

California State University | Stanislaus

# **Student Club & Organization Handbook 2012-2013**

Office of Student Leadership & Development

University Student Union Room 103

One University Circle

(209) 667-3778

[www.csustan.edu/SLD](http://www.csustan.edu/SLD)

# Important Phone Numbers

## Student Organization Advising & Chartering

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## Activities

<b>Associated Students Inc. (ASI)</b>	<b>667-3833</b> <a href="mailto:asi@csustan.edu">asi@csustan.edu</a>
<b>Warrior Activities Center</b>	<b>667-3815</b> <a href="mailto:wac@csustan.edu">wac@csustan.edu</a>
<b>University Student Union Office (Union)</b>	<b>667-3776</b>

## Campus Dining

<b>Chartwells Catering &amp; Facility Office</b>	<b>667-3634</b> <a href="mailto:catering@csustan.edu">catering@csustan.edu</a>
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## **Campus Reservations**

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**Office of Information and Technology** 667-3687

**Public Safety/University Police Department** 667-3114

**Risk Management** 667-3114

**Student Affairs** 667-3177

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# Welcome from Student Affairs

Welcome Back to California State University, Stanislaus for the 2012-2013 academic year! We hope this academic year will be fun and exciting for your organization. Involvement with campus student organizations and activities is rewarding and greatly enhances your educational experience. It is our hope that this resource handbook will assist you in running your student organization and will familiarize you with the resources available at CSU Stanislaus.

## Academic Responsibilities

### ACADEMIC ELIGIBILITY QUALIFICATIONS

#### FOR STUDENT OFFICE HOLDERS

#### **Minimum Academic Qualifications for Participation in Student Government**

Given the representative, fiduciary, legal and other long-range policy-making responsibilities and influence of student office holders, it is the policy of the CSU that such persons have an obligation to demonstrate a reasonable degree of academic involvement and achievement.

All student representatives must be enrolled and in good standing at the University, maintain a minimum 2.0 grade point average (GPA) each term, and not be on probation of any kind. This requirement applies to the major and minor student offices defined below and student representatives to system-wide committees.

These requirements should be considered minimum qualifications. Campus Presidents may establish additional requirements as determined locally.

#### **Major Student Government Offices**

Major Student Government offices include President, Members of the Student Governing Board or others with fiduciary responsibilities (e.g., other campus auxiliaries), and the Campus Representative to the California State Student Association (CSSA).

CSU Stanislaus has identified the following as Major Student Government Offices:

- Associated Students, Inc. Executive Officers and Board of Directors
- University Student Union Board of Directors

### **Incumbent Unit Load**

Undergraduate incumbents must earn 6 semester units of credit per term while holding office. Graduate and credential students must earn 3 semester units of credit per term while holding office.

### **Incumbent Maximum Allowable Units**

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible for major student government office.

### **Candidate Unit Load**

Undergraduate candidates must maintain 6 semester units per term while running for office. Graduate and credential student candidates must maintain 3 semester units per term while running for office.

### **Candidate Residency**

Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester prior to the election, earning a total of 6 semester units during that year. Graduate and credential candidates for office must earn 6 semester units per term of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students who received a bachelor's degree or credential within the past three years from the same campus must have earned a total of 12 semester units during their last year as an undergraduate to be eligible.

### **Minor Representative Officers**

Minor representative officers must be enrolled and in good standing at the University, maintain a minimum 2.0 grade point average (GPA) each term, and not be on probation of any kind.

CSU Stanislaus has identified the following as minor representative officers:

- Presidents of chartered student organizations
- Treasurers of chartered student organizations

### **Incumbent Unit Load**

Undergraduate incumbents must earn 6 semester units per term while holding office. Graduate incumbents must earn 3 semester units per term while holding office.

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible for office.

### **System-wide Committee Appointees**

All students who serve on regular or ad hoc system-wide committees must meet the following criteria.

#### **Incumbent Unit Load**

Undergraduate students must earn a minimum of 6 semester units per term while serving on a committee. Graduate and credential students must earn a minimum of 3 semester units per term while serving.

#### **Candidate Residency**

Undergraduate nominees for system-wide committee appointment must have been enrolled in the CSU system and have completed one semester or two quarters prior to the appointment, earning a minimum of 6 semester units during that year. Graduate and credential nominees must have 6 semester units of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students, who received a bachelor's degree or credential within the past three years from the same campus, must have earned a total of 12 units during their last year as an undergraduate to be eligible.

#### **Verification**

The Office of Student Leadership and Development is responsible for verifying the academic eligibility of student office holders. The Student Organization Advisor(s) are responsible for providing the Office of Student Leadership and Development with a list of current major and minor office holders for the purpose of verifying their eligibility. Prior to election or appointment, the Office of Student Leadership and Development must verify the academic eligibility of all candidates for major or minor student offices.

Respective lists are to be submitted to the Office of Student Leadership and Development according to the following timeline:

- Immediately following fall and spring Census Date
- Immediately following the conclusion of fall and spring terms

Lists must include the following information:

- Last Name, First Name

- Student Identification Number
- Designation of Graduate or Undergraduate Status
- Position Title
- Mailing address

Notification:

All students who are deemed academically ineligible will be notified by mail. This letter will outline reasons for removal from office and specify the process for appeal including deadline to submit an appeal letter to the Dean of Students Office. The director of the organization for which they are an incumbent major or minor student office holder or candidate for student office will also be notified of their status.

### **Appeal**

Students wishing to appeal the decision must file a written appeal with the Dean of Students as outlined in the notification of ineligibility.

### **Exceptions**

Under extraordinary circumstances the campus President may make an exception to the requirements for unit load, maximum allowable units, residency, and GPA.

## **Recognition of Student Organizations**

University recognition is a privilege granted to student organizations by the University. Recognized organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups.

Title 5 of the State Administrative Code permits campus recognition of student organizations and states that such recognition may include “allowing the use of campus facilities to any such organization.”

Recognition of a student organization creates and solidifies an official relationship with the University. University recognition is granted by the Office of Student Leadership and Development under the authority of the President of the University.

*Recognition in no way implies that California State University, Stanislaus approves of, supervises, sanctions, or takes responsibility for, the actions and activities of the organization. The University does not encourage or condone illegal or dangerous activities, and individuals involving themselves in student organizations do so at their own risk. Recognized groups are expected to adhere*



*to this policy document, all other policies of the University, all Trustee policies, and federal, state and local laws. In addition, organizations must conduct their activities in keeping with the mission of the University.*

December 21, 2011

**MEMORANDUM**

**TO:** CSU Presidents

**FROM:** Charles B. Reed  
Chancellor

**SUBJECT:** Student Activities – Executive Order 1068

Attached is a copy of Executive Order 1068, Student Activities, which supersedes Executive Order 1006.

This executive order includes the following changes:

- Revision of the formal chartering and recognition policies for student organizations to include an open membership requirement in addition to the nondiscrimination in student organizations requirement
- Transfer of the Minor Representative Student Officers section into the CSU policy on minimum academic qualifications for student office holders
- Transfer of the Student Judiciary section into the executive order on student conduct procedures

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please contact the Associate Director of Student Programs at (562) 951-4707 or the Assistant Director of Student Programs at (562) 951-4693.

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**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4707**

**Executive Order:** 1068

**Effective Date:** December 21, 2011

**Supersedes:** Executive Order 1006

**Title:** Student Activities

This executive order establishes system wide policies, procedures, and guidelines for student organizations and activities. All provisions in this executive order are expected to be implemented by the 2012-2013 academic year.

**Student Organizations**

Campuses shall establish and publish procedures for formal chartering and recognition of student organizations in compliance with the following policies:

***Formal Chartering and Recognition Policies***

Campuses shall comply with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4, Nondiscrimination in Student Organizations, Sections 41500 (*Withholding of Recognition*), 41501 (*Definition of Recognition*), 41503 (*Filing Requisites*), and 41504 (*Penalties*). These sections require each student organization to deposit with the vice president of student affairs or his/her designee copies of all constitutions, charters, or other documents relating to its policies. Documents shall be refilled within 90 days after any substantive change or amendment.

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or other university living groups. Student organizations shall deliver to the vice president for student affairs or his/her designee a statement signed by the president or similar officer of the local student organization attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually.

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at

**Executive Order 1068** Page 2 of 5

that campus, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership.

In recognizing student organizations, campuses are encouraged to consider such factors as the mix of students who reside on campus, students who commute, part-time and full-time students, students who are working while attending college, and other factors that will provide opportunities that meet the diverse needs of students seeking to affiliate with student organizations.

### ***Withholding and Withdrawing Official Recognition***

Official recognition of student organizations that fail to abide by the open membership policy or that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn.

In addition, official recognition of a student organization may be withdrawn for hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, *Standards for Student Conduct*, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

Campuses may establish codes of conduct for student organizations and procedures for sanctions against the organizations. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

### ***Minimum Number of Students***

Official recognition of a student organization requires a minimum of five CSU students who are currently enrolled in at least one class. A maximum of twenty percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, students at other colleges. Only students enrolled at the CSU campus may vote on issues that come before the student organization. The vice president of student affairs or designee may waive the twenty percent and voting provisions for fraternities and sororities to accommodate such organizations as the National Panhellenic Council that includes representatives from non-CSU campuses. Documentation for this waiver shall include copies of national charters or other appropriate documentation, and these documents shall be submitted to the vice president of student affairs or designee. Campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting.

### ***Club Advisors***

Each officially recognized student organization must have a university advisor who is either a faculty member or professional member. Campuses may permit part-time faculty and professional staff to serve as advisors. Advisors should not be selected from auxiliary

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organizations. Campuses should develop a training and orientation program for university advisors to student organizations.

### ***Training/Orientation Programs***

The CSU Alcohol Policies and Prevention Program (Board Resolution REP 07-01-03) requires campuses to provide orientation programs for student organization advisors and for student officers that outline policies, expectations, and information on alcohol use/abuse. This orientation may be provided to officers of student organizations in writing or electronically, and an acknowledgement of completion of this orientation that includes the name of the student organization and student officer(s) shall be retained by the vice president of student affairs or designee.

In addition, campuses shall advise student organizations and student officers about the California State University Student Conduct Code in Title 5, California Code of Regulations, Section 41301.

### ***Role of Auxiliary Organizations in Recognizing Student Organizations***

Campuses may not delegate the process of approving or managing student organizations or their activities. Auxiliary organizations may not manage student organizations or approve student activities. Auxiliary organizations may not provide auxiliary funds or facilities to student organizations that are not currently recognized by the campus. Funding and use of facilities are available only to student organizations that are currently recognized by the campus.

