

STUDENT ORGANIZATION HANDBOOK

**Student Leadership & Development
Division of Student Affairs
Stanislaus State**



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TABLE OF CONTENTS

INTRODUCTION/THE HANDBOOK.....	4
STUDENT LEADERSHIP & DEVELOPMENT.....	5
New Student Orientation	5
Student Organizations & Sorority/Fraternity Life.....	5
Leadership Programs.....	5
UNIVERSITY RECOGNITION OF STUDENT ORGANIZATIONS	6
CATEGORIES OF STUDENT ORGANIZATIONS.....	6
ORGANIZATION STANDARDS, BENEFITS, AND EXPECTATIONS.....	7
Organizational Standards.....	7
Benefits of Recognized Student Organization	8
Expectations of Recognized Student Organizations	8
Student Organization Standards of Conduct.....	8
ORGANIZATION RECOGNITION PROCESS.....	9
New Organizations.....	9
Student Organization Names.....	10
Find a University Advisor.....	10
Officer Eligibility.....	10
Student Requirements for Exemption Consideration.....	10
Existing Student Organizations - Renewal Process.....	10
Changing Officers.....	10
Name Change.....	11
Existing Student Organization - Summer Process.....	11
Fraternity/Sorority Recruit Plan Requirement.....	12
Student Organization Status.....	12
Recognized Status.....	12
Suspended Status.....	12
Inactive Status.....	12
Not Recognized/Recognition Removal.....	12
STUDENT ORGANIZATION CODE OF CONDUCT.....	13
Overview.....	13
Disciplinary Procedures.....	14
Investigation.....	14
Interim Sanction.....	15
Review of Investigation.....	16
Outcome.....	16
Reconsideration.....	16
Organizational Status and Sanctions.....	17
Recognition Reinstatement.....	18
Judicial Records.....	18
RESOURCES FOR ORGANIZATION OPERATION: Appendix.....	19
Advising Support.....	19
Banking and Organization Accounts.....	19
Developing a Constitution.....	19
Events, Activities, and General Meetings.....	21
General Meetings.....	21
Activities.....	21
Events	21
Safe And Fun Events (SAFE) Meetings.....	21
Reserving Facilities on Campus.....	22
Building Hours.....	23
Classrooms.....	23

Quad.....	23
Amplified Sound.....	23
Parking.....	23
Inviting a Campus/Community VIP to your Event.....	24
Risk Management.....	24
Event Insurance.....	24
Requesting a Cash Box.....	24
Food and Catering Services.....	24
Food Policy.....	24
Catering.....	24
Mailboxes.....	24
Marketing and Publicity.....	24
Quick Rules for Publicity.....	24
ASI Marketing Services.....	25
SC Quad and Equipment Reservations.....	25
Program and Resource Information.....	25
Student Organization Advisors.....	25
Role of the University Advisor.....	25
Advisor Responsibilities.....	26
Liability of Advisors.....	26
Organization's Responsibility to the Advisor.....	26
Replacing an Ineffective Advisor.....	27
Student Organization Booths.....	28
Booth Space.....	28
Booth Set-up.....	28
Booth Maintenance.....	28
Booth Staffing.....	29
Booth Removal.....	29
Student Organization List.....	29
Greek Glossary.....	30

INTRODUCTION

Student Leadership & Development is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the Stanislaus State Community by providing leadership development, Warrior spirit, activism, public service, and social and cultural interaction. As a student at Stanislaus State, you have the unique opportunity to participate in a wide variety of activities.

Engaging in student organizations is a great way to connect to the campus, build leadership skills, meet people, and have fun! Student Organizations exist to build upon and enrich the classroom experience. Every student is invited to participate in activities and find a place to belong. Student Leadership & Development believes involvement outside the classroom is an important aspect of your education. Any student can take the initiative to create a new student organization. There is an organization to meet your needs, whether you arrive at Stanislaus State with outstanding leadership ability or emerging potential.

Please review and pay close attention to the guidelines and policies in this handbook. Feel free to consult Student Leadership & Development for clarification, guidance, and advice at any time. We encourage and welcome feedback on this handbook and all programs and services offered by our department. Stop by and visit us in the University Student Center #206.

THE HANDBOOK

This Handbook for Student Organizations (herein referred to as this Handbook) contains official University policies and procedures covering the use of campus facilities and services, rights and responsibilities of student organizations, and University recognition of student organizations. This Handbook is a compilation of information of greatest interest to students, student organizations, and the university community. This Handbook is intended to assist individuals and groups in functioning at a maximum level within the University community.

This Handbook provides student groups and individuals with a summary of University regulations as they affect activities and the rights and privileges of student organizations. It outlines the established working relationship between the Student Leadership & Development, student organizations, and individuals in scheduling events, granting recognition to student organizations, and the use of the campus facilities in general. It also contains information and regulations covering student conduct, social functions, reservation procedures, and the fiscal policy of the Associated Students Incorporated.

This Handbook is published by Student Leadership & Development at Stanislaus State. The policies of the State and University are administered by Student Leadership & Development in conjunction with the Office of Student Conduct. Should you have any questions regarding the policies and procedures contained herein, please feel free to contact Student Leadership & Development at #209-667-3778, SLD@csustan.edu, or by visiting our office located in the University Student Center #206.

STUDENT LEADERSHIP & DEVELOPMENT

#209-667-3778 ♦ Residential Life Village Suite #118 ♦ sld@csustan.edu

Student Leadership & Development (SLD) is committed to cultivating community and fostering engagement through co-curricular learning. Our core purpose is to orient students to the university; serve as a home base for Student Organizations and Fraternity/Sorority Life; provide leadership development opportunities; and promote student engagement and student growth. We know that encouraging student engagement, helping students build lifelong relationships, and developing leadership skills – are the keys to student success!

New Student Orientation (NSO)

NSO is a program for incoming Stanislaus State students designed to provide you with information about University requirements, general education requirements, major academic advising and student programs and services. Each NSO includes informational sessions with a variety of Stanislaus State staff and faculty to assist you with academic advising and course registration. Your attendance and participation in your New Student Orientation will greatly enhance your educational experience at Stanislaus State. By the end of the day, you will have a general understanding of the campus.



Student Organizations & Sorority/Fraternity Life

Students are encouraged to participate in one of the many student organizations as this is the best way to connect with campus life! There are 100 organizations, ranging from academic, political, pre-professional, social, fraternities & sororities, cultural, religious and a lot more! Plus with 10 sororities, 6 fraternities and 1 co-ed fraternity to choose from there is something for everyone.



Leadership Programs

We believe that leadership development is a journey and we are committed to supporting students at every stage, from individuals who are interested in exploring the leadership opportunities Stanislaus State has to offer to experienced leaders who are looking to translate their experiences into marketable skills as they apply for jobs and graduate programs. The out-of-the-classroom experience is a vital part in students' development. We offer several leadership events: Warrior Leadership Program, Dr. Marvalene Hughes Leadership Conference, and Student Leadership Awards.



UNIVERSITY 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. The University supports the formation of and grants recognition to student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University. The University believes that such organizations foster valuable experiences for students that sometimes lead to significant learning and development which helps create a sense of belonging to the University. These activities and experiences complement the formal curriculum and provide wide opportunities for enhancing personal skills.

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.” The University President generally delegates the authority to administer these and other policies and procedures governing student organizations to certain administrative offices and committees of the University, including Student Leadership & Development.

Recognizing the value of these co-curricular activities, the University has established policies for the recognition and governance of student organizations choosing recognition. Recognition of a student organization creates an official relationship with the University. University recognition is granted by Student Leadership & Development under the authority of the President of the University. University recognition is granted by Student Leadership & Development under the authority of the Vice President for Student Affairs.

- 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 nor 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.

CATEGORIES OF STUDENT ORGANIZATIONS

Types of student organizations recognized by the University include:

Academic: Organizations are centered within an academic department or program at Stanislaus State. These groups are led by students and sponsored by faculty members.

Cultural: Organizations facilitate the maintenance of and/or education relating to customary beliefs, social forms, and traits of a racial, ethnic, or social group.

Fraternalities and Sororities: Greek letter social organizations, including both general and culturally-based organizations, create smaller communities within the larger university environment for the purposes of facilitating growth in the areas of scholarship, personal and leadership development, campus involvement, and community service.

Honorary: To recognize academic accomplishments and/or leadership contributions, and/or co-curricular achievement among Stanislaus State students or to promote programs encouraging academic success.

Political: Organizations based around parties, or to advance political or social understanding.

