

California University of PA Clubs & Organizations Guidebook

Compiled By
The Student Association, Inc.

Fall 2009

The Student Association Inc.

The Student Association, Inc. (SAI) is owned and operated by the students of California University of Pennsylvania. Every student enrolled at Cal U is a shareholder in the Corporation, via the Student Activity fee paid each semester. The SAI Board of Directors has students holding 7 of the 13 seats available, including the president's chair. SAI has a yearly operating budget of over 2.7 million dollars which is approved by the student shareholders.

The Student Association, Inc. Mission Statement

The Mission of the Student Association, Inc. is to provide services and activities to a diverse student body, assist in the educational process, promote the University core values, provide leadership opportunities, and serve as a strong advocate for the students of California University of PA.

Online information

Information for clubs and organizations can be found online at:

<http://sai.calu.edu/sai/clubs/>

Clubs and organizations that have a website can have it linked to student life! Follow the instructions from the above page.

Student organizations that wish to operate on the campus of California University of Pennsylvania must apply for official recognition with the Student Association, Incorporated (SAI) and receive recognition through Student Cabinet and Student Senate. Recognized organizations through SAI are required to be open for membership and participation of all California University of PA students.

Information & Updates

Updates will be sent to advisors electronically through campus email address.

The Role of an Organization Advisor

The SAI requires that an approved student organization have a faculty or staff advisor. An advisor can share knowledge about the university, personal experience, specific subject matter, and assist the group in conducting its activities. In addition, rewarding out of classroom friendships between students and an advisor are fostered. Obviously, these friendships between an advisor and an organization will vary, not only with each organization, but from time to time, within an organization. Nevertheless, the general concerns of the advisor should remain constant and encompass the following points:

- Support the participation of the student organization or contributing to the education and personal development of the students.
- Work with the student organization, and offer guidance regarding programs or activities. Advisors may offer suggestions, considerations or ideas for the group's discussion.

- Stay well-informed of the plans and activities of the group. The expectation is that advisors will attend most meetings and activities of the group and will consult with the officers frequently.
- Be aware of the goals and objectives of the organization and help the group evaluate its progress towards reaching these goals.
- Provide continuity within the group and be familiar with the group's history. The advisor should also be familiar with the constitution and bylaws of the organization and be prepared to assist with their interpretations.
- Should insure the group's compliance with the policies and procedures of the university. The advisor needs to be aware of the policies and procedures in this manual and the student handbook.
- Should be aware of the general financial condition of the organization and encourage the keeping of good financial records.
- Monitor the group's functions and encourage the members to fully participate, to assume appropriate responsibility for the group's activities and commitments.
- Assist in orienting new officers and their leadership skills.
- Deal with major problems or emergencies within the organization.

The role of the advisor can vary somewhat by the specific needs and focus of the group he or she is advising. The following areas are guidelines for evaluating if advisors are meeting the needs of student groups:

- Is the advisor following the agreed-upon role? Is there a need to renegotiate the role?
- Is the advisor available to group members?
- Is the advisor appropriately involved in meetings?
- Is the advisor available to and supportive of individual officers?
- Does the advisor offer appropriate suggestions and advice?
- Does the advisor share important information such as policies and procedures of the university and the Student Association, Inc. in a timely manner?
- Does the advisor assist in developing the group using learning tools?
- Does the advisor know the names of the members?
- Does the advisor have contact with group members outside of meetings?
- Does the advisor have accurate information concerning the group's area of concentration?
- Does the advisor support an inclusive and civil meeting environment for all members?

If professionals find that they are not readily available, or able to meet the commitment of being an advisor, they should encourage groups to follow the constitution and make appropriate changes. A formal letter of intent to withdraw from the position of advisor is recommended. The role of the advisor is diverse and includes being a mentor, supervisor, teacher, and leader.

Learning Communities

Creating learning experiences for students should be a purposeful outcome. Advisors of clubs and organization should use this as an opportunity to affirm their commitment to student learning and development.

Values evident with advisors of clubs and organizations include an acceptance and appreciation of:

- individual differences
- lifelong learning
- education for effective citizenship;
- student responsibility
- ongoing assessment of learning and performance (students' and our own);
- pluralism and multiculturalism;
- freedom of expression with civility

Purpose:

Engage students in active learning

Help students develop coherent values and ethical standards

Build supportive and inclusive communities

Skills Employers Desire

Below is a checklist of skills employers' desire. There is a matrix available outlining each club and organization and the skills they provide to members. Advisors should keep these skills in mind to ensure that the members of the club or organization are receiving experiences that will enhance and develop the specific skills indicated.

- ✓ **Communication**
 - *Oral*
 - *Written*
 - *Interpersonal*
- ✓ **Integrity, Honesty**
- ✓ **Teamwork**
- ✓ **Motivation, Initiative**
- ✓ **Strong Work Ethic**
- ✓ **Problem solving, analytical skills**
- ✓ **Computer skills**
- ✓ **Organizational Skills**
- ✓ **Detail oriented**
- ✓ **Leadership**

You are encouraged to review this list frequently, adding or removing specific skills listed as benefits of your organization as you see appropriate. This list not only provides students with tools for their future, it is a marketing tool for clubs to recruit members who wish to develop and enhance certain skill sets.

