



CALIFORNIA NORTHSTATE UNIVERSITY

STUDENT ORGANIZATION MANUAL



COLLEGE OF PHARMACY

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CNU STUDENT ORGANIZATIONS – CLUB CHOICES FOR EVERYONE!

A goal of California Northstate University College of Pharmacy (CNUCOP) is to graduate competent pharmacists who will improve health care to a diverse population through pharmaceutical expertise. Some of this expertise can be obtained outside of the classroom through Co-Curricular hands-on experience involvement with student professional organizations and campus clubs. CNUCOP currently has over 18 various clubs and organizations including three professional pharmacy fraternities. The clubs range in interest from a health care focus such as the Clinical Care Club to the diversity clubs of Diverse Women Professionals in Healthcare, the Multi-cultural Association of Health Profession Students (MAPS), the CNU Student Cancer Awareness Club (CNUCARES), the Student Industry Association, and the National Association of Community Pharmacy (NCPA). CNUCOP students have been actively engaged in the national and state organizations of APhA, CPhA, NCPA, SSHP, CPhA, SNPhA, and ACCP. CNU students have received numerous awards for their participation in these professional organizations include the Pharmacy Foundation's Pharmacy Film Festival, CPhA's Quizbowl, and SNPhA's Patient Consultation and Business Competition. CNUCOP has three very active fraternities which include Kappa Psi, Phi Delta Chi, and Rho Pi Phi. The College/University encourages the participation of all its students in the organizations and clubs through College funding opportunities and incentives. In essence CNUCOP has a wide variety of student organizations to meet the needs of student interest and professional development through co-curricular activities and events. We have something for everyone!

Gynadi Porter-Fraser, MSBA

Associate Dean of Student Affairs & Admissions

Benefits for Recognized Student Organizations

- ❖ Funding for health fair supplies and travel to professional organization meetings
- ❖ Use of campus facilities for meetings, events, fundraising, etc.
- ❖ Publicity space within the college
- ❖ Inclusion in official College/University publications, email, and promotional materials
- ❖ Faculty or staff advisement
- ❖ Ability to sponsor student events on your own and in collaboration with the Office of Student Affairs & Admissions (OSAA)
- ❖ Resources and support from the Office of Student Affairs & Admissions (OSAA)
- ❖ Funding for activities if applicable
- ❖ Shared Student Organization Office Space (if available)

STUDENT PARTICIPATION

Each student is required to join at least one (1) professional pharmacy organization while enrolled as a full-time student. The College/University will enroll all students as members of the CNUCOP student chapter of the California Pharmacist Association (CPhA) to allow provision of additional liability insurance. While membership in multiple

organizations and in leadership positions is encouraged, **students should not participate in student activities and organizations at the expense of their academic progression.**

BASIC CRITERIA FOR ALL STUDENT ORGANIZATIONS

- ❖ Groups must be founded on a democratic organizational structure.
- ❖ All professional organizations must have a faculty or staff advisor.
- ❖ No student on academic probation, or otherwise not in good academic standing, may serve in a leadership position.
- ❖ Membership must meet the College's nondiscrimination policy.
- ❖ Organizations must be open to all CNUCOP students. Only objective membership criteria can be considered in determining membership and leadership.
- ❖ Student professional organization leaders in collaboration with faculty advisors must make all organizational decisions and ensure that all decisions reflect the College goals and student needs.
- ❖ New groups may not duplicate the mission, goals, activities or name of already existing student clubs or organizations. This does not preclude the establishment of different social/professional fraternities.
- ❖ Fundraising may not be the primary focus of the organization.
- ❖ Every organization must state a mission and corresponding goals for its organization.
- ❖ Every organization, club, or council, must have at least one student leader representative participate in the monthly meeting of the Student Organization Leadership Council (SOLC).
- ❖ The mission and goals must be student-centered and not contrary to the mission of the College.
- ❖ Each organization shall sponsor an annual event that benefits the college, university, or community.
- ❖ The President of each organization, club, or council shall designate a member of the organization's leadership to prepare and maintain a calendar of events, including national, state and local meetings, and monthly meeting dates.

STARTING A STUDENT ORGANIZATION OR CLUB

1. Research the organization and its purpose and meet with existing groups if possible to ensure that the proposed new organization is not duplicating a need that is already being met.
2. Create a name that clearly represents the function of the group and that will not be construed as a College department or program.
3. Find an advisor. Your advisor must be a faculty or preceptor of the College. Some CNU special interest clubs may not require a faculty advisor.
4. Recruit a minimum of twenty current students who are willing to commit to ongoing activities of the organization and serve as its authorized representatives.
5. Have separate individuals hold the positions of president, secretary and treasurer.
6. Draft a mission and goals for your organization. A section on building a mission statement follows.
7. Prepare an initial budget for the start-up of the organization and one for the first year of operation covering the activities the organization would like to offer.
8. Be prepared to explain how your organization fits into the mission of the College/University.
9. Complete the **Registration Application for Student Organizations** with required submissions outlined in the Application Process below.

