renewal or during initial registration.
16. The University mandates that only currently enrolled and regularly matriculated Humboldt State students may vote or hold office. Additionally, only Humboldt State regularly matriculated students are permitted to hold membership in Sports Clubs and Fraternity/Sorority social organizations. Each organization must keep current constitution/ bylaws on file (through OrgSync) with the Office of Clubs and Activities.

17. 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 Humboldt State University, university bank accounts are the approved banking service. If collecting money, funds MUST be maintained in a university on-campus bank account and processed through the club's trust account.
18. The University will not recognize any fraternity, sorority, living group, honor society or other student clubs and organizations, unless its membership and leadership are open to all currently enrolled students at that campus, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500.

CHAPTER 3: STUDENT ORGANIZATION ADVISORS

Who Can Be an Advisor?

All student organizations must have an on-campus faculty or staff advisor in order to obtain official recognition. Advisors must be .5 time base or above and employees of HSU. Employees of University Auxiliary Organizations and student assistants are not permitted to serve as student clubs and organizations advisors as regulated by California State University Executive Order 1068. Housing employees and federal programs employees are permitted to serve as advisors.

Roles and Responsibilities of Advisors

An Advisor shall strive to:

- Support student leaders
- Advocate for your students' organization
- Assist with organizational continuity and officer transition
- Inspire leadership development
- Encourage student leaders to critically examine their organizations structure and activities to ensure compliance with university regulations and to avoid any liability

The Responsibility of an Advisor:

- Be familiar with University policies and ensure club members understand them
 - Agree to follow all CSU and campus policies
- Complete required online orientation and follow up quiz
 - This will include a "Club Financial Management" training to help advise and support members with the proper use of Student Club and Organization accounts.
- Read, sign and submit required forms:
 - HSU Volunteer ID
 - Acknowledgment of Jeanne Clery Act Guidelines
- Serve as the final signing authority for any club transactions
 - Be knowledgeable about and monitor the use of club funds
- Make time to be available to sign/approve appropriate forms
 - Reimbursement requests
 - Event requests
 - Miscellaneous other forms
- Be present! Attend and keep up to date on club programs, dances, activities, or meetings when at all possible.

- Provide organizational knowledge and support. Provide consistency to clubs during their annual leadership transitions

The Benefits of Serving as an Advisor:

Endless opportunities to:

- Connect with HSU students in positive and meaningful ways
- Influence and impact career and life choices
- Network with other advisors for the greater good of the campus
- Expand circle of contacts at HSU

The Key to being a Successful Advisor:

Communication!

- Make sure you are notified of:
 - ALL club events or activities
 - Change in Leadership roles or contact information
 - Any club travel plans
 - Requests for travel or event grants
- Don't postpone contacting the Clubs & Activities Office, if:
 - You need clarification of campus policy or procedure
 - You feel uneasy about a club situation or member
 - You need any help with the organization
 - You no longer wish to serve as an advisor
 - ESPECIALLY – if your club has had a SUCCESS!

Selecting Your Advisor

Student organizations may choose their own advisors from any department or college across the campus.

Tips for students:

1. Sit down and talk as a club about your expectations of an advisor.
2. Before making a selection, consider finding someone who will have the time to devote to your club, and who will take the role willingly and seriously.
3. If possible, choose someone who shares some of the same interests of your organization.
4. If your organization is academic, try and find an advisor that works in that field.
5. When approaching your potential advisor for the first time, make certain they have a clear understanding of your organization's purpose as well as what will be required of them in their role, duties and time commitment as advisor.
6. If your club will be conducting any type of financial transactions, make sure your club advisor is willing and has room in their schedule to be available to authorize and sign payment requests.

Club/Organization Responsibilities to the Advisors

1. Provide the advisor with the schedule of meetings and events.
2. Send the advisor a copy of all minutes.
3. Remind advisor that they need to approve Event Requests via OrgSync for all events and activities.
4. Talk about specific expectations in terms of notification of and involvement in organizational activities.
5. Agree on method for obtaining approval and signatures for all financial transactions, if applicable.

CHAPTER 4: SUPPORT THROUGH THE CLUBS & ACTIVITIES OFFICE

The Clubs & Activities Office is located on the second floor of the University Center, South Lounge. Clubs can pick up their mail, work on banners, check out club supplies, and do club-related work in this office and/or NHE 115. The Clubs & Activities Office provides a welcome resource when in search of answers about club functions and policies. The office is open from 9:00 am to 5:00 pm, Monday through Friday. You can reach us at 707-826-3776, by email at clubs@humboldt.edu.

Connect, Collaborate & Communicate!

Here are some of the ways we support staying connected and keeping informed:

Club Mail

The Clubs & Activities Office will receive postal mail, as well as inter-campus mail, on behalf of all active clubs. Due to space limitations, Clubs & Activities office no longer provides permanent mailboxes. Club will be notified when mail arrives and all correspondence will be held securely until club members can retrieve it. Deadlines for retrieving mail will be set and enforced by the Club Coordinator.

Deliveries

It is recommended that anything purchased for the organization or on behalf of the organization should be mailed to an “on-campus” address. The Clubs & Activities office can receive deliveries on behalf of clubs and organizations. Please use this address when placing orders:

[Club Name]
Humboldt State University
Clubs & Activities Office, UC 240
1 Harpst St
Arcata, CA 95521

Club Email

Email accounts are assigned to all campus clubs. The Clubs & Activities Office assigns email accounts to club presidents through HSU’s email system. Clubs are strongly encouraged to use their official HSU club email for communication, as it is listed as the primary contact for the club on the Clubs and Activities website. Feel free to work with the clubs and activities staff to get a better understanding of how this email works. If you wish to add additional users to have access to your club’s HSU assigned email, please fill out the “Grant Email Access Form” on OrgSync via this link: <https://orgsync.com/158827/forms/263220>

Club Web Space

All Clubs are automatically assigned a club webspace through OrgSync. Login information is the same as your personal HSU login information. These club OrgSync portals have been designed

to be a resource for clubs, students, prospective students and the HSU community. Each webspace gives clubs the ability to update important information such as club meeting times, location, club events and how to join. Other features on the webspace include an Activities Calendar, Clubs & Activities Office announcements, downloadable forms, and the Club Handbook.

Clubs Newsletter

The Clubs and Activities office emails out a weekly newsletter on Thursdays to all clubs. Included in the newsletter are flyers, links, and other information about events happening on campus. We encourage clubs to keep us up-to-date on activities and events so that we can help spread the word. Additionally, the newsletter is a great resource to find out what's going on around campus and within the community.

If you are interested in sending out a flyer through the newsletter, please email a JPEG flyer to clubs@humboldt.edu before 5pm on Wednesdays to be sent out with the Thursday Newsletter.

Club Supplies

The Clubs & Activities Office has supplies available to clubs for fundraising or other purposes. Supplies should be returned clean, dry and in good condition. Cleaning supplies are available upon request. Equipment should be reserved in advance to ensure availability. Items not returned and/or damaged must be replaced by the club that checked the items out.

Sample of Supplies Available

- 12 large tables (3' x 5')*
- Small and large coffee percolators
- Security jackets/vests
- Extension cords
- Ice chests
- Whiteboards
- Games!
- PA systems
- Banner Paper

Click here for more detailed list: <https://orgsync.com/158827/files/1489663/show>

NEW POLICY: An agreement stipulating club responsibility related to damaged or missing items is now required for some items [generally high cost equipment]. The form must be signed by a registered club member and is only applicable for approved club events.

Leadership Resource Library (Located in the Clubs and Activities office)

The Leadership library is a small collection of leadership books designed to help clubs and organizations run more effectively and efficiently. Resource books and games are available and can be checked out (2 week limit). Club officers are encouraged to use these resources to help with running meetings, recruiting and retaining members, team-building and other group activities. The Leadership Library is located in the UC, in the Clubs and Activities office. You must come to the Clubs & Activities Office during office hours (9am-5pm Monday- Friday) to check out leadership supplies.

CHAPTER 5: PROMOTION & ADVERTISING

The Clubs & Activities Office holds a *Community & Belonging Fair* each fall and a *Clubs Fair* each spring. These are one-day gatherings of campus clubs on the UC Quad, which provide an excellent opportunity for clubs to advertise, solicit new members, raise funds, or hold demonstrations of club activities. These usually take place the third Wednesday of each semester. Active Clubs are notified of the dates and given the sign-up information during the first week of each semester.

Besides these two large events, there are other opportunities for clubs to table on the quad, including Fall Preview and Spring Preview. Clubs & Activities Office staff make every effort to notify club officers when there is an opportunity to promote their club.

Share Your News and Events on Campus and Beyond

There are many ways for campus groups to publicize their news and events at HSU. These include submitting information to digital services on campus, seeking media coverage, creating posters and flyers, utilizing the campus radio stations and the student newspaper, and more.

