



CSU  
Bakersfield

Office of Student  
Involvement  
**RUNNER  
SOURCE**

# **RUNNER SOURCE**

*Policies & Procedures for Student  
Organizations*

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## **I. 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 be enrolled in and earn six semester units per term while holding office. Graduate and credential students must be enrolled in and earn three semester units per term while holding office.

### E. Incumbent Maximum Allowable Units

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

## **II. 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

1. See a staff member in the Office of Student Involvement to discuss chartering procedures.
2. If starting a club, create the organization's portal (page) on RunnerSync according to the requirements set by the Office of Student Involvement. If renewing or reactivating the club, update the portal according to the requirements set by the Office of Student Involvement.
3. Secure a full-time or part-time faculty or professional staff member to serve as advisor. Auxiliary staff and staff or faculty on sabbatical are not eligible.
4. Register a President, Treasurer and the Advisor on RunnerSync. Additional officers may be registered but they do not affect the chartering process. President and Treasurer must agree to a Grade Release to verify academic eligibility. If starting or reactivating a club, officers may volunteer or be appointed. If renewing a club, officers must be elected.
5. The officers and Advisor must complete a series of orientations on RunnerSync before their registrations will be approved. Face-to-face orientations are also available, if preferred.
6. Obtain a membership of a minimum of five (5) CSU students who are currently enrolled in at least one class (E.O. 1068). Have these students join the club's RunnerSync page. Create a group called "20xx-20xx Verified Members" and add them to the group ("xx" = the current academic year). NOTE: Student organizations may

have up to 20 percent of its membership as a non CSU Student per E.O 1068. However, non CSUB Students may not vote, hold office, or attend CSUB Student only events.

- 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. Complete a Chartfield Request Signature Authorization form with the names of officers and Advisor who will be authorized to sign for the organization’s expenses. Bring the signed document to the Office of Student Involvement for additional signatures.
5. Draft a constitution that meets the E.O. 1068 standards (a template can be found in the “Files” section of a club’s RunnerSync page). Bring the signed document to the Office of Student Involvement for additional signatures.
6. A Charter Letter will be signed by the Office of Student Involvement, stating that all chartering requirements have been met and that the organization is recognized by the University for the current Academic year.  
**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. Local chapters of national or regional organizations must be concerned primarily with student interests.
6. Must include open membership with the exception of social Greek Organizations under the **Title 5, Article 4. 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. A statement signed by the president or equivalent 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 is included as part of the President Registration process on RunnerSync and is made available to the Vice President for Student Affairs or his/her designee. **This statement must be renewed annually.** California Code of Regulations, Title 5, Article 4, Nondiscrimination of Student Organizations, Sections 41500 (*Withholding of Recognition*), 41501 (*Definition of Recognition*), 41503 (*Filing Requisites*), and 41504 (*Penalties*).
7. **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 the 25Live Event Registration Program (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. ASI may set additional requirements for funding eligibility, such as requiring student organizations to have a representative on the Student Leadership Council. For more information visit their website at [www.csub.edu/asi](http://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 Activities Resource Center (SARC) which is located in the Campus Programming office, often at no charge or for a nominal fee.
6. Sponsor revenue-producing activities on- and off-campus.
7. Have activities listed on the university activities calendars and master schedule of events.
8. A page included with other recognized organizations under the "Student Life" umbrella on RunnerSync, which includes a public-facing 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. The 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 organization may no longer use campus facilities, request funds, access 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.

### **III. 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.

### **IV. 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 organization may no longer 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.

### **V. 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).

### **VI. 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. Clubs and organizations have ten (10) business days after being granted use of a bulletin board space to utilize the space or the space will be forfeited and made available to other clubs.

#### 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 661.654.3346. Use is granted on a month-to-month basis.

#### 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 are made through the 25Live Event Scheduling program and should be made as far in advance of the event 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. This form must be updated annually and at any time a signed is added or removed, for example when a student graduates or leave the organization or if officers change mid-year.