Professional: Organizations whose mission are to facilitate personal and professional growth in the areas of scholarship, leadership development, campus involvement, and service.

Recreational: Organizations focusing on recreational activities that include: activities, games, sports, hobbies, and more.

Religious: Organizations serve as support for students of a particular religious' faith or denomination.

Service: Organization providing experiential learning opportunities for student in the area of community service and civic engagement. This area includes Co-ed Service Fraternities.

Special Interest: Organizations that focus on a topic of interest that does not fit into another category is included under special interest. This diverse category includes activity organizations, social organizations, organizations based on political interest, and more.

ORGANIZATION STANDARDS, BENEFITS AND EXPECTATIONS

Organization Standards

1. Organizations are expected to obey the laws; local, state and federal. Groups must also operate within the policies and procedures of the University, including the Student Conduct Code (Title 5 Section 41301). See [Student Code of Conduct](#).
2. The purposes of the organization must be consistent with the laws of the State of California and policies developed by the University.
3. The organization must maintain, at all times, a membership of at least five regularly enrolled students in good standing at the University and must have at least five (5) charter members when applying for recognition. A maximum of 20 percent of the members of a student organization may be individuals who are not CSU students.
4. Recognition may be granted to student organizations provided the organization does not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. In order to comply with Title IX, Section 6A, all single gender Stanislaus State fraternities and sororities must have proof of their 501(a) status on file with Student Leadership & Development.
5. Recognition may be granted to local chapters of national or regional organizations provided the national or regional organization does not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, 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 to other university living groups. (Executive Order 1068 and 1006).].
6. The **University mandates** that only currently enrolled Stanislaus State students may vote or hold office. Additionally, only Stanislaus State students are permitted to hold membership in Greek social organizations. Each organization must keep current constitution/bylaws on file with Student Leadership & Development.
7. Officers are required to be in good academic standing (2.0 or better) and not on conduct probation.
8. **Before a student organization is granted official recognition**, a faculty or staff member who is a state employee working half-time or more for the University must agree to serve as an advisor to the organization. Employees of Auxiliary Organizations are not permitted to serve as student organization advisors as regulated by The California Code of Regulations, Title 5, and Article 2. This includes employees of the Bookstore, Food Services, University Student Union, Student Recreation Center, and Foundation employees. Housing employees may be permitted to serve as advisors to organizations affiliated with University Housing.

9. Financially the California State University system requires that all organizations wishing to transact monies do so in an account approved by the Chief Financial Officer of the University. At Stanislaus State, ASI student organization accounts are the approved accounting service. If collecting money, funds MUST be maintained in an ASI on-campus student organization account. **For exceptions to this requirement, see Student Leadership and Development. Banking and Organization Accounts under Resources for Organization Operation, Appendix A.*
10. Organizations are expected to maintain a current roster of their membership through WarriorLife.

Benefits of Recognized Student Organizations

- Use of University and University Auxiliary organizations facilities, services and resources according to established policies, including the use of a student organization mailbox as space permits.
- Participation in University activities and programs.
- Assistance and advisement from Student Leadership & Development staff.
- Eligibility for Associated Students, Incorporated (ASI) funding in compliance with the Associated Students, Incorporated fiscal policy.
- Use of the University name.
- Sponsorship of revenue-producing functions and speakers from off-campus according to University policy.
- Eligibility to participate in the Booth Lottery and secure a booth space outside the University Student Center.

Expectations of Recognized Student Organizations

- Maintain an active student-centered program. Voting members of the organization must be regularly enrolled students at California State University, Stanislaus and the treasury of the campus organization must be under the control of the student members.
- Adhere to the organization's own approved constitution.
- Utilize dues and other membership fees for the express benefit of the organization and the fulfillment of its purpose.
- Provide for the safety and general welfare of all members and guests during organization activities.
- Provide programs and activities in keeping with the social, cultural, recreational and educational mission of the University.
- Re-register each year by completing the student organization recognition renewal process and orientation, which includes providing an updated listing of membership, within one month after classes begin in the fall.

Student Organization 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 abide by, all relevant federal, state, and local laws and university policies, procedures and guidelines. Refer to the [Student Code of Conduct](#) for responsibilities, values, grounds for student discipline, procedures for enforcement and application; please also see the section on **Discipline of Student Organizations** in this handbook for additional procedures.

Self-Governance: Each organization shall have an operating procedure that will allow officers to effectively uphold its own behavioral standards for this code. Student organizations should seek advice from an SLD Student Organization Advisor and/or Title IX Coordinator [Title IX website](#), if there is a report and/or allegation of conduct relating to sexual violence, harassment, discrimination before any action is taken by the student organization's conduct/standards/ judicial board.

Sensitivity: Both the University community and society alike are diverse with people of varying cultures, experiences, and backgrounds. Organizations must recognize the need for an awareness of, sensitivity to, and respect for the cultural heritage and lived experiences of others.

ORGANIZATION RECOGNITION PROCESS

New Organizations

Only currently enrolled students of Stanislaus State may start student organizations. Organizations wishing to be recognized for the first time or who have been inactive on campus for more than one year must follow this process to gain recognition. New organizations must complete the recognition process **between November 1st and the end of the Fall semester**. Previous to gaining recognition, an organization may not sponsor programs, seek funding in the name of the organization from ASI (or any other source) or conduct fundraising activities: Student Leadership & Development will assist student groups who are interested in becoming a recognized student organization with reservations for the Quad and meeting rooms to recruit members and hold information meetings.

To begin a new organization, complete the following steps in this order:

STEP 1: Identify at least five enrolled students who are interested in being members of the organization.

STEP 2: Identify a Stanislaus State faculty/staff member who is a state employee hired on a part or full-time basis to serve as an advisor to the organization.

STEP 3: Identify three of the five students to serve in the roles of President, Treasurer, and Student Event Coordinator.

STEP 4: Create a constitution following the [Constitution Template](#) or contact [Student Leadership & Development](#).

STEP 5: The President, Treasurer, and Student Event Coordinator must attend in-person training or a make-up in-person training (subject to change with COVID policies and procedures). Advisors

are asked to attend a first-time Advisor Orientation and are strongly encouraged to also attend the in-person Officer training and Advisor round table.

STEP 6: Each organization must complete the ASI Student Organization Administration Agreement Form.

Student Organization Names

Use of the University name within an organization name is **NOT** permitted. Recognized student organizations are permitted to use the name of California State University, Stanislaus or Stanislaus State only as a means of identifying the location of the organization. Such use should not imply University sponsorship or that the organization is an official agent of the University. Thus, the “Social Club of/at Stanislaus State” would be correct, but the “Stanislaus State Social Club” would not.

Find a University Advisor

Organizations are required to have a part/full-time faculty or professional staff member as an advisor. Selection of a particular person as advisor is the choice of the organization and is by mutual agreement of both parties. Faculty and staff often look forward to opportunities to work with students outside the traditional classroom and in areas of personal interests. A faculty or staff member who is a state employee working half-time or more for the University must agree to serve as an advisor to the organization. Employees of University Auxiliary Organizations are not permitted to serve as student organization advisors as regulated by The California Code of Regulations, Title 5, and Article 2.

Officer Eligibility

	UNDERGRADUATE Officer Eligibility	GRADUATE Officer Eligibility
Academic Standing	Student organization officers must be currently enrolled or continuing Stanislaus State students and in good standing at the University	
Grade Point Average	Officers must have a Stanislaus State grade point average of 2.0 or higher for each term and cumulatively	
Incumbent Unit Load	Undergraduate students earn six semester units per term while holding office.	Graduate and credential students must earn three units per term while holding office.
Incumbent Maximum Allowable Units	Undergraduate students are allowed to earn a maximum of 150 semester units or 125% 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% of the units required for the graduate or credential objective, whichever is greater.

Student Requirements for Exemption Consideration:

The Vice President for Student Affairs, or their designee, may consider granting an exemption from this policy for up to one year. In order for Student Officers to be-considered for exemption from the Incumbent Maximum Allowable Units requirement per Executive Order 1068, students must meet the following criteria:

- Must be completing the degree(s) within six (6) or less years.
- Must have a minimum cumulative GPA of 3.00 or higher

- Must demonstrate appropriate reasons for excess units such as meet one or more of the following criteria:
 - Significant AP units or college credits earned in high school
 - Involvement in special programs requiring additional classes not included in general education or major requirements (e.g. Smittcamp Family Honors College, Chemistry Honors Program)
 - University Recognized as pursuing dual majors
 - Studying for or completed multiple minors or certificate programs while pursuing a degree.

