



*STUDENT LEADERSHIP
& DEVELOPMENT
Get Involved!*

Student Club & Organization Handbook

2015-2016

Office of Student Leadership & Development

University Student Union Room 103

One University Circle

(209) 667-3778

www.csustan.edu/SLD

California State University, Stanislaus

Student Organization Advising & Chartering

Important Phone Numbers

Office of Student Leadership and Development (OSLD) sld@csustan.edu	667-3778
Dr. Clarissa Lonon-Nichols, Director clonn@csustan.edu	667-3750
Interim NSO Coordinator & Student Organization Advisor sld@csustan.edu	667-3516
Interim Greek Life Programs Advisor & Leadership Coordinator sld@csustan.edu	664-6830
Cindy Lindo, Office Coordinator clindo@csustan.edu	667-3061

Student Support Offices

Jill Tiemann-Gonzalez, Student Conduct Administrator jtgonzalez@csustan.edu Office: MSR 245	664-6938
Amy Thomas, Assistant Director of Safety and Risk Management althomas@csustan.edu Office: MSR 290	667-3057
Dennis Shimek, Title IX Coordinator dshimek@csustan.edu Office: MSR 344	667-3746
Julie Johnson, Campus Compliance Officer/Deputy Title IX Coordinator jjohnson34@csustan.edu Office: MSR 317	667-3006
Meg Lewis, Campus Title IX Training Manager Mlewis9@csustan.edu Office: MSR 324	667-3640
Sarah Beal, Victim Advocate for students sbeal@csustan.edu	667-3993

Activities for Students

Associated Students Inc. (ASI) 667-3833

asi@csustan.edu

Warrior Activities Center 667-3815

wac@csustan.edu

University Student Union Office (Union) 667-3776

Campus Dining

Chartwells Catering & Dining Office 667-3634

catering@csustan.edu

Campus Reservations

Cindy Lindo, Student Organization Reservations Coordinator 667-3061

clindo@csustan.edu

Melissa Goodman, Reservation/Facility Coordinator USU 667-3191

mgoodman1@csustan.edu

Susie Fitzgerald, Business and Finance, VP Admin Support Assistant 667-3470

sfitzgerald@csustan.edu

Finances

ASI Budget Assistant 667-3820

asibudgetassistant@csustan.edu

Jennifer Teicheira, ASI Administrative Assistant 667-3834

jteicheira@csustan.edu

Shirrell Wells, Accounting Technician 667-3973

swells@csustan.edu

Frequently Accessed Offices

Facilities Services 667-3211

Office of Information and Technology 667-3687

University Police Department 667-3114

Enrollment and Student Affairs 667-3177

Table of Contents

Welcome from Student Leadership & Development	5
Recognition of Student Organizations	6
Role of the University Advisor	8
Responsibilities & Privileges of Student Organizations	14
Student Organizations Code of Conduct	17
Student Conduct & Discipline of Student Organizations	21
Chartering as a Student Organization	26
Sample Constitution	27
Finance Information	36
University Reservations	42
Amplified Sound Guidelines	44
Insurance	50
Parking Information	51
Facility Service Requests	52
Alcohol Policy	54
Showing a Movie	60
Posting Guidelines	61
Raffles and Casino Night	65
Student Organization Online Resources	66

Welcome from Student Leadership and Development

Welcome to California State University, Stanislaus for the 2015-2016 academic year. If this is your first year attending Stanislaus State, welcome to the university and for our returning students, welcome back to campus. On behalf of the Office of Student Leadership and Development staff, we look forward to an outstanding year supporting your student organization and your membership.

Student engagement and involvement in particular with student organization activities are a rewarding opportunity to learn and practice new skills and talents. The many experiential learning opportunities will significantly enhance your educational and professional knowledge, skills and abilities. Please utilize this Student Club and Organization Handbook as a resource, to assist you, fellow officers and members with running your student organization. The handbook is a guide containing information about student organization support services, programs, policies, procedures and resources to support student organization activities and operations. We look forward to supporting and broadening your horizons as you embark on your student leadership journey ahead.

Please feel free to contact us if we can be of assistance to you and your organization. Best wishes for an exceptional year ahead.

Sincerely,

Dr. Clarissa Lonn-Nichols

Director, Student Leadership and Development

Recognition of Student Organizations

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

Title 5 of the State Administrative Code permits campus recognition of student organizations and states that such recognition may include “allowing the use of campus facilities to any such organization.” Recognition of a student organization creates and solidifies an official relationship with the University. University recognition is granted by the Office of Student Leadership and Development under the authority of the President of the University.

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

Formal Chartering and Recognition Policies and Guidelines

Chartering a Student Organization

Minimum Number of Students

Official recognition of a student organization requires a minimum of five CSU students who are currently enrolled in at least one class. A maximum of twenty percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, students at other college. Only students enrolled at the Stanislaus State may vote on issues that come before the student organization. The Vice President for Enrollment and Student Affairs or designee may waive the twenty percent and voting provisions for fraternities and sororities to accommodate such organizations as the Panhellenic Council that includes representatives from non-CSU campuses.

Documentation for the request of consideration shall include copies of national charters or other appropriate documentation, and these documents shall be submitted to the Vice President of Enrollment and Student Affairs or designee. Campuses retain authority to include additional requirements for recognition and/or to make the requirements more limiting.

Club and Student Organization Advisors

Each officially recognized student organization must have a University Advisor who is either a faculty member or professional staff member; part time faculty or staff may be permitted to serve. Advisors selected from auxiliary organizations are not permitted to serve as advisors.

Club and student organization advisors are required to complete training in order to be

familiar with the responsibilities and governing policies and procedures that are associated with chartering, operating and advising a student club/organization, Title IX, Campus Security Authority and other topics as determined by the Office of Student Leadership and Development. The Office of Student Leadership and Development will communicate and determine the deadlines for completion of training. Advisors and officers who do not complete the training will not be able to serve in the position/capacity.

Filing and Updating Chartering Documents and Membership Roster

The university requires student organizations to comply with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4, Nondiscrimination in Student Organizations, Sections 41500 (Withholding of Recognition), 4501 (Definition of Recognition), 41503 (Filing Requisites), 41504 (Penalties). These sections require each student organization to deposit with the Office of Student Leadership and Development copies of all constitutions, charters, or other documents relating to its policies. **Documents must be turned in within 30 days after any substantive change or amendment; preferably file/submit all proper documents within 14 calendar days. All rosters must be continuously updated in StanSync within 14 days of any changes and or additions, this includes the addition of new members within 14 calendar days as well.**

Open Membership Requirement

The university shall not recognize any student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities. Academic honor societies are likely to have additional updates to this policy from the CSU Chancellor's Office, communicated by the Office of Student Leadership and Development, as soon as it is released.

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

Required Trainings

Student Club/Organization Officers and Advisors are required to complete student officer/leader training as set forth by Student Leadership and Development. Such trainings will include, but are not limited to: Title IX, alcohol prevention and education, 25Live reservations, Campus Security Authority and event planning. Additionally, Student Club/Organization Presidents and Faculty/Staff Advisors are required to complete specific President/Advisor Training including Campus Security Authority, in addition to any other officer required training as determined by Student Leadership and Development. Student Club/Organization Treasurers are required to complete Treasurer

Training with the ASI Budget Analyst in addition to any other officer required training as determined by Student Leadership and Development. Student Event Coordinators are required to attend training specific to 25Live reservation in addition to any other officer required training as determined by Student Leadership and Development.

The new members of social greek-lettered student organizations are required to complete Title IX and alcohol education training.

Social Fraternities and Sororities

Inquiries to start a new social fraternity and or sorority must follow the Greek Expansion Guidelines. A copy of the guidelines may be obtained by contacting the Office of Student Leadership and Development. Social fraternities and sororities that are not in good standing or are not recognized and chartered each year consecutively by the university will need to submit all required documents in the Greek Expansion Guidelines prior to chartering; documents are submitted to the Office of Student Leadership and Development.

Off-Campus Student Activities

Compliance of the Student Code of Conduct including the Standards of Conduct as outlined in this Handbook and applicable policies, procedures and laws are required by all student organizations and members. All clubs and organizations members must electronically accept the agreement of terms for the off campus waiver as prompted in each student's StanSync profile for the 2015-2016 academic year. The waivers will be kept on file and are valid for one academic year.

Events That Involve Minors

A parent or guardian must sign any required liability form on behalf of any student/participant/guest under the age of 18. Any events where minors are the primary audience or participants, must be reviewed through by the Office of Safety and Risk Management after review with an advisor from the Office of Student Leadership and Development.

Role of the University Advisor

Purpose

The basic function of the advisor is to support the organization and cultivate a working relationship between the University and the organization. According to University policy, all student organizations must have an advisor who is employed at least half time by the University in order to receive University recognition for the organization; employees of University Auxiliary Organizations are not permitted to serve as advisors. The advisor serves as a resource and consultant to the organization; his/her mature judgment is invaluable to a student organization. The advisor helps the organization to

achieve its purpose and be in compliance with University policies and guidelines its activities.

The Advisor is responsible for his/her own actions in the performance of the advisory role. He/she is expected to take reasonable and prudent actions in promoting and protecting a sound environment for the organization and the membership. Should the advisor hear or see any violations or alleged violations of university policies, procedures, or other laws, the advisor is to communicate such information immediately to the Director of the Office of Student Leadership and Development and other relevant offices as dictated by the university.