Building a Mission Statement

What is a Mission Statement?

A Mission Statement is a written paragraph or list of bullet points or a combination of both, that illustrates the organization's goals and purpose. Most Mission Statements have one common function: to guide the organization in making critical decisions that affect the direction of the organization. When thinking about creating a Mission Statement for a Student Organization, it will be necessary to review the Mission Statement of California Northstate University College of Pharmacy to ensure that the organization's purpose and goals are aligned with those of the college. Our Mission Statement is:

"To advance the science and art of pharmacy"

1. Build your Mission Statement

The first sentence or bullet point of your Mission Statement should describe to others:

What the primary goal of the organization is, and

How the organization plans to meet the goals of the organization using a supporting statement that describes these actions or plans.

To provide leadership opportunities? Opportunities to educate the community about _____? To enhance social interactions? To provide opportunities for students to gain more experience in pharmacy by _____.

2. **How** will the activities of this organization benefit the student experience at CNU? Will it enhance social responsibility? Respect for difference? Promote enhanced knowledge of the profession? Provide professional networking opportunities?

3. **Who** is eligible to join the organization? A target group can be identified but a **statement of non-discrimination** must be included in all Mission Statements of organizations at California Northstate.*

* "Membership in the _____(organization/club) shall not be discriminated against on the basis of age, sex, race, national origin, religion, disability, or sexual preference or any other characteristic protected by state, local or federal law and is open to all CNU students in good standing with the college.

4. Review/Reflect

A Mission Statement is a document that should be viewed as the written collective conscience of an organization. The overriding effect of the statement should be to have an organization **reflect** on "Why are we doing this activity? Does it contribute to the goals of the organization"? As an organization grows through time, the Mission Statement should be periodically reviewed to ensure that the organization is acting in accordance with the original purpose, or if needed, update the Mission Statement to reflect a new set of ideals.

The Application Process

To apply for official status as a recognized student organization, club, or council of California Northstate University student petitioners are required to submit a completed application and documentation to the OSAA. The application must include a **Registration Application for Student Organizations** form and supporting documentation to include the following information.

- Name of the organization
- Purpose of the organization
- Amount of fees/dues
- Titles of Officers, if elected
- Faculty Advisor's name and signature (Advisor must be present at all meetings and activities)
- Date, time and location of initial meeting
- Mission Statement, Bylaws, or Constitution

Criteria for Approval

- ☐ The organization's mission compliments the college's mission.
- ☐ The organization must have a clear purpose.
- ☐ The organization will help satisfy an unmet need.
- ☐ The organization can demonstrate sustainability for at least two years.
- ☐ The organization's activities or existence will not create undue liability for the college.
- ☐ The organization will have a separate individual to serve as president and financial officer.
- ☐ The name of the organization must clearly represent the function of the organization.

The Review Process

1. Submit the Registration Application to the OSAA at the end of each academic year. Existing student entities should submit the registration application with the names of new officers and note any advisor changes.
2. Submit a Student Organization Constitution and/or Bylaws within sixty (60) days of filing the original application.
3. Submit a proposed budget at the beginning of each academic year outlining the organization's needs and potential plans.
4. The Associate Dean for Student Affairs and Admissions will review the application, constitution, bylaws and proposed budget and grant or deny the application and provide funding support. Funding allocations will vary from year to year and will be based on available funds, type of student organization, and membership. Funding will be dispersed after completion of President and Treasurer training, receipt of a list of members, and verification of approved CNU recognition of the organization, club, or council.
5. Any decisions to deny the application may be appealed in writing to the Dean.

Recognition

The application will be reviewed by the OSAA and will be granted tentative approval, rejected, or granted a pending status. The application will be rejected if there is any conflict with the educational process or orderly operation of the college, conflict with laws or public policies of the state of California and/or the United States; or conflicts with rules and regulations of the college. If the organization is granted pending status, additional documentation and/or additional information, may be required to be reconsidered for approval. A letter outlining the specifics will be sent to the person submitting the documents and the faculty advisor listed on the application. If the application is approved the organization will be granted tentative approval status for one (1) semester.

For final approval to be granted, the Associate Dean for Student Affairs and Admissions will review all materials, and render a decision in writing to the Faculty Advisor of the student organization. If final approval is not granted the organization may appeal the decision in writing within five days to the Dean. The appeal must contain copies of the application, mission statement and meeting minutes. The Dean's decision regarding the appeal is final.

If Approval Status is granted, the organization must:

- Prepare and archive all meeting minutes in electronic or paper format.
- Elect Officers on a yearly basis. A written process must be established and members of the organization must be informed about the election process, when they will occur and who is eligible to vote. If the Organization foresees a delay before Officers are elected, interim officers must be identified and a date for elections should be provided to the Student Affairs Coordinator. A copy of the election process and a list of officers should also be submitted.