### ***Off-Campus Student Activities***

Campuses shall comply with Section 41301, *Standards for Student Conduct*, of Title 5 of the California Code of Regulations. This section clarifies the university's authority for off-campus behavior that includes students who are members of clubs and organizations. The Student Conduct Code sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the university's disciplinary process.

### ***Overall Program Evaluations***

Campuses shall assess student organizations and activities programs biennially. The review shall include the assessment of such factors as risk management, program quality, student satisfaction, student participation growth, and how the student organizations and activities support the goals of the university. Campuses may develop an individual assessment instrument or select an existing assessment instrument, e.g., The Council for the Advancement of Standards in Higher Education (CAS) or CSU Quality Improvement (QI). The biennial reports shall be submitted to the Office of the Chancellor in August of every even-numbered year.

### ***Club Sports Insurance***

Officially recognized student club sports at all CSU campuses must carry adequate liability and secondary medical insurance as determined in collaboration with the campus risk managers or the Office of Risk Management in the Chancellor's Office for all participants and coaches,

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including non-students and volunteers. The insurance shall cover travel, practices, and competition. Each campus may develop its own method for insurance coverage requiring participants to pay or other fiscally sound approaches as authorized by the campus vice president for student affairs or his/her designee. In no case may a campus use state appropriations to pay for club sports insurance. No student, non-student, or volunteer may participate in a club sport without approved insurance, and no club may be recognized or organized to participate in practices, competition, or travel without approved insurance. Insurance documents should include appropriate hold harmless provisions as follows: "Insured shall hold harmless, indemnify, and defend the state of California, the Trustees of the California State University, the (*campus*) and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the insured of said property or participation in said activity."

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Charles B. Reed, Chancellor

Dated: December 21, 2011

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# Discipline of Student Organizations

The Division of Student Affairs is responsible for the discipline of student organizations. Minor infractions could include expired charters, overdraft accounts, incomplete purchase orders, failure to reserve facilities, improper food sales, improper posting of information, noncompliance with officer training, noise violations, and inadequate advisor supervision are handled by the Office of Student Leadership and Development. Major violations could include hazing, and or conspiracy to haze, discrimination, alcohol or drug violations, sexual misconduct, theft, assault and such violations will be investigated by the Office of Student Leadership & Development and could be referred to the Student Affairs Judicial Officer, Vice President for Student Affairs, and/or the Department of Public Safety, at the discretion of the Assistant Director of Student Leadership and Development.

## DISCIPLINARY PROCEDURES

A. Disciplinary actions may be imposed upon a recognized student organization in accordance with the procedures and following the filing of written charges with the Office of Student Leadership and Development alleging that the student organization does not meet, or has violated, one or more of the applicable regulations set forth in this policy and/or the following University policies.

B. CSU Stanislaus is responsible for the administration of the student discipline process. The University recognizes the following formal disciplinary procedures through Administrative Review. Administrative Review is conducted by the Dean of Students, or designee. Further, the Office of Student Leadership and Development may conduct mediation or issue warnings in an effort to resolve complaints informally without initiating the formal adjudication process.

## ADMINISTRATIVE PROCESS

A. Following the receipt of the written charges, the Office of Student Leadership and Development will notify the student organization President and Faculty/ Staff Advisor (and, when appropriate, the inter/national executive office) of the alleged accused organization. The student organization President may be requested to meet with the Assistant Director of the Office of Student Leadership and Development to determine the next course of action.

B. In the event of a serious allegation which affects the health, safety, and/or security of the organization and/or the campus community, the University, may impose suspension of all student organization activity, pending the completion of the investigation. The governing Council having jurisdiction for the student organization(s) will be notified of any such recognition change.

C. The Office of Student Leadership and Development will notify, in writing, the

student organization President and Faculty/ Staff Advisor of the alleged accused organization with notice of the infraction and/or violation; a general description of the facts, and its determination of whether the matter will advance through administrative review.

D. For administrative review, the student organization President shall within ten (10) working days schedule and attend an administrative review hearing for adjudication of the matter.

E. The Office of Student Leadership and Development will provide written notification of the disposition of the charges and any resulting sanction(s) imposed at the conclusion of the administrative review process to the student organization President, the Faculty/ Staff Advisor, and the inter/national executive office within ten (10) working days.

**SANCTIONS:** If it is determined that a student organization does not meet, or has violated, one or more of the aforementioned standards and/or regulations, one or more of the following sanctions may be imposed:

A. **WARNING:** Written notice to the student organization that continued or repeated violations may be cause for further disciplinary action. Additionally, the warning will outline a reasonable time frame for corrective action. If that action is not taken in the time frame specified further sanctions may be implemented.

B. **PROBATION:** Probation will be for a specific period of time. It may include terms and conditions, including a time frame for corrective action by the student organization. If any of the terms or conditions are not met in the specified time period, further sanctions may result.

C. **SUSPENSION OF OFFICIAL RECOGNITION:** The suspension shall be for a specific period of time during which all actions and activities of the student organization previously recognized by the University may be suspended, and all University rights and privileges pertaining to official recognition may be revoked.

The organization, and those working with a local Alumni Advisory and/or Corporation Board, will be required to submit a written plan of corrective action to be implemented by the student organization in order to meet the standards established. Conditions may be placed upon the suspension.

D. **WITHDRAWAL OF OFFICIAL RECOGNITION:** In the case of withdrawal of official recognition, such directives or sanction(s) must be specifically approved by the Vice President of Student Affairs. Upon withdrawal of official recognition, the student organization will lose all rights and privileges pertaining to student organizations such status including, without limitation, the right to participate in any University sponsored event as a student organization.

## APPEALS PROCESS:

A. Judgments issued after administrative review may be appealed in writing to the Dean of Students, within five (5) working days, with a copy given to the Office of Student Leadership and Development. Where the recommended sanction(s) is withdrawal of official recognition, appeals may be directed to the Vice President of Student Affairs.

B. Should an appeal be denied, appropriate notification shall take place within 48 hours to the student organization and information to clarify the sanction(s). Written notification to the student organization President, Faculty/ Staff Advisor, and inter/national executive office will be made in a timely manner.





# STUDENT CONDUCT CODE

Office of Student Judicial Affairs  
MSR Building - Suite 340  
Turlock, CA 95382 (209) 667-3177  
<http://www.csustan.edu/judicialaffairs/>

## TITLE 5 California Code of Regulations

### § 41301. Standards for Student Conduct

#### (a) Campus Community Values

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.

#### (b) Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following are the grounds upon which student discipline can be based:

##### (1) Dishonesty, including:

(A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.

(B) Furnishing false information to a University official, faculty member, or campus office.

(C) Forgery, alteration, or misuse of a University document, key, or identification instrument.

(D) Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of University property.

(3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

(5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.

(10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.

(11) Theft of property or services from the University community, or misappropriation of University resources.

(12) Unauthorized destruction, or damage to University property or other property in the University community.

(13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.

(14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

(15) Misuse of computer facilities or resources, including:

(A) Unauthorized entry into a file, for any purpose.

(B) Unauthorized transfer of a file.

(C) Use of another's identification or password.

(D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.

(E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.

(F) Use of computing facilities and resources to interfere with normal University operations.

(G) Use of computing facilities and resources in violation of copyright laws.

(H) Violation of a campus computer use policy.

(16) Violation of any published University policy, rule, regulation or presidential order.

(17) Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

(18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.

(19) Violation of the Student Conduct Procedures, including:

(A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.

(B) Disruption or interference with the orderly progress of a student discipline proceeding.

(C) Initiation of a student discipline proceeding in bad faith.

(D) Attempting to discourage another from participating in the student discipline matter.

(E) Attempting to influence the impartiality of any participant in a student discipline matter.

(F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.

(G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

### **(c) Procedures for Enforcing This Code**

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

### **(d) Application of This Code**

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Note: Authority cited: Sections 66017, 66452, 66600, 69810, 89030 and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code.

# Responsibilities of Student Organizations

When students wish to form an organization at California State University, Stanislaus, they apply for a charter, which is granted by the Office of Student Leadership and Development. If granted, this charter gives certain rights to the group but it also requires of the group fulfillment of certain responsibilities. In other words, student groups are not “independent agents” but are actually “partners” with the University. Each student organization’s performance is evaluated annually, and a decision is made whether or not to continue this “partnership.” Therefore, it’s important that you remind your members of the agreements that your organization has made at the start of each year.

# Responsibilities of Social Fraternities and Sororities

All social fraternities and sororities have the same responsibilities as student organizations and follow the same process for chartering. In addition, social fraternities and sororities shall be required to follow the Shared Principles for Greek Life Organizations and the California State Universities. **All social fraternities and sororities at CSU Stanislaus must adhere to and complete the Chapter Standards of Excellence Program in order to be reorganized; all forms are due to the Office of Student Leadership and Development as specified in the Greek Organization Handbook.** Each fraternity and sorority president will receive one copy of the Chapter Standards of Excellence Program and forms upon chartering (located in the Greek Organization Handbook). Additional copies can be downloaded from the Office of Student Leadership and Development website, [www.csustan.edu/sld](http://www.csustan.edu/sld).

The goal of the Fraternity and Sorority Life Chapter Standards Program is based upon the “Shared Principles for Greek Life Organizations and the California State Universities.” The fraternities and sororities at CSU Stanislaus reflect the dynamic and diverse campus community. Currently, there are sixteen international/national and local fraternal organizations.

The individual universities that make up the collective body of the California State University (CSU) system view fraternities and sororities as invaluable partners in the educational mission of the university and the development of successful citizens.

The CSU will support fraternities and sororities on their campuses in the promotion of:

- Academic success and retention of fraternity and sorority members and support of members’ academic pursuits

- Development of well-educated, well-rounded individuals who positively impact their campuses through personal integrity, social responsibility, leadership, and appreciation for diversity
- Creating a positive impact on their campus and community through community service, philanthropy and involvement in campus programs and activities
- Peer education to promote fraternal values, healthy living, substance abuse awareness and prevention, personal responsibility and accountability, and concern for the safety and welfare of others
- Unity of purpose and collaboration within the Greek community contributing to a wider sense of community on campus and throughout California and the nation
- Promotion of inclusiveness and diversity within membership
- Strong alliances with fraternity and sorority alumni that foster lifelong support of the University and its fraternity and sorority community
- Leadership development opportunities and programming to serve the Greek community beyond their university experience
- Development of positive relationships with the campus community, including faculty, staff, administration, unaffiliated students and the broader community and region
- Development of learning outcomes and assessment for the Greek community based on these Shared Principles

The values, which all the fraternal organizations at California State University, Stanislaus ascribe to, stem from the principles set forth by the CSU system and that of each organization's commitment for growth and self-discovery through fraternal membership. The Fraternity and Sorority Chapter Standards of Excellence Program was created with collaboration from representatives of the fraternities and sororities and the Office of Student Leadership and Development. The goal of the program is to collectively develop dialogue and directives as identified by the fraternity and sorority community for the purposes of creating a plan for chapter excellence. This program will foster continual discussion among fraternity and sorority members, advisors and the Office of Student Leadership and Development. The valuable feedback will assist in identifying what further initiatives and support can be developed to continually enhance the fraternity and sorority membership as a safe, positive, and fulfilling experience.

