GUIDE TO CLUBS & ORGANIZATIONS
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CHICAGO STATE UNIVERSITY

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DOSA WELCOME

Message from the Director of Student Activities and Student Leadership

Greetings my name is MaToya S. Marsh, and I have the pleasure of serving as the Director of Student Activities & Student Leadership at my alma mater, Chicago State University. As an alumnus of Chicago State University, Student Affairs has played a tremendous role in my collegiate experience; through Fraternity & Sorority Life, TRIO Programs, TEMPO Newspaper and numerous other activities. I believe that when one defines a school’s culture he or she should examine the beliefs that the student population shares about the school and his or her place in the school. We must recognize that students will only commit their time and energy to what they believe in, and what captures their enthusiasm, interest and imagination. The duty of the Office of Student Activities is to tap into the interest of the students by implementing programming that encourages the development of social, cultural, intellectual and governance programs that expand the involvement of students with the campus, community and society. As the Director of Student Activities, I am humbled and excited to continue the legacy of programming that exists, as well as continuing to implement new programming that aligns with the Core Values of Chicago State University and addresses the needs of our diverse and ever growing population. I have worked diligently with my staff to create a streamline process for our clubs/orgs. I trust you will find the information provided helpful and a useful resource for maximizing the activities of your club/org. The procedures and guidelines provided in this manual will take effect for Spring 2013.

DOSA OVERVIEW

ABILITIES OFFICE
Location: CRSU-190
Telephone: (773) 995-4401
Hours: Mon – Fri/ 9am to 5pm

Based upon the mandates of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the Abilities Office of Disabled Student Services provides accommodations to students who have self-identified and provided verification of their disability. Students verify their disability by providing documentation from their physician, or therapist. Accommodations are based on the impact, which the disabling condition has on their ability to participate in activities related to their education. Qualified students with disabilities are provided with note-takers, readers, interpreters, scribes, tape recordings of class lectures, audio books, large print copies, consultation with faculty and staff, advocacy, registration assistance, and test accommodations which may include: extended time, private location, reader, scribe or adaptive software. An accessible computer lab is available for students currently registered with the office which includes the following equipment/software: JAWS, Kurzweil reader, ZoomText, Braille, Dragon Naturally Speaking, and CCTVs. For more information, please visit our website at www.csu.edu/abilities

AFRICAN AMERICAN MALE RESOURCE CENTER
Location: CRSU-150
Telephone: (773) 821-2161
Hours: Mon – Fri/ 9am to 5pm

The African American Male Resource Center (AAMRC) works in cooperation with other Chicago State University academic support programs to provide support services that help African-American male students achieve the highest level of academic, vocational and personal success possible. The services we provide include study hall, mentoring, professional development and leadership training. In addition to the aforementioned services, the AAMRC actively works to establish partnerships that will enhance the Chicago State University’s articulation and transfer assurance agreements with area community colleges. We specifically target those schools where there are higher numbers of black male enrollments. Our partnerships include 100 Black Men of Chicago, Gideon 300 Faith Based institutions, Concerned Christian Men of Chicago Public Elementary and High Schools, Chicago Public Schools Area 24 and hands-on mentorship with Harlan High School. Through the work of the AAMRC, a Virtual Campus for African American Males provides learning communities for academic support and social networking, as well as outreach services to community elementary, secondary and postsecondary institutions. The AAMRC is fortunate to be connected with a dedicated team of service agencies and organizations that work in concert with the AAMRC to identify and cultivate African American males. For more information, please visit our website at www.csu.edu/aarmc

COUNSELING CENTER
Location: CRSU 190
Telephone: (773) 995-2383
Hours: Mon, Wed & Fri/ 9am to 5pm Thurs/ 9am to 7pm

The Counseling Center provides free and confidential psychological services and consultation to the University Community. The professional staff is concerned with the mental health of individual students and with maintaining a campus environment that is conducive to educational growth, human development and personal well being. The Counseling Center offers individual counseling and short term psychotherapy for a variety of personal, social, educational and career concerns: including but not limited to self esteem, academic achievement, family and interpersonal conflict, anger and stress management,
depression, anxiety, and sexual assault. The Center offers academic major and career assessment, drug and alcohol screening, and psycho-educational workshops. We also offer outreach, consultation and crisis intervention campus wide. Ongoing programming includes the Effective Study Program (ESP) for improving study skills strategies and Drug Abuse, Anger Management and Violence Prevention Groups. The Counseling Center may facilitate referrals to community mental health and human services agencies for concerns that may require specialized services, more intensive care, or for services that are beyond the scope of the Center (for example, emergency housing, drug addiction, acute/severe mental illness, etc.). WALK – INS ARE WELCOME WITHOUT AN APPOINTMENT UP TO ONE HOUR BEFORE CLOSING. For more information, please visit us at www.csu.edu/dosa/counselingcenter