The faculty/staff student organization advisors have been identified as Campus Security Authority (CSA). A CSA is any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. A faculty/staff student organization advisor is a CSA because he/she is someone that has significant responsibilities for student and campus activities; such as advising a student organization. **A CSA's primary responsibility is to report allegations made in good faith to the University Police Department.** A CSA is NOT responsible for determining authoritatively whether a crime took place or convince a victim to contact law enforcement if the victim chooses not to do so. **A CSA's duty is to inform the University Police Department what the crime was and where it took place. For more information about Campus Security Authority visit <https://www.csustan.edu/upd/campus-security-authorities-csas>.**

Advisor's Responsibilities

The advisor is expected to have the following responsibilities:

- Serve as a mentors to students.
- To be informed and ensure the organization is compliant concerning University policies and procedures governing student activities and student organizations.
- To provide assistance in the administration of the financial affairs of the organization.
- To see that the officers of the organization comply with University policies and procedures.
- To encourage the members of the organization to assume responsibility for the organization and for the effectiveness of the programs.
- To attend the meetings of the organization frequently and to help provide continuity for the program.
- To provide advice and counsel regarding proper conduct and procedures, and also the proper guidance to avoid conduct which would bring discredit to the organization or to the University.
- To provide continuity from year to year during periods of transition.
- To provide advice and report anything that student club/organization membership, leadership and or activities violate or potentially could violate with the Anti-Hazing university policy and California State law.
- To ensure that student club/organization membership, leadership and activities are in compliance with the Open Membership, Anti-Discriminatory/Title IX requirements. Campuses shall comply with all student organization-filing

requirements described in California Code of Regulations, Title 5, Article 4, Nondiscrimination in Student Organizations. No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or other university living groups. Student organizations shall deliver to the Vice President for Enrollment and Student Affairs or his/her designee a statement signed by the student organization president attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at that campus, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership. In recognizing student organizations, campuses are encouraged to consider such factors as the mix of students who reside on campus, students who commute, part-time and full-time students, students who are working while attending college, and other factors that will provide opportunities that meet the diverse needs of students seeking to affiliate with student organizations.

- Report any and all discrimination and/or harassment, including sexual misconduct, signs or occurrences to Dennis Shimek, Title IX Coordinator or Julie Johnson, Deputy Title IX Coordinator. Please remember to report anything you hear or see, please say something; even if you are not sure about what type of incident it is, everyone is encouraged to talk with Dennis Shimek or Julie Johnson as soon as possible.
- There is now a confidential Victim Advocate on campus as a resource for students. Sarah Beal's role on campus is to support students who have been affected by domestic or sexual misconduct. With her experience working at Haven Women's Center of Stanislaus, she is able to provide survivor-centered support for each individual. This includes confidential counseling, assessing reporting options, information and resources, and helping each student make the best decision moving forward with their healing process. Sarah is located in the Science 1 building, office 234. Contact Sarah Beal to make an appointment at (209) 667-3993 or sbeal@csustan.edu.
- Report any and all hazing signs or occurrences to Jill Tiemann-Gonzalez, Student Conduct Administrator. Please remember to report anything you hear or see, please say something; even if you are not sure about what type of incident it is, everyone is encouraged to talk report it as soon as possible. Reports can also be made to the SLD Student Organization Advisors and or Clarissa Lonn-Nichols, Director, in the Office of Student Leadership and Development.
- California State University Executive Order 1095 and 1097 state that it is California State University policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical

disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation and military and veteran status. For further explanation of Executive Order 1095 and for the Notice of Non-Discrimination on the Basis of Sex in Executive Order 1095 please refer to the website: www.calstate.edu/eo/EO-1095.html and www.csustan.edu/notice-non-discrimination-basis-sex.

- California State University Executive Order 1097: The California State University prohibits Harassment of any kind, including Sexual Harassment and Sexual misconduct, Dating Violence, Domestic Violence and Stalking. Such behavior violates both law and University policy. The University shall respond promptly and effectively to all reports of Discrimination, Harassment and Retaliation and will take appropriate action to prevent, correct and when necessary, discipline behavior that violates this policy. Report any and all discrimination, harassment and retaliation signs or occurrences to Dennis Shimek, Title IX Coordinator or Julie Johnson, Deputy Title IX Coordinator; if you hear something, say something. For more information about what you can do if you or someone you know are a victim, for other important educational information and who to contact for help please visit the website at www.csustan.edu/title-ix/sexual-violence-prevention-and-education and the website for The Stop Abuse Campaign at www.csustan.edu/stop-abuse.
- All faculty/staff student organization advisors are deemed Campus Security Authorities. If someone tells you about a crime or incident that may be a crime record the information and submit a report. Just get the facts, experts will do the analysis. Use the on-line web-based report forms available at: <http://www.csustan.edu/upd/Documents.html> and or call University Police at (209) 667-3114. In the event of an emergency dial 911. Please submit a StanCares Report if someone is exhibiting inappropriate, unusual, and/or concerning behavior. If you have any questions about whether or not to submit a report please contact StanCares Team at (209) 667-0000 or send an e-mail at stancares@csustan.edu. The student members of the club or organization are responsible for the club's smooth operation and function. Advisors are not supposed to direct club activity but should make helpful suggestions regarding neglected areas and unwise practices. It is particularly important that advisors be available and prepared to assist in any emergency situation which might arise at an event.
- California State University Executive Order 1083 Mandatory Reporting of Child Abuse and Neglect is important for employees to read and understand. The California Child Abuse and Neglect Reporting Act (“CANRA”) requires every CSU employee report suspected child abuse or neglect to law enforcement within 24 hours. Any questions or concerns about when and how to report suspected child abuse or neglect should be directed to the appointed Mandated Reporting Coordinator, Dennis Shimek. Please remember to report anything you hear and or see, please say something; even if you are not sure about what type of incident it is, everyone is encouraged to talk with Dennis Shimek or Julie Johnson as soon as possible.

EO 1083, in part, states:

Article I: CANRA identifies more than 40 employment positions with specified responsibilities as mandated reporters, including teachers and, as of January 1, 2013, university employees whose duties involve regular contact with children, or who supervise employees whose duties involve regular contact with children. For purposes of this policy, all CSU employees are designated mandated reporters. Volunteers are not mandated reporters.

As designated mandated reporters, all employees are required to report suspected child abuse or neglect.

Article II: Whenever an employee, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a child (i.e., a person under the age of 18 years) whom the employee knows, or reasonably suspects, to have been the victim of child abuse or neglect, the employee must report the incident.

An employee should reasonably suspect child abuse or neglect whenever "it is objectively reasonable...to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect." (Penal Code § 11166(a)). Facts upon which a reasonable suspicion may arise do not have to have been witnessed by the employee, but rather can be learned from other sources.

The employee may seek assistance from the campus Mandated Reporting Coordinator, whose duties are described below. However, the employee is personally responsible for determining when reporting is called for and following the reporting procedures identified in this executive order.

Duties of Advisors at Events

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

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

Advisors are encouraged to be present during the entire time for which the event is scheduled and are required to attend the duration of the event when amplified sound will be used during an event. The presence of an advisor is required for the duration of an event for which alcohol is to be served; advanced preapproval must be granted via a signed/approved Alcohol Request Form. Please consult an SLD Advisor for more information.

Organization's Responsibility to the Advisor

The organization is expected to have the following responsibilities:

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

Responsibilities and Privileges of Student Organizations

When students wish to form an organization at California State University, Stanislaus, they apply for a charter, which is granted by the Office of Student Leadership and Development. If granted, this charter gives certain rights to the group but it also requires of the group fulfillment of certain responsibilities. In other words, student groups are not independent agents but are actually partners with the University. Student organizations' performance is evaluated annually, and a decision is made whether or not to continue the partnership by permitting the organization to charter again the next year. Therefore, it's important that student organization leaders remind members of the responsibilities and agreements that the organization commits to at the start of each year when chartering documents are filed and approved.

Student Organization Responsibilities

- A campus organization lending its name, membership, property or support to a function shall be held responsible for the conduct of its members or guests attending that function.
- The organization's officers/representatives are responsible for the planning and organization of all group events.
- At least one officer and/or one advisor or faculty/staff designee of the student organization must be in attendance at all functions sponsored or co-sponsored by the organization. For an Alcohol Permit to be approved the faculty/staff advisor must be present for the duration of the event. Violations of this rule will be subject to review and directives and or sanctions are at the discretion of the Director of Student Leadership and Development.
- Organizational officers/representatives are responsible for making certain that members are educated and comply with all applicable local, state and federal laws, and Stanislaus State policies and regulations while participating in meetings, activities and or events. For specific information regarding discipline of student organizations please refer to the discipline section in this handbook.
- Organizational officers are responsible for insuring that the name, insignia, seal or address of Stanislaus State is not used without approval from the President's designee, or in any manner which implies that Stanislaus State supports/agrees with any of the activities, positions, purposes, ideals or goals of any individual, group or organization acting within these regulations.
- Organizational officers/representatives are responsible for the financial obligation to the University incurred by their organization, and may be responsible for such obligations to others.
- Organizational officers/representatives are responsible for any damage that occurs to facility or property as a result of use by the organization.
- Organizational officers/representatives or members who obtain university approval/signature on a contract with a vendor in return for services or goods are responsible for fulfilling the terms of those contracts. The University is in no way responsible for "making good" on such agreements.
- Organizational officers/representatives may not commit the University to any contractual arrangements or make any representations, which might be construed

- in any way as a commitment without written approval of the University.
- Organizational officers/representatives are responsible for updating and submitting organizational chartering information annually; membership changes must be made as soon as possible. Please consult your SLD Advisor for information.
 - Organizational officers/representatives are responsible for adhering to the organization's constitution and bylaws. A current copy of the constitution and bylaws must be kept in the Office of Student Leadership and Development and revised periodically as the organization's purpose and or activities evolve.
 - Organizational officers/representatives are responsible for keeping membership open to all Stanislaus State students and avoiding any policy or practice that discriminates against any person by reason of his race, national origin, color, age, ethnic background, religion, sexual preference, gender, marital status or disability; social fraternities and sororities may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500.
 - To ensure that student club/organization membership, leadership and activities are in compliance with the Open Membership, Anti-Discriminatory/Title IX requirements. Campuses shall comply with all student organization-filing requirements described in California Code of Regulations, Title 5, Article 4, Nondiscrimination in Student Organizations. No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or other university living groups. Student organizations shall deliver to the vice president for student affairs or his/her designee a statement signed by the president or similar officer of the local student organization attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at that campus, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership. In recognizing student organizations, campuses are encouraged to consider such factors as the mix of students who reside on campus, students who commute, part-time and full-time students, students who are working while attending college, and other factors that will provide opportunities that meet the diverse needs of students seeking to affiliate with student organizations.
 - Organizational officers/representatives are responsible for avoiding any activity, which might harm a person, including "hazing" requirements of new members. Report any and all sexual misconduct and or assault signs or occurrences to Dennis Shimek, Title IX Coordinator or Julie Johnson, Deputy Title IX

Coordinator. Please remember to report anything you hear or see, please say something; even if you are not sure about what type of incident it is, everyone is encouraged to talk with Dennis Shimek or Julie Johnson as soon as possible. For more information about what you can do if you or someone you know are a victim, for other important educational information and who to contact for help please visit the website at www.csustan.edu/title-ix/sexual-violence-prevention-and-education and the website for The Stop Abuse Campaign at www.csustan.edu/stop-abuse.

