STUDENT LEADER ORIENTATION
Spring 2017
Student Activities & Events (SAE)
WHO SHOULD BE AT THIS SESSION?

- Presidents & Financial Officers/Treasurers of student organizations seeking University recognition
- Soon to be Presidents & Financial Officers/Treasurers of student organizations seeking University recognition
- Officers of student organizations that want to be able to conduct University business on behalf of the organization
- Soon to be officers of student organizations that want to be able to conduct University business on behalf of the organization
- Students that want to start a new student organization
- Students that want to learn more about how to obtain and maintain University recognition for organizations
- Students that want to learn more about how to conduct business on campus: get tabling permits, reserve rooms on campus, fundraising activities, etc.
STUDENT LEADER ORIENTATION OVERVIEW

1. SAE: who/where we are, what we do, and how to contact us
2. The student organization recognition/registration process
3. Policy & Conduct for Organizations
4. How to function on campus & take advantage of the resources that registered student organizations have available to them
TO CONTACT SAE

• In the Student Services Building (SSB), room 206
• Phone: (415) 338-1761
• Fax: (415) 338-6150
• sicc@sfsu.edu
• http://www.sfsu.edu/~sicc
• Located on Facebook as well
SAE PROGRAMS AND SERVICES

• Event consultation and approval
• Fraternity & Sorority Life
• Fundraising
• Leadership Programs
• Outdoor Events
• Student Organization Resources
• Tabling
• Workshops
REGISTRATION REQUIREMENTS
HTTPS://WWW.SFSU.EDU/~SICC/ORGANIZATIONREGISTRATION.HTML#REQUIREMENTS

• The following is a list of all requirements that must be met in order for an organization to obtain University recognition:
  o Complete the steps to register via OrgSync – these steps are available at http://www.sfsu.edu/~sicc/organizationregistration.html
  o Membership: all organizations must have a minimum of 5 S.F. State students. One of these must be a president and another must be a financial officer/treasurer. The other 3 students can be general members and/or additional officers decided upon by the organization. The president must specify the 4 other organization members on their OrgSync registration page.
  o GPA and unit load: all officers must have a minimum 2.0 cumulative S.F. State GPA and be enrolled in a minimum of 6 units for undergraduate students or 3 units for graduate students.
  o Advisor: each organization must have an advisor that is a current S.F. State employee. The advisor creates their own OrgSync account and joins the respective organization(s) necessary.
  o Constitution/bylaws: all student organizations must keep their most recent constitution and/or bylaws on file with SAE in electronic format. In addition, all constitutions and/or bylaws must meet the requirements outlined in the constitution guideline.
  o Roster: template is hosted in your OrgSync portal under the “files” menu option.
  o The president and financial officer/treasurer must attend a Student Leader Orientation session. In addition, any members/officers wishing to conduct business on behalf of the organization (reserve space on campus, get a tabling permit, complete an event application, etc.) must also attend a Student Leader Orientation session. Students only have to attend one of these sessions once during their time at S.F. State.
  o Leadership Symposium: each organization must send at least one representative to the annual Leadership Symposium held in September. It is recommended that the president and financial officer attend, but any officer or member can attend to meet the requirement. Please note: this is an annual event held at the beginning of the fall semester and is an annual requirement that each student organization seeking University recognition be represented at the Symposium.
THE RE-REGISTRATION PROCESS

• Registration is an academic yearly process: Every Fall semester, it begins in July and closes at the end of September. (deadline is September 30th)

• The President SHOULD be the person who re-registers a group by clicking on the link analogous to the one below…

![Image of the Animation Society portal with a message to update the profile]
THE RE-REGISTRATION PROCESS

• Subsequent Officer/Member agreement forms sent via email after president hits the “finish” button. All 6 must be completed before the audit of the registration request begins.

• President, Financial Officer/Treasurer, and Advisor must complete the “Student Organization Patelco Account Authorization Update Form” this fall semester. This form can be found in the Files module of every OrgSync portal. For student organizations that have received an exemption from the banking policy and do not bank at Patelco, an exemption request must be submitted for annual review in lieu of the Student Organization Patelco Account Authorization Update Form.

