

2026-2027



Student Organization Handbook

Welcome to the Pepperdine College of Health Science (PCHS) Student Organization Handbook. This serves as a guide to student leaders as they look to organize, develop, maintain, and advance the policy and professional goals for each PCHS student organization.

You can find everything from more information about how to start a PCHS student organization and pick a faculty/staff advisor to understanding rules and regulations for advertising and marketing, organizational conduct, and even financial and facility use guidelines.

The Student Services Office at PCHS recognizes the important role that student organization leadership plays in developing next generation policy leaders. We strive to ensure that every student has the opportunity to join a student organization and learn from these invaluable professional development opportunities.

We look forward to helping you discover your full leadership potential, and offering support and guidance along the way. Please feel free to contact the Student Services Office at (818)702-1035, or stop by our office located in CAL 105D, should you have any questions about this handbook and student organizations here at PCHS.

Ashley Maneffa,
Student Life Coordinator
Pepperdine University, College of Health Science

TABLE OF CONTENTS

Purpose of Student Organizations	3
Purpose of Handbook	5
Guidelines for Student Organizations	5
How to Start a Student Organization	6
Requirements of a Registered Student Organization	7
Termination of a Student Organization	10
Student Organization Constitution Outline	11
Conduct of Student Organizations	13
Facility Reservations	16
Guidelines and Procedures for Facility Use	17
Professional Entertainment and Speaker Guidelines	19
Financial and Services Request Policies	20
Advertising Policy	21

Purpose of Student Organizations

- Provide a supportive environment that encourages personal and professional growth, leadership development, and autonomy while fostering ethical responsibility within a collaborative learning community.
- Support and advance the mission and values of Pepperdine University and the College of Health Science.
- Promote the intellectual, professional, and moral development of students preparing for careers in health and service-oriented fields.
- Engage students in service, advocacy, education, and community outreach that advance health, wellness, and equity on campus and beyond.

Recognized Role of Student Organizations

- Provide programming that allows for personal growth and community enrichment.
- Set standards that encourage excellence in each member.
- Instill the approved purpose of the student organization in each member and fulfill that purpose.
- Provide opportunities for the development of social and leadership skills.
- Provide structured opportunities for self-government and effective organization management.
- Provide an atmosphere that supports and rewards academic achievement.

Support for the Student Organizations from Pepperdine University and PCHS

- Use of institutional facilities for programming and meetings.
- Advisement in planning and programming support from various PCHS offices.

- An officially recognized student organization in good standing will receive financial support pending PCHS budget availability, but shall not exceed \$1,000 per academic year.

Condition of Recognition

- Negotiate and sign a [relationship statement](#).
- [Student Organization Roster](#) on file with the Student Services Office
- Complete [Event Request Form](#) and submit for approval for each organization sponsored event (on-or-off campus). *
- Complete [Meeting Request Form](#) and submit for approval for each organization sponsored meeting. *
- Provide requested reports or documents that may be required from the Student Services Office.

***Please note: any organization that holds an organization event or meeting without approval from the Student Services Office will jeopardize the privilege of affiliation and budgetary support.**

Obligations of Recognition

- Be an active member of the appropriate governance council and comply with its bylaws.
- Be familiar with and adhere to Pepperdine University policies, regulations, and procedures.
- Fulfill the “Requirements of a Registered Student Organization” listed in this handbook.
- Submit the [Student Organization Roster Form](#) no later than September 30 for each fall term and January 30 for each spring term. This roster should include the names, phone numbers, and email addresses of all current officers of the organization, in addition to providing a full list of all organization members.
- Each student organization must hold at least one meeting and event per semester.
- Maintain financial reports for their organization and have them available upon request.

Purpose of Handbook

The purpose of this handbook is two-fold: 1) to lead interest groups through the steps of starting a new

student organization, and (2) to help existing student organizations manage their operations effectively.

Guidelines for Student Organizations

Purpose

The purpose of these guidelines is to provide the Pepperdine College of Health Science (PCHS) community, including student, faculty, and administration, with information on procedures and regulations concerning University student organizations.

