

Cal Poly Pomona

Student Club & Organization Guidebook

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# Introduction

The Bronco Leadership Center’s (BLC) mission is to empower students toward success through leadership development, and diversity enrichment; it is with this vision in mind that we are excited in your interest in student organizations!

Recognizing that student involvement is part of the holistic college experience, we seek ways to create innovative learning-centered opportunities to develop students into global leaders. We recognize that student organizations lead to the enrichment of our campus community and culture. We are here to assist in creating and providing support for leadership development, campus pride, activism, public service, and social and cultural interaction. As a Cal Poly Pomona student, you can help shape our university's growth through your investment in a wide variety of opportunities.

Involvement in campus life through clubs and organizations is a great way to connect to the university, build leadership skills, meet people, and have fun! Aside from what you are giving back to the campus, there are many personal benefits of being involved:

* Ease the transition from one school to another.
* Involved students are more likely to graduate.
* Involved students feel more connected to the university, the campus, and other students and are more familiar with the events and resources available through the university.
* Involvement gives a sense of ownership, pride, and investment, resulting in students reporting higher satisfaction levels with their college experience.
* Being involved encourages and advances your development on all levels: intellectual, cultural, spiritual, and social.
* You will gain knowledge, skills, and experiences in leadership, communication, problem-solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
* Involvement can be used to help build your resume through the work and experiences you gain through leadership development and extracurricular and co-curricular activities.

Whether you want to join or create an organization on campus, the Bronco Leadership Center is here to help. Every student is encouraged to participate in activities and find a place to belong. We strongly believe that all student organizations exemplify respect and inclusion in all organization events and activities. As a representative of your club or organization, you represent Cal Poly Pomona. Please review and take note of the guidelines and policies in this handbook. Feel free to consult our office for clarification, guidance, and advice anytime. We encourage and welcome feedback on this guidebook and all programs and services offered by our office.

# About This Guidebook

The BLC created this Student Organization Guidebook (herein referred to as the “Guidebook”) as a reference tool and introduction to the many resources and services available to registered student organizations at CPP, as well as policies that impact your organization. Please review the materials provided in this guidebook and share this information with members of your organization.

The Guidebook…

* Provides information regarding university policies and procedures that include registering your organization, using campus facilities and services, rights and responsibilities of student organizations, and university recognition of registered organizations.
* It is intended to assist individuals and groups function at a maximum level within the University community.
* Provides student groups and individuals with a summary of university regulations that affect activities and student organizations' rights and privileges.
* Outlines the established working relationship with the BLC and student organizations and individuals in scheduling events, granting recognition to student organizations, and using the campus facilities.

While this guidebook is intended to be a summary of matters of interest to student organizations, please be aware that:

* This guidebook is not a complete statement of all procedures, policies and regulations of CPP and the CSU system.
* CPP reserves the right to change, without notice, any procedures, policies and programs that appear in the guidebook.
* Compliance with policies related to student organizations may be reviewed at any time during the year by staff.
* The various colleges, schools and departments of CPP may have additional procedures and policies that apply to student organizations.

This Guidebook is published by the BLC. Should you have any questions regarding the information provided in the Guidebook, please feel free to contact the BLC. Our office is in Building 26, room 124, or call us at (909) 869-2841.

# Changes in this Edition

This version is a major overhaul from past handbooks. We renamed it the guidebook. We’ve added sections. We have removed sections that reference other documents and instead provided links to those documents’ websites. We have added policies, updated the individual policy sections, and enhanced them with Dos and Don'ts. We added guidelines for reporting. Financial policies around deposits and requirements around reporting fiscal improprieties have been outlined. We revamped the club and organization registration process. We also revamped the club and organization registration process to a standardized calendar.

While we aim to have the most up-to-date information, the manual was last updated in July 2024. Please remember that the campus is continuously growing to benefit students, so we encourage individuals to refer to the departments for further information that may not be covered in the guidebook. When a new version of the guidebook is published, all student organization leaders and campus partners that interact with clubs and organizations will be notified by the Bronco Leadership Center.

# The Bronco Leadership Center (BLC)

The BLC, a department within the Division of Student Affairs, is concerned with the total development of students. Its primary purpose is to enhance the quality of campus life through co-curricular activities. The staff members of the BLC believe that people learn by doing. Through involvement in co-curricular activities, students can practice what they learn in the formal academic setting and develop effective communication and leadership skills. Venturing into activities beyond the classroom allows students to grow personally and professionally, thus completing their total educational experience.

Cal Poly Pomona’s co-curricular program is strengthened by over 300 registered clubs and organizations, including fraternities and sororities, multi-ethnic, religious, and international organizations, and departmental and sports clubs. New organizations are formed as student interests change and evolve. A current listing of clubs and organizations, including brief descriptions and current officers, is available on myBAR.

For clarification purposes, the BLC is part of Student Affairs, the Student Experience cluster within Student Affairs, and is NOT part of Associated Students, Inc. (ASI, Inc.), the Bronco Student Center (BSC), or the Bronco Recreation and Intramural Complex (BRIC). The BLC is located in building 26 room 24 (Old Stables) and our contact information is leadership@cpp.edu and (909) 869-2841.

#### Clubs & Organizations

Cal Poly Pomona offers various clubs and organizations for students to explore and find their interests. [We are here to assist the transition of new](https://www.cpp.edu/sels/for-students/fsl.shtml) student leaders, renew club registration, as well as encouraging students to take initiative and start a new organization themselves.

#### Event Scheduling

The BLC has primary responsibility of scheduling clubs and organizations into academic spaces. We also do all outdoor scheduling for the entire campus. Whether you are planning a banquet, inviting an external business, or holding a conference, come to us first so that we can help guide you through the process.

#### Fraternity Sorority Life

The primary mission of Fraternity Sorority life is to provide support and education for the betterment of the students in the Fraternity/Sorority community of Cal Poly Pomona.