- Have at least one student leader attend the Student Organization Leadership Council meeting held twice a semester.
- Provide an annual report of the organization's activities to the Student Affairs Coordinator at the end of each academic year.

The Associate Dean for Student Affairs and Admissions may not approve an officer and may have them removed from position if said officer does not meet the officer criteria listed in the student handbook.

All Student organizations in tentative or approved status must adhere to the guidelines as well as the policies set forth in the Student Handbook as well as this manual.

ANNUAL RENEWAL OF ORGANIZATION RECOGNITION

The organization shall renew its charter each year by completing the **Registration Application for Student Organizations**, obtaining required signatures, and any changes to the officers, mission statement, bylaws, constitution, or advisor. **The renewal request must include a summary of accomplishments and a list of the organization's goals for the next year.**

SUSPENSION OR REVOCATION OF RECOGNITION

An organization, club, or council may be investigated by the OSAA if it is alleged that the organizations officers or individual members have violated any of the aforementioned requirements or the policies, procedures and practices of the College. Pursuant to an investigation by the OSAA, the organization and its individuals may be subject to sanctions under the individual organizations disciplinary procedures and/or the college's disciplinary procedure. Suspension or revocation of recognition as a registered organization will result in the following sanctions:

- Loss of registered student organization status
- Loss of use of college facilities for any purpose
- Loss of any of the colleges services or benefits
- Loss of ability to hold events on or off campus
- Loss of representation in the Student Organization Leadership Council
- Loss of ability to promote itself on campus
- Loss of any available funding
- Other specific restrictions as deemed by the Associate Dean for Student Affairs and Admissions

If an organization, club, or council fails to comply with city, state, or federal regulations or laws, the organization may be subject to criminal and/or civil action, and the organization and/or individual members may be subject to disciplinary action by the college. When an individual is acting as a representative of the organization, his or her actions reflect upon the reputation of the college. It follows that any act on-campus or off-campus that is considered to be inappropriate and/or any incident of misconduct that negatively affects the reputation of the college is absolutely prohibited and will be considered as grounds for disciplinary action.

An organization whose recognition has been suspended may apply to have its recognition reinstated if/when the sanctions expire.

STUDENT ORGANIZATION RESPONSIBILITIES

Student organizations, clubs, and councils are expected to work in collaboration with the OSAA, their advisor, and/or other University officials to accomplish goals and maintain CNU recognition as a registered organization. An organization that fails to comply with the policies set forth in the Student Handbook may be subject to loss of privileges and/or disciplinary action.

Organizations are required to:

- Be represented by at least 20 full-time students. These students and any others who may want to hold positions in the organization must be in good academic (3.0 GPA), financial, and disciplinary standing
- Professional organizations must have at least one faculty/staff advisor who will attend all meetings
- Hold a minimum of 2 meetings per semester
- Have at least one leader participate in the monthly Student Organization Leadership Council (SOLC) meeting to review group progress, activities, status, etc.
- Update organization registration forms with the OSAA at least once a year or more often if any changes in leadership or advisor occur
- Submit all required paperwork for starting and maintaining a recognized student organization
- Submit all required paperwork for activities and events for the organization in a timely manner
- Ensure all members submit the required pre-event and follow up paperwork to participate in activities and events

OPERATIONAL POLICIES & PROCEDURES

Activity/Event Planning Approval Process

All events must be initiated and led by student groups and their leaders. **Events may not be advertised or implemented without OSAA approval.**

In order to obtain approval for any event the student group must submit the following information to their advisor initially (if applicable), then to the OSAA:

1. Student Organization UniFORM – Ten (10) Days Prior to the Event

- a. This form is required regardless of whether the event is for the group, the college, or the University
 - b. Information that must be provided on the form includes:
 - i. A proposal describing the nature of the activity or event
 - ii. Who will benefit from the event? (The College/University, the organization, or the community)
 - iii. Proposed time and location of the event, including use of campus facilities
 - iv. Description and details, including goals of the event
 - v. A statement of whether alcohol will be available/served at the event, if so, attach a copy of the ABC license or the organization's application for the license
 - vi. A listing of who is collaborating/sponsoring and/or participating in your event
 1. All other organizations/sponsors involved
 2. Names of all preceptors/participants
 3. Names of all students involved
 4. The extent of the involvement of the public at large
 - vii. If the event is a fundraiser, please describe the amount of money your project is raising and how that money will be used to benefit your organization, the College/University, a charity or the community.
 - viii. All proposed publicity in draft format (including advertisements, flyers, handouts, etc.)
2. List all College/University organizations involved in the event
 3. If applicable, each participating student must complete, sign, and submit the **RELEASE, WAIVER AND PARTICIPATION AGREEMENT FORM** with their advisor's signature. A form may be submitted once a semester for all planned events. The events must be listed on or attached to the form
 4. Each participating student must submit an approved **EXCUSED ABSENCE REQUEST FORM** if classes will be missed
 5. ALL FORMS must be approved and signed by the Organization's advisor to be considered complete

