

CALTECH

# STUDENT CLUB HANDBOOK

[HTTP://CLUBS.CALTECH.EDU](http://clubs.caltech.edu)

|Office of Student Affairs |

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## Caltech Mission

The mission of Caltech is to expand human knowledge and benefit society through research integrated with education. We investigate the most challenging, fundamental problems in science and technology in a singularly collegial, interdisciplinary atmosphere, while educating outstanding students to become creative members of society.

## What is a Student Group?

Student groups are clubs, organizations, discussion groups, book clubs or any other gathering of students on campus who enjoy the privileges, and who follow the responsibilities, listed in this document. All students at Caltech are eligible to be in *any* of the student groups recognized by the Institute. Only student clubs who comply with membership guidelines can apply for club funding from funding sources such as Student Affairs, ASCIT, GSC, Caltech Y, and any outside funding sought in the name of Caltech. No club may be established to carry on a trade or business (sale of product or service).

Student groups are not residence halls nor are they office-sponsored programs for students, even though the make-up of these groups is mostly, or entirely, students. National chapters on campus which operate out of academic Divisions have their own membership guidelines and are not covered by this handbook. Such national chapters are not eligible for funding or resources associated with the Student Clubs program.

## Oversight of Student Clubs

The oversight of all student clubs is the responsibility of the Senior Director of Student Activities and Programs, and the Clubs and Organizations Steering Committee (COSC). The COSC is chaired by the Senior Director of Student Activities and Programs who manages the meetings and scheduling of the group. The COSC consists of students and staff. The COSC makes recognition decisions and offers advice and support for the application, recognition, training and disciplinary procedures for student clubs.

## Club Purpose

All student clubs recognized by the Institute operate in the name of Caltech and must support the mission of the Institute and/or the mission of Caltech's Student Affairs program. Clubs are also expected to organize and provide support for students as the *primary* audience.

All student clubs at Caltech must have a clear purpose. Their purpose statement should describe the role of the club within the context of Caltech. As part of applying for recognition the club must articulate their purpose and (a) provide a brief description of the scope and activities of the club; (b) demonstrate how the club's purpose supports the Institute and the Student Affairs Missions; (c) identify an unmet need on campus so that the

Institute can see the value to our students and community, and (d) describe some of the programs and plans of the club for the coming year.

## **Privileges and Responsibilities:**

It is a privilege to be a member of the Caltech community. This is true for our students - both undergraduate and graduate, for faculty and staff and for our student clubs.

Therefore, we have outlined the privileges, as well as the responsibilities, of being a student club or organization on this campus. We hope we have made the expectations and the rewards clear in our work. No club may be established to carry on a trade or business (sale or product or service).

### ***Privileges***

- *Use of Name and Logo:* Registered clubs and organizations are permitted to use the Caltech name for activities that are related to Caltech as long as this use is connected to the mission of Caltech and Student Affairs. All clubs must follow the Institute's guidelines for planning and registering activities.
- *Use of Campus Facilities:* Only registered/approved student clubs may reserve space on the Caltech campus during their current approved club term.
- *Listing in the Caltech Directory*
- *Participation in orientation and involvement fairs* – as well as other membership drives during the year including the annual Caltech student carnival and student club fair.
- *The ability to publicize events on campus and through campus email*
- *Bursar support*
- *Institute web space*
- *Access to ASCIT or GSC funding and the opportunity to seek co-sponsorships from offices and departments on campus*
- *Consultation from offices on campus and support for planning and implementing activities*
- *Training:* Club and organization leaders will receive Institute-sponsored training on all aspects of club and organization management. Club advisors will also receive training. In addition, trainings on how to run and manage events will be available each term.