- Report any and all hazing signs or occurrences to Jill Tiemann-Gonzalez, Student Conduct Administrator at jtgonzalez@csustan.edu or 664-6938. Please remember to report anything you hear or see, please say something; even if you are not sure about what type of concern or incident it is, everyone is encouraged to talk with Jill Tiemann-Gonzalez as soon as possible. Reports can also be made to the SLD Student Organization Advisors and or Clarissa Lonn-Nichols, Director, in the Office of Student Leadership and Development.
- California State University Executive Order 1095 and 1097 state that it is California State University policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation and military and veteran status. For further explanation of Executive Order 1095 and for the Notice of Non-Discrimination on the Basis of Sex in Executive Order 1095 please refer to the website: www.calstate.edu/eo/EO-1095.html and <http://www.csustan.edu/notice-non-discrimination-basis-sex>.
- California State University Executive Order 1097: The California State University prohibits Harassment of any kind, including Sexual Harassment and Sexual misconduct, Dating Violence, Domestic Violence and Stalking. Such behavior violates both law and University policy. The University shall respond promptly and effectively to all reports of Discrimination, Harassment and Retaliation and will take appropriate action to prevent, correct and when necessary, discipline behavior that violates this policy. Report any and all discrimination, harassment and retaliation signs or occurrences to Dennis Shimek, Title IX Coordinator or Julie Johnson, Deputy Title IX Coordinator; if you hear something, say something. For more information about what you can do if you or someone you know are a victim, for other important educational information and who to contact for help please visit the website at www.csustan.edu/title-ix/sexual-violence-prevention-and-education and the website for The Stop Abuse Campaign at www.csustan.edu/stop-abuse.
- There is now a confidential Victim Advocate on campus as a resource for students. Sarah Beal's role on campus is to support students who have been affected by domestic or sexual misconduct. With her experience working at Haven Women's Center of Stanislaus, she is able to provide survivor-centered support for each individual. This includes confidential counseling, assessing reporting options, information and resources, and helping each student make the best decision moving forward with their healing process. Sarah is located in the Science 1 building, office 234. Contact Sarah Beal to make an appointment at (209)667-3993 or sbeal@csustan.edu.

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 (Title V) 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.

Stanislaus State is committed to providing an educational environment in which students, faculty and staff work together in an atmosphere free from discrimination on the basis of sex, race, color, creed, national origin, religion, veteran status or disability in its programs and activities. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Sex discrimination under Title IX includes sexual harassment, sexual assault and sexual misconduct by employees, students or third parties. The University does not permit discrimination or harassment in our programs and activities. Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined in Executive Order 1097 (www.csustan.edu/title-ix)

to report concerns. Students who wish to report a concern or complaint relating to discrimination or harassment may do so by reporting the concern to the Vice President of Human Resources and Faculty Affairs and Title IX Coordinator: Dennis Shimek at dshimek@csustan.edu or (209) 667-3351 or to Julie Johnson, Campus Compliance Officer and Deputy Title IX Coordinator at jjohnson34@csustan.edu or (209) 667-3006.

Report any and all sexual misconduct and or assault concerns, signs or occurrences, harassment of any kind, including sexual harassment and sexual misconduct, dating violence, domestic violence and stalking to Dennis Shimek, Title IX Coordinator or Julie Johnson, Deputy Title IX Coordinator; if you hear something, say something.

Report any and all hazing concerns, signs or occurrences to Jill Tiemann-Gonzalez, Student Conduct Administrator. Please remember to report anything you hear and or see, please say something; even if you are not sure about what type of concern or incident it is, everyone is encouraged to talk with Jill Tiemann-Gonzalez. Reports can also be made to a SLD Student Organization Advisor or Clarissa Lonn-Nichols, Director of Student Leadership and Development.

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

Self-Governance: Each organization shall have an operating procedure that will allow officers to effectively uphold its own behavioral standards for this code. **Student organizations should seek advice from an SLD Student Organization Advisor/Director and or the Deputy Title IX Coordinator Julie Johnson, jjohnson34@csustan.edu, if there is a report and or allegation of conduct relating to sexual misconduct, harassment, discrimination before any action is taken by the student organization's conduct/standards/judicial board.**

Privileges of Student Organizations

Chartered student organizations have privileges outlined below, that support the operation and administration of the organization. For questions about the resources listed please feel free to meet with your Student Leadership and Development Advisor to learn more about how such resources can benefit your student organization.

- Privilege of holding meetings, activities and events on-campus and use of University facilities and services.
- Recruit members on campus.
- Publicize activities in the *Signal* Newspaper and KCSS Radio Station.
- Post material in appropriate locations around campus following posting guidelines.
- Disseminate information and literature on campus.
- Receive an organization mailbox in the Office of Student Leadership and Development.
- Utilization of on-campus finance account and accounting services. Student organizations are not permitted to use off campus bank accounts, unless a request has been approved and only in cases where there is significant oversight and

connection to a national headquarters or office that supports the student organization. Special requests can be submitted to your advisor in the Office of Student Leadership and Development; the decision shall be issued in writing to the student organization President.

All transactions need to be handled through your ASI Trust Account. Failure to do so will result in sanctions placed upon the student organization.

If your organization is a 501c3 (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), you may petition the Office of Student Leadership and Development for approval. All letters need to be on National/Regional letterhead and addressed to your SLD advisor.

- Reserve equipment for an event, activity or meeting from the Warrior Activities Center for use in the University Student Union or Quad.
- Solicit funds or sell items on campus to raise funds for organizational, philanthropic or charitable purposes.
- Consultation services from the advisors of the Office of Student Leadership and Development: Program planning, publicity, fund raising, leadership training, campus regulations, financial advisement, facility scheduling, and general advisement.
- Opportunity to participate in the Booth/Table Lottery to reserve a booth or table space in the Quad area (please refer to the Booth Contract).
- May have four temporary food permits per calendar year approved.

Additional responsibilities of Social Fraternities and Sororities

All social fraternities and sororities have the same responsibilities as student organizations and follow the same process for chartering. In addition, social fraternities and sororities shall be required to follow the California State Universities Shared Principles for Greek Life Organizations.

All social fraternities and sororities at Stanislaus State must adhere to and complete the Chapter Standards of Excellence Program in order to be reorganized; all forms are due to the Office of Student Leadership and Development as specified in the Greek Organization Handbook. Each fraternity and sorority president will receive one copy of the Chapter Standards of Excellence Program and forms upon chartering. Additional copies can be downloaded from the Office of Student Leadership and Development website, www.csustan.edu/sld.

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

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

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

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

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

University's policy prohibiting discrimination, harassment, sexual misconduct and or retaliation will be referred to the Title IX Coordinator and the Deputy Title IX Coordinator for investigation. For more information about sex discrimination, harassment, sexual misconduct and or retaliation including information and resources can be accessed by going to the Title IX website: www.csustan.edu/titleix.

Student Organization Investigation Process

- IV. Following the receipt of the charges, the Office of Student Leadership and Development will notify the accused student organization President and Faculty/ Staff Advisor (and, when appropriate, the inter/national executive office) of the alleged violation(s). The student organization President may be requested to meet with the Student Organization Advisor and the Director of the Office of Student Leadership and Development to discuss the appropriate course of action.
- V. If an allegation and or violation which affects the health, safety, and/or security of the accused student organization, membership, other students and/or the campus community, the Office of Student Leadership and Development may temporarily suspend the accused student organization of all student organization activity, pending the completion of the investigation.

Sanctions and Educational Directives

- VI. After the investigation has been completed, the Office of Student Leadership and Development will provide written notification of the disposition of the charges and any resulting educational directives and or sanction(s) required of the student organization and or individuals at the conclusion of the investigation to the student organization President, the Faculty/ Staff Advisor, and the inter/national executive office within fourteen (14) working days or written notification as to the update of the status as appropriate.
- VII. Sanctions may include items VII a-e and or actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, warning, reprimand, and restitution for losses caused. Educational directives may be required and will be communicated to the student organization; educational directives will require the participation and cooperation of the members in the student organization. If it is determined that a student organization does not meet, or has violated, one or more of the applicable policies, regulations or procedures of the university such as the Code of Conduct, the Student Organization Standards of Conduct, CSU system and/or local, state and federal laws, one or more of the following sanctions with educational directives may additionally be required:
 - a. Warning: Written notice to the student organization for violations or repeated violations, notifying the membership that such violations may be

cause for further disciplinary action and sanctions and or educational directives may be implemented. Additionally, the warning will outline a reasonable time frame for corrective action and or educational directives.

- b. Probation: Probation will be for a specific period of time. It may include educational directives, terms and conditions, including a time frame for corrective action by the student organization. If any of the directives, terms and or conditions are not met in the specified time period, further sanctions may result.
- c. Suspension of Official Recognition: The suspension shall be for a specific period of time during which all actions and activities of the student organization previously recognized by the University may be suspended, and all University rights and privileges pertaining to official recognition may be revoked.
- d. Withdrawal and Withholding of Official Recognition: Official recognition of student organizations that fail to abide by the open membership policy or that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn; social fraternity or sorority or other university living group or honor society may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. In addition, official recognition of a student organization may be withdrawn for hazing or conspiracy to haze as defined in the Student Code of Conduct and other federal, state and or local municipal laws. Upon withdrawal or withholding of official recognition, the student organization will lose all rights and privileges pertaining to student organizations.
- e. Individual(s) found individually responsible may be referred to Judicial Affairs for additional review and or other action. Such action may impact a student's status as a university student.

Appeal Process:

- VIII. Educational directives and or sanctions issued after the student organizational investigation process may be appealed in writing to the Dean of Students, within seven (7) working days, with a copy given to the Director of the Office of Student Leadership and Development.
- IX. Should an appeal be denied, appropriate notification will be made with the student organization and information reviewed with the student organization's officers to clarify the educational directives and or sanction(s).
- X. Written notification to the student organization President, Faculty/Staff Advisor, and if applicable, the inter/national executive office/headquarters will be made in a timely manner. The response to the appeal is the final decision on the matter.