For a full list of different resources, visit the HSU Marcom “Word Out Marketing Guide”:
<https://marcom.humboldt.edu/wordout?section=standards>

Flyers and Other Promotion Opportunities

1. Flyers posted around campus on bulletin boards must each have a stamp from the University Center Information Desk. *Please review University Center Bulletin Board Policy, available at the UC info counter or below under additional campus policies.*
2. All printed promotion for concerts or dances must say “18 and over or HSU ID required” unless given special permission by the Clubs & Activities Coordinator, Risk Manager, and Facility Manager.
3. All flyers must have club name and contact number listed.
4. All flyers should contain the following accessibility statement:
 - o "Persons who wish to request disability related accommodations should contact the (club name and contact person) at (club phone) or email at (club email) as soon as possible. Some accommodations may take up to several weeks to arrange."
5. The Clubs & Activities Office provides:
 - o Announcements via University Notices
 - o A calendar of activities on the website.
 - o Chalking, Staking & Sandwich Board Signs
 - o Newsletter to Club Leaders

Banners & Chalking

Banner making and chalking materials are available through the Clubs & Activities Office (banner paper, large paint markers, colored chalk, stencils, etc.). These supplies are for recognized campus clubs wishing to advertise club related activities, publicize their club name, or for tabling. As a courtesy, the Clubs & Activities Office provides space for clubs to store their banners so they may re-used, rather than re-created throughout the year.

Clubs may choose to promote their club/club event by hanging a banner on railings surrounding the quad. There are a limited number of banner spaces allocated for use, so banner reservations must be made at the UC information Desk (707-826-4414). Each club is restricted to ten business days of banner space per semester. In the event that all club spaces are reserved, clubs may still submit banners to the Information Desk. They will be posted in the event of a cancellation or no-show of another banner.

Banner Use Guidelines

Due to space limitations, the following guidelines must be adhered to:

1. Banners may only be used to publicize special events open to and held primarily for the campus community.
2. Banners may NOT be used to endorse political parties, candidates, or initiatives, including items pertaining to Associated Students elections.
3. Banners must be larger than 2' x 3' but may not exceed 3' x 5.5' to advertise on the UC building
4. Paper used to make banners must be at least equivalent in weight to butcher paper.
5. Banners must be dry when submitted to the Information Desk.
6. Banner space may be reserved up to one (1) academic semester in advance of the event. Banners may be submitted without a reservation; however, there is no guarantee they will be posted.
7. Banners should be submitted to the UC Information Desk no later than 4:00 p.m. the weekday prior to the requested day of posting.
8. In the event of inclement weather (wind, rain, etc.) banners will not be posted. Days that banners are not able to be posted still count as part of the ten-day limit.
9. Banner materials are available for club use through the Clubs and Activities Office located in the South Lounge.
10. The sponsoring club/organization's name must be on the banner. Banners without the sponsor's name will not be posted.
11. Reservations for a banner space should be made well in advance of the event through the University Center Information Counter (707-826-4414).

Tabling on the UC Quad

HSU clubs and organizations interested in tabling on campus must complete an event request through their club's OrgSync page [choose "Create an Event" button on clubs portal in OrgSync]. Once the request is approved, come to the Clubs & Activities Office to check out the key to the tabling closet where the tables are stored.

General Tabling Rules

- Tabling is only allowed between 9am – 5pm, Monday through Friday
- Tables cannot block walkways
- Tabling may not be used to hock or pawn
- If another organization has reserved the UC Quad, they receive priority for the space and get to determine how the space is utilized.

Recognized Clubs and Organizations Tabling

- Recognized Campus Clubs or Organizations must complete an Event Request [choose "Create an Event" button on clubs portal in OrgSync] through their Club's OrgSync page and reserve one of the 13 tabling slots available.
- Any club that is conducting any type of financial transactions, fundraising activity, or participating in food handling must indicate those processes on the event request [choose "Create an Event" button on clubs portal in OrgSync]. All required trainings, certificates, and approvals MUST be completed before tabling can occur.
- Clubs who intend to provide general distribution of materials (no sales, fundraising, or food handling) may be granted permission to table on the same day they submit the request. For example: handing out information about the club or an upcoming event.
- Clubs may not use state resources to endorse individual political candidates.

Non-Profit On Campus Tabling

- Off campus groups or individuals are allowed to table on the UC quad as long as they are not selling anything or promoting a business. These groups must follow the general tabling rules as stated above and must supply their own table.
- All off campus non-profit organizations need to complete the tabling form for Non-Profit Solicitors, provide Proof of Insurance that meets the [CSU requirements](#), lists HSU as additionally insured, and has the insurer provide or sign an [endorsement](#). If they are not able to provide this insurance, the non-profit organization can request an exemption from the Director of Risk Management.

For-Profit On Campus Tabling

- For-profit groups or individuals will only be permitted to table during the first three weeks of the semester.
- There is a charge of \$100 per day for these groups to table on the Quad
- All off campus for-profit organizations need to complete the [tabling form](#), provide Proof of Insurance that meets the [CSU requirements](#), lists HSU as additionally insured, and has the insurer provide or sign an [endorsement](#).

- For the complete Quad Policy please visit the Student Affairs Website at: <https://policy.humboldt.edu/sa0001-university-quad-events-policy>

Tabling other places at HSU

If clubs would like to table in other spaces on campus, they must obtain appropriate approval from the designated building coordinator. Clubs must work with the Clubs & Activities Office, and our staff will direct them what to do and who to contact for approval. For any sales of product or food, please refer to the “Clubs Financial Handbook”.

Photocopying/Printing/Lamination

Clubs may have a mix of color and black and white 8 1/2” x 11” photocopies made (up to 100 B&W copies OR 20 color copies per year) free of charge. This photocopying is limited to flyers and advertisements for events or meetings and does not include photocopies of internal club documents.

Clubs & Activities Office will print office forms free of charge for clubs. For example: release of liabilities, donation forms, club accounting form, etc. We also have lamination services available for up to 20 per year.

Steps to requesting copy services:

1. Bring in/email flyer to the Clubs & Activities Office.
2. Let the Clubs & Activities Office know how many copies you are requesting, and whether they should be printed in color or black and white.
3. Let the Clubs & Activities Office know when you’d like to pick up your copies. Clubs are responsible for picking up their own copies.
4. All Club fliers posted on campus bulletin boards must be stamped at the University Center Info Desk before they can be posted on campus.

**Once you have reached your 100 free copy limit at the Clubs & Activities Office you will then be responsible to pay for photocopies elsewhere.*

Per CSU mandate, printing paid for with State or Student Fee money must be contracted through HSU Marketing and Communications Department (Marcom), this excludes pay for print stations around campus.. If Marcom is not able to meet the club’s needs, the club can request an exception to print with an outside vendor, which must be approved prior to printing.

Marcom charges can be direct billed to the club account. Please visit their website for more info on available services and costs at: <http://www.humboldt.edu/marcom/>

University Notices

Clubs may advertise their events via the weekly “University Notices”. You can submit a University Noticed Request Form at: <https://orgsync.com/158827/forms/265263>. University Notice submissions must be received in the Clubs & Activities Office by 4PM in order to be included in that Friday’s announcements. Clubs may choose to repeat notices, but a request must be submitted to the Clubs & Activities office each time. Due to student and staff concerns

about “junk mail,” the University is extremely selective in approving University notices; submitting a request does not guarantee publication..

Your request must comply with the following criteria in order to be approved:

1. It must pertain to official University business.
2. It must pertain to the majority of the student body.
3. It must be a campus-wide event.
4. It cannot be used for fundraising or solicitation.
5. It cannot publicize regular club meetings.

Use of HSU Name or Symbol

Officially recognized student organizations may use the University’s name and logo in conformity with campus policies. The acceptable manner to use them are: “Humboldt State University,” “Humboldt State,” and “HSU.”

Here are some good logo usage [guidelines](#) and all the marks are downloadable [here](#). The University Seal is not available for use, but the secondary seal is. Information about which campus groups can or cannot have custom logos is found [here](#).

Anytime a club is using the HSU logo or the words “Humboldt State University,” “Humboldt State,” and “HSU”, you will have to get approval from marcom@humboldt.edu before it can be used. If a club decides to modify one of the logo marks in some way, it will not be approved.

Please visit Marketing and Communications website for Campus graphic identity standards, to retrieve downloadable HSU wordmarks, and ways to facilitate marketing:

The HSU Brand: <https://brand.humboldt.edu/>

The HSU Marketing guide: <https://marcom.humboldt.edu/wordout?section=standards>

Chalking/Staking/Sandwich Board Approvals

Chalking may be done on a limited basis and must first be approved by the Clubs & Activities Office and Facilities Management. Application for chalking must be submitted five [5] business days in advance (some exceptions may apply). Only “sidewalk chalk” may be used and there are limits as to where on campus you can chalk. Please stop by the Clubs & Activities Office to pick up the permit and find out all of the details of the approval process. Your event must be approved before you can advertise it with chalking, staking or sandwich board signs.

After completion of the advertised event, clubs are responsible for cleaning up the chalk with a scrub brush and water. The Clubs & Activities Office has a bucket and scrub brush that can be used to remove chalking. If chalking happens in unpermitted areas or isn’t cleaned within 48 hours of the event, a club could lose its chalking privileges. The Clubs & Activities Office can revoke chalking privileges at any time and may institute no chalking days.

Staking Posters

Staking may be done on a limited basis and must first be approved by the Clubs & Activities Office and by Facilities Management. Application for chalking must be submitted five [5] business days in advance (some exceptions may apply). There are limits as to where on campus you can stake. There are also time limits for staking. Please stop by the Clubs & Activities Office to pick up the staking permit and find out all of the details. After completion of the advertised event, clubs are responsible for removing all the stakes.

Staking (Housing)

Housing has their own staking policies and approval forms. Please contact them directly at 707-826-3451.