### ***Responsibilities***

- *Honor Code:* All Club members must uphold the Honor Code, and should make all decisions consistent with Caltech's mission and with Caltech's best interest in mind.
- *Application:* All student clubs must complete an application for recognition each year by November 30 and submit it to the Clubs and Organizations Steering Committee for review and approval.
- *Recognition:* All student clubs must be officially recognized on an annual basis in order to be in good standing with the Institute. Once officially recognized, the student club

may plan on maintaining that recognition for the duration of the calendar year, ending December 31. However, student clubs may lose recognition on an interim basis, or permanently, for policy, behavior or financial violations. Once recognized, clubs will receive all the privileges noted above.

- **Funding:** Student clubs are responsible for managing their funding and applying for Institute and student funds as needed. For support with funding issues and budgeting, the Senior Director of Student Activities and Programs can be a resource.
- **Bursar Accounts:** All student clubs are required to do their banking by way of the Caltech Bursar. As long as the group is recognized by the Institute, the Bursar will support the work of the club (see banking section for more details). If the club is suspended for any reason, the Bursar funds will not be available. The account will be frozen until all issues have been resolved.
- **Corporate Funding:** All corporate fundraising and other contacts must follow the Corporate Engagement guidelines, below.
- **Events:** Student clubs may meet with the Senior Director of Student Activities and Programs to learn more about how to host an event and how to get an event approved.
- **Training:** This is also included in privileges because it is, in part, a way to ensure the success of a student club. Club leaders must complete the Club Leadership training program annually. The training will cover topics such as leadership, risk management, event and travel planning, funding, policy guidelines and advisor support.
- **Participation:** All student club leaders must attend meetings with the group's advisor, the Interclub Council, and the Senior Director of Student Activities and Programs. The leaders of the club must also attend all trainings.
- **Advisors:** All student clubs are required to have an advisor who must be a Caltech faculty or staff member. Exceptions are rare, but can be made in the case of the Caltech Y, for example. The role of the advisor is to act as a mentor to the group. Students are expected to access their advisors for ideas and input as well as for information about how best to pursue their club's mission. The advisor will help the student leaders fulfill the club's purpose, make decisions, and comply with Institute policies and procedures and will meet with the club regularly as initiated by the club's leadership.

## Club Membership and Leadership

All clubs will be open to all currently-registered undergraduate and graduate students ("students"). Other members of the Caltech community, such as staff, faculty, spouses and JPL staff, may participate in club activities as affiliates. As such, they may not assume officer or other leadership positions. Clubs must maintain at least a 60/40% ratio of student members to affiliate members. If the club falls below this threshold, it may lose recognition during the academic year.

## Application for Recognition

The annual application for recognition as a student club is done online at <http://clubs.caltech.edu>. Some of the required information is listed below.

- *Club Name*
- *Purpose of the Club*
- *Names of Club Officers* (must be currently enrolled Caltech students) and their contact information. For signatory purposes the President and Treasurer may not be held by the same person.
- *Constitution and Bylaws*
- *Proposed Budget*
- *Name of the Club Advisor* (along with the advisor's approval form which is submitted by the Advisor). When naming a club advisor an email from [clubs@caltech.edu](mailto:clubs@caltech.edu) is automatically sent to the advisor for their review and approval.
- *Approximate Membership Size*
- *Funding Sources (if applicable)*

**Recognition Process:** Recognition of a student club is separate from the application process. Once the online application has been completed and submitted, the Clubs and Organizations Steering Committee (COSC) will review the application and make a decision about recognition. Key elements of recognition include, but are not limited to, having an advisor; an appropriate purpose; an infrastructure; and past activities of the group. Continued recognition decisions will be based in part on how effectively the student club can manage the privileges and responsibilities identified here. Clubs may be given full recognition - or in special cases - may be offered feedback about how to earn recognition.

Recognition letters will be sent to via email to student club leaders and will be copied to the advisor and the COSC. Student government funding decisions will be made after the recognition process is complete and will be guided by their respective advisors.

After the recognition decision is complete, the Senior Director of Student Activities and Programs will meet with each student club leader to finalize their club's status, help complete paperwork and/or offer feedback for future recognition.

All Club members must uphold the Honor Code, and should make all decisions consistent with Caltech's mission and with Caltech's best interests in mind.