Evaluation

Success for your organization may differ from others for many reasons. However, there are general characteristics that can be examined to determine if your group is meeting with success. Use the following criteria as a guide to determine where your energies and attention might be best focused for your group to meet with success. Other evaluation techniques include exits interviews and third-party reviews.

Membership

- Membership is stable or growing
- Recruitment of new members is well organized
- Members are informed about what is going on in the organization
- All members are involved in recruitment

Meetings

- Meetings are held regularly as scheduled
- Meetings begin on time
- Meetings are run using Robert's Rules of Order according to the Student Government Constitution.
- Members attend meetings regularly
- Officers attend and run the meetings well

Goals & Objectives

- Members understand the purpose of the organization
- The constitution & by-laws are current and adhered to at all times
- Members have read and understand the constitution and by-laws
- Members understand how to amend the constitution and by-laws

Leadership

- Students have demonstrated leadership techniques
- Officers complete their terms
- Officers have read and follow constitution and by-laws
- Representatives regularly attend all required meetings of the House of Representatives

Special Events

- Special events are planned with the needs of the group in mind
- Members have an opportunity to suggest and plan special events
- Events are well-attended
- Members are represented at special events for clubs and organizations

Finance

- Financial reports are accurate and produced regularly
- All policies and procedures for expenditures are followed
- Budget requests are returned on time
- Clubs/Organizations are encouraged to fundraise

Learning

- Members can identify skills they have developed by participating in the organization

- Members have learned to work cooperatively
- Members can identify skills that are transferable to their careers after college
- Out of classroom learning has been documented on Activities Transcript
- Clubs/Organizations are encouraged to perform community service

Community Service

- Members participate in Community Service in the California Borough and surrounding areas.
- Members understand the importance of community service.
- Community service activities are documented annually in the budget packet submitted to SAI.

Essential Knowledge and Skills

Advisors should be familiar with the process of recognition with the Student Association Inc. and their organization's own constitution.

Privileges of Recognized Organizations

- Organization may reserve California University of PA facilities and property for programs and meetings.
- Organization may use inter-office campus mail service, including bulk mailing services.
- Organization will be permitted to solicit on campus.
- Organizations will have access to personnel and programming resources within the Student Association, Inc., including individual and organization consultation, workshops and programs, resources files, handbooks, etc.
- Organization will be permitted to use campus bulletin boards, and other campus advertising services.
- Organization will have access to promotional aids and opportunities such as participation in Organizational Fairs, Homecoming Parade, and other special events.
- Organization will retain the privilege to advertise as a Cal. U. Student Organization.
- All allocated organizations will retain the privilege to request a special allocation through SAI.
- Organizations recognized as "allocated" retain the privilege to submit an annual budget request to SAI. Your organization has the opportunity to apply for SAI funding, derived from student activity fees, for payment of expenses related to campus-wide activities, programs, speakers, travel and other events sponsored by your organization or program for the benefit of the CUP community.

Criteria for Organization Constitution Approval and Organization Recognition

- No two recognized organizations may have the same name or the same purpose.

- Criteria for membership must be included in the constitution
- The student organization seeking recognition must have a minimum student membership of ten.
- The student membership must control all funds (neither a student nor advisor should have sole control).
- Each organization must have at least three officers elected by and from the active student membership. One of these must be a President, and another a Treasurer. No individual may hold more than one office within any organization at one time.
- Qualifications for holding office must be specifically stated in the constitution.
- Responsibilities of the officers must be specifically stated in the constitution.
- Officer elections must be held at least once per year. The mechanism by which is established must be stated in the constitution.
- There must be provisions within the constitution to cover a vacancy in an elected office.
- Impeachment procedures for removal of an officer must be clearly stated within the constitution.
- An advisor should only advise the organization and should not be directly related to club business. An amendment describing the role of the advisor or the relationship between the advisor and the club should be stated within the constitution.
- The type of meetings rules that are to be followed, such as Robert's Rules of Order, must be stated within the constitution.
- A quorum shall be stated in the constitution.
- The procedure for amending the constitution by the membership must be stated.
- Amendments to the constitution must be approved by Student Cabinet and Student Senate.
- All articles of the constitution must conform to all University and SAI policies and procedures.
- Academic departments/faculty should not influence a club/organization nor have direct control of the organization.
- The constitution should reflect the ideals of student controlled governance.

- Non CUP students, faculty, staff, administration can only be ad-hoc members and can not be full members with voting privileges, and can not be elected to an office within the organization.
- Recognized organizations may not amend constitutional articles, in a manner so as to significantly change or eliminate items required for continued recognition.