6. Large events that require student organization collaboration must be presented to the Student Leadership Council (SOLC) by the organization's president. Additional funding may be available through the OSAA for collaborative events. The OSAA must approve the activity/event. If the proposal does not include all the items listed above it will not be considered for approval. The OSAA will notify the organizations of the approval or reason for denial for additional support/funding
7. **An Event Follow-Up Form must be submitted to the advisor and a copy to the OSAA at the conclusion of all community service events.**

Organizations will be assisted in the process of planning events and in coordinating the campus facilities by the staff in the OSAA.

The Associate Dean for Student Affairs and Admissions in collaboration with the Dean may not approve an event or override a decision when it is considered inappropriate and is found not to be in the best interest of College/University. Holding an event without approval or after being denied is prohibited and may be grounds for disciplinary action.

All monies collected at an event must be deposited as soon as possible after the event to the organization's bank account.

CO-SPONSORING FUNDRAISERS/EVENTS WITH THE OSAA

The Office of Student Affairs plans to coordinate several student life events throughout the year. Student Organizations can co-sponsor these events. Co-sponsoring allows the organization to be part of the planning process and coordination of these events. Groups will be responsible for helping to promote the event and attending. The groups name will also be included in the promotional materials. Examples of these events include: The Annual Admissions Information Session, the Career and Internship Expo, New Student Orientation, the White Coat Ceremony, and Graduation. To co-sponsor an event please contact the OSAA.

ALCOHOL

It is the policy of the College/University to provide a drug-free, healthful, safe, and secure work and educational environment. Employees and students are required and expected to report to their class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal, state or local regulations, policy, procedures, and rules, as well as legal statutes. Workplace means either on College premises, or while conducting College business away from College premises, including participating in pharmacy practice experiences.

The following is the College policy on the use or possession of alcoholic beverages by students, faculty, or staff and their respective organizations:

- 1) Students, faculty, or staff and their respective organizations may not use public or College funds for the purchase of alcoholic beverages
- 2) Student and faculty organizations may ONLY use non-public organizational funds (funds raised by the student or faculty organization and not given to them by the College or other public entity) for the purchase of alcohol. Alcoholic beverages purchased with non-public and non-College funds by student or faculty organizations may be consumed at student or faculty organization functions under the following conditions:
 - a. The student organization must obtain an ABC permit for the distribution of such alcohol;

- b. The student organization must hire a bartender, who will be the only individual permitted to distribute the alcohol at the event;
 - c. The student organization must hire a security guard to be present at all times during the event; and
 - d. All students consuming alcohol must be 21 or older, and the bartender hired by the student organization must check the identification of everyone served to confirm that they are over 21 years of age.
- 3) Events or functions involving the use of alcohol on campus premises including parking lots, is not allowed.
 - 4) Alcoholic beverages (such as kegs or cases of beer) may not be used as awards or prizes in connection with events or activities sponsored by students and their respective campus organizations, on or off campus.
 - 5) The public display of advertising or promotion of the use of alcoholic beverages in College/University publications, or in association with existing College/University events or programs, on or off campus, is prohibited. This includes banners, lighted beer/liquor signs, caps, t-shirts, beverage can coolers, and large balloon blow-ups.

A full description of the Alcohol and Chemical Dependency Policy and Abuse Referral services is listed in the Student Handbook. A copy of the Student Handbook is located on the College/University web site.

MONEY MATTERS

Student Organization Financial Assistance

Student Organizations may be eligible to receive financial assistance (when available) if they meet the responsibilities set forth in this manual. Funding allocations will vary from year to year and will be based on available funds, type of student group, and membership. Funding will be dispersed after the mandatory completion of President and Treasurer training, receipt of a list of members, and verification of approved CNU recognition of the organization, club, or council.

Funds will be distributed directly to the organization to allow the officers and faculty advisor to prepare a budget to allocate the funding received for health fairs, events, and travel expenditures for members and approved competitors in accordance with the organizations mission, goals, and support of its members, the college and the institution. Due to limited institutional funding student organizations may consider instituting a small local membership fee, fundraising activities, or corporate sponsorship to supplement monies to support the organization's events and travel needs. No additional funding will be available through the OSAA.

In order for the organization to continue to receive funding on an annual basis, the President is responsible for insuring the treasurer submits a copy of all receipts with a copy of the organization's expense or check ledger to one of the Student Affairs Coordinators in the OSAA at the end of each semester.

STUDENT TRAVEL

Student Travel Sponsorship

Student representation at local/state/and national meetings, activities, and events is encouraged by the University/College. Students must be financially responsible for all or part of the cost of travel. Current funding availability does not provide for the full travel funding of any student.