STUDENT CONDUCT CODE

Office of Student Judicial Affairs

MSR Building

Turlock, CA 95382 (209) 667-3177

<http://www.csustan.edu/judicialaffairs/>

TITLE 5

California Code of Regulations

§ 41301. Standards for Student Conduct

(a) Campus Community Values

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

(b) Grounds for Student Discipline

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

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

(1) Dishonesty, including:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (A) Unauthorized entry into a file, for any purpose.
- (B) Unauthorized transfer of a file.
- (C) Use of another's identification or password.
- (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
- (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
- (F) Use of computing facilities and resources to interfere with normal University operations.
- (G) Use of computing facilities and resources in violation of copyright laws.
- (H) Violation of a campus computer use policy.

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

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

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

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

- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
- (B) Disruption or interference with the orderly progress of a student discipline proceeding.
- (C) Initiation of a student discipline proceeding in bad faith.
- (D) Attempting to discourage another from participating in the student discipline matter.
- (E) Attempting to influence the impartiality of any participant in a student discipline matter.
- (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
- (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

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

(c) Procedures for Enforcing This Code

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

(d) Application of This Code

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

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

Chartering as a Student Organization

To register (aka charter) a student organization it is now for the first time able to be done mostly online through the online program called StanSync; the website link for StanSync can be located by going to the Office of Student Leadership and Development website at www.csustan.edu/SLD and clicking on the StanSync link. It is required that the prospective organization obtain the services of at least one faculty member or staff person who is willing to work with them as an advisor. The student organization faculty/staff advisor must be employed by the State of California (at Stanislaus State) and not an employee of any auxiliary organization at Stanislaus State.

Student organization registration must be filled out completely and submitted with proper documentation uploaded to your student organization's StanSync Portal. Once the registration is submitted it will be reviewed for approval by the Office of Student Leadership and Development. One copy of the student organization's constitution/by-laws is required to be submitted with all necessary chartering paperwork; a template with sections that are required to be in each student organization's constitution is available from the Office of Student Leadership and Development website and a link to download the template will be stated in a text box as a part of the StanSync Student Organization Registration online form. Charter applications must include a President, Treasurer, and Student Event Coordinator including a minimum of five members in the student organization in order to be considered for approval. In order to be eligible to be a President, Treasurer, and Student Event Coordinator of an organization must be enrolled in at least 6 units and must be in good standing while in office. Academic eligibility will be verified and monitored by the Office of Student Leadership and Development each semester.

Student Club/Organization Officers and Advisors are required to complete student officer/leader training as set forth by Student Leadership and Development. Such trainings will include, but are not limited to: Title IX, alcohol prevention and education, 25Live reservations, campus security authority and event planning. Additionally, Student Club/Organization Presidents and Faculty/Staff Advisors are required to complete specific President/Advisor Training including Campus Security Authority, in addition to any other officer required training as determined by Student Leadership and Development. Student Club/Organization Treasurers are required to complete Treasurer Training with the ASI Budget Analyst in addition to any other officer required training as determined by Student Leadership and Development. Student Event Coordinators are required to attend training specific to 25Live reservation in addition to any other officer required training as determined by Student Leadership and Development. The new members of social greek-lettered student organizations are required to complete Title IX and alcohol education training. If the required trainings are not completed by any of the student organization officers, advisor and or members, the organization will receive a warning with a specified period of time to complete the trainings in order to retain their approved chartered/registered status. Failure to complete any or all trainings will result after a warning with the student organization not being able to operate/suspended until further notice.

The purpose of the organization must be consistent with the laws of the State of

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

The student organization is considered officially chartered and receives notice when the Office of Student Leadership and Development approves the submitted online registration. Upon chartering, it is the responsibility of all student organization members to maintain good standing as defined in this handbook. Failure to comply with the policies, regulations and laws may result in disciplinary sanctions, including suspension or withdrawal of recognition. Student organizations' performance is evaluated annually, and a decision is made whether or not to continue the partnership by permitting the organization to charter again the next year. Therefore, it's important that student organization leaders remind members of the responsibilities and agreements that the organization commits to at the start of each year when chartering documents are filed and approved.

It is the responsibility of any outgoing club/organization officer to complete the President Exit Form, found online at: <https://www.csustan.edu/sld/president-exit-form> or in StanSync under forms. This form will provide the Office of Student Leadership and Development a correct point of contact person for important updates, particularly during breaks from the academic year. Failure to complete this form may lead to your club not receiving information regarding chartering, trainings and booth lottery.

Student Leadership & Development

Sample Constitution

Why Have A Constitution?

By definition, an organization is a “body of persons organized for some specific purpose, as a club, union or society.” The process of writing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the organization is all about and how it functions. It will provide structure to aid future leaders of your organization in ensuring that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your organization, the drafting of your student organization's constitution will be a much easier and a more rewarding experience.

Model Constitution & Bylaws for Student Organizations

Student Leadership & Development

Sample Constitution

This is a guide to assist you in creating your organizations constitution or bylaws. These articles meet the minimum requirements, however you are able to add to the sections as needed unless clearly stated. Final constitutions must be approved by your SLD advisor and are subject to review at anytime.

[INSERT Name of Organization] at California State University, Stanislaus

ARTICLE I **NAME**

Section 1 The name of this organization shall be [insert name of organization] at Stanislaus State, located in Turlock, CA.

[You must include chapter designation, if part of a Greek lettered organization. If you are affiliated with an outside organization your name must differentiate yourself from your sponsor.]

ARTICLE II **PURPOSE**

Section 1 The purposes of this organization are [describe organization's mission or purpose statement].

ARTICLE III **AUTHORITY**

Section 1 This organization is a recognized student organization at Stanislaus State and adheres to all campus policies as set forth in the Student Organization Handbook.

Section 2 [If applicable: This organization is affiliated with [name of national or affiliated organization].]

Section 3 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 4 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV **MEMBERSHIP**

Section 1 Membership in the organization shall be open to all those regularly enrolled Stanislaus State students who are interested in membership or furthering the purpose of the organization. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges. **REQUIRED SECTION.**

Section 2 [Optional: This organization shall have associated members who are non-[name of campus] students. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU

students (e.g., faculty, staff, community members, students at other colleges, etc.).]

Section 3 Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.
REQUIRED SECTION.

Alternate Section 3 (only to be used by social fraternities or sororities or other university living groups, which may permit gender membership limitations)

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.

Section 4 This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 5 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 6 Members [shall/shall not] be required to pay dues.

Section 7 Members shall be required to attend at least [# %] of the organization's regularly scheduled meetings.

Section 8 *[Optional: Some organizations have additional categories of membership, such as honorary membership. If this applies, include the categories of membership along with associated privileges.]*

ARTICLE V **OFFICERS**

Section 1 The officers of the organization shall be the [titles of officers].

Section 2 **Powers and Duties of Officers:**

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and

community at large. The President shall appoint all committees and committee chairs. [Optional: The President shall be an ex officio member of all committees.] The President shall have such further powers and duties as may be prescribed by the organization.

- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.
- d. The Secretary and/or **Student Event Coordinator** shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization. **The Student Event Coordinator shall be responsible for making campus reservations and event coordination. Required.**
- e. [List duties of any additional elected or appointed officers.]

Section 3

Qualifications necessary to hold office in this organization are as follows:

- a. **To be eligible for and to hold office, candidates must maintain a minimum 2.0 GPA and be in good standing. They must also maintain a minimum of 6 units and not surpass the incumbent maximum of 150 units. REQUIRED**
- b. Additionally, [list other additional qualifications, such as academic requirements, length of time one has been a member, length of time one can hold office, etc.].

ARTICLE VI

SELECTION OF OFFICERS

Section 1

The [list of elected officers] are elected [annually or each semester]. Elections are held [at the end of each fall/spring semester] and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's

notice shall be provided for any meeting at which an election is to be held.

- Section 2** Positions shall be open to all members who are in academic good standing, are carrying a minimum load of 6 units (undergrad) and 3 units (graduate) throughout the semester, and have not exceeded a maximum of 150 units. (Organization can decide on other variables such as attendance, past positions held, etc.) **REQUIRED SECTION.**
- Section 3** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- Section 4** The officers shall be elected in this order: [List order, usually starting with the President].
- Section 5** Officers shall be elected by majority vote. [Optional: If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.]
- Section 6** Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.
- Section 7** [Optional] The following officers shall be appointed by the [President or Executive Committee]. [Indicate if ratification by a majority vote of the membership is required.]
- Section 8** Officers shall assume office on [the first day of the semester following the election] and shall serve for [length of term of office].
- Section 9** [Optional] Officers may be recalled from office for cause. To initiate a recall election, a petition signed by [specify number, such as one-third of the total number of voting members] must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.
- Section 10** If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The

President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII

MEETINGS

- Section 1** Regular meetings shall be scheduled [weekly, bi-weekly, monthly] during the academic year. Insert time, date, and location if available.
- Section 2** Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.
- Section 3** Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership. *[Note: Organizations may choose have a lower quorum, such as one-third, or a specific number of members.]*
- Section 4** Members must be present to vote. Absentee or proxy voting is not permitted.
- Section 5** In order to vote a member must be in good standing. *[State what constitutes "good standing." This may include payment of dues or meeting attendance requirement. If there is an attendance requirement, specify the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.]*

ARTICLE VIII

ADVISOR(S)

- Section 1** The organization shall [elect/appoint] an individual employed as a faculty or staff member by California State University Stanislaus to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Student Organization Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.
- Section 2** [Optional] The organization shall also appoint a community advisor. *[Specify qualifications, such as being an alumni member, a representative of the affiliated organization, etc.]*

ARTICLE IX

EXECUTIVE COMMITTEE

- Section 1** The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).
- Section 2** The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given

24 hours' notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3 [Optional] When necessary, Executive Committee business can be conducted via email or via online meetings.

Section 4 The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5 The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X **STANDING AND AD HOC COMMITTEES**

Section 1 The organization shall have the following standing committees: [List all standing committees, such as Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations, etc.]

Section 2 The duties of each of Standing Committees are as follows:
[List the duties for each of the committees listed above.]

Section 3 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4 The President shall appoint the chairpersons and members of all committees [Optional: subject to ratification of the membership].

ARTICLE XI **FINANCES (if applicable)**

Section 1 Membership dues shall be [\$XX per semester/quarter/academic year].

