RUNNER SOURCE

Policies & Procedures for Student Organizations

2020-2021
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I. Welcome
Welcome to the academic year! This year I challenge you to focus on your leadership ability. In John Maxwell’s book, “The 21 Irrefutable Laws of Leadership,” he writes that leadership ability determines a person’s level of effectiveness. He coined this, The Law of the Lid and it is illustrated below:

The Law of the Lid – Leadership Ability Determines a Person’s Level of Effectiveness
Leadership ability is the lid that determines a person’s level of effectiveness. Your leadership ability always determines your effectiveness and the potential impact of your organization.
Let’s say when it comes to success, you’re an 8 on a scale from 1 to 10. But let’s say that leadership isn’t even on your radar. You don’t care about it, and make no effort to develop as a leader. You’re functioning as a 1. Your level of effectiveness would look like this:

Let’s say you become a real student of leadership and you maximize your potential. You take it all the way up to an 8. Visually it would look like this:
By raising your leadership ability – without increasing your dedication at all – you can increase your original effectiveness by 700 percent. Leadership has a multiplying effect!

The example above demonstrates how your leadership ability will definitely have an impact on your student organization. As you become familiar with the policies and procedures of operating a student organization at CSUB, I would like you to keep in mind the impact your organization will have on our campus.
I am looking forward to a challenging but successful academic year as we partner to continue enhancing student involvement and leadership on our campus. I have an open door policy and look forward to meeting with you and your organization.
Best regards,

Emile “EJ” Callahan
Assistant Vice President for Student Affairs
& Student Center Enterprises
Tel 661.654.2496
Fax 661.654.2453

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Available for checkout in the Office of Student Involvement
II. Academic Responsibilities

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

A. Major Representative Student Officers

Major Representative Student Officers include the presidents, executives, and members of the student government board (ASI) 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 and cumulatively. The student must be in good standing and must not be on probation of any kind.

D. Incumbent Unit Load

This requires undergraduate students to earn six semester units per term while holding office. Graduate and credential students must 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.

III. Recognition of Student Organizations

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

A. Chartering Procedures for Starting, Renewing or Reactivating a Club

1. Secure two CSUB students to serve as President and Treasurer.
2. Locate a full-time or part-time faculty, professional staff member or auxiliary staff member to serve as advisor (faculty on hiatus or sabbatical are not eligible).
3. Obtain a membership of a minimum of five (5) CSU students who are currently enrolled in at least one class. (E.O. 1068)
   a. If unable to enlist 5 members, you may sign up as an "Interest Group" whereby the Office of Student Involvement may 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. Submit a Club Registration Form through RunnerSync.
5. Officers and Advisor must register for their positions by each submitting a Club Officer and Advisor Registration Form through RunnerSync.
6. Officers must complete assigned online orientations and training through RunnerSync.
7. Complete a Chartfield Request Signature Authorization form with the names and signatures of officers and advisor who will be authorized to sign for the organization’s expenses.
8. Draft or revise a constitution that meets the E.O. 1068 standards. An example can be found in the appendix and online under RunnerSync Resources. Constitutions must be revised or readopted if they are older than three years old.
9. Advisor and officers must complete an orientation regarding the CSU Alcohol Policies and Prevention Program. This orientation is included as part of the Club Officer and Advisor Registration Form.
10. Create and maintain a RunnerSync page for the organization.

California State University, Bakersfield recognizes an organization after completion of the registration/renewal procedure, including 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.
7. Nondiscrimination: No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, veteran or military status, 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 or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability. This statement must be renewed annually through the Club Officer and Advisor Registration Form. California Code of Regulations, Title 5, Article 4, Nondiscrimination if Student Organizations, Sections 41500 (Withholding of Recognition), 41501 (Definition of Recognition), 41503 (Filing Requisites), and 41504 (Penalties).
8. 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. It is included as part of the Club Officer and Advisor Registration Form.

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 Scheduling Software (instructions included in the appendix).
3. Maintain an active student-centered program.
4. Keep registration materials current. 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 and orientations.

D. Privileges
As a "university partner" student organizations at CSUB are entitled to:
1. Use the name "California State University, Bakersfield" in conjunction with their club name (example: “Club SOSH at California State University, Bakersfield”).
2. Apply for Associated Students, Inc. (ASI) funding. ASI is CSUB’s student government and is comprised of a Board of Directors. In addition to administering funds, ASI serves as the primary voice regarding student interests and issues. For more information visit their website at www.csub.edu/asi.
3. Use of university accounting services.
4. Hold meetings and social functions on campus in accordance with campus policy.
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.
7. Have activities listed on the university activities calendars and master schedule of events.
8. Host a club page on RunnerSync.
9. Post flyers/posters on campus in accordance with the posting guidelines as noted in Section XIV of this document.
10. Clubs are notified via phone or email should a package be received by Office of Student Involvement on the club’s behalf. Your club/organization mailing address is:
    Office of Student Involvement
    [Organization/Club Name]
    California State University, Bakersfield
    9001 Stockdale Highway, 56SU
    Bakersfield, California 93311-1022
E. Revocation of Recognition
The Office of Student Involvement in consultation with the Vice President for Student Affairs, or his/her
designee, will render a decision regarding revocation of recognition. If an organization fails to comply with
any university policies, it runs the risk of losing its recognition:
1. Organizations not recognized by the Office of Student Involvement may not use campus facilities,
   request funds, generate revenue, have an advisor, nor use the CSUB name.
2. Revocation of recognition appeals can be filed with the Vice President for Student Affairs.