# Student Organization Duties

- A campus organization lending its name, membership, property or support to a function shall be held responsible for the conduct of its members or guests attending that function.
- The organization's officers/representatives are responsible for the planning and organization of all group events.
- At least one officer and/or one advisor or faculty/staff designee of the student organization must be in attendance at all functions sponsored or co-sponsored by the organization. For a special event permit to be approved the faculty/staff advisor must be present at the event. Violations of this rule will be subject to review and directives are at the discretion of the Assistant Director of Student Leadership & Development.
- Organizational officers/representatives are responsible for making certain that members comply with all applicable local, state and federal laws, and CSU Stanislaus policies and regulations while participating in University-sanctioned events.
- Organizational officers are responsible for insuring that the name, insignia, seal or address of CSU Stanislaus is not used without approval from the President of the University or her/his designee, or in any manner which implies that CSU Stanislaus supports/agrees with any of the activities, positions, purposes, ideals or goals of any individual, group or organization acting within these regulations.
- Organizational officers/representatives are responsible for the financial obligation to the University incurred by their organization, and may be responsible for such obligations to others.
- Organizational officers/representatives are responsible for any damage that occurs to University facilities as a result of use by their organization.
- Organizational officers/representatives or members who sign contracts with off-campus vendors or University agencies in return for services or goods are responsible for fulfilling the terms of those contracts. The University is in no way responsible for "making good" on such agreements.
- Organizational officers/representatives may not commit the University to any contractual arrangements or make any representations, which might be construed in any way as a commitment without written approval of the University.
- Organizational officers/representatives are responsible for updating and submitting organizational chartering information.
- Organizational officers/representatives are responsible for adhering to the organization's constitution and bylaws. A current copy of the constitution and bylaws must be kept in the Office of Student Leadership and Development and revised periodically as the organization's purpose

evolves.

- Organizational officers/representatives are responsible for keeping membership open to all CSU Stanislaus students and avoiding any policy or practice that discriminates against any person by reason of his race, national origin, color, age, ethnic background, religion, sexual preference, gender, marital status or disability.
- Organizational officers/representatives are responsible for avoiding any activity, which might harm a person, including “hazing” requirements of new members.

## Standards of Conduct

**Academic Development:** A portion of an organization’s activities must reflect the educational mission of the University. A conscious effort should be made to enrich each member’s academic development.

**Character Development:** The moral conduct and personal behavior of each member impacts the organization’s image. This makes it imperative for the individual to act at all times with self-respect and integrity. University policy prohibits students from cheating, providing fraudulent information, or in any way misrepresenting themselves in interactions with the campus community.

**Community Relations:** Supportive, communicative and positive relations with the community will result in mutual benefit. The impression made by an organization on the community reflects upon the University as a whole. All members will conduct themselves so as to support a positive relationship with the community.

**Financial Management:** Members shall handle both institution and private funds judiciously, recognizing the annual transfer of debt responsibility. Members shall not incur debts (either individually or in the name of the student organization), which cannot be, or are not, paid when due.

**Health and Safety:** Members shall take basic precautionary measures to ensure individual and group safety. An appropriate program would encompass a concern for mental, emotional and physical health and stability.

**Leadership Development:** The continued existence of the organization requires a regular succession of effective leaders. An appropriate program would provide for the development of the members leadership skills for positions of service and authority.

**Legal Responsibility:** All student organization members have a responsibility to know, and uphold, all relevant federal, state, and local laws and institutional policies. Refer to Appendix, Section 41301 (h) of the California Administrative Code statement on drugs.

**Multi-cultural Sensitivity:** Both the University community and society alike are

diverse with persons of varying cultures. Organizations must recognize the need for an awareness of, sensitivity to, and respect for the cultural heritage of others.

**Self-Governance:** Each organization shall have an operating procedure that will allow officers to effectively uphold its own behavioral standards for this code.

## Privileges of Student Organizations

- Hold meetings and social functions on campus
- Recruit members on campus
- Use of University facilities and services. Most student organization events held on campus will have the facility use fee waived
- Publicize activities in the *Signal* Newspaper and KCSS Radio Station
- Post material in appropriate locations around campus following posting guidelines
- Disseminate information and literature on campus
- Receive an organization mailbox in the Office of Student Leadership & Development
- Receive on-campus accounting services
- Reserve equipment from the Warrior Activities Center
- Solicit funds or sell items on campus to raise funds for organizational or charitable purposes
- Consultation services from the Advisors of the Office of Student Leadership and Development: Program planning, publicity, fund raising, leadership training, campus regulations, financial advisement, facility scheduling, and general advisement

## Role of the University Advisor

### Purpose

The basic function of the advisor is to provide support and to cultivate a working relationship between the University and the organization. According to University policy, all student organizations must have an advisor who is employed at least half time by the University in order to receive University recognition for the organization. The advisor serves as a resource and consultant to the organization; his/her mature judgment is invaluable to a student organization. The advisor helps the organization to achieve its purpose and become familiar with University policies affecting such organizations.

The Advisor is responsible for his/her own actions in the performance of the advisory role. He/she is expected to take reasonable and prudent actions in promoting and protecting a sound environment for the organization and the membership.

## **Advisor's Responsibilities**

The advisor is considered to have the following responsibilities:

- To be informed concerning the purposes and the programs of the organization they agree to advise
- To be informed concerning University policies and procedures governing student activities and student organizations
- To provide assistance in the administration of the financial affairs of the organization
- To see that the officers of the organization are aware of University policies and procedures
- To encourage the members of the organization to assume responsibility for the organization and for the effectiveness of the programs
- To attend the meetings of the organization frequently and to help provide continuity for the program
- To provide advice and counsel regarding proper conduct and procedures, and also the proper guidance to avoid conduct which would bring discredit to the organization or to the University
- To provide continuity from year to year during periods of transition
- To encourage and maintain an on campus program and to be aware of contractual and/or legal obligations arising out of programs and activities held off campus

## **Liability of Advisors**

Voluntary advisors to recognized student organizations are not usually directly responsible for the activities of the organization. Advisors are accepting risk of being included in third party complaints against the organization and for their own actions. While the University cannot preclude third party actions which might include the advisor, the University offers the services of legal staff in such instances.

## **Duties of Advisors at Events**

The members of the sponsoring organization are responsible for the smooth operation of a function. Advisors are not supposed to serve as "police" but should make helpful suggestions regarding neglected areas and unwise practices. It is particularly important that advisors be available and prepared to assist in any emergency situation which might arise at an event.

When an advisor signs, or permits a designee to sign a requisition for an event, he/she is indicating acceptance for sponsorship of the event and a willingness to be reasonably informed on the activities planned.

Advisors are encouraged to be present during the entire time for which the event is scheduled or when amplified sound will be used during an event. The



presence of an advisor is required for the duration of an event for which alcohol is to be served.

### **Organization's Responsibility to the Advisor**

The organization is expected to have the following responsibilities:

- To keep the advisor informed concerning the overall program of the organization
- To notify the advisor well in advance of the schedule of meetings and events
- To give the advisor an opportunity to express an opinion on issues which affect the welfare of the organization and any concerns on behalf of the University

## **Chartering as a Student Organization**

A charter packet is obtained from the Office of Student Leadership and Development website at [www.csustan.edu/SLD](http://www.csustan.edu/SLD). It is required that the prospective organization obtain the services of at least one faculty member or staff person who is willing to work with them as an advisor. The student organization faculty/staff advisor must be employed by the State of California (at CSU Stanislaus) and not an employee of any auxiliary organization at CSU Stanislaus.

All charter packets must be filled out completely and signed by all of the appropriate parties before returning them to the Office of Student Leadership and Development. One copy of the student organization's constitution/by-laws is required to be submitted with all necessary chartering paperwork; a suggested format is available from the Office of Student Leadership and Development website. Charter applications must include a President, Treasurer, and R25 Student Coordinator in order to be considered for approval. In order to be eligible to be a President, Treasurer, and R25 Student Coordinator of an organization you must be enrolled in at least 6 units and must be in good standing while in office. Academic eligibility will be verified and monitored by the Office of Student Leadership and Development each semester.

Every student organization President, Treasurer, and R25 Student Coordinator must complete the President Orientation found on the University website or attend the specific training for this office before obtaining the Charter Application or a group training. Specific training dates, times, and locations can be found on the SLD website. Faculty/Staff advisors are encouraged to complete the

President Orientation as well.

The purpose of the organization must be consistent with the laws of the State of California and policies developed by the Office of Student Leadership and Development. The organization must maintain, at all times, a membership of at least five regularly enrolled students in good standing at the University.

Recognition may be granted to local chapters of national or regional organizations. For responsibilities of social fraternities and sororities please see page 19.

The student organization is considered officially chartered and receives notice when the Office of Student Leadership and Development approves the charter paperwork and the President, Treasurer, and R-25 student coordinator have attended the proper training. Upon chartering, it is the responsibility of all student organization members to maintain good standing as defined in this handbook. Failure to comply with the following rules and regulations may result in disciplinary sanctions, including suspension or loss of charter. Each student organization's performance is evaluated annually, and a decision is made whether or not to continue this "partnership." **Therefore, it's important to remind organization members of the agreements the student organization has made at the start of each academic year.**

## Finance Information

### Student Organization Accounts

Associated Students Inc. (ASI) and Auxiliary Business Services (ABS) administer all student organization accounts. ASI has control over establishing accounts for chartered student organizations and spending from these accounts. ASI has the authority to pay debts incurred by these student organizations or to close the account without consent of these student organizations due to non-compliance of the ASI Finance Policy or Trust Account Agreement. In addition, ASI will also close these accounts if they are deemed inactive (no transactions for 2 years).