• **Moving over to ASI banking TBA.**

• Registration from previous academic year remains current until the Fall deadline of the following academic year or until the organization re-submits registration materials

• Instructions for registering using OrgSync are available at [http://www.sfsu.edu/~sicc/organizationregistration.html#process](http://www.sfsu.edu/~sicc/organizationregistration.html#process)

• Once approved, president must inform SAE of any changes in membership, officers, advisor and constitution
FACULTY/STAFF ADVISOR

- Attends the organization’s meetings/functions
- Consults on student and organization conflicts and concerns
- Is familiar with the organization’s constitution, purpose statement and, if applicable, the inter/national organization’s constitution and bylaws
- Obtains audio-visual equipment from Academic Technology if needed
- Is familiar with the SAE Student Organization Handbook
- Completes online Advisor training available at
  http://www.sfsu.edu/~sicc/advisors.html
BENEFITS OF RECOGNIZED STUDENT ORGS.

• Recognized student organizations have the following rights and privileges on campus:
  o General use of facilities (classrooms, Student Center, Malcolm X Plaza, lawn areas) at little or no cost. Some specialized venues such as the Gym, Creative Arts facilities and the Seven Hills Conference Center do have costs associated with them
  o The right to request financial subsidy and other services from the Associated Students Incorporated (http://asi.sfsu.edu)
  o The right to use the University as a mailing address for the organization (mailboxes provided & maintained by SAE)
  o SF State email (@mail.sfsu.edu) and web account
  o Banking with ASI while using OrgSync Treasurer module for transparency
  o Leadership development workshops and event planning resources provided by SAE
Welcome to the Cheer at SF State organization page. Please look around for any information you may need. If you have any questions, contact the email address listed and we’ll answer your information as soon as we can.

GO GATORS!!!
TABLING MAP “ZONES”

Zone 1 = Purple
Zone 2 = Blue
Zone 3 = Green

NO TABLING OR STRUCTURES IN THE MALCOLM X PLAZA AREA
*In purple here

Cesar Chavez Student Center
Stage
J. Paul Leonard Library
TABLING CLARIFICATION and USER LEVEL

- If indicating food sales on tabling permit, must still fill out food permit.
Spring 2017 Important Dates For Student Organization Leaders

- **July to September 30th**: Student organizations seeking University recognition must register on an annual basis. All student organizations must register during the registration period; for the fall 2016 semester, the registration deadline is September 30, 2016. Student organizations that fail to complete the registration process by the September 30th deadline will not be able to register until the spring 2017 semester. This will result in loss of all student organization campus privileges such as ability to apply for funding from Associated Students, tabling, reserving space on campus and hosting events for the fall semester. Student Organization leaders are encouraged to start the registration process early to ensure that the September 30th deadline is met.

- **August 22nd**: Welcome Days!! (Second largest tabling day on campus; permit goes live beginning of August)
- **First week of October**: Registered student list on website is purged and refreshed to currently registered student orgs.
- **December 1**: Begin spring registration for Historical outdoor events. Any outdoor event which has happened for the past 5 years is considered Historical.
- **December 2nd**: Last day for tabling, outdoor events, and the Vendor Program
- **December 15th**: All other spring outdoor event requests begin
- **January 16th**: Tabling permit requests go live at 8:00 a.m. in OrgSync for the first week of school
- **January 23rd**: First day for tabling, outdoor events, and Vendor Program (first day of classes)
- **January 23 to February 28**: The spring 2017 semester organization registration period.
- **February 6th**: Classroom reservations open for the Fall semester
- **Saturday, April 8th, 2017**: Sneak Preview!!
- **September 9th 2017**: Leadership Symposium
RESPONSIBILITIES OF RECOGNIZED ORGANIZATIONS

• Manages itself according to University policies and the organization’s constitution/bylaws
• Conducts its fiscal operations in accordance with proper standards of business management set forth by the Auxiliary Accounting Office
• Works with its selected advisor, SAE and the Associated Students Incorporated to enhance the purposes and plans of the organization for the benefit of its members and the University
• Ensures that its members, guests, speakers and performers conduct is also in accordance with University policies
• Pays for damages to University facility/facilities that may occur during its event. The organization is required to monitor guests and give due warning for risks.
• Use of University name
• Organizations are responsible for all the information on the SAE website (http://www.sfsu.edu/~sicc/) and in the SAE Handbook available for download at http://www.sfsu.edu/~sicc/conduct.html
MAJOR POLICIES: STUDENT CONDUCT

• Student Code of Conduct:
http://www.sfsu.edu/~bulletin/current/supp-reg.htm#ppg339