Section 2 Dues shall be paid by [specify due date, such as "second week of each semester/academic year."] [Optional: There shall be a late fee of [\$XX/\$XX per week].

Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting

Section 4 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Section 5 The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding [\$XXX].

Section 6 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICE XII **DISCIPLINE OF MEMBERS**

Section 1 All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

Section 2 Complaints may also be brought to the attention of the Executive Committee or campus Judicial Affairs Officer. A written charge may be filed with the campus Judicial Affairs Officer. That officer shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee or Judicial Affairs Officer shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee or Judicial Affairs Officer shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee or Judicial Affairs Officer shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 3 The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 4 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 5 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

ARTICLE XIII **AMENDMENTS**

Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. [Optional: The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.]

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Office of Student Leadership and Development within two weeks after adoption

These bylaws/constitution was adopted on [date] and most recently revised on [date].

President Name (Print): _____

President Signature: _____

Date: _____

Advisor Name (Print): _____

Advisor Signature: _____

Date: _____

Student Organization Finance Information

Student Organization Accounts

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

Opening an Account

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

Account Statement

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

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

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

Student Organization Accounts Administration Agreement Policy

PURPOSE

This policy describes the terms of the Account Agreement and guidelines for the use of funds from Student Organization Accounts administered by Associated Students, Inc. (ASI) and Business and Financial Services for student programs, events, fundraisers, and activities.

POLICY

Associated Students Inc. and Business, and Financial Services control all student organization accounts. ASI has control over establishing accounts for chartered student organizations and spending from these accounts. ASI has the authority to pay debts incurred by student organizations or to close the account without consent of these student organizations due to non-compliance with this policy. In addition, ASI may close an account if the organization fails to renew their charter for two consecutive years.

??

??
??
??
??
??
??
??
??
??
??
??
??

This policy was voted on and approved by the ASI Board of Directors on:

??

The following signature by the ASI Vice President, verifies the approval of the ASI Board of Directors:

??

Print Name

Signature

Date

||

??

** This policy may be amended by two-thirds vote of the ASI Board of Directors.*

??



Associated Students, Inc. Student Organization Account Administration Agreement

We, the officers of _____ Student Organization certify that the
(write in full name of organization)
provided information is current and accurate.

ESTABLISH A NEW ACCOUNT MODIFY EXISTING ACCOUNT: Account # _____

We, the officers, agree this organization will:

1. Read, understand, and adhere to the Associated Students, Inc. (ASI) Student Organization Account Administration Agreement Policy.
2. Insure Treasurer attends all ASI Finance Trainings.
3. Adhere to the ASI Student Assistant Trust Agreement Policy.
4. Agree that all monies requested from the Account **not** used in accordance with ASI or University Policies and Procedures may result in discontinuation of Trust Account and/or legal action.
5. Agree that all signers of this Agreement, if accused of any malfeasance, will be investigated and may face legal action.

STUDENT ORGANIZATION PRESIDENT (Signature)	(Print Name)	DATE
--	--------------	------

*STUDENT ORGANIZATION TREASURER (Signature)	(Print Name)	DATE
---	--------------	------

FACULTY/STAFF ADVISOR (Signature)	(Print Name)	DATE
-----------------------------------	--------------	------

STUDENT LEADERSHIP & DEVELOPMENT APPROVAL <input type="checkbox"/>	DATE
--	------

ASI VICE PRESIDENT APPROVAL <input type="checkbox"/>	DATE
--	------

The above signatures indicate those persons authorized to approve expenditures from this account.

*Signature gives authority to do all financial dealings with ASI/USU Services.

Procedure for Check Request Form

Check Requests are used to withdraw funds from a chartered Student Organization Trust Account through reimbursement, payment direct, or cash advance.

1. Check Requests must include the following items:
 - Club/Organization minutes and they must include: the amount being requested, who the check will be written to, and the vote results (i.e. approved, unanimous, etc.). Minutes must be signed and dated by the secretary and president of the Student Organization.
 - Typed and completed Check Request Form.
 - Including all required signatures
 - Account number (“C” number), provided by ASI Budget Assistant.
2. If the request is for **reimbursement**, additional items are required:
 - Receipt(s) showing payment must be attached. They must match the items and totals listed on the line item portion of the Check Request Form.
 - An address **must** be listed for the person to be reimbursed; the check will be mailed directly to the person at address listed.
3. If the request is for **payment direct to vendor**, additional items are required:
 - Invoice(s) showing amount due must be attached. They must match the items and totals listed on the line item portion of the Check Request Form and as approved in the Student Organizations minutes.
 - An address **must** be listed for the payment to be mailed; the check will be mailed directly to the vendor at address listed.
4. If the request is for an **advanced check**:
 - Attach a quote/invoice if available.
 - Must be submitted a minimum of two weeks prior to the event to ensure funds are received on time.
 - Funding may only be used for **the items listed on the line item portion of the Check Request Form.**
 - Check advances need to be picked up at the ASI Front Desk located on the 2nd floor of the university student union; they will not be mailed.
 - 5 days after the completion of the event, receipts and/or excess cash must be returned.
 - If amount spent is less than the amount advanced, the remainder of funds must be deposited back into the Student Organization’s Account and the deposit receipt (obtained from cashier’s office) is to be submitted with all other receipts. Cash is returned by depositing funds into the Student Organization’s Account through the cashier’s office using the cash net code (the “K” number)
 - All receipts must be turned in to the ASI Front Desk
 - In the instance the event is cancelled, the funds must be deposited back into the account within 48 hours of original event date.

Requesting a Cash Box

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

CALIFORNIA STATE UNIVERSITY, STANISLAUS

Request for Cash Box

Organization _____

Event _____ Box # _____

Date Wanted _____ Date of Return _____

Amount Requested \$ _____ (\$50 limit)

Person assigned to check out change fund and cash box is responsible for control and accountability.

Name

Signature

Faculty Advisor Authorization _____

Signature

Phone # _____

University Reservations

In order to reserve any state facility and have an event on campus, you must submit a request via the online 25 Live & StanSync Event Request tool. You must first submit your event request in 25 Live. Once you have done so, you may then submit your request in StanSync. Your meeting/activity/event request must be filled out with as much detail as possible in order to be reviewed for approval. Requests that are received without all required information cannot be processed and will be cancelled. If your request is cancelled you will have to submit a new Event Request with the required information. Once the event request has been submitted, the requestor will be able to check the status of the event request by logging in to the request and checking for comments from SLD Advisors and or other University staff.

Each student organization will designate an officer to be responsible for reservation requests; that officer will need to be the Student Event Coordinator. The StanSync log-in is located on the webpage of the Office of Student Leadership and Development. Only students who have attended StanSync Event Request Training will be able to access and submit online Event Requests. Be sure to notify your SLD Advisor if your organization's contact information changes. Emails are sent to the contact information on file for your group. Forms required for additional services include, but are not limited to: Temporary Food Permit, Alcohol Permit and Facilities Services Work Order. Equipment and AV needs for reservations in the Quad are separate and can be reserved through a 25Live reservation; for questions please contact your SLD Student Organization Advisor.

Meeting, Activity and Event requests and all items required for each must be made no less than 3 days prior to the requested date for meetings, 14 days for activities and 21 days for events. Student organizations are exempt from some facilities use fees when scheduling approved non-revenue generating events, which are consistent with the mission of the University and are held primarily for enrolled or prospective students. However, there will be a charge for events in which University Police Officers are required to be present and when using facilities that require other use fees. Student organizations that request audio/visual equipment from the University, University Student Union or custodial services will also be charged additional fees. For all events located outside of the University Student Union, you are responsible for leaving spaces clean and reset following your event. Facilities Services may charge your department/organization account if custodial services are required.

University Student Union and Quad Reservations

University Student Union and Quad reservations must be made like all other reservations, through 25Live and through StanSync Event Request. Contact the USU Facility/Reservations Coordinator for room set-up and equipment needs. Student organizations do not have to pay the facility use fee; however, a minimal fee would still apply for some equipment and after-hour manager fees.

Reservations Coordinator, Melissa Goodman 667-3191 MGoodman1@csustan.edu

Advice about Reservations

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

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

Meetings

If planning for meetings or events that are to be a series of prescheduled dates, consider whether the preferred location is one that is primarily used for University events/activities other than student events/activities. Reservations made in classrooms or in administrative conference rooms may be affected by changes in the academic or administrative calendar. If a reservation needs to be relocated, the Student Event Coordinator will need to submit a new request. Student events/activities will be given priority scheduling for the University Student Union facilities as outlined in the Facility Use Policy.

Event Needs

Please plan your event in advance as there are specific deadlines for when forms and approvals must be obtained. Estimate the number of attendees, available locations, food and beverages, media equipment, room set-up and take-down, custodial services, equipment needs such as tables or chairs is required for your event. This information should be included in your event request and provided services may be subject to additional fees. **Your event is not confirmed until all departments and the Office of Student Leadership and Development have approved the event and your reservation shows as 'Confirmed' in 25Live and 'Approved' in StanSync.**

Safety and Risk Management

All event details must be specifically listed on the 25Live and StanSync Event Request Form in order for the University to properly assess the event and provide any feedback. Please be sure to add sufficient detail for higher risk activities such as (not limited to):

- Live animals
- Minors
- Physical activity (inflatable games, dunk booth, amusement rides, vehicles, carnival games, etc.)
- Planned controversial presentations to large crowds

- Concerts
- Multiple vendors/exhibitors
- Sporting events not sponsored by Athletics or Intramurals (races, marathons, walk-a-thons, competitions, etc.)
- Political rallies, protests, marches or debates
- Festivals, fairs, exhibitions, carnivals, parades, conventions
- Single-day or multiple-day events/sites
- Off-campus general public invited
- Speakers, performers, DJ or any paid or volunteer person agency

Amplified Sound Policy

I. Policy and Purpose

This policy is designed to protect the academic and business activities of the university from disruption caused by excessive amplified sound while permitting the programming activities of students, staff, faculty and visitors to take place on campus. This policy will be administered by the President and/or a designee.

II. Scope

The Amplified Sound Use policy applies to Stanislaus State faculty, staff, students, university contractors and visitors that use space inside or outside a building on property owned, leased or controlled by the university.