#### F. Student Activities Resource Center

The Student Activities Resource Center (SARC) is located in the Campus Programming office. The Student Activities 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 include:

1. Students must sign in & out of the SARC on the sign in/out sheet at the Campus Programming front desk
2. Student organizations must turn in a "Materials Used" Sheet to document use of the area and for monitoring the consumption of any supplies (rolled paper, construction paper, glue, etc.)
3. All materials, supplies and equipment must be used in the SARC unless a staff member approves removal.
4. After using the SARC, all materials, supplies and equipment must be returned to their appropriate location and the work area cleaned. Failure to do so may result in loss of access to the SARC.
5. When checking out large resources (canopies, carts, ice chests), sign the resources "in" and "out" at the Campus Programming front desk.
6. 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.
7. Registered clubs/organizations may use equipment and materials often at no charge or for a nominal fee.
8. CSUB students, faculty and staff not affiliated with registered organizations may purchase expendable materials at a cost. Only CSUB RunnerCards are accepted as payment.



## **VI. 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](http://www.csub.edu/events/files/CSUB%20SUF%20for%20NI%20Events_120810.pdf)).

### B. Responsibilities

1. Complete a RunnerSync "Advisor Registration Form" on behalf of the student organization, including any orientation forms attached to the Advisor position. These forms replace the former Advisor/President Agreement Form and the Advisor's Acknowledgement of Risk and Assumption of Responsibility Form.
2. 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.
3. 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).
4. Supervise financial transactions, the handling of club funds, and financial record keeping.
5. Become familiar with university policies and procedures pertinent to student organizations as outlined in Runner Source and on the CSUB Policy and Procedures website (<http://www.csub.edu/studentunion/policies%20and%20procedures/>).
6. Inform the membership of the policies concerning risk management, liability and expected behavior while representing CSUB.
7. Assist student leaders in completing 25Live Event Registration requests, campus forms and maintenance of the club's records.
8. Inform the Office of Student Involvement when there is a change in the advisor's status as University employee or club Advisor.
9. Advisors are encouraged to contact the Office of Student Involvement staff for Advisor training or 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 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 a public 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 (not counting regular business meetings unless there will be amplified sound).

#### 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.

### **VIII. Sponsorship of Events**

#### A. On-Campus

Any recognized campus organization may sponsor a public event 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 25Live.
3. All events must be entered into RunnerSync, but only on-campus events can and must be requested through 25Live. The 25Live Event Request must be made first because RunnerSync will ask for the 25Live event number before it will be approved.

**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. All events must be added to RunnerSync. If the event is to be held off-campus, the person creating the event will be asked to provide the names of the President and Advisor of the club. The President and Advisor will be

- sent approval forms which serve as waivers, 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 event off-campus accept sole responsibility for the event. Student organizations sign a statement each fall during the organization renewal process which releases the University and its employees from any claims or causes of action arising out of any event held off campus and sponsored by a student organization.
  3. Organizations utilizing off campus facilities or vendors are solely responsible for all contractual agreements they enter into and in no way involve the University or the advisor as an employee of the University. The Office of Student Involvement should be contacted before signing any contracts.
  4. Any recognized student organization which undertakes the sponsorship of an event accepts responsibility for maintaining proper conduct of those in attendance. Officers of the organization are responsible for informing members of the organization of this requirement. If a complaint is registered against an organization, the Office of Student Involvement will request the complaint be placed in writing and a copy forwarded to the President of the organization concerned and the University Judicial Officer. If, in the opinion of the Office of Student Involvement, the organization has not resolved the problem satisfactorily, or if the difficulty was of such proportion as to impair the name of the University or other student organizations, disciplinary action may be initiated by the University Judicial Officer.
  5. Student organizations sponsoring an event off-campus 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 Risk Management Office will provide information and guidance to student organizations needing to purchase insurance for an event off-campus but they cannot purchase insurance on the club's behalf.

## IX. Club Fund Information

### A. Club Fund Account Guidelines

All registered CSUB student organizations are **required** to deposit and maintain their 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.

All expenditures require a signature from an approved account signer of the student organization, and the Student Union and Organizational Governance Director.

Account Standing: Account balances are reviewed weekly to ensure that your club fund maintains good standing with the university. Negative balances will result in your organization being denied the privileges outlined in the Runner Source Policy and Procedures Handbook for recognized student organizations ([www.csub.edu/studentorg/\\_files/RunnerSource%209-25-14.pdf](http://www.csub.edu/studentorg/_files/RunnerSource%209-25-14.pdf)). Negative balances that are not made positive in the specified amount of time as determined by the SUOG Director will result in the loss of recognition status.