HOUSING & RESIDENCE LIFE
Location: RH 105
Telephone: (773) 995-4543
Hours: Mon – Fri/ 8:30am to 5pm

The Housing and Residence Life program at Chicago State University strives to provide students with a clean, safe, healthy and attractive living environment that promotes independence, supports academic success, and engages students in a living and learning experience. The Department of Housing and Residence Life’s mission is to offer social, physical, intellectual, cultural, emotional, and spiritual programming. Professional staff and resident assistants provide on-going activities and support services to all occupants. The Residence Hall is a three-story quadrangle, co-educational facility housing approximately 300 students. There are double rooms with adjoining bathrooms and single rooms with private baths. Each room comes furnished with beds, dressers, desks, chairs, closet space, cable TV access, a phone line and internet access. All rooms are equipped with smoke detectors and water sprinklers. In the center of the Residence Hall is a courtyard, which is landscaped with trees, flowers and other greenery. The building also has several lounges for studying, computer lab, socializing or watching TV, a laundry facility, several vending machines and an elevator. The Residence Hall is staffed 24 hours a day. The main entrance to the building has a front desk which is staffed and maintains video surveillance throughout the building. For more information, please visit us at www.csu.edu/dosa/residentlife

LATINO RESOURCE CENTER
Location: CRSU 230-A
Telephone: (773) 995-2526
Hours: Mon, Wed & Fri/ 9am to 5pm
Tues & Thurs/ 9am to 7pm

The Latino Resource Center (LRC) is a comprehensive service unit that provides pre-college resources to secondary and transfer students. Assistance is available for financial aid, scholarships, internships and admissions to CSU. Students are encouraged to become involved in any of the five Latino-based student organizations housed in the center. In coordination with other departments, units and organizations, the center hosts a number of cultural events and co-curricular activities throughout the academic year to support students in academic, personal, professional and social development. For more information, please visit us at www.csu.edu/dosa/latinoresourcecenter

STUDENT ACTIVITIES CENTER
Location: CRSU 260
Telephone: (773) 995-2300
Hours: Mon – Fri/ 8:30am to 5pm

The Student Activities Center (SAC) offers activities to augment and compliment the classroom experience. The center coordinates numerous University services that address the psychosocial development of the student body. The center provides cultural, social, intellectual and civic programming designed to enhance the academic experience of Chicago State University students. The Student Activities Center works in conjunction with the Student Government Association to provide guidance and supervision to a diverse group of student programs including, but not limited to, Welcome Week, Hispanic Heritage Month, Thanksgiving Throw Down, Homecoming Week, Dr. Martin Luther King Day Celebration, Black History Month, Women’s History Month, Spring Fling Week and Graduation Celebration. Visit the Student Activities Center for a current listing of Student Clubs and Organizations as well as Greek Letter Organizations. For more information, please visit us at www.csu.edu/dosa/studentactivities

TRIO
Location: Douglas Hall 215
Telephone: (773) 995-3864
Hours: Mon – Fri/ 9am to 5pm

The Office of Educational Opportunity Programs/TRIO consists of three federally funded programs: Project FAME/Upward Bound, Project SUCCESS/Educational Opportunity Center, and Student Support Services. TRIO programs assist low-income families, where neither parent holds a bachelor’s degree, to stay in elementary and high school and obtain education beyond high school. Detailed program descriptions, contact information, and applications for these programs are available at www.csu.edu/trio
Active Clubs/Organizations (Orgs)

A
Academy of Managed Care Pharmacy (AMCP)
African American Student Association
Allure Models
American Pharmacist’s Association (APhA-ASP)
American Society of Consultant Pharmacists
Association of Indian Pharmacists in America
Association of Performing Arts
Association of Professional Latino Students (APLS)
American Association of Pharmaceutical Scientists (AAPS)
Alpha Phi Alpha Fraternity, Inc.

B
Beta Phi Pi Fraternity, Inc.

C
Chemistry Club
Chicago Association of Black Journalists (CABJ)
Chicago Broadcast Educational Association (CBEA)
Chicago State Chess Club
Chinese Language & Culture Club
Cougar Express Dance Team
Classy Refined Educated Women (C.R.E.W)
CSU Dance Works
CSU Gospel Choir

D
Delta Sigma Theta Sorority, Inc.

E
Economics Club
Elogeme Adolphi Christian Sorority, Inc.

F
Foreign Language Organization (FLO)
Friends of the Prairie
Future Teachers Organization

G
Gamma Phi Delta Sorority, Inc. (Business)

H
Helping Educate Regarding of Orientation (H.E.R.O)
Health Information Administration

I
International Student Organization (ISO)
Injustice Stompers
Investment Club

K
Kappa Alpha Psi Fraternity, Inc.