**myBAR**

My Bronco Activity Record (myBAR) is a program designed to keep track of your club membership(s), leadership role(s), awards earned, campus employment, and involvement while enrolled at Cal Poly Pomona. Use your myBAR co-curricular transcript to prepare your resume and apply for internship opportunities, graduate school, awards, scholarships, and more.

#### PolyStrengths

#### You bring your unique experience, culture, and other values with you wherever you go. The PolyStrengths assessment tells you what you are inherently good at, allowing you to focus on your top five strengths in college and throughout your future career. It's an essential step to empower you to apply your talents, build better relationships, and achieve your goals as a leader. Students admitted in the Fall of 2024 have access to taking the PolyStrengths assessment by going to [our website](https://www.cpp.edu/polystrengths). After taking the free, short assessment, you'll get access to your: Strengths for Students report, Strengths Insight Guide, and more

# Clubs & Organizations

## Benefits Of Recognized Organizations

All student organizations must be registered and in “good standing” with the University for the following privileges:

* To maintain University recognition.
* To use the University name as permitted.
* To use campus services, facilities, and grounds.
* To travel as a recognized student organization.
* To apply for Associated Students, Incorporated (ASI) budget allocations.
* To have a club and organization account at ASI.
* To have a representative vote on a coordinating council (if applicable).

After the registration process, to continue “good standing,” the organization must:

* Maintain an up-to-date myBAR roster with a listed President, Treasurer, Scheduler, Advisor, and all current members.
* Attend meetings at the request of the Vice President of Student Affairs and Dean of Students or designee, or the Director of Student Engagement, Leadership and Success.
* Participate in any mandatory ongoing non-elective Club and Organization Registration & Education training.

If a student organization fails to register by September 30, the organization is considered “inactive” and will lose the privileges listed above.

Student organizations “not in good standing” may register between November 1 and February 15 to obtain the privileges above for spring semester participation.

* Recognition does not imply that Cal Poly Pomona approves of, supervises, sanctions, or takes responsibility for the organization's actions and activities.
* The University does not encourage nor condone illegal or dangerous activities, and individuals involving themselves in student organizations do so at their own risk.
* Recognized groups are expected to adhere to this policy document, all other policies of the University, all Trustee policies, and federal, state and local laws.
* In addition, organizations must conduct their activities in keeping with the mission of the University.
* Only students enrolled at the CSU campus may vote on issues that come before the student organization.

## Membership

According to the CSU Student Activities Policy, [Executive Order 1068,](https://calstate.policystat.com/policy/10170470/latest) official recognition of a student organization requires

* At least five (5) CSU students enrolled in at least one class.
* A maximum of twenty percent of the members of a student organization may be individuals who are not CSU students, e.g., community members or students at other colleges.

## Qualifications For Student Office Holders

Given the representative, fiduciary, legal, and other long-range policy-making responsibilities and influence of student officeholders, the CSU policy is that such persons must demonstrate a reasonable degree of academic involvement and achievement. All student officers (President, Treasurers, and Schedulers) must:

* Be enrolled and in good standing at the university.
* Maintain a 2.0 grade point average (GPA) each semester and cumulatively.
* Be in good standing with the University.
	+ Not be under academic, administrative, or disciplinary probation.
* Undergraduates must be enrolled and maintain at least 6 semester units per term.
* Graduate students must be enrolled and maintain at least 3 semester units per term.

## Advisors

Each club/organization must have an on-campus advisor. The on-campus advisor must be a faculty or staff member at Cal Poly Pomona. Advisors must inform their supervisor of their acceptance of this role.

# Administrative Requirements

## Continuing Club Registration

Clubs and Organizations are required to register annually. Organizations can register from April to early September for the Fall Semester and November to early February for the Spring Semester. There are five steps to the process and one additional step after you have completed registration.

1. Registration Proposal – Available April 15 – June 31.
	1. The incoming President of the organization submits this very first step. On this form you identify the President, Treasurer, Scheduler, and on-campus Advisor.
		1. President, Treasurer, and Scheduler must meet minimum officer eligibility according to Executive Order 1068 (see EO 1068 section below).
		2. Note that your President and Treasurer must be two different people.
2. Complete Required Online or in-person Sessions – Available May – September.
	1. The President, Treasurer, and Scheduler must all attend a required sessions to help you get ready to lead an organization.
	2. Students - Complete the required sessions
		1. Each position will have specific modules to finish including a short quiz at the end of each session.
			1. President – 5 Sessions
				1. President
				2. Finance
				3. Policy, Ethics, and Transparency
				4. Running an Effective Meeting
				5. Events
			2. Treasurer – 4 Sessions
				1. Finance
				2. Policy, Ethics, and Transparency
				3. Running an Effective Meeting
				4. Events
			3. Scheduler – 3 Sessions
				1. Policy, Ethics, and Transparency
				2. Running an Effective Meeting
				3. Events
		2. The end of the “Policy, Ethics, and Transparency” session includes a policy acknowledgement.
	3. On-campus Advisor – Complete the Advisor session
		1. Complete the advisor session
		2. The end of the advisor session includes a Advisor Acknowledgement Form
3. Registration Submission – Available after step 3 is complete. Due: September 15 11:59 p.m.
	1. Submitted by President: Registration opens on certain days for you to submit your formal application for registration.
		1. Submit bylaws.
		2. Identify your board members, Treasurer and Scheduler.
		3. Identity two other general members.
		4. Identify your on-campus advisor.

You will not receive any club/organization privileges (e.g., funding, ability to schedule on- campus space, etc.) until your club/organization is fully registered.

After the registration process, to continue “good standing,” the organization must:

* Maintain an up-to-date myBAR roster with a listed President, Treasurer, Scheduler, Advisor, and all current members.
* Attend meetings at the request of the organization on-campus advisor, Vice President of Student Affairs and Dean of Students or designee, or the Director of the BLC.
* Participate in any mandatory ongoing non-elective Club and Organization Registration & Education training.

If a student organization fails to register by September 30, the organization is considered “inactive” and will lose the privileges listed above.

