

**ASCMA GUIDELINES FOR RECOGNITION OF
ON-CAMPUS CLUBS AND ORGANIZATIONS**

2007-2008 ACADEMIC YEAR

GUIDELINES FOR RECOGNITION OF ON-CAMPUS CLUBS AND ORGANIZATIONS

A. Authority for Campus Life On-Campus Recognition

On behalf of the President of the California Maritime Academy, final authority for all student activities, including the on-campus recognition and operation of student clubs and organizations, resides with the Director of Student Life. This authority is carried out through the Office of Student Life, in consultation with the Associated Students of the California Maritime Academy (ASCMA).

The A.S. Council has been delegated responsibility from the Director of Student Life to:

- Review and approve annual requests for on-campus recognition of student clubs and organizations;
- Allocate student funds in support of club or organization activities;
- Discipline clubs or organizations that violate the terms and conditions of on-campus status; and
- And participate in the development of policies and procedures applicable to student clubs and organizations.

B. On-Campus Recognition

(1) Privileges of On-Campus Status

A student club or organization with on-campus status becomes an official member of the campus community and enjoys the following privileges:

- Official recognition and use of the name Academy
- Use of campus facilities for meetings and events
- On-campus fundraising opportunities
- Scheduling and publicizing campus activities and events
- Use of an organizational mail-box in Student Center
- Use of ASCMA equipment and services
- Inclusion in ASCMA insurance coverage
- Access to ASCMA funding and banking services Inclusion in the ASCMA Club Directory
- Opportunity to meet new people, enhance personal skills, and participate in leadership opportunities
- may use approved school logos for approved events and correspondence (Particularly for networking, publicizing, etc.)

(2) Responsibilities of On-Campus Status

On-campus status carries with it the following responsibilities:

- Membership: Every member of an on-campus club or organization must be a registered student of the Academy
- On-campus status must be renewed each academic year (see below)
- Each club and organization must have a copy of its current constitution and membership roster on file in the Office of Campus Life Club and organization officers must maintain a cumulative grade point average of at least 2.0 and is subject to periodic grade checks.
- Clubs and organizations are required to comply with applicable federal and state laws, CMA policies, and these Guidelines for Recognition of On-Campus Clubs and Organizations
- Clubs engaging in sports competition are required to comply with additional regulations developed by the Campus recreation Board
- Clubs and organizations affiliated with national, state, local groups must keep on file in the Offices of Campus Life the constitution or appropriate governing document of its parent group

- Clubs and organizations are responsible for incurred debts. to the ASCMA or Academy (such as, telephone bills, damage to property, duplication and cleanup after an event)
- Clubs and organizations must comply with ASCMA fiscal regulations pertaining to expenditures, receipts, and bank accounts
- Clubs and organizations are responsible for reading and complying with materials placed in their Student Center mail box
- Clubs and organizations are responsible for planning/participating in a community service project during the course of the academic year.
- A minimum of \$5 is required from each member of the club. This must be put in prior to monetary allotment. Date of allotment will be available.
- Must attend CMA day, Club Rush, and public events at ASCMA request.

(3) Procedures for Obtaining On-Campus recognition and Funding

Any student club or organization desiring to operate on the campus of the California Maritime Academy must apply for recognition initially and thereafter on an annual basis. Recognition is determined by A.S. Council, which, in turn, makes a recommendation to the Director of Student Life.

Appendices A-E of this document should be completed and accompany any application for reinstatement or recognition of official club status. They are as follows;

- Appendix A: Club Constitution (sample)
- Appendix B: Budget Request form for Student Club/Organization
- Appendix C: Inventory of Club' s/Organization ' s Equipment
- Appendix D: Club/Organization Authorized Originators
- Appendix E: Club/Organization Roster

Applications can be submitted to the Executive Vice President of the Associated Students. Clubs and organizations will be required to present their requests for funding in person to the A.S. Finance Committee, and go through any financial training as dictated by the Vice President of Finance.

C. Event Approval

(1) Event Approval Process

Subject to approval by the Office of Campus Life, clubs and organizations may hold or sponsor events on campus at any time during the academic year except final exam week. Event requests are made by submitting, two weeks in advance of the requested event, Form #SS-OI, CMA Event Request/Use of Campus Facilities. At that time a decision will be made regarding the event, availability of space, additional costs, and other obligations associated with the event. Form #SS-OI is to be completed and signed by an appropriate club officer, and approved by the advisor. Additionally, the President of the Academy must approve all events where alcohol is served.