L
Le Cercle Francophone
Lion of Judah Student Christian Ministry

M
Management Information Systems Club (MIS)
Master of Public Health Student Association

Math and Computer Science Club
Men’s Soccer Club
Minority Association of Pre-Health Students (M.A.P.S)
Motivated Adults Achieving Togetherness (M.A.A.T.)
Muslim Student Association of College of Pharmacy

N
National Association for the Advancement of Colored People (NAACP)
National Association of Black Journalists (NABJ)
National Association for Music Education Collegiate (NAFME)
Nation of Islam Student Association (NOISA)
National Society of Black Engineers (NSBE)

O
Organization of Latin American Students (OLAS)
Omega Psi Phi Fraternity, Inc.

P
Phi Beta Sigma Fraternity, Inc.
Phi Delta Chi Fraternity (Pharmacy)
Phi Eta Rho
Phi Sigma Iota (Honor Society)
Physical Education and Recreation Club (P.E.R.C)
Political Science Club
Pre-Dental Club
Pre-Law Association
Pre-Pharmacy Club
Pre-Physical Therapy Student Association
Psi-Chi (Honor Society)

S
Sankofa Student Ministries
Sigma Gamma Rho Sorority, Inc.
Sigma Lambda Gamma Sorority, Inc.
Sociology Club
Social Empowerment through Love for Art & Humanity (S.E.L.A.H)
Student Chapter of American Association of Immunologists (AAI)
Student Chapter for American Society for Microbiology (ASM)
Student Government Association (SGA)
Student National Pharmaceutical Association
Student Occupational Therapy Association (SOTA)
Student Society of Health System Pharmacy (SSHP)
Student Veterans Organization

W
WCSU Radio Club
WCSU-TV
Women’s Veteran’s Organization
Wrestling Club

Y
Young African Student Ambassadors (Y.A.S.A.)

Z
Zeta Phi Beta Sorority, Inc.
Zeta Phi Zeta Christian Sorority, Inc.
Membership Requirements for Clubs/Orgs
At the commencement of each academic year, all CSU clubs/organizations must fulfill the following requirements:

1. Submit the Club Membership Roster Form one-week after holding an election;
2. Conduct an election for officers;
3. Update the Clubs/Organizations Recognition Packet;
4. Attend the CSU Annual Leadership Conference (mandatory for all club Presidents, Vice Presidents and Advisors);
5. Maintain a minimum 2.0 GPA to be a member and a 2.5 GPA to be an Officer; Note: Some clubs-orgs may require higher GPA's for officer positions. Always consult your club/org's constitution and bylaws.
6. Must adhere to all University Policies and be in good academic standing free of any judicial or financial holds; Officers must not have incurred any judicial findings of Responsible in the two (2) consecutive semesters prior to taking office.
7. Manage all funds allocated to the clubs/organizations in a fiscally responsible manner as directed by the Student Activities Center.
8. Monthly reports must be submitted to the Assistant Director of Student Activities.
9. Students must attend all mandatory meetings with the Assistant Director of Student Activities.
10. During the academic year, three campus events must be held each semester.

Some Clubs/Orgs such as Intramural Sports may require additional liability waivers for active participation.

Registration Process for Clubs/Orgs
New Clubs/Orgs seeking recognition should follow the following registration steps:

1. Obtain and complete a Chicago State University Student Clubs/Orgs Recognition Packet from the Student Activities Center, CRSU, Suite 260. No funds will be released until the Recognition Packet is completed and approved.
2. Obtain a copy of a Sample Constitution/Bylaws from the Student Activities Center. The sample will serve as a guide for the preparation of your Club/Org Constitution;
3. Meet with the Assistant Director of Student Activities to discuss the procedure for chartering a new Club/Org, as well as, methods for drafting a new constitution;
4. Obtain the signatures of at least three (3) students who are interested in forming the Club/Org;
5. Obtain the signature of a member of the staff/faculty interested in serving as faculty/staff advisor to your Club/Org. If you have difficulty finding a suitable faculty/staff advisor, please visit the Assistant Director of Student Activities for assistance;
6. Meet with the Assistant Director of Student Activities, CRSU, Suite 260, to discuss the draft of your Constitution/Bylaws;
7. Submit three (3) copies of your Constitution/Bylaws to the Assistant Director of Student Activities, CRSU, Suite 260.
8. The Assistant Director of Student Activities will submit the Constitution/Bylaws to the Director of Student Activities and the Dean of Students. A meeting will be scheduled for the purpose of considering the chartering of your Club/Org. The President and Advisor of your organization must attend this meeting at which time the Constitution/Bylaws are discussed.
9. Upon final approval by the Dean of Students/Designee, recognition shall be granted. You will be notified, in writing, that your Club/Org has been officially recognized by the university and that a budget for the fiscal year will be granted; and
10. Conduct election of officers according to your constitution.
Existing Clubs/Orgs should complete the following annual registration steps:

1. Submit the Club Membership Roster Form one-week after holding elections;
2. Elect new officers;
3. Update the Clubs/Organizations Recognition Packet;
4. Attend the CSU Annual Leadership Conference (mandatory for all Club Presidents, Vice Presidents and Advisors); and
5. Maintain a 2.0 GPA to be a member and a 2.5 GPA to be an Officer. Note: Some clubs/orgs may require higher GPAs for officer positions. Always consult your club/org's constitution and bylaws.