Vendor Transactions: In the event that a club/organization desires to use revenue from their club fund to pay for services provided by an outside vendor the completion of a Vendor Data Record Form ([www.csub.edu/BAS/fiscal/studaccount/\\_files/VENDOR\\_DATA\\_RECORD.pdf](http://www.csub.edu/BAS/fiscal/studaccount/_files/VENDOR_DATA_RECORD.pdf)) must accompany the invoice from the vendor along with a Direct Pay Form ([www.csub.edu/BAS/fiscal/accounting/directpay/index.shtml](http://www.csub.edu/BAS/fiscal/accounting/directpay/index.shtml)).

Petty Cash Reimbursements: It is the policy of the department of Fiscal Services to only reimburse a maximum of \$250.00 per day for Petty Cash. In order to accomplish this transaction, you must submit a petty cash reimbursement form (<https://www.csub.edu/bas/fiscal/accounting/pettycash/>) and the original receipt must be attached.

Account Deposits: The completion of a collection sheet must accompany all deposits to the cashiering window. The form can be accessed at ([www.csub.edu/bas/fiscal/studaccount/\\_files/Revised%20Collection\\_Sheet\\_Form.xls](http://www.csub.edu/bas/fiscal/studaccount/_files/Revised%20Collection_Sheet_Form.xls)). All fundraising activities including membership dues must be deposited within 5 business days. Failure to do so will result

in the denial of privileges outlined in the Runner Source for recognized student organizations and possible forfeiture of the funds generated.

Reprographics: An invoice from Reprographics must be acquired and then submitted to the SUOG Director before print jobs will be approved and completed.

#### B. Obtaining a Club Fund

1. Chartfield Request and Signature Authorization Forms for a CSUB Club Fund may be downloaded from the “Files” section of the student organization’s RunnerSync page. Chartfield forms must be signed by the club President, Treasurer and Advisor as well as representatives from the Office of Student Involvement. Existing club funds 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 signer’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 by submitting a “Direct Pay” form and receipts with appropriate signatures.
5. Requests under \$250 for account disbursements will be processed the same day of receipt by the Cashier’s window by submitting a “Petty Cash” form and receipts with appropriate signatures.
6. A current Chartfield Request Form must be on file for all accounting transactions. The Chartfield form must be updated annually and any time a signer is added or removed.
7. Financial reports are available to club/organization officers or advisors by submitting a Financial Report Request form through RunnerSync.
8. Questions regarding the status of your club’s fund may be directed to the Office of Student Involvement at 661.654.3346.

### **X. 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. [https://25live.collegenet.com/csub/#home\\_my25live\[0\]](https://25live.collegenet.com/csub/#home_my25live[0])

#### 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.csub.edu/events/files/CSUB%20SUF%20for%20NI%20Events\\_120810.pdf](http://www.csub.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.csub.edu/bas/police/parking/rules/index.html>
3. The University Police will review all use of campus facilities for events and determine the 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 approvals have been obtained on the reservation request in 25Live.**

## **XI. 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 or 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>

## **XII. 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.

## **XIII. 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 flyers 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, Cafe, 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. Cafe - neither inside nor outside, except on the wooden board outside the cafe.
  - 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 tables in the form of tent cards

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. 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.

### **XIV. 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.

The use of University or club 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.

Additional information regarding Alcohol and Drug Education may be found in the RunnerSource Appendix.



### B. Amplified Sound

The use of amplified sound on the campus is allowed only by permission. Permission is given by the University Police Department and the 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. Examples 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 to 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 cooking equipment must be outside DDH, including popcorn and churros.
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 M. (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:***

- Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- Furnishing false information to a University official, faculty member, or campus office.
- Forgery, alteration, or misuse of a University document, key, or identification instrument.
- 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.
- p. Violation of any published University policy, rule, regulation or presidential order.
- q. 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.
- r. 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.
- 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**