### Opening an Account

Student Organizations are required to complete a Student Organization Trust Agreement each year when they charter. For new organizations this form is used to establish an on-campus account. Off-campus student organization banking accounts are not permitted. If approved for the account, the student organization may also request seed money by filling out a Student Organization Financial Request form. Once the account is open (and you have received your account number and PeopleSoft code) your student organization can make deposits into the account at the University Cashiers Office, using your student organization PeopleSoft code.

## Account Statement

When your account is opened you will receive an account statement. Your account number is listed on your statement under *Project*. Your student organization name is listed under *Project Title*. You will also receive a statement each quarter that will include all deposits, withdrawals, and encumbrances (money that has been set aside for a debt that remains unpaid). For information on reading your account statement please contact the ASI Budget Analyst at 667-3820 or an Advisor in the Office of Student Leadership and Development at 667-3778. You may also check your account balance, account number, or banner code by calling the department of Auxiliary and Business Services (ABS) at 667-3138.

<u>Fund Title</u>	<u>Project</u>	<u>Project Title</u>	<u>Directory</u>
Associated Students	9499	Poetry Club	ASI Budget Analyst

<u>Transaction Description</u>	<u>Encumbrance</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
<b>Begin Balance</b>				\$644.10
<b>Encumbrance</b>	(122.10)			
<b>Deposits</b>		15.00		
<b>Withdrawal</b>			(\$344.00)	
<b>End Balance</b>				\$193.00

## ASI Trust Account Agreement Form

### Terms of Agreement

The following are terms and conditions relative to the establishment of a Trust Account Agreement with the CSU Stanislaus Associated Students Inc.:

- When the organization uses ASI and/or University equipment, services, or facilities, the organizations agree to pay in full any fees or damages that the organization might incur from use of such facilities and services.
- Deposits made to the organization's Trust Account must be made at the University Cashiers Office by the President or Treasurer of the

- organization. The representative making the deposit will receive a receipt from the cashier verifying the organization's name, and the amount deposited and current date.
- Fund Disbursement
    1. A completed Purchase Order must be issued prior to any expenditure or disbursement from a Trust Account.
    2. All expenditures are subject to review and approval by the ASI Budget Analyst and the ABS Office for compliance with account purposes.
    3. Please submit paperwork two weeks prior to date payment is needed.
    4. An Advisor signature (faculty/staff or Advisor from the Office of Student Leadership and Development) is required for all expenditures.
    5. The authorized signer cannot be the check requestor for reimbursement or services.
    6. Any purchase made without a properly authorized Purchase Order is considered to be the personal responsibility of the person making the purchase.
    7. All disbursements and deposits are recorded in the Auxiliary Business Services Office. The ASI Budget Analyst will verify the record of transactions when requested by an organization within 6 working days of the request.
  - Account Statements are distributed on a quarterly basis to the organization's mailbox located in the Office of Student Leadership & Development. If for some reason the report does not correspond with the organization's own records, the ASI Budget Analyst should be contacted to resolve the discrepancy.
  - It is the responsibility of the organization to update authorized signatures when an officer or Advisor of the organization changes. Please use a Student Organization Trust Account Agreement Form and submit as "Modify existing account."
  - There will be no service charge assessed by ASI for maintenance of the organization Trust Account, nor shall there be any interest paid on the account. ASI will mail all checks to designated payees, upon request, free of charge.
  - Any funds remaining in the organization Trust Account, after the organization has failed to renew its charter for two consecutive years, will be transferred to the ASI General Operating Reserve, Club Allocations, or Club Equipment Account.
  - The ASI assumes no liability for events and activities sponsored by the use of funds of the organization.
  - Either party, upon a 60-day written notice, may cancel this agreement.

## **ASI Student Organization Financial**

# Request Form

## Requesting Additional Funds

Student Organizations can request up to \$600.00 a year from Associated Students Inc. An ASI Request for Funds Form is available on the Office of Student Leadership and Development website. When requesting money you must also submit a Line Item Detail Budget Sheet showing how the funds will be spent and other sources of revenue. Please contact the ASI Budget Analyst at (209) 667-3820 for more information. All requests must be in accordance with ASI Finance Code Policy Appendix 14 regarding appropriate use of funds.

### **Excerpt from “Student Organization Funding Policy Appendix 14”**

- I. Policy
  - A. Programs for which funds are requested should benefit and broaden the educational, social, political, and cultural experience of students at CSU Stanislaus.
  - B. Student organizations requesting funding must be chartered prior to submitting the funding request.
  - C. Clubs and organizations applying for funds may not be granted funds exceeding the predetermined amount established by the Budget Committee for the fiscal year.
  - D. Any club or organizations receiving funding from ASI must do its banking on campus
  - E. Appropriate use of funds, subject to Budget Committee approval
  - F. Events must be held on campus.
    1. ASI funds may not be limited to, but subject to approval of the Budget Committee, used for the following expenses:
      - a. Printing and Publicity (flyers, programs, postcards, announcements, invitations, and informational handouts)
      - b. Guest speakers (excluding CSUS students and CSUS faculty) (Include Musicians, DJ's, Sound Technicians, Comedians)
      - c. Dances
      - d. Office supplies necessary for the production of the event and the event
      - e. Postage
      - f. Production supplies for events
      - g. Equipment rental
      - h. Refreshments (Water, soda, juice, food)
      - i. Fundraising Events
    2. ASI funds may not be used for the following expenses:
      - a. Alcoholic Beverages
      - b. Salaries for organization officers and staff
      - c. To oppose or support any political candidates or issue subject to the ballot

- d. Equipment purchase
  - e. Off campus events
  - f. Support for websites, list servers, newsletter, or newspapers
  - g. Travel
  - h. Ceremonies and banquets
- G. Programs and events
1. All funded programs must be open to the entire CSUS student body
  2. Before any ASI funds are approved, a sample of publicity may be submitted to the Budget Committee

Please note: If you have any previous advances and have not turned in original receipts for them you will not get another advance until the first transaction is completed.

### **Requesting a Cash Box**

To obtain a cash box, you must go to the University Cashiers Office and complete a Request for Cash Box Form. The form must be signed by your Faculty/Staff Advisor. The cash box will come with the \$50.00 in petty cash to be used to make change for your program or event. The cash box and the \$50.00 must be returned to the University Cashiers Office by the date stated on the form.

## **University Reservations**

In order to reserve any state facility on campus, you must submit a request via the online R25 Master Calendar, available at <http://www.csustan.edu/mainpage/Calendars-of-Events/>

Your request must include the following for approval:

Event Title

Event Description

Club/Organization Name

Your Name

Your Phone Number

Your Email Address

The Account Number of Your Organization

Requests that are received without this information cannot be processed and will be cancelled. If your request is cancelled you will have to submit a new R25

request with the required information.

Each student organization should designate an individual to be responsible for reservation requests. Create your User ID and password at the log-in page of the master calendar. Be sure to notify the Reservations Administrator if your organization's contact information changes. Emails are sent to the contact information on file for your group. The forms that are needed for additional services (e.g., Food sales/service forms, alcohol permit, media request, and facilities services work order are available on the Master Calendar page. Equipment and AV needs for reservations in the Quad and University Student Union can be obtained from the USU Facility/Reservations Coordinator).

Events may be submitted on the Master Calendar by using the 'My Request' feature. Once the event request has been submitted the requestor will be able to check the status of the event request by logging in to the 'My Requests' page of the Master Calendar and choose 'Pending' or 'Approved'. Your event will be found on the 'Pending' page if it has not yet been processed or the 'Approved' page if it was completed.

Student organizations must check on the availability of the desired space prior to submitting a request online. Space availability may be checked by looking on the Master Calendar under the date and time of request; if there is a group already in the desired space you may not request that space. If a space becomes unavailable after you submit your request a comparable space will be assigned. Requests for meeting space must be made no less than one week prior to the date of the event and special events no less than two weeks.

Student organizations are exempt from facilities use fees when scheduling approved non-revenue generating events, which are consistent with the mission of the University and are held primarily for enrolled or prospective students. However, there will be a charge for events in which Public Safety Officers are required to be present. Student organizations that require audio/visual equipment from the University, University Student Union or custodial services (weekend events) will also be charged additional fees. For all events located outside of the University Student Union, you are responsible for leaving spaces clean and reset following your event. Facilities Services may charge your department/organization account if custodial services are required. Student organizations scheduling a one-time event, which is primarily for CSU Stanislaus, students may reserve designated facilities up to 12 months in advance. Weekly meetings for student organizations may be requested beginning July 1 for fall semester and November 1 for winter/spring semesters.

### **University Student Union and Quad Reservations –**

**Reservations Coordinator, 667-3191 [MGoodman1@csustan.edu](mailto:MGoodman1@csustan.edu)**

University Student Union and Quad reservations can be made via the R25 Master Calendar. Contact the USU Facility/Reservations Coordinator for room

set-up and equipment needs. Student organizations do not have to pay the facility use fee; however, a minimal fee would still apply for some equipment and after-hour manager fees.

## **A Few Words from the Reservations Office...**

Student organizations are exempt from facility use fees; however, the student organization's account number is required for all event requests, along with the approval from the Office of Student Leadership and Development Advisor(s). Approvals will be sent via email for online event requests. Do not submit a second request for the same event. If you want to change an existing event request, please speak with your Advisor in the Office of Student Leadership and Development.

Student organizations can schedule one-time events up to twelve months in advance, and can schedule repeating events (e.g., weekly meetings) for the current semester. Reservations are subject to approval by the appropriate campus authorities.

### **Meetings**

If planning for meetings or events that are to be a series of prescheduled dates, consider whether the preferred location is one that is primarily used for University events/activities other than student events/activities. Reservations made in classrooms or in administrative conference rooms may be affected by changes in the academic or administrative calendar. If a reservation needs to be relocated, the Reservations Administrator will contact the event organizer with an alternate location. Student events/activities will be given priority scheduling within the University Student Union facilities.

### **Event Needs**

Please plan your event in advance. Estimate the number of attendees, available locations, food and beverages, alcohol (if approved by Student Affairs and Public Safety), media equipment, room set-up and take-down, custodial services, equipment needs such as tables or chairs, and if insurance is required for your event. This information should be included in your event request and services may be subject to fees. The University Reservation Administrator will review your event and notify the departments involved in providing services for your event. Your event is not confirmed until all departments and the Office of Student Leadership and Development have approved the event and your reservation shows as 'Confirmed' on the Master Calendar.

Please note: Parking moratoriums must be included in the reservation. Public Safety no longer arranges moratoriums by phone or email.