University Policy

- PCHS recognizes student organizations which adhere to the University goals as stated below:
 1. To strive toward all goals within the context of a university that has a commitment to the Christian faith.
 2. To provide a strong graduate education for each student.
 3. To help each student advance significantly in personal, social, and academic growth through a program of services to students.
 4. To work toward the formation of a true spirit of community at all levels and in all areas of the University.
 5. To be at the service of the community beyond the campus.
 6. To establish a purpose statement that embodies the mission statement of Pepperdine University.
- It is the policy of the University to oppose and prevent illegal discrimination by any organization on the basis of ethnicity, race, or creed. This includes membership selection and/or activity involvement. Please refer to the current academic year's PCHS [Academic Catalog](#) for further definition of University policy.

How to Start a Student Organization

- Make an appointment with the Student Life Coordinator for assistance in forming a new student organization.
- Develop a constitution which states the purpose and structure of the organization. Follow the suggested constitutional outline found in this handbook, including all of the information required.
- Submit the completed constitution to the Student Life Coordinator for review and to schedule the student interest meeting.
- Following the student interest meeting, submit a letter of interest, organization constitution and completed [Student Organization Roster Form](#) to the Student Services Office.
- After receiving approval from the Director of Student Services and the respective School Dean's Office, a student organization must secure a full-time faculty/staff advisor and complete the [Student Organization Relationship Statement](#).

Requirements of a Registered Student Organization

- Every registered student organization must have an advisor who is a full-time faculty/staff member of the College of Health Science.
- In order to be part of a registered organization, you must be a registered student (in- person or on-line) at the College of Health Science
- Alumni of the College of Health Science may be honorary members but cannot hold office in an organization.
- All continuing, and active organizations must submit an up-to-date [Student Organization Roster Form](#), which includes the names of the current advisor, president, and other officers; a list of all organization members; and email and phone numbers for all of the above. The form must be submitted to the Student Life Coordinator by **September 30** of the fall term and **January 30** of the spring term. Those organizations not meeting this deadline will not be recognized by the University or receive funding.
- All organizations should have at least five active members to be recognized by the University. If fewer than five active members, a student organization may seek an exemption, in writing, from the Student Life Coordinator.

Officers

- All officers of PCHS student organizations must be full-time students and may not be on academic or disciplinary probation.
- The names, email, and phone numbers of all organization officers must be on file in the Office of Student Engagement. Any change of officers should be submitted to the same office within seven days of the change.
- Student organizations are responsible for the activities of their individual organizations and must ensure that all programming is conducted in accordance with the [PCHS Professionalism Policy](#), and is consistent with University policy governing student organizations.
- All executive board members are required to attend New Student Orientation and academic events in Calabasas, as well as any additional events deemed necessary by the Student Services Office.

Be prepared to share the following at the above events:

1. *Representative Introduction - name, specialization(s), post-graduation plans?*
2. *Name of the student organization you are representing*
3. *What does the student organization do on-campus? Off-campus? Why is it important for them to know or be involved?*
4. *How can prospective students join your organization?*

5. *How can prospective students get involved?*
6. *Name the top 3 events your student organization held last year and the positive outcome*
7. *Why is your student organization beneficial to their career/internship and networking opportunities?*
8. *Why did you (as a prospective member of the student organization) decide to join this group—and why are you passionate about its purpose?*
9. *Remind students to visit social media pages and the PCHS website—offer information about any new fall events you are planning, and how students can sign-up once classes begin! Get first-years involved!*
10. *If students have any questions, please welcome them to reach out. PCHS will provide all NSO participants with student organization contact information within their NSO welcome packets.*

- Officers are strongly encouraged to attend all major recruitment events hosted by the Office of Student Services for prospective students. This includes “prospective student mixers” (open houses), alumni and lecture series, prospective student luncheons, and other recruitment-focused events for PCHS prospective students.
- A student may not occupy more than one officer position. However, at the discretion of the Student Life Coordinator, an exemption to this rule can be made on a case-by-case and organization-by-organization basis.
- Outgoing presidents/leaders will need to meet with the Student Life Coordinator and new incoming presidents/leaders during March or April of the spring term to discuss transitional issues for the organization for the next academic year. Also, it is required that the outgoing president submit a “[Year-End Report/Organization Assessment](#)” no later than April 3 of each academic year. This report must include a summary of monies spent and received, membership updates, event summaries, constitutional changes, copies of all meeting minutes from the preceding year, election/recruitment plans, and any other long-term goals and plans for the organization.