Academic Advising and Resource Center	661.654.2700
Academic Scheduling	661.654.2285
Accounting Office	661.654.3406
Admissions	661.654.3036
Alumni	661.654.3211
Aramark Catering	661.654.6459
Associated Students Inc.	661.654.2418
Athletic Facilities Use	661.654.2188
Bookstore	661.654.2273
Cashiering Window	661.654.3222
Community Engagement and Career Education	661.654.3033
Computer Labs	661.654.2440
Counseling/Personal	661.654.3366
Disability Services	661.654.3360
Facilities Management	661.654.2211
Financial Aid	661.654.3016
Health Services	661.654.2394
Housing	661.654.3014
Intramural Field Use	661.654.4386
Library	661.654.3172
Media Services (ITSS)	661.654.2391
Ombudsman	661.654.3366
President's Office	661.654.2241
Reprographics/Print Shop	661.654.2272
Runner Card	661.654.2009
Runner Office	661.654.2165
Safety & Risk Management	661.654.6320
Sports Information Hotline	661.654.3071
Student Recreation Center	661.654.4386
Office of Student Involvement	661.654.2498
Student Union	661.654.2496
University Police/Public Safety	661.654.2111
Testing Center	661.654.3373

## APPENDIX

### EXECUTIVE ORDER 1068

December 21, 2011

### MEMORANDUM

**TO:** CSU Presidents

**FROM:** Charles B. Reed  
Chancellor

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

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

This executive order includes the following changes:

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

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

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

CBR/rm

Attachment

cc: Provosts/Vice Presidents for Academic Affairs  
Vice Presidents for Administration and Finance  
Vice Presidents for Student Affairs  
Executive Staff, Office of the Chancellor



## Executive Order 1068

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

<b>Executive Order:</b>	1068
<b>Effective Date:</b>	December 21, 2011
<b>Supersedes:</b>	Executive Order 1006
<b>Title:</b>	Student Activities

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

### Student Organizations

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

#### Formal Chartering and Recognition Policies

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

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

race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually.

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at that campus, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership.

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

#### Withholding and Withdrawing Official Recognition

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

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

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

#### Minimum Number of Students

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

designee. Campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting.

#### Club Advisors

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

#### Training/Orientation Programs

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

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

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

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

#### Off-Campus Student Activities

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

#### Overall Program Evaluations

Campuses shall assess student organizations and activities programs biennially. The review shall include the assessment of such factors as risk management, program quality, student satisfaction, student participation growth, and how the student organizations and activities support the goals of the university. Campuses may develop an individual assessment instrument or select an existing

assessment instrument, e.g., The Council for the Advancement of Standards in Higher Education (CAS) or CSU Quality Improvement (QI). The biennial reports shall be submitted to the Office of the Chancellor in August of every even-numbered year.

#### Club Sports Insurance

Officially recognized student club sports at all CSU campuses must carry adequate liability and secondary medical insurance as determined in collaboration with the campus risk managers or the Office of Risk Management in the Chancellor's Office for all participants and coaches, including non-students and volunteers. The insurance shall cover travel, practices, and competition. Each campus may develop its own method for insurance coverage requiring participants to pay or other fiscally sound approaches as authorized by the campus vice president for student affairs or his/her designee. In no case may a campus use state appropriations to pay for club sports insurance. No student, non-student, or volunteer may participate in a club sport without approved insurance, and no club may be recognized or organized to participate in practices, competition, or travel without approved insurance.

Insurance documents should include appropriate hold harmless provisions as follows: "Insured shall hold harmless, indemnify, and defend the state of California, the Trustees of the California State University, the (*campus*) and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the insured of said property or participation in said activity."

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Charles B. Reed,  
Chancellor

Dated: December 21, 2011

**EXECUTIVE ORDER 1006**

May 18, 2007

**MEMORANDUM**

**TO:** CSU Presidents

**FROM:** Charles B. Reed  
Chancellor

**SUBJECT:** Student Activities - Executive Order  
No. 1006

Attached is a copy of Executive Order No. 1006, Student Activities, which supersedes Executive Order No. 969.

The technical change in this executive order includes the following:

- Hazing definition reference in accordance with the California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301 (b)(8).