Staying on for a second degree or changing majors multiple times are not valid reasons for an exemption.

Existing Student Organizations - Renewal Process

Every year, student organizations must renew their recognition **between May 1st and August 31st every year.**

Steps below may differ based on COVID policies and procedures.

To renew your recognition, complete the following steps in this order:

- STEP 1:** The President, Treasurer, and Student Event Coordinator must complete their assigned officer training. Advisors will have
- STEP 2:** The organization's President will renew the registration at Nuts & Bolts and submit through WarriorLife. All officer and advisor information should be updated as well as the membership roster.
- STEP 3:** Upon submitting the registration, officers will be sent an email to accept their position on the roster. They **must** approve this membership or your roster will not be accurate. The faculty/staff advisor will also be sent an email at this time.
- STEP 4:** Treasurers must complete an [ASI Account Administration Agreement](#) and submit it to the Student Leadership & Development Office. There it will be signed by the Student Organizations & Fraternity/Sorority Life Coordinator and then sent to ASI to be signed by the ASI Executive Director. Once your ASI Account Administration Agreement Form has been submitted to ASI (University Student Center), your organization will be reviewed.
- STEP 5:** Your registration will be reviewed by Student Leadership & Development. The person who submitted the registration will be notified via email if there are errors and if/when it has been approved. Any errors must be addressed within three business days.

Changing Officers

Changing officers is a simple procedure, similar to renewing the organization. Within two weeks of the officer change, the update must be completed via [WarriorLife RSO Officer Change Form](#). This update is done by completing the following steps:

Changing President, Treasurer, Student Event Coordinator:

1. Log-on to WarriorLife
2. Click on the Forms section
3. Complete and submit the **RSO Officer Change Form**

Changing any other officer within your RSO:

1. Log-on to WarriorLife
2. Log-on to your own RSO profile
3. Click in the upper right hand corner, "Manage Organization"
4. Click in the upper left hand corner the three horizontal lines> then Roster.
5. Here you are able to manage positions or click on the pencil next to any name and change the position.

Name Change

Any organization wishing to change the name under which it was originally recognized should complete the following steps:

- Submit a letter or email to the Student Leadership & Development requesting that the organization be recognized by Stanislaus State under the new name. This letter must include the current name and the organization's new name.
- Official meeting minutes where the organization's membership voted to approve of the name change (if the RSO has been previously recognized).
- The organization's constitution needs to be updated to reflect the new name of the organization and be signed by the President and Advisor.

Existing Student Organization - Summer Process

A. Summer Contact Form

- a. Every organization will submit a [Summer Contact Form](#) to the Service Leadership and Development profile on WarriorLife. This form will capture the current President's email and phone number, along with the summer contact if it is different.
- b. If any officers have been changed before the summer term, you must make the appropriate changes in the organization's WarriorLife roster.

B. Summer Expectations

- a. Student organizations will submit a Summer Contact Form in addition to any constitutions, by-laws, and roster changes that may have been made in the spring semester.

Fraternity/Sorority Recruit Plan Requirement

All Fraternity/Sorority organizations **must submit their Recruitment Plan** to Julie Anaya, Student Organizations and Fraternity/Sorority Life Coordinator, in Student Leadership and Development **before your recruitment events begin**.

Student Organization Status

Recognized Status

Organizations who meet the recognition requirements and maintain compliance with campus policy receive all of the benefits of University recognition as described above.

Suspended Status

Organizations failing to complete the **renewal process** by the deadline will be placed on suspension. Organizations on suspension can no longer make room reservation requests or apply for funding through ASI. While on suspension, existing room reservations and funding will not be cancelled. To be removed from suspension status, organizations must complete the **late renewal process**. This status may also be used when investigating or addressing student organization conduct matters.

Inactive Status

Organizations failing to complete the **late renewal process** will be placed on inactive status. Room reservations will be cancelled and previously awarded and unused monies will be withdrawn from inactive organizations and may be reassigned to other registered organizations. To be removed from inactive status, organizations must follow the late renewal process.

Not Recognized / Recognition Removal

Organizations who have their recognition removed by Student Leadership & Development do not have access to any of the benefits of recognition which are outlined in this Student Organization Handbook. Questions about recognition removal should be directed to the Student Leadership & Development office. This status may also be used as a sanction following an investigation addressing student organization conduct matters.

STUDENT ORGANIZATION CODE OF CONDUCT

Overview

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Student organizations should choose activities that contribute to this end. Student organizations at Stanislaus State must comply with University policy and/or regulations and local, state and federal laws. When a student joins a student organization; they, besides the obligations, benefits, and privileges of membership, accept responsibility for the actions of the organization and for the other members while engaged in organizational endeavors.

Each student organization is responsible for the conduct of its members whenever individual actions are abetted by the officially recognized organization, and violate the University policies and/or regulations and local, state and federal law. Abetting is defined, but not limited to, student organization sponsorship, sanctioning, participating in, or condoning of the misconduct.

Violation or an attempt to violate any University policy, rule and/or regulation and local, state and federal law and/or abetting such violation or attempt constitutes “misconduct” and can cause sanctions to be issued by the University against the organization as described below and/or those individuals involved.

Misconduct that occurs in the following locations can result in sanctions against the organization and/or individual members.

A) on University property

B) off-campus if that conduct:

- (1)** occurred as part of a campus-related or recognized event
- (2)** adversely affects the health and safety of members of the campus community
- (3)** is sufficiently severe or pervasive
- (4)** harms university property
- (5)** thwarts or interferes with the mission of the University

In addition, the individual members of student organizations will be held accountable for violations of the [Student Code of Conduct](#), as outlined in Section 41301 of the California Code of Regulations and on the [Office of Student Conduct website](#).

Although not an exhaustive list, here are examples of the kinds of violations that will result in sanctions:

- A. Any violation of the university “Code of Conduct,” or university rules and regulations. See [Student Code of Conduct](#)
- B. Any violation of Student Organization Standards, Expectations, and Policies.

- C. 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.
- D. 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.
- E. Violation of the Stanislaus State policy prohibiting discrimination or harassment based on protected status. The University policy prohibiting such discrimination is [Executive Order 1097](#).
- F. 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. See [California State University, Stanislaus Policy Regarding The Sale, Consumption, Distribution, And Possession Of Alcoholic Beverages](#).
- G. Failure to abide by the open membership policy or discrimination on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.
- H. Violation of the student organization conduct procedures, including:
1. Falsification, distortion, or misrepresentation of information related to a student organization discipline matter.
 2. Disruption or interference with the orderly progress of a student discipline proceeding.
 3. Disruption or interference with the investigation progress of a student organization discipline matter.
 4. Attempting to discourage another from participating in the student organization discipline matter.
 5. Attempting to influence the impartiality of any participant in a student organization discipline matter.
 6. Verbal or physical harassment or intimidation of any participant in a student organization discipline matter.
 7. Failure to comply with the sanction(s) imposed under a student organization discipline.
 8. Encouraging, permitting, or assisting another person and/or organization to do any act that could subject him/her/organization to discipline.

Disciplinary Procedures

The following guidelines outline the process through which alleged misconduct will be investigated and the issuance of any resulting sanctions. These are guidelines, and the University may determine an alternative process best serves the campus community. In such situations, the accused student organization will be informed in writing of any alternative process that will be followed. Misconduct may simultaneously be investigated by and processed through the Office of Student Conduct.

Investigation

1. Whenever it appears that a student organization has violated the Student Organization Code of Conduct, a report should be directed to the Director of Student Leadership & Development and/or the Office of Student Conduct. Self-reporting is encouraged and may be considered mitigating. Unless otherwise impracticable, this notification should be in writing, signed and dated and should include sufficient detail if known (i.e.: name of the complainant, date, time, and place of the incident, names of people involved, description of events and circumstances, and names of witnesses). Unless otherwise impracticable, Student Leadership & Development will notify the student organization of the allegations within ten (10) working days of receipt.
2. The Director of Student Leadership & Development and/or the Office of Student Conduct shall conduct a preliminary review into any alleged violations to determine whether to initiate disciplinary action.
3. Upon preliminary review, if additional investigation is warranted, a letter identifying the nature of the concern and including a request and deadline for the submission of any information that would be informative to the investigation will be sent to the student organization. Copies may also be sent to the chapter/alumni advisor, faculty/staff advisor, the national/parent office, and/or other appropriate University officials.
 - Alleged violation(s) of the Student Code of Conduct or other violations for student organizations will be investigated by Student Leadership & Development in consultation with the Office of Student Conduct.
 - Alleged violation(s) of the Student Code of Conduct or other violations of individual students are referred to the Student Conduct Administrator for investigation.
 - Alleged violations of California State University's policy prohibiting discrimination, harassment, sexual misconduct and or retaliation (EO 1097) will be referred to the Title IX Coordinator. For more information about sex discrimination, harassment, sexual violence and or retaliation including information and resources can be accessed by going to the [Title IX website](#).
4. A summary of the investigation and recommendations as to whether the student organization violated university policy shall be reviewed by the Director of Student Leadership & Development and/or the Office of Student Conduct and a decision will be determined.