(2) Publicity

Publicity for sponsored events must be approved in advance by the Office of Student Life. The publicity must contain the club name and may not include any reference to alcoholic beverages or controlled substances. No publicity may include vulgarity, graffiti, or demeaning artwork. Posting of notices and other publicity items shall only be done on bulletin boards or kiosks at the following designated areas on campus:

- Student Center
- Cafeteria, outside main entrance
- Gymnasium Hallway
- Old Res. Hall, 1st floor, Main entrance
- New Res. Hall, building entrances
- Classroom Bldg., Main floor
- Classroom Bldg., outside main entrance
- Student Center, outside main entrance

(3) Travel

All recognized clubs and organizations need to include projected travel expenditures when submitting annual budget requests to the ASCMA council. Only members and/or advisors may travel on behalf of their club or organization. The ASCMA carries insurance for approved events but not for vehicular coverage. Clubs must arrange for rental of vehicles individually and must take out collision and liability insurance with the rental agency. Unless otherwise authorized, all club and organization travel will be limited to the State of California. A written request for travel outside the state for a club event must be submitted to the Office of Student Life.

(4) Fundraising

Student clubs and organizations may hold fundraising activities to support the club. These fundraising events usually take place on campus at specific times during the academic year. CMA homecoming, the Greater Vallejo-CMA Whaleboat Regatta, Annual Training Cruise, and Orientation are examples of times when these events will normally be held. Permission for the sale of items, and their designs, must be obtained from the Office of Campus Life prior to the sale. Failure to obtain such permission may result in loss of recognition as a club and forfeiture of allocated club/organization funding.

D. Advisors

(1) Role of Advisors

Each club and organization must be represented by an advisor. The advisor may be selected from either faculty or staff members at CMA, and must be willing to represent the interests of the members whenever required to do so by these Guidelines.

Advisors are responsible for advising student clubs and organizations in all matters concerning activities, sponsored event finances, and the expenditure of funds. Whenever possible, the Advisor should attend scheduled meetings and be present at all sponsored events. The advisor will be the recognized representative for issues of organizational conduct and adherence to regulations and policies that apply to the student clubs and organizations. No limitations are placed on the tenure of an Advisor. All club or organizational expenditures must have the Advisor's prior approval.

(2) Club and Organization Responsibility to the Advisor

It is the responsibility of the recognized club or organization to utilize their Advisor and maintain open communications. The following are suggested guidelines for the student group/Advisor relationship:

- Notices for meetings should be given to the advisor. When a designated meeting time is set for the semester or the year, every attempt should be made to set a time that is convenient for the advisor.

- If executive meetings are established to determine agendas for the meetings, the Advisor should be invited to those meetings. If the Advisor is unable to attend, the Advisor should be informed promptly about what is discussed and requested to submit additional items.
- The officers of the club or organization should maintain a close relationship with the Advisor, and should also provide opportunities for the advisor to meet with as many members as possible
- Clubs and organizations should always invite the Advisor to all events, as a way of keeping the Advisor informed of activities sponsored by the organization
- If situations arise that may cause problems for the club or organization or any member thereof, the Advisor should be informed immediately
- Clubs and organizations should update the Advisor periodically regarding the financial condition of the organization.
- Clubs and organizations should recognize that an Advisor should not be committed to any type of obligation unless there has been prior agreement to the commitment.
- Minutes of meetings as well as other materials should be submitted to the Advisor
- Clubs and organizations should be aware that the Advisor is providing services without compensation. Although Advisors do not expect special recognition, they like to know that their services are appreciated.

If there is a disagreement between the Advisor and membership of the club or organization, the problem should be reported to the Office of Campus Life for review and resolution.

E. Organizational Misconduct

Recognized clubs and organizations are required to carry out the responsibilities of on-campus status, including following all procedures for obtaining on-campus recognition and funding, event approval, and expenditure of A.S. funds. In addition, recognized clubs and organizations will be held to a standard of conduct applicable to all CMA students, as set forth in the Student Handbook/ Regulations Governing The Corps of Cadets.