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

Questions regarding this executive order may be addressed to Mr. Allison G. Jones, Assistant Vice Chancellor, Academic Affairs, Student Academic Support, at (562) 951-4744 or [ajones@calstate.edu](mailto:ajones@calstate.edu) or Mr. Ray Murillo, Associate Director, Student Programs, Academic Affairs, Student Academic Support, at (562) 951-4707 or [rmurillo@calstate.edu](mailto:rmurillo@calstate.edu).

CBR:jd

Attachment

cc: CSU Provosts/Vice Presidents for Academic Affairs  
CSU Vice Presidents for Student Affairs  
CSU Vice Presidents for Administration  
Executive Staff, Office of the Chancellor

**Executive Order 1006**

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**562.951.4707**

<b>Executive Order:</b>	1006
<b>Title:</b>	Student Activities
<b>Effective Date:</b>	May 18, 2007
<b>Supersedes:</b>	Executive Order No. 969

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 refiled 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 actions such as withdrawal of recognition,

suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

### **Minimum number of students**

Official recognition of a student organization requires a minimum of five (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 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.

### **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 systemwide 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 clubs and organizations. The Student Conduct Code sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the university's disciplinary process.

### **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.

---

Charles B. Reed  
Chancellor

Date: May 18, 2007

**EXECUTIVE ORDER 969**

January 30, 2006

**MEMORANDUM**

TO: CSU Presidents

FROM: Charles B. Reed  
Chancellor

SUBJECT: Student Activities - Executive Order  
No. 969

Attached is a copy of Executive Order No. 969, Student Activities, which develops and communicates systemwide policies, procedures, and/or guidelines for student organizations and activities.

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

Questions regarding this executive order may be addressed to Mr. Allison G. Jones, Assistant Vice Chancellor, Academic Affairs, Student Academic Support, at (562) 95 1-4744 or [ajones@calstate.edu](mailto:ajones@calstate.edu).

CBR:lem

Attachment

Distribution: CSU Provosts/Vice Presidents for Academic  
Affairs  
CSU Vice Presidents for Administration  
CSU Vice Presidents for Student Affairs  
Executive Staff, CSU Office of the Chancellor

**Executive Order 969**

**THE CALIFORNIA STATE UNIVERSITY**  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4560

<b>Executive Order:</b>	969
<b>Title:</b>	Student Activities
<b>Effective Date:</b>	January 30, 2006
<b>Supersedes:</b>	No Prior Executive Order

This executive order develops and communicates systemwide 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 shall be submitted to the Office of the Chancellor, Student Academic Support, by August 15, 2006. Thereafter, biennial reports shall be submitted to the Office of the Chancellor by August 15 every even-numbered year.

**Student Organizations**

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

**Formal chartering and recognition policies**

Campuses shall comply with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4 *Nondiscrimination in Student Organizations*, Sections 41500 (*Withholding of Recognition*), 41501 (*Definition of Recognition*), 41503 (*Filing Requisites*), and 41504 (*Penalties*). These sections require each student organization to deposit with the vice president of student affairs or his/her designee copies of all constitutions, charters, or other

documents relating to its policies. Documents shall be refiled 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 by the CSU Board of Trustees at its November 2005 meeting (REP 11-05-07).

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 as defined in Education Code Sections 32050 and 32051. A description of hazing may be found in California Code of Regulations, Title 5, Article 2, *Student Discipline*, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

Campuses may establish codes of conduct for student organizations and procedures for sanctions against the organizations. Sanctions may include actions such as withdrawal of recognition,

suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

### **Minimum number of students**

Official recognition of a student organization requires a minimum of five (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 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.

## **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**

CSU's Minimum Academic Qualifications for Student Office Holders 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 systemwide 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, *Student Conduct*, of Title 5 of the California Code of Regulations adopted by the CSU Board of Trustees at its November 8-9, 2005 meeting. This section clarifies the university's authority for off-campus behavior that includes students who are members of clubs and organizations. The Student Conduct Code sets the standard of expected

behavior and describes conduct that is unacceptable and subject to discipline through the university's disciplinary process.

### **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 General Funds 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.

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Charles B. Reed  
Chancellor

Dated: January 30, 2006

**S A M P L E**

**Student Organizations  
Constitution Requirements & Guidelines**

**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*

**Statement of Purpose**

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.