## Training

Together with the help of the COSC, the Senior Director of Student Activities and Programs will coordinate training for all advisors and leaders each year. In addition to an annual training event, he will host meetings with both student governments- undergraduate and graduate - and all club presidents/chairs as part of an Interclub Council. Participation and engagement with the Senior Director of Student Activities and Programs and this process is part of the ongoing student group recognition.

## Governance

Each club is required to have a Club Constitution, which must be submitted as part of the annual registration. Content and formatting guidelines can be found at <http://clubs.caltech.edu/forms>

Each club must develop an internal system to:

- Submit all of the appropriate forms online.
- Maintain communication with the Office of Student Affairs.
- Maintain club records and update as necessary, including mid-year change of leadership. Send an email to [clubs@caltech.edu](mailto:clubs@caltech.edu) for leadership changes and visit the Bursar's Office to complete a Bursar Account Update Form.
- Work with the AVP for Student Affairs Operations, and, as necessary the Office of Corporate Research and the Career Development Center, if you intend to approach a corporation or business for any reason.
- Submit event paperwork before any event at <https://spa.caltech.edu>
- Submit funding requests and tracking within budget.
- Provide Student Affairs/Student Activities and Programs Office with liability waivers signed by all club members. Any club members who are under 18 years old will need a waiver signed by their parent or guardian.
- Notify Student Affairs/Student Activities and Programs Office of any injuries or unusual situations that occur during club events within 24 hours of the incident.

## Advisors

In order to obtain recognition, each club must have an advisor who is a full-time employee of Caltech, either faculty or staff. Advisors are an important part of the leadership and organizational experience that clubs can offer students. The advisor is expected to be active with club activities as follows:

- Provide guidance and leadership to the club
- Be knowledgeable about the club's policies and procedures and activities
- Assists members in planning projects such as:
  - a. Budgeting

- b. Club meetings
- c. Fundraising
- Ensure all club interactions with corporations and businesses, including those interactions initiated by the advisor, and coordinated with the Office of Institute Corporate Relations.
- Periodic attendance at club meetings and events

Club advisors are required to submit the Club Advisor Application to confirm their understanding and responsibility of being an advisor as well as to acknowledge acceptance of the advisor role.

## **Budgets**

Each club must submit a budget with their annual online registration. A sample of a budget proposal can be found at <http://clubs.caltech.edu/forms>.

## **Financial Accounting**

All club banking must be done through the Bursar's Office. Clubs must be in good standing in order to have access to a financial account.

The President and Treasurer of each club ("Financial Officials") will need to open the Bursar's account, and they will be the only two individuals who will have access to club funds. (For signatory purposes the President and Treasurer may not be held by the same person). These officers must agree to personal financial responsibility for liabilities arising from club activities (such as for disbursements not supported by appropriate receipts or inappropriate use of club funds.)

## **Depositing to a Student Club Account**

The Bursar's Office will accept a deposit from any individual for deposit to a student club account. The depositor should state the club name to the Bursar's Office cashier and present cash or a check for deposit. No account detail information is provided on the receipt.

## **Disbursements**

**Type 1:** Disbursements to individuals for personal services

- Independent contractors must fill out a W-9 form prior to any payments. Caltech will file 1099's for these independent contractors per its policies.
- Caltech employees cannot be paid for services provided to clubs.



**Type 2:** Cash advances and disbursements: The Bursar's Office may disburse funds from a club account to one of the two Financial Officials only. Disbursements may be paid by cash or by check.

- All disbursements shall be reviewed and approved (per the below practice), by the Student Activities and Programs Office.
  - i) Disbursement of Cash - A maximum of \$500.00 in cash may be disbursed per day to a Financial Official for non-service related expenditures. Anything exceeding \$500 will be processed by check.
  - ii) Disbursement by Check - If the payment is for services, the payment must be disbursed by check only. In addition, the club's Financial Official must complete a Payment Request Addendum with the service provider's W-9 information to be submitted along with the Club Payment Request Form.