Equipment and set-up needs for space being reserved within the Quad or University Student Union require an additional form which must be completed



and submitted to the USU Facility/Reservations Coordinator.

### **Campus Service Providers**

If you require any services from campus service providers (e.g., Chartwells Food Service Provider, Facilities Services, University Student Union and/or Public Safety) you are responsible for contacting the department involved and must submit all required forms. The Office of Student Leadership and Development can assist you in determining who to contact and provide advisement on pre-planning for an event. The service request forms can be found on the CSU Stanislaus Forms and Publications webpage.

### **Insurance**

Event insurance may be required if the University's Risk Manager determines that the proposed event exposes the University to additional risk. Event insurance will always be required if sports are play, or alcohol is served. The insurance requirement may be met if your organization has proof of insurance from a National charter or parent organization. Event insurance can be obtained through the Office of Risk Management, by email request to Amy Thomas at [athomas@csustan.edu](mailto:athomas@csustan.edu).

Neither the University nor Associated Students, Inc. assumes liability for the non-supervised off-campus activities of its students, including those conducted as part of the recognized student organization, club sport or departmental association. In some instances, those groups may be required to obtain commercial liability insurance. Information regarding insurance requirements can be obtained by contacting Amy Thomas at [athomas@csustan.edu](mailto:athomas@csustan.edu).

### **Contracts: Performers & Service Providers**

If your student organization is considering hiring a performer (comedian, speaker, etc.) or signing a contract for services, you must first consult with the Office of Student Leadership and Development to obtain approval. Upon approval, completion of a performer contract sheet will be required. Each performer will be required to send a copy of their liability insurance coverage prior to the event request approval.

### **Parking**

Parking permits are required on campus and parking is enforced by the University Police. If special parking services are needed they must be submitted with your event request to the R25 Master Calendar.

### **Set up**

If special set-up or facilities services are required for your event (e.g., trash bins, extra restroom supplies) additional charges may apply. A Facilities Services Work Order Request Form must be completed and submitted to Facilities

Services Office at least seven days prior to an event. Events that take place within the University Student Union do not require work orders or requests through Facility Services but are provided through the USU Facility/Reservations Coordinator.

If your event is located in a dining hall location, contact Campus Dining to arrange the room set-up. South Dining Hall is not pre-set for events and must be set up for each event. Set up fees are as follows: Standard Layout - \$40, Conference Layout - \$40, Classroom Layout - \$55. These fees are for cleaning, setting up and maintaining the South Dining room for events. Food catering will be additional and contracted to Chartwells. Warrior Grill has been renovated and is available for student events. There is a \$50 set up fee for cleaning, setting up and maintaining Warrior Grill for events. Food catering will be additional and contracted to Chartwells. Contact Chartwells in advance to make room and catering arrangements, or to request volume or display adjustments to the AKOO System. Contact Amberly Sheppard – 209-241-0727 for all arrangements and requests for Warrior Grill.

The MSR130 conference room is preset in classroom style; altering the room set-up will result in additional fees.

For any reservation in the University Student Union and Quad, please contact the University Union Facility/Reservation Coordinator at 667-3191 for set up and equipment needs, immediately after placing your R25 Master Calendar.

### **Media and Technology**

If media equipment will be needed for your event, it must be scheduled with the appropriate department. Media equipment and set up for the University Student Union can be arranged by calling 667-3191. Media equipment for all other campus locations is arranged with the Office of Information Technology (OIT) at 667-3687. Charges for equipment apply as shown on each department's Equipment Request Form.

### **Food Service**

In order to provide food service for University students, faculty, and staff at a reasonable price, the University has an exclusive contract for campus food service. Catering from off-campus is not allowed. In order for a student organization to prepare, serve or sell food on campus the student organization must obtain and complete a Food Sales/Service Packet, which is a waiver from Campus Dining and a Food Serving Permit from the campus Environmental Health and Occupational Safety Office (located in the Public Safety Building). The Food Sales/Service Packet can be picked up from the Office of Student Leadership and Development in University Union Building Room 103. The Food Sales/Service Packet must be turned into the Office of Environmental Health and Occupational Safety, addressed to Amy Thomas, Assistant Director, and Safety & Risk Management.

Campus Dining offers special discount prices for student organizations on catering packages and bulk food purchases. To determine the menu, quantities and costs of food service for an event, it is best to schedule a meeting with Campus Dining/Catering Services. If the catering staff understands the budget limitation and the food service needs for your event, they can assist you in tailoring the food service to meet your needs. Campus Dining's catering staff can be contacted at 667-3634, or [catering@csustan.edu](mailto:catering@csustan.edu). The Campus Dining Office is located in Main Dining, next to the entrance of the food service area on the south side. Should your event be one that requires the participation of food concessionaires (e.g., ethnic food carts, beer dispenser trailer, etc.) such concessions must be arranged through Campus Dining and approved by the Office of Student Leadership and Development.

**Alcohol**

Student events with alcohol require special approval. If alcohol is served at an event, an Alcoholic Beverage Use Form must be submitted to the Assistant Director of Student Leadership and Development. A Public Safety officer(s) may be assigned to an event where alcohol is served. Special Event Liquor Liability insurance must be purchased through the Safety & Risk Management office. Alcoholic beverages (beer and wine, no hard liquor) may ONLY be served with prior approval from the Vice President of Student Affairs or designee. Beverage service must be arranged through Campus Dining. Event insurance will be required for any event serving alcohol. Additionally, the advisor of the sponsoring organization must be present for the duration of the event. See the Campus Alcohol Policy for complete information on page 35.

**Event Planning**

In order to help your organization plan for a successful event you are required to complete an Event Planning form for all events held off campus and meet with your Student Leadership & Development Advisor two weeks prior to your event. Failure to complete this form will result in your request not being approved. For events held on campus, no Event Planning form is required if the R25 Master Calendar is filled out in detail.

<u>Subject:</u> The Sale Consumption, and Possession of Alcoholic Beverages	<u>Department Name:</u> Business & Finance	<u>Effective Date:</u> April 15, 2007
	Policy Update	<u>Issue Date:</u> <u>Approval:</u> Hamid Shirvani

**CALIFORNIA STATE UNIVERSITY, STANISLAUS POLICY REGARDING THE SALE, CONSUMPTION, DISTRIBUTION, AND POSSESSION OF ALCOHOLIC BEVERAGES**

**I. Purpose**

- A. To establish the California State University (CSU), Stanislaus policy regarding the sale, service, distribution, possession, and consumption of alcoholic beverages on all property owned or leased by the University and at off-campus events sponsored by

the University.

- B. To educate and provide guidelines that are consistent with the 2001 CSU Alcohol Policy and Prevention Program and CSU Chancellor's Office Executive Order No. 930 to enhance alcohol education programs, reduce alcohol abuse, and strengthen efforts to promote the safe, legal, and responsible use of alcohol.
- C. This policy is issued pursuant to California Code of Regulations, Title 5, Sections 42350 et. seq., and Sections 89030 and 89031 of the California Education Code. Violation pertaining to alcoholic beverages is a misdemeanor and is punishable as prescribed in Section 19 of the California Penal Code, and/or Title 5 Section 41301 of the California Code of Regulations, CSU Stanislaus Housing Regulations, and other applicable disciplinary procedures.

## II. Scope

- A. All sale, consumption, distribution, and possession of alcoholic beverages must have prior approval.
- B. This policy applies to all University facilities, buildings, and grounds (collectively known as the "campus"), to all events and activities held on the campus, to all University sponsored events off-campus, and to all University personnel and students.
- C. All local, State, and Federal laws and California State University Executive Orders related to the sales, serving, possession, use, and consumption of alcoholic beverages shall be adhered to and strictly enforced.

## III. Compatibility with the Mission of the University

The University President, or designee, has the authority to decide whether serving or distributing alcohol and the types of alcohol served at a proposed event is appropriate.

## IV. Policy

- A. Any request to sell, serve, distribute, possess, or consume alcohol on the University campus must be approved by Public Safety/University Police Services, Risk Management, and where appropriate, (including all University sponsored student events, whether or not located on campus), by the Vice President, Student Affairs, or their Designee. All requests for student events including the serving or consumption of alcohol must first be approved by the Vice President, Student Affairs, or their Designee, prior to being submitted to University Police/Safety & Risk Management. Approvals must comply with *University Procedures and Guidelines for Alcohol Use* (copy on [www.csustan.edu](http://www.csustan.edu)).
- B. Hard alcohol (distilled spirits) is prohibited on the campus. Only beer, wine, and champagne may be sold, served, distributed, possessed, or consumed on campus, with the appropriate approvals.
- C. The service, sale, or distribution of alcoholic beverages at an event or activity is only allowed in campus locations appropriately licensed and authorized by the State Department of Alcoholic Beverage Control (ABC).
- D. Consumption and possession of alcoholic beverages is only allowed at events or activities on the campus and approved University sponsored events off-campus.
- E. **Individuals may not bring alcoholic beverages to campus events, activities, meetings, gatherings, etc.**
- F. Alcohol sales are prohibited in conjunction with any athletic competition.
- G. Unless specifically authorized (e.g., an approved special event), employees of the University may not consume alcoholic beverages while at their workstation.

- Employees are not to be under the influence of alcohol while on duty.
- H. Alcohol possession and consumption at campus Student Housing is controlled by *Village Housing Facility Regulations* (copy on [www.csustan.edu](http://www.csustan.edu)).

## **ALCOHOL POLICY GUIDELINES**

### **I. Purpose**

California State University (CSU), Stanislaus subscribes to a drug-free campus and workplace. When alcohol use is permitted, the University ensures that abstinence is accepted and excessive use is strongly discouraged.

The CSU Stanislaus Alcohol Policy applies to all University facilities, buildings, and grounds (collectively known as the “campus”), to all events and activities held on the campus, to all University sponsored events off-campus, and to all University personnel and students. All instances of the approved use of alcohol at events or activities on the University campus must not detract from the mission of the University. It is recognized that abuse of alcohol in any form detracts from the mission of the University and does not make a positive contribution to the learning environment or to the public posture of the institution.