Student organizations “inactive” may look for the registration process that begins November 1 and February 15 to obtain the privileges above for spring semester participation.

## Bylaws Template

All student organizations are required to have a current constitution or bylaws on file with the BLC (submitted during Registration Submission) and adhere to said document. Each time the organization applies for registration, the organization must renew recognition with the BLC to be eligible for privileges such as reserving space on campus and applying for funding. You must reupload your bylaws or constitution.

Bylaws/constitution template is available on the [Club Resources page (cpp.edu).](https://www.cpp.edu/sels/for-students/clubs-orgs-content/resources.shtml)

## myBAR (My Bronco Activity Record)

CPP's online club registration and membership management platform is located at <https://mybar.cpp.edu>. President: Ensure your organization's myBAR roster correctly lists your treasurer (so they can access services at ASI Financial Services), scheduler (so they can access 25Live), and advisor (so they can approve certain items). Also, ensure that your roster is up-to-date.

## Room Reservations

Organizations can access some venues for no rental fees, such as classrooms, lecture halls, outdoor spaces, and other campus conference rooms and facilities. Although using a room for most of these spaces is free, some areas of the campus come with fees for extra services, materials, and labor costs. Your scheduler can look for spaces and request events on [25Live (25live.collegenet.com)](https://25live.collegenet.com/pro/cpp#!/home/dash).

**Student Organization Status Benefits**

This section describes the levels of privileges and services offered by different status levels. Please refer to the Student Clubs and Organization Conduct section of this guidebook for the full list of statuses.

**Good Standing**

Organizations who meet the Organization Requirements, complete the Organization Recognition Process and maintain compliance with campus policy receive all the benefits of university recognition.

These include:

• Assistance from the BLC.

• Use of University and University Auxiliary organizations, facilities, services and resources according to established policies, including the use of a student organization mailbox.

• Participation in University activities and programs.

• Eligibility for ASI funding in compliance with the ASI fiscal policy.

**Suspension**

Organizations on suspension can no longer make room reservation requests or apply for campus funding. While on suspension, existing room reservations and funding will not be cancelled.

Some of the reasons a club will be placed on suspended status are:

• The organization has ineligible officers.

• The organization is under investigation for student organization conduct issues.

**Separation from the University**

Organizations are no longer recognized by the BLC do not have access to any of the benefits of recognition which are outlined in this guidebook. Questions about separation should be directed to the BLC.

Some of the reasons a club may not be recognized are:

• The organization failed to complete the renewal process. To be recognized, organizations must follow the process to return from “inactive” status.

• The organization lost recognition due to student organization conduct issues.

# Financial Requirements

Student organizations are required to deposit and expend all funds collected on behalf of the student organization in an Agency account through the Associated Students, Inc. at Cal Poly Pomona. Student organizations which are registered with the Bronco Leadership Center (BLC) and are in good standing are eligible to open and maintain an Agency Fund Account (AFA) in ASI Financial Services. AFAs are non-interest earning accounts.

Funds that are held in Agency accounts include membership dues and fees, prizes/awards from competitions, and fundraising income, including monies generated through food sales, item sales, ticket charges for University-approved programs, revenue from University approved volunteer activities and similar means. Student organization funds may not be raised through the sale of alcohol or tobacco products.

Monies collected in the name of the student organization must be maintained in an ASI Agency fund. **Cal Poly Pomona does not allow student organizations to maintain off-campus bank accounts, which includes electronic fund transfer applications like Venmo, PayPal, and Zelle.** These platforms currently require the account to be linked to the account holders bank account, they are considered off-campus bank accounts. At no time shall a student organization deposit funds into an unauthorized bank account. Student organization bank accounts cannot be used to hold funds on behalf of other student organizations. Funds may be held by a student organization on behalf of another external organization only on a temporary basis, in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization.

* For example, a student organization has a fundraiser for the American Red Cross where funds will temporarily remain in the student organization’s bank account until the net proceeds from the event are reconciled and a check request is submitted to remit the funds to the Red Cross.

## Deposits and Expenditures

Upon submission of cash and checks, the appointed Treasurer shall issue a cash receipt to the payee, identifying the payee’s name, date of receipt, payment type and reason for payment identified. Copies of these cash receipts shall be given with the deposit to ASI Financial Services with the deposit documentation for the agency account. Deposits of cash or checks from club members shall be deposited into the agency account within five (5) days from collection. Deposits may be made into established ASI accounts without current registration forms to meet the five-day requirement, however funds cannot be withdrawn or expended from the account without the completion of registration forms.

All agency account holders are required to comply with prescribed cash handling policy & procedures. Any violation of these cash handling policy & procedures shall be reported to the University and potentially jeopardize the registration status of the student organization or have the students involved subject to disciplinary action, as appropriate.

All disbursements from Agency Accounts must comply with the purpose(s) indicated on the Application and comply with ASI, University and CSU policies. Funds may not be used for faculty and staff salary & fringe benefit expenses, hazing activities or for the purchase of alcohol, tobacco, or other such items that violate the University and auxiliary policies. All invoices shall be paid no later than the terms of the invoice. ASI reserves the right to deny requests for expenditures that are not consistent with the purpose(s) for which the account was established and are not in compliance with ASI, University and CSU policies.

You can find the complete [Smart Spending Manual](https://asi.cpp.edu/wp-content/uploads/2024/02/Smart-Spending-Manual-2023-24-V.2-1.pdf) on the [ASI Financial Services](https://asi.cpp.edu/services/club-services/finance-support/) webpage.

## Bank Accounts

Student organizations that are required through national affiliation or by affiliated local organizations with a separate 501(c)(3) status to hold an off-campus bank account may do so with approval of the Vice President for Administrative Services (or designee). **Electronic payment methods such as, but not limited to, Venmo, PayPal, and Zelle, are considered to be off-campus bank accounts.**

For more information on policy requirements, read the Administration of Student Organization Funds [full policy text (calstate.policystat.com)](https://calstate.policystat.com/policy/15008510/latest).