A limited amount of funding is available through the school to help assist students who have been elected by faculty or administration to represent their organization or club at approved meetings. A pre-travel authorization must be completed and submitted for approval to the OSAA prior to booking any travel. Reimbursement will be made by the Student Organization treasurer once the Pre-Travel Authorization has been approved and travel has been paid. The student organization has the right to book travel on behalf of members and pre-approved competitors. Approved

meetings are generally considered to be annual professional conferences. Other types of meetings, or travel request, must be approved by the organization's advisor and/or the Associate Dean of Student Affairs.

Student Travel Sponsorship Eligibility Criteria

- ❖ The student must be in good academic standing. **Students on academic probation or otherwise not in good academic standing will not be approved to travel on behalf of the University/College or receive funding** (see Good Academic Standing criteria)
- ❖ A full time student
- ❖ Approved Excused Absence to miss class(s), if applicable
- ❖ Ability to attend all student functions at the conference/meeting or other assignments as specified by the organization officers' and advisor

Good Standing Criteria Requirement for Travel Sponsorship

- Students must have a cumulative grade point average of at least 3.00 on a 4.00 grade scale with no current academic alert.

Student Organization Member Travel Assistance

Student organization officers, competition alternates, delegates, and members involved in non-health or other activities at professional conferences and seminars may request partial travel assistance from the student organization affiliated with the event. The requester should have a preliminary discussion with the organization president and/or faculty advisor of the organization to determine the travel assistance available to all attendees and what assistance is available to individual students. If assistance is available, the requester must submit a proposal outlining their participation and a proposed travel budget to the organization's advisor and president for consideration. The proposal will be considered and either approved with available travel funding allowance, returned for revision, or denied. The request must also be approved by the organization advisor for reimbursement of the expenses. Travel arrangements should not be made until travel assistance approval has been obtained in writing.

Student Competitor and Research Presenter Travel Assistance

A limited amount of sponsorship is available to assist elected student competitors and research presenters. Sponsorship and Excused absence pre-approval must be obtained prior to submitting research poster posters to a professional organization or entity to ensure funding is available and absence eligibility. The preapproval for sponsorship is not required if the student planned to attend and fund the conference through outside sponsorship or self-funding of expenses. Students seeking pre-approval must provide copies of all **Documents Required for Pre-Approval of Sponsorship** to the OSAA. Once pre-approval of sponsorship has been granted and if applicable the acceptance of research poster or presentation has been announced students may book travel. The travel arrangements may be made by the CNU student organization officers affiliated with the professional conference. The student may be required to arrange and pay for travel if this option is unavailable. The travel fees paid will be reimbursed by the organization treasurer. **Documents Required for Sponsorship Reimbursement** for travel fees must be submitted with actual receipts showing payment to the treasurer. Reservation acknowledgement is not acceptable as a payment receipt.

Documents Required for Pre-Approval of Sponsorship

1. A completed Pre-travel Authorization Form
2. A copy of the proposed research poster, organization advisor letter acknowledging the winners of a competition to represent CNUCOP, or a letter from a faculty member or research advisor acknowledging your participation in research or other podium presentation
3. Conference dates and lowest estimated travel expenses. The travel expenses are limited to the cost of the student conference fee, two – three nights lodging, and transportation to and from the conference

4. Approved Excuse Absence form (See Excused Absence Policy)

Documents Required for Sponsorship Reimbursement

1. Acceptance of a poster, presentation, or research presentation and contact information of the professional organization approver; or a professional organization's acknowledgement of your participation in a patient consultation competition or other health related competition with contact information.
2. An approved Student Travel Reimbursement form
3. Payment Receipts
4. Approved Excuse Absence form (See Excused Absence Policy)
5. Approved Pre-Travel Authorization Form
6. A signed **Release Waiver and Participation Agreement** located at <http://pharmacy.cnsu.edu/shareddocs/studorganization/Waiver.pdf>

Student Travel Forms

Student travel forms and an electronic version of the Student Organization Manual can be obtained on the web site at <http://pharmacy.cnsu.edu/home/shareddocs/studorganization/StudentOrganizationManual.pdf>.

The forms must be filled out completely and include required signatures.

Falsification of Travel Documents or Receipts

Students who receive any travel funding from the school in advance and do not attend the meeting, for any reason, must notify their advisor or the OSAA. Any funding received must be returned to the school immediately. Students who knowingly submit falsified documentation for receipts or request reimbursement for travel that has been reimbursed or provided for by the professional organization or the student organization will be in violation of the Honor Code and will be subject to a review of the circumstances by the Professional and Academic Standards Committee (PASC).

Travel Sponsorship Funding Limits

The organization treasurer or staff in the Office of Student Affairs will review request for airfare to insure the Student organization's funding is used to help as many students as possible to obtain travel assistance. As such, the treasurer may arrange lower cost individual or group travel than stated below.

