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I. Welcome

Welcome to the academic year! This year I challenge you to focus on your leadership ability. In John Maxwell’s book, “The 21 Irrefutable Laws of Leadership,” he writes that leadership ability determines a person’s level of effectiveness. He coined this, The Law of the Lid and it is illustrated below:

The Law of the Lid – Leadership Ability Determines a Person’s Level of Effectiveness¹

Leadership ability is the lid that determines a person’s level of effectiveness. Your leadership ability always determines your effectiveness and the potential impact of your organization.

Let’s say when it comes to success you’re an 8 on a scale from 1 to 10. But let’s say that leadership isn’t even on your radar. You don’t care about it, and make no effort to develop as a leader. You’re functioning as a 1. Your level of effectiveness would look like this:

![Leadership Ability vs Effectiveness Diagram]

Let’s say you become a real student of leadership and you maximize your potential. You take it all the way up to an 8. Visually it would look like this:

![Leadership Ability vs Effectiveness Diagram]

By raising your leadership ability – without increasing your dedication at all – you can increase your original effectiveness by 700 percent. Leadership has a multiplying effect!

The example above demonstrates how your leadership ability will definitely have an impact on your student organization. As you become familiar with the policies and procedures of operating a student organization at CSUB, I would like you to keep in mind the impact your organization will have on our campus.

I am looking forward to a challenging but successful academic year as we partner to continue enhancing student involvement and leadership on our campus. I have an open door policy and look forward to meeting with you and your organization.

Best regards,

Emile “EJ” Callahan
Director
Student Union, Inc. and Organizational Governance
Student Union
Tel 661.654.2496
Fax 661.654.2453

II. Academic Responsibilities
As outlined in the CSU Executive Order 1068 (E.O. 1068) the following definitions designate representative classes, academic qualifications, and unit loads for student officers:

A. Major Representative Student Officers
Major Representative Student Officers include the presidents, executives, and members of the student government board or others with fiduciary responsibilities, and the campus representative to the California State Student Association (CSSA).

B. Minor Representative Student Officers
The CSU Minimum Academic Qualifications for Student Office Holders Policy permits campuses to define minor student representative officers. As a result of the University Auditor recommendation that the Chancellor's Office update and clarify existing system-wide policy for minor representative officers, CSU student presidents and treasurers of campus-approved student organizations and clubs shall be defined as minor representative student officers. Campuses retain the authority to define additional minor representative officers as appropriate.

C. Minimum Academic Qualifications
Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average each term. The student must be in good standing and must not be on probation of any kind.

D. Incumbent Unit Load
This requires undergraduate students to earn six semester (nine quarter) units per term while holding office. Graduate and credential students must earn three semester (four quarter) units per term while holding office. Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

E. Incumbent Maximum Allowable Units
Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

III. Recognition of Student Organizations
The University requires all student organizations to become chartered annually by the Office of Student Involvement. By doing so, the organization becomes a ‘partner’ with the University in enhancing the educational and co-curricular experience of CSUB students. The chartering process helps ensure that student organizations are aware of their privileges, responsibilities and regulations.

A. Chartering Procedures
New Student Organization
1. See a staff member in the Office of Student Involvement to discuss chartering procedures.
2. Obtain an Organization Registration Packet from the Office of Student Involvement.
3. Obtain a membership of a minimum of five (5) CSU students who are currently enrolled in at least one class. (E.O. 1068)
   a. If unable to enlist 5 members, you may sign up as an “Interest Group” whereby the Office of Student Involvement will sponsor meetings for a period of one term. Recognition, and the privileges and responsibilities thereof, will not be granted until the registration process is complete.
4. Locate a faculty or professional staff member to serve as advisor (faculty on sabbatical are not eligible). Schedule a meeting with the Advisor and the Office of Student Involvement to discuss roles and responsibilities of an Advisor.
5. Complete a Chartfield Request Signature Authorization form with the names of officers who will be authorized to sign for the organization’s expenses.
6. Draft a constitution that meets the E.O. 1068 standards (an example can be found in the appendix and at the Office of Student Involvement).
7. Return the completed Organization Registration Packet to the Office of Student Involvement.
8. Schedule an appointment with the Office of Student Involvement to review the registration materials.
9. Attend a mandatory Chartering Orientation. The schedule is available from the Office of Student Involvement.
10. Advisor and officers must complete an orientation regarding the CSU Alcohol Policies and Prevention Program.

Organization Renewal or Reactivation
1. Obtain an Organization Registration Packet from the Office of Student Involvement.
2. Obtain a membership of a minimum of five (5) CSU students who are currently enrolled in at least one class.
   (E.O. 1068)
3. Revise your constitution to meet E.O. 1068 standards, if necessary.
4. Have your advisor read the Advisor Role and Responsibilities and sign an annual Advisor’s Acknowledgement of Risk and Assumption of Responsibility Form.
5. Submit a Financial Responsibility form signed by officers who will be authorized to disburse funds from the organization’s campus account.
6. Return the completed registration forms to the Office of Student Involvement that includes the acknowledgement of non-discrimination and anti-hazing requirements.
7. Attend the mandatory chartering orientation. A schedule is available from the Office of Student Involvement.
8. The advisor and officers must complete an orientation regarding the CSU Alcohol Policies and Prevention Program.

   California State University, Bakersfield recognizes an organization after completion of the registration/renewal procedure, and upon confirmation that the organization and its officers are in good standing.

B. Recognition Standards
In order to be recognized, the University requires that:
1. The purpose of the organization must be consistent with the purpose of the university. (Generally, that means the student organization is social, educational, cultural, or recreational.) If you have any questions, contact the Office of Student Involvement.
2. The organization must maintain a membership of a minimum of five (5) CSU students who are currently enrolled in at least one class.
3. A faculty or professional staff member of the university must act as an advisor.
4. The organization must maintain a financial account on campus in good standing (meaning all outstanding balances are paid and the account has a positive balance) and update authorized signatures annually.
5. All organizations must complete 10 hours of community service annually.
6. Local chapters of national or regional organizations must be concerned primarily with student interests.
7. Must include open membership with the exception of social Greek Organizations under the Title 5, Article 4.
8. Nondiscrimination: 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 to 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, sex, marital status, citizenship, sexual orientation, or disability. This statement must be renewed annually. California Code of Regulations, Title 5, Article 4, Nondiscrimination if Student Organizations, Sections 41500 (Withholding of Recognition), 41501 (Definition of Recognition), 41503 (Filing Requisites), and 41504 (Penalties).
9. Anti-hazing: No student or other person in attendance at any public school shall conspire to engage in hazing as defined by the Education Code, Section 32050-32051 (see below).
32050. As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, University or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

32051. No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both. This statement must be renewed annually.

C. Responsibilities
Student organizations are required to assume the following responsibilities:

1. Abide by University policies, procedures, and standards and all local, state, and federal laws.
2. Schedule the use of University facilities through appropriate departments (see Facility Reservations).
3. Maintain an active student-centered program.
4. Keep registration materials current (remember to notify the Office of Student Involvement of any officer changes, addition of new members, or adding/deleting of advisors).
5. Provide for the safety and general welfare of all members and guests during organization activities.
6. Renew the organization’s charter each year with the Office of Student Involvement by completing the required registration forms.

D. Privileges
As a “university partner” student organizations at CSUB are entitled to:

1. Use the name “California State University, Bakersfield” in conjunction with their club name (example: “Club SOSH at California State University, Bakersfield”).
2. Apply for Associated Students, Inc. (ASI) funding. ASI is CSUB’s student government and is comprised of a Board of Directors. In addition to administering funds, ASI serves as the primary voice regarding student interests and issues. For more information visit their website at www.csub.edu/asi.
3. Use of university accounting services.
4. Hold meetings and social functions on campus.
5. Use supplies, materials and equipment in the Student Resource Center (SRC) which is located in the Office of Student Involvement, often at no charge or for a nominal fee.
6. Sponsor revenue-producing activities.
7. Have activities listed on the university activities calendars and master schedule of events.
8. Link the organization webpage with the Office of Student Involvement website.
9. Post flyers/posters on campus (in accordance with the Publicity Policy Guidelines available in the Office of Student Involvement).
10. Clubs are notified via phone or email should a package be received by Office of Student Involvement on the club’s behalf. Your club/organization mailing address is:

   Office of Student Involvement
   [Organization/Club Name]
   California State University, Bakersfield
   9001 Stockdale Highway, 56SU
   Bakersfield, California 93311-1022
E. Revocation of Recognition
The Office of Student Involvement in consultation with the Vice President for Student Affairs, or his/her designee, will render a decision regarding revocation of recognition. If an organization fails to comply with any university policies, it runs the risk of losing its recognition meaning:
   1. The group may not use campus facilities, request funds, generate revenue, have an advisor, nor use the CSUB name.
   2. An appeal can be filed with the Vice President for Student Affairs.

F. Reinstatement
Student groups can be reinstated by completing the chartering procedures under the status new organizations, submitting a new constitution and membership verification of five (5) currently enrolled students. The organization will be required to elect all new officers.

G. Disclaimer of Liability
The term “registered student organization” does not mean, nor is it intended to mean, that the organization is a part of, or in any way affiliated with, the academic program of California State University, Bakersfield. A registered student organization is a private association of students granted the use of certain CSUB facilities and support services. Activities held off campus by registered organizations are not in any way sponsored by, nor affiliated with, California State University, Bakersfield unless expressly authorized by the Office of Student Involvement.

IV. Code of Ethics
The University is committed to maintaining a safe, healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute to 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.