Criteria considered in selecting an appropriate sanction may include, but are not limited to:

- a. Did the organization act intentionally?
- b. What were the actual and/or potential direct and indirect consequences of the behavior?
- c. What significant aggravating or mitigating factors would warrant a lesser or more severe sanction?
- d. What is the disciplinary history of the organization?
- e. What actions have already been taken to correct the situation, including any actions by a national/parent office?
- f. What is the educational, developmental, or restorative value of the sanction?
- g. Is the sanction sufficient to deter the organization and other organizations from engaging in similar behavior in the future and to maintain community standards?
- h. Is the sanction appropriately related to the offense?
- i. Is the sanction consistent with sanctions imposed on other student organizations for similar violations?
- j. Has the organization demonstrated that they have learned from the experience?

Interim Sanction

1. The Vice President for Student Affairs or designee may immediately impose an interim sanction when there is reasonable cause to believe that such an action is required to protect the safety and well-being of members of the organization or community, to protect University property, or to ensure the maintenance of order. This may include, but is not limited to, cases involving hazing, incidents involving injury or violence, illegal drug activity, or a pattern of serious violations. The interim sanction may include a temporary suspension of official recognition and/or restrictions on specific activities including, but not limited to, participation in campus events, hosting activities, conducting meetings and recruiting members.
2. Whenever an interim sanction is imposed, a disciplinary proceeding shall be convened at the earliest possible time, pending normal process requirements. The interim sanction may remain in effect until a final decision has been reached, including any appropriate appeals process, at the discretion of the Vice President for Student Affairs or designee.

Review of Investigation

1. If upon review of the investigation, sufficient evidence is found that a violation may have occurred, notice shall be provided to the student organization's President or Chair.
2. Student Leadership & Development and/or the Office of Student Conduct shall investigate the allegations and will determine when and how to meet with the leadership of accused student organization and/or individual members, the complainant, and witnesses. The organization's president/chair may elect to bring another officer of the organization to the meeting. In addition, the president/chair may bring an advisor, such as the student organization's chapter/alumni advisor, faculty/staff advisor, or national/parent office representative. Attorneys are not permitted. Student Leadership & Development may also engage in attempts to informally mediate the matter during the investigation.

Outcome

1. If, after conducting the investigation, Student Leadership & Development and/or the Office of Student Conduct determines by a "preponderance of the evidence" (more likely than not) that the student organization and/or individuals have engaged in misconduct (violated a University rule, policy, regulation and/or state, local and/or federal law) it will determine appropriate sanction(s) for the organization and/or individual members of the organization.
2. The student organization will be informed in writing by Student Leadership & Development of the outcome of the investigation and nature and scope of any sanction(s).

Reconsideration

1. To seek reconsideration, the student organization must submit a request in writing within five (5) business days to the Associate Vice President for Student Life/Dean of Students (AVP/DOS). The student organization should outline in the written request the reason it believes the decision and/or sanctions should be reconsidered. The AVP/DOS will only review decisions and sanctions issued by Student Leadership & Development and not any actions taken by Student Conduct regarding individual members of the student organization. All sanctions rendered by the Office of Student Conduct remain in effect during the appeal process.

2. In requesting reconsideration, the student organization must identify one or more of the following as the basis for the request and the facts that support that basis:
 - a. New evidence that was not available when the Director rendered a decision.
 - b. The sanction is not supported by evidence for the determined violation.
 - c. Student Leadership & Development substantially deviated from the procedures delineated in these Disciplinary Procedures.
3. The AVP/DOS may determine which individuals will be consulted and/or questioned as part of the reconsideration process and what documentation the AVP/DOS will review.
4. The AVP/DOS may also consider the student organization's cooperation in the investigation of the complaint by Student Leadership & Development and any failure to abide by any interim sanctions in place as part of the reconsideration process. The AVP/DOS may refer the matter back to Student Leadership & Development for further investigation and/or follow up. The AVP/DOS may also confirm, modify and/or reject the decision and sanctions issued by Student Leadership & Development.
5. Written notification of the outcome of the student organization's request for reconsideration will be provided to the student organization within 30 days of receipt of the request for reconsideration, unless impracticable. This decision is final.

Organizational Status and Sanctions

Student organizations that violate the Student Organization Code of Conduct are subject to one or more of the following:

1. **Expulsion** – Permanently excludes the organization from the University without any recourse to reapply for recognition.
2. **Loss of recognition** – Loss of official University recognition and the denial of all student organization privileges (as enumerated in the Student Organization Handbook) to an organization for a designated period of time, which will be no less than one semester. Any organization that loses recognition may not use University facilities, the University name or logos, or University or Associated Students, Inc. resources. Specific conditions for consideration of reinstatement may be given. Reinstatement process listed in Section IV.
3. **Suspension** – Suspension of all student organization privileges (as enumerated in the Student Organization Handbook) for a specific time. The student organization remains recognized by the University. An organization under suspension will continue to fulfill the responsibilities required of student organizations. *Any of the above can be held in abeyance for up to two years, meaning the University will postpone enacting the sanction unless an additional violation occurs.
4. **Probation** – Probation for a designated period that includes the probability of more severe disciplinary sanctions to be activated immediately if the organization is found to violate the Student Organization Code of Conduct and/or the criteria enumerated in the Student Organization Handbook during the probationary period. Specific conditions, including additional sanctions that the organization must complete to be removed from probation, may be given.
5. **Reprimand** – An official statement to the student organization explaining that they have violated the Student Organization Code of Conduct. Any further misconduct could result in additional disciplinary action.
6. **Restitution** – Orders compensation for loss, damages, or injury that may include service, monetary or material replacement.

7. **Apologies** – Orders the organization to send letters of apology to the appropriate parties.
8. **Educational and/or remedial activities** – Orders attendance at education seminars by organization members or requires the organization to prepare presentation(s) to educate others.
9. **Social restrictions** – Prohibits the student organization from hosting and/or participating in social activities for a specific period.
10. **Community service** – Orders the student organization to perform a specific number of hours of community service to be pre-approved by Student Leadership & Development.
11. **Restorative Justice** – offers a conflict-resolution method that emphasizes repairing the harm done to members of the community. The parties involved in the incident collaborate to create a resolution that fulfills their needs, discourages future misconduct, and restores the community's trust in the responsible party.

Recognition Reinstatement

Student organizations that lose their recognition must make a formal request to be reinstated to Student Leadership & Development before they can be considered to return to campus. Once a formal request has been made, a review will be conducted by Student Leadership & Development, in consultation with the Office of Student Conduct, and the Associate Vice President for Student Affairs/ Dean of Students. A decision to return will be based on successful completion of any terms listed in the loss of recognition statement, any outstanding sanctions, and support from the campus community. This includes organizations whose national organization or affiliation removed their recognition or approval of the local organization. Support for return from the national organization may be taken into consideration.

Judicial Records

1. All student organization judicial records shall be maintained for seven years by Student Leadership & Development. Any materials used in a case become part of the judicial record and shall include, but are not limited to:
 - a. The original report of alleged misconduct by the student organization
 - b. The investigation report
 - c. Decision letters
 - d. Reconsideration letter and reconsideration decision (if applicable)
2. The judicial records are confidential. The University may release a general description of the charges against a student organization (with names and personally identifiable information redacted), whether the organization was found responsible, and any sanctions imposed. Access to student organization judicial records shall be limited to the student organization involved and its advisor(s), the parent organization officials (if applicable), and appropriate Student Affairs staff members.

RESOURCES FOR ORGANIZATION OPERATION

Appendix A

Advising Support

The Student Leadership & Development staff is available on an appointment basis to provide assistance to student organization leaders and University advisors on organizational, leadership and programming issues. For more information on who to contact please visit the Student Leadership & Development in the University Student Center #206. You can also reach Student Leadership & Development staff via email at sld@csustan.edu or by contacting #209-667-3778.

Banking and Organization Accounts

All recognized student organizations seeking to have banking services are required to use the banking services provided by the Associated Students, Incorporated (ASI) of California State University, Stanislaus. (ICSUAM 3141.01; Administration of Student Organization Funds). The only exceptions granted to this requirement will be for nationally affiliated or local organizations who have a designated non-profit status (i.e. 501(c) meaning you utilize a separate tax id number from the University and your organization files taxes) or if you are a student organization that is mandated per your national/regional headquarters to use a system wide program (such as Billhighway, Omega Financial or Greek Bill). Recognized student organizations that have secured non-profit status, who are seeking an exception to the policy must provide a [Request Form](#) with supporting documentation to Student Leadership & Development on an annual basis as part of the Student Organization Registration process.

ASI has control over establishing accounts for registered 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 from these student organizations due to non-compliance of the ASI Student Organization Account Administration Agreement Policy. In addition, ASI will also close these accounts if they are deemed inactive (unrecognized for 2 years).

Opening an Account

Student Organizations are required to complete an [ASI Account Administration Agreement](#) each year when they register. For new and returning organizations this form is used to establish an on-campus account. Off-campus student organization banking accounts are not permitted unless approved by the Vice President of Business and Finance. Once the account is open and you have received your account number (i.e. AC000 and K code) your student organization can make transactions in the account using the [Deposit Sheet](#) and [Check Request](#) forms and submitting them to Associated Students Inc. located at the University Student Center #100.

Developing a Constitution

All Student organizations are required to have a current organization profile and constitution on file with the Student Leadership & Development. Each year, every organization must renew recognition with student involvement in order to be eligible for student organizations privileges.

Click here for a [Constitution Template](#)

The following is a common list of items to consider when developing a constitution:

Article 1 – Name

The official name of the proposed organization.

- Registered student organizations may NOT use the University name with their title. Consider a name that is not too similar to one used by another campus organization. Registered organizations are permitted to use the name of California State University, Stanislaus, or Stanislaus State only as a means of identifying the location of the organization. Such use should not imply University sponsorship or that the organization is an official agent of the University.

Article 2 – Purpose

- This section describes the purpose or projects that bring your group together. A clear purpose is helpful in defining, monitoring, and evaluating projects, objectives, and goals. Your organization's purpose should be different enough to distinguish from other student organizations.

Article 3 – Authority

- This article should describe under what rules the organization presides.

Article 4 – Membership

- This article should delineate those persons who are eligible for membership. Membership must be open to all registered Stanislaus State students. There may be restrictions on membership, which relate to the purpose and goals of the group. Restrictions may not be arbitrary or discriminatory and must be based on objective criterion. Membership may include faculty, staff, and members of the community, but they cannot serve as officers, transact business on behalf of the organization, vote, or comprise more than 20 % of total membership. If your group is a social fraternity or sorority, 100% of the membership must be Stanislaus State students.
- At least 5 students who are currently enrolled at Stanislaus State for 6 or more units
- Membership restrictions e.g., minimum GPA.
- Authority to assess membership fees or dues.
- Membership responsibilities including attendance and participation requirements.
- Criteria for suspension or expulsion of membership.

Article 5 – Officers

- The establishment of officers , their duties, and authority
- Qualifications necessary to hold office in the organization

Article 6 – Selection of Officers

- The procedures for selection and removal of officers. Officers must be current, regularly enrolled students in good standing at the university.

Article 7 – Meetings

- This article sets out the procedure for meetings.

Article 8 – Advisors

- Provision stating the qualifications of an advisor.

Article 9 – Finances

- A provision stating that the finances of the organization are subject to the control of the majority of the voting membership.
- The procedure for decision making in the name of the organization (must include the definition of quorum), the procedures for the expenditure of funds, and procedure for the payment of debts incurred by the organization.

Article 10 – Discipline of members

- This provision shall include a detailed plan that deals with the suspension or expulsion of members.

Article 11 – Amendments

- Describe what the process is for changing/updating the constitution .

Article 12 – Disbursal of Organization Assets

- In the event that the organization should become defunct, who will the assets be turned over to?

Events, Activities, and General Meetings

Sponsoring events is a critical component of organizational life at Stanislaus State. Typically, student organizations host three types of functions, general meetings, activities, and events. There are different regulations and procedures for each type. To host any function, you must first reserve the location.

General Meetings (Do not need Vice President of Student Affairs approval if no food)

These are defined as meetings where the business of the organization is discussed by student organization members only. All General meetings across campus must be directly reserved through 25Live at least 3 (three) days prior to the meeting.

**The addition of speakers, films, etc. may change this from a general meeting to an activity or event.

Activities (Vice President of Student Affairs approval is required)*

These are defined as smaller programs sponsored by the organization (i.e. Food sales, Quad Tabling, etc.) that are open to the campus community. All Activities across campus must be directly reserved through 25Live at least 2 (two) weeks prior to the Activity.

Events (Vice President of Student Affairs approval is required)*

These are defined as larger programs sponsored by the organization (i.e. Open Mic, Speaker/Panel, Dance, Lip Sync Event, Hackathon, etc.) possibly with performers and/or vendors open to the campus community and/or public. All Events across campus must be directly reserved through 25Live at least 4 (four) weeks prior to the Event.

Safe and Fun Events (SAFE) Meetings

Recognized student organizations seeking to host events on campus are encouraged to attend a SAFE meeting and complete the **Event Detail Summary Form** found on [WarriorLife](#) prior to attending. The meeting includes representation from Student Leadership & Development, Reservations, Risk Management, Facilities, Advancement, ASI, University Police Department, and other departments as needed.

SAFE meets every Thursday at 9:00 am during the academic year. RSVP on WarriorLife to attend the SAFE meeting.

Reserving Facilities on Campus

All organizations must be registered through the Student Leadership & Development to reserve facilities on campus. Reservation requests should be entered in 25LIVE at least 3 (three) business days in advance for meetings, 2 (two) weeks for activities, and 4 (four) weeks for events, but Student Organizations are encouraged to complete the reservation process far in advance to ensure facility availability. No space is assured until the request is confirmed.

Student organizations using a campus facility are responsible for its proper care and for adhering to University regulations governing its use. University facilities reserved in the name of a recognized student organization may only be used by that organization. Rooms cannot be reserved in the name of one organization for use by another organization. Any organization that reserved or uses a room for any unauthorized purpose may lose their reservation privileges. See the [Time, Place, and Manner of Expression Policy](#) and [University Facility Use Policy](#).

Building Hours

University Police are required to see that all buildings are closed and vacated between 12:30 am and 5:30 am. Exceptions may be made by the President (or designee). The University Student Center hours are an exception to this rule and are established by the University Student Center Board of Directors.

Classrooms

Classrooms may be reserved by recognized student organizations for meetings, speakers, movies, lectures, etc. These reservations can be made for one event or a repeating reservation for the entire semester (i.e. every Wednesday at 7 p.m.).

- Classroom set-ups cannot be changed
- Equipment cannot be delivered to classrooms for students. However your advisor may check out equipment as needed.

Damaging any campus grounds or leaving the rooms in an unusually dirty or disorderly condition may result in the student organization being billed for the cost of restoring the facility to its normal condition. Extensive damage will also result in denial of future facility use.

Quad

Quad reservations must be made like all other reservations, through 25Live and through **Event Detail Summary Form** found on [WarriorLife](#).

Amplified Sound

Organizations and individuals are responsible for keeping amplified sound at a level that will not be disruptive to the learning environment and normal campus operations as determined and measured by the impact of the noise inside all campus buildings. Amplified sound is defined as any sound enhanced by sound amplifying equipment. Sound-amplifying equipment includes, but is not limited to, any machine or device used for the amplification of the human voice, music or any other sound. See [Amplified Sound Policy](#).

Parking

University parking regulations are enforced on campus by the University Police Department (UPD). Parking permits must be displayed Monday - Friday, including academic holidays. All other parking regulations (e.g. red curb) are enforced 24/7.

1. Registered Guests - For Guest Speakers, Vendors, Etc.
 - a. Guests of student organizations are not exempt from parking fees. Guests to campus must either display an appropriate permit, choose a temporary parking option (time limited space) or be registered through their host department. Guests that meet the requirements for a parking fee exemption must be registered on the UPD web page by completing the [Guest Parking Request](#).
2. Event Parking - Large Number of Guests (See [Parking Guide](#))
 - a. Requests for public special event parking accommodations must be made while reserving the event facility through 25Live. While completing your reservation request, specify a parking lot within the Parking Moratorium Request field. Host departments and/or organizations are responsible for requesting the necessary parking accommodations through 25Live and attendance to a S.A.F.E. meeting, four weeks prior to the event. Request for parking accommodations will be reviewed by the UPD Parking Supervisor and either approved or denied.
 - b. Events that do not qualify for a fee exemption may pay a flat rate per parking lot while the event is in session. Rates for each lot are based on the number of spaces available in the lot. The department or organizations sponsoring or coordinating an event are responsible for communicating parking information to their guests.