F. Reinstatement
Student groups may 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 may be required to elect all new officers.

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

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

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

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

B. Filing a Complaint
A complaint against registered student organizations may be filed by anyone, but must be in writing, signed,
dated and submitted to the Office of Student Involvement. The complaint must be submitted within seven (7)
business days of the alleged infraction. The Office of Student Involvement staff and university officials may
also initiate direct referrals upon witnessing possible violations by student organization representatives.
C. Corrective Actions
Corrective actions may include, but are not limited to, a letter of warning, censure, probation, suspension, or revocation of the organization’s recognition. Each disciplinary measure is dependent on the severity of the violation(s).

VII. Programs and Services Available to Recognized Student Organizations

A. Dorothy Donohoe Hall (DDH) Bulletin Board Space
1. Bulletin board space in the Dorothy Donohoe Hall (DDH) that has not been allocated to academic departments and other campus units is available to student organizations on a first come, first serve basis. Space assigned is limited to **3 feet in width and 8.5 feet in height**.
2. Bulletin board space is intended for use by the organization to promote the club’s purpose, goals, membership, events, and activities through display of flyers, posters, artistic designs, and other promotional materials. Any materials/display reported as offensive will be investigated and appropriate action taken if necessary.
3. Student groups may request bulletin board space through the Office of Student Involvement during the club registration process. A bulletin board may be assigned only when the registration process is complete.
4. Groups registering with the Office of Student Involvement after the Fall deadline and requesting space will be placed on a “Board Waiting List,” pending availability of space.
5. Periodic review of bulletin boards will be conducted, and organizations not using their space as intended will be given notice of forfeiture. Failure to submit within the specified time a request to utilize space will result in forfeiture and reassignment of the space to another organization.

B. Dorothy Donohoe Hall (DDH) Display Cases
There are two display cases on campus that may be used by University student organizations. Approval to use the display case located at the east end of Dorothy Donohoe Hall may be obtained from the Office of Student Involvement, phone 661-654-2496.

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

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

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

F. Student Activities Resource Center (SARC)
The Student Activities Resource Center 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 SARC is typically open Monday through Friday from 8 a.m. to 5 p.m., during the academic year. Hours may change depending on staff availability.
Student Activities Resource Center (SARC) Guidelines:
1. All materials/equipment must be used in the SARC unless a team member from that office approves removal.
2. After using the SARC, all materials must be returned and the work area cleaned. Failure to do so may result in loss of access to the SARC.
3. Students must sign in & out of the SARC on the sign in/out sheet at the front desk of the Campus Programming Office.
4. Students must check out & in when using certain resources including scissors and glue.
5. Large resources (canopies, carts, ice chests) must be checked out and in by a team member from the Campus Programming Office.
6. All checked-out materials must be returned within twenty-four (24) hours except when special arrangements are made.
7. The person checking out materials/equipment is responsible for ensuring it is returned undamaged. If damages occur, the cost of damages will be assessed to the student or organization checking out the equipment.
8. Registered clubs/organizations may use equipment and materials often at no charge or for a nominal fee and must submit a signed Materials Used Sheet.
9. CSUB students, faculty and staff not affiliated with registered organizations may purchase expendable materials at a cost.

VIII. Club and Organization Advisor
Each recognized student organization must have a university advisor who is a full time or part time faculty or professional staff member.

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.

B. Responsibilities
1. Campuses may permit full-time or part-time faculty or professional staff to serve as advisors. Campuses should develop a training and orientation program for university advisors to student organizations.
2. Participate in required trainings & advisor orientation programs provided by the Office of Student Involvement.
3. With the exception of regular business meetings or on-campus tabling events, advisors or their designees (faculty, professional staff or auxiliary staff) are expected to attend and provide adequate supervision during the entire time a sponsored or co-sponsored event is in progress, or any time amplified sound will be used.
4. Supervise financial transactions, the handling of club funds, and financial record keeping. Expenditures cannot be made without approval from the advisor.
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.
6. Inform the membership of the policies concerning risk management, liability and expected behavior while representing CSUB.

7. Assist student leaders in completing necessary campus use 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.

9. Sign and submit an annual Advisor’s Acknowledgement of Risk and Assumption of Responsibility Form, which is included as part of the annual Club Officer and Advisor Registration Form.