General Policies

1. All recognized organizations must have a minimum student membership of ten.
2. All organizations should have regularly scheduled meetings, at least once a month. (Note: meetings scheduled as part of an academic class do not fulfill this requirement.)
3. All organization presidents (or designees) are required to attend minimum of four organization meetings organized by House of Representatives Speaker of the House.
4. All organizations must deposit budgeted funds, gate receipts, revenue, and/or any other funds raised or generated by the organization with the Student Association, Inc. Business Office.
5. Organizations receiving allocated funding may not have an outside bank account. All fundraising income, contributions, program income, or any other type of revenue generated by the organization must be deposited with the Student Association, Inc. Business Office. Self-supported organizations that choose to keep their funds at the Student Association, Inc. must follow the same guidelines as above.
6. **No club/organization can have its own tax ID#.**
7. SAI Business Office Employees may not serve as an advisor.

Membership Policies

1. The membership, officers, and/or recognized representatives of the organization must be students who are enrolled at California University of Pennsylvania. Between semester membership is constituted to mean the membership of the previous semester.

Procedures for Continued Recognition of Organizations

Failure to comply with these procedures may jeopardize an organization's recognized status and their rights and privileges associated with recognition.

1. A constitution, including a statement of purpose of the organization, and by-laws governing the operation of the organization shall be kept on file in the SAI Business Office. Generally, this file contains the constitution submitted when applying for initial recognition. However, it is essential that amendments are submitted for Student Cabinet approval, and the file is kept current.

2. Organizations that are affiliated with a local, state or national organization must also provide a current constitution and by-laws of that organization to the SAI.

Inactive Organizations

Student organizations will be deemed inactive by Student Cabinet if:

- Organization falls below the minimum student membership of ten students for more than one academic year.
- Organizations fail to adhere to the constitution, by-laws, or purpose
- Organization does not hold regular, organized, and formal monthly meetings.
- Organization fails to comply with the University and Student Association, Inc. policies, or the policies set forth in this and the student handbook.
- Fails to submit a budget request for 2 years.

Defunct Organizations

The recognition for any organization shall be suspended or revoked by student cabinet and SAI if it is:

- Inactive for four (4) consecutive semesters, two (2) academic years.
- Deemed to have consistently ignored procedures in such a way that active status is unknown.
- Violated in a severe nature, the policies of the University, Student Cabinet, Student Senate, or the Student Association, Inc.
- Organizations seeking recognition after becoming defunct must follow the policies and procedures for new club and organization recognition with approval from Student Cabinet and Senate. If the recognition was revoked for failure to follow policy, a waiting period may be stipulated before a club can again form and regain official recognition.

Allocated funds from defunct organizations will be directed back into a special allocation fund and can be awarded to student clubs and organizations through the established special allocation procedure.

Annual Allocation Request Procedure

Student Cabinet, the executive body of Student Senate, Student Senate and fee paying members of the Student Association, Inc. are charged with the responsibility of allocating Student Association funds

collected from students to clubs and organizations.

Clubs and organizations recognized by the SAI and classified as "allocated" are eligible to request annual budget funds to conduct activities. This section outlines the allocation process, which takes place early during the spring semester.

Student Government maintains a reserve account each year to assist clubs and organizations with special funding needs that could not be anticipated during the annual allocation request process. Current policy states that clubs and organizations may request additional funds during the year provided that the organization has raised an amount equal to the Special Allocation Request. Student Cabinet may, at its discretion recommend to Student Senate to grant all, part or none of the request even if fund raising has been done to match the request.

Academic honorary organizations, although not eligible for an annual allocation, are permitted to request up to \$1,000.00 per fiscal year, provided funds have been raised to match the special allocation request. Student Cabinet and Student Senate reserve the right to deny requests not deemed appropriate.

To request a special allocation, obtain a Special Allocation Request from the SAI Business Office or Student Government Office. Submit the completed form and all supporting documentation to the Student Cabinet Chair, Natali Student Center, Room 334. Cabinet will distribute the request for members to review. Organization representatives must be available for questions when Cabinet meets to discuss the request at the second meeting following submission. Student Cabinet will vote to recommend that Student Senate approve some, part or none of the request. Representatives of the requesting organizations must then attend the next Student Senate meeting to defend the request and answer any questions members of Senate may have. All actions of Student Cabinet are not final until approved by Student Senate.

Special allocations, once approved are transferred to the appropriate organization account by the SAI Business Office, within one week of approval.

Note: Student Cabinet and Student Senate meeting times can vary from semester to semester. Currently, Student Cabinet meets every Wednesday, while Student Senate meets on Monday, both are held at 4:15 pm in Room 206 of the Natali Student Center.

Both meetings are open to any Cal U. student. Please call the Student Government office at x4318 for exact meeting times and locations.