Inviting a Campus/Community VIP to your Event

It is important to notify the university when your organization invites VIPs or dignitaries to your events (i.e. Local and State government candidates, celebrities, etc.).

- A. On the 25Live, indicate who is coming. The reservation will task those who need to be notified so they can make appropriate plans and notifications.
- B. It is always recommended to notify University Police Department of who you plan to bring to campus as they will work with the VIP security detail as needed.

Risk Management

In an age of increased litigation, it is important for groups and individuals to examine the risks and liabilities associated with their activities and behaviors. Organizations are continually being held liable for injuries, property damage, and/or financial loss associated with their programs or events. There are four easy steps your organization can take to begin in minimizing your risk.

- Examine the risks involved with your organization's activities and events.
- Work with Safety and Risk Management to help minimize your risk.
- Secure adequate insurance to cover organization's events.
- Adhere to and enforce all University policies during student organization meetings and events.

Event Insurance

- A. Event insurance may be required if the University's Risk Manager determines that the proposed event exposes the University to additional risk.
- B. Event insurance will always be required if there are large numbers of people invited, minors invited or will attend, large public/community involvement, high risk activities, and/or sports and or physical activities are planned.
- C. The insurance requirement may be met if your organization has proof of insurance from a National charter or parent organization. Otherwise, event insurance can be obtained through Safety & Risk

Management, by email request to risk@csustan.edu and informing Julie Anaya, Student Organization and Fraternity/Sorority Life Coordinator in Student Leadership & Development.

Requesting a Cash Box

To obtain a cash box, you must go to the University Cashier's 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 Cashier's Office by the date stated on the form.

Food and Catering Services

Food Policy

Campus Dining (Warrior Eats) is the exclusive provider to all customers for food services for on-campus events having a value greater than \$250, including all food and beverages served at the event from all sources (See [Food Policy](#) for more details). The California Retail Food Code identifies that only **four temporary food facility events (TFPs) are allowed annually**, and each period shall not exceed 72 hours. TFPs must be submitted at least 10 business days before the event and approval must be obtained prior to purchasing food elsewhere. Campus Dining (Warrior Eats) is the exclusive provider for Main and South Dining - no other food is permitted at any time.

Catering

Requests for catering services should be made directly with University Catering. Catering services include luncheons, dinners, barbecues, light refreshments as well as bulk coffee, punch, desserts, etc. For more information on University Catering please contact #209-667-3631, email Catering@csustan.edu, or visit the [University Catering website](#).

Mailboxes

A mailbox for each recognized student organization is made available as space permits. Mailboxes are located in the Student Leadership & Development, University Student Center #206. Campus and U.S. mail will be placed in the organization's box if addressed to the organization or an officer by title. Student organizations should check their mailbox at least once a week.

Marketing and Publicity

The goal of any organization programming event should be the development of an informed and supportive audience. This can only come through quality programs that are well produced and well promoted. Effective promotion includes developing channels of communication with your audience, and using these channels properly. In order to build an audience, in the long run, credibility and consistency are crucial. An audience should never be misled, neglected, or insulted – you want them to be interested and impressed. Programs/events should not be promoted until they are confirmed. Publicity should be honest and informative not hyped. If programs are presented that educate, enlighten and/or entertain, your audience will do a great deal of future promotion for you through word of mouth and repeat attendance. See the [Posting Policy](#).

Quick Rules for Publicity

The items must be on all publicity for student organizations hosting events:

- The full name of your organization

- Time and place of the event
- Contact Information
- Date publicity was posted
- Admission charge (if any)
- Must be in English, or provide an English translation on the posted materials
- Accessibility statement (Use one of the following):
 - **One liner:** “If you need special accommodations, please call (insert telephone number of the sponsor).”
 - **Longer statement:** “Persons with disabilities who anticipate needing special accommodations or who have questions about physical access may call (telephone number of the sponsor) in advance of the program (or film, event, etc).”
 - **Full statement** (This statement should be printed in any publication that describes a specific program or special event, e.g., seminar, film, speaker, performing arts series, employment programming, etc.): “Stanislaus State encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call or email (telephone number/email of the sponsor) in advance of your participation or visit.”

ASI Marketing Services

The ASI Marketing Department offers Design & Print Services to recognized student organizations on campus. The Associated Students (ASI) Marketing team also offers A-Frame rental services to student organizations and departments. Click [Marketing Services](#) for more details.

SC Quad & Equipment Reservations

The University Student Center (SC) provides a variety of rooms and quad locations available for reservation. Specific rooms and Quad spaces can be requested through 25Live, Stanislaus State’s online location database and event scheduling tool.

Quad equipment is reserved on a first-come, first-served basis. Equipment can be requested Monday through Friday from 8:00am-5:00pm. Equipment requested outside of these days and hours are subject to a fee.

Click on [SC Facilities & Reservations](#) for more information or contact Lyzz Guzman, SC Reservations Coordinator at laguzman@csustan.edu

Program and Resource Information

Student organization leaders interested in information concerning entertainment, film catalogues, or information on visiting speakers may contact the Student Leadership & Development located in the University Student Center #206.

Student Organization Advisors

Role of the University Advisor

The basic function of an advisor is to advise and to provide a working relationship between the University and the organization. According to University policy, all student organizations must have an advisor who is employed on a half-time or more basis by the University in order to receive University recognition for the organization.

Employees of University Auxiliary Organizations are not permitted to serve as student organization advisors as regulated by The California Code of Regulations, Title 5, Article 2. This includes employees of the Bookstore, Food Services, University Student Union, Student Recreation Center, and Foundation employees. The advisor serves as a resource person and consultant to the group; their mature judgment is invaluable to a student organization.

The advisor helps the group achieve its purpose and become familiar with University policies affecting such organizations. The advisor is responsible for their own actions in the performance of the advisory role. They are expected to take reasonable and prudent actions in promoting and protecting a sound environment for the organization and its members. The choice of the advisor and the acceptance to serve as an advisor depend primarily on the group and the advisor. Advisors should contact Student Leadership & Development if they need help or clarification in fulfilling their role as a university advisor.

Advisor Responsibilities

The advisor is considered to have the following responsibilities:

- Complete orientation and training programs/workshops/forms for advisors presented by the Student Leadership & Development.
- Be informed concerning the purposes and the programs of the organization they agree to advise.
- Be informed concerning University policies and procedures governing student organization activities and student organizations.
- Provide assistance in the administration of the financial affairs of the organization.
- See that the officers of the organization are aware of these policies and procedures.
- Encourage the members of the organization to assume responsibility for the organization and for the effectiveness of the programs.
- Attend the meetings of the organization frequently and help provide continuity for the program.
- Provide advice and counsel regarding proper conduct and procedures, and also the proper guidance to avoid conduct which would discredit the organization or the University.
- Provide continuity during periods of transition and from year to year.
- 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 group. 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.

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 the prestige of the University.

Replacing an Ineffective Advisor

Occasionally an advisor to a student organization does not meet the expectations of the organization or fails to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the club president should contact Student Leadership & Development to discuss the problems or issues involving their

advisor. A staff member of Student Leadership & Development will discuss the situation with the club president. As a follow-up on expressed concerns, a central file will be maintained that documents all remedial efforts and corrective actions.

If a student organization and their advisor are unable to resolve the issue(s) of an ineffective advisor, the student organization's constitution should have stipulations in place that allow them to remove that advisor.

Student Organization Booths

Structures (booths/tables) may be placed on campus only in areas designated for that purpose. Permission must be obtained through Student Leadership & Development. Student organizations must build their booths to the specifications of the guidelines provided. Structures are placed on campus at the risk of the sponsoring organizations and may be removed with or without notice by University Personnel. Booths must be clearly marked and easily identified as belonging to an organization. Organizations will need to sign a [Booth/Table Contract](#) at the Booth Lottery.