Advantages of Being a Registered Student Organization

- Official recognition by the University.
- Use of the University's name in the identification of the organization and in the sponsorship of activities and events.
- Ability to hold meetings and social functions on campus.
- Use of campus facilities (meeting rooms, etc.) and services (e.g., audiovisual equipment, maintenance services, etc.) at no cost.
- Permission to recruit members from the campus community.
- Ability to engage in on-campus fundraising activities.
- Dissemination of information and literature on campus.
- Guidance in program planning and budget management by the College of Health Science.
- Financial support, pending PCHS budget availability, which shall not exceed \$1,000 per academic year.

Termination of a Student Organization

If a student organization wishes to terminate, a letter stating this fact should be sent to the Student Life Coordinator. This letter should be signed by the president of the organization and the advisor.

A student organization may be terminated for a number of factors including but not limited to, a failure to follow the guidelines and requirements for student organizations, failure to submit forms and rosters on time, inappropriate use of funds, non-sanctioned events, or any other violation(s) of the [College of Health Science Academic Catalog](#) or [College of Health Science Professionalism Policy](#).

Student Organization Constitution Outline

Article I	Name of the organization
Article II	Statement of purpose
Article III	Requirements for membership and means of selection of members
Article IV	Officers (title, term of office, whether selected or appointed, duties)
Article V	Dues and fees (amount and when they are paid)
Article VI	Rules for amending the constitution
Article VII	Frequency of meetings
Article VIII	Committees (standing; i.e., finance, membership, constitution)
Article IX	Penalties
Article X	Faculty Advisor

Constitutional Guidelines

- Membership provisions:
 - Who can be a member?
 - Types of membership (honorary, etc.)
 - Methods of dropping members
 - What constitutes “good standing”?
- Officers:
 - Duties and powers
 - Provision for filling unexpired terms
 - Rules for election
- Duties and Fees:
 - Amount: annual membership
 - When payable
 - Initiation fees
 - To whom all dues are payable
- Meetings:
 - Types (regular, special, etc.)
 - Procedures for calling special meetings
 - Quorum (designate a percentage of the membership)

Parliamentary authority

Provision for notification of membership if no regular meeting dates are established

Who shall preside at special meetings?

- Committees (standing):

Names (Finance, Membership, Constitution, and Bylaws, etc.)

Term of office

Quorum (usually majority of members)

Meetings (number and how called)

- Faculty/Staff Advisor:

How is the advisor chosen?

How long is the advisor's term?

Duties of the advisor

Conduct of Student Organizations

Responsibility

All student organizations are responsible for reading the [College of Health Science Academic Catalog](#), [College of Health Science Professionalism Policy](#), and other policies and procedures as established by the [University](#).

- Organizations must agree that whether activities are on or off campus, they are extensions of the University and subject to the principles and regulations governing University activities.
- All activities should be designed to be inclusive of all organization members. Any activities in which four or more of the members or new members of an organization are engaged could be considered an event of that organization and will be subject to all guidelines thereto pertaining.
- No student organization may plan an off-campus event, weekend retreat, etc., without getting it approved by the Student Services Office. The Student Services Office reserves the right to deny a requested event location at its discretion. Failure to obtain such approval may result in judicial action.
- **Alcoholic beverages may not be served or consumed at any formal or informal meeting or gathering of a student organization, whether on-or-off campus. In planning off- campus events, organizations are to make whatever arrangements necessary to ensure that alcoholic beverages will not be served or consumed.**
- Filming or recording is strictly prohibited in simulation rooms. All student organizations and their members must strictly follow the guidelines outlined in the [PCHS Professionalism Policy](#) at all times.

Discipline

In the event that a student organization violates the above-mentioned responsibilities, the organization will be subject to discipline by the Student Services Office and Office of the Dean. The discipline may include any of the following:

- **Budget Freeze**—loss of funding for a specified time.
- **Censure**—verbal and written reprimand to a student organization.
- **Fines**—Payment of charges for violation of regulations. These charges will be added to a student's account.
- **Loss of privileges**—Such loss may include financial aid; seeking or holding elected student office; eating in the cafeteria; participating in the Pepperdine international programs; and use of specific University facilities, equipment, or services.
- **Probation**—status of a student organization indicating that its continued existence on

the campus is tenuous and that its activities will be reviewed periodically.

- **Restitution**—Requirement to pay for the repair to and/or replacement of damaged property. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of reenrollment or refusal to release official transcripts and records).

- **Suspension**—a formal revocation of a student organization’s status as an officially recognized and registered University student organization. This will include loss of all rights and privileges which pertain to University-recognized student organizations. A specific suspension period may or may not be designated depending upon the nature of the violation.

