

CALTECH

STUDENT CLUB HANDBOOK

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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.

The Role of Student Clubs During a Pandemic

Student clubs play an important role at Caltech. They help students connect, socialize, and enjoy common interests. It is the hope of the Student Activities and Programs Office that clubs would continue to meet these needs during the current pandemic; however, all events, programs, and meetings are now continued virtually. There are no gatherings at the Institute and all in-person activities, outside of approved research conducted at the Institute, are prohibited. Clubs must comply with all COVID-19 related policies including the undergraduate and graduate health and hygiene policies, the guest policy, and the prohibition of gatherings. Failure to comply will compromise club recognition.

What is a Recognized Student Club?

Recognized student clubs enjoy the privileges, and follow the responsibilities, listed in this document. All currently enrolled students at Caltech are eligible to be in any of the student clubs recognized by the Institute. Only student clubs who comply with membership guidelines can apply for club funding from sources such as Student Affairs, ASCIT, GSC, 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 clubs are distinct from residence halls and office-sponsored programs for students, even though the makeup of these groups may be 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 student clubs is the responsibility of the Student Engagement Coordinator of Student Activities and Programs (or the Senior Director in their absence) and the Clubs Steering Committee (CSC). The CSC is chaired by Student Engagement Coordinator and consists of students, staff, and administrators. The CSC 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 the mission of Caltech's Student Affairs program as well as meet all expectations of Institute policies. Clubs are also expected to organize and provide support for students as their 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, staff, and affiliate members of our recognized student clubs. Therefore, we have outlined the privileges, as well as the responsibilities, of being a student club on this campus.

Privileges

- *Use of Name and Logo:* Registered clubs 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 Student Activities Center:* Only recognized student clubs may reserve space in the Student Activities Center managed by ASCIT during their current approved club term.
- *Early Access to Reserving Spaces in the Hameetman Center:* Hameetman reservations are made available on a term-by-term basis. Officers of recognized student clubs will receive an email before the start of each term informing them of when reservations are open.
- *Listing in the Caltech Clubs Directory*
- *Participation in orientation and involvement fairs* – as well as other membership drives during the year including the annual Student Clubs and Involvement 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 leaders will receive Institute-sponsored training on all aspects of club 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. Please also refer to the Caltech community's Statement on Ethical Conduct.
- *Application:* All student clubs must complete an application for recognition each year by March 31 for review and approval by the Clubs Steering Committee.

- **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 club term, ending September 30. However, recognized student clubs may lose recognition on an interim basis, or permanently, for policy, behavior or financial violations. Once recognized, clubs will receive all privileges noted above.
- **Behavior:** Clubs at Caltech are expected to follow Institute policy, Student Affairs policies, and the Caltech Code of Conduct. See the “Loss of Recognition” section below to understand how a club’s behavior could lead to loss of privileges.
- **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 Student Engagement Coordinator of Student Activities and Programs can serve as a resource.
- **Bursar Accounts:** All student clubs are required to do their banking by way of the Caltech Bursar. As long as the club 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. Bursar accounts inactive for 2 or more years will be cleared, with remaining funds going back to the Student Affairs program fund.
- **Corporate Funding:** All corporate fundraising and other contacts must follow the Corporate Engagement guidelines provided below.
- **Events:** Student clubs may meet with the Student Event and Club Coordinator and Student Engagement Coordinator of Student Activities and Programs to learn more about how to host an event and how to get an event approved.
- **Club Meetings:** All club meetings must be held at on-campus locations. Any meetings/events off campus must be registered and approved through the Student Event Registration process.
- **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 and the Student Engagement Coordinator 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 external affiliates such as the Caltech Y, whose staff are eligible to serve as club advisors. 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. Non-Caltech community members may not be accounted for when asking for funding. Activity fees are for currently-enrolled students. Non-students should pay dues or fundraise to accommodate the cost of their affiliate membership.

Club officers must submit a club members roster annually by November 30 every calendar year. This deadline will allow officers to provide the most updated roster after the annual Student Clubs and Involvement Fair.

The Office of Residential Experience strongly encourages club officers to prioritize and consider accessibility for their events to allow equal opportunity for participation from all community members. For more information, please refer to cass.caltech.edu to learn about Caltech’s procedures and services for students with disabilities.

Caltech is committed to equal opportunity for all persons regardless of sex, race, color, religion, national origin, citizenship, ancestry, age, marital status, physical or mental disability, medical condition, genetic information, pregnancy or perceived pregnancy, gender, gender identity, gender expression, sexual orientation, protected military or veteran status or any other characteristic or condition protect by the state and federal law. Student clubs must adhere to Caltech’s Nondiscrimination and Equal Employment Opportunity policy when they consider club membership.

Application for Recognition

The annual application for recognition as a student club is done online at apply.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 is automatically sent to the advisor for their review and approval.
- Approximate Membership Size
- Funding Sources (if applicable)

Recognition/Reapplication Process: Recognition of a student club is separate from the application process. Once the online application has been completed and submitted, the Clubs Steering Committee (CSC) 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 via email to student club leaders and will be copied to the advisor and the Bursar. After the recognition decision is complete, the Student Engagement Coordinator 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.