Budget Request Process

In early spring semester, recognized organizations that are classified as allocated will be sent a budget request packet electronically. Please be certain the correct email has been filed with SAI. Organizations have approximately three weeks to complete their budget requests. SAI offers budget allocation workshops to assist clubs and organization in the preparation of their budget requests. Attendance at one of these workshops is strongly recommended. Budget requests are due approximately 1 month after distribution. **Budget requests received after the deadline are subject to a 5% per day penalty. All due dates will be sent out electronically to the advisor and club president on file.**

Each member of Student Cabinet is assigned to review several budget requests. In March, Cabinet members will contact advisors and officers of their assigned organizations to discuss planned activities for the next academic year. In late March, Student Cabinet will meet to develop the Allocated Budget. Based on the estimated enrollment for the next school year, a figure for fees collected will be developed. This figure will guide Student Cabinet in determining the allocation each organization receives.

After cabinet establishes a budget for the next year, it is approved by Student Senate, the SAI Board of Directors and all eligible Corporation members at the annual Corporation meeting in April and finally, the President of the University.

Policies Governing Allocations

To establish a uniform and justifiable distribution of SAI funds, the following policies have been developed. Use these as a guide in preparing your budget request.

- **Policy 1. Travel** (*complete travel guidelines are available in next section*)
 - A. Mileage: Use of SAI vehicles by your organization will be charged back at the rate of IRS rate per mile. Use of a personal vehicle for approved organization travel will be reimbursed at the IRS rate per mile or the actual fuel costs with receipts, as voted upon by membership.
 - B. Lodging: Funds for lodging related to approved travel will be allocated based on stated conference rate or the lowest cost facility available.
 - C. Per Diem: Funds for meals are allocated at **50%** of the U.S. General Services Administration meals and incidental per diem amount for the area of travel or \$25 per day, whichever is greater. Amounts for GSA can be found at www.gsa.gov and select per diem rates.
Receipts must be provided for all of the above.

- **Policy 2. Permanent Equipment**

All requests for permanent equipment should be made to the Student Association Inc. CFO. All paperwork and backup materials can be left with the SAI business office staff. Permanent equipment purchases are tracked through the SAI inventory system and at any time, SAI may ask to see the equipment to make sure it still exists for club use.

- **Policy 3. Duplicating**

- A. Photocopy Charge: Available at the SAI Business Office, Third Floor, Natali Student Center will be charged back at the rate of \$.07 per copy. Small quantity photocopies are also available at the information desk of the Natali Student Center.

- B. FAX: Available at the SAI Business Office, Third Floor, Natali Student Center will be charged back at the rate: Sending \$.25 per page. Receiving: \$.25 each page. Cost is waived if fax is related to SAI business.

- **Policy 4. Allocated and Self-Supported Funds**

All monies allocated or raised by recognized organizations must be kept on deposit with the Student Association, Inc. All funds are considered student funds and must be maintained according to policies established by the SAI Board of Directors and generally accepted accounting principles. Allocated monies must be spent within the fiscal year it was awarded. Net fundraising dollars may be carried over into the next year.

- Net fundraising dollars may be carried over into the next year. Revenues generated from fundraising activities are reduced by the expenses related to the activities and any amount remaining is available for carryover into the next year. It is important to remember that in order to have a fundraiser, an organization typically has expenses to incur unless they are able to get the supplies donated. Any organization that reports fundraising revenue should have an offsetting expense. For example, if an organization submits a deposit for candy sales, there should be an expense for the purchase of the candy in their account. The Student Association monitors this activity closely due to generally accepted accounting principles.

- **Policy 5. Constitutions**

All allocated clubs & organizations must have a copy of the current constitution under which it operates on file in the SAI business office. All changes to a constitution must be approved by Student Cabinet prior to being enforced by the club or organization.

- **Policy 6. Gift Card Purchases**

Organizations are permitted to purchase gift cards as gifts to members of the organization or guest speakers as long as there are minutes from a meeting attached to the Purchase Requisition establishing guidelines for the purchase. ALL gift card purchases must be approved by the CFO of SAI. At the end of the spring semester, all gift card purchases will be highly scrutinized and very few will be approved. This is not a way to spend down allocation dollars and organizations in violation of this policy may lose future funding.

Gift cards are also not to be purchased to buy supplies at a future date and time. The only purpose of a gift card is to give someone a gift. It is not a way to get around the Purchase Requisition process at SAI.

Unspent allocated money will lapse at the end of each fiscal year, and the net fundraising balances will roll to the next fiscal year.

Account Information

Guidelines

Each club is assigned a three digit cost center number which identifies your club or organization. The cost center number is part of a ten digit segmented account number used with the accounting system. You must have this account number for all transactions. The SAI Business Office staff is prohibited from adding a cost center to any paperwork.

The SAI Business Office has a computer located in the front office which will give you immediate access to your account information. In order to be able to use the computer, a club username and password will be created by the CFO upon request by the club President, Advisor, or Treasurer. Access to computer will allow you to pull up your most recent club report to verify activity and check the balance of funds available to spend.

Receipts:

You must provide back-up on all deposits whenever possible. Invoices, earning reports, fee schedules, etc. must be provided at the time of the deposit. A receipt will be given when monies are deposited at the SAI Business Office.