A student organization incurring disciplinary action will be informed of the sanction in writing by the Student Services Office. Individual student members of an organization may also be subject to disciplinary action as outlined in the [College of Health Science Academic Catalog](#). A student organization incurring disciplinary action may appeal the decision to the Director of Student Services.

Facility Reservations

To reserve rooms for student organization functions, the organization must be officially registered via an [Event Request Form](#) or [Meeting Request Form](#). This form must be completed, submitted to, and approved by the Student Life Coordinator at **least ten days prior to the event date. Please note that form approval may take 2–3 business days; organizations are strongly encouraged not to wait until the final day to submit their request.**

Finally, student organizations are also required to submit an [Event Evaluation Form](#) to the Student Life Coordinator no later than one week after an approved event.

Guidelines and Procedures for Facility Use

Guidelines

Facilities are available to chartered student organizations, on a first-come, first-served basis when approved by the Student Life Coordinator, generally from 8 a.m. to 10 p.m. Meetings should be scheduled in classrooms. The Atrium and outdoor areas can be used for meetings or events involving food. No meetings or food are permitted in simulation rooms. [PCHS Student Organization Event Setup forms](#) must be submitted at least ten working days prior to the event to the Student Life Coordinator. Please note that form approval may take 2–3 business days; organizations are strongly encouraged not to wait until the final day to submit their request.

All [events](#) must be approved by the Student Services Office in order to avoid conflict with other events taking place. The College of Health Science event calendar is subject to change and select events may take priority over student organization activity.

Student organizations will be held financially responsible for any damage or trash left in the rooms.

Procedures

Once an Organization's Event Request Form or Meeting Request Form is submitted, the Student Services Office will submit the 25Live request on behalf of the student organization.

Reservations of facilities must be made 10 days prior to the planned meeting or event. Please note that room reservation approval may take 2–3 business days; organizations are strongly encouraged not to wait until the final day to submit their request.

Programming Checklist

Step 1: Contact the Student Services Office to check the College of Health Science event calendar. Before outreaching the Student Services Office, each organization should be able to provide answers to the following questions:

- Is the date the organization wants free from other conflicting events? Are alternative dates available?
- What is the best time for this event or meeting?
- What is the best location for this event or meeting? What are some alternative locations?

Step 2: Event or Meeting Request Form

- Complete the request form and submit to the Student Services Office detailing what room is desired for your event or meeting.
- All off campus events will require additional information, such as event schedule, detailed budget needed and travel arrangements before a form is reviewed.

Step 3: Physical Arrangements

- For audiovisual needs on the Calabasas Campus, contact the Student Life Coordinator or chs.studentservices@pepperdine.edu, at least two weeks in advance of the event date.
- For physical arrangements such as chair arrangements and special construction, contact the Student Life Coordinator or chs.studentservices@pepperdine.edu, at least 10 working days prior to the event.
- Any special setups of evening events or performances must be removed by 6:00 a.m. the next morning unless a special arrangement is made with the appropriate scheduling office.
- For all events: The areas must be restored immediately after use for other activities

Finally, student organizations are also required to submit an [Event Evaluation Form](#) to the Student Life Coordinator no later than one week after an approved event.

Professional Entertainment and Speaker Guidelines

Initial planning for any special program using professional speakers or entertainers should begin no later than three months prior to the date of the proposed program.

As soon as the terms of an outside arrangement are agreed upon verbally by the promoter or agent and the activities representative and approval is given by the Student Life Coordinator to draw up a contract. The contract must then be signed by the Director of Student Services.

The respective School Dean will retain one copy, one copy should be filed with the Student Services Office, and two copies must be sent to the agent or promoter with a deadline date for return. The agent is to sign both copies and return one to the Student Services Office. A University-issued contract as well as the agent's contract must be signed by both parties for mutual protection. If an agent or promoter does not issue a contract, a University contract must still be signed by both parties.

As soon as the contract(s) is/are signed by both parties, the organization treasurer is to submit a check requisition request via the advisor for the amount of payment to the Student Life Coordinator. Attach a copy of the contract as backup. All performers or speakers expect to be, and should be, paid immediately following their performance or lecture. If the promoter or agent cancels the arrangements prior to the event, the requisition or check may be voided. In an event of a breach of contract, please contact the Student Life Coordinator as soon as possible.