10. Contact the Office of Student Involvement staff for additional assistance regarding club/organization matters.

C. Liability
Advisors of recognized student organizations are insured when acting within the scope of his/her office of employment, and covered by the University 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), the student organization can vote to remove that advisor. In addition, if a university official determines that an advisor is ineffective, the advisor may be removed from his/her duties by the Office of Student Involvement.

E. Duties at Events
The members of the sponsoring organization are responsible for the smooth operation of an event. Advisors are not intended to serve as “police”, but should make helpful suggestions regarding neglected areas and unwise practices. It is particularly important that advisors be available and prepared to assist in any emergency situation which might arise at an event. When an advisor authorizes an event request, they are indicating acceptance for sponsorship of the event and a willingness to be reasonably informed on the activities planned. With the exception of regular business meetings or on-campus tabling events, advisors or their designees are expected to be on-site during the entire time an event is scheduled, or any time amplified sound will be used.

F. Length of Assignment
Advisor continuity is desirable. However, advisor assignments are renewed annually and are subject to approval by the student organization and the Office of Student Involvement.

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

IX. Sponsorship of Events

A. On-Campus
Any recognized campus organization may sponsor a program open to the community upon approval from the Office of Student Involvement. As a rule, approval will be given if:

1. The event is sponsored by a recognized campus organization.
2. The event has the approval of the appropriate division or department for the use of its facilities by completing the approval requirements in 25Live.
Note: CSUB reserves the right to stipulate additional requirements (e.g. University Police presence) in order to obtain event approval.

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

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

C. Off-Campus
Any recognized campus organization that wishes to sponsor an off-campus program must adhere to the following regulations:
1. Student organizations and their advisors must sign a statement annually, releasing the university and its employees from any claims or causes of action arising from any event conducted off campus. Club officers and advisors sign a release of liability form as part of their annual registration.
2. Student organizations choosing to sponsor an off-campus event accept sole responsibility for the event.
3. Organizations utilizing off-campus vendors and facilities are solely responsible for all contractual obligation obligations, thereby releasing the University and the advisor from responsibility.
4. Any recognized student organization which undertakes the sponsorship of an event accepts responsibility for maintaining proper conduct of its participants. Officers of the organization are responsible for informing members of this requirement.

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

X. Club Fund Information
A. Club Fund Account
A registered CSUB student organization is required to deposit and maintain fiscal activity in an organization account with CSUB.

Student organizations are not permitted 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, programs, events, and activity-related expenses and revenue must be processed through this account.

The advisor’s signature is required for all expenditures.

Note: All accounting forms must be reviewed and signed by the Assistant Vice President for Student Affairs & Student Center Enterprises.
B. Obtaining a Club Fund

1. A Chartfield Signature Request and Delegation of Authority Form for a CSUB Club Fund may be obtained from the Office of Student Involvement or online, and must be renewed/updated annually.
2. There will be no service charge assessed for a student club fund by CSUB.
3. Requests for disbursements require the appropriate account signature’s approval.
4. Financial reports are available to club/organization officers or advisor by request from the Office of Student Involvement.
5. All money received, including checks, must be deposited in the club fund within five (5) business days of receipt.
6. Questions regarding the status of your club’s fund may be directed to the Office of Student Involvement at 661.654.2496

XI. Facility Reservations

Reservations are requests until all approvals have been obtained in 25Live. Advertisement of the event is not permitted until the event is confirmed in 25Live.

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 a minimum of fourteen days in advance of the date of the event.

Visit Campus Schedulers for a list of facilities and their accompanying schedulers.

B. Special Arrangements

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

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

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

Print Shop / Reprographics – CENT 102 – 661.654.2272
Duplications, Graphic Design, Printing
*Reprographic Service Requisition Form required

Safety, Risk and Sustainability – AW 106 – 661.654.6320
Defensive Driver Training, Travel, Food Handling, Safety, Special Event Insurance

University Police – PS202 – 661.654.2677
Parking Arrangements, Event Security
C. Rates, Fees, and Charges
In addition to any charges for facilities use, additional charges may be added including 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.

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

A. General Insurance Requirements
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:
   i. Provide for thirty (30) days advance written notice to the University of cancellation of any of the insurance coverage
   ii. Provide for the Acceptability of Insurers rating, AM Best – AVII or equivalent unless otherwise agreed to by the University
   iii. 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.

B. Club Liability Insurance Program
The CSU has implemented club insurance for all 23 CSU campuses. Titled the Club Liability Insurance Program (CLIP), it covers General Liability for off-campus events that fall within the club’s purpose. Major exclusions include:
1. Automobile Liability
2. Alcohol furnished at Club Activities/ Events
3. Fraternal Organizations (men and women)
4. Hazing
5. Athletic activities
6. Intentional Discrimination
CLIP also includes coverage of Farmers Market events. