

<p>Responsible Official (Title): Vice President for Administration Responsible Office: Division of Administrative Services Responsible Division: Division of Administrative Services</p>

Policy on Faculty & Staff Organizations

1. Policy Statement

The university recognizes the important role that faculty and staff organizations (hereinafter “organizations”) play in examining critical issues and promoting diverse perspectives at Fresno State. To that end, a process has been established to maintain accurate contact information and establish lines of responsibility for each organization.

2. Authority

Campus operational needs.

3. Scope/Applicability

All faculty and staff organizations.

4. Exclusions – None.

5. Supersedes – New. No previous policy.

6. Definitions

6.1. CSU: The California State University

6.2. EO: Executive Order

6.3. TipNow: Anonymous tip line for the Fresno State campus.

7. Policy Procedures

7.1. Statement of Purpose & Bylaws

7.1.1 Each organization must have a statement of purpose which outlines the mission of the organization and how it enhances the university community.

7.1.2 Organizations are required to maintain a constitution for structure, guidance and direction.

7.2. Organization Membership

7.2.1. Organizations may invite individuals other than university and auxiliary employees to join the organization, provided the officers and a majority of the members are faculty or staff. Members who are not university or auxiliary employees may not preside or officiate at any organization meeting or event, staff information tables or distribute materials for the organization on campus, solicit funds on behalf of the organization on campus or perform any tasks that might lead to the individual being perceived as a

university employee. Organizations should exercise caution in permitting student members.

7.2.2. Faculty and staff organizations have the right to limit membership based on mission and composition. For example, an organization that defines its mission as representing the interests of administrative assistants may restrict other university employees from becoming members.

7.2.2.1. Organizations may not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. If a university employee feels that a faculty/staff organization has acted in a discriminatory manner then he/she should notify the appropriate manager or administrator, in accordance with CSU policy (EO 1096).

7.2.2.2. Membership restrictions must be outlined in the organization's Statement of Purpose. The Office of the Vice President for Administration (VPA) reserves the right to nullify any membership restrictions. The VPA will inform the organization's officers and sponsor in writing with an official memorandum outlining the reasons for the decision including reference to relevant university policies that would be violated by the restriction.

7.2.3. If a university employee is denied membership in a faculty/staff organization on the basis of an approved membership restriction, then he/she may file an appeal with the VPA. The VPA will review the appeal thoroughly, consult with the organization's officers and approve or reject the appeal within 30 days.

7.3. Structure

7.3.1. Each organization is required to have faculty or staff members designated as President and Vice President or Secretary (or equivalent positions). A Treasurer must also be designated if the organization manages its own funds. The registered officers will be responsible for the activities of the organization:

7.3.1.1. President: The President is responsible for directing the activities of the organization, including events and meetings.

7.3.1.2. Vice President or Secretary: The Vice President is responsible for organization activities if the President is unavailable or away from the campus for any reason.

7.3.1.3. Treasurer: The Treasurer is responsible for managing the organization's funds in a manner consistent with university policy.

7.3.2. Officers are required to conduct themselves and the organization's business in accordance with university policies. Failure to do so may result in the suspension or termination of the organization and individual consequences for organization members and officers if warranted by university policy.

7.4. Privileges

Registered faculty and staff organizations are entitled to the following privileges:

7.4.1. Utilization of university facilities for events and meetings at the same cost as campus departments.

7.4.2. Space on the fresnostate.edu website and one "@csufresno.edu" email account.

7.4.3. Right to use the university name in the title of the organization.

- 7.4.4. A Fresno State branded logo, provided by University Advancement.
- 7.4.5. Access to a university trust account. Organizations are not permitted to have off-campus bank accounts.

7.5. Sponsor

Each organization is required to have a sponsor. Sponsors can be directors, department chairs, or administrators. The sponsor is ultimately responsible for the activities of the organization, including use of university facilities. For example, the sponsor's office will be held financially liable if that an organization activity results in damage or unscheduled maintenance to university property or facilities.

- 7.5.1. The sponsor has the authority to override decisions made by the organization, its members and officers if the sponsor feels those decisions would be detrimental to the university community or any of its members. A decision to override must be made in writing as an official university correspondence. It must include a thorough explanation for the decision, including references to all university policies the sponsor feels would be violated by the organization's action. Copies of this correspondence must be submitted to the organization's President, Vice President, Treasurer, and the Vice President for Administration (VPA). The VPA or a designee has the authority to approve or reject the sponsor's decision.
- 7.5.2. The organization's members or officers may, in writing, appeal the decision to the Vice President for Administration. The VPA, or designee, will review and respond to the appeal in writing within 10 business days.

7.6. Recognition and Renewal Process

- 7.6.1. In order to register an organization, members must submit a "Faculty and Staff Organization Registration Form." This form must be re-submitted each year during the month of September, even if no changes have been made to the structure of the organization. The form must include the following:
 - 7.6.1.1. Contact information for the organization (primary phone, email, and web contacts).
 - 7.6.1.2. Contact information and signatures for the organization's president, vice president and treasurer (or their equivalents), and sponsor.
 - 7.6.1.3. A clear statement and delineation of purpose must be attached.
- 7.6.2. The completed registration packet must be submitted to the Office of the Vice President for Administration. If an organization does not submit its renewal form by the last business day in September, it will be considered inactive. If an organization is declared inactive, notification will be provided to its most recently registered officers. Inactive organizations will not be permitted to utilize university facilities or other privileges of organization.