### **II. Legal Requirements**

1. In the State of California, only individuals twenty-one years of age or older can legally possess, consume, and/or purchase alcoholic beverages. All local, state, and federal laws are applicable to California State University, Stanislaus, and to all individuals on the properties of the University.
2. The Business and Professions Code, and related statutes, control the sale, consumption, and possession of alcoholic beverages. The CSU Stanislaus Alcohol Policy (copy available on CSU Stanislaus web site) conforms to these statutes.
3. The Alcohol Beverage Control (ABC) Board is responsible for interpretation and enforcement of the laws regarding the consumption, sale, or possession of alcoholic beverages.
4. The CSU Stanislaus President is responsible for implementing the Alcohol Policy and delegating authority for policy administration and compliance.
5. The University Police are responsible for exercising normal police powers in enforcing laws relating to alcohol.
6. Campus Dining is the only entity currently licensed by the Alcohol Beverage Control Board to sell alcoholic beverages on the University campus. This authority is subject to all applicable State laws and University regulations.
7. Unless specifically authorized (e.g. an approved special event), employees of the University may not consume alcoholic beverages while at their workstation. Further, employees are not to be under the influence of alcohol while on duty.

### **III. Approval Process**

1. All events on campus that include the sale, service, or consumption of alcoholic

beverages must be approved by the UPD/Safety & Risk Management prior to the event occurring. The University President has ultimate approval and may make exceptions to any part of this policy with the exception of adherence to all local, State, and Federal laws and California State University Executive Orders related to the sales, serving, possession, use, and consumption of alcoholic beverages.

2. Requests for serving alcoholic beverages at events involving student participation shall also be approved by the Student Club Advisor and Vice President for Student Affairs or their Designee. Authorization for student clubs and/or organizations to serve or sell alcoholic beverages will only be issued to staff/faculty advisors, not to students.
3. Requests for serving alcoholic beverage at events hosted/sponsored by University departments or staff shall also be approved by the Provost and Vice President of Human Resources or their Designee.
4. The University Reservation Office will forward all requests for facility reservations for events that will include the sale, service, or consumption of alcohol to the University Police and Risk Management via email. The Master Calendar Event Summary attached to the email will include event details and contact information for the event sponsor. It is the responsibility of the approving parties in University Police and Risk Management to notify the University Reservation Office if approval for the event is denied, or, what insurance and security personnel are required for event approval.

#### **IV. Conditions of Alcoholic Beverage Sale, Service, or Consumption**

When events are held on campus or at any University sponsored event, and alcoholic beverages are made available as part of the event, the following requirements must be met by the individuals or groups sponsoring the event:

1. A majority of those attending the event must be 21 years of age or older. Servers must check IDs, to insure that no guest under 21 years of age is offered or served alcohol.
2. Direct access to events where alcohol is being served must be restricted to invited participants.
3. Servers must be over the age of 21 and shall not consume alcohol themselves during the event. Servers must be trained on safe alcohol service (e.g., how to recognize signs of drunkenness, when to refuse service, and understand the concept of vicarious liability).
4. Non-alcoholic beverages must be as readily available as the alcoholic beverages. Where practical, alcoholic and non-alcoholic beverages must be served in the same manner.
5. Food must be made available.
6. Consumption of alcoholic beverages from kegs is prohibited except when being dispensed by Campus Dining.
7. No University or student-sponsored group or organization may expend any student funds for the purchase of alcoholic beverages.

8. Sale and/or service of beer and wine must stay in the location designated in the approved Alcohol Beverage Use Form.
9. No malt beverage products, or beverages containing any alcohol content, may be served as “non-alcoholic” beverages.
10. Each Patron shall only be allowed to purchase two alcoholic drinks at any one time.
11. Beer shall be served in containers no larger than 16 ounces.
12. All marketing, advertising and promotion of alcoholic beverages on campus must conform to the marketing section of this document.
13. Students living in campus student housing (The Village) who are 21 years of age or older may possess and consume alcoholic beverages in the privacy of their suite or apartment subject to The Village Housing regulations. No consumption of alcoholic beverages is allowed outside suites or apartments or in any public area of The Village. All alcohol brought into The Village must be brought into The Village unopened and concealed from public view. Any alcohol not transported in this manner shall be confiscated by staff (see Housing Facility Regulations for details).
14. A University Police officer will be assigned to any event on campus that involves the sale/service of alcohol and an hourly fee will be charged to the event sponsor. Some exceptions may apply if so determined by the University Police.
15. No event will include any form of alcoholic “drinking contest” in its activities or promotion.

#### **V. Enforcement**

1. Inappropriate behavior by an individual on campus, either individually or as an event participant, will be referred to the University Police for investigation. Student conduct violations will be referred to the Vice President, Student Affairs, or their Designee, for review and possible disciplinary action.
2. Students or student groups acting in violation of the Alcohol Policy will be referred to the Vice President, Student Affairs, or their Designee, for disciplinary action. Students abusing alcohol will also be referred to appropriate educational and treatment services.
3. Non-student university groups and non-university groups suspected of acting in violation of the Alcohol Policy shall be referred to the Vice President, Business and Finance for appropriate response.
4. All applicable state laws will be enforced by the University Police.
5. In addition to requesting prosecution under appropriate laws, the University may impose sanctions on students that violate any portion of the Alcohol Policy, including those portions which impose restrictions beyond or aside from those required by law. In the case of students, these penalties will relate to a student’s good standing in the University

and/or The Village.

6. Students in violation may be warned, placed on probation, suspended or dismissed from the University, receive educational sanctions, and/or be evicted from The Village Housing depending upon the seriousness and /or repetition of the violation.
7. Employees violating this policy shall be subject to discipline, up to and including dismissal. Discipline shall be imposed in a manner consistent with the applicable labor agreements, CSU policies, and law. In addition to, or in lieu of discipline, CSU Stanislaus may, at its discretions, require employees violating the policy to participate satisfactorily in an appropriate drug abuse rehabilitation program. "Employee" means a person legally holding a position in the California State University.
8. Every faculty member, staff member, student assistant, graduate assistant and student receiving or employed by federal grants shall receive a copy of the requirements of the Drug Free Schools and Communities Amendment of 1988 and shall be required to certify their awareness of these requirements. All such individuals must agree to notify the University within five days if they are convicted of any drug statute violation occurring in a University workplace or residence facility. Persons receiving federal funds shall report convictions to the appropriate office as indicated above. These University offices will notify the federal contracting or granting agency within ten (10) days after receiving the notice described above from an employee or otherwise receiving actual notice of such violation.

#### **VI. Alcoholic Beverage Marketing on Campus**

1. Alcoholic beverage advertisements at events or activities on campus must be specifically approved for that event by the Vice President, Business & Finance (or their Designee), and if it is a student event, advertisements must also be approved by the Vice President, Student Affairs (or their Designee).
2. No advertising for specific alcoholic beverages will be allowed at University athletic competitions.
3. Alcoholic beverage marketing programs on campus must avoid demeaning sexual or otherwise discriminatory portrayal of individuals or classes.
4. Promotion of alcoholic beverages must not encourage any form of alcohol abuse nor place emphasis on quantity and frequency of use.
5. Alcoholic beverages (such as but not exclusively, bottles of wine, kegs or cases of beer) must not be provided as awards to individual students or campus organizations.
6. No sampling as part of a campus marketing program will be permitted and no sampling or other promotional activities will include "drinking contests".
7. Alcoholic beverage advertising must not portray drinking as a solution to the personal or academic problems of students or as a necessary to social, sexual, or academic success.



8. Advertising and other promotional campus activities must not associate alcohol beverage consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.

### **VII. University Police Responsibilities**

1. Review all event notifications from the University Reservation Office and perform a risk assessment to provide either approval or denial of the request. Provide notice to the University Reservation Office about their assessment prior to the event.
2. University Police risk assessment shall identify security resources required to mitigate the risks associated with the event. Criteria that will be considered in determining the assignment of an officer to an event serving alcohol include the following:
  - a. Event location, time of day, and day of the week.
  - b. Type of event (e.g., dance, party, live performance).
  - c. Number of expected participants.
  - d. History of the event.
  - e. Applicable risk factors, inherent or foreseeable, that are associated with the event.
3. The University Chief of Police will make the ultimate decision regarding officer assignment to all events.
4. Provide cost estimates for special University Police services and staffing.
5. Require written plans from the organizers of those events that are determined by the University Police to hold inherent concerns or where documentation is desirable.
6. Provide oversight of all special events held on campus and take intervention measures as appropriate to provide protection for participants and attendees as well as appropriate measures for the security of university property and personnel.
7. Determine if behavior by an individual, both individually or as an event participant, is inappropriate and apply appropriate enforcement procedures.

### **VIII. Risk Management Responsibilities**

1. Review all event notifications from the University Reservation Office and perform a risk assessment to provide either approval or denial of the request.
2. Inform campus administrators of events with alcohol that require their review.
3. Provide notice to the University Reservation Office about their assessment prior to the event.
4. Provide advice and guidance concerning the requirement for event insurance, food safety permits, and other liability issues related to events held on campus.

### **IX. University Student Affairs**

1. Review all student and student organization requests to sell, consume, distribute, or possess alcoholic beverages at an event and perform risk assessment to provide either

- approval or denial. Provide notice to UPD/Safety & Risk Management and the University Reservations Office about their assessment prior to the event.
2. Maintain the *Village Housing Facility Regulations*, Student Leadership guides, and other internal documents governing student activities and discipline in conformance with the CSU Stanislaus Policy Regarding the Sale, Consumption, Distribution, and Possession of Alcoholic Beverages.
  3. Provide oversight for University-sponsored student events and activities held on or off-campus that involve the sale, consumption, distribution, and possession of alcoholic beverages.

#### **X. Academic Affairs, Faculty Affairs, and Human Resources**

1. Review all faculty, staff, or University Departmental requests to sell, consume, distribute, or possess alcoholic beverages at an event and perform risk assessment to provide either approval or denial. Provide notice to Safety & Risk Management about their assessment prior to the event.

## **Amplified Sound Policy**

The amplified sound policy is designed to protect organized instructional and learning activities from serious interference, while also permitting student programming activities to take place during classroom hours in high student traffic areas around classroom buildings. Student organizations that desire to have amplified sound at their events must include this information on their facility request to obtain approval.

Student organizations are responsible for keeping the amplified sound at events sponsored (such as bands, concerts, and other programs scheduled for the purpose of recreation or entertainment rather than to instruct, inform, or provide a forum for the free exchange of ideas) at a reasonable sound level, so that the amplified sound does not seriously interfere with the instructors' ability to teach and the students' ability to study/learn.