Sandwich Board Signs

A limited number of A-Frame Sandwich Board Signs are available for check-out from the Clubs & Activities Office. Application for posting these boards must be submitted five [5] business days in advance (some exceptions may apply). The Clubs & Activities Office will provide markers, and signs must be created at the Clubs & Activities Office. As with chalking and staking, there are designated places where signs can be placed. Please stop by the Clubs & Activities Office to pick up the permit and find out all of the details. Sandwich Board signs **must** be returned to the Clubs & Activities Office each evening before 5 PM. Sandwich boards cannot be kept out in the rain.

Posting in Residence Halls

Clubs may leave 12 approved posters at the Housing Office located on the second floor of the Jolly Giant Commons. These will be placed in each display cabinet in the residence halls; additionally, you may leave a stack of up to 100 approved flyers to be posted on each floor on a space available basis. Flyers posted directly in the residence halls and/or Jolly Giant Commons without approval from Housing, or flyers without the approved university stamp, will be removed from the halls. In addition, any large banners on the 1st or 2nd floor of the JGC must be approved by the Housing Office (707-826-3451).

Housing and Dining Monitors

You may be able to advertise on the large monitors in the J, the Depot, and other dining areas by emailing: catering@humboldt.edu and in housing by emailing: housing@humboldt.edu. Flyers must be converted to a Jpeg or powerpoint slides.

Promoting events through the Lumberjack Newspaper and El Lenador

Clubs may promote their events or meetings in the calendar section free of charge. Contact the Lumberjack Office (Gist Hall 227) at 707-826-3271 or El Lenador at el-lenador@humboldt.edu. Publication is not guaranteed due to space limitations and make sure to watch the publication dates online. You may also purchase ad space in the Lumberjack and El Lenador.

Newsletters/Brochures

Your club may decide to publish a newsletter or brochure for distribution. It is important that you include the following disclaimer *“The views in this publication by (club name) do not necessarily reflect those of Humboldt State University.”* This must be included in all publications, even if the newsletter is intended only to be distributed to club members.

Off-Campus Advertising

The City of Arcata has installed kiosks around the downtown area that can be used for publicizing events. Many local merchants will display posters and flyers in storefront windows also. Please check with the reception personnel of these merchants before posting or leaving flyers and brochures. *It is illegal to post materials on utility poles or other private property without the permission of the owner.*

CHAPTER 6: FINANCIAL INFORMATION

Club Accounts

All clubs are required to conduct their financial activities through their University Accounts. External banking arrangements outside the University or campus auxiliary organizations are prohibited. If your club presently has an off-campus account it must be closed immediately and all funds must be deposited into your campus account. Failure to do so may result in losing your club status.

Clubs may set up a free account through HSU's banking, supported by the Club Financial Coordinator in the Club Financial Services Office, located in the Student Business Services 2nd Floor. Clubs will receive regular, recurring emails that contain account balances and transaction information.. You should review this email carefully when you receive it in your club's HSU email account.

If you have any trouble understanding the email, contact the Club Financial Coordinator at 707-826-5278. You can also contact the Club Financial Coordinator through the email clubs-finances@humboldt.edu.

To set up an account, the club treasurer and president are required to attend the "Club Financial Management Training" which is scheduled at the beginning of every semester, in order to obtain the authorization for accessing a campus club trust account. At the training, the necessary paperwork to file will be distributed by the Club Financial Coordinator. There are two forms, the first being the "New Club Account Form," and the second a "Signature Authority Form." Signatures must be obtained from the Treasurer, President, and the Club Advisor.. In order to receive the authorization from the University, the club must be an active club. These signatures are then kept on file in the Club Financial Services Office for reference. Clubs will then be assigned an account number. **Signature forms must be updated annually, and when club treasurer, president or advisor change.**

Campus Accounts:

All clubs are approved to create and maintain an account with the Club Financial Services Office. These accounts are simple deposit and withdrawal accounts and funds will be held within the University's Bank Account. The Club's Treasurer and Advisor will be required to complete mandatory training prior to requesting a club account. Trainings will be available every semester and documents will be provided to the treasurer to initiate the creation of a club account. A Student Club & Organization Financial Agreement signed by the advisor, treasurer, and president must be updated annually for any club to accept payments and expend club funds.

Club Financial Management

For the policies and procedures regarding the following processes, please refer to the “Student Club Financial Handbook” at: <https://orgsync.com/158827/files/1503271/show>

- Management of Cash and Cash Equivalents
- Depositing to authorized accounts
- Authorized cash handlers
- Securing cash
- Payment Request Form (for payments and reimbursements from the club account)
- Steps to depositing funds into your Club Account
- Fundraising process

Associated Students [AS] Grants for Clubs

Funding for grants comes from your HSU Student Fee money and is allocated each year by the Associated Students [AS] Governing Board. Please refer to the Appendix [Addendum D] of this handbook for the most up-to-date guidelines and procedures for Event Grant and Travel Grant allocations.

CHAPTER 7: DONATIONS, SOLICITATIONS AND FUNDRAISING

Please refer to the Student Club Financial Handbook

(<https://orgsync.com/158827/files/1503271/show>) for policies regarding:

- Definition of Donations and Fundraisers
- Donations
- online donations
- Fundraisers
- Raffles
- Drawings
- Solicitation

You can also get more information from the Student Club Financial Services Website at:

<https://studentfinancialservices.humboldt.edu/club-financial-services>

Campus policy requires that the club president, club treasurer and club advisor attend the “Club Financial Management Training” once a year in order for the club to become fully activated. This training approves the President, Treasurer, and Advisor to be authorized signers for the club account. An additional “Cash Handling” training is required for any club members who participate in all types of fundraising or cash handling activity [where any money or cash equivalents will be exchanged]. The club treasurer is responsible for arranging trainings with the Clubs Financial Coordinator

Funding Requests from the President of HSU

All campus funding requests for consideration by the President’s office should be submitted with a categorical budget breakdown of expenses, to the Dean of Students Office. Clubs and Organizations should not solicit funding directly from the President without prior approval from the Dean of Students. The Dean of Students wants to be aware of all unfunded needs before the request is made outside the division of Enrollment Management.

Athletic Events

For opportunities to be involved and fundraise at HSU athletic events, submit an Event Request [choose “Create an Event” button on clubs portal in OrgSync] through your club’s portal on OrgSync. On that form, there will be a selection to indicate that you will be fundraising at an athletic event. Please note, if you are also selling food, there will be a link in the event form directing you to complete this food permit: <https://orgsync.com/158827/forms/368585>. NOTE: Clubs must complete all steps and be fully approved before they can table at an athletic event.

CHAPTER 8: FOOD SALES AND DISTRIBUTION

Food Policy

On-Campus food sales is restricted to University recognized student organizations. Organizations wishing to sell food or distribute food products on campus must complete an Event Request [choose “Create an Event” button on clubs portal in OrgSync] through your club’s portal on OrgSync indicating that you will be fundraising with food. You will then be prompted to complete a Food Sales and Distribution Form, available through OrgSync <https://orgsync.com/158827/forms/368585>]

Each member that will be handling the food must complete a food safety certification program. This only needs to be completed once every academic year and students must provide proof of completion prior to sales. All organizations participating in food sales and food handling must adhere to the guidelines outlined in the Temporary Food Facilities and Food Sanitation Policy [Executive Memorandum P10-02], in addition to following all procedures as outlined in the Clubs Financial handbook.

Pre-Approved Food Vendors

If your club is interested in having someone other than HSU Dining provide food for your event, you will need to make certain they [restaurant or business] are approved an approved vendor for our campus. The State of California has requirements for any business that provides services on HSU campus. To review the list of approved vendors/contractors, go to: <https://procurement.humboldt.edu/vendor-information>. Please note, the vendor list is constantly updated due to vendors who have outdated insurance on file, so do not assume a vendor you have used in the past is still an approved provider.

Additional businesses can be added to this list, as long as they meet requirements. To find out how this is done, contact the Office of Procurement at 707.826.3512 or email procure@humboldt.edu.

IMPORTANT: Do not contract with any business BEFORE they are approved to provide services on our campus.

NOTE: HSU requires vehicle/driver insurance for Vendors delivering food to campus, but only requires vendor insurance if food is being picked up and brought to campus.

For more details see CSU General Provisions. For information on vendors that are already approved see Vendor Information: <https://procurement.humboldt.edu/vendor-information>

Club Stores (Coffee Carts/Ongoing Sales)

The complete Club Stores process guide can be found here:

<https://orgsync.com/158827/files/1616256/show>. This includes the operation of any coffee cart, or ongoing sales conducted by student clubs or organizations.

Any club or organization who wishes to conduct ongoing sales (including coffee carts) must submit an Event Request [choose “Create an Event” button on clubs portal in OrgSync] through their club portal on OrgSync indicating that you will be having a Club Store. The application must receive approval before any operations may start. Upon receipt of the application, the Food Safety Officer and Student Club Financial Coordinator will review the application and will either issue a permit or return the application with stipulations approval.

Club Store (Coffee Cart & Ongoing sales) operational requirement checklist:

- May only operate Monday - Friday
- Must be staffed by a minimum of one [1] registered student club member at all times during operating hours. It is recommended to have two (2) registered student club members to ensure the safety of the club members and club assets.
- Participating members must complete a cash handling training for ongoing sales.
 - The proper cash handling policies can be found here:
<https://orgsync.com/158827/files/1503271/show>
- Student Clubs wishing to operate a coffee cart must have the approval of the campus department where the coffee cart is located. The department is responsible for providing a secure storage space for the cart and any products or merchandise needed for the coffee sales.
- A sales register must be kept of all sales at the club store. This can be accomplished with a tally sheet, receipt book, ledger or other methods of recordkeeping.
- Sales revenue must be deposited at the HSU Cashier’s Office at least once a week. For assistance in purchasing inventory for the coffee cart, contact the Club Financial Services Office.
- Only eight [8] Coffee Carts are allowed to continuously operate on campus during each semester.
- Any Club Store not following the HSU Student Clubs & Organization Cash Handling procedure will be immediately suspended from operation until a review by the Club & Activities Office and the Club Financial Services Office can be completed.
- Repeated offenses will be addressed by the Director of Student Life in accordance with the Student Organization Code of Conduct.
- Proper storage of food items that follows HSU food handlers policy
- Maintain inventory sheets of items to be sold to ensure it matches records of sales
- The Director of Student Life, the Director of Risk management, and the Student Financial Services Manager will conduct site visits to ensure policies are being upheld.