7.7. Representation

Faculty and staff organizations may not represent themselves as acting on the behalf of the university without written approval from the university President. Organizations may not do business, sign contracts, or sell services of any kind to any person or entity without written approval by the Vice President for Administration.

7.8. Dues and Sale of Items

7.8.1. Organizations may collect dues from members. The Treasurer is responsible for collecting and depositing dues in the organization's state trust account, in accordance with the university's Cash Handling Policy.

7.8.2. Organizations may sell items to members of the university community or general public in order to generate revenue, including apparel and gift items. Sales of food items are not permitted without a waiver from University Dining Services and Environmental Health and Safety. Apparel or gift items that carry the Fresno State name or logo must adhere to campus branding standards and, be reviewed by the Licensing Office. References to the Bulldogs team or logo require approval from the Athletics Department.

7.9. Events

Organizations are permitted to hold events on campus. The sponsor does not need to be present at events, but the sponsor's office will be held financially responsible for any event costs, expected or otherwise, that the organization cannot cover with its own funds. Organizations must adhere to all relevant policies which, based on the type of event, may include policies on food and alcohol purchases.

7.10. Complaints

Complaints regarding the activities of a faculty and staff organization, its members, or its officers may be addressed to the Vice President for Administration (VPA). The VPA or a designee will evaluate the complaint and either respond or refer it to another administrator. The complainant will be notified of the status of their complaint within 10 business days. Confidential complaints may be made using the university's TipNow system, or through the State Attorney General's hotline, in accordance with the university's Whistleblower Policy.

7.11. Fiscal Records

The Vice President for Administration (VPA) or a designee has the right to review the finances of faculty and staff organizations if deemed necessary. The organization's sponsor, president, and treasurer will be notified in writing of the beginning and end dates of the review. If necessary, the sponsor, officers, or members may be interviewed during the course of the review to establish context for financial transactions.

7.12. Dissolution

The members of a faculty and staff organization may opt to dissolve the organization at any time, through unanimous agreement of the organization's officers as outlined in the organization's Constitution. The organization must submit a formal letter of dissolution to the Vice President for Administration (VPA) stating its intent to dissolve and the date of dissolution. This letter must be signed by all currently registered officers of the organization. The letter of dissolution must clearly outline the disposal or transfer of any organization assets (funds, materials, etc.). The VPA or a designee will review the letter and approve or reject it within 10 business days. Letters of dissolution will only be rejected if they do not adequately account for the disposal or transfer of organization assets. If the letter is rejected, the Office of the Vice President for Administration will work with the organization's officers and sponsor to resolve any issues that preclude dissolution.

8. Related Policies, Procedures, Information, Forms

- 8.1. (CSU) Systemwide Policy Prohibiting Discrimination, Harassment, and Retaliation..... (EO 1096)
- 8.2. Campus Web Policy (APM 623)
- 8.3. Policy on the University Name (MAPP # F-06)
- 8.4. Fresno State Branding Standards (University Advancement).
Faculty/Staff organizations are required to adhere to Fresno State Branding Standards. Organization logos may also not utilize the “Fresno State Bulldog” or any other branded images that fall under the jurisdiction of the Athletics Department without prior approval.
- 8.5. Cash Handling Policy (MAPP # B-42)
- 8.6. Food Services Exclusivity Policy (Auxiliary Services, Public Documents)
- 8.7. Food Services Waiver Request (University Dining Services, Forms)
- 8.8. Hospitality Policy (MAPP # B-24)
- 8.9. Policy on Campus Use of Alcoholic Beverages (APM 646)
- 8.10. Whistleblower website: <http://www.fresnostate.edu/mapp/III/G/whistleblower.html>
- 8.11. TipNow – anonymous tip line for the Fresno State campus, 559.664.3204
- 8.12. Faculty and Staff Organization Registration Form (Policy, page 6)

9. Contact Information

If you have any questions regarding this policy, please contact the Office of the Vice President for Administration at 559.278.2083.

10. Key Search Words

Organization; organizations.

11. History/Revision Dates:

Approved by University President: February 4, 2013
Minor Update approved by VP for Administration: August 9, 2017

12. Sunset and/or Next Evaluation Date:

The next evaluation date will be February 4, 2018.

Faculty & Staff Organization Registration Form

Org. Name			
Org. Website			
Org. Phone#		Org Email	

President

Print Name		Signature	
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Vice President or Secretary

Print Name		Signature	
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Treasurer

Print Name		Signature	
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Sponsor

Print Name		Signature	
Org ID		Fund	

If the organization's constitution outlines additional positions for registered officers or sponsors, then those individuals must write their title, printed name, and signature on the back of this paper. This form will not be accepted unless the President, Vice President or Secretary, Treasurer, and Sponsor positions are filled. Additional positions need not be filled.

For new organizations, please attach the Statement of Purpose and Constitution.

By signing, Organization Sponsor is aware, and authorized, to cover any expenses or liabilities the organization may encounter at their department's expense.

Send completed Registration Form to the Office of the Vice President for Administration, M/S ML52.