V. Standards of Conduct
The principal sanction used for student organizations violating any university policy is the withdrawal of university recognition status. As a result the revoked organization may not use university facilities for their events nor can they use university resources to advertise their events. The status of “good standing” with the university is also withdrawn. Student organization members are expected to follow the Student Conduct Code and all university policies and procedures for student organizations. The organization will be held accountable for members’ actions in situations of collective responsibility, where organization members violate university policy, and federal, state, or local law.

VI. Discipline of Student Organizations
   Collective Responsibility
   It is expected that each organization will establish and enforce policies to achieve responsible group governance. While members may be held accountable for their actions individually, corrective discipline/sanctions may also be applied upon an entire organization for an individual members’ actions. Student organizations may be held accountable if a substantial number of organization members (3 or more) or officers (2 or more) participate in or are aware of, in advance, the intended misconduct and failed to assume appropriate steps to prevent it from occurring. Each case will be reviewed by the Office of Student Involvement. Student conduct issues with individual members may also be referred to the Office of Student Rights and Responsibilities for further review.

   B. Filing a Complaint
   A complaint against registered student organizations may be filed by anyone, but must be in writing, signed, dated and submitted to the Office of Student Involvement. The complaint must be submitted within seven (7) business days of the alleged infraction. The Office of Student Involvement staff and university officials may also initiate direct referrals upon witnessing possible violations by student organization representatives.

   C. Corrective Actions
   Corrective actions may include, but are not limited to, a letter of warning, censure, probation, suspension, or revocation of the organization’s recognition. Each disciplinary measure is dependent on the severity of the violation(s).
VII. Programs and Services Available to Recognized Student Organizations

A. Dorothy Donohoe Hall (DDH) Bulletin Board Space

1. Bulletin board space in the Dorothy Donohoe Hall (DDH) that has not been allocated to academic departments and other campus units is available to student organizations on a first come, first serve basis. Space assigned is limited to **3 feet in width and 8 feet in height**.

2. Bulletin board space is intended for use by the organization to promote the club’s purpose, goals, membership, events, and activities through display of flyers, posters, artistic designs, and other promotional materials. Any materials/display reported as offensive will be investigated and appropriate action taken if necessary.

3. Student groups may request bulletin board space through the Office of Student Involvement during the club registration process. A bulletin board may be assigned only when the registration process is complete.

4. Groups registering with the Office of Student Involvement after the Fall deadline and requesting space will be placed on a “Board Waiting List,” pending availability of space.

5. Periodic review of bulletin boards will be conducted, and organizations not using their space as intended will be given notice of forfeiture. Failure to submit within the specified time a request to utilize space will result in forfeiture and reassignment of the space to another organization.

B. Dorothy Donohoe Hall (DDH) Display Cases

There are two display cases on campus that may be used by University student organizations. Approval to use the display case located at the east end of Dorothy Donohoe Hall may be obtained from the Office of Student Involvement, phone 661.654.3091.

C. Reprographics/Print Shop

The Print Shop is now open for all Runner Card holders. Term papers, class projects, business cards, event fliers and tickets are among the services offered. Call 661.654.2272 for more information.

D. Information Technology Services Support (Media Services)

The ITSS Media Services can provide media equipment. If such equipment is needed, student groups should contact Media Services directly by calling 661.654.2391 or visiting the office. ITSS Media Services is located in the Walter Stiern Library, Lower Level, Room 13. Equipment requests should be made as far in advance as possible. A fee will be charged for the use of audiovisual equipment.

E. Accounting

Student organizations are required to complete a Chartfield Request Signature Authorization Form each year when they complete the chartering process. This form establishes a campus account, known as a club fund, for new organizations. Returning organizations complete this form to update information for a preexisting club fund. Once this form is completed, student organizations may begin using their club fund to make deposits and pay expenditures.

F. Student Resource Center

The Student Resource Center is located in the Office of Student Involvement. The Student Resource Center provides students with publicity materials and equipment at minimal or no charge. The Resource Center is open Monday through Friday from 8 a.m. to 5 p.m., during the academic year. Hours may change depending on staff availability. Guidelines

1. All materials/equipment must be used in the Student Resource Center unless a staff member approves removal.

2. After using the SRC, all materials must be returned and the work area cleaned. Failure to do so may result in loss of access to the SRC.

3. Students must sign in & out of the SRC on the sign in/out sheet at the front desk of the Office of Student Involvement.

4. Students must sign out & in when using certain resources including scissors and glue.

5. When checking out large resources (canopies, carts, ice chests) a MATERIALS USED SHEET must be completed.

6. All checked-out materials must be returned within twenty-four (24) hours except when special arrangements are made.

7. The person checking out materials/equipment is responsible for ensuring it is returned undamaged. If damages occur, the cost of damages will be assessed to the student or organization checking out the equipment.
8. Registered clubs/organizations may use equipment and materials often at no charge or for a nominal fee.
9. CSUB students, faculty and staff not affiliated with registered organizations may purchase expendable materials at a cost.

VIII. Club and Organization Advisor
Each officially recognized student organization must have a university advisor who is a full time or part time faculty or staff member. E.O 1068. The California Code of Regulations, Title 5, Article 2, Functions of Auxiliary Organizations and Requirement for Written Agreements, Section 42500 does not list club advisement as an appropriate function for auxiliary organizations, therefore, advisors should not be selected from such organizations.

Club advisors volunteer their time to support campus organizations and are responsible in part for the group’s success. The most effective campus organizations have been those whose advisors are active and consistent participants in programs and events.

Club officers are responsible for finding an advisor and informing the Office of Student Involvement when an advisor is selected or replaced.

A. Role
1. Help students develop meaningful programs consistent with the organizations’ purpose and goals that support the University’s mission.
2. Encourage students to develop initiative, responsibility, and positive group interactions.
3. Mediate conflicts within the group and assist with resolving problems as they arise.
4. Be aware and knowledgeable of the club’s programs, activities, and events. Provide direction and guidance as outlined in the Scheduling University Facilities for Non-Instructional Events (SUFNIE) Policy and Procedures (www.csub.edu/events/_files/CSUB%20SUF%20for%20NI%20Events_120810.pdf).

B. Responsibilities
1. Campuses may permit part-time faculty and professional staff to serve as advisors. Advisors should not be selected from auxiliary organizations. Campuses should develop a training and orientation program for university advisors to student organizations.
2. Attend and provide adequate supervision at the event as the on-site contact for major events and activities sponsored by the organization. This duty may be shared with a designated representative (faculty or professional staff).
3. Supervise financial transactions, the handling of club funds, and financial record keeping. Expenditures cannot be made without approval from the advisor.
4. Become familiar with university policies and procedures pertinent to student organizations as outlined in Runner Source and on the CSUB Policy and Procedures website (www.csub.edu/policyand procedures).
5. Inform the membership of the policies concerning risk management, liability and expected behavior while representing CSUB.
6. Assist student leaders in completing necessary campus use forms and maintenance of the club’s records.
7. Inform the Office of Student Involvement when there is a change in the advisor’s status.
8. Sign and submit an annual Advisor’s Acknowledgement of Risk and Assumption of Responsibility Form. Advisors are encouraged to contact the Office of Student Involvement staff for additional assistance regarding club/organization matters.

C. Liability
Advisors of recognized student organizations are insured in most cases acting within the scope of his/her office of employment, and covered by University liability as long as University policies and procedures have been adhered. The University expects advisors to inform club officers and members of relevant state laws and university policies and to assume reasonable responsibility to enforce the policies and laws.

D. Replacement
Occasionally an advisor to a student organization does not meet the expectations of the organization or fails to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the club president should
contact the Office of Student Involvement to discuss the problems or issues involving their advisor. A staff member will
discuss the situation with the club president. As a follow-up on expressed concerns, a central file will be maintained that
documents all remedial efforts and corrective actions. If a student organization and their advisor are unable to resolve
the issue(s) of an ineffective advisor, the student organization's constitution stipulates that they can vote to remove that
advisor. In addition, if a university official determines that an advisor is ineffective, the advisor will be removed from
his/her duties.

E. Duties 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 open to the community 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 or their designee as stated on the 25Live Request Application must be on-site during
the entire time the event is scheduled or when amplified sound will be used during an event.

F. Length of Assignment
Advisors assume their role for one academic year. Advisor continuity is desirable. However, advisor assignments are
renewed each academic year and are subject to student organization and campus approval.

G. Resignation
A retiring advisor should notify the Office of Student Involvement when he/she decides to no longer serve as an
advisor. The Office of Student Involvement is available to assist any club or advisor in identifying a new advisor.

IX. Sponsorship of Events
A. On-Campus
Any recognized campus organization may sponsor a program open to the community upon approval from the Office of
Student Involvement. As a rule, approval will be given if:
1. The event is sponsored by a recognized campus organization.
2. The event has the approval of the appropriate division or department for the use of its facilities by completing
   the approval requirements in the reservation request in 25Live.

Note: CSUB reserves the right to stipulate additional requirements (e.g. University Police presence) in order to obtain
event approval.

Student organizations must complete a reservation request in 25Live. For more information on reserving university
facilities, refer to the facility reservations section in this handbook.

B. Co-sponsored Events
1. Co-sponsored events are initiated and coordinated by university departments or recognized student
   organizations and are the primary event contact on the reservation request in 25Live.
2. Co-sponsorship is appropriate if there is a clear connection with or contribution to the university.
3. It is intended that the educational mission of the co-sponsoring campus department or campus organization
   will be enhanced by the event.
4. Campus organizations that co-sponsor events are responsible for the event and any related liabilities or costs
   associated with the event.