Forms can be found at <http://clubs.caltech.edu/forms/payment>

### **Student Affairs Practice With Respect to Disbursements**

- Student Affairs requires that all service providers be pre-registered in the Caltech payment system by completing a W-9 form for Procurement Services prior to the club officer requesting a payment for their services. (Club officers may verify the vendor's W-9 status in Student Affairs by contacting Procurement Services.)
- Club Financial Officers must complete a Club Payment Request Form indicating if they are requesting payment for purchase of goods, payment of services or an advance of funds.
- If the completed Club Payment Request is for purchase of services or goods, the Club Financial Officer must attach original receipts for those services or goods to the Club Payment Request Form. The Student Activities and Programs Office will approve the payment request form before the club can submit the paperwork to the Bursar's Office for payment. (Note original receipts and forms will be stored in the Student Activities and Programs Office.)
- A club Financial Officer may take an "advance" of funds against future event expenses, as long as there are funds in the club account to do so. (A negative club account balance is not allowed.) Once the payment request for advance of funds is completed, the Student Activities and Programs Office will approve the Payment Request Form so that the club may submit a copy to the Bursar's Office for the advance payment.
- Receipts for the advance are to be remitted to the Student Activities and Programs Office no more than thirty (30) days from the date of the request for the advance.
- If a club deviates from the above practices such as by not registering their vendor prior to payment, or not submitting receipts for advances then the Bursar's Office will be notified to put a hold on the club account.

## Other Financial Matters

- Club accounts do not bear interest.
- Club accounts that remain inactive for one year and do not have a current club registration will be liquidated and any balances disbursed to the named beneficiaries.
- Clubs may not have P-cards.
- Clubs may never ask for or store credit card numbers or social security numbers.
- Clubs must designate a beneficiary for their funds should they cease to exist. The beneficiary cannot be an individual, but can be another Club, a Caltech department or Caltech.
- Use of Caltech's Tax ID number is prohibited.
- Clubs must pay all applicable sales or use tax on purchases of "tangible personal property." There is no exemption from sales or use tax. Clubs may not have employees.

## Fundraising

Fundraising on behalf of clubs is limited to:

- Requesting annual funding from ASCIT/GSC or other on-campus funding sources listed below.
- Requesting contributions from Caltech departments and affiliates (\$500 per organization annual maximum). Affiliates are limited to: Caltech Y, Caltech Alumni Association, Caltech Employees Federal Credit Union, and the Gnome Club.
- Clubs must consult with the AVP for Student Affairs Operations before fundraising from a non-Caltech entity, whether that is alumni, other individuals, corporations, foundations or others.
- Any gifts to Clubs must be made as gifts to Caltech, and will be processed through the Caltech Fund.
- Clubs must consult with the AVP for Student Affairs Operations before engaging in any plans for sales or commercial sponsorships from non-Caltech entities. This is to ensure that such activities are conducted in accordance with Institute policy.

## On-Campus Funding Sources

### *Student Affairs Program Fund*

The Office of Student Affairs provides funds to student clubs or organizations that provide campus-wide programs at Caltech. The Student Affairs Program Fund is intended for social, cultural, and recreational events and activities that encourage participation from the student community. If you have questions about the funding process, please contact the office of the Business Administrator at (626)395-3208.

See <http://studaff.caltech.edu/funding>

### *Moore and Hufstedler Fund for Student Life*

Students and other members of the Caltech community are encouraged to submit proposals at any time to the Moore and Hufstedler Fund for events, equipment, or other projects aimed at improving the quality of student life. The Advisory Committee will review proposals on a quarterly basis.

See <http://studaff.caltech.edu/funding>

## Corporate Engagement

All corporate outreach for funding and other support must be coordinated and approved through the AVP for Student Affairs Operations (Dimitris Sakellariou x 3208). The Chief Business Administrator will coordinate with the Institute's Office of Corporate Relations (OCR), and, in the event of career development-related outreach, with the Career Development Center, as appropriate.