Fraternity & Sorority Life

Social Fraternities and Sororities must also adhere to the following additional registration requirements:

1) New membership programs shall be subordinate to the University's academic mission and the student's academic goals and responsibilities. No new membership intake programs shall interfere with class attendance or other academic responsibilities.

2) Chapters must attend both All Greek Informational Events (the first during Fall Welcome Week and the second during Spring Welcome Week) sponsored by the Office of Student Activities. Chapters cannot hold an informational until after the Annual informational is completed each semester. Request for intake must be put in writing to the Office Student Activities and be approved.

3) Each chapter must submit a detailed outline describing the weekly activities during the new membership program period. This is to be submitted along with the potential member(s)' name, address, phone number, student ID number, social security number, and signed Anti-Hazing Policy form to be checked for compliance and kept on record in the Offices of Student Activities and Judicial Affairs. This information must be submitted for approval thirty (30) days prior to the beginning of the new membership intake processes period. The Office of Student Activities will approve candidate(s) and return information to the organization's Graduate Advisor for submission to the National Office.

4) Each chapter's new membership program must abide by the guidelines of his/her respective National organization and the University.

5) All recognized fraternities / sororities must complete three on campus events per semesters. Events must be open to the CSU community and at least one event must be service oriented.

6) Each organization will be limited to one new membership program per academic year unless special permission is requested (requested in writing to the Office of Student Activities and approved).

7) Each potential student approved to participate in the new membership program must be in good academic, judicial, and financial standing with the University.

8) All activities to be held during the new membership program must be constructive in nature. HAZING IS STRICTLY PROHIBITED.

Chartering Policy for Fraternities and Sororities:

1. Students shall obtain a Charter Petition from the Office of Student Activities. Officers shall be required to attend one conference with assigned Student Activities staff for the purpose of outlining goals and objectives for the new student group and discussing the registration process and the responsibilities of student leaders.

2. Students shall submit to the Office of Student Activities for review, a written constitution for the new Fraternity/Sorority (National Organization Constitution and Chapter Constitution). The Chapter Constitution shall include the name of the organization and its specific mission statement. Other provisions of the constitution shall include:

   a. Title, duties, and responsibilities of officers
   b. An organizational chart (if appropriate)
   c. Election procedures
   d. Membership qualifications
   e. Process for impeachment and removal of officer(s)
   f. Intake information and process outline
3. Students shall be required to submit to the Office of Student Activities a Recognition Packet with three (3) signatures and university identification number (UID) of enrolled student(s) who will be an active member(s) of the organization for a minimum of one term. The Student Activities Center shall have the authority to reject a packet containing invalid signatures or information.

4. Students shall be required to submit the name(s) of their on-campus advisor to the Student Activities Center for review of credentials and approval. The advisor(s) shall be required to attend a session with assigned staff from Student Activities for the purpose of discussing duties of the advisor. Nationally affiliated fraternities / sororities must submit the name and contact information of their nationally mandated advisor.

5. Fraternity/Sororities must annually register their organization with the Student Activities Center. The annual registration form must be obtained and returned to the Student Activities Center, with an updated list of members, officers, and advisors. Failure to submit a renewal form could result in:
   a. A cessation of the officers administrative responsibilities to the organization;
   b. A determination of “inactive” status for the organization; and
   c. Loss of charter

6. The Student Activities Center shall have the authority to conduct a review of an organization’s operations upon an initial receipt of a complaint.

7. The Student Activities Center shall determine if a Fraternity/Sorority should be placed on an “inactive” status if:
   a. Its membership has fallen below levels necessary for the effective execution of its constitutional purpose
   b. It fails to conduct elections of officers and select an advisor
   c. It violates university procedures/policies and its own constitutional bylaws
   d. It fails to renew its charter

8. Any Greek-letter organization listed as “inactive” by the Student Activities Center for a period of two semesters, shall automatically have its charter revoked and must petition to have it reinstated.

9. A student organization shall pass no amendment to its constitution or bylaws regarding a change in name and mission or statement of purpose without prior consent of the Dean of Students/Student Affairs and the consent of the organization’s National Office.