C. Off-Campus
Any recognized campus organization that wishes to sponsor an off-campus program must adhere to the following
regulations:
1. Student organizations and their advisors must sign a statement releasing the university and its employees from
   any claims or causes of action arising from any event conducted off Campus.
2. Student organizations choosing to sponsor an off-campus event accept sole responsibility for the event. The organization must complete a release of liability form which can be found online at www.csub.edu/BAS/srm/_files/waiversingle.pdf.

3. Organizations utilizing off-campus vendors and facilities are solely responsible for all contractual agreement obligations, thereby releasing the University and the advisor from responsibility.

4. Any recognized student organization which undertakes the sponsorship of an event accepts responsibility for maintaining proper conduct of its participants. Officers of the organization are responsible for informing members of this requirement.

Student organizations sponsoring an off-campus event at a local venue may be required to provide proof of insurance. The university does not provide insurance coverage for student organizations sponsoring events held off-campus. The Office of Safety and Risk Management can provide information and guidance to student organizations seeking to purchase insurance for an off-campus event.

X. Club Fund Information

A. Club Fund Account
A registered CSUB student organization that sponsors events on campus or engages in fundraising activities is required to deposit and maintain the fiscal activity in an organization account with CSUB.

It is illegal to use the CSUB Foundation, Student Union or ASI tax identification numbers with off-campus banking institutions.

For ASI allocated money and to qualify for insurance coverage as a recognized University club or organization, all programs, events, and activity-related expenses and revenue must be processed through this account.

The advisor’s signature is required for all expenditures including the following events and activities:
1. Dances
2. Guest speakers, especially those involving travel and/or honoraria
3. Events open to the off-campus community
4. Events with major food expenses utilizing either campus or private vendors

Note: All accounting forms must be reviewed and signed by the Student Union, Inc. and Organizational Governance Director.

B. Obtaining a Club Fund
1. Chartfield Request Forms for a CSUB Club Fund may be obtained from the Office of Student Involvement. A new club fund requires an approved faculty advisor. An existing club fund shall be updated annually.
2. There will be no service charge assessed for a student club fund by CSUB.
3. Requests for disbursements require the appropriate account signature’s approval. Check with your advisor or the Office of Student Involvement.
4. Requests over $250 for account disbursements will be processed within 10 days of receipt by accounting.
5. A current Chartfield Request Form must be on file for all accounting transactions. Contact the Office of Student Involvement to update this form.
6. Financial reports are available monthly to club/organization officers or advisor by request only from the Office of Student Involvement.
7. Questions regarding the status of your club’s fund may be directed to the Office of Student Involvement at 661.654.3091.

XI. Facility Reservations

A. Event Planning
Event organizers are responsible for the cost of any damage resulting from the event. Prior unpaid event charges must be paid in full before any subsequent request for use of facilities by the same group will be approved.
Labor and other service costs will be charged regardless of funding source.

Student organizations must submit a reservation request in 25Live. Submit request with a **minimum of two weeks** advance notice to the date of the event. The following is a list of the facilities and coordinators for each area:

**Academic Scheduling Department** – Analia Rodriguez, EDUC 239 – 661.654.2285  
Classrooms, Pedestrian Mall (Red Brick Road), DDH, East/West Outdoor Area of DDH, ITV Rooms, and Computer Labs

**Athletics** – PE 1 – Alejandro Gutierrez 661.654.6223  
Athletic Fields, Softball Complex, Tennis Courts, Track and Field Complex, Wrestling Complex, Soccer Competition Field, Hillman Aquatic Center, Icardo Center, Icardo Room, and Old Gym

**Doré Theatre** – Karen Mendenhall-Gregory, DT 102 – 661.654.3093

**Library** – Eileen Montoya, LIB 111 – 661.654.3042  
Dezember Reading Room, Library Lawn Area, Library Conference Room

**Office of Events** – Elizabeth Fergon, UA117 – 661.654.6034  
Alumni Park, Amphitheatre and Grounds, Dezember Leadership Development Center, Tejon Plaza Quad, Albertson Room, Parking Lot areas, Lawn areas, Runner Café Quad, Runner Café, and Stockdale Room

**Office of Student Involvement** –  
**SU 138** – 661.654.3091  
Club/Org Registration, Club Food Permit, DDH Boards and Display Cases, Posting Approval, Student Resource Center

**Student Housing** – Therese Dozier, SHE 151H – 661.654.3022

**Student Recreation Center** – SRC 230 – 661.654.2720  
Cardio Studio, Conference Room, Freestyle Studio, Gymnasium, Kata Studio, Mind Body, Spirit Studio, Solario de Fortaleza, and SRC Field

**Student Union** – Maureen Fillmore, SU 139 – 661.654.3346  
Student Union Front Patio, Student Union Lounge, Student Union Conference Rooms (Blue/Green/Yellow), Student Union Multipurpose Room, Runner Park, Student Union Lobby/Hallway, and Rowdy’s Place

**B. Special Arrangements**

**Facilities Management** – CORP 102 – 661.654.2211  
Chairs, Electrical, Podium, Riser, Shut-off Sprinklers, Tables, Trash Cans  
*Work Order Required* [http://facman1.csub.edu](http://facman1.csub.edu)

**Food Services (Aramark)** – CAF 110 – 661.654.2254  
On-Campus Catering ([Menu/Order: www.csubcatering.catertrax.com](http://www.csubcatering.catertrax.com))

**Media Services** – Walter Stiern Library LL13 – 661.654.2391  
Boombox, Digital Camera, DVD Player, Microphone, PA System (small), Podium, Projector, Television, Video Camera Microphones, Projectors, etc.

**Print Shop / Reprographics** – CENT 102 – 661.654.2272  
Duplications, Graphic Design, Printing  
*Reprographic Service Requisition Form required*
C. Rates, Fees, and Charges
The Rates and Charges Schedule includes reimbursement of the costs of maintenance, upkeep and repair; additional custodial services and supplies needed to restore facilities to their normal use; equipment; parking; university police; technical services; and other types of assistance as needed for the event. See also, (www.csusb.edu/events/files/CSUB%20SUF%20for%20NI%20Events_120810.pdf) for more information. The following are the types of fees you may incur:

1. Equipment such as tables and chairs may be rented through Facilities Management or an approved vendor such as Walker Lewis and Knight’s Pumping, etc.
2. For information on parking and pricing regulations, please reference CSUB Parking Regulations at http://www.csusb.edu/bus/police/parking/rules/index.html
3. The University Police will sign-off on all use of campus facilities for events and determine the level of need for security dependent on the size and nature of the event.
4. Technical Services – Includes ITSS and Media Services (screens, microphones, podiums, etc.)
5. Custodial, Grounds and HVAC Services
6. Insurance, permits and/or licenses

It is important that you understand that all reservations are tentative until all approvals have been obtained on the reservation request in 25Live. Advertisement of your event cannot take place until all signatures are received on the reservation request in 25Live.

XII. Insurance
The Office of Safety and Risk Management recommends the appropriate insurance required based on the nature of the event. Under the terms and conditions of an agreement, service contract, or lease of space, the following are normally required:

1. Certificate of Insurance (COI) evidencing coverage’s of Commercial General Liability comprehensive or commercial insurance minimum limits each occurrence $1,000,000, general aggregate $2,000,000 aggregate placed with current A.M. Best's rating of no less than A:VII.
2. Workers' Compensation (as required by the state of California).
3. Employer's Liability insurance $1,000,000 (for those with employees).
4. Business Auto coverage of no less than $1,000,000 per occurrence (if necessary).
5. Errors and Omissions (for professional service consultants).
6. All certificates of insurance require the following:
   a. Provide for thirty (30) days advance written notice to the University of cancellation of any of the insurance coverage
   b. Provide for the Acceptability of Insurers rating, AM Best – AVII or equivalent unless otherwise agreed to by the University
   c. An additional insured endorsement in the form of the policy of certificate, which must include the following wording:
      The State of California, State of California; Trustees of the California State University; California State University Bakersfield; CSUB Foundation, Student Union Inc. and each of their officers, officials, employees, authorized representatives, agents and volunteers, the "University" as additional insured, but only insofar as the operations are under the contract concerned.
7. Note for off-campus event sponsors, the following additional language must also be included with the additional insurance language:
   The insurance is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the names insured and where required by written contract.
It is the club’s organization’s responsibility to submit proof of liability coverage to the appropriate facilities coordinator. For more information visit the following website:
http://www.csub.edu/events/Off%20Campus%20Community/Insurance%20/index.html

XIII. Alcohol Policy for Student Groups

A. On-Campus Events
Alcohol service is not permitted at student organization-sponsored or co-sponsored events on the CSUB campus or any related properties. Co-sponsored events are any events in which students share membership or space, and there is the use of the student organization’s name or funds.

Student groups may not promote the use of alcohol, the name of alcohol products, or alcohol beverage distributors in the advertisement or promotion of an event.

Possession or use of alcohol in motor or recreational vehicles, as it relates to any student activity fee sponsored trip, is not permitted.

Student organizations may not use allocated student activity fee funds or funds generated by the organization (e.g. t-shirt sales, membership fees) to purchase alcohol for any club or student event.

B. Off-Campus Events
Student organizations should not serve alcohol at events off-campus and may not sponsor or promote an event that uses alcohol specials to attract attendance. Students and or student groups abusing alcohol will be referred to the appropriate educational and treatment services.

C. Violation
Student organizations acting in violation of the alcohol policy will be referred to the Office of Student Involvement and as individuals will be referred to the Office of Student Rights and Responsibilities for disciplinary action.

Disciplinary procedures involving student groups will be handled in accordance with the Chancellor's Executive Orders No. 970 and 1068, Student Disciplinary Procedures for the California State University. Copies of these procedures can be found in the appendix and are available in the Office of Student Rights and Responsibilities.