The Office of Student Leadership and Development will monitor and regulate the level of sound at student organization events by testing the sound level **inside the nearest buildings** and will enforce a maximum level of **60 decibels (inside the buildings)**. In order to keep the sound below 60 decibels inside the buildings, **amplified sound should be directed away from all classroom buildings.**

**The University Student Union has sound equipment that can be reserved on a first come first serve basis. For sound system rental, please use the ASI/USU Sound Equipment Form or contact the USU Facility/Reservations Coordinator at 667-3191 for more information.**

#### **Tips for success**

- Your request to have amplified sound must be included on the facilities request for your event.
- Check with the Office of Student Leadership and Development to make sure another group has not already requested amplified sound at the same time.
- Set up your amplified sound so that it is as far away from the buildings that have classes or business in session.
- Always direct your music away from buildings. (We recommend you check the calendar to see if any classes, meetings, or events would be impacted by the sound, including sound checks and rehearsals.)

**Advisor must be present to have amplified sound in any location other than the flagpole.**

#### **General Information:**

The University Student Union owns four (4) Sico stage units measuring 6'x8' in size and 24" high.

Each Individual or group reserving the stage are required to complete a Stage Rental Contract along with an R-25 reservation and submit it to the University Student Union Facility/Reservation Coordinator no later than 14 days prior to the event date.

#### **Set-up and Take Down:**

Arrangements to have the stage moved will be made by the University Student Union.

### **Responsibility for Damage:**

If any damage occurs to the stages, stage skirts or steps once it has left the University Student Union Building, repair costs and/or cleaning bills will be the responsibility of the renter reserving the stages.

### **Injuries and Liability:**

The University Student Union is not responsible for any injuries that may occur while using the stage. Liabilities for any injuries that may occur are the responsibility of the renter.

## **Movie Policy**

- *All public performances of videos are illegal unless they have been authorized by license. Even “performances in ‘semipublic’ places such as clubs, lodges, factories, summer camps and schools are ‘public performances’ subject to copyright control.” (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64).*
- *Both for-profit organizations and non-profit institutions must secure a license to show Videos, regardless of whether an admission fee is charged. (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)*
- *A party is liable for contributory infringement when it, with knowledge of the infringing activity, contributes to the infringing conduct of another or provides the means to infringe. Vicarious liability arises where a party has “the right and ability to supervise the infringing activity and also has a direct financial interest in such activities.” Gershwin Publishing Corp. vs. Columbia Artists Management, Inc., 443 F.2d1159, 1161 (2d Cir. 1971). Both the property owner and exhibitor must make sure a license is in place before a video is shown by either party.*
- *Non-compliance with the Copyright Act is considered infringement and carries steep and significant penalties. Such exhibitions are federal crimes and subject to a \$150,000 penalty per exhibition (Section 506). In addition, even inadvertent infringers are subject to substantial civil damages (\$750 to \$30,000 for each illegal showing) and other penalties. (Sections 502-505)*

If you are still interested in showing a movie you must submit the Movie Request form two weeks prior to your event.

## Posting Guidelines

The Office of Student Leadership and Development is responsible for developing and administering campus posting guidelines that apply to students and student organizations. The office is also responsible for informing students of these guidelines.

### **Purpose of the Guidelines**

The exchange of information and the presentation of different viewpoints on issues is the cornerstone of our educational system. The guidelines that follow are not intended to restrict communication within the University community, but rather to ensure that all groups and viewpoints have equal access to space for posting and that the campus remains attractive. The following guidelines apply to all individuals, organizations or businesses posting material on the CSU Stanislaus campus. As a general rule, they do not apply to faculty offices and academic departments posting materials in designated areas assigned to them.

### **Removal of Posted Materials**

The University reserves the right to remove and dispose of all materials posted on campus not complying with these guidelines. Approval from the appropriate department head or recognized university organization is required before any materials (including banners) are posted.

### **Posting by Recognized Campus Organizations**

Recognized campus/student organizations may post materials publicizing their own on and off-campus events. Required topics for inclusion on ALL posting/flyer materials are: student organization name, contact information, name of event, date of event, location of event and the admission charged (if any). Students may publicize CSU Stanislaus student body elections, providing that information follows the ASI posting guideline in the election code.

### **Approved Locations for Campus Posting**

Materials may be posted in the following locations:

- Kiosks between the Library and Bizzini Hall (formerly known as the Classroom Building) and in front of the campus.
- Bulletin boards outside of offices (must secure approval from the offices prior to posting).
- On "A" frames outside any of the main buildings (must be placed so that

- they do not interfere with pedestrian traffic).
- Table tents inside Warrior Grill and the Cafeteria (must secure prior approval from Campus Dining Services).
  - Fastened by string (NOT TAPE) to the railings of Bizzini Hall (formerly known as the Classroom Building) and Naraghi Hall Science building.
  - Buildings (two posters per organization per building, one per building entrance).
  - Flyers may be posted on bulletin boards in the Village (Approval of the Housing & Residential Life Office required).
  - Union bulletin boards in the TV lounge, commuter room, and the game room (there is limited space available at the lobby entrance) by prior approval of the University Student Union Information Desk.
  - On stakes (provided that they do not interfere with the normal operations of the campus or present a hazard.) Stakes must be at least one foot off the walkways in grass areas. Use waterproof paint to protect against irrigation of turf and planters (must secure approval from Office of Student Leadership and Development).
  - Signs may be temporarily removed by the grounds crew (as they maintain the grounds).
  - Any advertisement or posting in the Village (on-campus) Housing & Residential Life Area requires approval from the Office of Housing & Residential Life, 667-3675, or by e-mailing [housing@csustan.edu](mailto:housing@csustan.edu).

### **Prohibited Locations for Campus Posting**

Posting is only permitted in areas specifically listed above. Posting is prohibited in the following locations:

- Building exteriors
- Doors (interior of office doors permitted)
- Glass windows and entry ways
- Interior walls
- Restroom stalls
- Light posts
- Stairwells
- Trees
- Bus shelters
- Automobiles in parking lots

Adhesive stickers and chalking are expressly forbidden. Campus Facilities Services Personnel will remove items posted in prohibited locations. No writing on walkways,

roadways, buildings etc. (chalk, paint, etc.)

### **Limitations on Posting**

- **Duration** – All notices must be dated and posting is limited to two weeks for notice of any one event, goods, or services. Facilities Services will remove materials not posted in accordance with the guidelines. Removal of information from open boards and kiosks (by students) shall be the responsibility of the Office of Student Leadership & Development. Anyone may remove expired items (to make room for new materials), items which exceed more than one posting per kiosk or open board (indoors and outdoors) or items that have not been approved.
- **Size** – Posters exceeding 36" X 36" in size may be removed at any time because of limited space.
- **Number of Posters** – Only one poster (11 x 17 – poster/kiosk) advertising an event, goods or services may be posted on the same board.
- A notice may not be posted over another notice.
- Signs on bulletin boards and kiosks are to be posted only with thumbtacks or staples. Posting with glue is prohibited.
- Removal of signs by unauthorized parties is prohibited until the event has passed.
- Students or student organizations may be charged for the cost incurred in removal or repair of facilities caused by inappropriate or prohibited postings for which they are responsible.
- The sponsoring individual or organization must remove all literature and printed materials that refer to a specific event or date after the event or program within 48 hours. Temporary directional signs are for directional purposes only and must be removed within 24 hours after the event for which they were intended.
- Banners may be displayed upon prior approval of the location and method of installation. Banners may only be displayed for three weeks. Banners that note specific dates of information/events shall be removed 48 hours after the noted date.
- Leaflets may not contain false, misleading, or illegal claims, contain defamatory material, violate applicable laws pertaining to obscene matter, or consist of offers to sell term papers, theses, or other written materials submitted for academic credit.

### **Compliance with University, Local, State and Federal Policies and Regulations**

The sponsoring organization or individual is responsible for ensuring that the content of all materials posted is non-discriminatory in nature, and that it complies with all CSU Stanislaus, local, State, and Federal policies and laws, including Title VII and IX of the Civil Rights Act as amended. We ask all parties distributing material to the public or on-

campus to be sensitive to community standards regarding potentially offensive material.

### **Promotion of the Consumption of Alcohol**

Advertising or promotion of alcohol will not be permitted (refer to the CSU Stanislaus alcohol policy for details) on any signs or promotions.

### **Exceptions to Posting Guidelines**

The Vice President of Student Affairs, for events or special information, may grant exceptions to these guidelines.

### **Posting of Personal Notice of Goods and Services**

Members of the University community (students, faculty and staff or alumni) may post notices offering or seeking goods or services provided that such notices do not promote commercial businesses or transactions. The posted notice must include the individual's name and the date of posting only on approved areas for posting.

### **Administration of Campus Posting Guidelines**

Posters or banners written in languages other than English must indicate the name of the sponsoring organization in English. In addition, the group must provide the Dean of Students with an English translation of the information on the poster or banner prior to being granted approval for posting to ensure that material complies with posting requirements, e.g., noted under "Compliance with University, Local, State and Federal Policies and Regulations." Signs and A-frames are placed in public areas at the sponsoring organization's own risk. The University cannot provide security for such materials.

## **Food Sales and Distribution Policy**

Effective Date: September 1, 2012

Issue Date: May 25, 2012

Type: New

### **I. Policy Purpose**

The purpose of this policy is to clarify the restrictions related to the sale and/or distribution of food and beverages on California State University (CSU), Stanislaus property or at CSU Stanislaus events by other than CSU Stanislaus Campus Dining, unless special authorization is obtained prior to the event from Campus Dining, and the Vice President for Business & Finance of the University or his/her delegated authority.

### **II. Policy Scope**

This policy applies to all CSU Stanislaus departments, CSU Stanislaus auxiliary organizations, and CSU Stanislaus campus and student organizations. This policy shall not apply to potlucks.



### III. Definitions

*Auxiliary:* an auxiliary organization is any non-profit entity which: (1) has agreed to comply with the applicable requirements of the California State University (CSU) Board of Trustees and campus; (2) is included in the list of officially recognized auxiliary organizations in good standing maintained by the Chancellor, and (3) maintains the status of an auxiliary organization in good standing. Based on the primary functions they perform, auxiliary organizations may be classified in one or more of the following categories:

Student Body Organizations Campus  
Support Service Organizations  
Foundations for Sponsored Projects, Workshops, and Institutes  
Instructionally Related Activity Organizations

*Auxiliary and Business Services (ABS):* a California non-profit public benefit corporation, an approved CSU auxiliary authorized to operate commercial operations at CSU Stanislaus.

*Campus Dining:* food service operations at CSU Stanislaus through an exclusive contract between Auxiliary and Business Services (ABS) and an outside food management contractor.

*Campus Organizations:* University budget units, other organizations (athletic teams, etc), campus committees, official support and auxiliary organizations, and official employee organizations and groups.