To review the complete Temporary Food Facilities and Food Sanitation Policy, please visit:

<http://www.humboldt.edu/policy/PEMP10-02Temporary-Food-FacilitiesFood-Sanitation-Policy>

CHAPTER 9: ORGANIZATIONAL TRAVEL

Club Travel requires planning ahead! There are required forms and processes that must be completed before your club is approved to travel. Do not wait until the last minute!

IMPORTANT: Failure to follow HSU Policies regarding Travel can result in club sanctions and disciplinary action upon individuals and the organization.

See Addendum B for Clubs Travel Procedures

CHAPTER 10: ORGANIZING EVENTS

Statement of Insurance

Generally, anytime a club holds an official club event at a venue off campus, that facility will ask for a "Statement of Insurance" from HSU.

The CSU has recently implemented a Club Liability Insurance Program [CLIP]. This insurance will cover most club events on and off campus. Unfortunately, Greek Lettered Organizations (Fraternities, Sororities, Honors Societies, etc) are not covered by this insurance. Some additional exceptions may apply, for instance, CLIP will not insure any event where alcohol is present.

Clubs are required to submit an "Event Request [choose "Create an Event" button on clubs portal in OrgSync]" under the Events tab found on their OrgSync portal. The Clubs & Activities Office will notify your club on the steps to determine if the venue you are holding the event requires insurance, and if so, how to obtain a "Statement of Insurance" from HSU.

Events are not guaranteed to be covered by CLIP. There may be some circumstances, when clubs may have to pay for their own insurance. It's important to plan ahead! For high impact events, it's best to submit the request as far in advance as possible.

NOTE: All events held off campus must be approved by the Clubs & Activities office and must be submitted 21 business days before the event. Clubs who do not meet that deadline will have their event request denied.

Off-Campus Events

It is critical that clubs understand that all campus policies apply to events sponsored off campus, including, but not limited to, obtaining an alcohol permit from the Risk Management Director anytime alcohol is planned to be present at an event. Clubs and individual club members face possible university judicial action as well as criminal and civil actions for events that violate university policies and/or state/local/federal laws.

The University considers any activity or gathering that has been advertised with the club's name, either in print or by verbal representation, as an "event". In addition, if a "reasonable participant" could consider the event to be sponsored by a club or organization, the university and/or a jury could also consider the event to be sponsored by that club. Failure to submit an event request, whether intentional or accidental, does not excuse clubs from responsibility, liability, or sanctions if conduct issues arise from such events.

The university assumes no responsibility for off-campus activities that have not gone through the approval process. If a club is interested in hosting an event off campus, members must get approval at least 15 business days prior to the date of the event if it is a standard event, such as a workshop, or film screening at a theatre, and at least 21 business days prior if it is a large scale event such as a dance, or concert. Exceptions may be made the first two [2] weeks of each semester only if the club works with the Clubs & Activities Office for approval.

REMEMBER: Event requests are submitted through OrgSync under the “Create an Event” button on each club’s portal.

On-Campus Events

One of the advantages of being a recognized Club or Organization is the ability to hold events on campus for low to no cost. On campus events include, but are not limited to: dances, concerts, workshops, lectures, film screenings (with purchased film rights), etc. The University has many facilities that may be reserved for little or no cost to clubs. (See “[Reserving Facilities](#)”)

Student Organizations must get approval at least 15 business days prior to the date of the event if it is a standard event (such as a workshop, small scale presentation, meeting, etc.), and at least 21 days prior if it is a large scale event, high risk, or high impact event. These events can include, but are not limited to, a dance or concert, political events, festivals, conferences, and controversial speakers.

For larger/high impact/ high risk events, the university may ask that a representative from the organization come before the “Campus Events Working Group” to explain the details of the event. For certain events, University Police may recommend that professional security is necessary. In these cases, the club is responsible for financing University Police Officer presence or outside security.

Reserving Facilities

Clubs may use on-campus facilities for tabling, meetings and events. You must reserve spaces in advance for any on campus event. Possible facilities include, but are not limited to:

- UC Quad may be reserved through the UC Information Counter (707-826-4414).
- John Van Duzer Theater, Gist Theater, Art Quad
- Classrooms, Siemens Hall rooms, Founders Hall rooms, including Green & Gold (FH_166)
- Jolly Giant Commons, and Great Hall in housing
- Nelson Hall East meeting rooms, KBR (UC_225), Goodwin Forum (NHE_102), UC Banquet Room
- Rec and Wellness Center: RWC 125 & 126 (dance rooms), West Gym
- Library: Fishbowl, CTL Conference room, etc

Charges for spaces:

Certain spaces on campus have charges attached to them. Your organization may also be charged for facilities maintenance if the needs of the event goes above and beyond the usual use of the space. Below are some spaces and their associated charges. This is not an exhaustive list, just the most utilized spaces for clubs and organizations.

- Nelson Hall East (NHE), University Center (UC), and Rec and Wellness Center (RWC) charge \$18/hr for space usage outside their operating hours. Their operating hours are as follows:

- NHE and UC: Monday-Friday 8am-10pm
- RWC: Monday- Thursday 8am -9:30pm, Friday 8am-8pm, Sunday 12pm-6pm
- Housing spaces have a baseline room cost dependent on the space and then additional costs for services used in the space (ex: tech)
 - Example: JGC Rec Room
 - \$165 room set up fee
 - \$105-130 room use fee
 - \$65 food and drink fee
 - \$55 A/V equipment fee
 - \$55/hr tech support fee
- Many campus theatres have fees attached to staff for lighting and stage technicians.

Room Reservations:

Room requests must be submitted through OrgSync for upcoming events. Event requests [choose “Create an Event” button on clubs portal in OrgSync] can be submitted as early as five months in advance of the actual event, but cannot be submitted any less than 15 business days before the event, depending on the event. If the event is high risk or high impact event (see full description in Chapter 12: Terminology & Definitions), the event request must be approved 21 business days before the event is to occur.

Jolly Giant Commons: has several conference rooms available through the Office of Housing & Residence Life, located on the second floor of the JGC. These rooms are primarily for use by students living in the residence halls, but non-residents may reserve for HSU related purposes. There will be a charge for these spaces.

John Van Duzer Theater: must be approved and reserved through the Clubs & Activities Coordinator. This facility seats 750 people. Be prepared to pay for the use of this facility. The charges are: \$15-20 per technician per hour (usually 2-3 people), you may also be charged an equipment rental fee. This facility is booked up to 2 years in advance so it requires a great deal of planning very far in advance. Contact the Clubs & Activities Coordinator for more information if you are considering this venue for an event.

Gist Theater: Must be approved and reserved through the Clubs & Activities Coordinator. Be prepared to pay for the use of this facility. The charges are: \$15-20 per technician per hour (usually 2-3 people), you may also be charged an equipment rental fee. This facility can be difficult to book, so it is a good idea to call early.

East Gym, Lumberjack Arena, KA Building Lobbies, The Pool, Upper Playing Field, Dance Studio (KA202A) and the Redwood Bowl: must be approved and reserved through the Clubs & Activities Coordinator. There may be additional facilities charges depending on the space. There are also limitations on outside spaces dependent on the weather.

West Gym, Field House, West Gym 126 (dance studio) West Gym 125: These spaces can be reserved through Orgsync. There is a charge of \$18/hr for space usage outside their operating hours.

Residence Hall Facilities: These rooms can be reserved through Orgsync but there are charges for non-housing student organizations wanting to reserve these spaces.

BSS Native Forum: The space can be reserved through the University Center Information Desk. The focus of events in this space must be indigenous/Native American Identity. The space will be reviewed and approved by ITEPP to ensure it meets the intention of the space.

Art Quad: The space must be approved and reserved through the Clubs & Activities Coordinator. This space must be approved by the building coordinators of the buildings surrounding the art quad.

Campus Events Policies and Procedures

Outside Music/ Sound Projection

Sound projection is permitted from 12pm-1pm Monday-Friday on the UC quad per the Campus Time, Place, Manner policy. To request an exception to this policy (ex: Friday Night Fundraiser on the UC Quad), work with the Clubs & Activities office to get permission from the Dean of Students Office.

Sound and Lighting:

Clubs & Activities office has some portable speakers that are available for rental. If you are looking for a larger system, most of the local music stores will rent sound and lighting equipment to student groups. We suggest you call around for the best deal.

Another recommendation would be to hire a DJ that can do both sound and lighting. Talk to the Clubs & Activities Coordinator to get additional help in your search and to ensure we can get them as an approved vendor on campus.

Audio-Visual/ Media Equipment

The Kate Buchanan Room has a built in PA system, LED projector, CD player, DVD and VCR available to groups. Goodwin Forum also has some media equipment in the room. Clubs need to contact HSU Media Services to arrange for an equipment orientation meeting in the KBR or in Goodwin Forum in order to be able to use the equipment.