**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

**Section 1**            Time of 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, self-nomination, 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 ( $\frac{2}{3}$ ,  $\frac{3}{4}$ ) 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 ( $\frac{2}{3}$ ,  $\frac{3}{4}$ ) 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 (2/3, 3/4) 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*

## Alcohol and Drug Education

### Health Consequences of Alcohol and Other Drug Use for Students, Faculty, and Staff at California State University, Bakersfield

The use, misuse, and abuse of alcohol and other drugs, both legal and illegal, can have serious consequences to health and well-being. Alcohol and other drug use can lead to psychological and/or physiological dependence and addiction. The physiological and psychological responses differ according to the classification of the chemical ingested. Adverse health reactions can result from both abusive and moderate use of any classification. While chronic health problems are often associated with long-term misuse and abuse, acute and traumatic instances can occur from one-time and moderate use. Such negative results are as dependent upon the circumstances of the use as they are upon whether the user is addicted or alcoholic. As a summary of the health implications of alcohol or other drug use, this document will look at several classifications summarized below and is available in more detail at CSUB Student Health Services

#### **ALCOHOL:**

Alcohol is a central nervous system depressant that can impair coordination, inhibitions, self-control, memory, judgment, and reflexes. Large quantities may produce staggering, slurred speech, mood changes, unconsciousness and possibly death. Prolonged use can damage many organs of the body including the heart, liver, stomach, and pancreas. Binge drinking can result in muscle inflammation and chronic drinking in muscle attrition in the shoulders and hips. Emotional responses in addition to interpersonal difficulties include intense sadness, auditory hallucinations, paranoia, and anxiety. Alcohol fragments sleep and can lead to insomnia. And, of course, heavy consumption results in hangovers. In summary, “alcohol abusers have lower life expectancies and higher mortality rates at younger ages than non-alcoholics.”

#### **OTHER DEPRESSANTS:**

Although users of alcohol tend to feel “up” with low-level consumption, alcohol is actually a depressant drug. The “high” results from a depressing of the user’s usual inhibitions. Psychological and physical “lows” follow with continued consumption. Other depressants include opiates, sedative-hypnotics, and anti-anxiety medications. Suffice it to say that such industrial products as solvents and aerosols, when inhaled for their mind-altering properties, also create depressant-like effects.

#### **MARIJUANA:**

Marijuana can increase heart rate, interfere with sexual development, may cause a reduction in male fertility and disrupt the female menstrual cycle. It can increase the risk of disease/damage to the body’s respiratory system, impair eye-hand coordination and other essential functions needed to operate a motor vehicle safely. It can also impair the body’s immune system.

#### **OPIATES AND NARCOTICS:**

Naturally occurring opiates include opium, heroin, morphine, and codeine. In recent years, synthetic opiates have been developed as medical analgesics and antagonists. Examples include such trademarked compounds as Darvon, Percodan, Demerol, Lomotil, and Talwin. All are central nervous system depressants that slow down both physical and psychological responses. The most serious medical consequence of opiate abuse is toxic reaction, more commonly known as overdose. Overdose leads to death when the respiratory and circulatory systems slow down to the point of ceasing to function.

#### **HYPNOTICS AND ANTI-AXIETY DRUGS:**

Such prescription medications as Nembutal, Seconal, Quaalude, Miltown, and Equanil can be abused and do have serious negative health consequences. The most common is toxic overdose, which results in depressed central nervous system, cardiac, and respiratory functioning. Temporary psychosis involving auditory hallucinations and paranoid delusions can also occur. Use of these drugs can interfere with short-term memory and recall as well as impair judgment and motor performance. Decreased inhibitions can result in an increase of angry outbursts and potential for traumatic consequences. Permanent neurological damage is possible.

### **STIMULANTS:**

All drugs in this classification share the essential ability to stimulate the central nervous system. Amphetamines, caffeine, methamphetamine, dextroamphetamine, and, of course, cocaine, are among the drugs in this category. The stimulation results in decreased fatigue, increased feelings of sexuality, interference with sleep patterns, and decreased appetite.

Other negative health consequences associated with stimulant use include strokes, destruction of nasal tissue, bronchitis, tooth grinding, and skin ulcers. Maternal use can cause similar difficulties for a fetus as well as contribute to spontaneous abortions, premature labor, and detached placentas.