*Catering:* To procure, prepare, assemble, and present food and beverages for groups for a campus related event in a professional, healthy manner, which minimizes health risk and optimizes the dining experience. Catering also includes the removal of waste and residual foods/beverages and the cleaning of all serving materials and assistance in restoring a catering location to a predefined arrangement.

*Chartered Student Organizations:* Student organizations registered with the Student Leadership and Development (SLD) Office, including clubs, club sports, fraternities, sororities, honor societies, coordinating councils, academic associations, and student associations. Student organization names appear on the roster of active, student organizations published and maintained by the SLD Office.

*Concession:* food service and sale made available through a venue other than the fixed/permanent Campus Dining food service facilities.

*Co-Sponsored Event:* An event sponsored by a campus organization in conjunction with a non- University group. Cosponsorship is appropriate when there is a clear connection with, or contribution to, the University. The

educational mission of the co-sponsoring campus organization must be enhanced by the co-sponsored event. The co-sponsoring campus organization assumes financial and event-planning responsibility for the event.

*Event:* Any activity other than a scheduled University for-credit class offering.

*Potluck:* A gathering of people where each person or group of people contributes a dish of food to be shared among the group.

*Exempt Student Organization/Club Functions:* Any chartered student organization shall be exempt from the requirement to use the designed campus food services vendor for four exempt events per year if it meets the exemption criteria stated in the policy.

*Temporary Food Permit (TFP)* - A multipage form that must be completed by any organization (University affiliated or not) seeking a waiver to this policy to sell or distribute food on campus.

#### IV. Policy

A. Exclusive Contract: All food to be distributed, sold, or given to individuals on the CSU Stanislaus campus (University sponsored and non-University sponsored), and at CSU Stanislaus events off campus, shall be arranged for through Campus Dining. Based on our contractual agreement, our Campus Dining vendor has the exclusive right to provide the food service including concessions and catering service, for CSU Stanislaus and the exclusive right to sell to students, employees, guests, and other persons food products, non-alcoholic beverages, approved alcoholic beverages, and other such articles as approved by the University. The Campus Dining vendor is a for-profit organization, which has been engaged under contract to assure that the University has quality Food Service at reasonable and competitive prices. No third party organization is permitted to engage in a meal service activity on campus unless authorized under the terms of this policy. All third-party contracts or agreements for food service must be documented through CSU Stanislaus Procurement and approved by CSU Stanislaus Risk Management.

B. Potlucks: Recognized University organizations may share food prepared at home at the personal risk of participants; the food must be offered for free (no cost/donation); and, the potluck must occur in a closed setting (e.g. non-public, invited members/guests-only). The University will not be liable for food borne illnesses associated with foods prepared at home.

C. Exempt Student Organization/Club Functions: A Chartered Student Organization shall be exempt from the requirement to use the designated campus food service vendor for four exempt events per fiscal/academic year if

the event meets the following criteria:

- The students or the organization on campus prepares food for the event.
- The organization agrees to pay \$25.00 administrative fee to the university for the coverage provided by the University insurance program if the organization is preparing their own food. If Chartwells is the vendor no administrative fee is required.
- The organization receives appropriate training from campus personnel and is familiar with all relevant campus policies.
- The organization assembles its food service activity in an organized fashion, observes all reasonable health practices, cleans and removes all waste, residual food/beverage, and returns location to the state it was in before the event.
- The organization will submit copies of receipts for the expenses they incur for the event.

D. Event Food Service Donation: If an event sponsor has received an offer from a third-party vendor to donate all or a portion of the food and beverage for the event, the event sponsor must obtain approval from the Vice President of Business & Finance to serve the donated items by submitting a Temporary Food Permit.

## **V. Procedures**

A. The following procedures must be followed by all students, staff, faculty, or outside organization/vendors who wish to sell, solicit, expose for sale, offer for sale, or otherwise distribute food items for human consumption within the boundaries and areas of responsibilities of CSU Stanislaus.

- Reserve facilities and equipment via the University online reservation system. Campus organizations are responsible for scheduling the facility for University and University co-sponsored events.
- Contact Campus Dining to place food orders, arrange for delivery details, and make financial arrangements. Campus organizations are to provide the event coordinator for arranging catering services for University and University cosponsored events. Campus Dining will determine the amount of advance notice an order requires based upon the event, the event location, and the number of participants. Financial details will be agreed upon between Campus Dining and the ordering party. Campus organizations will pay for food and services with a Procurement Card. Non- University organizations will arrange for payment with the food service provider.

B. Request for Waiver of Policy: If Campus Dining is unable to provide food service for the event or the organizations wishes not to use the Food Service Provider, submit a request for waiver of this policy as stipulated below. (This procedure also applies to requests for approval to serve third-party vendor-donated food and drink.)

- Complete the *Temporary Food Permit* request form located on the CSU Stanislaus Environmental Health & Safety website at <http://www.csustan.edu/RiskManagement/TempFoodService.htm>.
- Obtain the signature of the General Manager of Chartwells indicating they are unable or unwilling to provide services for the event described on Page One (1) of the *Temporary Food Permit*.
- (For student organizations seeking a waiver for events that are not eligible for the exemption identified below, submit the form to the AVP for Student Affairs for approval.)
- Obtain the signature of the Vice President of Business & Finance who signs as the President's Delegated Authority.
- Once the signatures have been obtained, submit the *Temporary Food Permit* to the University Police/Office of Safety & Risk Management at least 14 calendar days prior to the event date. Safety and Risk Management will contact requestors with questions, safe food handling instructions, and notification of approval/disapproval of the permit.

C. Exempt Student Organization/Club Functions (this procedure must be completed at least 5 business days prior to the date of the event)

- The student organization must complete the waiver portion of the *Temporary Food Permit* form located on the CSU Stanislaus Environmental Health & Safety website at: <http://www.csustan.edu/RiskManagement/TempFoodService.htm>
- Submit the form to the AVP for Student Affairs for approval. (For an event which is exempt from using the campus food service vendor, the Temporary Food Permit does not need to be signed by the General Manager of Campus Dining Services.)
- Submit the approved *Temporary Food Permit* AVP for Auxiliary Business Services. Submit the completed form to the University Police/Office of Safety & Risk Management. Safety and Risk Management will contact requestors with questions, safe food handling instructions, and notification of approval/disapproval of the permit.
- After the approvals are obtained, the office of Safety & Risk will email the

approved form to the applicant. Upon receipt, the applicant should take the approved form together with \$25 in cash or check and pay the funds to the cashier's office.

## **Raffles and Casino Nights**

As a result of Assembly Bill 839, Article 17, please review the information below to be sure all members understand the implications of the law. The effect of the law is to legalize charitable gaming events such as poker tournaments and "Monte Carlo" or "Casino Night" events.

19986. (a) Notwithstanding any other provision of state law a nonprofit organization may conduct a fundraiser using controlled games as a funding mechanism to further the purposes and mission of the nonprofit organization.

(b) A nonprofit organization holding a fundraiser pursuant to subdivision (a) shall not conduct more than one fundraiser per calendar year, and each fundraiser shall not exceed five consecutive hours.

(c) No cash prizes or wagers may be awarded to participants, however, the winner of each controlled game may be entitled to a prize from those donated to the fundraiser. An individual prize awarded to each winner shall not exceed a cash value of five hundred dollars (\$500). For each event, the total cash value of prizes awarded shall not exceed five thousand dollars (\$5,000).

(d) At least 90 percent of the gross revenue from the fundraiser shall go directly to a nonprofit organization. Compensation shall not be paid from revenues required to go directly to the nonprofit organization for the benefit of which the fundraiser is conducted, and no more than 10 percent of the gross receipts of a fundraiser may be paid as compensation to the entity or persons conducting the fundraiser for the nonprofit organization. If an eligible nonprofit organization does not own a facility in which to conduct a fundraiser and is required to pay the entity or person conducting the fundraiser a rental fee for the facility, the fair market rental value of the facility shall not be included when determining the compensation payable to the entity or person for purposes of this section. This section does not preclude an eligible organization from using funds from sources other than the gross revenue of the fundraiser to pay for the administration or other costs of conducting the fundraiser.

Any approved student organization event as defined as a controlled game must submit to the Student Leadership and Development Advisor the following information outlined below numbers 1-6,

(g) The nonprofit organization shall maintain records for each fundraiser using controlled games, which shall include:

- (1) An itemized list of gross receipts for the fundraiser.
  - (2) An itemized list of recipients of the net profit of the fundraiser, including the name, address, and purpose for which fundraiser proceeds are to be used.
  - (3) The number of persons who participated in the fundraiser.
  - (4) An itemized list of the direct cost incurred for each fundraiser.
  - (5) A list of all prizes awarded during each fundraiser.
  - (6) The date, hours, and location for each fundraiser held.
- (n) No person shall be permitted to participate in the fundraiser unless that

person is at least 21 years of age.

(o) No fundraiser permitted under this section may be operated or conducted over the Internet.

A raffle may appear to be a great way to raise money for an organization with minimal effort or expense. Unfortunately such “get rich quick” schemes are a violation of the California Penal Code (Sections 319-325). The law specifies that any means of disposing of merchandise or property of value among persons who have paid or exchanged anything of value, whether it is called a lottery, raffle, or gift enterprise is a misdemeanor. It also holds every person accountable who sells, gives or in any manner furnishes or transfers a ticket, chance or share liable. Likewise, persons who are involved in such activities through printing, writing, advertising, publishing, or managing such activities are guilty of a misdemeanor, unless sanctioned by the state. In the same manner, student organizations are not permitted to sponsor a Casino Night event where there is an exchange of money for playing tokens or chips. Script must be distributed free with no connection to any donation of monies. In such cases, prizes should be awarded through a drawing process at the end of the event. All advertising should indicate that no purchase is necessary to participate in the event.

Free drawings are permitted as a means of promoting an organization providing there is no money or other valuable consideration given in exchange for a change. Questions on what might be considered a free drawing rather than a raffle should be directed to an Advisor in the Office of Student Leadership and Development. No tickets or publicity should be printed without first obtaining approval from the Office of Student Leadership and Development.

## **Student Organization Online Resources**

### **How can I get a copy of this handbook and the forms included in the handbook?**

Please visit <http://web.csustan.edu/SLD/Pages/Forms.html>, all forms can be downloaded.

### **How do I post my organization’s events on the University calendar?**

Go to the University webpage at <http://www.csustan.edu> and select calendar of events. From the dropdown menu select R25 and then click on submit an event.

### **Where do I go to get more information on resources for student organizations?**

For more information on the resources that are available to you and your student organization please stop by the Office of Student Leadership and Development or call 667-3778.