There are a variety of facilities on campus that come with audio and/or visual equipment (i.e. TV, projector, computer, speakers, etc.). For facilities that do not come with needed equipment media distribution services can provide equipment for a cost. Please follow the guidelines below:

1. Reserve equipment at extension 3166 or visit Gist Hall 221.
2. You will need your club's trust account number.

NOTE: There may be a fee for using equipment. The sponsoring organization is responsible for any damaged or lost university equipment.

Attendance Policy

The sponsoring organization is responsible for the behavior of its members and guests.

Attendance for dances/concerts is limited to the following:

1. HSU students, faculty and staff with proper university identification.
2. Non-students, 18 years of age or older, with proper identification.
3. Exceptions can be made (i.e. for family events) with permission from the Clubs & Activities Coordinator and the facility manager.
4. Attendance must not exceed the maximum capacity of the room or field in which the event is taking place.
5. Events must end by 12 midnight unless given special permission by the facilities manager and the Clubs & Activities Coordinator.

Alcohol at Events

Generally, alcohol is not permitted at club events, whether it is on- or off- campus. Requests for serving of alcoholic beverages at events involving student participation MUST be submitted for approval to the Office of Risk Management at least one [1] month before the event. (Assistance with the process is available through the Clubs & Activities Office.)

Approval of alcohol is not guaranteed and will only be considered on special occurrences and never for a student majority event. NOTE: Permits for student clubs and/or organizations to serve alcohol are ONLY issued to staff/faculty advisors, not to students.

Public Performance Rights/ Film Rights

Clubs must ALWAYS obtain rights to movies, films, television episodes before showing them. Some documentaries/movies don't cost anything but you MUST get permission from the copyright owners for a public performance.

Clubs & Activities Office has purchased 20 movie rights to various films (over 1,000 different movies titles). Additionally, the Library has Public Performance Rights for many educational films.

Students can apply for the film rights by submitting an event request. This is done through their OrgSync portal; choose the "Create an Event" button on the "Events" tab. For more information on the law can be reviewed at the link below:

<http://colleges.swankmp.com/understanding-copyright>

Free Speech Rules

You can find out more information about Free Speech under the "[Chapter 11: Additional Campus Policies](#)" under "[Free Speech on CSU Campuses](#)"

Chapter 10: STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

Humboldt State University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life.

I. Overview

Recognized student clubs and organizations at Humboldt State University must comply with all applicable University policies and/or regulations and local, state and federal laws. Student clubs and organizations may be subject to sanctions for the conduct of its members as set forth herein.

If a student club or organization engages in “misconduct”, the group may be subject to sanctions issued by the University. Misconduct includes violation of a University policy, rule or regulation or local, state or federal law and/or if a club abets any such violation or attempted violation by its individual member(s). Abetting is defined, but not limited to, student clubs and organizations sponsorship, sanctioning, participating in or condoning of the misconduct.

Jurisdiction for misconduct includes any violations on University property or off-campus if the conduct occurs at a university-related activity or if the conduct poses a threat to the safety of the campus community.

Examples of the kinds of violations that may result in sanctions against a student club or organization include but are not limited to:

- A. Any violation of the California State University “Standards for Student Conduct”, University rules and regulations, or University policies available online at <http://studentrights.humboldt.edu/>
- B. Any violation of the Standards, Expectations, and Policies outlined in this document. Please see <https://clubs.humboldt.edu/handbook>.
- C. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former,

current, or prospective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section. (Title 5, California Education Code, Sub chapter 4, Article 1, Section 41301(b)(8)).

- D. Violation of the Humboldt State University policy prohibiting discrimination, harassment, and retaliation and including sexual harassment, sexual violence (including assault and rape) domestic/intimate partner violence, dating violence, and stalking. The University policy prohibiting such discrimination is Executive Order 1096 and 1097 which can be found at:
<https://www.calstate.edu/eo/EO-1096-rev-3-29-19.pdf> and
<https://www.calstate.edu/eo/EO-1097-rev-3-29-19.pdf>
- E. Failure to abide by the open membership policy and discriminating on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability will result in the withdrawal of the organization’s charter. The California State University policy prohibiting such discrimination is Executive Order 1068 which can be found at
<https://www.calstate.edu/eo/EO-1068.html>
- F. Falsification, distortion, or misrepresentation of information related to a student club and organization discipline matter.
- G. Disruption or interference with the orderly process of a student discipline proceeding.
- H. Disruption or interference with the investigation process of a student club or organization conduct matters.
- I. Attempting to discourage another from participating in the student club and organization investigation process.
- J. Attempting to influence the impartiality of any participant in a student club and organization conduct matter.
- K. Verbal or physical harassment or intimidation of any participant in a student club and organization conduct matter.
- L. Failure to comply with the sanction(s) imposed under the student club and organization conduct process may result in further action.
- M. Encouraging, permitting, or assisting another person and/or organization to do any act that could subject them or a student club or organization to discipline.

II. Procedure for Filing and Resolution of Complaints Against Student Club(s) or Organization(s)

Complaints regarding alleged violations of campus policies, rules, regulations and/or local, state and federal laws by a recognized student club(s) or organization should be directed to the

Director of Student Life located in University Center 2nd Floor Clubs and Activities Office Room 240A. Complaints should be submitted in writing, but can be made in person as well, as soon as possible after the alleged misconduct has occurred and/or has become known to the complainant and should include a specific, detailed description of the grounds for the complaint including names, dates, places, times and other information necessary for complete understanding. The Director of Student Life has the authority to determine that an investigation should be initiated even in the absence of a formal complaint. Complaints are investigated by the Director of Student Life generally through interviews with all parties involved. Information is kept confidential and students are made aware of their rights and responsibilities. All shared information will be kept in an electronic drive as well as any assigned sanctions. Student club leaders will be sent a letter outlining complaints, charges, and resolutions.

ANY COMPLAINTS ALLEGING VIOLATIONS OF DISCRIMINATION SHALL BE IMMEDIATELY REFERRED TO THE TITLE IX AND DISCRIMINATION, HARASSMENT, AND RETALIATION COORDINATOR. COMPLAINTS ALLEGING HAZING SHALL BE IMMEDIATELY REFERRED TO THE DEAN OF STUDENTS OFFICE.

If the Director of Student Life determines that an investigation is warranted, the Director of Student Life will commence the **investigation no later than 10 business days after receipt of a complaint**. Investigation at this point involves the gathering of information through interviews with involved members of the club. If a student club or organization has been found responsible for violation of a student organization code of conduct, the student code of conduct, University policy, rule, or regulation, or local, state or federal law, the Director of Student Life shall determine the appropriate sanction.

If a student club or organization wishes to appeal a finding or sanction, they may appeal to the Dean of Students Office. Appeals shall be submitted in writing to the Dean of Students **within 10 business days after receiving a copy of the findings and sanction** determined by the Director of Student Life. It is important that the protocol is followed regarding the receipt of a complaint. The Dean of Students will decide whether or not to grant an appeal meeting. Reasons that appeals could be granted are 1) the outcome was determined without sufficient information/insight, 2) the Director of Student Life did not provide due process, defined as not following the process outlined in this document, notice was given, opportunity to present information at the meeting, 3) sanction assigned was inappropriate in relation to the student organizations record and/or nature of the violation, 4) new information/insight becomes available that would have likely made a substantive difference in the outcome.

Recognized Student Clubs and Organizations Sanctions

Sanctions for violations of student organizations code of conduct, University policy, rule, regulation, or local, state and federal law may include, but are not limited to: reprimands, restitution, apologies, probation, suspension in abeyance, participation in educational workshops, educational presentations to other organizations or groups, community service,

monetary fines, constructive requirements appropriate for the offense, suspension of specific privileges (e.g., restriction of posting or tabling privileges on campus, etc.), and suspension or revocation* of official recognition. Claiming that a function or event is “not sponsored by the club” or not putting the club name on advertisements does not remove the club from responsibility.

The decision to impose sanctions, if any, on a student club or organization will be made on a case by case basis.

Suspension of any student club or organization will result in the club or organization:

1. Losing all access to University facilities, equipment, programs and other privileges for a defined period of time.
2. Loss of all privileges to participate in University events or events utilizing University resources for a defined period of time.
3. Loss of privilege to use the University’s name.

**Revocation of Recognition means the University retracts its recognition of the organization resulting in the loss of all University rights and privileges on a permanent basis.*

In addition to sanctions that may be imposed on a student club or organization, individual students may also be disciplined for their part in such misconduct. Individual student behavior that is not consistent with the Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. Individual students may be referred to the University Student Conduct Administrator and disciplined for violations of the Code of Conduct in addition to any sanctions imposed on a student club or organization for university policy violations.

Chapter 11: ADDITIONAL CAMPUS POLICIES

Anti-Discrimination Policy

Discrimination is not tolerated by Humboldt State University. All clubs must include this statement in their constitution:

“Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities or to other university living groups. (Title 5, California Code of Regulations, Section 41500); Education Amendments of 1972, Title IX.”