Questions regarding the requirements and approval process can be directed to leadership@cpp.edu. The forms identified below can also be found at the [Bronco Leadership Center’s Website (cpp.edu).](https://www.cpp.edu/blc)

 **Requesting an Exemption**

* To request approval to for an off-campus bank account the student organization President or Treasurer must submit the CPP Student Organization Banking Exemption Request form by the posted deadline and provide the following documents to the BLC. Completed packets will be submitted by the BLC to the Vice President and CFO of Administration & Finance’s Office. The packet shall include:
* A letter from the national or local affiliated organization specifying the requirement or mandate for the student organization to bank off-campus. The affiliated organization must use the following bank exemption letter template.
* A copy of the affiliate’s current and completed Form 990.
* If the affiliated organization has 501(c)(3) status but is not required to submit to the IRS a Form 990, the student organization can submit the affiliate’s Form W-9.
* Use this email template to contact the affiliate organization to request a copy of Form 990 or Form W9.
* Approval is provided at the discretion of the Vice President and CFO of Administration & Finance.

**Upon Approval**

* The Clubs and Orgs Coordinator shall maintain a list of all approved exemptions annually and ASI will have access to the approved list for the most up to date information.
* Approvals are good for 1 academic year.
* Incomplete submissions will NOT be considered.

**Training Requirement**

The President and Treasurer for student organizations that have applied for approval to bank off campus, must complete the Off-Campus Bank Account training as part of the application process.

For student organizations previously approved to bank off campus, the President and Treasurer is required to complete the training annually while the account is open.

# Other Resources

You can find a complete list of resources on the [Club Resources page (cpp.edu).](https://www.cpp.edu/sels/for-students/clubs-orgs-content/resources.shtml)

## Funding

Some organizations can apply for funding to conduct organization business. ASI Financial Services holds the accounts for all clubs on campus. Please visit the [ASI Financial Services site (asi.cpp.edu)](https://asi.cpp.edu/services/club-services/finance-support/) for more information and related paperwork.

## Workshops

The BLC is the place to find resources on various organizational effectiveness and leadership areas, including workshops and discussion groups.

## Changing Officers

A change of Treasurer, President, or Scheduler may happen within an organization during the academic year. Bronco Leadership Center provides a “Change the Board” process to facilitate changes in the roles of President, Treasurer, Scheduler, and Advisor. President: once your new board member completes their Core Leader Canvas module, and signs the policy acknowledgement, update their myBAR roster and [ASI financial forms (asi.cpp.edu)](https://asi.cpp.edu/services/club-services/finance-support/club-forms/).

## Changing Organization Name

Organizations seeking to change their name should do so during the annual club/organization registration. The department will then review the request to ensure the newly proposed name does not exist and abides by university policy.

## Mailbox

All registered clubs and organizations can have official club business mail sent to the BLC (Bldg. 26). Mail should be checked periodically.

All mail and packages OTHER than checks should be mailed to:

[Your Club Name]

Bronco Leadership Center

3801 W. Temple Ave

Pomona, CA 91768

Any checks should be mailed to:

[Your Club Name]

P.O. Box 3121

Pomona, CA 91768

## Insurance: Club Sponsored Events (Club Liability Insurance Program (CLIP))

Club-sponsored events are considered "independent activities" and are not covered by any existing campus insurance policy. Unless the club purchases insurance for a specified activity or event, there is no coverage.

On-Campus Events: Special Event insurance can be purchased for on-campus events. The BLC, in collaboration with Risk Management, will determine if you need event insurance.

If an event is open to the general public (non-Cal Poly Pomona students), in most cases Special Event Insurance must be purchased by the club. When requesting insurance coverage for on-campus or off-campus events, please refer to [www.csuma.org](http://www.csuma.org/) for general information, additional insured and coverage requirements. If you need assistance, please do not hesitate to contact [University Risk Management (cpp.edu)](http://www.cpp.edu/~rms/) or look at their [Student Organizations and Clubs FAQs (cpp.edu).](https://www.cpp.edu/rms/risk-management-programs/student-clubs.shtml)

**Time, Place and Manner (TPM) Policy**

This policy concerns the time, place, and manner restrictions for freedom of expression activities, commercial transactions and solicitation, non-commercial transactions and solicitation, amplified sound, and posting or chalking. Please refer to [Use of University Buildings, Facilities, and Grounds (cpp.edu) for detailed information about the regulations.](https://www.cpp.edu/groundspolicy/index.shtml)

# Advisors

Since its inception, Cal Poly Pomona has recognized the significant learning that takes place outside the formal classroom. Over 200 faculty and staff volunteer to serve as advisors for clubs and organizations each year.

Advisors are experienced faculty and staff members who formally mentor student leaders and connect students who share similar passions and interests through a student club experience. Advisors serve as a bridge between the university and student organizations. Advisors play an active role in guiding and developing students, connecting them to resources and serving as a mentor, team builder, motivator, role model, educator, institutional policy interpreter, source of information and ideas.

The student leaders are responsible for seeing that the advisor receives all minutes of meetings and is kept abreast of the program, upcoming events, and meetings. It is not the role of an advisor to “impose” themselves on an organization, but to be an available resource to the leadership and members. The BLC staff serve in a general advisory role to organizations and advises as the need and particular questions arise.

The BLC recommends that new advisors advise no more than two organizations.

## Eligibility Requirements

Potential advisors must meet the following requirements to be eligible to serve as an advisor:

* Advisors must be one of the following:
	+ Enterprise employees.
	+ ASI employees.
	+ State side staff.
		- Including librarians, athletics coaches and counseling employees.
	+ State side tenured/ tenure- track faculty.
		- Assistant professors, associate professors, and professors.
* Selected by a club/organization.
* Cannot be on sabbatical or leave of absence during any part of the year.
* Must sign and submit an Advisor Acceptance Form, and the potential advisor must inform their supervisor that they will serve as an advisor for the organization.