10. A chartered Greek-letter organization shall be required to have an on-campus advisor. Advisors shall be members of the faculty, administration and professional, or civil service staff of Chicago State University. Student organizations are expected to seek an advisor(s) who will (by the virtue of their interest, expertise, or experience) be both beneficial for the group and acceptable to the group members. The Office of Student Activities does not generally assign advisors, but will review selections and make a determination as to their appropriateness based on the above criteria. Advisors serve in voluntary capacity, and a student organization or the Office of Student Activities can initiate a change of an advisor on reasons such as incompatibility or failure to fulfill responsibilities (See page 14 and 15 for Advisor responsibilities). Because of the special nature of Greek-letter organizations, advisors to Greek-letter organizations are preferred to be an active/financial member of the organization for which they serve as advisor.

THE ROLE OF YOUR ADVISOR
Chicago State University Office of Student Activities requires that each recognized student organization have a faculty/staff advisor. Advisors have a huge responsibility to the club or organization that they advise. Our office wants to ensure that the individual that steps into the role of advisor has a seamless transition and is well equipped with the tools to execute his/her role. CSU believes that, by sharing knowledge and experiences, the advisor can positively impact the quality of the student organization’s experience.
The Student Activities Center offers these expectations for advisors, to give the organization members and advisor a foundation for a productive and responsible club and or organization.

In order to serve as an advisor the individual must be a Chicago State University faculty or staff member. Faculty and Staff who serve as advisors do so voluntarily. It is in the best interest of all to ensure that their involvement is a rewarding experience.

The following are expectations of an advisor:

- The Advisor recognizes and supports participation in student organizations for his/her contribution to the educational, professional and personal development of students and the organization.

- Advisor should work with student groups, but should not direct nor dictate the organization’s programs and activities. However the advisor should be frank in offering suggestions, considerations, or ideas for the group’s discussion.

- Advisor is expected to advise the group on critical issues and or matters pertaining to the organization and individual members.

- Advisor should not play a direct role in student club events, such as organizing or hosting the event.

- The Advisor must be aware of the organization’s goals and direction and help to evaluate its progress toward reaching these goals.

- The Advisor provides continuity within the group from year to year. He or she should be familiar with the constitution of the organization and be prepared to assist with its interpretation.

- Advisors should assist the organization in complying with University policies and procedures.

- Advisors should be aware of the general financial status of the group and insure the group keeps accurate and accessible financial records.

- The Advisor should assist in orientation for new officers and in developing the leadership skills of members.

- The Advisor should be prepared to deal with any and all major problems or emergencies within the organization.

- Advisors monitor how the group is functioning and encourages members to fully participate, to assume appropriate responsibility for group activities, and to maintain balance between academic and co-curricular commitments.

- The advisor should be the link to the university’s administration and serve as a resource to the club/organization when navigating the university system.

- The voluntary association between an advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfying.

- Advisor will be responsible for the completion of all mandatory paperwork and annual deadlines.

**GOVERANCE & CONSTITUTIONS**

All university clubs, organizations, social fraternities and sororities must have a constitution. The constitution serves as the structural foundation by which your group is organized and governed. Constitutions must be filed with the Student Activities Center.
ANTI-HAZING STATEMENT

Hazing in any form is an inappropriate activity and strictly prohibited. Hazing is defined as: “any action taken or situation created, intentionally, whether on or off campus premises, to produce mental or physical discomfort, intimidation, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: forced or required use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing apparel which is conspicuous and/or not normally in good taste; engaging in public stunts or buffoonery; morally degrading or humiliating games or activities; deprivation of sleep; and any other inappropriate activities which are not consistent with the institutional mission and governing policies.

Hazing Activities are considered:

• Any activity that might reasonably bring embarrassment or emotional harm to an individual.

• Any activity that might reasonably bring physical harm to the individual;

• Any activity that requires an unreasonable or inordinate amount of an individual’s time or in any manner impairs the individual’s academic efforts;

• Any activity that requires the consumption of liquid or solid matter;

• Any activity that would degrade or otherwise compromise the dignity of an individual, or any requirement which compels an individual to participate in any activity which is illegal, or contrary to an individual’s genuine, moral, and/or religious beliefs or contrary to the rules and regulations of the University.

Furthermore, the institution will treat the hazing action of any group member as constituting hazing by the group as a whole.

Violation of the University Hazing Policy and the State of Illinois Hazing Statute is considered a very serious offense. Groups or individuals found responsible for hazing may result in sanctions of suspension or expulsion of the individual or organization from the University.

Responsibility

An organization’s president or other elected or appointed officials are responsible for educating all members of the hazing policy and its enforcement. All members of the CSU Community are expected to comply with the policy and hold others accountable to it.