**Office of Corporate Research:** The goal of the Office of Corporate Research is to increase corporate interactions with Caltech through sponsored research agreements, student recruiting, technology licensing, continuing education, and philanthropy. The office facilitates access to the entire Institute. One of the mandates of the OCR is to monitor the entirety of Caltech's corporate interactions.

**Career Development Center:** Caltech's Career Development Center (CDC) is the designated office at Caltech to organize and sponsor employment and career related activities and events for students. The CDC fulfills this responsibility by coordinating contacts with employers, including employer visits and career days on campus. This approach avoids confusion with employers and ensures that all interested students are aware of career opportunities.

Club officers must be aware of the CDC's policies and agree to follow them. The Caltech Student Club and CDC Practices Relating to Career/Job Hunting-Related Activities/Programs can be found at <http://www.career.caltech.edu/students/clubs>

By helping your club develop a strategy that is consistent with the larger Caltech corporate strategy, the AVP for Student Affairs Operations, together with OCR and/or the CDC, will help increase the effectiveness of your club's corporate interactions.

*If you contact corporations without working with the AVP for Student Affairs Operations, you may forfeit your rights to engage with corporations for the rest of the academic year and/or lose your funding.*

## **Fundraising Process**

Once you have permission from the Chief Business Administrator to engage in off-campus fundraising, you may be directed to the Caltech Fund. Student organization fundraising supervision is a responsibility of the Caltech Fund and it can connect you with the Development Operations office to produce mailing lists or to advise you on communications strategies, printing, mailing, etc. They will review your printed materials, your goals and objectives, your budget and your fundraising plans.

[http://fund.caltech.edu/the\\_fund](http://fund.caltech.edu/the_fund)

## **Use of Caltech Name/Logo**

Registered clubs in good standing are permitted to use the Caltech name for activities that are related to Caltech as long as this use is related to the mission of Caltech. Clubs must follow the Caltech guidelines for using the Institute's name and logo.

## **Club Website**

Registered clubs in good standing are permitted to have a presence on the Caltech website. Clubs with a designated administrator are eligible for an Access.Caltech account, which includes a free area for hosting a website. Administrators must have a current Caltech ID, and must not share the account password with others. See the IMSS website for more information about club accounts and associated websites.

## **Club Events**

All events (on or off-campus) must register with Student Affairs as set forth in the Student Affairs policies and procedures. See <http://www.studaff.caltech.edu/policies.htm>

## **Emergency Contacts**

A club representative must maintain an emergency contact information binder and assure that it is taken on all off campus activities.

## **Medical Considerations**

Each participant in club activities is responsible for his/her own well-being. Club members are encouraged to check with their family doctor or the health center staff prior to starting a new physical activity to assure that the activity is within healthy guidelines for the individual.

## Emergencies

In case of an emergency off campus, call 911 and then immediately follow up with a call to Caltech Security at x5000 when it is safe to do so.

In case of an emergency on campus, call x5000.

Promptly report any incidences to the Office of Student Affairs. During nights and weekends, contact Security at x5000.

## Misconduct

Alleged misconduct and violations of Institute policies and practices will be forwarded to the Dean's office for review.

Compliance with Other Caltech Policies

All club members and club activities must comply with all applicable Caltech policies. These policies include but are not limited to the following:

- Alcohol <http://www.studaff.caltech.edu/policies>
- Conflict of Interest [http://hr.caltech.edu/documents/42-citpolicy\\_conflict.pdf](http://hr.caltech.edu/documents/42-citpolicy_conflict.pdf)
- Event Registration <https://spa.caltech.edu>, or <http://www.studaff.caltech.edu/policies>
- Hazing <http://www.studaff.caltech.edu/policies>
- Nondiscrimination/Title IX <http://www.studaff.caltech.edu/policies>
- Political and Campaign Activities Policy <http://governmentrelations.caltech.edu/federal/politicalactivities>
- Safety/Fire <https://www.studaff.caltech.edu/policies>
- Sexual Harassment <http://www.studaff.caltech.edu/policies>