Loss of Recognition

Clubs at Caltech are expected to follow Institute policy, Student Affairs policies, the Caltech Code of Conduct and all applicable legal requirements. All Club members must uphold the Honor Code and the Caltech Community's Statement on Ethical Conduct, and should make all decisions consistent with Caltech's mission and with Caltech's best interests in mind.

The Honor Code

"No member of the Caltech community shall take unfair advantage of any other member of the Caltech community."

Potential policy or Code of Conduct violations by a club or in connection with a club event will be referred to the Assistant Vice President for Student Affairs and Residential Experience (AVP) or her designee, who will either (a) manage the issue with the club through an appropriate Institute response, or (b) initiate an investigation into the incident. If an investigation is conducted, the investigators will report their findings to the AVP who will make a decision concerning whether any violations occurred and any consequences that may be imposed. The decision of the AVP may be appealed to the Vice President of Student Affairs within 10 days of the decision.

During the investigation, the AVP may suspend the club's recognition and planned activities if deemed necessary for the health, safety, or other benefit of the community. A range of outcomes may be considered as consequences to the club if the group is found to have engaged in a policy violation. Possible sanction examples include education, suspension of some or all of the group's privileges, or loss of their recognition status with the Institute. If the potential situation also includes a potential policy violation involving an individual student(s), the student(s) will be referred to the appropriate Dean's office and may be subject to disciplinary action.

Training

Together with the help of the CSC, the Student Engagement Coordinator of Student Activities and Programs will coordinate training for all advisors and leaders each year. In addition to an annual training event, they will host meetings with both undergraduate and graduate student

governments. Participation in trainings may be required per the Student Activities and Programs Office.

Governance

Each club is required to have a Club Constitution, which must be submitted as part of the annual registration.

Each club must develop an internal system to:

- 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 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 other offices as directed) if you intend to approach a corporation or business for any reason.
- Submit event registrations through the Office of Residential Experience.
- Submit funding requests and tracking within budget.
- Provide Student Affairs/Student Activities and Programs Office with liability waivers as needed. Liability waivers are required and must be signed by participants prior to any student club off-campus event where Institute funds or resources are provided. 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, as faculty, staff, or postdoc. 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
- Assist members in planning projects such as:
 - o Budgeting
 - o Club meetings
 - o Fundraising
- Receive Clery training
- Ensure all club interactions with corporations and businesses, including those interactions initiated by the advisor, are coordinated with the AVP for Student Affairs Operations.
- 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.

Please be aware that club advisors meet the definition of Mandated Reporters under Caltech's Minors Policy. As stated in the policy, a Mandated Reporter is an Institute employee whose duties bring them into contact with minors on a regular basis or who supervises employees whose duties bring them into contact with minors on a regular basis, as to child abuse or neglect occurring on Institute premises (including campus, JPL, or other locations where the Institute does business) or at an official activity of, or program conducted by, the Institute. Human Resources will conduct appropriate training. Requirements for Mandated Reporters are described in the [Institute's Policy on Minors](#).

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. There may be up to 4 people with authorization to access the club Bursar's account. 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 any violations during club activities (such as for disbursements not supported by appropriate receipts or inappropriate use of club funds).

Deposits

The Bursar's Office will accept a deposit from a club officer to a club account. Checks can be mailed to: Bursar's Office, MC 120-87, Pasadena, CA. 91125. Checks need to be made out to the club. Cash is no longer accepted in office. To make a cash deposit, please visit the Caltech Employees Federal Credit Union at 515 S. Wilson Ave., Pasadena, CA. 91125. Ask for a Bursar's Deposit Form and complete with club information and amount of deposit.

Disbursements

Disbursements include refunds, advances, and payment for services rendered. To initiate a disbursement, a club officer with authorization to the account must submit a [Club Payment Request Form](#) to clubs@caltech.edu. Approved requests will be responded to with a confirmation email from both the Office of Residential Experience and Bursar's Office. Disbursements can be paid by Bursar Quick Pay (ACH direct deposit available to students with a US bank account) or by check.

Refund requests should include original receipts with the Club Payment Request Form. Payment for services (e.g., instructors, on-site vendors, etc.) require a W9 form be filed with the Procurement office *prior* to services being rendered. Caltech will file 1099 forms for these independent contractors per its policies.

Requests for an advance of funds against future event expenses is permitted as long as there are sufficient funds in the club account. Receipts for the advances 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 by not registering their vendor prior to services 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 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. If a club does not designate a beneficiary and its Bursar account is inactive for 2 or more years, existing funds will be deposited back to the Student Affairs Program Fund.
- Clubs may not have P-cards.
- Clubs may never ask for or store credit card numbers or social security numbers.
- 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 and Caltech employees cannot be paid for services provided to clubs.