Guidelines for Initiation

It is the expectation of the University that any organization which has a formal initiation process for new members will follow all applicable local, national and international guidelines. The Student Activities Center maintains information on (inter)national guidelines for initiation. The office also tracks membership totals and attrition for fraternities and sororities, thus all fraternity / sorority Chapters are required to provide the Coordinator of Fraternity & Sorority Life with membership lists and initiation dates prior to the formal initiation ceremony. It is the University’s expectation that initiation practices are in place to install a sense of pride and community within the organization. Initiation and ritualistic ceremonies should not violate members’ safety, personal or moral beliefs nor should it interfere with students’ academic obligations.

Reporting

Campus community members are expected to report a practice or action believed to be hazing to the Coordinator of Fraternity & Sorority Life, the Director of Student Activities & Student Leadership or the Dean of Students, immediately. The Coordinator of Fraternity & Sorority Life and/or the Dean of Students will initiate a formal investigation and determine the appropriate University process to address the incident.
SEXUAL HARASSMENT POLICY
It is the policy of Chicago State University that the sexual harassment of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents which occur on University property, as well as off campus functions sponsored or supervised by the University. One of Chicago State University’s goals is to foster an open learning and working environment free from sexual harassment and from the fear that it may occur.

To read this policy in its entirety, please visit www.csu.edu/eeo/sexualharassmentpolicy.htm

To report sexual harassment contact the Equal Employment Opportunity Office Phone: 773-995-2462, Administration Building Room 318.

Alcohol & Drug Policy
In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, this notification is being sent to each CSU student. Its purpose is to serve as a reminder of the health risks associated with drug and alcohol abuse; of University policies related to the illegal possession, use or distribution of drugs or alcohol; of the availability of treatment for drug or alcohol problems through the University Wellness Center and Counseling Office; and of the internal sanctions and federal, state, and local legal penalties that may result from the illegal sale, possession, consumption, or distribution of drugs or alcohol. Please familiarize yourself with the University’s Alcohol & Drug Policy by visiting www.csu.edu/humanresources/pdf/DrugAlcoholPolicy.pdf

CONDUCT & CONSEQUENCES
The rules and regulations that govern student conduct while participating in the activities of Student Clubs and Organizations are provided in the University’s Student Code of Conduct. Conduct violations committed by any University club or organization, or individual member of the club or organization, while conducting club or organization business, on or off-campus, will be investigated and addressed by the Student Activities Clubs/Orgs Review Board. This five person board will be represented by the Director of Student Activities & Student Leadership, the Assistant Director of Student Activities, a representative from the Student Activities staff and two student representatives. During the investigation and review of allegations of misconduct, the Director of Student Activities & Student Leadership and/or the Assistant Director of Student Activities has the authority to temporarily suspend an individual’s participation in clubs/orgs or the activities of the clubs/orgs as a whole. The Review Board will hear from all relevant parties and issue sanctions, where appropriate. Individual members and/or the club/org, as a whole, may appeal this decision, in writing, to the Dean of Students/Designee within five (5) business days of sanctions being issued. The determination of the Dean of Students or Designee will be final.

After a final determination has been made, the Director of Student Activities & Student Leadership reserves the right to pursue additional, university level sanctions against that club, organization, or any member of that club or organization through the Office of Judicial Affairs. The judicial adjudication process is available for review in the Student Code of Conduct at www.csu.edu/judicialaffairs
CLUBS/ORGS BENEFITS

Campus Mail Services
Clubs/Organizations may utilize Campus Mail Services to assist with large mailings at bulk mailing rates.

Cougar Copy Services
Clubs/Organizations can utilize the services of the campus Cougar Copy Services for printing, copying, posters, photos and other needs necessary to help promote your events and activities. Cougar Copy Services is located in the Cook Administration Building, Room 130. Clubs/Organizations can pay for their services by completing a Cougar Copy Request Form and obtaining appropriate fiscal officer signatures.

Mailboxes
All registered Clubs/Organizations have a mailbox located in the Student Activities Center, Cordell Reed Student Union, Suite 260. The address for your mailbox is:
Clubs/Organizations Name
Chicago State University
9501 S. King Drive, CRSU 260
Chicago, IL 60628

Recruitment
Throughout the year, Clubs/Orgs have the opportunity to showcase their activities and recruit new members. Clubs/Organizations can participate in university events, marketing campaigns, advertise on campus and host social events to increase membership.

University Bulletin Boards
Clubs/Organizations may post their informational flyers on university bulletin boards. Bulletin boards are located throughout the campus. Postings in the Cordell Reed Student Union, the Quad Area, Residence Halls, Administrative and Academic Buildings require stamp approval.
Please use the following guidelines when planning an event. Successful planning is the key to having an outstanding event that meets the goals and objectives of the Clubs/Organizations.

**Planning An Event**
The following procedures are intended to facilitate the success of the many and often simultaneously occurring group sponsored events.

1. Your Advisor and/or Assistant Director of Student Activities will review the proposed event with you in an effort to assist with the progress of initiating the arrangements, budgeting for college and programmatic expenses. Suggestions and advice on how to plan a successful event will also be provided.