Each deposit will be assigned to an income category. When making a deposit, please be prepared to discuss the source of your deposit. The categories are:

Fundraising Income: Income such as candy sales, pizza sales, strip tickets, etc.

Contributions: Donation or sponsorships by cash or check. Please note that the area of contributions is very complex. You will receive a detailed policy and procedure statement regarding contributions. To simplify this area, all donations must be accompanied by the name and address of the donor.

Camp & conference Income: Income that includes registration fees for summer camps, clinics, seminars, etc.

Program Income: Income that is generated from the daily operation of your areas, department, club or organization, and that does not fall into one of the other categories listed above.

Expenditures:

The Student Association, Inc. requires that the procurement of goods and services be approved by the Business Office prior to the actual purchase. This is usually done by issuing a purchase order. Clubs should provide detailed information along with the Purchase Requisition in a timely manner. Two (2) signatures and the account number are required for all transactions. One signature must be from an elected officer, the other from an advisor on file for that organization or club. Any purchase of \$500 or more must have the CFO signature. Business office has the right to hold a purchase requisition in order to confirm signatures.

Sales Tax: The SAI is sales tax exempt. As a member organization, you should not be paying sales tax on goods and services. Sales tax exempt certificates are available in the SAI business office, and are supplied as part of the purchase order procedure described above. Present the certificate at the time

of your purchase, and you will not be charged sales tax. SAI will not reimburse individuals for sales tax, when they fail to obtain prior approval of the purchase, or fail to obtain a sales tax exempt certificate.

Cash Advances: Organizations are permitted to receive cash advances. Typically cash advances are used for trips so that a student has funds available for expenses. Cash Advance Form #1000 will need to be completed and submitted to SAI.

- Receipts must be submitted to the SAI Business Office within 10 days of return date.
- NO ALCOHOL OR TOBACCO PRODUCT is a reimbursable expense and will be excluded from the receipt total.
- Only receipts that detail out the items purchased will be applied against the advance. Credit card signature receipts that only show the total are not an acceptable receipt. Cash left for tips can be written down on the receipt and included in the total.
- If receipts are not received within 30 days, the organization's account will be frozen and any request for disbursement from that account will be denied.
- Any cash that is returned must be submitted with the receipts. The cash advance will not be considered closed until the cash is returned.
- The person receiving the cash advance MUST be able to cash a check locally.

Checks

The SAI Business Office prints checks every 7-10 days. Instant or 24 hour turnaround on check requests are not available. Please plan accordingly.

General Purchasing Policies

The purchasing of all goods and services is handled by the SAI business office. Clubs and organizations are not authorized to initiate an order of any kind.

The SAI Board of Directors requires all purchases of \$500 or more to be competitively bid. This bid process can be handled by the SAI business office. However, clubs and organization may elect to supply bids at the time of the submitting the purchase request in order to speed up ordering process.

Solicitation/Fund Raising Procedures

Registered student organizations may conduct sales of approved merchandise for the purpose of fund raising. The organization Advisor must give approval prior to the beginning of the sale. Location and dates for the sale must be arranged through the appropriate reservation offices.

Sponsoring organizations assume all responsibility for the sale of merchandise and must comply with university policy, state and local laws.

Contract Review

The Assistant Dean for Student Services, Dan Amerman, is available to consult with student organizations on any topic related to the operation of a club or organization. The Student Association CFO, Leigh Ann Lincoln, is also available to review any contracts that your organization may wish to sign. Properly written and executed contracts are important since personal as well as organizational liability is involved. You are not permitted to sign a contract with out approval from the SAI business office. **Groups must have the SAI Artist Contract or Service Contract completed and signed 30 days prior to an event.**

Student Organization Travel Policy

Intro

Advisors and staff members traveling with students represent the university as group coordinators and are responsible for enforcing university policies. Advisors are charged with exercising standards of care for students to minimize the potential for negligence claims against the university. As representatives of the university, the Advisor's main responsibility is to the group. It is important, however, to do everything possible to resolve individual participant problems. Document, with notes, receipts, etc., the steps you take to resolve the problem. Good documentation is necessary in the event a claim against the university is filed.

Pre-Travel Procedures

Advisors are expected to hold a pre-travel meeting with group members to discuss trip itinerary, distribute travel liability waiver forms, and outline standards for student behavior. Remind the students of their role as ambassadors for the university. Discuss university policy on alcohol and controlled substance use while representing the university. Spend some time talking about personal safety while away from home.

Student organizations planning to use university vans for transportation will make arrangements through the Student Development and/or Academic Affairs office. Reserve your date early. University staff transporting students in their own vehicles should carry insurance coverage as recommended by the university. Mileage reimbursement for travel in personal vehicles is at a predetermined rate.

SAI vehicles are available to student organizations for a mileage fee. Reservations can be made through the SAI Business Office, 938-4303. Request for Approval for Travel and/or Use of SAI Vehicle Form #1100 must be signed by the Advisor and approved by SAI.