Make sure that *all* physical arrangements are set. This includes sending a [Setup Request Form](#), to the Student Life Coordinator. The [Setup Request Form](#) should be given to the Student Life Coordinator no later than 10 working days prior to the event.

Consult with the Student Life Coordinator regarding each of the above facets of program planning. Due to the great variety of legal implications inherent in the programming of professional people, it is impossible to be too careful.

Financial and Services Request Policies

Channels for Requests

Requests should be submitted from the organization treasurer or president.

Check Request

A payment requisition is used for payment of lecturers, entertainers, certain vendors, etc. The completed request (signatures, receipts, invoice, etc.) must be submitted to the Student Services Office at least 30 working days prior to the date the check is needed.

Petty Cash Form

The [Petty Cash Form](#) is to be used as reimbursement for out-of-pocket emergency expenses not exceeding \$300. Reimbursements cannot be issued without receipts or invoices. Submit the receipts/invoices to the Student Services Office. A Petty Cash Form will be issued and can be cashed at the Cashier's Office in Thornton Administrative Center (8 a.m. to 3 p.m.).

Expense Report

An expense report is required in order to receive reimbursement for any official organization activities paid through personal funds (i.e., mileage, meals, speaker gifts, etc.). An expense report and receipts must be turned in to the Student Services Office immediately following any incurred personal expenses. All personal expenses are subject to approval by the Student Services Office and reimbursement is not guaranteed. Expense reimbursement typically takes a minimum of six weeks to process. Any request for reimbursement exceeding 90 days from the date of service will not be accepted.

Responsible Use

Student organization activities that require financial commitment should be budget conscious and within reasonable means. Traditionally expenditures per person have been approximately \$20 per person.

Receipts

Two receipts are required: 1) Itemized receipt indicating number of guests in the party and all items ordered, 2) Credit card receipt with meal tally, tip, and total. All names of attendees must be included in the request for submission as well as those individuals' titles and roles. All receipts and additional documentation for reimbursement should be submitted to the Student Life Coordinator.

Advertising Policy

The Student Services Office encourages all recognized student organizations to promote their events. The following advertising policy has been adopted in an effort to facilitate the promotion of these events.

General Policies

All advertising must be approved by the Student Life Coordinator. Any advertisement of an upcoming event will not be approved unless an [Event Request Form](#) has been completed and turned in to the Student Services Office.

- All flyers must be reviewed and approved by the Student Life Coordinator
- No off-campus business or advertising is permitted on campus
- Posters and flyers are not to be placed on any windows, walls, elevators, or glass doors of any building on campus
- Flyer content must be professional and comply with college policies and community standards
- Content must not be offensive, misleading, or inappropriate
- Maximum of five flyers per event across campus
- Flyers must be event-specific and include the date, time, location, and sponsoring club/organization
- Flyers may only be posted on the Student Lounge bulletin board
- Flyers must not cover or replace existing flyers from the college or those endorsed by the college
- Size must be no larger than 8.5 x 11 inches (unless otherwise approved)
- Must be removed within 24–48 hours after the event concludes
- The use of chalk to advertise on concrete is not permitted anywhere on campus.
- For information on digital signage opportunities at the University, please review the University Community webpages for guidelines, sample advertisements, and instructions for submission.

Email

Student Organizations will not be granted access to mass College of Health Science distribution lists; however, organizations may be granted access to “directory” information, including individual student email addresses. Organizations may request that their event be published in the weekly *Pepp Today Newsletter* by contacting the Student Life Coordinator. The newsletter publishes every Friday during the regular academic year and submissions must be submitted by Tuesday of the week of requested publication.

Fines

A first-time violation of the advertising policy will result in a written warning.

Repeated violations of the advertising policy will result in a \$25 fine per violation being charged to the organization's on-campus account.

Repeated abuse of the advertising policy will result in the loss of advertising privileges.

Web Sites/Social Media

The College of Health Science does not host individual student organization web sites. Should an organization decide to host a site, please contact the Student Life Coordinator.

All student organizations with a social media presence (Facebook, Instagram, Twitter, Snapchat, etc.) are required to submit username and passwords (administrative access) to the Student Life Coordinator to keep on file and recorded for the student organization. Additionally, student organizations will need to make log in credentials available to the manager of marketing and communications, the faculty/staff advisor for the organization, and the Integrated Marketing Communications department at the University upon request. This is to ensure that duplicate social media pages are not created nor updated and also for successive members to have readily available access to the student organization's social media content and online webpages.