2. After meeting with the Student Activities Assistant Director, student clubs, groups or organizations may request a space through the Student Activities Center, Suite 260. Submission of request does not guarantee confirmation of space.

3. Obtain all appropriate signatures and return the completed Room Reservation Request form to the Student Activities Center, Suite 260. All reservations must be made according to the Event Timeline (10 business days before event) to allow the college ample time to notify the necessary support services.

Arrangements for Audio Visual equipment for a classroom (e.g., public address system, tape recorders, and projectors) must be made by the reserving party. The group’s faculty/staff advisor must sign, and accept responsibility, for equipment loaned from the Media Center. Arrangements for Media Center equipment are made by completing a Media Request Form, available in the Office of Student Activity, Suite 260 and on line at www.csu.edu/studentactivities.

**RESERVING CAMPUS SPACE TO HOST PARTIES OR SOCIAL GATHERINGS**
Prior to having a social event on campus a student organization must:

1. Receive approval from the Student Activities Center;

2. Secure a space reservation form at least three (3) weeks in advance;

3. If the event is a fundraiser, file the appropriate application with the Student Activities Center four (4) weeks in advance. Fundraiser forms may be obtained from the Student Activities Center, Suite 260; and

4. Parties cannot exceed five (5) hours: Parties held on Friday must end by 2:00 A.M. Also, Security will ask students and their guests to voluntarily open any bags that they bring to the party to insure that no alcohol or other contraband is brought to the party. All those who enter will be required to pass through a metal detector and or search. A valid CSU I.D. Card is required to enter all events. Each CSU student can bring one (1) guest. There are no exceptions to the 1 guest policy. Persons who invite Non University participants may be held accountable for such participants' compliance with all CSU Policies and Procedures.

**PROCEDURES FOR SPONSORING OFF-CAMPUS EVENTS**
A Travel Request Form and Trip Cost Checklist (available in the Student Activities Center, Suite 260) must be submitted to the Student Activities Center for approval a minimum of four (4) weeks prior to the date of departure.

Minutes of the meeting in which the trip was voted on and approved must be submitted with the travel request form.

All trips using student funds or any trip sponsored by a CSU club or organization must be discussed with the Director of the Student Activities Center. The trip must be related to the purpose of the club or organization.

Funds in addition to budget allocation may be requested if the trip is related to the purpose of the club or organization. These requests can be made to Student Activity Center.

A preliminary list of travelers must be submitted.

A Direct Payment Voucher must be submitted at least four (4) weeks in advance if bus rentals are necessary.

No contracts should be signed, or deposits made, without the approval of the Student Activities Center. Contracts for services may also require approval from the University's Legal Department. Please Note: No student clubs/orgs may enter the University into a legally binding agreement. All contracts for services must go through the University's purchasing/procurement process.

Student trips require faculty or full time staff member(s) to chaperone the group. One faculty/full time staff member is required for every twenty five (25) people.

While on a trip students are expected to conduct themselves properly as representatives of CSU Failure to do so could result in loss of future funding, loss of trip privileges and/or disciplinary action.

Note: Travel by non-athletic teams or organizations participating in competitions on behalf of the University require the completion of a Team (Non Athletic) Competition Travel Request Form and Team Competition Cost checklist, available in the Student Activities Center.

All participants must complete a “Waiver and Release Agreement” and submit it to the Student Activities Center, Suite 260 prior to any trip. If the participant is under 18 years of age, permission must be granted by parent or guardian.
HOSTING A FILM SERIES

It is important that your organization follows the legal guidelines established for showing films on campus. This includes purchasing the legal right to show the film. You can get more information about running a film series from the Swank Motion Pictures website http://www.swank.com/college/guide.html. It is not legal to rent, purchase or borrow a film and show it in a public performance without purchasing the legal rights. Public performance is defined as, “to perform or display a film/movie at a place open to the public or at any place where a substantial number of persons outside of a normal circle of family and social acquaintances is gathered.” This would include a campus lounge, a meeting room or even a classroom. ‘Fair Use’ of a video showing is a face to face teaching activity. Face to face teaching exemptions are valid only if, “a teacher is in attendance” and “the showing takes place in a classroom setting” and “the movie is used as an essential part of the current curriculum being taught.”

Visit this website for more information: http://www.movlic.com/copyrightcompliance.html.

EVENT POSTINGS

It is important for students, faculty, and staff to have adequate opportunities to publicize their programs and events. It is also important to maintain an attractive campus free of unnecessary litter. The purpose of these guidelines is to ensure an atmosphere conducive to learning, the reasonable conduct of public business and unobstructed access to the College for its students, faculty, staff, occupants and the community. These guidelines are designed to achieve those objectives, while avoiding limitations to freedom of speech. Student organizations may post information and notices concerning their organizations and activities in areas provided by the University, including designated kiosks, bulletin boards, and walls, television and radio stations. Guidelines for posting by student groups include the following:

1. All posters, flyers, and table tents must be approved for posting by the Student Activities Center. Organizations can bring flyers and table tents to Suite 260 during normal business hours to be stamped. The Student Activities Center reserves the right to remove any posters that are not stamped.