XIV. Posting Guidelines
CSUB has established the following policy governing on-campus publicity. Please note that this policy is subject to change at any time. If you have any questions regarding the campus publicity policy, contact the Office of Student Involvement. Violations of these provisions will result in disciplinary action, including loss of posting privileges. Unapproved fliers will be removed.

A. Approval of Materials
1. All materials to be posted on campus must be approved by the Office of Student Involvement, and the posted item(s) must contain the name of the sponsoring organizations.
   *EXCEPTION: The Office of Residence Life (Housing Office) approves materials to be posted in the area of the Residence Halls. Approval to post materials on various campus buildings must be obtained from that building or department. Approval to post materials on campus entrances must be obtained from the Vice President of Business & Administrative Services.
2. The first month of each academic term, displaying of posters in DDH will be limited to five (5) per club/organization in a two (2) week period due to the quantity of student organizations and the limited posting space.
3. Dated materials of CSUB events may remain posted until the day following the event.
4. Other materials approved for posting may remain posted for a maximum period of two (2) weeks. Provisions may be made for events that occur on a quarterly basis.
5. The University reserves the right to remove and dispose materials posted on campus not in compliance with the regulations set forth in this policy.
6. A “duplicate” posting on the same bulletin board posting area is subject to removal at any time.
7. Only thumbtacks or staples may be used to post items on bulletin boards. If another method is used that results in damage to a bulletin board surface, the posting party will be subject to liability for any resulting expenses.
8. Blue Painters tape is the only approved means of posting on non-bulletin board surfaces. Please refer to “Approved Posting Areas.”
9. In the event that there are conflicting claims for limited space on bulletin boards or in academic buildings, priority will be given to academic programs offered in that building and to campus organizations related to those programs.
10. Off-campus solicitors are not allowed to post without approval from the Office of the Vice President, Business & Administrative Services and/or the Office of Student Involvement.
11. Distribution/sale of publications is subject to approval by the Manager of the Campus Bookstore.
12. Handbills/circulars may not be placed on parked vehicles on campus.
13. For information on other items, consult a staff member in the Office of Student Involvement.

B. Posting Areas

1. Material **MAY** be posted on the following designated surfaces only:
   a. Bulletin Boards in Dorothy Donohoe Hall and the Classroom Building
   b. Textured Bulletin Board Walls
   c. Kiosks
   d. From railings in Dorothy Donohoe Hall
   e. From railings in Science Building I
   f. Bulletin Boards in the Physical Education Building (when approved by the Athletics Department office)
   g. Wooden boards located on buildings at Administration West, Cafeteria, Administration East, and between Science III and the Business Development Center.

2. Materials **MAY NOT** be posted on the following:
   a. Restrooms
   b. Cars
   c. Trash Cans
   d. Trellises
   e. Windows and mirrors
   f. Doors of any type
   g. Cafeteria - neither inside nor outside, except on the kiosks and wooden board outside the cafeteria.
   h. Stucco walls - painted surfaces - buildings
   i. Employee-related bulletin boards
   j. Trees - Shrubs, etc.
   k. Structures not designated as approved areas.

C. Additional Approval Areas

1. Athletics areas are approved by the Athletics Secretary
2. Departmental Boards-Mailrooms are approved by the Department’s Office
3. Student Health Center are approved by the Health Center
4. Library Reference are approved by the Librarian
5. Student Union Bulletin Boards are approved by the Student Union, Inc. and Organizational Governance Director.

D. Chalk
Recognized student organizations may use chalk to advertise upcoming events by submitting a request through 25Live to the appropriate Facility Coordinator and the Office of Student Involvement, and must comply with the following guidelines:
1. Chalking may only be done in designated areas.
2. The chalk may only advertise an event sponsored by a student organization on campus (i.e. no personal announcements such as “Happy Birthday”)
3. The advertisement must be approved by the Office of Student Involvement.
4. Events may only be advertised two days prior to the event.
5. Failure to follow the chalking guidelines will result in loss of chalking privileges.
   Check with the Office of Student Involvement for the designated chalking areas. Locations not listed are considered off-limits.

E. Housing Publicity Policy
1. All materials must be approved and stamped by the Housing Office prior to posting.
2. Duplicate postings on the same bulletin board are subject to removal.
3. Posting on bulletin boards shall be by thumbtacks or staples only.
4. All materials posted on approved non-bulletin board surfaces must be done using blue painters tape only.

F. Housing Posting Regulations
1. Material may be posted on the following designated surfaces only:
   a. Bulletin boards
   b. Textured bulletin board walls
   c. Approved walls
   d. Dining Commons tables in the form of table tents
2. Items may NOT be posted on the following:
   a. Windows and mirrors
   b. Doors of any type, including the door knob
   c. Trash cans
   d. Trellises
   e. Exterior wall of any building
3. Materials may NOT be distributed in the following manner:
   a. Slid under doors
   b. Placed in mail boxes
   c. Displayed on signs staked in the ground
   d. Door-to-door solicitation

G. ASI Elections
ASI Election Campaigns: Provisions in the posting policy may be modified according to the Associated Students Inc. election codes. Information regarding the election codes is available in the office of Associated Students, Inc.

XV. University Regulations
A. Alcohol
Only persons 21 years of age or older may possess or consume alcoholic beverages at approved University related functions or in designated locations on campus, and must do so in a responsible manner. Students are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community.

Students will not provide alcoholic beverages to anyone less than 21 years of age.

University-recognized student living units and events sponsored by University-recognized groups are governed by University policy concerning alcohol. Individuals and groups are expected to follow appropriate on-campus residential hosting guidelines.

Alcoholic beverages may not be present at any student organization event or function. The use of University funds to provide alcohol to students is prohibited.
Violation of University policies concerning alcohol will result in appropriate disciplinary action. If a determination that a violation of the alcohol policy has occurred, by either an individual or a student organization, sanctions will be assessed. Such sanctions for a group or individual may include any of the following:

- Community Service
- Educational Sessions
- Denial of Use of University Facilities
- Social Probation
- Disciplinary Probation
- Revocation of Recognition as a Student Organization
- Suspension from the University
- Expulsion from the University

If a determination is made that a student organization has violated the University alcohol policy, sanctions will be assessed by the Office of Student Involvement. If a determination is made that a student is in violation of the University alcohol policy, sanctions will be assessed by the Office of Student Rights and Responsibilities.

In addition students have the right to file a nonacademic grievance that a violation of the alcohol policy has occurred by an individual. A student wishing to file a grievance should consult the Student Complaint and Grievance Procedure. Copies of the procedure are available in the Office of Student Rights and Responsibilities and the Office of the Dean of Academic Programs.

B. Amplified Sound
The use of amplified sound on the campus is allowed only by permission. Permission is given by the University Police Department, Office of Safety and Risk Management, and Office of Student Involvement through the reservation request in 25Live. Permission will be given only when the amplified sound does not interfere with instruction or areas reserved for study.

C. Anti-hazing Law SB 1454 245.6
1. It shall be unlawful to engage in hazing, as defined in this section.
2. “Hazing” means 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 causes, or is likely to cause, serious bodily injury to any pupil or other person attending any school, community college, college, University, or other educational institution in this state. The term “hazing” does not include customary athletic events or school-sanctioned events.
3. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both.
4. Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.
5. The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
6. Prosecution under this section shall not prohibit prosecution under any other provision of law.
SEC. 4. This act shall be known and may be cited as “Matt’s Law” in memory of Matthew William Carrington, who died on February 20, 2005, as a result of hazing.

D. Auctions
Be aware of the negative perceptions that date auctions have. One perception is that they resemble slavery, or are popularity contests, only showcasing the “prettiest” or “coolest”; alienating people. Remember that personal safety
and sensitivity come first. In terms of personal safety and personal sensitivity, no one should be made to feel uncomfortable in the slightest way or be put in any compromising position that would create tension or stress.

1. Only goods and services may be auctioned and they must be approved in advance by the Office of Student Involvement. Example of goods and services include: Gift cards, T-shirts, coffee mugs, or a catered meal.
2. Persons may not be auctioned for any activities that are based on the physical appearance or other personal qualities of the individual or individuals.
3. Persons may not be auctioned for dates or to serve as escorts.
4. No person(s) may be physically presented for display to the audience in connection with the action of goods or services. There shall be no photos or other images of any person(s) displayed at or before the auction, nor shall the sponsoring group issue any written or verbal description of personal attributes.
5. The auction shall be conducted by an auctioneer or master of ceremonies, who may describe the services being offered and indicate the names and affiliations of individuals or groups offering the services. (Example of services listed above)
6. Likewise, the auctioneer or master of ceremonies may exhibit or describe goods being offered and indicate who made the donation.

E. Food Sale Policy
Student groups must adhere to the Basic Health Regulations for Serving Food. A violation of health codes may result in the food sale being terminated. Student groups may sell or distribute food on campus, subject to the following guidelines:

1. The proposed date must be approved through the Office of Student Involvement (in order to prevent scheduling conflicts). The earlier a date is selected and requested, the better the chances are of getting that date.
2. Student organizations must complete a reservation request in 25Live.
3. Each academic term, only one fundraiser may be scheduled per day. This is on a first come, first-serve basis.