### **HALLUCINOGENS:**

Club drugs such as MDMA (Ecstasy), GHB, LSD, Rohypnol, Ketamine and Methamphetamine can cause serious health problems and possibly death. Many of these drugs are tasteless and odorless. The chemicals, drug sources and pharmacological agents used to manufacture these drugs often vary, making it difficult to determine all of the effects, symptoms and health risks associated with club drugs. Confusion, depression, impaired motor function, amnesia, psychotic behavior, cardiac failure and permanent neurological and organ damage are some known effects associated with the use of these drugs.

**Interaction between various drugs, legal and illegal, may have serious consequences to the user. Various combinations of drugs may work at cross purposes within the body, and the combined effects of two or more drugs may be more potent than the effect of a single drug.**

## **Legal Implications of Alcohol and Other Drug Use by Students, Faculty, and Staff at California State University, Bakersfield**

A variety of implications surround the use of alcohol and other drugs. This summary is designed to alert you to some of the legal risks you assume when you use alcohol or other drugs. Where the sanctions are clear, the penalties for illegal use will also be described. However, this summary is only a descriptive document. It should not be interpreted as legal advice or counsel. The regulations summarized here are those most likely to affect students, faculty, or staff at institutions of higher education in California.

Although the physical, psychological, and social effects of the abuse of alcohol or prescription drugs and use of illegal drugs are often similar, the laws regulating that use often differ. Serious federal penalties exist in relation to controlled substances (illicit drugs and a variety of prescription medications). However, with the exception of a recent mandate that states adopt a legal drinking age of 21 to receive federal transportation funds, there has been no national policy related to the consumption of alcohol since Prohibition. The repeal of Prohibition granted control of alcohol use and availability to individual states. Through its Constitution, the State of California maintains virtually all such control at the state level. Generally speaking, localities can only affect alcohol use and availability through land use and zoning ordinances. On the other hand, many of California's mandates relative to alcohol are written to apply to other intoxicating substances as well.

Thus, regulations on the use of illicit and illegal drugs exist at both the state and national levels. They are not always consistent with each other. Indeed, the National Drug Control Strategy recommends that state and local governments should adopt federal principles of accountability as models in developing their anti-drug strategies. If you are a trafficker in illegal drugs, you probably know the laws you are violating better than most attorneys. This document will focus primarily on the legal impact of what people often consider minor use until they get embroiled in those implications. Local governments, cities, and counties may also have laws regulating the use of alcohol or other drugs. However, given the multiplicity of residences of students and staff at this institution, no attempt will be made through this summary to address local restrictions. Offices of city and county counsel can provide that information. The student and employee handbooks speak to regulations specific to this campus.

Finally, this document will address the illegal use of prescription medications only as such drugs are classified as controlled substances. Penalties for such illegal use are similar to those for illicit drugs. Remember that even though prescription and over-the-counter drugs are legal in many circumstances, their misuse and abuse can create the same kind of negative health consequences as alcohol or other drugs.

### **Possession and Use**

Anyone under 21 years of age who buys alcohol is committing a misdemeanor. Attempting to buy by a minor is also an infraction of the law. Public intoxication which interferes with the personal safety or use of public ways is disorderly conduct, a misdemeanor crime. It is unlawful to drive a motor vehicle or ride a bicycle on a highway when you have a blood alcohol content (BAC) level of .08% or above. Punishment is greater if a child under 14 years of age is in the vehicle at the time. It is unlawful for a person under the age of 18 who has a BAC of .05% or more to drive a vehicle. The act of driving implies consent to be tested for BAC. It is unlawful to operate a water vessel, water ski, or use an aquaplane, etc., with a BAC of .08%, .05% if the operator is under 18 years of age.

It is unlawful to operate an aircraft in the air or on the ground or engage in sport parachuting with a BAC of more than .04%. Except for specific educational purposes, alcoholic beverages are not allowed on public school campuses in California, including community colleges.

Marriage licenses will not be issued to applicants under the influence of alcohol or other drugs. It is unlawful to manufacture controlled substances in the home or in any other unregulated facility. Growing or processing peyote is punishable by imprisonment in the county jail for not more than one year. It is a felony to use alcohol or drugs to aid the commission of a felony, including rape and other sex offenses. Applicants for professional licenses must not be addicted to alcohol or other drugs at the time of application.

