Officer Requirements

Please review policy SA.21.004 - Policy on Eligibility Requirements for Membership in Student  Organizations for a detailed listing of officer eligibility requirements.  In summary, the officer requirements include:

* Must be enrolled in no less than six units at CSU Channel Islands (undergraduates)
* Must be enrolled in no less than three units at CSU Channel Islands (graduate and credential)
* **Have a cumulative, CI and semester GPA of at least 2.5 (undergraduates)**
* Have not exceeded a maximum of 150 semester units, or 125 percent of the units required for a specific baccalaureate degree, whichever is greater (undergraduates).
* **Have a cumulative, CI and semester GPA of at least 3.0 (graduate and credential)**
* Have not exceeded a maximum of 50 semester units, or 167 percent of the units required for the graduate or credential objective, whichever is greater (graduate and credential). Be in good academic and behavioral standing (not on academic or disciplinary probation)
* Be free of any holds on University records.

*First time in college and transfer students without a CI GPA cannot serve as officers, but may participate as general members their first semester. However, upon completion of their first semester they must follow the eligibility requirements outlined above.*

Officers are considered those individuals who are elected or appointed to a position. All student organizations are required to have the following three officers :

* President
* Treasurer
* Vice President

In addition, all organizations must identify a member to serve in the following role:

* Event Scheduler

The above role may be a stand-alone officer, or part of the responsibilities of another officer in the organization.

These positions are instrumental to the efficient and effective operation of a student organization and may vary slightly from student organization to student organization; however, the duties and responsibilities associated with these positions should be represented within the Executive Board.

*President*

The President is the primary student contact for the student organization and the “external spokesperson” of the group who regularly interacts with other student organizations and University officials. He or she is the liaison between the student organization and the advisor and other University or community contacts. The duties for this position should be tailored as the student organization deems necessary. The responsibilities of this position tend to include but are not limited to:

* supervising all student organization meetings;
* overseeing the process of student organization event planning;
* completing all student organization purchase requests;
* maintaining a current list of residences, email addresses, student ID numbers and phone numbers of the student organization officers, advisor and members;
* submitting all required paperwork for student organization renewal;
* holding a minimum of two meetings for the general membership per semester; and
* submitting a semester and annual report of student organization activities.

*Vice President*

The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events. The responsibilities of the Vice President include but are not limited to:

* supervising student organization meetings in the absence of the President;
* assisting the President with the oversight of the student organization including fundraising, event planning, etc.;
* working with the student organization’s Treasurer to prepare an annual budget;
* maintaining a current accounting of the student organization’s financial status including income and expenses;
* scheduling locations for meetings and events; and
* coordinating student organization fundraising efforts with the Treasurer.

*Treasurer*

All student organizations are required to elect or appoint a chief financial officer (Treasurer) to manage their financial matters. A student organization that has a large membership and completes many fundraisers, events or programs should consider having an assistant treasurer to share the financial responsibilities. The treasurer should keep the officers and members informed about the student organization’s financial activities. The responsibilities of the treasurer include but are not limited to:

* preparing the annual student organization budget;
* monitoring the student organization’s budget;
* completing an annual financial report for the student organization;
* tending to the status of all purchase requests;
* collecting funds and depositing to the student organization’s account;
* paying bills;
* keeping a record of all transactions, i.e. deposits, checks and adjusting entries; and
* preparing monthly financial reports and documents to keep the student organization’s membership informed about the student organization’s financial situation.

*Secretary*

The responsibilities of the student organization secretary include but are not limited to:

* taking minutes at every student organization meeting;
* maintaining the student organization history for that academic year;
* verifying all student organization purchase requests;
* assisting with student organization projects where needed; and
* maintaining communication between the student organization president and individual participants (this may include emails, letters, and phone calls).

General Member Roles

Student Leadership Programs collects student organization rosters and verifies member eligibility each semester.  Only registered students may serve as members of student organizations.

Students have unlimited opportunities to become directly involved in the administration and supervision of their respective student organizations. They collectively have responsibility for:

* Writing the student organization’s constitution and bylaws;
* Amending the student organization’s constitution and bylaws;
* Determining membership requirements for the student organization;
* Establishing duties of the officers;
* Selecting the student organization’s advisor;
* Developing and administrating the student organization budget;
* Holding regular officer and membership meetings to conduct student organization business;
* Fundraising; and
* Travel.

Advisor

Each registered student organization must have an active advisor selected from the staff or faculty of CSU Channel Islands.  Auxiliary staff or faculty may not serve as advisors. The advisor is chosen and approved by the members of the student organization and approved by Student Leadership Programs. Behind most successful student organizations is an effective advisor. An advisor provides the organization with continuity from year to year by sharing student organization history and assisting new officers during the transition process. The advisor selected should be an individual who has a high level interest in the activity of the student organization and preferably some experience or expertise in the area or activity. The advisor is a vital link between the student organization and the University, providing guidance and offering mature judgment and experience in program development.

The role of the advisor is to:

* Attend an advisor orientation in order for the student organization to obtain registered status.
* Complete all mandatory training meetings scheduled by Student Leadership Programs.
* Recognize and support participation in the student organization for its contribution to the educational and personal development of students within the higher education setting. The advisor provides continuity within the student organization and should be familiar with the student organization’s history. The advisor should also be familiar with the student organization’s constitution and bylaws and be prepared to assist the student organization’s Executive Board and other members with interpretation when necessary.
* Be available during the development and coordination of programs for the student organization. The advisor shall ensure the activities and undertakings of the student organization are sound and reflect favorably on the University by offering suggestions or ideas for the group's discussion.
* Be aware of the goals and direction of the student organization by attending organizational meetings and consulting with the Executive Board. The advisor should monitor the student organization’s progress toward predetermined organizational goals and objectives.
* Be aware of the general financial condition of the student organization and encourage the keeping of good financial records.
* Assist the student organization in complying with University policies and procedures. The advisor needs to be aware of the policies and procedures in this workbook, the Student Code of Conduct and the University Catalog.
* Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments.
* Assist in orienting new officers and developing the leadership skills of all members.
* Be aware that he/she may be consulted by student organization members about personal concerns unrelated to the club. Personal matters may be difficult to address; when in doubt please consult Counseling & Psychological Services.
* Consult the Student Leadership Programs staff about organizational opportunities, plans or changes in student organization status or a member’s status when appropriate.
* Attend most, if not all, student organization meetings and events. While advisors are not required to attend all meetings, they should meet with the club at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the club’s records.
* Continue the voluntary association of being the student organization’s advisor as long as both parties believe the relationship is productive and mutually satisfying.
* Refrain from managing the student organization or completing the tasks assigned to the student organization. The management of the student organization is each member’s responsibility.