

**Meeting Date & Time:** [Date] | [Start Time – End Time]

**Location:** [Campus Room # / Zoom Link]

**Attendees:**

President:

Treasurer:

Faculty/Staff Advisor:

**Is quorum\* needed for this meeting:**                      Yes      No

**If yes, has quorum been met?:**                      Yes      No

**Welcome & Check-in**

*Led by Advisor*

- Official meeting start; check-in question presented
- Establish goals for this meeting
  - *e.g. operational tasks, event approvals, risk management, RSO recognition status, etc.*
- Advisor Updates

**President Updates**

*Led by President*

- General items related to RSO activities and needs
  - *e.g. meetings, events, recruitment, membership, committees, change of officers, elections, marketing/social media, etc.*

**Financial & Budget Report**

*Led by Treasurer*

- Current balance update and upcoming funding requests
- Review of receipts/reimbursements requiring advisor signature

**Event Planning**

*Led by President (or other officer that develops this area)*

- Review of open facility reservation requests on campus systems
  - *e.g. updates from Student Union Event Services and/or Department of Facilities Development & Operations*
- Remember the 5 W's when event planning!
  - What is the event going to look like?
  - Why is it important to have this event?
  - Where will your event be? Do you need to reserve space ahead of time?
  - When are you hosting the event?
  - Who is the target audience? Is it just for members or is it open to all students?

**Risk Assessment**

*Led by President (or other officer that develops this area)*

- Discussion on food handling, guest speaker approvals, or travel liability forms

**Action Items**

- 

**Announcements & Reminders**

- Save-the dates for upcoming events, campus workshops and/or training, etc.

**Adjournment**

- Formal motion to close the meeting

*\*Quorum: the minimum number or percentage of active/voting members who must be present at a meeting to legally conduct business, vote on dues, or pass constitutional amendments.*

### **BELONG, LEAD, SUSTAIN: Transformational Student Organizations**

| <b>PURPOSE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                     |
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| <p>Meetings between RSO Student Leaders and Advisors should be determined and scheduled at the beginning of the Fall and Spring semesters, as needed (but at least once a semester), to establish relationship building and address needs related to the student organization.</p> <p>RSOs must be student led and student run. This advisor agenda acts as a resource in the instance RSO Student Leaders are unsure how to approach initial meetings with advisors. Eventually, with your support and advisement, RSO Student Leaders will be able to create their own agendas and guide discussions that they wish to focus on.</p> |                                                                                                                                                                                                                                                                                     |
| <b>PROCESSES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                     |
| <b><u>Office of Student Involvement</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                     |
| <a href="mailto:studentorgs@sjsu.edu">studentorgs@sjsu.edu</a>   <a href="mailto:getinvolved@sjsu.edu">getinvolved@sjsu.edu</a>   408.924.5950                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                     |
| <b>Quick Links:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Notes:</b>                                                                                                                                                                                                                                                                       |
| <a href="#"><u>Student Organization Handbook</u></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | A resource guide containing University policies and procedures governing all University Recognized student clubs and organizations at San José State University, use of campus resources, University expectations, financial management, fundraising, marketing, and other aspects. |
| <a href="#"><u>Fraternity &amp; Sorority Life Handbook</u></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | A resource guide containing University policies and procedures governing all University Recognized student clubs and organizations at San José State University, use of campus resources, University expectations, financial management, fundraising, marketing, and other aspects. |
| <b><u>Associated Students (A.S.)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                     |
| <a href="mailto:as-controller@sjsu.edu">as-controller@sjsu.edu</a>   <a href="mailto:student-org-funding@sjsu.edu">student-org-funding@sjsu.edu</a>   408.924.6240                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                     |
| <b>Quick Links:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Notes:</b>                                                                                                                                                                                                                                                                       |

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| <u>A.S. Budget Policies</u>                                                                     | Provides detailed requirements and procedures for RSOs requesting funding.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <u>A.S. Funding Request Packet</u>                                                              | Funding Criteria: <ul style="list-style-type: none"> <li>• Apparel</li> <li>• Costume/Uniform</li> <li>• Publicity and Printing</li> <li>• Promotional Items</li> <li>• Food and Catering for Events</li> <li>• Decorations and Equipment</li> <li>• Professional Performers and Speakers</li> <li>• Leadership Development Costs</li> <li>• Lodging</li> <li>• Venues</li> <li>• Insurance</li> <li>• Special Liability Insurance</li> <li>• Security</li> <li>• Labor</li> <li>• Student Research Project</li> </ul> |
| <b><u>Student Union Event Services</u></b>                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <a href="mailto:student-union-events@sjsu.edu">student-union-events@sjsu.edu</a>   408.924.6300 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Quick Links:</b>                                                                             | <b>Notes:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <u>Space Reservations (EMS)</u>                                                                 | A web application tool for viewing and requesting bookable spaces at the Student Union.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>Office of Student Conduct &amp; Ethical Development</u></b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <a href="mailto:studentconduct@sjsu.edu">studentconduct@sjsu.edu</a>   408.924.5985             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Quick Links:</b>                                                                             | <b>Notes:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <u>Student Organization Conduct Code</u>                                                        | Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and university; to be civil to one another and to others in the campus community; and to contribute positively to student and university life.                                                                                                                                                                                                              |
| <u>Student Conduct Code</u>                                                                     | The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to                                                                  |

|  |                              |
|--|------------------------------|
|  | student and university life. |
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| PEOPLE                                                                                                  |                                              |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------|
| For any questions, please do not hesitate to contact the RSO Team in the Office of Student Involvement. |                                              |
| Name                                                                                                    | Position                                     |
| Andrea Pimentel<br><a href="mailto:andrea.pimentel@sjsu.edu">andrea.pimentel@sjsu.edu</a>               | Student Engagement Coordinator               |
| Stephanie Rudd<br><a href="mailto:stephanie.rudd@sjsu.edu">stephanie.rudd@sjsu.edu</a>                  | Assistant Director for Student Organizations |
| Amy Prause<br><a href="mailto:amy.prause@sjsu.edu">amy.prause@sjsu.edu</a>                              | Associate Director for Student Engagement    |