The organization president is responsible for completing the vehicle reservation form with details of the trip and the names, student I.D. numbers and emergency telephone numbers of all students participating. The vehicle reservation form should be turned in to the SAI Business Office approximately 30 days prior to travel. Notify SAI of any change in plans prior to departure. Keep in mind processing time if you need checks for hotel, registration or other expenses.

The person driving the vehicle will have a 3 year driver's license check done by SAI and the club or organization will be charged a fee for the check. DMV checks are good for one academic year with SAI so once the driving record is obtained, that person is eligible to drive and will not have to resubmit for the DMV check until the following academic year. Only drivers with two points or less on their driving record will receive permission to drive and any driver who receives a citation while driving an SAI vehicle will have driving privileges revoked.

The SAI business office staff can help you with questions about student organization travel. Call if you need assistance.

Organization Workshops & Training

Student Officer Training

Training will be provided to officers of clubs and organizations on procedure and policies during the House of Representative meetings.

Budgets (spring semester only)

SAI will provide workshops for members and advisors of clubs and organizations to discuss the budget procedures, provide tips for planning future budgets, and answer questions about the allocation process. Due dates and responsibilities concerning budget request packets will also be covered.

The Society for Success & Leadership

Students will learn importance of leadership by watching video broadcasts of various speakers. Membership is open to all students.

Effective Meetings – Parliamentary Procedure

Robert's Rules of Order instructional brochures are distributed at the first House of Representatives meeting.

Emerging Leaders Program

The Emerging Leaders Program is a program designed for students interested in developing leadership abilities. Participants will examine personal and social implications, consequences, and rewards of leadership. Guest speakers will present a variety of topics, and students will participate in hands on exercises. Emerging Leaders is a great opportunity to meet new people, learn about leadership, and have a lot of fun.

Etiquette and Professional Networking Workshops

Covers appropriate dining etiquette along with tips for developing professional protocol. Essential for students who are representing the university, as well as for personal development.

Recruitment and Retention

As an advisor, your role with recruiting and retaining membership will vary from time to time. All members of your organization should be active with recruiting.

Club & Organization Fair

As mandated by the Student Cabinet, all allocated clubs and organizations are to participate in the Club & Organization Fairs. The fairs are held in fourth or fifth week of the fall and spring semesters. These are very important events and all clubs and organization are encouraged to take advantage of the recruiting opportunity. All allocated organizations must be represented at the fall fair.

STUDENT ASSOCIATION INC. STAFF

The following is a listing of the staff members of SAI and Student Development & Services that you may come in contact with as an advisor to a club or organization. This is not a comprehensive list, and is meant to serve as a quick reference guide.

<i>Name</i>	<i>Title</i>	<i>Covered Area</i>	<i>Phone</i>
Dr. Nancy Pinardi	Executive Director	Student Government Advisor	4439
Leigh Ann Lincoln	Chief Financial Officer	Budgets, Purchasing, advisor to Student Cabinet	4303
Dan Amerman	Assistant Dean	Clubs & Organizations, advisor to Student Senate	5826
Kim Cupplo	Sr. Traditional Accountant	Clubs & Organizations	4064
Nikki Arthur	Administrative Assistant	Clubs & Organization assistance, deposits, forms	4303
Lisa Hartley	Accounts Payable	Purchasing and checks	4306
Tonya Kirkland	Business Office	Van reservations and deposits	4307
Pam Delverne	Director of New Media	Web sites, Activities Transcripts	4515
Cheryl Golembiewski	Administrative Assistant	Facility reservations and Info Desk	4513
Joy Helsel	Student Activities, Greeks Yearbook	Yearbook photos for groups	4105
Jeff Helsel	Advisor to the Times	Newspaper	4321
Jen Gehron	Accountant	Accounts for clubs and orgs	4309

Student Development & Services Staff

<i>Name</i>	<i>Title</i>	<i>Covered Area</i>	<i>Phone</i>
Dr. Lenora Angelone	Vice-President	Student Development & Services	4439
Dr. Nancy Pinardi	Associate Vice President	Student Development & Services	4439
Debbie Custer	Executive Staff Assistant	Mass Email Announcements	4070
Jim Pflugh	Student Conduct Officer	Student Code of Conduct	7344
JayR Wheeler	Director CUTV/WCAL	TV and Radio	5823
Larry Sebek	Dean for Student Services	Student Center, Aux. Svs.	5692

Student Government

As an advisor, it is important that you understand the student governing structure of California University of PA. The following is a brief outline that includes the duties of each recognized governing body.

*Complete information on student government and the current constitution go to:
<http://sai.calu.edu/stugov/>*

Purpose of Senate

The Student Senate shall be the representative body of the Student Association, Incorporated, and the elected representative voice of the student body of California University of Pennsylvania.

The Student Senate shall serve as the designated medium for expressing student concerns pertaining to all matters.