2. Flyers must include the name of the clubs/organizations.

3. Date, time and location must be confirmed prior to approval.

4. Information printed in any language other than English must have an English translation.

5. Flyer size cannot exceed 11” x 17”.

6. Advertisements of solicitation of alcohol will not be approved.

7. Credit card advertisements will not be approved.

8. Flyers must only be posted to bulletin boards with staples and on walls. Flyers are not to be attached in any way to glass surfaces, doors, floors, traffic signs, light poles, sidewalks, or trees.

9. Only one notice per event may be posted per kiosk, wall, and pole or board surface.

10. Posted materials should not cover or obstruct other notices.

11. Please be mindful and respectful of other groups/organizations when determining the number of copies you will post.

12. Always leave a contact email and or phone number for the public.

EVALUATING THE SUCCESS OF YOUR EVENT

As soon as possible after your event occurs, it is very beneficial to sit down with everyone who was involved with the event (i.e. club officers, your faculty/staff advisor, co sponsors and student life staff) to evaluate the execution of the event and the performance of your organization. Post event evaluation reports are a useful tool to pass on to future members of your organization. This form will help you evaluate your event and must be submitted to the Student Activities Center no later than a week after the event takes place.
Student organizations are allocated funds from the Chicago State University, Student Activities Center, based on budget requests submitted during the preceding Spring semester and an evaluation of financial spending from the previous fiscal year. All student organization funds are maintained in the Student Activities Center Account. All unexpended and unencumbered funds in the accounts of organizations and clubs on the last day of the fiscal year revert to the Student Activities Center.

BUDGETING YOUR ACCOUNT
All campus organizations are asked to submit budget requests for the school year during the previous Spring Semester. Student clubs should keep goals in mind while preparing the budget. The budget should include those items which promote appropriate functions and activities of the organization that enhance its members' experience and appreciation according to stated objectives.

Budgets are reviewed and requests are granted upon the determination that the organization has made a consistent effort to expand the college experience for its members. Budget requests should be typed and the activities requiring funding clearly listed along with the estimated expense for each.

At the beginning of the Fall semester, all organizations, can submit a revised budget based on their allocation. In addition, each group is required to file a "Clubs/Organizations Roster Form" bearing the name, address, phone number and signature of all officers and the faculty/staff advisor. This procedure serves to establish that the organization is active and represented by a faculty/staff advisor, and certifies the official signatures for all financial transactions.

Once you have submitted the revised budget and the "Clubs/organizations Registration Form," the faculty/staff advisor, president and treasurer are required to meet with the Assistant Director and or Director of the Student Activities Center. Budget procedures are explained, and blank Direct Payment vouchers are provided.

EXPENDITURE OF FUNDS
Organizations, with the advice of the treasurer and faculty/staff advisor, may expend budgeted funds for such items that are deemed necessary and approved. Funds should be allocated for those events and activities judged appropriate by the members of the organization. All items should be voted upon by members of the organization. A "Direct Payment Voucher" must be completed and signed by faculty/staff advisor to request payment for a club activity or expenditure. A thorough record of all requested funds must be kept by the club's treasurer. The faculty/staff advisor should sign the form only if the funds requested are for an appropriate club activity and the requisition has been duly voted upon by club members as reflected in the minutes of the club meetings.
All forms for use by student clubs/organizations are available online at www.csu.edu/studentactivities. If you have any questions or need assistance with completion of any forms, please visit the student activities staff in the Cordell Reed Student Union, Suite 260.

**FORMS**

- Agency Fund Form
- Club Membership Roster
- Club/Organization Recognition Packet
- Direct Payment Voucher
- Event Confirmation Checklist
- Faculty/Staff Advisor Attendance at an Event Form
- Fund Raiser Request Form
- Funds Request Form
- Graphics/Marketing Form
- Monthly Report
- Petition to Organize and Establish an Organization
- Post Event Evaluation Form
- Request for Expressive Activity
- Room Reservation Request Form
- Travel Request Form

This manual was developed utilizing & modifying the following documents:
Illinois State University – http://www.deanofstudents.ilstu.edu
Governors State University – http://www.govst.edu/studentlife
Student Activities Center
Department of Student Affairs

CSU_GetInvolved: Facebook Twitter Instagram CSUGetInvolved: YouTube

CRSU SUITE 260 I (773) 995-2300 I CSUGetInvolved@gmail.com

csu.edu/dosa/StudentActivities/