## Responsibilities

For advisors to make a strong commitment to the group and to aid in the personal growth of the individuals in that group, advisors should:

Understand That

* As an agent of the university (including ASI, Inc. and CPP Enterprise Staff) you are expected to understand and uphold all university policies and procedures of the Cal Poly Pomona and the California State University system.
* Faculty/Staff Advisors must be either faculty members or professional staff members who are CPP employees. Advisors may be part-time faculty or professional staff. Student assistants or student employees are not eligible to serve as advisors.
* The Faculty/Staff Advisor is ex-officio, non-voting member of the student organization.
* The CPP Vice President of Student Affairs and Dean of Students or designee may remove a Faculty/Staff Advisor from their student organization-related responsibilities as needed to ensure that the educational purpose of student organizations is met or in the interests of student health, safety, and welfare.
* The BLC staff can assist and consult with you on your role as a Faculty/Staff Advisor.

Communication with Student Leaders

* Request to be included in the organization’s official correspondence.
* Assist the student organization in developing realistic goals for the academic year.
* Become familiar with the student organization’s constitution/bylaws and any other governing documents, so that you may advise effectively.
* Request the following information from the student leaders.
	+ Contact information: names, email addresses, phone numbers, or other means of communication.
	+ Meeting schedules (including agendas) in advance of the meetings.
* Reports of minutes and events hosted by the student organization.
* Maintain open and honest communication with members about your expectations of them and your availability to assist them. Being available and responsive to student organization officers communications through agreed upon channels (Zoom, phone, email, Slack, Teams, etc.)

Attend Meetings and Select Events

* Attend the group’s general meetings, executive board meetings, and other functions as mutually determined.
	+ When the advisor cannot attend a meeting, receive updates from the organization's leadership.
* Some events require an advisor’s presence as directed by the Vice President of Student Affairs and Dean of Students or designee, Student Engagement, Leadership and Success, and/or University Police.
* Partnering with the student organization to plan and be present for safe and productive events. Please be sure to stay up to date with the campus event guidelines. ([Use of Grounds Policy (Time, Place, and Manner (cpp.edu)](https://www.cpp.edu/groundspolicy/))
* The student officers are responsible for considering the advisor’s schedule when planning activities.
	+ Groups that schedule multiple events a month may consider having more than one advisor. However, someone must still be designated as the primary advisor.

Uphold Campus Policies and Procedures

* Be familiar with the club's constitution or bylaws.
* Assist students in interpreting various University policies, rules and regulations.
* Understand when and how to report policy violations.
* Assume responsibility for risks associated with student organizations/club events and/or activities. Should an incident occur at an event or activity led by the student organization, the BLC will contact the advisor first to understand the situation and will be further contacted if the incident is escalated.
* Become familiar with the [Student Code of Conduct (cpp.edu)](https://www.cpp.edu/studentconduct/know-the-codes.shtml), the [Student Clubs and Organizations Conduct (cpp.edu)](https://www.cpp.edu/studentconduct/know-the-codes.shtml) and other institutional guidelines that establish expectations for student behavior and activities.
* If club/organization officers choose to act contrary to the advisor's advice, the advisor must consult with the Bronco Leadership Center.

Serve as Authorized Signer

* Serve as an authorized signer for the club's appropriate financial expenditures. Thoroughly read and understand all budget and event proposals submitted for advisor review.
* Serve as an authorized signer for event scheduling, travel, and budget proposals, and some expenditures.

## Advisor Resources

The Bronco Leadership Center staff will assist Advisors with the following:

* Consultation on policies, procedures, group conflicts, and individual student concerns.
* Archives of past charters and contact information of past club/organization leaders.

Please visit the [Advisor Resources website (cpp.edu)](https://www.cpp.edu/sels/for-students/clubs-orgs-content/advisors.shtml) to review current university policies and other resources.

# Executive Orders & University Policies and Procedures

## Executive Order 1068: Student Activities

Defines the privileges of being recognized as a student activity, requirements to become registered, student eligibility to lead student organizations, and ensure nondiscrimination for organizations.

[Full policy text (calstate.policystat.com)](https://calstate.policystat.com/policy/10170470/latest/#autoid-6ra98)

**Do**

* Complete all the requirements for chartering and recognition from the campus.
* Deposit copies of all constitutions, charters, or other policy documents on myBAR.
* Refile these documents via myBAR 90 days after any substantive change or amendment.
* Ensure that membership and leadership are open to all currently enrolled students.
* For Presidents, Treasurers, and Schedulers, ensure you meet the eligibility requirements every semester.
	+ Undergraduate
		- Have a 2.0 GPA both cumulatively and semesterly.
		- Be enrolled in 6 units in the current term.
		- Not have taken more than 150 units.
		- Be in good standing with the university, not in any administrative, disciplinary, or academic probation.
	+ Graduate
		- Have a 3.0 GPA both cumulatively and semesterly.
		- Be enrolled in 6 units in the current term.
		- Not have taken more than 50 units.
		- Be in good standing with the university, not in any administrative, disciplinary, or academic probation.
* Remember that off-campus club and organization events are still subject to the [Student Conduct Code (cpp.edu)](https://www.cpp.edu/studentconduct/student-conduct-code.shtml).

**Do not**

* Do not have less the five CPP students, each enrolled in at least one class.
* Do not have more than 20% of the organization membership be non-CPP persons.
* Do not discriminate on the basis of race, ethnicity, religion, nationality, citizenship, age, medical condition, genetic information, gender, gender identity, gender expression, sexual orientation, marital status, veteran or military status, or disability.
* Do not restrict membership or leadership to a specific group, except for the limited exception that a social fraternity or sorority may impose a gender limitation as permitted by Education Code Section 66273.

## Executive Order 1104: Reporting of Fiscal Improprieties

Ensures that people know they can report if funds, both campus and non-campus, are being misused.

[Full policy text (calstate.policystat.com)](https://calstate.policystat.com/policy/13576706/latest/)

Fiscal improprieties include fraud, embezzlement, or theft, initiated by a campus constituent such as a student, university employee, or auxiliary employee and an external party. Actions that result in a loss of assets shall be reported as required, even if the loss is later recovered or reimbursed.