Fundraising

Fundraising on behalf of clubs may include the following:

- Campus Resources: Requesting annual funding from ASCIT, GSC or Caltech offices. Visit the Office of Residential Experience website at ore.caltech.edu to learn more about on-campus funding sources.
- Campus Affiliates: Requesting contributions from Caltech departments and affiliates (\$500 per club annual maximum). Affiliates are limited to the Caltech Employees Federal Credit Union, the Gnome Club, and the Caltech Y.
- Corporate Engagement: Clubs must consult with the AVP for Student Affairs Operations before pursuing fundraising, sales or commercial sponsorships from non-Caltech entities such as alumni, individuals, corporations, foundations etc.
- Other Gifts: Any gifts to Clubs must be made as gifts to Caltech, and will be processed through the Caltech Fund.

Corporate Engagement

All corporate outreach for funding and other support must be coordinated and approved through the AVP for Student Affairs Operations. The Chief Business Administrator will coordinate with the Office of Advancement and Alumni Relations, the Caltech Fund, and/or with the Career Development Center, as appropriate.

Office of Advancement and Alumni Relations: The goal of the Office of Advancement and Alumni Relations 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 Office of Advancement and Alumni Relations is to monitor the entirety of Caltech's corporate interactions.

Career Development Center: Caltech's Career Development Center works with many companies and alumni to organize career related and professional development activities for students, postdocs, and alumni. They are happy to act as a resource for student clubs looking for tips and suggestions on how to connect with companies or on how to respond to companies that reach out to you.

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 guidelines for using the Institute's name and logo according to the Caltech [Identity Toolkit](#).

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 website hosting. 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 website options.

Club Events

Currently, there are no approved in-person events or programs on campus or otherwise sponsored by the Institute due to the pandemic. When in-person events resume, all club events must register with Student Affairs as set forth in the [Student Affairs policies and procedures](#). Events registration is managed through the Office of Residential Experience website at ore.caltech.edu. Please see the Student Event Handbook for complete information.

Eligibility to Host an Event

Recognized student clubs who are in good standing may register events, advertise their plans, and utilize Caltech facilities. Student clubs are not eligible to host events during social probation or interim suspension.

Event Registration

All events that meet one or more of the following criteria must be registered:

- On-campus events of **more than 15 attendees** with alcohol service

- On-campus events of **more than 50 individuals** without alcohol service
- Off-campus events where Caltech funds (e.g., CAPRA, ASCIT/GSC) will be used
- Any event where chemicals (e.g., LN₂) will be used
- Events that include construction activities

Registration Deadlines

- Campus-wide events must be approved by the community in advance of the academic year.
- Other large events must be registered 4 weeks in advance.
 - Large events are those for which a) invitations are extended beyond the organizing student group, b) 100 or more attendees are expected, and/or c) the scope of the event requires Security, bartenders, Orange Watch, etc.
 - Caltech will limit registrations to one large event for undergraduate students and one large event for graduate students per weekend night in order to ensure adequate support and community safety. Students are encouraged to submit event registrations well in advance to secure their preferred dates.
- Small, private events which require less oversight and support should be registered at least 2 weeks in advance.

Events with Alcohol Service

Club presidents must be present at all large events and must complete Orange Watch training in order to help lead safe and responsible events. While not all student leaders are required to attend an Orange Watch training, it is highly recommended. Please contact the Student Activities and Programs Office to inquire about Orange Watch training.

The amount of alcohol permitted is determined by the size of the event. After the students meet with the Student Event Coordinator, the alcohol allotment information is made available through the Student Activities and Programs Office. Alcohol purchased by the students is stored in CSS until the beginning of the event.

Professional bartenders will be hired by the Student Activities and Programs Office to serve all alcohol at student events. Wristbands are required and will be provided by Security. When alcohol is being served, an equal amount of water and an appropriate amount of substantial food must also be provided. Student clubs are responsible for the cost of bartenders.

Damages and Costs Incurred

Damage for events that take place in Institute facilities will be charged to the club hosting the event. These charges will be determined by the Facilities office.

Waivers and Off-Campus Events

Consent, Release and Assumption of Risk waivers will be required and must be signed by participants prior to any student club off-campus event where Institute funds or resources are provided. Drivers' forms are also required for any student driving other students as part of an Institute sponsored activity. The forms are provided by Student Event Coordinator, and the signed copies need to be returned to the same office 48 hours prior to departing from campus.

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

Political Activity

As a 501(c)(3) organization, Caltech must be mindful of the ban on political campaign activity set by Congress. This does not mean that an individual cannot express one's political beliefs; the individual may not express their political beliefs as a representative of the Institute. Caltech encourages the community to engage in civic activities. For more details, visit the [IRS website](#) with frequently asked questions regarding this matter.

Medical Considerations

Each participant in club activities is responsible for their 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.

Compliance with 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://studentaffairs.caltech.edu/policies>
- Conflict of Interest
http://hr.caltech.edu/documents/2922/caltech_institute_policy-conflicts_of_interest.pdf
- Event Registration <https://ore.caltech.edu/events/student-event-registration>
- Hazing <http://studentaffairs.caltech.edu/policies>
- Nondiscrimination/Title IX <http://studentaffairs.caltech.edu/policies>
- Political and Campaign Activities Policy
http://externalrelations.caltech.edu/documents/15-political_activity.pdf
- Safety/Fire <http://studentaffairs.caltech.edu/policies>
- Sexual Harassment <http://studentaffairs.caltech.edu/policies>