### **Distribution**

It is a misdemeanor crime to sell, give, or furnish alcohol to anyone under 21 years of age. It is a misdemeanor crime to sell or furnish alcohol to a common drunkard or incompetent. Only eating establishments and holders of retail liquor licenses may sell or expose for sale alcoholic beverages within one mile of a university or state college.

It is unlawful for sellers of alcoholic beverages by the drink to employ a person for the purpose of encouraging the sale of such beverages.

Manufacture, distribution, receipt, etc., of "imitation controlled substances" or any drug that is falsely advertised, adulterated, or misbranded is unlawful. Providing a minor with paraphernalia for the ingestion of tobacco or any controlled substance is unlawful. Providing intoxicants to prisoners or wards is a felony punishable by up to three years of state imprisonment. It is illegal to use the postal service or other interstate conveyance to offer to sell or transport, import, or export paraphernalia. It is unlawful to import controlled substances except for medical or scientific purposes. It is unlawful to export to any country that has a treaty with the United States prohibiting such export. Penalties vary depending upon the country involved.

### **Consequences**

Carriers of motor vehicle insurance can increase premiums, cancel, or deny renewal as a result of driving under the influence convictions. Employers' motor vehicle coverage can also be cancelled or renewal denied if employees have been convicted of certain driving under the influence offenses. The Department of Motor Vehicles may refuse or revoke driver's licenses of practicing alcoholics or addicts or those convicted of alcohol- or drug-related offenses. Refusal to submit to a blood alcohol content test will result in a six-month suspension of driving privileges, two-year suspension if there has been a prior such offense within seven years, and three-year suspension for two or more offenses within seven years. Employers may refuse to hire or may fire an employee who cannot perform job duties or endangers his/her or others' health or safety due to current use of alcohol or other drugs. (However, employers of 25 or more employees must reasonably accommodate any employees who wish to voluntarily enter treatment programs, providing no undue hardship is created for the employer.) State disability retirement allowances are paid unless the disability is due to the intemperate use of alcohol or other drugs.

No addict or person in danger of becoming an addict may be employed as a peace officer. Drunkenness on duty, intemperance, or addiction are causes for discipline for any state employee. Examinations for certifications can be refused and certifications withdrawn by the State Personnel Board for anyone who is addicted to alcohol or other drugs.

Discharge from employment "as a result of an irresistible compulsion to use or consume intoxicants" disqualifies claimants from receiving unemployment benefits, as does any institutionalization as a drug addict.



Disability insurance benefits may be denied “for any loss sustained or contracted in consequence of the insured’s being intoxicated or under the influence of any controlled substances unless administered on the advice of a physician.” Permanent or probationary employees of the California State University may be dismissed, demoted, or suspended for addiction to controlled substances or drunkenness on duty.

Community colleges may deny credentials to addicts/alcoholics and those convicted of narcotics offenses. No one convicted of any controlled substance offense is to be employed by a community college unless that person has been rehabilitated for at least five years. Law enforcement must notify relevant community college officials of the arrest of any teacher or instructor for a controlled substance offense. Immediate suspension or compulsory leave may result from such arrest. Conviction will result in the suspension/revocation of credential or certificate.

Community college students may be suspended or expelled for use, sale, possession on campus of, or presence on campus under the influence of any controlled substance. Penalties for the manufacture, distribution, or dispensing or possession with intent to manufacture, distribute, or dispense illegal drugs vary significantly depending upon the substance and amount in question. Both fines and incarceration are imposed, and civil penalties can also be applied. In all cases, however, penalties are at least doubled for such offenses committed by convicted felons and for anyone who distributes to anyone in prison or jail, within 1000 feet of a school or university or 100 feet of a recreational facility, to anyone under 18 by anyone over 18 years of age, or to a pregnant woman.

Drug traffickers lose federal benefits for five to ten years to life after conviction. Drug possessors lose federal benefits for up to one year and can be required to enter treatment, undergo testing, and/or perform community service.

#### **COUNSELING, TREATMENT AND RE-ENTRY PROGRAMS**

Contact CSUB Health Services Assistant Director Erika Delamar at (661) 654-3453 or edelamar@csub.edu