F. Basic Health Regulations for Serving Food
1. All groups offering food service, bake sales, or beverage service must obtain prior written authorization from the Office of Student Involvement.
2. If food for sale is prepared off-campus, the personnel or establishment preparing the food is/are liable for any suit or citation resulting from improper preparation (i.e., food poisoning). A copy of the establishment’s health permit must be given to the Office of Student Involvement.
3. The following are the minimum regulations pertaining to the service of food or beverages, as set forth by the Kern County Health Department and the State of California. Minimum regulations must be met and adhered by the serving group.
   (a) All food must be protected by proper covering with clear plastic wrap, aluminum foil, container lids, etc., to protect from blowing dust, dirt, coughing, sneezes, etc.
   (b) Protective gloves must be worn when handling food.
   (c) Food must be held at the following temperatures prior to and during the serving period:
      • Cold Food (e.g., salads, sandwiches) 41° F (or lower)
      • Hot Food 140° F (or higher)
   (d) Disposable cups, eating utensils, and platter may not be reused. They may be used one time only, and then must be disposed.
   (e) Hair nets or caps may be used only once and then must be disposed.
   (f) Organizations are responsible for ensuring that areas surrounding their booths and/or tables are properly cleaned before, during, and after food service. Necessary garbage cans should be secured.
4. Food preparation using skillets or other cooking equipment must be outside DDH, including popcorn and churros. Extension cords are available from the Office of Student Involvement.
5. Barbecue (BBQ) grills are permitted. Please adhere to the following guidelines:
   (a) When barbecuing, the equipment should be separated from the public. It is recommended that the equipment be at least three (3) feet from public access; this protects from burns or splashes.
   (b) Only food items that can be cooked directly on the grill, without the intervention of a utensil to contain it while cooking, can be cooked on the BBQ. Meats, bread, and produce, such as corn and potatoes, may be cooked on the BBQ. Beans may not be cooked and served from the BBQ.
(c) Food can be served directly from the grill if the item is thoroughly cooked and ready to serve. Other prepared foods follow the guidelines outlined above.
(d) BBQ coals should be completely extinguished using water. Extinguished, wetted coals may be disposed in any exterior container.

6. People serving foods are not permitted to handle money. Another individual to receive and/or exchange money should be designated.
7. Anyone who is feeling ill should be excluded from food service activities.
8. Leftover food may not be reserved or sold at a later date.
9. Dishes may not be washed at outdoor spigots or in bathroom, shop, or laboratory sinks. Arrangements should be made to wash dishes in one of the campus food facilities where hot water and soap are available.
10. Keep extra food handling utensils on hand to replace any that become contaminated during the event. Utensils should be wrapped or stored in a protected manner.
11. Driving a vehicle on campus to load/unload supplies for a food sale is not allowed. Prior arrangements need to be made with University Police to reserve a parking space in Lot L. (The Office of Student Involvement have utility carts available to assist with the loading and unloading of supplies.)

G. Dance Policy
This policy statement governs the sponsorship of dances held on the campus of CSUB. The University encourages student-sponsored dances, especially those that provide opportunities for social interaction and cultural awareness among CSUB students and their guests. In addition, the university supports student sponsored dances for the purpose of fundraising if the revenues support the organization’s purpose and goals. The university will provide support and assistance necessary to enable student groups to produce safe, enjoyable and successful dances.

1. All dances must be sponsored by a recognized and registered CSUB student organization in good standing.
2. Attendance is limited to:
   (a) CSUB students with CSUB student identification.
   (b) Each CSUB student may bring one (1) guest, age 18 or over. Guests must have proper identification, showing proof of age prior to entering the dance.
3. The sponsoring group must designate and publicize the appropriate attire for students and guests.
4. If the dance requires a disc jockey or live band to be hired, the DJ or band must supply a list of band members to the sponsoring group. A copy of this list will be given to the Office of Student Involvement and the University Police Department.

H. Drugs
CSUB prohibits the possession, use, and/or sale of narcotics, marijuana, and/or other illicit drugs. Violation of University policies concerning illicit drugs shall result in appropriate disciplinary action up to and including suspension or expulsion from the University, and in the case of organizations, loss of recognition.

The following is a brief summary of the state and federal criminal sanctions that may be imposed upon parties who violate the illicit drug policy at CSUB or elsewhere in the state of California:

1. A violation of California law for the possession, use, and/or sale of narcotics, marijuana, and/or other illicit drugs includes imprisonment in the county jail or state prison for one to nine years, as well as fines up to $100,000 for each offense.
2. A violation of federal law for the possession, use and/or sale of narcotics, marijuana, and/or other illicit drugs may include imprisonment in a federal penitentiary for one to fifteen years as well as substantial financial penalties.
3. A violation of the law involving an individual being under the influence of a combination of alcohol and drugs may result in an increased criminal sanctions and penalties.
4. The Department of Public Safety is responsible for the enforcement of all unlawful possession, use, or distribution of illicit drugs.

I. Fundraising
Fundraising events, on and off campus, can increase community awareness of an organization as well as provide the club with additional funds. In order to protect the campus community from fraudulent solicitations and prevent conflicts in scheduling, the following guidelines must be adhered to:
1. Only “recognized” student organizations may solicit money on-campus.
2. Permission to solicit money is subject to regulations by the Office of Student Involvement in regards to time, place and manner.
3. All off-campus fundraising must be authorized through the Office of Student Involvement. (Note: Approval to solicit local businesses is received from University Advancement)
4. All money received, including checks, must be deposited in the club fund within five (5) business days of receipt.

J. Gambling and Lotteries
According to State Law, gambling is not permitted on university property or at any university function. CSUB organizations may not conduct lotteries. Also, ticket sales affiliated with a lottery are forbidden on campus. If there is a question regarding any related legal matters, please contact the Office of Student Involvement for assistance.

K. Movie Rights
Public Performance Rights
Registered student organizations wishing to show a film or video on their own must comply with copyright laws that govern the use of these materials. Federal copyright statutes prohibit the showing of movies that have been rented or purchased for personal use for anything other than private home viewing without written permission of the copyright holder. It is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie will be shown, how large the audience will be, etc. The major firms that handle these licenses include:

- Swank Motion Pictures, Inc. 1-800-876-5577; www.swank.com
- Criterion Picture USA, Inc. 1-800-890-9494; www.criterionpicusa.com
- Motion Picture Licensing Corp. 1-800-338-3870; www.mplc.com

A student organization must show a public performance license or proof of permission from the copyright owner to show the work publicly on-campus. Ownership or rental of a film/video does not constitute public performance rights.

There is also a lot of confusion regarding fair use laws. There are a set of very strict criteria when determining if a screening falls under the fair use law, also called the face-to-face teaching exemption. This exemption is for a specialized classroom situation with a movie shown during class time, for one class, with an educational purpose pertinent to the class and which is a part of the professor's written syllabus. Movies that are shown outside of the class in conjunction with a speaker, to bring up a particular topic on campus, etc. do NOT fall under this exemption. Charging admission or not has absolutely nothing to do with the necessity of a license.

L. Structures
Structures may be erected on campus ONLY in areas designated for that purpose. Permission to erect a structure must be obtained from the Office of Student Involvement and from the Vice President of Business & Administrative Services.

Student Body Elections: The election committee will have control of the use of structures on campus by candidates during student body elections. Students involved must accept responsibility for keeping the area around their structures orderly. Structures must be removed immediately after the election.

M. Student Conduct
§ 41301. Standards for Student Conduct
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 must choose behaviors that contribute toward this end. 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.

1. Student Responsibilities
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.

2. Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

a. **Dishonesty, including:**
   i. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
   ii. Furnishing false information to a University official, faculty member, or campus office.
   iii. Forgery, alteration, or misuse of a University document, key, or identification instrument.
   iv. Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.

b. Unauthorized entry into, presence in, use of, or misuse of University property.

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

d. 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.

e. 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.

f. Disorderly, lewd, indecent, or obscene behavior at a University-related activity, or directed toward a member of the University community.

g. 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.

h. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: “Hazing” means 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.

   (A group of students acting together may be considered a “student organization” for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.)

   i. 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.

   j. 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.

k. Theft of property or services from the University community, or misappropriation of University resources.

l. Unauthorized destruction or damage to University property or other property in the University community.

m. 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.

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

o. **Misuse of computer facilities or resources, including:**
   i. Unauthorized entry into a file, for any purpose.
   ii. Unauthorized transfer of a file.
   iii. Use of another’s identification or password.
iv. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.

v. Use of computing facilities and resources to send obscene or intimidating and abusive messages.

vi. Use of computing facilities and resources to interfere with normal University operations.

vii. Use of computing facilities and resources in violation of copyright laws.

viii. Violation of a campus computer use policy.

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

x. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety and 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.

s. Violation of the Student conduct Procedures, including:

i. Falsification, distortion, or misrepresentation of information related to a student discipline matter.

ii. Disruption or interference with the orderly progress of a student discipline proceeding.

iii. Initiation of a student discipline proceeding in bad faith.

iv. Attempting to discourage another from participating in the student discipline matter.

v. Attempting to influence the impartiality of any participant in a student discipline matter.

vi. Verbal or physical harassment or intimidation of any participant in a student discipline matter.

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

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

3. 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.

N. Travel

Student organizations considering travel must notify the Office of Student Involvement and Safety and Risk Management for guidelines.

O. University Police

The University Police Department provides security at campus events as required by University policy. Representatives of any campus group planning a large-scale activity should inquire at the University Police Department. The University Police Department is instructed to ensure that all buildings are secured by midnight. Evacuations must occur by 12:00 midnight unless previous arrangements have been made.
### Runner Source Quick List

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<tr>
<td>Academic Advising and Resource Center</td>
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<td>Academic Scheduling</td>
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<td>Accounting Office</td>
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<td>Reprographics/Print Shop</td>
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<td>Runner Card</td>
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APPENDIX

EXECUTIVE ORDER 1068
This executive order develops and communicates system wide policies, procedures, and/or guidelines for student organizations and activities.