• “The 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 contribute positively to student and university life.”
MAJOR POLICIES (CONTINUED)

• **Non-Discrimination Policy**: “No 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.” (CSU Executive Order 1068)

• Open membership: “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)

• **Time, Place and Manner (University Executive Directive 89-13)**: All use of University properties and services by registered student organizations must comply with applicable campus time, place and manner regulations. The entire policy is available at [http://www.sfsu.edu/~sicc/conduct.html#time](http://www.sfsu.edu/~sicc/conduct.html#time)
  1. Music/Band Example
  2. Freedom of Speech
MAJOR POLICIES: HAZING

• The State of California and San Francisco State University have expressly and repeatedly asserted their opposition to hazing and pre-initiation activities which do not contribute to the positive development and welfare of new members. Whether on or off campus, planned or spontaneous, California law makes it a criminal offense for anyone to participate in hazing. Students are entitled to be treated with consideration and respect. No individual shall perform an act that is likely to cause physical, psychological or social harm to any other person within the University community on or off campus.

• Additional information about definitions, policies and procedures related to hazing can be found at [http://www.sfsu.edu/~sicc/conduct.html#hazing](http://www.sfsu.edu/~sicc/conduct.html#hazing)
MAJOR POLICIES: HAZING (CONTINUED)

Matt’s Law Sec 3.245.6: Defining Hazing and Consequences

- As used in this section "hazing" or "haze" is conduct which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to another person in the course of the other person's pre-initiation into, initiation into, affiliation with, holding office in, or maintaining membership in any organization. The terms "hazing" or "haze" do not include customary athletic, fire department, police department, military, or quasi-military training, conditioning, or similar events or activities.

- Any person who hazes or conspires to participate in hazing is guilty of a misdemeanor punishable by a fine of not less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail not to exceed one year, or by both fine and imprisonment.

- Any person who hazes or conspires to participate in hazing which results in death, great bodily injury, or great psychological injury is guilty of a felony punishable by imprisonment in the state prison.
MAJOR POLICIES: ALCOHOL & ILLEGAL DRUGS

• San Francisco State University expects the campus community as well as external groups to be aware of all state and local laws with reference to possession, serving and consuming of alcohol; to inform decisions about alcohol and drug use; and to be responsible for the consequences of those decisions.

• Alcohol service is not permitted at student organization sponsored events on the SF State campus or any related properties.

• Student organizations should not serve alcohol at events off campus.

• Additional information regarding alcohol and illegal drugs can be found at http://www.sfsu.edu/~sicc/conduct.html#alcohol
CONDUCT PROCESS FOR STUDENT ORGS.

• A complaint alleging non-academic misconduct by a student organization may be filed by anyone, but must be in writing, signed, dated and submitted to the Director of SAE. These complaints must be submitted within seven working days of the alleged violation, and include any supporting evidence, documentation and names of witnesses.

• A complete description of the conduct process and procedures is available at http://www.sfsu.edu/~sicc/socb.html
EVENT PLANNING

• Recognized student organizations are able to use University facilities generally at no cost. Some specialized venues such as the Gym, Creative Arts facilities and the Seven Hills Conference Center do have costs associated with them.

• Timelines/Outlines
  o Event Proposal for large events may be required
  o Give at least 3 months notice for planning large events

• Cancellations/rained out events
  o Due to limited resources, the University cannot hold rain locations
  o If an event is cancelled, it does not automatically guarantee another date for the venue

• **SPACE is reserved by venues on campus, EVENTS are approved by SAE**
ACCESSIBILITY REQUIREMENTS

• All programs and services provided by recognized student organizations are required to be accessible to people with disabilities. Recognized student organizations need to communicate/work with potential students with disabilities on how to request reasonable accommodations so that they may have equal access.

• It’s best for each student group to identify a member who will be the point of contact for making inquiries about the accessibility of a given meeting, event, activity, etc.

• The group member identified does not need to know how to address each and every inquiry independently. Their role is to follow up on the inquiry in a timely manner and consult with an appropriate resource. Possibly an SAE staff member, but likely the Disability Programs and Resource Center (DPRC). I.E., the location of accessible bathrooms, OR request for sign language interpreting. In that case they group member should be in touch with the DPRC.