The A.S. Council has jurisdiction over student organization misconduct. In the event of possible misconduct, the officers of the club or organization will be notified in writing, and be required to appear before A.S. council at a time and date to be determined. An informal, fact-finding hearing will be conducted according to the following procedures.

(1) Informal Hearings

All hearings of A.S. Council (when sitting as a hearing panel) shall be conducted according to the following

- (A) All hearings shall be closed unless the club or organization charged with the violation requests an open hearing. During an open hearing the chair of the
 - (A) The hearing board (or one or more of its members) was substantially biased towards the accused, making a fair hearing unlikely
 - (B) There is significant new evidence supporting the accused that was not available for presentation at the time of the hearing
 - (C) The hearing board failed to follow prescribed procedures, making a fair hearing unlikely; or,
 - (D) The disciplinary sanction is unreasonable and/or inconsistent with past disciplinary actions of the Academy.

F. Applicable Campus Policies

All policies set forth in the Student Handbook and Regulations Governing the Corps of Cadets, also apply to recognized campus clubs and organizations. It is the responsibility of the club or organization and its members to abide by these rules and regulations at all times.

G. Non-Discrimination

It is the policy of The California Maritime Academy that no discrimination on the grounds of race, gender, age, creed, color, national origin or sexual orientation will exist in any area of the Academy. This policy of non-discrimination is applicable both to the admission of students and employment in all aspects of the Academy operation. The Academy's policies are guided by, but not limited to, the requirements of Federal Executive Orders 11246 and 11375, as amended; Titles VI and VII of the Civil Rights Act, as amended; and Title IX of the Higher Education Act of 1972.

The California Maritime Academy subscribes to the provisions of Section 504 of the Rehabilitation Act of 1973 pertaining to the hiring and admission of persons with disabilities insofar as these regulations are compatible with the U.S. Coast Guard requirements governing physical qualifications for merchant marine officers.

Appendix A: ASCMA Outline of Sample Club Constitution

I. Name and Purpose

- A. Official name of club or organization
- B. Objectives/purpose
- C. Off campus affiliate and name and purpose of said organization (if applicable)

II. Membership

- A. Qualifications (discrimination based on age, sex, race, religion, national origin is in violation of federal law.)
- B. A majority of the membership [must be registered CMA students.

III. Officers

- A. Specify titles, duties, qualifications, selection process and term length.

IV. Finances

- A. Dues (if applicable)-amount and frequency of collection.
- B. Officer who will authorize and be accountable for funds, expenditures, and bookkeeping.
- C. Banking-procedures must conform to CMA policy. All student organization funds must be held in an account on campus.

V. Meetings and Committees

- A. Frequency of meetings and quorum for general meetings.
- B. Attendance required to make decisions final and binding.
- C. Describe authorization process for club's activities.

VI. Advisor

- A. Term of service.
- B. Method of selection.
- C. Advisor must be a member of the CMA faculty of administrative/professional staff.

VII. Amendments to the Constitution

- A. Describe the process of introducing and approving constitutional amendments. For instance, "Written amendments will be approved by two-thirds vote of the members present at an official meeting.

Appendix B:
ASCMA
Budget Request Form for Student Clubs/Organization

Please complete the following form and submit to the Executive Vice President (Sean Diaz) for filing and approval. You will be notified of actual allotment once the budget has received council approval.

Club/Organization Name: _____

Club President: _____

Club Faculty Advisor: _____

What activities did your club offer to students last year?

How does a student get access to club equipment, and how will you track its usage?

How many students are active participants in your club?

Is your club going to receive outside funding? Will your club be holding any fundraisers? What is your club's membership fee?

Appendix C:
ASCMA
Inventory of Club/Organization Equipment

Date: _____

Club Name: _____

Person in charge of equipment:

Name: _____

Signature: _____

No.	Quantity	Description/Location	Value
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Appendix D:
ASCMA
Inventory of Club/Organization Authorized Originators

Club Name: _____

Date: _____

Club President (Name): _____

Club President (Signature): _____

Club Treasurer (Name): _____

Club Treasurer (Signature): _____

Only the two above persons can originate a purchase requisition form for the above mentioned club or organization for the school year 2007-2008. Purchase requisitions should also be filled out and completed by the club advisor. All purchase requisitions should be filled out and submitted to the Executive Vice President of Finance for processing and approval. By filing the aforementioned form, the above listed officers recognize that they will be required to go through a finance training period with the Finance Officer.