Hazing and Initiation Policy

SA0002 Anti-Hazing and Initiation Policy can be found at this link:

<https://policy.humboldt.edu/sa0002-anti-hazing-and-initiation-policy>

Examples of prohibited hazing activities include but are not limited to:

- Paddling, shoving, or otherwise striking individuals.
- Compelling individuals to consume alcohol or drugs.
- Compelling individuals to eat or drink foreign or unusual substances, or compelling the consumption of undue amounts of food.
- Having substances thrown at, poured on or otherwise applied to the bodies of individuals.
- Morally degrading or humiliating games, or any other activities that make the individual the object of ridicule.
- Transporting individuals against their will, abandoning individuals at distant locations, conducting a kidnap or engaging in any “road trip” or “ditch” that might in any way endanger or compromise the health, safety, or comfort of any individual.
- Causing an individual to be indecently exposed or violating accepted social customs in regards to sex and relations between the sexes.
- Activities that require a person to remain in a fixed position for a long period of time.
- “Line-ups” involving intense demeaning intimidation or interrogation, such as shouting obscenities or insults.
- Assigning activities such as pranks or scavenger hunts that compel a person to deface property, engage in theft, or harass other individuals or organizations.
- Tests of courage, bravery, or stamina.
- Compelling individuals to wear or carry unusual, uncomfortable, degrading, or physically burdensome articles or apparel.

Any activity as described above upon which the initiation or admission into, or affiliation with the organization is directly or indirectly conditioned, or which occurs during a pre-initiation or initiation activity shall be presumed to be “compelled” activity, the willingness of an individual to participate in such an activity notwithstanding.

Free Speech

The right to free speech, when applied in a university context, can be complicated and confusing. The following link to the Handbook of Free Speech Issues provides basic information and is intended to be a campus resource when particular questions arise. The Clubs & Activities Office is always available to help respond to questions about specific situations. Here is a link to provide more information:

<https://studentrights.humboldt.edu/free-speech-humboldt-state-university>

Free Speech on CSU Campuses

The First Amendment does not guarantee access to property that is owned by the government. No one, including “students, teachers, or anyone else has an absolute constitutional right to use all parts of a school building or its immediate environs for unlimited expressive purposes.”

However, because CSU campuses are public institutions – and public universities are considered to be the quintessential “marketplaces of ideas” – the rights of both the campus community and the general public to engage in free speech activities on CSU campuses are quite broad.

The University regulates time, place, and manner of all forms of speech, presentations, solicitations, and sales. You can get more information about the campus Time, Place, and Manner of Free Expression Policy at this link:

<https://policy.humboldt.edu/emp10-01-policy-time-place-and-manner-free-expression>

University Center Bulletin Board Policy

REGULATIONS

All regulations around posting on General Bulletin Boards, General Posting, Distribution of Published Materials, Sale, Solicitation, and/or Distribution of Merchandise, Publications, or Other Printed Matter, Sound Amplification, Designated Public Forums, etc. can be found in the campus Time, Place, and Manner- Free Speech Policy.

You can find the Time, Place, and Manner- Free Speech Policy at this link:

<https://policy.humboldt.edu/emp10-01-policy-time-place-and-manner-free-expression>

California State University Mandated Constitutional Requirements

MEMBERSHIP

- Voting membership is restricted to matriculated, currently enrolled students at Humboldt State University. (Note: You may be more restrictive in determining voting membership.)
- At least eighty percent (80%) of all members of the organization must be matriculated, currently enrolled students at Humboldt State University. (Note: You may specify a higher percentage.)
- Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities or to other university living groups. (Title 5, California Code of Regulations, Section 41500).
- No member of this organization shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

OFFICERS

- All officers of this organization must be matriculated, currently enrolled students at Humboldt State University. The President and Treasurer of this organization must maintain a minimum overall 2.0 grade point average (3.0 GPA for post-baccalaureates/graduates), must be enrolled in at least 6 units (3 units for post-baccalaureates/graduates), and must be in good standing with Humboldt State University during their term of office.
- All officers and advisors of this organization are required to complete orientation which includes Alcohol Education Training and Title IX Training.

ADVISORS

- The organization must have a University advisor. This person must be an on-campus faculty or staff. Advisors must be .5 time base or above and employees of HSU. Auxiliary staff and student assistants are not eligible to serve as advisors.
- The advisor shall be a non-voting member of the organization.

ENABLING CLAUSE

- This constitution shall become the official governing document of the “[club name]” of Humboldt State University, upon ratification by two-thirds majority vote of the membership, approval and acceptance by the Clubs & Activities Coordinator and Clubs Coordinating Council of Humboldt State University.

CHAPTER 12: TERMINOLOGY AND DEFINITIONS

Activation: The process for establishing a NEW student club or organization at HSU. Requires approval from the Clubs Coordinating Council (CCC).

Activation/Reactivation Packets: The information clubs pick up from the Clubs & Activities Office to initiate “Reactivation”. One member from each club will pick up an “Activation Packet,” which contains a check-list with all the steps; training dates/times; advisor forms; and any other information necessary to become an active club. New clubs will pick up “Activation” packets with similar information and forms after they are approved by the Clubs Coordinating Council.

A.S: The Associated Students is HSU's student government. The A.S. Board members are representatives for all HSU students. A.S. has three primary purposes: 1) To advocate institutional changes that serve to enhance the student experience, 2) To allocate student fee dollars to student initiated and led programs and services, 3) To educate the campus community on current affairs that have significant impact on students.

Auxiliary Organization: These types of organizations are separate non-profit, 501(c)(3), entities from the University whose sole purpose is to support the University’s mission. The auxiliary organizations on campus are Associated Students, Thr Foundation, Sponsored Programs Foundation, and the University Center.

Business Days: A day where business offices are open and in regular operation. Business days typically include Monday – Friday and exclude weekends and public holidays. Regular business hours are 8am – 5pm. Applications, forms, requests, deposits, etc submitted after 5pm will be considered as received on the following business day.

Clubs Coordinating Council: (Sometimes referred to as the “CCC”) Committee of Clubs & Activities Student Staff that determines if new clubs/organizations are eligible to establish a presence at HSU. The Chair of the committee helps to support new student organizations through the initial reactivation process.

Club Financial Coordinator: University Employee that assists student clubs and organizations in responsibly managing their on campus club account. This is accomplished by means of providing training and financial advising. This position is responsible for supporting the club officers with planning fundraising activities.

Club Financial Management Training: All Club presidents and treasurers are required to complete the Club Financial Management Training that goes over how to properly handle cash or cash equivalents, fundraise at HSU, and more. NOTE: Clubs who process money for coffee

carts, fundraisers, etc. must also attend a separate “Cash Handling” training, facilitated by the Clubs Financial Coordinator.

Club & Organization Advisor: (Sometimes referred to as “Club Advisor” in this handbook) A campus state employee (Faculty or staff) who agrees to serve as an advisor for the club or organization for the year. This employee must confirm agreement to serve, approve all club spending/transactions, and to follow all CSU and campus policies and procedures. No auxiliary employees are allowed to act as an advisor unless an exception is provided by the Director of Student Life.

Club & Organization Treasurer: (Referred to as “Club Treasurer” in this handbook) The chief financial officer for the student club or organization. The primary signer on all club accounts as well as the public face of club finances. Has responsibility for making sure the student club/organization follows all CSU system and campus policies and procedures for club finances.

High Impact/High Risk Events: These events require an increased amount of time and effort to make happen by various campus departments (University Police, Risk Management, Facilities Management, Student Club Financial Services, The Foundation, etc). Events that are commonly considered high impact events include, but are not limited to: Conferences, Dances, Concerts, Politicians, Banquets, etc. These events take a minimum of 21 business days to approve depending on the scale and complexity of the event.

Office of Student Life: (Sometimes referred to as, “OSL”) The Office of Student Life oversees the Clubs & Activities Office and the YouthEducational Services Program. OSL offers opportunities for leadership development, personal achievement, community building and general engagement. The Director of OSL is responsible for monitoring club conduct and imposing disciplinary sanctions.

Reactivation: The yearly process for re-establishing a CURRENT student club or organization at HSU. Reactivation is only available to clubs who were active during the previous academic year. The period to complete all steps to reactivate is limited to the first month of each semester.

Student Clubs & Activities Office: (Referred to as, “The Clubs & Activities Office”) This office, located on the second floor of the University Center (UC240) supports student clubs and organizations through yearly activation, programming direction and event management assistance. Other services provided by the Clubs Office include oversight for all club travel, AS Grant facilitation, training & orientation for club members and general assistance to HSU students.

Student Clubs & Organizations (Referred to as “Clubs” in this handbook) Any student club or organization that has completed the formal university recognition process through the Clubs & Activities Office.

Student Financial Services (SFS) This office, located on the second floor of the Student Business Services (SBS) building oversees Club Financial Services and the HSU Cashier’s Office. This office is responsible for the financial administration of student clubs and organizations, including monitoring and maintaining deposits, petty cash, reimbursement, purchases, other disbursements and club finances.