Airfare - Sponsorship Funding Limits

Lowest Available Airfare or:

\$200 Within California

\$200 Western U.S.

\$400 Other states

Mileage Reimbursement - Sponsorship Funding Limits

.565 per mile (for travel within a 100 mile radius of the campus – carpool of 2 or more)

.565 per mile (for travel within 400 mile radius of the campus – carpool of 4 or more)

Mileage will not be reimbursed for individual travel unless the event includes only one student representative.

In cases where airfare is a consideration for travel to an approved event, the student will be reimbursed the lesser of the cost of per mile reimbursement or cost of air travel. The school does not reimburse the cost of gasoline.

Lodging - Reimbursement for lodging will not be made for more than the cost of the room.

Lowest Room Rate Available to a **maximum of \$150** (shared room triple or quadruple occupancy).

Student Travel Reimbursement

Pre-approved travel paid for by the student will be reimbursed by the student organization treasurer. The reimbursement is usually available within 7-14 days after the receipt of an approved Student Travel Reimbursement form and all receipts showing **payment** for the expense.

Bank Accounts

Recognized organizations have the ability to open a bank account for the group under the Associated Students of California Northstate University account. The organization Treasurer will have primary responsibility for the organization's balance sheet, paying bills, collection of receipts, the expense journal, and reimbursement of expenses to members. The treasurer must work with the faculty advisor and president of the organization to determine and approve expenses. The Associate Dean for Student Affairs and Admissions has bank account oversight for all the organizations affiliated with the Associated Students of California Northstate University Association. Bank accounts for the organizations are viewed throughout the year to insure funding used in accordance with approved policy.

The College/University policy forbids college/University funded student groups to open or maintain a separate bank account of any type with College/University funds. The only exception to this policy is non-College/University funded fraternities. These fraternal organizations are required by the national organization to keep a separate bank account, use the parent organizations tax ID number, and file taxes with the national group. All other student organization accounts must be a sub account through the existing non-profit Associated Students of California Northstate University bank account. This allows the organization to obtain checks with the College/University title as well as the organization's title. The account will reside with the group and the school from year to year. Student organizations are forbidden to file for an Employer Identification Number (EIN) with the federal government as a separate organization.

Cash Handling

If a student group and its members handle cash money at an event the group must use a cash box and have two individuals responsible for handling the cash. All money should be counted and deposited immediately after the event in the organization's bank account.

Charging Admission

If an organization is charging admission fees for events, the fee must be established at the time approval is requested for the event.

Contracts

Students are not permitted to sign contracts unless prior approval has been obtained from the OSAA. If approval is obtained only the highest ranking officer will be permitted to act on the organizations behalf. In most instances the OSAA should be the responsible party and should sign the contract on behalf of the organization as the schools authorized agent. Before signing a contract, the president of the organization must be certain that the organization has voted to authorize the contract to be signed and that there is complete understanding of the terms of the contract (the president must know and understand what he or she and the other party are agreeing to do). The president's signature on an agreement means that the President (person signing the contract) could be held personally liable for any legal or financial issues which may arise.

Before signing a facility contract, officers should make certain that the reservation for the facility has been confirmed. Never commit yourself, the organization, or the College/University to a contract until it is in writing.

Verbal contracts can be legally binding. Do not pay for services before they are received. Do not pay for services with cash or a personal check or personal credit card; request to be billed or request a check from the treasurer of the organization, or school, at least two weeks in advance. An individual or organization that enters into unauthorized contracts may be personally responsible legally or financially for the contracts or any damages that may arise.

Student groups must consult with their advisor and the OSAA before engaging in any agreements or plans for sales, fundraisers or commercial/corporate sponsorships using the event planning procedure. The College/University resources support its mission and goals. The College's assets must be used for these purposes, and not for the personal gain of individuals' or outside parties' use that do not further the College/University objectives.

EMERGENCY PROCEDURES

In the event of an emergency please contact 9-1-1. You may reference the Student Handbook College safety manual for details regarding emergencies for more information.

FUNDRAISING

Students and student groups are not permitted to solicit College/University preceptors, board members, pharmacy recruiters, or local businesses for money or in-kind contributions without express written approval from the organization's advisor and the Assistant Dean of Student Affairs & Admissions. A student or student organizations wishing to solicit College preceptors, board members, or local businesses must present a written proposal to the Dean or Director of Experiential Education for approval. The proposal should include the following:

1. The student or organization wishing to solicit contributions
2. The purpose of the solicitation – how the contribution will be used
3. The fundraising goal – how much money or what quantities of in-kind items are desired
4. A proposed list of individuals, businesses and preceptors the student organization intends to contact;

Student organizations may hold their own events or activities to raise money for their organization. However, such events or activities must be approved through the OSAA. The Event Approval Process is outlined above and through the Office of Student Affairs & Admissions.