The Student Senate shall advance charitable, educational, leadership, and scientific endeavors, but not limited to, developing a democratic and responsible student governance structure; acting as a liaison between and among all university constituencies; controlling the expenditure of the student activity fee; battle apathy and develop a well-rounded program of university life at California University of Pennsylvania.

The Student Senate shall promote and adhere to the core values of California University of Pennsylvania; civility, integrity and responsibility.

Membership of Senate

The Senate shall be composed of the following:

1. The Student Senate shall be a house of Government, therefore the membership of the Senate shall be members of the Student Government.
2. The House of Representative shall be a house of Government, therefore the membership of the House of Representatives shall be members of the Student Government.
3. The Student Cabinet shall be a house of Government, therefore the membership of the Cabinet shall be members of the Student Government.

In order to qualify for and maintain membership in Student Government, a student must be a paid member of the Student Association, Incorporated.

Powers and Duties of Government

Government shall represent the student interests and voice them in a continual effort to advocate for the students and in the best interests of California University of Pennsylvania.

Government shall consider from the student viewpoint such matters as may be referred to it by the administration, faculty and staff of the university.

In the summer semester, congress shall be composed of all representatives. A majority of the representatives registered for that semester shall constitute quorum.

To exercise the core values of Civility, Integrity and Responsibility in all settings, be them congressional, senatorial and in any committee meeting / events.

All meetings of Student Government and committees of Government shall be conducted according to Robert's Rules of Order, Newly Revised

Purpose of Senate

It shall be the duty of Student Senate to consider such matters of student interest as presented by the students through their recognized organizations and representatives. All petitions must be submitted to the president of Student Senate, who will refer them to the appropriate governing body.

All at-large elected representatives to student Senate shall serve for a term of two (2) years. Elections will take place at the time of the election of officers. In the first election after a ratification of the constitution, one half (1/2) shall be elected the following December. In cases where at-large seats are vacated due to withdrawal, graduation, transfer or resignation, the vacancy will be filled by runners-up from the election for that seat. If no remaining runners-up exist, the remaining seats shall be filled by one-year terms that are elected at the same election as the two-year seats. The candidates who receive the most votes shall gain the one-year terms, as far as they exist. In the case of a tie, a vote of Senate shall determine who shall hold the vacant seat. Any Senate Representative may be recalled by his/her respective constituency.

Elected and appointed members of Senate shall be referred to as "Senators" to identify them from academic class members. Meetings of Senate and Cabinet shall be held weekly.

Proxy voting, or absentee voting, shall not be considered legal or valid in congress or congressional committees. No member shall hold two seats simultaneously. No member of Government is endowed with more than one (1) vote.

Powers and Duties of Senate

Senate shall serve as the upper house of Student Government.

Senate shall receive recommendations from the Cabinet and the House of Representatives and have the vested authority to approve or refuse said recommendations by a majority vote.

Senate shall make recommendations and suggestions to the administration concerning matters of student interest at large. Work of a detailed nature shall be referred to Student Cabinet for recommended action. Student Senate shall accept, or refer to the student body, the recommendations of Student Cabinet and the House of Representatives.

Student Senate, through the elections chairman, shall organize and supervise the conduct of all elections involving the student body. The election chairman shall determine the time of all elections.

Senate may refuse to seat any elected or appointed member of congress by a two thirds (2/3) vote of senate when just cause is shown regarding the withholding of seating privileges.

In the event the vice president assumes the office of president because of resignation or impeachment, Senate shall, by two thirds (2/3) vote, fill the vacant position. Such shall be the case for any other office as well.

Student Cabinet

The executive committee of Student Senate shall be the Student Cabinet. Membership:

1. The President, Vice President, Financial Secretary, Recording Secretary, Program Secretary and Corresponding Secretary shall be members of Cabinet.
2. The President of the Student Association, Board of Directors or his / her student designee from the Board of Directors shall be a member of Cabinet.
3. Eight (8) representatives of Senate shall be elected by the Senate to serve on student cabinet at the second meeting of the fall semester.
4. One (1) representative from the House of Representatives shall be elected by the House of Representatives to serve on the student cabinet at the first meeting of the fall semester.
5. The Chairperson of the House of Representatives shall serve as a member of the student cabinet.

Purpose of the House of Representatives

To serve as a communication medium between the recognized clubs \ organizations and their respective constituents.

To make recommendations to the Senate regarding policy, financial matters and student interest.

Membership of the House of Representatives

The House of Representatives shall be composed of the following:

- (a) The President or student designee from each recognized club or organization.
- (b) The President of the Student Senate shall be a full member of the House of Representatives.
- (c) The Corresponding Secretary of the Senate will be an ex-officio member of the House of Representatives.
- (d) The CFO of the Student Association Inc. shall be an ex-officio member of the House of Representatives.

Powers and Duties of the House of Representatives

The House of Representatives shall serve as the lower house of Senate.

The House of Representatives shall function to keep the students at large apprised of the actions and responsibilities of the various clubs and organizations.