ADDENDUM A: CALENDAR OF DEADLINES/EVENTS

**Clubs & Activities Fall 2019
Calendar of Deadlines/Events**

This calendar is specifically for clubs reactivating in the fall semester
For new club activation please come to the Clubs & Activities Office

DATE	EVENT/DEADLINE	Location	TIME	REQUIRED?
Monday, August 26th	Begin Reactivation/Activation	Clubs Office	8:00 AM	All Clubs
Monday, September 9th	Clubs Orientation, Title IX, Anti-Hazing, AOD Training & Clubs Financial Management Training	KBR	2:00 - 8:00	President & Treasurer
Friday, September 11th	Community & Belonging Fair	UC Quad	10:00 - 2:00	Completion of Summer Contact Form
Friday, September 20th	Clubs Orientation, Title IX, Anti-Hazing, AOD Training & Clubs Financial Management Training	KBR	2:00 - 8:00	President & Treasurer
Friday, September 20th	Club Reactivation Deadline (All online forms and paperwork Completed)	Clubs Office	5:00 PM	All Clubs
Thursday, September 26th	Clubs Financial Management Training	Goodwin Forum (NHE 102)	5:00 - 6:30	President & Treasurer
Saturday, September 28th	Clubs Orientation, Title IX, Anti-Hazing, AOD Training	KBR	9:00 - 2:00	President & Treasurer
Wednesday, October 2nd	Clubs Financial Management Training	Library Fishbowl	5pm-6:30pm	President & Treasurer

Presidents and Treasurers need to both attend one (1) Yellow (Orientation) Training AND one (1) Green (Financial Management) Training

Please note this schedule may be subject to change

ORGANIZATIONAL TRAVEL PROCEDURES

Club Travel requires planning ahead! There are required forms and processes that must be completed before your club is approved to travel. Do not wait until the last minute!

IMPORTANT: Failure to follow HSU Policies regarding Student Club or Organization Travel can result in club sanctions and disciplinary action upon individuals and the organization. We suggest reviewing this policy prior to signing agreements involving all travel, but especially out of state or international travel.

Clubs Travel Policy

Clubs must submit the “Authorization to Travel” form (through OrgSync) at least fifteen (15) business days prior to date of departure. This form is required when club travel involves:

- Traveling outside of Humboldt County
- Any time club travel involves an overnight stay
- Reimbursement for any costs associated with travel within Humboldt County, such as:
 - Conference / Registration Fees
 - Lodging Fees
 - Fuel Costs (Only approved drivers may be reimbursed for fuel)

IMPORTANT: For travel to be sanctioned by the University, clubs must follow these steps:

1. Submit “Authorization to Travel” form through OrgSync minimum of fifteen (15) business days in advance: <https://orgsync.com/158827/forms/263153>
2. Club Advisor must approve request to initiate process for travel authorization. [They will be notified electronically when “Authorization to Travel” form is submitted.]
3. Each traveler must Complete Pre-Travel Release of Liability form. Link to form: <https://orgsync.com/158827/forms/263131>

DRIVERS: Any student driving during the trip must have a valid *CA Driver’s License [*Students with out-of-state licenses are eligible to drive but extra time is needed to process approval] and complete the following steps:

1. Submit a clear Driving Record Report via Accurate Background Check (link is sent to all drivers via email after OrgSync form is submitted) This is what it will look like in your inbox:

☐ ☆ > customer_service Accurate Background - Screening Invitation - 133870190 - -mail Customer Service Accurate Background Infor... Aug 12

2. Complete a Defensive Driving Training (link is sent to all drivers via email after OrgSync form is submitted):

3. **Driving a personal vehicle:**

- Drivers must bring the following documents to the Clubs & Activities office:
 - Valid Driver's License
 - Proof of Current Insurance, with minimum coverage of:
 1. \$15,000 per personal injury to, or death of, one person
 2. \$30,000 for personal injury to two or more persons in one accident.
 3. \$5,000 for property damage
- Drivers must complete the following documents, provided by the clubs office:
 - Authorization Form (Addendum A)
 - Form STD261-“Authorization to Use Privately Owned Vehicles” (Addendum B)

4. **Driving Enterprise Rental Vehicle:**

- Drivers must bring the following to the Clubs & Activities office:
 - Valid Driver's License
- Drivers must complete the following documents, provided by the clubs office:
 - Driver Authorization Form (Addendum A)
 - **NOTE:**
 1. Enterprise is the only approved rental car company for club travel due to insurance requirements.
 2. Clubs will require a code to receive corporate rate
 3. Information about how to book a rental, can be found: <https://procurement.humboldt.edu/car-rental-exhibit-fg>
 4. Assistance in booking rental vehicles is available at the Clubs & Activities Office.

NOTE: Please be aware that extra time for processing will be needed for:

- Non-HSU students who travel with clubs
- Student drivers with out-of-state licenses

DEADLINE: ALL required forms must be received by the Clubs office five (5) working days prior to travel to allow for processing. **Club members who fail to complete these steps, and still travel, will NOT be reimbursed for travel expenses and may be subject to disciplinary action for violation of university policy.**

ADDITIONAL REQUIREMENTS:

Mandatory Travel Packet [provided by the clubs office] is required for all club travel

- “Travel Packet” must be kept in the vehicle(s) [or with the Travel Leader] during the entire trip.
- The packet contains:
 - Final roster
 - Emergency Contact Information (HSU contacts)
 - Travel Envelope for receipts [if club is seeking reimbursement]
- It is the responsibility of the Travel Leader to pick up the packet from the clubs office [during normal hours of operation] within two (2) business days prior to travel.

Know Before You Go:

Travel to the following states [with discriminatory laws] is currently subject to California’s ban on state-funded and state-sponsored travel, per the “Prohibition on State-Funded and State-Sponsored travel to States with Discriminatory laws” (AB 1887). **Clubs cannot be reimbursed from state funds for travel expenses to these states:**

1. Alabama
2. Kansas
3. Kentucky
4. Mississippi
5. North Carolina
6. Oklahoma
7. South Carolina
8. South Dakota
9. Tennessee
10. Texas

Additional States may be added to the list at any time; before committing to any travel out of state, check in with the Clubs & Activities office for guidance. For more information on the limited exceptions to AB 1887, please visit the California Department of Justice webpage: <https://oag.ca.gov/ab1887>

Expectations for travelers:

Traveling as a sanctioned HSU club is not a right, it is an earned privilege. Along with that privilege comes the responsibility that you will follow all traffic and state laws, and most importantly that you will represent Humboldt State University in an honorable manner at all times.

RULES OF THE ROAD:

- NO alcoholic beverages are allowed in vehicles at any time.
- Drivers must refrain from ingesting alcohol at least 12 hours before driving for the organization
- Vehicles may not be overloaded; there must be one seat belt per person
- Clubs may not depart after 4:00 p.m. for trips exceeding eight (8) hours.
- Prior to departure, club Travel Leader is required to check road conditions at: <https://roads.dot.ca.gov/> to determine if there are travel advisories.
- **NOTE:** HSU reserves the right to cancel club travel if there are travel advisories, severe weather, or road conditions are deemed unsafe.

RECOMMENDATIONS FOR SAFE DRIVING:

- Clubs may not drive for more than 14 hours in any given 24 hour period. The majority of driving should be during daylight hours.
- It is best to have two or more drivers for all trips exceeding four hours or 200 miles.
- To avoid fatigue, drivers should switch every four hours or 200 miles
- Drivers should take a minimum 20 minute break every two hours
- If towing a trailer or using a cargo rack, vehicle speeds must be reduced
- Vehicles must be in good working order; driver should check all lights and hitches prior to departure
- Make frequent stops for snacks and exercise

SPECIAL PRECAUTIONS FOR DRIVING AT NIGHT: Fatigue is the biggest danger to driving at night. Plan ahead! Do not stay up all night packing for a trip after a long day of classes! We urge students to use common sense and also, follow these tips:

- Clean all exterior lights to make the illuminate to their potential
- Reduce speed and increase following distance
- Do not “over drive” your headlights. You should be able to stop within the illuminated area.
- Recognize when you become too tired to drive. Let someone else take a turn or pull over to a safe spot to rest.

In case of a MAJOR EMERGENCY or a LIFE THREATENING ACCIDENT the following people should be contacted IN THE ORDER LISTED:

1. Local Police: Call 911
2. Humboldt State University Police (UPD): 707-826-5555

If you are involved in a motor vehicle collision, it is always best to avoid assigning or admitting fault. It is recommended you cooperate fully with law enforcement officers on the scene and contact your insurance provider or rental car company, as soon as possible.

Additionally, you must contact the Clubs Office at 707-702-1762 if you are involved in any type of collision.

After You Return:

- Reimbursement for travel expenses occurs **after** travel has been completed and will be processed through Student Financial Services. For more information about the steps and requirements, go to:
 - <https://orgsync.com/158827/files/1503271/show>
- Return travel plastic travel packet envelope to Clubs & Activities Office within five [5] business days after travel.

International Travel

International travel requires additional steps to ensure the safety of the travelers and therefore, clubs must plan ahead. For international travel we require paperwork to be submitted at least 45 days [8 weeks] in advance of the proposed travel. The Clubs and Activities Office will help in navigating through these processes after you complete the “[Authorization to Travel](#)”. You can find the state policies and procedures at: <https://procurement.humboldt.edu/international-travel>

Clubs Travel Grants

Clubs who are interested in applying for a travel grant will have that option when they complete the “Authorization to Travel” form on OrgSync.

Funding for Travel Grants comes from YOUR Student Fee money and is allocated each year by the Associated Students Governing Board. Clubs may be eligible for grants for travel, conferences, activities that support the mission of the club. Students must comply with all travel policy rules and follow specific stipulations for reimbursement.