Overall Program Evaluations
Campuses shall assess student organizations and activities programs biennially. The review shall include the assessment of such factors as risk management, program quality, student satisfaction, student participation growth, and how the student organizations and activities support the goals of the University. Campuses may develop an individual assessment instrument or select an existing assessment instrument, e.g., The Council for the Advancement of Standards in Higher Education (CAS) or CSU Quality Improvement (QI). The first report for the period of 2005-06 was submitted to the Office of the Chancellor, Student Academic Support, on August 15, 2006. The biennial reports shall be submitted to the Office of the Chancellor commencing with August 15, 2008 and every even-numbered year thereafter.

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

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

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities, or to 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, sex, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually.

The CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting (REP 07-01-03) requires campuses to provide orientation programs for student organization advisers and for student officers that outline policies, expectations, and information on alcohol use/abuse. This orientation may be provided to officers of student organizations in writing or electronically, and an acknowledgement of completion of this orientation that includes the name of the student organization and student officer(s) shall be retained by the Vice President of Student Affairs or designee. In addition, campuses shall advise student organizations and student officers about the California State University Student Conduct Code as revised in Title 5, California Code of Regulations, Article 2, Section 41301.

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

Withholding and Withdrawing Official Recognition
Official recognition of any fraternity, sorority, living group, honor society, religious, political, special interest, professional/academic related, 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 shall be withdrawn. The prohibition on
membership policies that discriminate on the basis of gender does not apply to athletic groups/clubs, social fraternities or sororities, or to other University living groups. In addition, official recognition of a student organization may be withdrawn for hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

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

Minimum Number of Students
Official recognition of a student organization requires a minimum of five (5) CSU students who are currently enrolled in at least one class. Up to a maximum of 20 percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, students at other colleges. Only students enrolled at the CSU campus may vote on issues that come before the student organization. The Vice President of Student Affairs or designee may waive the 20 percent and voting provisions for fraternities and sororities to accommodate such organizations as the National PanHellenic Council that includes representatives from non-CSU campuses. Documentation for this waiver shall include copies of national charters or other appropriate documentation, and these documents shall be submitted to the Vice President of Student Affairs or designee. These are minimum requirements, and campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting.

The president and treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers.

Minimum Academic Qualifications
Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average each term. The student must be in good standing and must not be on probation of any kind.

Incumbent Unit Load
This requires undergraduate students to earn six semester (nine quarter) units per term while holding office. Graduate and credential students must earn three semester (four quarter) units per term while holding office. Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

Incumbent Maximum Allowable Units
Undergraduate students are allowed to earn a max. of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a max. of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

Club Advisors
Each officially recognized student organization must have a University advisor who is either a faculty member or professional member. Campuses may permit part-time faculty and professional staff as advisors, in addition to full-time. The California Code of Regulations, Title 5, Article 2, Functions of Auxiliary Organizations and Requirement for Written Agreements, Section 42500 does not list club advisement as an appropriate function for auxiliary organizations. Therefore, advisors should not be selected from such organizations. Campuses should develop a training and orientation program for University advisors to student organizations.

The CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting requires campuses to provide orientation programs for student organization advisers and for student officers that outline policies, expectations, and information on alcohol use/abuse.

Role of Auxiliary Organizations in Recognizing Student Organizations
Campuses may not delegate the process of approving or managing student organizations or their activities. California Code of Regulations, Title 5, Article 2, Functions of Auxiliary Organizations and Requirement for Written Agreements, Section 42500
lists the functions that have been determined appropriate for auxiliary organizations to perform. This section does not specifically state that auxiliary organizations may engage in managing student organizations and approving student activities. Auxiliary organizations may not provide auxiliary funds or facilities to student organizations that are not currently recognized by the campus. Funding and use of facilities are available only to student organizations that are currently recognized by the campus.

**Minor Representative Student Officers**

The CSU Minimum Academic Qualifications for Student Office Holders Policy permits campuses to define minor student representative officers. As a result of the University Auditor recommendation that the Chancellor's Office update and clarify existing system wide policy for minor representative officers, CSU student presidents and treasurers of campus-approved student organizations and clubs shall be defined as minor representative student officers. Campuses retain the authority to define additional minor representative officers as appropriate.

**Off-Campus Student Activities**

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

**Club Sports Insurance**

Officially recognized student club sports at all CSU campuses must carry adequate liability and secondary medical insurance as determined in collaboration with the campus risk managers or the Office of Risk Management in the Chancellor's Office for all participants and coaches, including non-students and volunteers. The insurance shall cover travel, practices, and competition.

The insurance coverage will depend upon the level of risk. Each campus may develop its own method for insurance coverage requiring participants to pay or other fiscally sound approaches as authorized by the campus Vice President for Student Affairs or his/her designee. In no case may a campus use state appropriations to pay for club sports insurance. No student, non-student, or volunteer may participate in a club sport without approved insurance, and no club may be recognized or organized to participate in practices, competition, or travel without approved insurance.

Insurance documents should include, but not be limited to, appropriate hold harmless provisions as follows: "Insured shall hold harmless, indemnify, and defend the state of California, the Trustees of the California State University, the (campus) and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the insured of said property or participation in said activity."

**Student Judiciary**

Academic dishonesty cases that occur in the classroom shall be handled by faculty members. However, after action has been taken by the faculty member, the faculty member shall complete a form that identifies the student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not additional action should be considered by the campus judicial affairs office. The completed form should be sent by the faculty member either to the provost or to the Vice President for Student Affairs whenever academic dishonesty cases are handled by the faculty member.

This process provides an opportunity to hold students accountable for multiple academic dishonesty situations that may occur with several departments but never be known because there is no central location to gather the information. By having a central location for all academic dishonesty cases, there is a better understanding of the trends in academic dishonesty and the opportunity for academic affairs and student affairs to address any problem trends in a formal way, e.g., Honor Code, more academic dishonesty education/information.

Consistent with California State University student conduct procedures, campuses shall record probation on the student's academic record during the term of the probation. Suspension is entered on the student's transcript with its beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. This requirement cannot be waived in a written agreement with a student or by any other means.
EXECUTIVE ORDER 970

ARTICLE I: AUTHORITY AND PURPOSE
These procedures are established pursuant to Section 41301 of Title 5 of the California Code of Regulations. They are designed to afford students due process, and the campus guidance to address student misconduct.

ARTICLE II: DEFINITIONS
"Campus" and "University" are used interchangeably and both mean the California State University.
"Member of the University community" means California State University trustees, employees, students, and University guests who are on University property or at a University related activity.
"Sexual misconduct" means any non-consensual sexual intercourse, sexual assault, sexual exploitation, indecent exposure, or attempt to commit any of these acts.
"Student Conduct Code" means Section 41301 of Title 5 of the California Code of Regulations.
"University official" means any person employed by a campus, performing administrative or professional duties.
"University property" means: real or personal property in the possession, or under the control, of the Board of Trustees of the California State University, and all campus facilities whether utilized by the University or a campus auxiliary organization.
"University related activity" means any event sponsored by, coordinated with, or directly affecting the University's regular functions.
"Working day" means any day of the academic year, summer session or special session, other than a Saturday, Sunday, or academic holiday as that term is defined in Section 42800 of Title 5 of the California Code of Regulations.

ARTICLE III: GENERAL PROVISIONS
Student Conduct Administrator
Each campus president assigns a campus official or officials to be the student conduct administrator, whose responsibilities are to determine whether to initiate disciplinary action under the Student Conduct Code and to perform duties as proscribed in these procedures. Student conduct administrators serve at the pleasure of the president.

Hearing Officers
Each campus president appoints one or more persons to serve as hearing officers. They may be campus officials, attorneys licensed to practice in California, or administrative law judges from the Office of Administrative Hearings. Subordinates of the student conduct administrator, persons with a conflict of interest in the matter, and percipient witnesses to the events giving rise to the case are ineligible to serve as hearing officers. The hearing officer conducts the hearing, determines whether a student has violated the Student Conduct Code and if so, recommends sanctions.

Attorneys
Student Conduct proceedings are not meant to be a formal courtroom-like trials. Although sanctions may be imposed, the process is intended to provide an opportunity for learning. Each campus president determines whether it is appropriate for attorneys to be present in all or some proceedings. The president's determination regarding the presence of attorneys applies to both the student charged and the campus. Both the student and the campus can consult attorneys outside of the actual proceedings irrespective of the president’s determination. Any person licensed to practice law is considered an attorney for this purpose.

Interpretation of the Code or Process
All issues regarding the hearing described in Article IV, Section 4, except those specifically noted, are within the purview of the hearing officer for final determination. Questions of interpretation or application of the Student Conduct Code or this executive order are outside the purview of the hearing officer and are determined by the campus Vice President for Student Affairs or his or her designee.

Delegation of Duties
The duties of the president in these proceedings may be delegated to another campus official.
Parallel Judicial Proceedings
Student Conduct Code proceedings are independent from other court proceedings. Student discipline may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Student Conduct Code. The University may proceed before, simultaneously with, or after any other judicial proceedings.

Timelines
All times set in this executive order may be extended by the University when necessary. Extensions must be determined by the Vice President for Student Affairs.

ARTICLE IV: PROCEEDINGS
Investigation
Whenever it appears that the Student Conduct Code has been violated, a complaint should be directed to the student conduct administrator as soon as possible after the event takes place. The complaint can be oral or in writing.

The student conduct administrator investigates each complaint submitted and determines whether it is appropriate to charge a student with violation of the Student Conduct Code.