The House of Representatives shall make recommendations to the Senate or the appropriate governing body regarding the various matters concerning the student clubs and organizations.

In the event the Lieutenant Speaker of the House assumes the duties of the Speaker because of resignation or impeachment, the membership of the house will vote to fill the vacant position by a 2/3 majority. No replacement Speaker can be seated without a 2/3 majority of the House or a formal appointment from the President of the Senate.

Only one vote per person per recognized club or organization. No one member shall have more than one vote. No one member shall represent more than one (1) club or organization in the House of Representatives.

Officers of the House of Representatives

The officers of the House will be elected at the first meeting of the fall semester. Nominations shall be made from the floor of the House and only one representative from each organization can hold office \ have voting privileges. The following officers shall be elected from the membership of the House:

- Speaker of the House
- Lieutenant Speaker of the House
- Recording Secretary
- Parliamentarian

Powers and Duties of the Elected Officers of the House of Representatives

Speaker of the House shall:

1. Preside over special and regular meetings of the House.
2. Call all special meetings to order.
3. Prepare the agenda for all meetings.
4. Serve in an advisory capacity to the President of Student Senate.
5. Serve as a member of the Senate.
6. Shall serve in office no more than one term.

Lieutenant Speaker of the House shall:

1. Serve as interim-speaker of the House in the absence or vacancy of the Speaker of the House.
2. Shall accept duties and projects charged by the Speaker of the House.
3. Coordinate Committee appointments with the Vice President of the Senate to form Student Senate Committees.

Recording Secretary of the House shall:

1. Take minutes of all regular and special meetings of the House.

2. Submit approved minutes to the CFO of SAI, SAI Webmaster and the presidentially appointed Historian of the Senate.

Parliamentarian of the House shall:

1. Keep order in all regular and special meetings according to Robert's Rules of Parliamentary Procedure, Newly Revised.
2. Assist the Constitutional Committee Chairman and the Presidential appointed Parliamentarian of the Senate with providing updated copies of the Student Government Constitution.

Student Government Contact information:

724-938-4318 or 724-938-5699 Office located in Natali Student Center Room: 331

Student Senate meets every Monday during fall and spring semesters at 4:15 in Natali 206/207
Student Cabinet meets each Wednesday during fall and spring semesters at 4:15 in Natali 206/207
House of Representatives meets 2 times each semester in the Vulcan Theatre during common hour.
Specific days will be announced prior to each meeting.

Advisor's Clery Act Responsibilities

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, is a federal law that requires all colleges and universities to report certain crimes that occur on their campuses or adjoining areas. This act is enforced by the United States Department of Education which is authorized to fine institutions up to \$27,500 for each violation of the act's regulations in reporting crimes, issuing timely warnings about possible dangerous situations and publishing statistics on the reported crimes.

The act provides guidelines on who should report crimes as a "campus security authority." One of these guidelines states anyone "with significant responsibility for student and campus activities." The Department of Education has interpreted this to include athletic coaches, student life staff and advisors to clubs and organizations. The crimes required to be reported are liquor laws, drug laws, illegal weapons possession, criminal homicide, sex offenses, robbery, burglary, aggravated assault, motor vehicle theft and arson. As an advisor is not expected to handle these incidents on your own, but you should make sure that Public Safety is notified if any crimes are encountered during your organization's activities on campus or reported to you later as having happened. If you are unsure if a specific event would be considered one of these crimes, you should report it and allow Public Safety to make the determination.

Although all community members are expected to report crimes they are aware of, these reports are not intended to be used against students, but rather to provide an accurate picture of what is happening on campus. Public Safety has developed a reporting form for campus security authorities other than their officers to use and these forms are sent out by the Office of Student Development and Services to all advisors periodically. These forms allow crimes to be reported anonymously. Any questions about your responsibilities in this area should be addressed to either Public Safety or the Office of Student Conduct.

Student Code of Conduct and Clubs and Organizations

The *Statement of Student Rights and Responsibilities: Student Code of Conduct* is the official university publication establishing behavioral guidelines for students and student organizations. These guidelines are intended to help create an atmosphere which supports the university's academic mission and is safe for members of the university community. It is included in the Student Planner and also available on the Student Association, Inc. website. (<http://sai.cup.edu/judicial/index.jsp>)

The *Statement* also outlines the university's right to take action against individual students and student organizations found to have violated one of the guidelines. An individual or organization found to have violated university rules can be sanctioned with a wide range of actions that are intended to make the situation a learning experience so the students can change their behavior in the future. Violations can also result in official university recognition being rescinded for organizations.

As an advisor, you are encouraged to help members of your organization be aware of what limitations the university has set on their behavior and how their actions can impact themselves and others. You will also be contacted if your organization has a complaint filed against them.

NOTE: All information, policies and procedures outlined in this handbook are subject to change. The Constitution of Student Government and the By-Laws of the Student Association, Inc. are the primary source of operating guidelines to be used. (<http://sai.cup.edu/stugov>)