• Student groups need to include a disability statement on all communications announcing a meeting or other event. These communications need to include an accessibility statement like the following:
  o If you need reasonable accommodations for this event, please contact ["person" in your organization at 415-xxx-xxxx or “person”@mail.sfsu.edu] by [date-15 working days before event]"
ACCESSIBILITY REQUIREMENTS

• An example of a request that the identified group member could handle independently might be to provide electronic copies of presentation materials. Most of these formats are commonly used by all students regardless of disability status.

• An example of a request that the identified group member would likely need to consult an appropriate resource would be a request for sign language, Braille, large print or captioned media (e.g. VHS tapes, DVDs, laserdiscs, podcasts, etc.) Requests for presentation materials in an accessible format such as electronic copies of presentation materials (stored on CD, flash drive or emailed in advance), Braille, or large print (18 pt. font) or captioned media need to be appropriately addressed. Allow at least two weeks advanced notice to generate Braille or large print materials, and captioned media. Feel free to consult with the DPRC at 415.338.2472 on what to do about making your materials accessible to participants with disabilities.

• For any group or organization event, please ensure that your event is accessible by contacting “The Disability Programs and Resource Center” to consult with them on how to inspect your site for adequate physical access such as ramps, wheelchair accessible bathrooms, podia, etc. before you book the facility.

• Staff in the DPRC are available for consultation on providing access to people with disabilities. Contact them at x8-2472 or dprc@sfsu.edu.
RESERVING SPACE ON CAMPUS

• The process for reserving space on campus depends on the venue. Below is a list of venues and instructions for how to reserve space in them:
  o Cesar Chavez Student Center: done electronically – information about the procedure is available at http://asi.sfsu.edu
  o Classrooms: requests are accepted online at http://www.orgsync.com
  o Outdoor Venues (Malcolm X Plaza, Centennial Walkway & lawn areas): reservations can be made online at http://www.sfsu.edu/~sicc/outdoor.html
  o All other venues: a guide for reserving all other possible venues on campus is available at http://www.sfsu.edu/~sicc/facilities.html
EVENT PLANNING: OUTDOOR EVENTS

• SAE is responsible for reserving all outdoor venues; outdoor spaces that can be reserved include:
  o Malcolm X Plaza
  o Lawn Areas
  o Centennial Walkway

• Sponsoring organizations are responsible for adhering to the established maximum decibel level of **75 decibels**

• Spring 2017 reservations accepted as of December 1\textsuperscript{st}/15\textsuperscript{th}

• To make reservations: Orgsync.com \rightarrow Org. profile \rightarrow Forms Section \rightarrow Outdoor event form.
EVENT PLANNING: COLLABORATION

• Some program and events may require collaboration with SAE University Partners:
  o Risk Management (rides, food sales, insurance, etc.)
  o Cesar Chavez Student Center
  o University Police Department
  o Associated Students Incorporated
  o Campus Support Services (DPRC, etc.)
  o Campus Landscaping & Grounds
  o Other various campus entities

• This collaboration may include:
  o Event Planning meetings with large events
  o Work together to best support your events
  o Possible costs for partner services
FUNDING & FUNDRAISING

• ASI: http://asi.sfsu.edu

• Vendor Sponsorship Program (coordinated by SAE, not available to Club Sports):
  http://www.sfsu.edu/~sicc/vendor.html

• Tabling: Tabling Permits are good for one week at a time and are available starting on Thursday the week prior to the desired tabling week
PUBLICITY & POSTING

• Ideas for publicity are available at http://www.sfsu.edu/~sicc/eventplanning.html

• Banners: indoor and outdoor

• Chalking – “Chalk Where You Walk”

• Posting
  o No publicity may be posted on walls, doors, windows, lamp posts, plants, garbage cans, phone booths, vehicles, etc.
  o Printed publicity must be written in English. Translation is required on postings/flyers that are written in a language other than English.
  o The name(s) of the sponsoring student organization(s) is/are required on all postings/flyers.
  o Unapproved postings/flyers will be removed.

• Publicity & posting in the Residential Community
RESOURCES

• SAE’s web site has a variety of resources that can be accessed by visiting http://www.sfsu.edu/~sicc

• Staff in SAE are happy to provide individual consultation to advisors and students; a complete listing of SAE staff is available at http://www.sfsu.edu/~sicc/staffdirectory.html

• Feedback from advisors, students and the University community is welcome and can be provided via email through sicc@sfsu.edu

• Please feel free to contact SAE with any ideas for additional resources that would be helpful
WE LOOK FORWARD TO WORKING WITH YOU.

Student Activities and Events (SAE)