Privileges of a Chartered Organization

Once your student organization is recognized by the University, it is considered “chartered,” and may enjoy a variety of privileges. These include:

- use of Pacific’s name in association with your club
- ability to conduct fund-raising activities on campus
- the ability to recruit members on campus
- disseminating and publicizing information and literature on campus
- being included in “The Guide,” a campus directory of chartered clubs and organizations
- obtaining advisement and services from ASUOP or the Leadership & Involvement Office
- the ability to hold meetings and social functions on campus
- the use of campus facilities
- the use of the McCaffrey Center
- the use of ASUOP and/or Finance Center banking services
- a campus mailbox to keep you informed
- the right to participate in such campus activities as Club Fairs and Student Orientation Services

Rechartering Your Organization

In order to maintain recognition, a club must recharter each year. That means you are informing the University that the club will remain active. The university requires you to fill out two (2) main forms, listing the club officers’ names and the advisor(s) name(s), and how to reach them. Please see Appendix #1 for officer eligibility requirements. The rechartering packet is mailed to you through your club advisor or the Leadership & Involvement Office mailbox each year in March, following your election of new officers. Failure to complete this packet in a timely manner does have some consequences: 1) you will lose your privilege to reserve rooms till the forms are submitted; and, 2) your listing in the Club Guide (a campus directory to student clubs) should have the current contact person’s name and number. Possible funding from ASUOP could also be delayed if you are not recognized as active. ASUOP can’t fund a group that is not rechartered. Don’t delay this process. Have the new officers and advisor recharter the organization immediately.

Steps to Rechartering

1. Rechartering packets are mailed out each year in March to the advisor of the chartered student group or your Leadership & Involvement Office mailbox. It is imperative that officers for the following academic year work with the advisor in receiving and filling out all the proper information.

2. The officers should complete the blue form and signature card while the advisor completes the yellow form. Make sure the advisor or a student officer from the previous year signs the back of the blue signature card. The blue signature card is a list of all official student and advisor signatures that can release monies from your account.

3. Take the blue signature card to the ASUOP Business Office. The business office will collect the blue signature card and keep it on file, not allowing any other authorizations to charge and/or deduct monies that have been allocated to your group.

4. Take the completed blue rechartering form and the completed yellow advisor form back to the the Office of Student Leadership & Involvement and give to the receptionist. You are now considered a rechartered organization and listed as an active group.
Club Mail

Every chartered club on campus has a mailbox located in the McCaffrey Center lounge, located on the lower level of the McCaffrey Center. This mailbox serves as a place for you to receive information and to inform others of activities that you and your club members may be interested in. You are welcome to leave messages, and/or announcements of upcoming programs in appropriate boxes. If you are interested in informing all the clubs of a program you are sponsoring, you need to make 100 flyers. Staffing is not provided for stuffing the mailboxes. You will need 20 to 30 minutes to fill all the mailboxes with your material.

Your mailbox should be checked and emptied at least once a week. All U.S. Mail addressed to your club or a member of your club is delivered to this mailbox. Listed below is your club mailing address should anyone off campus need to reach you:

Club Name
University of the Pacific
McCaffrey Center
3601 Pacific Avenue
Stockton, CA  95211

Insurance Provided by the Individual Student

Pacific requires that each student carry their own personal health/insurance plan. Should an unfortunate accident happen to any student during an event on campus, neither the University or ASUOP carries an insurance policy for accidents resulting from these events.

If students are not covered on their parent’s policy, and/or have their own personal insurance policy already, the University offers a health plan that is provided through their carrier. It is reasonably priced and a brochure describing the policy can be picked up at ASUOP Office, located on the second level of the McCaffrey Center, the Office of Student Leadership & Involvement located on the lower level of the McCaffrey Center, or the Wellness Center located on the north side of campus. Call the office at (209) 946-2174 to have a copy sent to you.

Insurance Provided by Pacific

The extent of University insurance coverage for events is often overestimated.

You need to recognize that for most events sponsored by student groups, only third party liability insurance is in effect. A third part is defined as someone unrelated to the University activity. This insurance covers legal obligations for damages resulting from bodily injury or property damage for third party only. The policy exclusions include punitive or exemplary damages, pollution, subsidence, asbestos, professional liability, war, nuclear, auto, aircraft and watercraft. Students and other participants are NOT covered by University insurance; they are covered by their own personal insurance.

Insurance Provided for Off-Campus Activity

For University recognized events held off-campus, a statewide “Student Travel Policy” provides students with coverage for the entire trip, as long as they remain with the group. Insurance coverage is provided for accidental death or injury for students, while enrolled at the University and traveling, anywhere in the world, to or from and participating in a “school sponsored activity.”

“The ultimate measure of a person is not where they stand in moments of comfort and convenience, but where they stand at times of challenge and controversy.”

—Martin Luther King Jr.
Coverage is automatic, under qualifying conditions, and is offered at no cost to students. Travel to/from intercollegiate athletic events or practices away from campus is a covered activity, but participation in such events or practices is not; coverage while participating in intercollegiate athletics is provided separately through the Athletic Department.

As defined in the master policy, “school sponsored activity” is travel and participation in activities away from campus which (1) are a mandatory part of a course requirement, or (2) are sponsored by a University student organization under University supervision. Examples include academic field trips; travel to/from course-related off-campus training facilities; and, club sponsored excursions.

PLEASE NOTE THAT THIS POLICY PROVIDES COVERAGE FOR ACCIDENTS OFF-CAMPUS ONLY, AND THAT NO SUCH COVERAGE EXISTS FOR ON-CAMPUS ACTIVITIES.

This Student Travel Insurance policy pays the excess amount of medical expenses not covered by primary medical insurance, if any, subject to a $10,000 limit. Pacific students are covered; non-students and privately-owned vehicles are not covered. In the unfortunate case an accident would happen on campus during a planned student event, the student's personal health plan would be the only coverage.

If you need further information or clarification regarding student insurance, contact The Office of Student Leadership & Involvement 946-2174 regarding activity issues.

All departments on campus are supportive with different goals in mind to serve the students. This handbook lists only the basic departments and units which are most active and accessed by student clubs for their programming needs. We encourage you to seek out the Career Resource Center, University Housing Services, Student Wellness and Counseling Services, etc., as these departments and/or professionals may be able to consult and/or be a resource for you concerning your programs and organization.

“Attitudes are contagious. Are yours worth catching?” —Unknown