Booth Space

1. There will be a maximum of 15 booths allowed in the specified area at one time.
2. A lottery system will determine which organizations may place a booth on campus during the semester.
3. The booth lottery will be conducted as follows:
 - a. The booth lottery drawing will be held prior to the beginning of each semester.
 - b. A representative from your organization must be in attendance at the lottery drawing.
 - c. The first fifteen (15) organizations selected in the lottery drawing will receive a booth space for the following semester.
 - d. Selection of each specific booth space will take place during the lottery. Space selection will be done in the order of lottery selection.
 - e. Organizations may NOT move from one booth space to another during any semester.
 - f. Lottery selections are NOT transferable to any other organization (with the exception of College Panhellenic Council and three Chapters within).
 - g. All entries not selected for the fifteen (15) available spaces will be put on a waiting list in the order of drawing selection.
 - h. Any organization not participating in the lottery may be added to the waiting list on a first come, first serve basis.
 - i. All organizations participating in the lottery and placed on the waiting list will automatically receive an extra entry in the following semester lottery if they choose to participate again.
 - j. If your organization is selected from the waiting list to bring a booth on campus within the first four (4) weeks of instruction you will still receive an extra entry the following semester.
 - k. If your organization is selected from the waiting list to bring a booth on campus, you must bring the booth on campus within 3 days of notification, unless an exemption has been granted from Student Leadership & Development. Failure to do so will result in loss of the space.

Booth Set Up

1. Once selected, booths may be placed on campus weekdays between 5:00 pm and 11:00pm and weekends between 11:00am and 4:00pm prior to the first day of instruction.
2. All booths must be placed on campus before the first day of instruction.
3. All booths must be placed within the marked space the organization has selected.
4. All booths will be spaced 3 feet apart per campus guidelines.

Booth Maintenance

1. If any booth is defaced with graffiti, the booth's owner must remove the graffiti within five (5) days.
2. No university tables and/or chairs may be used at the booth or for staffing purposes. Failure to comply will result in a fee, per item.
3. All booths must be trash free by the end of each day.

Booth Staffing

1. All organizations with a booth on the Quad will be **required to staff their booth for a minimum of 3 hours per week**, during these hours:
 - a. Tuesday through Thursday from 10:00am - 2:00pm
2. Organizations are not required to submit their coverage schedule to Student Leadership & Development, however they must fulfill the minimum 3 hours of coverage per week as noted in the booth coverage log.
3. Booth Coverage Log: Organizations will be required to record booth hours by logging in at the start and end of each Booth shift at Student Leadership & Development during normal business hours Monday - Friday 8:00 am - 5:00 pm.
4. Student Leadership & Development staff will review log entries on a weekly basis to ensure that your organization has fulfilled the minimum 3 hour/week coverage requirement. Consequences for not meeting the 3 hour/week coverage requirement occur in these three steps:
 - a. First strike - a warning letter and notice will be placed on the booth/emailed to the Student Organization President
 - b. Second strike - a second warning letter and a notice will be placed on the booth/emailed to the Student Organization President
 - c. Third strike - a notification to immediately remove your booth from the area within 72 hours.
5. If your group anticipates they cannot meet the minimum 3 hours of coverage in any given week, please notify the Student Leadership & Development Office at SLDOrgs@csustan.edu by no later than 12 noon Friday of the week prior, and give your name, phone number, and the name of your organization. Each organization will be permitted one excused absence per semester; additional failure to meet 3 minimum hours per week will initiate the 3 strike process described above.
6. Staffing the booth means being inside the booth or directly behind the booth.
7. Booths will not have to be staffed on inclement weather.
8. Staffing of booths will not be required after the last day of instruction of each semester.

Booth Removal

1. The University reserves the right to remove any booth after the approved time period has ended, if an organization places a booth on campus prior to the approved time frame, or if an organization fails to remove the booth after being notified to do so. An attempt will be made to notify the organization by verbal and/or written contact before the booth is removed.
2. Any booth removed by the University will be removed by University Facilities and disposed of.
3. Any organization which has their booth removed by University Facilities will be charged a removal fee and will lose their opportunity for a booth space the next semester. Any organization that is charged a booth removal fee will automatically be placed on probation and their student organization recognition and benefits will be suspended until the bill has been paid. A receipt showing the bill has been paid must be presented to Student Leadership & Development to officially be removed from probation.
4. All booths must be removed prior to the start of finals. Booths may be removed from campus weekdays between 5:00 pm and 11:00pm and weekends between 11:00am and 4:00pm.

Student Organization List

Student Leadership & Development maintains a list of all current organizations and a contact person's information via WarriorLife. A hard copy be requested in the Student Leadership & Development located in University Student Center #206.

Greek Glossary

Glossary of Greek terminology

Active: A fully initiated member of a fraternity/sorority.

Alumna: A member of a women's fraternal organization who is no longer an undergraduate. Plural: Alumnae.

Alumnus: A member of a men's fraternal organization who is no longer an undergraduate. Plural: Alumni.

Associate Member: A person who has accepted a bid but is not yet initiated into a sorority or fraternity. See also "New Member"

Badge: A "pin" worn by fully-initiated members of each fraternity or sorority that carries its official insignia.

Bid: An invitation to join a sorority or fraternity. It is also a formal invitation to be a potential/prospective new member for culturally based organizations or an NPHC organization.

Big: Nickname for big sister or brother, a mentor assigned to a new member. Many organizations have special names for these pairings.

Brother: An active or alumni member of a fraternity.

Brotherhood: The common term for the bond between members of the same fraternity.

Chant: A call used by members of culturally based organizations or NPHC used to acknowledge or gain the attention of others. Some organizations have more than one chant

Chapter: An established membership unit of a national or international sorority or fraternity.

Charter: The official document drafted by an Inter/National fraternity or sorority that allows for the creation of a local chapter that is affiliated with a college or university campus.

Class or “New Member Class”: A term used to name new members of a Panhellenic Council or Interfraternity Council organization who all joined during the same semester.

United Fraternity & Sorority Council (USFC): The governing council for Greek-lettered organizations with various academic and interest-based membership on the Stanislaus State Campus. This council includes representation from fraternities/sororities that have multiple chapters across the United States and Canada.

Colony: Known as a “trial period” for a new organization awaiting official Chapter Status recognition from their national to establish a letter chapter on their campus.

Crest: Insignia used by sorority and fraternity members. Most Greek organizations reserve the crest for initiated members only. Each crest has hidden, secret meanings behind it. Also known as a coat of arms, shield or armorial bearings.

Crossing: Ceremony during which new members of culturally-based and NPHC organizations become active, life-long members of their organization.

Crossing Date/Year: A term for initiating into a culturally based Greek organization or NPHC organization. Usually used to refer to when a member joined their organization – the term and year they joined.

D.A. or Disaffiliate: A student who for some reason removes himself or herself from association with the fraternity and drops membership completely.

Depledge: A student who withdraws from an organization after accepting a bid but before a chapter initiates the student.

Dry: A fraternity which does not permit alcohol on the premises and in very rare cases, does not allow the organization to host a party involving alcohol. Some fraternities are going dry at the national level, and all sororities have different levels of "dry". For example, one may allow the sorority to attend a non-dry fraternity function while other sororities may not.

Dues: The monetary costs of membership in a fraternity or sorority. These fees are used to cover the costs of operation, formal events, social activities, and other events, depending on the organization.

Expansion: When an organization is looking to expand and open a new establishment of a Greek-letter organization at a college or university.

Founder's Day: An event celebrated by fraternities and sororities to highlight the founding of their organization and celebrate its history. It's not necessarily held on the day the organization was founded.

Fraternity: The name applied to Greek organizations including both men's and women's organizations. There are several types of fraternities at Stanislaus State University, including social fraternities, service fraternities, professional fraternities, and honorary fraternities. The Office Student Leadership and Development works with governing bodies directly; United Fraternity/Sorority Council (USFC; College Panhellenic Council/Association (CPC- the college level of the National Panhellenic Council), Multicultural Greek Council (MGC.)

Formal Recruitment: A designated recruitment period during which a series of organized events are held by each NPC sorority or IFC fraternity. At Stanislaus State University, this is organized and implemented by the Panhellenic Council.

Founders: The founding members of a Greek Letter organization.

Governing Council: Also known as an umbrella council, generally supports and acts as a voice for organizations within it, including being the official sponsored student organization as a liaison between the university and the members of the member organizations.

Greeks: Members of a fraternity or sorority. The term "Greek" is used because most fraternities and sororities use Greek letters to distinguish themselves.

Hand Signs: Signs that only a member of an organization can "throw up." Most signs have a deep meaning to an organization or ritualistic symbol.

Hazing: Any willful act or practice by a member, directed against a member or new member, which, with or without intent, is likely to: cause bodily harm or danger, offensive punishment, or disturbing pain, compromise the person's dignity; cause embarrassment or shame in public; cause the person to be the object of malicious amusement or ridicule; cause psychological harm or substantial emotional strain; and impair academic efforts. In addition, hazing is any requirement by a member which compels a member or new member to participate in any activity which is illegal, is contrary to moral or religious beliefs, or is contrary to the rules and regulations of the sorority/fraternity, an institution of learning, and civil authorities.