Conference
The student conduct administrator holds a conference with the student charged, and obtains his or her response to the alleged misconduct, except in instances where the student charged declines to cooperate, in which case the conference requirement is waived. The student may bring a person with him or her to advise him or her during the conference with the student conduct administrator. The student's advisor is there to provide support and not to speak on behalf of the student. If agreement can be reached as to an appropriate disposition of the matter, it will be closed and the terms of the disposition shall be put in writing and signed by the student charged and the student conduct administrator.

If the student admits a violation of the Student Conduct Code but no agreement can be reached on an appropriate sanction, the student charged may request a hearing on the sanction only.

Notice of Hearing
If the alleged violation of the Student Conduct Code is not resolved at the conference with the student conduct administrator, and he or she has determined that formal disciplinary action is appropriate, or if the student charged requests a hearing on the sanction only, the student conduct administrator issues a notice of hearing.

The notice is sent electronically to the charged student at the University assigned e-mail address linked to the account provided by the California State University (i.e. "xxx.edu").

Until June 30, 2010, the notice is also served on the student charged in person, or by traceable mail (e.g. certified mail) to the last address the student has on record with the University.

The notice of hearing must include:
- The section(s) of the Student Conduct Code that the student is charged with violating.
- A factual description of the student's conduct that forms the basis for the charge(s).

The Proposed Sanction
Notification that neither the hearing officer nor the president is bound by the proposed sanction and either or both may set a more severe sanction.
- The date, time, and place of the hearing.
- The location on the campus where the student can view his or her discipline file.
- Notification that the student may be accompanied at the hearing by an advisor.
- Notification that if the student intends to bring an attorney, the student must inform the student conduct administrator of the attorney's name and address five working days before the hearing.
- Notification that the student can waive his or her right to a hearing by accepting the proposed sanction.
- Notification of any immediate suspension and/or withdrawal of consent to remain on campus. (See Article VI below.)
A copy of this executive order or notice of where the student may obtain a copy. If consent to remain on campus has already been withdrawn by the time the notice of hearing is sent, a copy of this executive order must be enclosed.

The notice of hearing is sent to the student at least ten working days before the hearing.

The charges stated in the notice of hearing may be amended at any time. If an amendment would require the student to prepare a different response, the student may request a postponement of the hearing for a reasonable period of time. If the charges are amended after a hearing is underway, the hearing officer may postpone the hearing for a reasonable period of time.

**Hearing**

The hearing is closed to all persons except the hearing officer, the student charged, the student conduct administrator, one advisor for the student charged, one advisor for the student conduct administrator, appropriate witnesses during the time that they are testifying (including a support person for alleged victims of sexual or physical assault, and one person to assist the hearing officer in recording the hearing. A police or security officer may also be present if deemed appropriate by the Vice President for Student Affairs. The University will cooperate in providing employee witnesses wherever possible, provided that they are identified at least two working days before the hearing.

The student may be accompanied by one advisor of his or her choice to provide support but not to speak on behalf of the student. If the president has elected to exclude attorneys from the proceedings, the advisor may not be an attorney. Hearing dates will not be changed because of the schedule of the advisor for the student charged.

The student conduct administrator may be accompanied by one advisor. If the campus has elected to exclude attorneys from the hearing, neither the student conduct administrator nor the administrator's advisor may be an attorney.

Hearings are intended to be educational rather than adversarial. The hearing officer runs the hearing. The student charged and the student conduct administrator each put on the evidence in their case in whatever manner the hearing officer deems appropriate and may each ask questions of the witnesses. The hearing officer may also ask questions of any witness, the student charged or the student conduct administrator.

Formal rules of evidence applied in courtroom proceedings do not apply in the hearing (e.g. California Evidence Code). All information that responsible persons are accustomed to rely upon in the conduct of serious affairs including hearsay is considered. Unduly repetitive information may be excluded. The hearing officer bases his or her decision only on the information received at the hearing.

The hearing officer makes an official audio recording of the hearing. He or she can have someone present to operate any equipment necessary to make the recording. The recording is the property of the University. No other recording of the hearing is permitted.

If the student charged fails to appear at the hearing, the hearing proceeds without him or her. The decision in that instance, like every other hearing decision, must be reached on the information presented. The student charged may not be found to have violated the Student Conduct Code solely because he or she failed to appear at the hearing.

In cases involving a charge of sexual or physical misconduct, the alleged victim may be accompanied at the hearing by another person. This person is for support only, and is not permitted to participate in the hearing. Questions of the alleged victim are limited to the incident upon which the charge is based and the events surrounding that charge, and may not delve into past sexual behaviors of the alleged victim. The hearing officer is responsible for maintaining order during the hearing and makes whatever rulings are necessary to ensure a fair hearing. Abusive behavior is not tolerated. The hearing officer may eject or exclude anyone who refuses to be orderly, including the student charged. The hearing officer's decisions regarding procedural issues are final. Where there is more than one student charged arising out of a single occurrence, or related multiple occurrences, the student conduct administrator and the students charged may agree to a single hearing for all of the students. A charged student may request consolidation of his or her case with others. The student conduct administrator makes consolidation decisions, which are subject to review by the hearing officer and thereafter are final. The separation of one or more cases from a case previously set
for a consolidated hearing shall not be considered to affect the other cases. At any time during the hearing, the student charged may waive the right to a hearing and accept the proposed sanction. Such a waiver must be in writing.

**Standard of Proof and Recommendation of the Hearing Officer**
The hearing officer makes decisions only on information presented at the hearing. After the hearing, the hearing officer makes findings of fact and conclusions about whether the information presented constitutes a violation of the Student Conduct Code.

The standard for the hearing officer's decision is whether the University's charge is sustained by a preponderance of the evidence. It is the University's burden to show that it is "more likely than not" that the student violated the Student Conduct Code.

The hearing officer submits a written report of his or her findings and conclusions to the president, along with any appropriate recommended sanction. This report is submitted within ten working days after the hearing.

**The Final Decision**
The president reviews the hearing officer's report and issues a final decision. The president may impose the sanction recommended, adopt a different sanction, reject sanctions altogether, or refer the matter back for further findings on specified issues. If the president adopts a more severe sanction than what is recommended by the hearing officer, the president must set forth the reasons in the final decision letter. The president's final decision letter is issued within five working days after receipt of the hearing officer's report.

The president sends notice of his or her decision electronically to the charged student at the University assigned e-mail address linked to the account provided by the California State University (i.e. "xxx.edu").

Until June 30, 2010, the notice of decision is also sent by personal delivery or through traceable mail (e.g. certified mail) to the last address the student had on record with the University. After the decision has been sent the hearing officer's report is available for review by the student charged within a reasonable time upon request.

**Notice to Victims of Crimes of Violence and Sex Offenses**
In cases involving a "crime of violence" the University may notify the alleged victim(s) of the final results of a hearing whether or not the charges are sustained. (34 C.F.R. § 99.31 et seq.) Where the charge relates to a sexual assault the University must notify the alleged victim of the outcome of the proceeding against the student charged (20 U.S.C. § 1092). The information is only given to the victim(s) and includes only the name of the accused student, any violation alleged committed, and any sanction(s) imposed on that student (20 U.S.C. § 1232g).

**ARTICLE V: SANCTIONS**
The following sanctions may be imposed for violation of the Student Conduct Code:

**Restitution** - Compensation for loss, damages or injury. This may include appropriate service and/or monetary material replacement.

**Loss of Financial Aid** - Consistent with California Education Code Sections 69810 et seq., scholarships, loans, grants, fellowships, and any other types of state financial aid given or guaranteed for the purposes of academic assistance can be conditioned, limited, cancelled, or denied.

**Educational and Remedial Sanctions** - Assignments, such as work, research, essays, service to the University or the community, training, counseling, or other assignments intended to discourage a repeat of the misconduct or as deemed appropriate based upon the nature of the violation.

**Denial of Access to Campus** - A designated period of time during which the student is not permitted on University property or specified areas of campus. (See California Penal Code § 626.2.)

**Disciplinary Probation** - A designated period of time during which the privileges of continuing in student status are conditioned upon future behavior. Conditions may include, for example, the potential loss of specified privileges to which a current student...
would otherwise be entitled, or the probability of more severe disciplinary sanctions if the student is found to violate any University rule during the probationary period.

Suspension - Separation of the student from CSU student status for a certain period of time, after which the student is eligible to reapply to the University. Conditions for readmission may be specified. Expulsion - Permanent separation of the student from CSU student status from the University.

Admission or Readmission - Admission or readmission to the California State University may be qualified, revoked or denied to any person found to have violated the Student Conduct Code.

Multiple Sanctions
More than one sanction may be imposed for a single violation.

Good Standing
A student is not considered to be in good standing for purposes of admission to the California State University while under a sanction of suspension, or expulsion, or while his or her admission or readmission has been qualified (Section 40601(g) of Title 5 of the California Code of Regulations).

Administrative Hold and Withholding a Degree
The University may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent a notice of discipline and may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Code, including the completion of all sanctions imposed.

Record of Discipline
Probation is entered on a student's transcript, with its beginning and end date, for the period of time that the probation is in effect. Suspension is entered on the student's transcript, with its beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. Expulsion is entered on the student's transcript permanently along with the date it takes effect.

ARTICLE VI: INTERIM SUSPENSION

Grounds
A president may impose an interim suspension where he or she believes that there is reasonable cause to believe that separation of a student is necessary to protect the personal safety of persons within the University community, property of the University or to ensure the maintenance of order (Section 41302 of Title 5 of the California Code of Regulations).

Notice and Opportunity for Hearing
A student placed on interim suspension is given prompt notice of the charges pending against him or her and the opportunity for a hearing within ten working days of the imposition of the suspension (Section 41302 of Title 5 of the California Code of Regulations). Where a timely request is made, a hearing will be held to determine whether continued suspension, pending the disciplinary hearing, is required to protect personal safety or property or to ensure the maintenance of order. This hearing may also serve as the disciplinary hearing in accordance with the procedures outlined in Article IV, provided that proper notice has been given. The hearing is conducted pursuant to the provisions of Article IV, Section 4 of these procedures.