STUDENT ORGANIZATION OFFICER ELIGIBILITY REQUIREMENTS

To ensure CNUCOP students maintain a strong academic focus throughout the pharmacy program, students interested in running for an officer position within a student organization, fraternity, or club must meet the minimum eligibility requirements described below.

1. Students interested in being elected for a student organization officer position must have a cumulative GPA of at least a 3.0 on a 4.0 grade scale (based on previous semester's final grade report). Students interested in being elected for two student organization officer positions must have a cumulative GPA of at least a 3.25 on a 4.0 scale.
 - a. Students are not permitted to hold more than 2 officer positions.
 - b. Students elected as president or vice president of an organization cannot serve as president or vice president of another organization.
 - c. Students elected as treasurer of an organization cannot serve as a treasurer of another organization.
2. The student must be in good financial standing with the College and University.
3. The student must not be on academic probation.

4. The student must not have any conduct violations (e.g. honor code violations or professionalism issues) within the past 12 months.
5. **The Officer Position Request** (*available on the web site*) form must be completed for students planning to run for two officer positions or for students who have already been elected for an officer position but intend to run for an additional officer position.

Students interested in running for an officer position must notify the president of the organization of his or her intent to run for an officer position. The president of each organization will then compile a list of students interested in running for officer positions, along with the student officer position of interest. This list will then be sent to the Assistant Dean of Student Affairs and the Student Affairs Coordinator no later than one week prior to the election. The Office of Student Affairs and the Office of Academic Affairs will review each student's academic standing and professionalism records. The Office of Student Affairs will then provide an updated list of students eligible to run for an officer position to the president of the organization. Students deemed ineligible to run for an officer position will receive an email notification by the Office of Student Affairs.

Elected student officers must remain in good academic standing (cumulative minimum of GPA of 3.0 if one officer position and 3.25 if two officer positions) during their term as an officer(s). Students receiving greater than one academic alert in a single semester will be placed on student officer probation (SOP). During this time, student involvement in organization activities may be restricted by the Office of Student Affairs and/or Academic Affairs and the student may be at risk of being removed from his or her officer position if the student continues to experience academic difficulties, as evidenced by additional academic alerts. Students may be removed from probation upon improvement in the course that triggered the academic alerts, based on subsequent exam scores.

For students interested in running for an officer position that does not typically require a substantial time commitment to fulfill the duties of the position, an appeal can be submitted to both myself and Dr. Hassell via email describing the officer position of interest, the expected time commitment and duties of the position, and an explanation as to how you plan to improve your academic standing while holding the officer position. Please submit the email no later than 3 days prior to the election. Student appeals will be reviewed on a case by case basis and the Office of Student Affairs will notify you of the status of your appeal.

HAZING

Hazing is strictly prohibited by College/University. No individual, student organization, club, council or any other College/University-affiliated group shall plan, engage in or condone hazing activities on or off campus property. Hazing, means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or other College/University affiliated group regardless of whether the student or students are endangered or injured participated voluntarily in the relevant activity.

Please refer to the Student Handbook for additional information regarding this policy and consequences for violation of the policy.

HEALTH FAIR TOOLKIT

Student organization may find the *Montana Rural Health Initiative Health Fair Tool Kit* as a helpful resource for planning health initiatives, health fairs, and events focused on improving the health of the population in our community: <http://montanaruralhealthinitiative.info/wp-content/uploads/2014/03/ToolkitPDF.pdf>

HIGH RISK EVENTS

For liability reasons, the College/University does not permit high risk activities, such as white water rafting, sky-diving, rock climbing or outdoor survival courses to be sponsored by the College/University, groups or organizations. Organizations must consult with the OSAA when large, unusual or potentially risky events are planned. In organizing such events the planner of the event may assume responsibility for the safety of participants and may be held personally liable in the case of accidents.

PARTISAN POLITICAL ACTIVITIES

The College/University prohibits the use of its resources and facilities for support of partisan political activities, including but not limited to using a student organization to endorse a candidate, payment of fees to a candidate, on-campus soliciting of funds for a candidate or otherwise campaigning for a candidate. These limitations in no way inhibit the expression of personal political views by an individual in the College community. All CNUCOP students are approved to participate in legislature day in affiliation with CPhA and CSHP.

PUBLICITY

Use of College/University Name and Logos

Use of the College/University name and Logos by recognized student groups are permitted to request the use of the name and logos to identify the group as affiliated with the College.

The College/University monitors and controls all uses of its name, nicknames, and logos, including the California Northstate University College of Pharmacy name and logo, which is owned by the University. In order to protect the use of the names and logos, student organizations must follow the guidelines below:

- Groups may not use the College/University name or logos for commercial activities or to register as the name of a charitable tax-exempt organization
- All designs must be approved by the OSAA prior to using the name or logos, including the California Northstate University College of Pharmacy name and logo or other trade or service marks on merchandise, including but not limited to shirts, bumper stickers, cups, etc. A written request with sample must be submitted for approval with a UniFORM.