For more information about Travel Grants, including stipulations and deadlines, see the A.S Grant Addendum in the “Clubs Handbook” found at: (<https://orgsync.com/158827/files/1607436/show>)

Addendum B1- Driver Authorization Form (Subject to Content Change)

Driver Authorization for Travel Form HSU Clubs & Activities	
<p style="text-align: center; font-size: small;"><i>for office use only (staff: initial and date)</i></p> <p>What club are they driving for? _____</p> <p>_____ Current Driver's License</p> <p>_____ Current Insurance (private vehicle only)</p> <p>_____ State Form 261 (private vehicle only)</p>	<p style="text-align: center; font-size: small;"><i>for office use only (staff: initial and date)</i></p> <p>Accurate Background Check _____ <div style="text-align: right; font-size: x-small;">confirmation #</div> </p> <p>_____ Driver info electronically submitted</p> <p>_____ Approval email received</p> <p>_____ Defensive Driver Training <div style="text-align: right; font-size: x-small;">Course Completion Date</div> </p>
<p>Name: _____ Student ID# _____</p> <p>Phone number: _____ HSU email address: _____</p> <p>Driver's License Number: _____ State _____ Valid until _____</p> <p>I am driving:</p> <p style="padding-left: 20px;"> <input type="checkbox"/> My own personal vehicle <input type="checkbox"/> Another club member's vehicle <input type="checkbox"/> Rental car (21+, Enterprise only) </p> <p><u>All drivers please note:</u></p> <ol style="list-style-type: none"> 1. Clubs cannot drive for more than 14 hours in a given 24-hour period and the majority of the driving must be during daylight hours. Departure should be before 4pm for trips exceeding 8 hours of driving time. 2. Check all lights and hitches (if applicable) prior to departing on your trip. 3. Drivers must be at least 18 years old and 21+ for rental cars. 4. Vehicles must not be overloaded. Each person must have a seat belt to wear. 5. If towing a trailer or using a cargo rack, vehicle speed must be reduced, especially in heavy traffic. 6. Alcohol consumption is prohibited at all times during club travel. All drivers must refrain from drinking for at least 12 hours before trip departure. 7. Rental cars must be from Enterprise only. 8. Clubs are directed to check road conditions through Caltrans https://roads.dot.ca.gov/ prior to departure. <p>By signing below, I certify that the above information is true and accurate to my knowledge. I have read and understand the risk management policy outlined above.</p> <p>Driver Signature: _____ Date: _____</p> <p>Approval: _____ Date: _____ <div style="text-align: center; font-size: small;">(Clubs Coordinator)</div> </p>	
<p style="font-size: x-small;">Rev. 3/28/19</p>	

Addendum B2- Authorization to use Privately Owned Vehicles (STD 261)

STATE OF CALIFORNIA

**AUTHORIZATION TO USE PRIVATELY OWNED
VEHICLES ON STATE BUSINESS**
STD. 261 (REV. 3-95)

*This approval must be renewed annually.
Supervisor: Retain Original Copy*

I. CERTIFICATION

In accordance with State Policy (*S.A.M. 0753 & 0754*) approval is requested to use privately owned vehicles to conduct official State business.

I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2441).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

II. APPROVAL

Use of a privately owned vehicle on State business is approved.

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
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III. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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Clubs and Student Organization Event Procedures

I. Introduction

The Clubs & Activities Event Policy applies to on-campus events presented by Humboldt State University recognized student clubs & organizations. These groups will be collectively referred to “student clubs” or “clubs” in this policy.

There are four (4) types of events that student clubs may sponsor:

- 1) Club Meetings – Club members only. Closed to the public.
- 2) Club Tabling- Tabling on the UC Quad, athletic games, or other areas of campus. For simple distribution of materials or advertisement of an organization, it will be a quick approval process. If the club plans on fundraising, and/or selling/distributing food, then you will need to request an event.
- 3) Low Impact events – Events that require limited support by campus departments to facilitate. These events include, but are not limited to: Film screenings with Public Performance Rights, Speaker Series, Presentations, Club Socials, etc
- 4) High Impact Events- Events that require additional support from two [2] or more of the following departments: Clubs & Activities, Student Club Financial Services, Advancement/Philanthropy, Facilities Management, University Police, Risk Management, etc. These events typically include, but are not limited to: Concerts, Conferences, Bringing Politicians to campus, Dances, 5K runs, etc.

Student Clubs & Organizations must get approval at least 15 business days prior to the date of the event if it is a low-impact event and at least 21 business days prior if it is a high impact event.

The Clubs Coordinator (in collaboration with the Special Events Working Group) will determine if event is considered to be a high-impact event. Club leaders may be required to meet with the Club Coordinator [and possibly other members of the Risk Management team] before final approval of the event is made.

II. Room Reservations and Tabling

Space reservations for events are on a first come, first served basis. Rooms and UC Quad Tabling must be reserved through this form unless otherwise noted.

The following rooms are not available for reservation through OrgSync and need to be directly reserved through Clubs & Activities Office:

- Most rooms in the Kinesiology Building (KA_102, 104, and 106 are available to reserve through OrgSync)
- The Events Field, The Field House, College Creek Field, and The Redwood Bowl
- Lab Spaces, Library Rooms, Native American Forum
- Tabing in areas outside of the University Center (UC) quad
- Office spaces (ex: Centers for Academic Excellence, CCAT, etc)

III.Event Application Procedure

A. Event Request through the Club’s OrgSync Page/Portal

Club Meetings for club members only – Submitting an Event Request through the OrgSync “Create an Event” button is required so the space can be reserved. A facilities request may be required, as well, depending on the activity of the meeting. No advisor approval is required.

For all other events- Submitting an Event Request through the OrgSync “Create an Event” button is required. There are deadlines for submission, depending on the level of risk associated with the event. An advisor, the clubs coordinator, UPD and various other campus partners may be brought in to review the form as well. Failure to submit event request form at least 15 business days in advance for low impact events and 21 business days for high impact events could result in automatic denial of the event. (Exceptions may be made the first two [2] weeks of each semester.)

B. If a club is charging admission or collecting money for any part of the event, all club members who are handling cash or cash equivalents must complete the required “Cash Handling Training” prior to the event. If the club advisor wishes to collect money on behalf of the club, they will also need to attend the “Cash Handling Training.” Additionally, clubs must use a cash box to collect money [available for check out through the Club Financial Services Office]. All money must be deposited into an on-campus trust accounts within one [1] business day. For more information about proper cash handling procedures, go to: (<http://www2.humboldt.edu/businessservices/node/54>)

C. It is recommended that clubs reserve all equipment at least 10 business days prior to the date of the event. Certain higher cost equipment requires that a club member sign a loan agreement, stating the club may be liable for costs if the equipment is lost or damaged. Clubs are responsible for returning all equipment and supplies with three [3] business days after the event.

D. Clubs may be required to have the club advisor, or another staff/faculty, present during the entire event. Additionally, the Special Events Working Group may decide it is necessary for your club to hire professional security for your event. The cost of extra security is the responsibility of the club.

IV. Attendance

A. The sponsoring organization is responsible for the behavior of its members and guests. HSU students must adhere to the [Student Code of Conduct](#) and the [Student Club and Organization Code of Conduct](#) . Clubs must notify the Clubs Coordinator if there will be minors in attendance prior to the event. It is the responsibility of the club leaders to ensure the safety of attendees and to contact appropriate authorities if problems arise. This includes calling 911 if there is an emergency and vacating the building if a fire alarm goes off.

B. Attendance is limited to the following:

- 1.HSU students, faculty and staff with proper university identification
- 2.Non-students, 18 years of age or older, with proper identification
- 3.Exceptions can be made (i.e. for family events) with permission from Clubs Coordinator.

C. Attendance must not exceed the maximum capacity of the room in which the event is taking place. The Clubs and Activities office has attendance clickers and sign in sheets available to support organization leaders in ensuring they meet this requirement.

D. Events must end by 12 midnight unless special permission is obtained from the Clubs Coordinator and the Facilities Manager.

V. Fundraising and Vendor/Guest Lecturer Payments

HSU supports student events for the purpose of fundraising, provided that the revenues support the organization's purpose and goals, the University's Mission and/or community service activities.

Please refer to the Clubs Financial Management Handbook (<https://orgsync.com/158827/files/1503271/show>) for the campus procedures regarding club and student organization fundraising.

For Payments to Vendors or Guest Lecturers, please work with the Clubs Financial Coordinator well in advance of the event to acquire the vendor/guest speaker packet. This packet includes information including, but not limited to: Payee data record, Insurance Requirements, General Indemnity, places to stay locally (for out of town speaker), and important contact information.

VI.Promotion

A. Flyers posted on campus bulletin boards must each have a date stamp from the University Center Information Desk.

B. All printed promotion must say “18 and over or HSU ID required” unless given special permission by the Clubs Coordinator.

C. The Clubs & Activities Office provides many resources to support Student Club and Organization marketing, including, but not limited to:

1. Bulk Mail Requests
2. A calendar of activities on the website
3. Tabling & Food Sale Permits
4. Sandwich Boards
5. Chalk and Chalking/Staking permits

VII. Other

A. The possession and/or consumption of alcohol or illegal drugs is prohibited. In rare occasions, consumption and/or sale of alcohol may be granted under the auspices of the department of Risk management.

B. The sponsoring group’s record of previous events will be a significant factor in considering approval for an event.

C. The Clubs & Activities Coordinator retains final responsibility to approve a student-sponsored event and may require additional guidelines and/or liability forms. The concerns of the facility management, risk manager, club financial services, and UPD will be taken into consideration when determining approval.

D. Any group of students putting on an event must adhere to these policies unless given permission by the Director of Student Life. Exceptions to this policy are at the discretion of the Director of Student Life.

For an exhaustive list of Campus Clubs & Organizations Policies, please refer to the [Clubs & Student Organization Policies & Procedures Handbook](#).

ADDENDUM D: AS GRANTS

At the current time, the process for requesting AS Grant money for student club and organization events and travel is being re-imagined due to some budget issues. This page will be updated as soon as a plan is approved by the Associated Students Board of Governors.