Denial of Presence on Campus
During the period of an interim suspension, the student charged may not, without prior written permission from his or her campus president, enter any campus of the California State University other than to attend the hearing regarding the merits of his or her suspension. Violation of any condition of interim suspension shall be grounds for expulsion (Section 41302 of Title 5 of the California Code of Regulations).

ARTICLE VII: CONDUCT BY APPLICANTS FOR ADMISSION
Admission or readmission may be qualified, revoked or denied to any person who commits acts that would be the basis for disciplinary proceedings pursuant to these procedures. Qualified admission or denial of admission in such case shall be determined by a hearing held pursuant to Article IV of these procedures.
TITLE V - STUDENT CONDUCT
Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, Education, California Code of Regulations.

These sections are as follows:

CHAPTER 1, SUBCHAPTER 4, ARTICLE 2
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:**
      i. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
      ii. Furnishing false information to a University official, faculty member, or campus office.
      iii. Forgery, alteration, or misuse of a University document, key, or identification instrument.
      iv. Misrepresenting oneself 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, as defined in Education Code Sections 32050 and 32051: “Hazing” means 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. (A group of students acting together may be considered a “student organization” for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on 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:**
   i. Unauthorized entry into a file, for any purpose.
   ii. Unauthorized transfer of a file.
   iii. Use of another’s identification or password.
   iv. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
   v. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
   vi. Use of computing facilities and resources to interfere with normal University operations.
   vii. Use of computing facilities and resources in violation of copyright laws.
   viii. 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 of, 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:**
   i. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
   ii. Disruption or interference with the orderly progress of a student discipline proceeding.
   iii. Initiation of a student discipline proceeding in bad faith.
   iv. Attempting to discourage another from participating in the student discipline matter.
   v. Attempting to influence the impartiality of any participant in a student discipline matter.
   vi. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
   vii. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
   viii. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

C. 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.

41302. **Disposition of Fees: Campus Emergency; Interim Suspension.**
The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension. During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities. The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of The California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

41303. **Conduct by Applicants for Admission.**
Notwithstanding any provision in this Chapter 1 to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, where he enrolled as a student, would be the basis for
disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to Section 41304.

41304. **Student Disciplinary Procedures for the California State University.**
The Chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for The California State University. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302, and for qualified admission or denial of admission under Section 41303; the authority of the campus President in such matters; conduct related determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a Hearing Officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The Chancellor shall report to the Board his actions taken under this section.
INSTRUCTIONS
Use this guide in writing and or updating your constitution. Your constitution must include all the articles outlined on this guide. Sections that are italicized must be included in the exact wording of this document to be approved.

Preamble
List reason for forming this organization, as well as organizational goals. Organization goals must be inclusive (see Article II, section 2).

Article I    Official Name
Organization Name
State the official name of the organization, including the name of any affiliate organization, e.g. your national, state or local office. This will be the name used for official purposes and advertising. Include abbreviated version or acronym, if any. (The name of the organization must be one which will not be confused with another organization currently recognized by the University; it should be appropriate to the purpose of the organization.)

Recommended Language: The official name of the organization shall be the (add name of your organization), at California State University, Bakersfield.

Article II    Membership
Section 1    Student Access
Any person currently enrolled as a student at CSUB and fulfilling the membership requirements of the organization may be a member.

Section 2    Non-Discrimination Statement
In accordance with State law and the regulations of the California State University, no organization shall discriminate on the basis of race, color, religion, creed, gender, pregnancy, marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or disability.

Section 3    Membership Requirements
Define the requirements for membership. Explain and describe active, inactive, alumni, honorary and other membership types that may apply to your organization.

Section 4    Privileges of membership
Specify by classification the privileges of members. Nominating, being a candidate for office, voting, and holding office privileges shall be restricted to current CSUB students.

Article III    Officers and Advisors
Section 1    Official Positions
Each organization shall have a president or similar officer. List officers and/or executive board and their duties. Organizations may choose to have an executive board with specific powers and duties appropriated by the constitution. An executive board traditionally includes the President, Vice President, Secretary, and Treasurer, though other positions may be included if desired.

Section 2    Officer Qualifications
Explain the qualifications required for holding an office. All officers must be enrolled CSUB students. Pursuant to CSU Executive Order 1068 the president, vice president and treasurer are required to meet the following minimum requirements:
Minimum Academic Qualifications — The president, vice president and treasurer must be matriculated and enrolled at California State University, Bakersfield with a minimum overall 2.0 grade point average each term (term is defined as Fall, Winter, and Spring Quarters). The student must be in good standing and must not be on probation of any kind.

Incumbent Unit Load—Undergraduate students in the role of president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.

Incumbent Maximum Allowable Units—Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of President and Treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Student holding more than this number of units, including students pursuing a double major, will no longer be eligible.

Section 3 Terms
State length of term for officers, e.g. one academic year or quarter. (Is there a maximum term limit for anyone to hold office? Could someone be elected to a two year term?)

Section 4 Advisor
Recognized student organization must have a University advisor who is either a faculty or professional staff member (full-time). The University advisor shall be an Ex Officio member without voting privileges. Do not specify the name of the University advisor in your constitution. Your organization may also have an additional individual serve as an advisor such as an alumni or community member. If you have additional advisors please describe their roles and responsibilities in this constitution. Please remember that a CSUB faculty or staff member is required to serve as the University advisor. California State University, Bakersfield will not recognize any student organization without a University advisor. Recommended language: Pursuant to Executive Order 1068 a CSUB faculty or staff advisor will be chosen at the first meeting of each new semester (or academic year).

Article IV Elections
State when your elections will take place and when new officers will take office.

Section 2 Election Procedures - Describe the following:
Method of nomination. Recommended language: Nominations will be accepted (in writing, selfnomination, from the floor) the meeting prior to the date of elections.
Method of voting. Recommended language: Votes shall be cast (by secret ballot, by roll call, or by show of hands).
Majority specifications. Recommended language: The candidate receiving a majority (50% +1 of the present membership, or 50% +1 of the active membership) will be declared the winner.
Run-off election procedures. In case of a tie or no majority, describe your run-off election procedures.

Section 3: Special Election Procedures
Explain the procedure for filling vacancies. Recommended language: Should a vacancy in any office occur, it shall be filled by (special election, appointment by remaining officers, etc.).

Section 4: Recall Election
Explain the procedure for a recall election. Recommended language: A petition of (2/3, ¾) of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall petition. Recall will require a favorable vote of (2/3, ¾) of the total voting membership.
**Article V  Meetings**

**Section 1**  Logistics  
State how the date and time of the regular meetings will be determined. *Recommended language: The day and time of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.*

**Section 2**  Frequency  
State how often your club will meet (e.g. weekly, bi-weekly, monthly, etc.).

**Section 3**  Special Meetings  
Explain the procedure for calling a special meeting including who has authority to call the meeting and how the membership will be notified. Be sure to address how many hours/days/weeks prior to the meeting the members will be informed.

**Section 4**  Quorum  
State the minimum number of voting members who must be at a meeting before any official decisions can be made. *Recommended language: Quorum for regular and special meetings shall be (30%, 40%, and 50%) of the active membership.*

**Section 5**  Rules of Procedure  
Specify a procedural style that will be referred to as necessary. *Recommended language: The rules of procedure for this organization shall be (Robert’s Rules of Order, Sturgis’ Standard Code of Parliamentary Procedure, etc.).*

**Article VI  Finances**

**Section 1**  Account  
*This organization, pursuant to its charter obligation, shall maintain a Club Fund with University Accounting.*

**Section 2**  Usage  
*All monies of this organization shall be deposited in, and disbursed from, this account following procedures outlined by the Office of Student Involvement.*

**Section 3**  Dispersal of Funds  
*Should this organization become inactive, including the failure to apply for University recognition annually, the Club Fund will be handled in accuracy with the procedures of the University Accounting.*

**Section 4**  Fiscal Year  
*Establish the beginning and end of your fiscal year. Recommended language: The fiscal year of this organization shall be July 1-June 30 (This is the fiscal year for the State of California).*

**Section 5**  Dues  
State the procedure for establishing dues. Address national membership dues if applicable. *Recommended language: Dues will be established by consensus of the general body at the first meeting of the academic year.*

**Article VII  Committees**

**Section 1**  Standing Committees  
State the names, powers and duties of standing committees (e.g., membership committees, finance committees, social committees etc.).

**Section 2**  Selection of Standing Committees  
State method of establishing the committees. *Recommended language: Standing committees shall be (appointed by the president, voted on by the membership, etc.) and assigned duties as necessary.*

**Article VIII  Amendments**

**Section 1**  Submission of Amendments  
Explain how amendments to the constitution shall be proposed. *Recommended language: Proposed constitutional amendments shall be presented to the organization in writing (one meeting, two meetings) before it may be voted on.*
Section 2 Approval of Amendments

State the requirements to pass an amendment. Recommended language: Approval by (⅔, ¾) of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

Section 3 Notification of Amendment

Pursuant to Executive Order 1068 any substantive change or amendment must be submitted to the Office of Student Involvement within 90 days.

Article IX Ratification

Adopted on__________________________________________________________

Organization President/Chair Signature __________________________ Date ____________

(President has reviewed the constitution with a majority of members and has received majority approval to make this the official governing document of the organization)

Advisor __________________________ Date ____________

Student Union, Inc. and Organizational Governance, Director __________________________ Date ____________