III. Amplified Sound Limits

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. In response to complaints, the University will monitor the level of sound and noise at events by testing inside buildings and will enforce the policy if levels are found to be above 70 decibels.

For purposes of this policy, 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. The University retains the right to authorize an exception to this policy as, for example, in the instance of authorized concerts.

For concerts and other similar events, see the Facility Use policy.

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

3191 for more information.

Use of amplified sound requests

- Requests to have amplified sound must be included on the StanSync Event Request Form, indicated in the comment box for 25Live reservation and is subject to approval.
- Check with the Office of Student Leadership and Development to make sure another group has not already requested amplified sound at the same time.
- Set up your amplified sound so that it is as far away from the buildings that have classes or business in session.
- Always direct your music away from buildings. (We recommend you check the calendar to see if any classes, meetings, or events would be impacted by the sound, including sound checks and rehearsals).
- Advisor must be present to have amplified sound at any event.

Campus Service Providers

If your event is located in a dining hall location, contact Campus Dining to arrange the room set-up. Main Dining is not pre-set for events, and must be set-up for each event. Contact Chartwells in advance to arrange set-up for Main Dining; the set-up fee is \$450.00. We recommend 7-14 days in advance for meetings and 21 days in advance for events. The South Dining Room is not pre-set for events and must be set up for each event. Set up fees are as follows: Standard Layout \$35, Conference Layout \$35, Classroom Layout \$55. (Fees are subject to change). These fees are for cleaning, setting up and maintaining the South Dining room for events. Food catering will be additional and contracted to Chartwells. Warrior Grill has been renovated and is available for student events. There is a \$50 set up fee for cleaning, setting up and maintaining Warrior Grill for events. Food catering will be additional and contracted to Chartwells. Contact Chartwells in advance to make room and catering arrangements, or to request volume or display adjustments to the Campus Nation System. Contact the Catering Manager at (209) 667-3634 for all arrangements and requests for Warrior Grill.

The MSR conference rooms can only be reserved after 5pm for special occasion meetings/activities/events that can't fit into other building locations and are preset in layout; altering the room set-up, if permissible, will result in additional fees and must be requested by submitting a Facilities Services Work Order. The Facilities Services Work Order Form can be downloaded from the website at <http://www.csustan.edu/BF/Documents/FacilityRequest-WorkOrder.pdf>

For any reservation in the University Student Union and Quad, please contact the University Union Facility/Reservation Coordinator at 667-3191 for set up, equipment questions, or other needs.

Media and Technology

If media equipment will be needed for your event, it must be scheduled with the appropriate department. Media equipment and set up for the University Student Union

can be arranged by calling 667-3191. Media equipment for all other campus locations is arranged with the Office of Information Technology (OIT) at 667-3687. Charges for equipment apply as shown on each department's Equipment Request Form.

Food Service and Catering

In order to provide food service for University students, faculty, and staff at a reasonable price, the University has an exclusive contract for campus food service. Catering from off-campus is not permitted. In order for a student organization to prepare, serve or sell food on campus the student organization must obtain and complete a Food Sales/Service Packet, which is a waiver from Campus Dining and a Food Serving Permit from the campus Environmental Health and Occupational Safety Office (located in the University Police Building). The Temporary Food Permit form and instructions about the Temporary Food Permit process are located under Forms on the Student Leadership and Development website.

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

Food Sales and Distribution Policy

Effective Date: September 1, 2012

Issue Date: May 25, 2012

Type: New

I. Policy Purpose

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

II. Policy Scope

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

III. Definitions

Auxiliary: An auxiliary organization is any non-profit entity which: (1) has agreed to

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

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

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

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

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

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

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

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

Co-Sponsored Event: An event sponsored by a campus organization in conjunction with a non- University group. Co-sponsorship is appropriate when there is a clear connection with, or contribution to, the University. The educational mission of the co-sponsoring campus organization must be enhanced by the co-sponsored event. The co-sponsoring campus organization assumes financial and event-planning responsibility for the event.

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

Potluck: A gathering of people where each person or group of people contributes a dish

of food to be shared among the group.

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

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

IV. Policy

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

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

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

1. The students or the organization on campus prepares food for the event.
2. The organization agrees to pay \$25.00 administrative fee to the university for the coverage provided by the University insurance program; applicable when the organization is preparing and providing the food. If Chartwells is the vendor and provides the food no administrative fee is required.
3. The organization receives appropriate training from campus personnel and is familiar with all relevant campus policies.
4. The organization assembles its food service activity in an organized fashion, observes all reasonable health practices, cleans and removes all waste,

residual food/beverage, and returns location to the state it was in before the event.

5. The organization will submit copies of receipts for the expenses they incur for the event.

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

V. Procedures

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

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

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

1. Complete the *Temporary Food Permit* request form located on the Stanislaus State Environmental Health & Safety website at <http://www.csustan.edu/RiskManagement/TempFoodService.ht011>.
2. Obtain the signature of the General Manager of Chartwells indicating they are unable or unwilling to provide services for the event described on Page One (1) of the *Temporary Food Permit*.
3. For student organizations seeking a waiver for events that are not eligible for the exemption identified below, submit the form to the Office of the Associate Vice President of Student Affairs/Dean of Students for approval.
4. Obtain the signature of the Vice President of Business & Finance who signs as the President's Delegated Authority.
5. Once the signatures have been obtained, submit the *Temporary Food Permit*

to the University Police/Office of Safety & Risk Management at least 14 calendar days prior to the event date. Safety and Risk Management will contact requestors with questions, safe food handling instructions, and notification of approval/disapproval of the permit.

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

1. The student organization must complete the waiver portion of the *Temporary Food Permit* form located on the Stanislaus State Environmental Health & Safety website at: <https://www.csustan.edu/safety-risk-management/temporary-food-service>
2. Submit the form to the Office of Student Leadership and Development to begin routing for approval.

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

Insurance

Event insurance may be required if the University's Risk Manager determines that the proposed event exposes the University to additional risk. Event insurance will always be required if there are large numbers of people invited, minors invited or will attend, large public/community involvement, high risk activities, sports and or physical activities are planned, and or alcohol permit approved. 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 the Office of Risk Management, by email request to Amy Thomas at athomas@csustan.edu and informing the advisor in the Office of Student Leadership and Development.

Neither the University nor Associated Students, Inc. assumes liability for the non-supervised off-campus activities of its students, including those conducted as part of the recognized student organization, club sport or departmental association. In some instances, those groups may be required to obtain commercial liability insurance. Information regarding insurance requirements can be obtained by contacting Amy Thomas at athomas@csustan.edu. Please note that conduct at off-campus activities is subject to our university's policies and student code of conduct; see student code of conduct and student organization discipline.

Contracts: Performers & Service Providers

If your student organization is considering hiring or having a volunteer performer (dj, comedian, speaker, etc.) or service provider such as a vendor/company/agency/individual asks for a contract to be signed for services, you must first consult with the Office of Student Leadership and Development and then must submit the contract for signature in order to obtain the university's approval. Student organizations are NOT permitted to

sign any contracts. Since contract review at the University is done by one staff member, it is advised to submit any contract and or requests to your SLD Advisor at least 21 days in advance of your event, so it can be forwarded to the appropriate contract review staff member.

This includes any performer or service provider even if a part of the student organization. Upon approval from the university, completion of a performer contract sheet will be required. Each performer or service provider will be required to send a copy of their liability insurance coverage, and complete a Release of Liability document (or formal agreement), prior to the event request approval.

Parking Guidelines

State parking regulations are enforced on campus by University Police Department (UPD). Parking permits must be displayed at all times. All other parking regulations (e.g. red curb) are enforced 24/7.

Registered Guests - *For Guest Speakers, Vendors, Etc.*

Student Organizations will need to pay for parking of any guest that is approved to come to campus.

Event Parking – *Large Number of Guests*

University event guests are not automatically exempt from parking fees. An event coordinator registering a large number of guests shall submit a request for their event through 25Live, should make sure to add parking information, at least two weeks prior to the event. The parking information included on each request will be reviewed by the UPD Parking Division and either approved or denied.

Applicable exemptions for guests to the Stanislaus State campus include [CCR 42201(b)]:

- Individuals invited in an official capacity to meet with departments regarding Stanislaus State official business.
- Prospective students participating in tours or events sponsored by the Division of Enrollment and Student Affairs.
- Individuals appointed to boards, committees, or other official campus bodies, as long as the individual is not a current student or employee of the campus
- Guest speakers and lecturers*.
- Individuals volunteering to work for campus, as long as the individual is not a current student or employee of the campus.
- Campus suppliers and vendors with contracts requiring regular service or delivery to the campus.

**Guests receiving any compensation, stipend, honorarium, course credit or other form of remuneration from Stanislaus State for their participation in the program/event are not exempt and must pay to park (CCR 42201)(b)(2).*

Facility Service Requests

If special set-up or facilities services are required for your event (e.g., trash bins or extra restroom supplies) additional charges may apply. A Facilities Services Work Order Request Form must be completed and submitted to Facilities Services Office at least seven days prior to an event. Events that take place within the University Student Union (USU) do not require work orders or requests through Facility Services but are provided through the USU Facility/Reservations Coordinator.

If your event is located in a dining hall location, contact Campus Dining to arrange the room set-up. South Dining Hall is not pre-set for events and must be set up for each event. Set up fees are as follows: Standard Layout \$40, Conference Layout \$35, Classroom Layout \$55. (Fees are subject to change). These fees are for cleaning, setting up and maintaining the South Dining room for events. Food catering will be additional and contracted to Chartwells. Warrior Grill has been renovated and is available for student events as a case by case basis. There is a \$50 set up fee for cleaning, setting up and maintaining Warrior Grill for events. Food catering will be additional and contracted to Chartwells. Contact Chartwells in advance to make room and catering arrangements. Contact Catering at (209) 667-3634 or catering@csustan.edu for all arrangements and inquiries for South Dining and Warrior Grill.

The MSR 130 conference room and adjacent rooms are preset in classroom style; altering the room set-up will result in additional fees and must be requested by submitting a Facilities Services Work Order at least two weeks in advance of the event. The Facilities Services Work Order Form can be downloaded from the website at <http://www.csustan.edu/BF/Documents/FacilityRequest-WorkOrder.pdf>

For any reservation in the University Student Union and Quad, please contact the University Student Union Reservation Coordinator at 667-3191.

