Starting a student organization at CSUEB is easy! This packet contains all the information you will need to apply for recognition as a student organization. University recognition will enable your organization to:

- Use University facilities (e.g., University Union rooms, classrooms) and equipment for meetings, fundraisers, and other events and programs;
- Apply to Associated Students, Inc. (ASI) for funding for events and programs;
- Use the banking services provided by the Associated Students Business Office;
- Be included in the list of recognized student organizations published by the University;
- Have an on-campus mailbox.

The Student Life and Leadership Programs staff is available to assist you with the recognition process. We look forward to working with you! Follow these 3 steps to get started:

**STEPS TO RECOGNITION:**

**Step 1: Submit the Intent to Organize Packet**
Complete the Intent to Organize packet and submit it to Student Life and Leadership Programs. An approved Intent to Organize packet provides you with organizational privileges (e.g., the ability to schedule organizational meetings on campus) for 30 days. The packet includes an Intent to Organize form, Request for Recognition form, and a Sample Constitution. As part of this process, you must secure the names and Net ID numbers of 12 currently registered students who support and are potential members of the proposed organization. In addition, please make sure each officer has read and agreed to the conditions of recognition listed. Student organization officers must be matriculated, currently registered students at CSUEB. The officers are the only individuals who will be authorized to reserve University facilities for the organization. All organizations must have an advisor; he/she must also sign this form.

Each recognized student organization must have a constitution, which defines the organization’s structure and operating procedures. The constitution must be submitted as part of the Intent to Organize process. A sample constitution is provided in this packet to assist you in drafting a constitution. The sample illustrates the items normally contained in a student organization constitution as well as items that must be included to comply with CSU/CSUEB policy. This sample is
provided only as a guide; it is the responsibility of the organization members to determine how the organization is to be structured and operated. Please let us know if you have any questions or need assistance in developing a constitution.

**Step 2: Complete and Submit a Recognition & Renewal Packet**

The Recognition & Renewal packet contains vital information and several forms that need to be completed and returned to Student Life and Leadership Programs. The completed packet must be submitted within 30 days of your Intent to Organize. Forms in the packet include:

- **Recognition & Renewal Request Form**
- **Acknowledgement of Alcohol Policy**
- **Officer Form** – Must be completed with 5 eligible officers listed
- **Student Organization Roster** – Must list all current members of the organization
- **On-Campus Banking Card** - All student organizations must maintain an on-campus bank account. Once your organization is recognized, this card will establish your bank account. Please note that you must have at least 5 signatures in this card who are matriculated, currently registered CSUEB students.
- **Horizon Email Account Request** - All student organizations must have an email account through Horizon. Once your organization is recognized, this email address will be established. Please remember that any email address chosen will last for the life of your organization. Club emails will bounce to the President of the organization's email inbox.
- **Student Leadership Conference Reservation Form** – All student leaders must attend the Student Leadership Conference in the Fall, Winter quarter Leadership Symposium and SOLAR Awards. Please make sure that you and your members RSVP and attend all required sessions.
- **Instructions for Reserving University Facilities**
- **Associated Students, Inc. Funding Policy** – Funding is available through ASI - please familiarize yourself with the funding policy; it is subject to change by a vote of the ASI Board of Directors
- **Sample Funding request & Check Request Forms**

**Step 3: Attend a Recognition & Renewal Meeting OR meet with a member of the Student Life and Leadership Programs Staff for a Recognition/Renewal Meeting**

During the Fall quarter, we offer several opportunities for recognition with a series of Recognition and Renewal Meetings. During this meeting we will review your constitution and Request for Recognition and discuss the policies and procedures and services available to assist the organization. Organizations are recognized year round; approximately 2 Rec/Renewal meetings will be offered in the Winter and Spring quarter. If you are not able to attend the meetings, a Student Life and Leadership staff member can setup an individual meeting with club officers.
I hereby petition the Student Life and Leadership Programs Office at California State University, East Bay for permission to start the following club/organization:

(Proposed name of Club/Organization) __________________________________________________________

Purpose and Objectives of Proposed Club/Organization:

_____________________________________________________________________________________
_____________________________________________________________________________________

PRIVILEGES AND RESPONSIBILITIES

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

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

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

An approved Intent to Organize petition entails the following responsibilities:

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

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

Signature: _______________________________        Telephone:_________________

Name (printed): ____________________________ Net ID: _______________________

Address: _________________________________________   Date: _________________

City/Zip: _______________________________________

Email: ____________________________________________________________

APPROVAL (for office use only)