Informal Recruitment: A period of time after formal recruitment where Greek organizations who are not at quota can hold events to recruit new members. It is called informal because potential members need not follow a designated schedule.

Initiation: A ceremony during which new members receive lifelong membership privileges into the organization they have chosen to be a part of.

Intake: Term for the process by which Multicultural Greek Council and National Pan-Hellenic Council (we do not have NPHC at Stan) members are selected to become new members of an organization. This is generally much more secretive than recruitment for Panhellenic Council of Interfraternity Council members, but generally includes an application and an interview process, followed by an educational program done at the regional level conducted by alumni, then an initiation (generally known as “crossing”).

Interest: A way to refer to someone who is interested in joining a Greek organization.

Interest Group: A group of individuals on campus in the first stage of the process leading to installation as a Greek-letter organization.

Interfraternity Council (IFC): The North-American Interfraternity Conference. A student-led governing body that supports the men’s fraternities who are part of the NIC. IFC strives to provide communication between the fraternal organizations.

Legacy: Each organization has its own definition of a "legacy." It is generally defined as an immediate family member of an initiated member, such as a sister/brother or daughter/son. Some sororities also recognize extended family members as legacies as well.

Letters: The first Greek letter of each Greek word that makes up the motto of a particular fraternity or sorority; these are generally displayed on clothing and other Greek paraphernalia.

Line: A term used by culturally-based and NPHC organizations to name a group of new members who all joined during the same term, semester, or pledge class. They are the potential new members of the organization. Lines are often given names.

Line name/number: The name was given to a prospective/new member that represents them as a person, usually a noun, adjective, or acronym. Culturally based organizations and NPHC organizations also assign a line number to their new members (such as ace, duece, tre, etc.)

Little: Short for "Little brother/sister" - a new member who is being mentored by an older member of their organization

National Pan-Hellenic Council (NPHC): The governing body of the nine traditionally African American fraternities and sororities, also known as the "Divine Nine."

National Panhellenic Council (NPC): A national organization comprised of 26 women's fraternities and sororities, each of which is autonomous as a social, Greek-letter-society of college women.

Nationals: Fraternity and Sorority members often refer to their national/international headquarters or offices as "Nationals". These offices are responsible for making policies for the individual organizations at all of colleges and universities where their organization recruits members.

Neo or Neophyte: A new member of a culturally based organization or a NPHC organization.

North-American Interfraternity Conference (NIC): A national organization comprised of 69 fraternal organizations (mostly for men), each of which is autonomous as a social, Greek-letter-society of college men.

New Member: A person who has accepted a bid but is not yet initiated to a sorority or fraternity.

New Member Educator: The liaison between the new members and the chapter, they are responsible for implementing and monitoring the new member program and preparing the new members for initiation.

New Member Presentation: Also referred to as probate, is a presentation that celebrates and welcomes new members in the Multicultural Greek community or NPHC Community.

New Member Program: The time period where the new member learns about their new sorority and fraternity before initiation. This time frame lasts from Bid day until Initiation. Formerly called pledge period (and still called this in some fraternities).

Officers: Initiated members who currently hold positions within their Greek organization or governing body.

"On the Yard": A phrase used by culturally-based and historically black organizations meaning that a fraternity or sorority is currently chartered and able to recruit new members on campus.

Open Recruitment: A designated recruitment period during which each of the men's fraternal organizations in the IFC host recruitment events. This type of recruitment is considered "informal" because potential members need not follow a designated schedule.

Order of Omega: This is a National Honor Society for Fraternity or Sorority members who maintain a grade point average above the All-Greek average, have distinguished themselves as leaders in the Stanislaus State Greek community, have exemplary character, and are either juniors or seniors.

Panhellenic Council: An umbrella council composed of the NPC women's sororities. A student governed council at Stanislaus State University strives to provide communication between the organizations. It connects organizations to the local Turlock and CSU community through academic, social, and service events.

Philanthropy: This is a community service project/s held by a fraternity, sorority, or both. Stanislaus State University Greek students perform a number of these projects each year, and most Inter/National Fraternities and Sororities require their organizations to do one large project per year. Our chapters are extremely involved in university and community service, participating in such events as CHMN Dance Marathon, Relay for Life, Community Easter Egg Hunts, Autism Speaks, canned food drives, clothing drives, and many more.

Pin: (2 types) the active pin or badge, a distinctive insignia worn on the chest designating an active member of a particular fraternity. The pledge pin, an insignia used to designate a pledge of a particular fraternity.

Pledge: A person who has accepted a bid but is not yet initiated to a sorority or fraternity. This term is believed to be outdated by some and can be offensive. See also "New Member"

Potential New Member: A person who is interested in joining a Greek-letter organization, and will participate in rush, intake, or recruitment, often abbreviated to PNM.

Preference: The final parties held by Panhellenic Council organizations during Recruitment. These events are more formal than the previous parties and usually include a ritual that potential new members can participate in.

Preference Cards: Potential New Members sign this after preference, indicating in order, which sororities of the ones whose parties they attended they liked the most. These cards, along with the organizations' lists of members they would like, are used to match the PNMs and sororities with one another in a mutually selective process.

Probate: An official public presentation of initiation used by culturally-based and NPHC organizations. The presentation may consist of knowledge learned, skills gained, and values understood. This is a proud moment of historical significance for new members of these organizations. In most cases, this is the first time when newly initiated members of each fraternity/sorority are revealed to the rest of campus.

Prophyte or "**Old Head**:" A term used to refer to an older brother/sister from a culturally based organization.

Quota: A specific number of women to which each Panhellenic Council sorority may extend membership during a formal (fall) recruitment period. This number is determined by the Panhellenic Council each year in conjunction with the National Panhellenic Conference.

Recolonize: A process where a fraternity or a sorority that was previously on campus receives another charter to recruit members on the same campus. Recolonization can happen because a chapter died out due to low numbers, or had their charter revoked.

Recruitment: The process through which sororities and fraternities get new members. Potential New Members tour each chapter, are invited to different events and choose the new members for their organization (students seeking membership in a fraternity or sorority "rush," while the Greek organizations "recruit" new members).

Rho Gamma: A Panhellenic representative who has no contact with her own chapter during formal membership recruitment and is available to guide women through the recruitment process and answer questions.

Ritual: The traditional rites and ceremonies of a fraternity or sorority; these are almost always private and known only to initiated members of a fraternal organization.

Rush: The process of attending recruitment events held by chapters with the intent of meeting people and participating in a particular fraternity or sorority (students seeking membership in a fraternity or sorority "rush," while the Greek organizations "recruit" new members).

Saluting: Saluting is a tradition common to many Latino-Greek Organizations. Salute/Saluting is a unique art of reciting information in a line formation. Put quite simply, it's "poetry in motion." Involves a line of members performing intense, in-sync, and sharp hand & body movements with greetings attributing to others, honoring past and current accomplishments, or cherishing the cultural history, heritage, and traditions of the entire organization.

Sister: An active member of a sorority.

Sisterhood: The common term for the bond between members of the same sorority.

Step Show: A show often performed by National Pan-Hellenic Council organizations. Also called stepping.

Stroll: A dance, normally done in a line of active members that displays pride and knowledge of their organization and its values. Organizations usually have national strolls and local strolls that incorporate a variety of different moves and hand signs that are unique that organization.

Stepping: Stepping is a tradition where members synchronize their moves so that they are in a sense performing their own dance moves, without music. In stepping, the members will clap, stomp with their feet, jump, chant (not to be confused with saluting), and create their own beat by doing so. Stepping is traditionally done by NPHC organizations, but multicultural Greek are also known to do it.

Total: The maximum number of members a Panhellenic Council sorority can have on a given campus. Groups can only exceed the total during formal recruitment if, in the process of extending bids to quota, the chapter size grows beyond this number. Conversely, if a sorority has obtained quota during the recruitment and is still below total, that sorority may continue to ask new members to join, but only up to total.

Multicultural Greek Council: An umbrella council which is a fusion of culturally rich and distinct Greek Letter Organizations at Stanislaus State University, including but not limited to those focused on the celebration of race, ethnicity, nationality, career and professional advancement and sexual orientation. It is a student governed council at Stanislaus State University. MGC strives to connect our organizations and the local Turlock and CSU community through academic, social, and service events.