If there are any actual or suspected fiscal improprieties, please immediately report them to the BLC at leadership@cpp.edu. The campus will investigate any complaint, allegation, or possible evidence of fiscal improprieties.

**Do**

* Report actual or suspected fiscal improprieties. Examples of fiscal improprieties are fraud, embezzlement, or theft.
* Send a report, even if it is less than $5,000.

**Do not**

* Do not delay in emailing leadership@cpp.edu to report actual or suspected fiscal improprieties.

## Executive Order 1041: California State University Student Travel Policy

Describes the need to obtain insurance for travel and that a student will be asked to acknowledge that you are traveling voluntarily and will not hold the University responsible for any injury from travel.

[Full policy text (calstate.policystat.com)](https://calstate.policystat.com/policy/13647263/latest/)

**Travel Insurance:** If you’re a student participating in a program affiliated with California State University (CSU) and you’re traveling by air on flights not regulated by the U.S. Department of Transportation, you need to get travel insurance. This insurance should cover any bodily injury or death and loss or damage to property. You should get the maximum amount of coverage available from American insurance carriers.

**Charter of Aircraft or Bus:** Any charter of an aircraft or bus for CSU student travel should include certain insurance provisions. View the [full policy text (calstate.policystat.com)](https://calstate.policystat.com/policy/13647263/latest/) for attachments B, C, D, E, F, and G.

**Notice to Students:** If you’re a student participating in a CSU-affiliated program that requires travel, you need to acknowledge that you understand the risks of this travel. You’ll be asked to sign a statement saying that you’re aware of these risks and are choosing to travel voluntarily. By signing, you’re also agreeing not to hold the state of California, CSU, the campus affiliated with your program, or any of their officers, agents, or employees responsible for any accidents, illnesses, injuries, deaths, or other consequences that might happen as a result of your travel.

## Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy

Explicitly prohibits discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking, and retaliation

[Full policy text (calstate.policystat.com)](https://calstate.policystat.com/policy/12891658/latest/)

Statements of nondiscrimination are also required within clubs' and organizations' constitutions or bylaws.

## Alcohol and Other Drugs Policy

Alcohol and Other Drugs are not permissible at student organization events.

[AOD Policy Page (cpp.edu)](https://www.cpp.edu/policies/university/administrative/alcohol_policy_alcohol_and_other_drugs.shtml)

The unlawful possession, use, manufacture, distribution, or sale of illicit drugs or drug-related paraphernalia, tobacco, or alcohol, and the misuse of legal pharmaceutical drugs or alcohol are strictly prohibited on University premises, at University activities, or on University business, on campus or off.

1. All registered student club and organization events must be alcohol-free, on or off campus.
2. This policy applies to faculty, staff, auxiliary employees, students, registered campus organizations, campus entities, and visitors.

## Title IX and Reporting Requirements

The CSU is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. It is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and veteran status.

Consistent with CSU and Cal Poly Pomona policy, any student organization officer who knows or has reason to know of allegations or acts involving discrimination, harassment (including sexual harassment), sexual misconduct, dating or domestic violence, sexual exploitation, or stalking against one of its members shall promptly report that information to their organization’s faculty/staff advisor or the BLC and to the Office of Equity and Compliance (OEC or Title IX Coordinator). The report shall include all information, including the names of the parties involved even if one of those parties has requested confidentiality and/or the incident occurred off campus.

For reporting options, visit the [OEC Reporting website (cpp.edu).](https://www.cpp.edu/officeofequity/titleIX/report-an-incident-notab.shtml) The Title IX Coordinator may require the student organization to delay its internal adjudication process until the University completes its review/investigation. Resources and contact information about Title IX, can be found by visiting the [OEC Resources website (cpp.edu).](https://www.cpp.edu/officeofequity/resources/index.shtml)

## Reporting Misconduct, Bias Incidents, and Students in Distress

If you have issues and you are not sure how to report it, you can go to the Dean of Students [How May We Assist You? Website (cpp.edu).](https://www.cpp.edu/deanofstudents/appointments.shtml) Links include:

* Basic Needs & Care Center
* Academic concerns
* General student grievances and concerns
* Mental health and wellbeing
* Student disability accommodations
* Student initiative and collaboration opportunities
* Career guidance and support
* Sexual assault and/or domestic violence
* Hospitalization
* Discrimination, Retaliation, and/or Harassment
* Other

## Use of University Buildings, Facilities, or Grounds

Describes event guidelines and posting procedures and is the campus's time, place, and manner policy.

[Link to Grounds Policy website (cpp.edu)](https://www.cpp.edu/groundspolicy/)

**Do**

Events

* All activities must be lawful and not interfere with the campus’s instruction or operations.
* Remember scheduled events always have priority over unscheduled activities.
* Keep pedestrian and fire lanes clear.

**Do not**

Events

* Do not put up a temporary structure without Facilities approval.
* Do not advocate, incite or participate in interference or physical disruption of the educational process.
* Do not sell food items without authorization from Environmental Health and Safety.
* Do not use amplified sound with a device such as a megaphone, portable speaker, or speaker system without permission from Student Engagement, Leadership, and Success. You can obtain permission via the 25Live Event Scheduling system.

Postings

* Do not post more than 50 flyers for a single event.
* Do not use spray chalk.
* Do not post on buildings, steps, windows, posts, lawn areas, railings, trees, traffic control signs, utility poles, construction fences, vehicles, newly planted grass areas, flower beds, newspaper racks, campus directories, ponds, fountains, trash or recycle bins, or between the BSC and Bookstore, the Rose Garde, or the Japanese garden.

## Hazing

[Hazing Prevention (cpp.edu)](https://www.cpp.edu/studentconduct/hazing-prevention.shtml)

Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events.