Director, Student Life and Leadership Programs: ___________________________   Date: ___________

Petition valid through: __________________

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

Date Filed: ____________________
CLUB/Organization Request for Recognition 2013 - 2014

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

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

PLEASE READ THE INFORMATION BELOW COMPLETELY BEFORE SIGNING:

The organization listed on the reverse requests recognition as a student organization at California State University, East Bay for the 2013 to 2014 academic year. When approved, recognition is granted from Fall Quarter 2013 through the third week of the Fall Quarter 2014. As officers of the organization, we agree individually and collectively to the following:

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

11. All activities will be carried out in accordance with the organization’s constitution, which is on file with Student Life and Leadership Programs.

12. If an organization ceases to abide by its approved constitution and bylaws, or the obligations set forth in this or any other applicable university rule or policy, the Student Development and Judicial Affairs Office will conduct a review for possible change in the recognized organization’s status.

13. The Student Development and Judicial Affairs Office will review all complaints regarding the activities of a recognized student organization. If the Student Development and Judicial Affairs Office determines that an investigation is necessary, organization representatives will be notified in writing and given ample opportunity to respond in writing and/or in person. The Student Development and Judicial Affairs Office may impose sanctions against a recognized student organization, including probation or rescission of recognition, when an organization is found to be in violation of laws or university policy. An organization’s willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction.

14. The Student Development and Judicial Affairs Office will notify organizations in writing of findings from an investigation or changes in the organization’s status and forward such findings and sanctions to the Associate Vice President for Student Affairs and other personnel as necessary.

15. The Student Development and Judicial Affairs Office shall be responsible for enforcing sanctions.

16. Decisions reached by the Student Development and Judicial Affairs Office may be appealed to the Associate Vice President for Student Affairs.
   a. Appeals must be in writing and submitted to the Associate Vice President for Student Affairs within ten days of the issuance of a written decision and sanction.
   b. An appeals hearing shall be promptly set by the Associate Vice President for Student Affairs with all parties notified of the date and place of the meeting. Sufficient time will be allowed for the parties to prepare.
   c. The Associate Vice President for Student Affairs will prescribe the format, rules, and nature of the hearing.
   d. Legal counsel may not represent organizations at the hearing.
   e. The appeals hearing shall provide opportunities for all parties to present their position.
   f. The Associate Vice President for Student Affairs will render a decision within fifteen working days of the receipt of the appeal.

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**CLUB/ORGANIZATION NAME:** _____________________________________________
Constitution of

Article I – Name
The name of this organization is __________________________________________________________________.

Article II – Purpose
The purpose of this organization is
_____________________________________________________________________________________________
_____________________________________________________________________________________________

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

Article IV – Officers/Elections
Section 1. The elected officers will be________________________________________________________.
Section 2. The officers will be elected by a majority of votes cast at a regular or special meeting called for purpose.
Section 3. Elections will be held during______________________________________________________.
Section 4. Term of office will be ____________________________________________________________.
Section 5. Vacancies will be filled by ________________________________________________________.
Section 6. The duties of the officers are outlined in the Bylaws.

Article V – Meetings
Section 1. Regular meetings will be held ______________________________________________________.
Section 2. Special meetings will be called by___________________________________________________.
Section 3. Quorums for a regular or special meeting will be______________________________________.

Article VI – Banking
All funds of this organization will be banked with the Associated Students, Inc.

Article VII – Parliamentary Authority
Robert’s Rules of Order, Latest Revised Edition will be used for all points not covered in this constitution.
Article VIII – Constitutional Amendments

This constitution may be amended by ___________________________ and University approval.

Article IX – Ratification

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

Article X – Advisor

An advisor will be selected by ____________________________________________.

Article XI – Bylaw Amendments

The Bylaws may be amended by ____________________________________________.

Bylaws

Article I – Officer Duties

Section 1.
Officer:  ________________________________________
Duties:  ________________________________________

Section 2.
Officer:  ________________________________________
Duties:  ________________________________________

Section 3.
Officer:  ________________________________________
Duties:  ________________________________________

Section 4.
Officer:  ________________________________________
Duties:  ________________________________________

Section 5.
Officer:  ________________________________________
Duties:  ________________________________________

Article II – Dues (Optional)

Dues may be assessed by ____________________________________________.

Date of Constitution: ______________________