Media and Technology

If media equipment will be needed for your event, it must be scheduled with the appropriate department. Media equipment and set up for the University Student Union can be arranged by calling 667-3191. Inquiries about media equipment for all other campus locations can be directed to the Office of Information Technology (OIT) Help Desk at 667-3687.

Policy on Alcohol Use Requests

Student events with alcohol require special approval. If alcohol is served at an event, an Alcoholic Beverage Use Form must be submitted for approval to the Office of Student Leadership and Development. A University Police officer(s) may be assigned to an event where alcohol is served. Event insurance will be required for any event serving alcohol. Special Event Liquor Liability insurance must be purchased through the Safety & Risk Management office (unless you have insurance from a National Charter or parent organization that is approved). Alcoholic beverages (beer and wine, no hard liquor) may ONLY be served with prior approval from the Vice President of Student Affairs or designee as noted on the Alcohol Request Form. No one may bring their own alcohol to any event. Beverage service must be arranged through Campus Dining and only in cases

where prior approval has been given. Additionally, the Faculty/Staff Advisor of the student organization must be present for the duration of the event. Alcohol Request forms can be obtained by contacting your SLD Student Organization Advisor.

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

I. Purpose

- A. To establish the California State University (CSU), Stanislaus policy regarding the sale, service, distribution, possession, and consumption of alcoholic beverages on all property owned or leased by the University and at off-campus events sponsored by the University.
- B. To educate and provide guidelines that are consistent with the 2001 CSU Alcohol Policy and Prevention Program and CSU Chancellor's Office Executive Order No. 930 to enhance alcohol education programs, reduce alcohol abuse, and strengthen efforts to promote the safe, legal, and responsible use of alcohol.
- C. This policy is issued pursuant to California Code of Regulations, Title 5, Sections 42350 et. seq., and Sections 89030 and 89031 of the California Education Code. Violation pertaining to alcoholic beverages is a misdemeanor and is punishable as prescribed in Section 19 of the California Penal Code, and/or Title 5 Section 41301 of the California Code of Regulations, Stanislaus State Housing Regulations, and other applicable disciplinary procedures.

II. Scope

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

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

IV. Policy

- A. Any request to sell, serve, distribute, possess, or consume alcohol on the University campus must be approved by University Police/University Police Services, Risk Management, and where appropriate, (including all University sponsored student events, whether or not located on campus), by the Vice President, Student Affairs, or their Designee. All requests for student events including the serving or consumption of alcohol must first be approved by the Vice President, Student Affairs, or their Designee, prior to being

submitted to University Police/Safety & Risk Management. Approvals must comply with *University Procedures and Guidelines for Alcohol Use* (copy on www.csustan.edu).

- B. Hard alcohol (distilled spirits) is prohibited on the campus. Only beer, wine, and champagne may be sold, served, distributed, possessed, or consumed on campus, with the appropriate approvals.
- C. The service, sale, or distribution of alcoholic beverages at an event or activity is only allowed in campus locations appropriately licensed and authorized by the State Department of Alcoholic Beverage Control (ABC).
- D. Consumption and possession of alcoholic beverages is only allowed at events or activities on the campus and approved University sponsored events off-campus.
- E. Individuals may not bring alcoholic beverages to campus events, activities, meetings, gatherings, etc.
- F. Alcohol sales are prohibited in conjunction with any athletic competition.
- G. Unless specifically authorized (e.g., an approved special event), employees of the University may not consume alcoholic beverages while at their workstation. Employees are not to be under the influence of alcohol while on duty.
- H. Alcohol possession and consumption at campus Student Housing is controlled by *Village Housing Facility Regulations* (copy on www.csustan.edu).

ALCOHOL POLICY GUIDELINES

I. Purpose

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

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

II. Legal Requirements

1. In the State of California, only individuals twenty-one years of age or older can legally possess, consume, and/or purchase alcoholic beverages. All local, state, and federal laws are applicable to California State University, Stanislaus, and to all individuals on the properties of the University.
2. The Business and Professions Code, and related statutes, control the sale,

- consumption, and possession of alcoholic beverages. The Stanislaus State Alcohol Policy (copy available on Stanislaus State web site) conforms to these statutes.
3. The Alcohol Beverage Control (ABC) Board is responsible for interpretation and enforcement of the laws regarding the consumption, sale, or possession of alcoholic beverages.
 4. The Stanislaus State President is responsible for implementing the Alcohol Policy and delegating authority for policy administration and compliance.
 5. The University Police are responsible for exercising normal police powers in enforcing laws relating to alcohol.
 6. Campus Dining is the only entity currently licensed by the Alcohol Beverage Control Board to sell alcoholic beverages on the University campus. This authority is subject to all applicable State laws and University regulations.
 7. Unless specifically authorized (e.g. an approved special event), employees of the University may not consume alcoholic beverages while at their workstation. Further, employees are not to be under the influence of alcohol while on duty.

III. Approval Process

1. All events on campus that include the sale, service, or consumption of alcoholic beverages must be approved by the UPD/Safety & Risk Management prior to the event occurring. The University President has ultimate approval and may make exceptions to any part of this policy with the exception of adherence to all local, State, and Federal laws and California State University Executive Orders related to the sales, serving, possession, use, and consumption of alcoholic beverages.
2. Requests for serving alcoholic beverages at events involving student participation shall also be approved by the Student Club Advisor and Vice President for Student Affairs or their Designee. Authorization for student clubs and/or organizations to serve or sell alcoholic beverages will only be issued to staff/faculty advisors, not to students.
3. Requests for serving alcoholic beverage at events hosted/sponsored by University departments or staff shall also be approved by the Provost and Vice President of Human Resources or their Designee.
4. The University Reservation Office will forward all requests for facility reservations for events that will include the sale, service, or consumption of alcohol to the University Police and Risk Management via email. The Master Calendar Event Summary attached to the email will include event details and contact information for the event sponsor. It is the responsibility of the approving parties in University Police and Risk Management to notify the University Reservation Office if approval for the event is denied, or, what

insurance and security personnel are required for event approval.

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

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

1. A majority of those attending the event must be 21 years of age or older. Servers must check IDs, to insure that no guest under 21 years of age is offered or served alcohol.
2. Direct access to events where alcohol is being served must be restricted to invited participants.
3. Servers must be over the age of 21 and shall not consume alcohol themselves during the event. Servers must be trained on safe alcohol service (e.g., how to recognize signs of drunkenness, when to refuse service, and understand the concept of vicarious liability).
4. Non-alcoholic beverages must be as readily available as the alcoholic beverages. Where practical, alcoholic and non-alcoholic beverages must be served in the same manner.
5. Food must be made available.
6. Consumption of alcoholic beverages from kegs is prohibited except when being dispensed by Campus Dining.
7. No University or student-sponsored group or organization may expend any student funds for the purchase of alcoholic beverages.
8. Sale and/or service of beer and wine must stay in the location designated in the approved Alcohol Beverage Use Form.
9. No malt beverage products, or beverages containing any alcohol content, may be served as “non-alcoholic” beverages.
10. Each Patron shall only be allowed to purchase two alcoholic drinks at any one time.
11. Beer shall be served in containers no larger than 16 ounces.
12. All marketing, advertising and promotion of alcoholic beverages on campus must conform to the marketing section of this document.
13. Students living in campus student housing (The Village) who are 21 years of age or older may possess and consume alcoholic beverages in the privacy of their suite or apartment subject to The Village Housing regulations. No consumption of

alcoholic beverages is allowed outside suites or apartments or in any public area of The Village. All alcohol brought into The Village must be brought into The Village unopened and concealed from public view. Any alcohol not transported in this manner shall be confiscated by staff (see Housing Facility Regulations for details).

14. A University Police officer will be assigned to any event on campus that involves the sale/service of alcohol and an hourly fee will be charged to the event sponsor. Some exceptions may apply if so determined by the University Police.
15. No event will include any form of alcoholic “drinking contest” in its activities or promotion.

V. Enforcement

1. Inappropriate behavior by an individual on campus, either individually or as an event participant, will be referred to the University Police for investigation. Student conduct violations will be referred to the Vice President, Student Affairs, or his/her designee, for review and possible disciplinary action.
2. Students or student groups acting in violation of the Alcohol Policy will be referred to the Vice President, Student Affairs, or their designee, for disciplinary action. Students abusing alcohol will also be referred to appropriate educational and treatment services.
3. Non-student university groups and non-university groups suspected of acting in violation of the Alcohol Policy shall be referred to the Vice President, Business and Finance for appropriate response.
4. All applicable state laws will be enforced by the University Police.
5. In addition to requesting prosecution under appropriate laws, the University may impose sanctions on students that violate any portion of the Alcohol Policy, including those portions which impose restrictions beyond or aside from those required by law. In the case of students, these penalties will relate to a student’s good standing in the University and/or The Village.
6. Students in violation may be warned, placed on probation, suspended or dismissed from the University, receive educational sanctions, and/or be evicted from The Village Housing depending upon the seriousness and /or repetition of the violation.
7. Employees violating this policy shall be subject to discipline, up to and including dismissal. Discipline shall be imposed in a manner consistent with the applicable labor agreements, CSU policies, and law. In addition to, or in lieu of discipline, Stanislaus State may, at its discretions, require employees violating the policy to

participate satisfactorily in an appropriate drug abuse rehabilitation program. "Employee" means a person legally holding a position in the California State University.

8. Every faculty member, staff member, student assistant, graduate assistant and student receiving or employed by federal grants shall receive a copy of the requirements of the Drug Free Schools and Communities Amendment of 1988 and shall be required to certify their awareness of these requirements. All such individuals must agree to notify the University within five days if they are convicted of any drug statute violation occurring in a University workplace or residence facility. Persons receiving federal funds shall report convictions to the appropriate office as indicated above. These University offices will notify the federal contracting or granting agency within ten (10) days after receiving the notice described above from an employee or otherwise receiving actual notice of such violation.