According to the Fraternity Insurance Purchasing Group (FIPG):

Hazing activities are defined as "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

**Do**

* Promote togetherness by encouraging activities that foster a sense of belonging with the organization.
* Respect individual rights by not pressuring anyone or coercing anyone into participating in an activity.
* Know that anyone in an organization, whether prospective, new, or active, could engage in hazing. It is not limited to pledges or new members; it could be between two active members.

**Do not**

* Do not engage in any activities that cause mental anguish or physical discomfort. This includes, but is not limited to, alcohol or other drug use, paddling, the creation of excessive fatigue, and physical or psychological shocks.
* Do not create interactions that ridicule, humiliate, embarrass, confuse, frustrate, or cause undue stress.
* Do not create quests, treasure hunts, scavenger hunts, road trips, or other activities.
* Do not engage in hazing, even if someone willingly requests this harassment.

The following is a non-exhaustive list of actions and activities that are considered to constitute hazing and are prohibited:

* Requiring activities that interfere with academic studies, assignments, or classes such as awakening individuals in the night for organizational activities, interfering with normal sleep or study schedules, food or sleep deprivation; requiring “take home” assignments that interfere with academic work; serenading or addressing houses/apartments. At no time may a group violate the City noise ordinance.
* Compelling a person to violate the Student Code of Conduct or commit a crime (deface property, theft, etc.).
* Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress.
* Paddling, shoving, or otherwise striking individuals.
* Depriving individuals of the opportunity for sufficient sleep, decent edible meals, or access to means of maintaining bodily cleanliness.
* Compelling individuals to consume alcohol or illegal substances.
* Compelling individuals to eat/drink substances in excess or restricting food intake.
* Excluding an individual from social contact or communication (including but not limited to phone, email, social media, etc.) for prolonged periods of time and/or depriving individuals of sense awareness.
* Verbal harassment, including yelling, screaming, shouting obscenities or insults. Intense or demeaning intimidation or interrogation.
* Compelling harassing behavior towards other individuals or organizations.
* Morally degrading or humiliating games and/or any other activity that make an individual the object of amusement, ridicule, or intimidation. Having substances thrown at, poured on, or otherwise applied to the bodies of individuals.
* Assigning activities such as pranks or scavenger/treasure hunts that compel a person to commit a crime, engage in humiliating public acts, stunts of buffoonery, or harass other individuals or organizations.
* Transporting individuals against their will, abandoning individuals at locations, or conducting any “kidnap” or “ditch”.
* Activities that require a person to remain in a fixed position for a long period of time.
* Compelling walking, running, or marching in formation. “Line-ups”/ “Link-Ups”/ “CallOuts” are restricted.
* Personal servitude or requirements that financially take advantage of a new member.
* Restraining individuals or intentionally exposing them to extreme temperatures, exposure to the elements or conditions that cause physical discomfort.

## Interim Policy on Administration of Student Organization Funds

[List of Financial Policies (cpp.edu)](https://www.cpp.edu/policies/university/financial-policies.shtml)

## Executive Order on Administration of Student Organization Funds (ICSUAM 03141.01)

[Full Policy Text (calstate.policystat.com)](https://calstate.policystat.com/policy/15008510/latest)

Ensures that all banking is being done appropriately by clubs and organizations.

**Do**

* Complete all the requirements for chartering and recognition from the campus.
* Ensure your organization’s health and financial state.
* Maintain all money in your student organization's ASI account.
* If you can provide your parent organization's federal tax identification number, you can request an exception to this policy. However, requesting does not guarantee an exemption.

**Do not**

* Do not receive or transfer funds to an unauthorized bank account or mobile application, such as Apple Pay, Apple Cash, Cash App, Google Pay, PayPal, Samsung Pay, Square, Venmo, or Zelle.

## Other Student Organization Funds Guidelines

Additional suggestions for transparency when it comes to club and organization money.

**Do**

* Turn in any cash or checks immediately to ASI Financial Services.
* Be transparent with your board and members regarding the organization's finances.
* Pay bills furnished by the university and its auxiliaries for services provided, such as Student center room rental and catering campus Facilities bills for Event Support.

**Do not**

* Do not hold on to checks/money for multiple days.
* Do not go around these policies, as it may jeopardize your organization’s status with the university. Individuals who violate this policy may also be referred to the appropriate University Administrator.
* Do not ignore charges, bills, or fees from the University or its auxiliaries. This may jeopardize your organization’s standing, and organizational privileges may be removed.

## Misuse Of Name

## [Statement on Use of University and Logo (cpp.edu)](https://www.cpp.edu/policies/university/administrative/statement_on_use_of_university_and_logo.shtml)

California Education Code Section 89005.5 provides that it is a crime, punishable as a misdemeanor, for any person, without permission, to use the name California State University (including without limitation California State Polytechnic University, Pomona or Cal Poly Pomona): (A) to designate any business, social, political, religious or other organization; (B) to imply that any product, service or organization is connected with, or is supported or opposed by, the Trustees of the California State University or Cal Poly Pomona; (C) to display, advertise or announce the name publicly at, or in connection with, any meeting or promotional activity which has as any part of its purpose the support of or opposition to any strike, lockout or boycott or of any political, religious, sociological or economic movement.

In addition, the University has property rights in its logo and other marks and advanced permission to use them must be obtained from the University President or designee prior to use.

# Student Clubs and Organizations Conduct

Cal Poly Pomona expects all University recognized student organizations to act as responsible members of the University community and uphold the Student Code of Conduct. If organizations are reported for alleged violations of that code, the University will follow its published policies to investigate and hold these organizations accountable through the appropriate consequences which could include a change in organization status and/or additional sanctions.

## Student Organization Status Definitions

This section defines student organization statuses as used by the Office of Student Conduct and Integrity. Status assignments are determined at the discretion of the Office of Student Conduct and Integrity and are stored in the Office of Student Conduct and Integrity official records.

## Good Standing

An organization holds a status of "Good Standing" with the university if the organization does not have any outstanding required resolutions and/or alternative statuses that were assigned to the organization from the Office of Student Conduct and Integrity due to being found responsible for a policy violation. An organization can have a status of “Good Standing” because the organization has never been found responsible for any policy violations or alternatively because the organization may have just completed a separate resolution at a different status and has returned to being in "Good Standing" without any stipulations or outstanding required resolutions from the Office of Student Conduct and Integrity.