Use of Banners, Posters, and Flyers

All proposed publicity materials for an event must be submitted for approval through the event planning process including all proposed flyers, newspaper advertisements, press releases, flyers, posters, and banners. Organizations must abide by the following policies:

- All promotional or publicity materials must clearly state the sponsoring student organization
- Advertising for an event is prohibited prior to approval of the event
- Promotional materials may not promote alcohol as the focus of the event; such materials will not be approved
- Promotional materials may not be hung on building walls, doors, trees, trash cans or paved surfaces on campus
- Promotional materials may be hung on bulletin boards in the student lounge or designated classrooms, and the Electronic Bulletin Board in the lobby areas
- Materials posted in inappropriate places or materials left up after the event will be removed and the sponsoring organization may be subject to disciplinary action including being charged for the removal cost, if any

- Student organizations may request to have their event announced or covered after the fact in the College/University newsletter or the school's web site. Such requests must be made to the OSAA in writing and contain the proposed material to be included and be made fourteen (14) days in advance
- No outside vendors or agencies may post flyers or posters at College/University facilities unless they have scheduled the use of the facilities

SCHEDULING MEETING ROOMS/FACILITIES

Use of campus facilities must be scheduled through classroomroomrequest@cnsu.edu. Use of facilities should be described in the event planning submission required for event approval. Forms for scheduling facilities may be found on the website at www.cnsu.edu under the Student Affairs tab. Scheduling facilities may be updated or revised periodically, please seek advisement from the Office of Student Affairs for assistance with the current scheduling procedures.

STATEMENT OF NON-DISCRIMINATION

All recognized student organizations will abide by the College/University Non-Discrimination Policy, which states: The College/University does not discriminate on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, sexual orientation, or veteran's status. Failure to abide by this policy may result in disciplinary action, including but not limited to loss of College recognition or dismissal of students involved.

Some organizations (i.e. Fraternities) under Title IX and Title VII of the United States Code and section 501 of the Internal Revenue Code may be exempt from the mandates against gender discrimination and/or religious interpretation.

STUDENT EVENT CALENDAR

The OSAA in collaboration with the school's student government (SBC), and the Student Organization Leadership Council (SOLC) will update and maintain a master student organization and event calendar on ASAP. Student organizations should submit all events with dates and times to the SBC/OSAA for posting. It is the responsibility of each organization to submit their event dates in a timely manner.

STUDENT ORGANIZATION WEB PAGES

One of the benefits available to recognized organizations is the hosting of web pages for student organizations through the College/University web site. If a student organization is interested posting the information about the organization on the College/University, the president of the organization should make a written request to the SBC and OSAA. The organizations must comply with all policies regarding use of the College website. Failure to do so may result in disciplinary action up to and including loss of recognition or dismissal of individual students. Recognized student organizations shall not have web pages independent of the web page or the national organization to which the organization is affiliated.

The following is a list of information that should be included on each student organization web site:

- The name of the College/University and the full name of the organization (acronyms may be identified)
- Description of the organization's mission
- List of the organization's goals and what it hopes to accomplish
- List of officers and the organization's faculty advisor
- Description of how a student may become a member of the organization

- List of scheduled meetings to include dates, times and locations
- Photos and organization/member highlights
- List of scheduled and approved activities and events

WORKING WITH YOUR ADVISOR AND THE Office of Student Affairs (OSAA)

Every professional organization must have a full-time faculty or staff advisor to become a recognized student organization and to maintain recognized student organization registration status.

Student Organization Leadership

The purpose of a “Student Organization” is to provide a unified emphasis of the entities main focus to its “student” members, thus the leadership and operation of the organization must led by the students. The primary function of the advisor is to serve as a resource person for the organization leaders.

Role of the Student Organization Advisor

Advisors will counsel and advise the organizations and also provide continuity for an organization as they pass along valuable information regarding the history of the organization and its past accomplishments. An active advisor can improve the effectiveness of an organization while assisting in the positive development of the students. Advisors are should make every attempt to attend all meetings and are required to attend major events and if applicable the professional organization conference with the organization’s members.

Role of the Office of Student Affairs

The Office of Student Affairs role is to provide student and organization support, services, and assistance on behalf of the College/University. The office maintains all organization records, compliance with student organization and club policies, approval of funding, copies of Uniforms, annual registration documents, historical information such as photos, and works very closely with the SBC and SOLC to insure all organizations receive support and assistance on and off campus.

It is important for organization officers to maintain open communication with their Advisor and the OSAA. They will provide you with valuable information concerning College/University policies and procedures that may affect the operation of your organization and provide outstanding assistance for the success of your organization!