VI. Alcoholic Beverage Marketing on Campus

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

VII. University Police Responsibilities

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

VIII. Risk Management Responsibilities

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

IX. University Student Affairs

1. Review all student and student organization requests to sell, consume, distribute, or possess alcoholic beverages at an event and perform risk assessment to provide either approval or denial. Provide notice to University Police Department, Safety & Risk Management and the University Reservations Office about their assessment prior to the event.
2. Maintain the *Village Housing Facility Regulations*, Student Leadership guides, and other internal documents governing student activities and discipline in conformance with the Stanislaus State Policy Regarding the Sale, Consumption, Distribution, and Possession of Alcoholic Beverages.
3. Provide oversight for University-sponsored student events and activities held on or off-campus that involve the sale, consumption, distribution, and possession of alcoholic beverages.

X. Academic Affairs, Faculty Affairs, and Human Resources

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

Showing a Movie

All public performances of videos are illegal unless they have been authorized by license. Even “performances in ‘semipublic’ places such as clubs, lodges, factories, summer camps and schools are ‘public performances’ subject to copyright control.” (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64).

Both for-profit organizations and non-profit institutions must secure a license to show movies/videos, regardless of whether an admission fee is charged. (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)

A party is liable for contributory infringement when it, with knowledge of the infringing activity, contributes to the infringing conduct of another or provides the means to infringe. Vicarious liability arises where a party has “the right and ability to supervise the infringing activity and also has a direct financial interest in such activities.” *Gershwin Publishing Corp. vs. Columbia Artists Management, Inc.*, 443 F.2d 1159, 1161 (2d Cir. 1971). Both the property owner and exhibitor must make sure a license is in place before a video is shown by either party.

Non-compliance with the Copyright Act is considered infringement and carries steep and significant penalties. Such exhibitions are federal crimes and subject to a \$150,000 penalty per exhibition (Section 506). In addition, even inadvertent infringers are subject to substantial civil damages (\$750 to \$30,000 for each illegal showing) and other penalties. (Sections 502-505). If you are still interested in showing a movie you must submit the Movie Request form two weeks prior to your event. A Movie Request form can be found at: <http://www.csustan.edu/sld/documents/MovieRequestForm.pdf>

Posting Guidelines

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

I. Purpose

- A. The exchange of information and the presentation of different viewpoints on issues is a cornerstone of higher education and California State University, Stanislaus. The policy that follows is not intended to restrict communication within the University community but rather to ensure that all groups and viewpoints have equal access to space for posting and that the campus remains attractive and safe.

II. Scope

This policy applies to all individuals, University units and any non-University individuals and entities posting at any location under the jurisdiction of California State University, Stanislaus. This policy will be administered by the President and/or a designee.

III. Definitions

- A. A posting is a communication in the format of a sign, poster, handbill, banner, notice, billboard, sandwich board, or related item with the objective that a passerby will view the communication.
- B. Banners are postings that exceed 36" on any side. They are a special category of postings because of their size.
- C. A posting entity is any individual, University unit or non-University entity that is the sponsor of the posting, is motivated to display the posting, and is responsible for the content of the posting.

IV. Policy

- A. All individuals and entities, whether or not they are affiliated with the University, are allowed to publicize on campus provided they comply with this policy, other relevant University and CSU system-wide policies and procedures, and local, state and federal laws and regulations.
 - 1. Postings containing defamation, obscenity, terrorist threats, false advertising, or the promotion of actual or imminent violence or harm or other speech not protected by the United States Constitution and/or the California Constitution are not permitted and will be removed by designated University personnel at any time.
- B. Approved Locations for Postings.

Postings are permitted in the following locations:

- 1.The outdoor message board kiosks on campus;
- 2.Bulletin boards outside offices/departments and Union bulletin boards in the TV lounge and the game room, with approval from the office/department responsible for the bulletin board;
- 3.On “A” frames (sandwich boards) outside any of the main buildings provided they are placed so that they do not interfere with pedestrian traffic, access to buildings, or obstruct ADA door opening buttons;
- 4.Table tents inside Warrior Grill and Main Dining with prior approval from Campus Dining Services;
- 5.Exterior railings of buildings for posters fastened by string (the use of tape and other adhesives is strictly prohibited). Allowed are two posters per organization per building, with one poster per building entrance;
- 6.Student Union bulletin boards in the TV lounge and the game room, with approval from University Student Union;
- 7.Flyers and like materials on bulletin boards at each main entrance of the Village with approval of the Housing Office;
- 8.On stakes provided that they do not interfere with the normal operations of the campus or present a hazard. Stakes must be at least one foot off the walkways in grass areas. Signs may be temporarily removed by the grounds crew as they maintain the grounds;

C. Prohibited Locations of Postings.

Postings are not permitted in any area unless specifically listed above, or falling within an exception in Section V. As **examples, postings are not permitted in the following locations:**

- 1.Building exteriors unless permitted above;
- 2.Doors (interior of office doors permitted with occupant approval);
- 3.Glass windows, doors and entry ways;
- 4.Restroom stalls except where posting devices are installed;
- 5.Light posts;
- 6.Interior stairwells and interior walls;
- 7.Trees;
- 8.Bus shelters;

9. Automobiles in parking lots.

D. Other Restrictions.

1. Adhesive stickers and adhesive tape may not be used. If tape is necessary, painters' tape should be used.

2. Signs and other materials on bulletin boards and kiosks are to be posted only with thumbtacks, staples, or painters' tape. Posting with adhesive tape or glue or other adhesives is prohibited.

3. No writing is permitted on walkways, roadways, buildings, etc. (chalk, paint, etc.).

4. Duration.

- All postings must include the date when posted and the time period for the posting is limited to three weeks.

- Exceptions to the time period limitation may be granted by the President or the President's designee(s) for cause.

- All literature and printed materials that refer to a specific event or date must be removed by the posting entity within 24 hours after the event or program. Directional signs must be removed within 24 hours after the event advertised concludes.

5. Number of Postings – Only one poster (up to 11 x 17) advertising any event, goods or service may be posted on the same board/kiosk.

6. A posting may not be placed over another posting.

7. Banners are a special category of postings because of their size. In order to display a banner, the posting entity must receive prior approval of the location and method of installation from the President or President's designee(s). Banners may only be displayed for three weeks unless granted an exception by the President or President's designee(s) for cause, such as for official University business of an ongoing nature. Banners that note specific event dates must be removed within 48 hours after the noted date. Unapproved banners may be removed by designated University personnel.

8. Postings written in languages other than English must indicate the name of the sponsoring organization in English.

9. Postings may not promote commercial businesses or transactions without written authorization from the President or President's designee(s) and in accordance with University policies and guidelines.

Members of the University community (students, faculty,

staff, administrators or alumni) may post notices offering or seeking goods or services provided that such notices do not promote commercial businesses or transactions. The posted notice must include the individual's name and the date of posting.

10. For the advertising or promotion of alcohol, see Executive Order 966 (or any corresponding subsequent Executive Orders or University policies).

E. Removal of Postings

1. The University reserves the right to remove and dispose of all postings on campus not complying with this policy.
2. Removal of postings by unauthorized parties is prohibited. Only the posting entity or designated University personnel will remove a posting unless otherwise authorized.
3. Postings must be kept in good condition or they may be removed by designated University personnel prior to the expiration date.
4. Designated University personnel will remove items posted in prohibited locations.
5. Campus community members may remove expired items to make room for new materials, items which exceed more than one posting per kiosk or open board (indoors and outdoors) or items that require approval but have not been approved.
6. The posting entity may be charged for the cost incurred in removal or repair of facilities caused by inappropriate or prohibited postings for which they are responsible.

F. Exceptions

1. Flyers or posters displayed to communicate immediate changes in plans to those affected are not subject to the location prohibitions. Examples of such changes are new locations and directions, cancellation of classes or meetings, or temporary office closure. These postings must be dated and removed by the posting entity within 24 hours.
2. The interior of the University's housing units are not subject to this policy.
3. Individual faculty offices including office doors and bulletin boards outside the office, except for the provisions of article IV. A. I. are not subject to this policy. Academic departments may post materials in designated areas assigned to them.

4. Signage and similar materials placed by the University to support the University's operations (such as directional signs and room numbers) are not considered postings.
5. University business notices and materials (such as mandatory Human Resources notices) may be posted by University units in designated areas and are not subject to duration limits when they are of an ongoing nature.
6. Art work installed with the permission of the University is not considered a posting.
7. Materials for the decoration of employees' offices or work space are not considered postings. It is expected that any decoration reflects a professional environment and complies with the policies and practices of the department or office.
8. Other exceptions to this policy may be made by the President or the President's designee(s) for cause.

V. Compliance with Other Policies, Regulations and Laws

- A. The posting entity is responsible for ensuring that the content of all materials posted is non-discriminatory in nature, and that it complies with all University and CSU system-wide policies and guidelines, and all local, state, and federal laws and regulations.

Raffles and Casino Nights

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

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

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

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

(d) At least 90 percent of the gross revenue from the fundraiser shall go directly to a nonprofit organization. Compensation shall not be paid from revenues required to go directly to the nonprofit organization for the benefit of which the fundraiser is conducted, and no more than 10 percent of the gross receipts of a fundraiser may be paid as compensation to the entity or persons conducting the fundraiser for the nonprofit organization. If an eligible nonprofit

organization does not own a facility in which to conduct a fundraiser and is required to pay the entity or person conducting the fundraiser a rental fee for the facility, the fair market rental value of the facility shall not be included when determining the compensation payable to the entity or person for purposes of this section. This section does not preclude an eligible organization from using funds from sources other than the gross revenue of the fundraiser to pay for the administration or other costs of conducting the fundraiser.

Any approved student organization event as defined as a controlled game must submit to the Student Leadership and Development Advisor the following information outlined below. The nonprofit organization shall maintain records for each fundraiser using controlled games, which shall include:

- (1) An itemized list of gross receipts for the fundraiser.
- (2) An itemized list of recipients of the net profit of the fundraiser, including the name, address, and purpose for which fundraiser proceeds are to be used.
- (3) The number of persons who participated in the fundraiser.
- (4) An itemized list of the direct cost incurred for each fundraiser.
- (5) A list of all prizes awarded during each fundraiser.
- (6) The date, hours, and location for each fundraiser held.
- (7) No person shall be permitted to participate in the fundraiser unless that person is at least 21 years of age.
- (8) No fundraiser permitted under this section may be operated or conducted over the Internet.

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

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

Student Organization Online Resources

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

The Office of Student Leadership and Development’s website, under forms and documents has the web link to download the Handbook or you can contact the office to obtain a copy in an alternate format.

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

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