At this status, student organizations can fully operate as a student organization and have complete access to the privileges granted student organizations by the University.

## Warning

If an organization is on warning status, they are still in good standing with the university and do not have any limitations related to operating as a student organization or accessing the privileges granted to student organizations by the university. However, the student organization is on notice that the Office of Student Conduct and Integrity internally has placed the organization on a status of "Warning” to note the behavior or incident which violated policy has occurred within the organization. While on this status, if further behavior violating policies continues, the organization’s status would be reassessed and most likely would result in no longer being in good standing.

To maintain its good standing during a “Warning” status, the organization is required to complete mandated resolutions assigned by the Office of Student Conduct and Integrity. By completing these mandated resolutions, the organization can maintain the privileges granted by the University to operate fully as an organization.

## Disciplinary Probation

While on a disciplinary probation status the organization is not in good standing with the university and has lost University granted privileges as an organization. Lost privileges are determined at the discretion of the Office of Student Conduct and Integrity and are based on the policies that the organization has been found responsible for violating through the investigation. Lost privileges can include, but are not limited to, hosting and attending events outside of routine chapter occurrences, collaborating with other organizations and University affiliated groups, recruitment privileges, loss of access to University spaces and resources, participating in campus-wide events as an organization, and limited ability to act in the capacity as an organization affiliated with the University.

The organization is only allowed to function in conjunction with heavy involvement from the BLC team. The organization faces a significant amount of additional mandated resolutions the organization is required to complete in order to maintain their status as a student organization affiliated with the University and subsequent privileges in operating as an affiliate of the University. Any further policy violations while on this status will lead to further immediate action by the Office of Student Conduct and Integrity on the organization’s status. Further immediate actions taken could include an interim suspension, a suspension, and/or separation of the organization from the University.

## Suspension

The organization is not in good standing with the University and has been required to cease and desist all organization related activities for a specific amount of time. During a “Suspension” status, the organization and its members may not operate as an organization or on behalf of the organization in any capacity and may not present their organization as if it is affiliated with the University during this time.

Upon the expiration of a “Suspension” status, the organization may still face a loss of privileges for a set amount of time after the organization returns to the University. Lost privileges are determined at the discretion of the Office of Student Conduct and Integrity and are based on the policies that the organization has been found responsible for violating and the specifics of the investigation. Lost privileges can include, but are not limited to, hosting and attending events outside of routine chapter occurrences, collaborating with other organizations and University affiliated groups, recruitment privileges, loss of access to University spaces and resources, participating in campus-wide events as an organization, and limited ability to act in the capacity as an organization affiliated with the University.

Additionally, upon the expiration of a “Suspension” status, the organization is only allowed to function in conjunction with involvement from the BLC team. The organization may also face a significant amount of additional mandated resolutions the organization is required to complete in order to maintain their status as a student organization affiliated with the University and subsequent privileges in operating as an affiliate of the University.

Finally, any further policy violations while on this status will lead to the organization being immediately considered for the status of “Separated from the University,” resulting in the organization’s separation and disaffiliation from the University permanently.

## Separation from the University

At this status, the organization has been separated from and derecognized by the University. The organization has lost all of its privileges related to being a University-affiliated organization and is not able to be reconsidered to initiate its recognition without participating in an appeal process or until after six years have passed. Members of the organization are not allowed to continue operations of the organization in any capacity. Continuation of operations could include, but are not limited to, recruiting members to join the organization, advertising the organization and any related events using channels affiliated with the organization and the University, attending other organization’s events under the pretense of the organization’s name, wearing the organization’s symbols at University sponsored events, and performing actions under the organization’s name. If any of these behaviors occur, additional time may be added (beyond the 10-year standard) for the opportunity of the organization to be considered for a possible return to campus. Policy violations will be addressed through the conduct system for individuals of the organization and further resolutions may be applied to individuals that could impact their individual student status and affiliation with the University.

# Student Organization Investigation Process

The following process outlines the steps involved in the [student organization conduct process (cpp.edu)](https://www.cpp.edu/studentconduct/office-process/org-process.shtml) and how allegations are handled. This process adheres to the guidelines set forth by the Office of Student Conduct and Integrity for investigating student organizations.

1. The Office of Student Conduct and Integrity receives a report of alleged misconduct involving a student organization and assesses if a policy may have been violated. Interim measures are considered and assigned as appropriate.
2. The Office of Student Conduct and Integrity will notify the organization's student leadership, the faculty/staff advisor, the organization's Headquarters, if applicable, and the BLC.
3. **Notice of Investigation Meeting**: This meeting is scheduled between Student Conduct, the BLC, and the organization's president to explain the process, discuss the alleged charges, discuss the anticipated timeline of the process, and share expectations for the student leadership and the organization during the investigation.
4. **Investigation Outcome Meeting**: Student Conduct and Integrity shares any modifications to the alleged policy violations, shares the information gathered in the investigation with the student organization, and affords the organization an opportunity to respond.
5. **Resolution Agreement**: Factual findings and policy violations are determined and resolutions are assigned. This meeting includes the organization's student leadership, the organization's Headquarters, if applicable, Student Conduct and Integrity, and the BLC.
6. Organizations have the right to appeal the decision. Resolutions are effective as assigned and remain in effect throughout the appeal process.

## Appeals Process

It is the organization president’s right to accept or reject the sanction.

If the organization president believes that the student organization conduct process was not followed or the that the sanction was too excessive, they may submit a written appeal within five days of the informal conference, to the Dean of Students or designee.

The organization's president will be notified of the university's final decision within ten working days.

## Sanctions

The primary goal of the Office of Student Conduct & Integrity is education. Examples of educational/remedial sanctions include, but are not limited to, community service, reflective papers, counseling, mediation, letters of apology, workshops, programming, alcohol class, and monetary restitution.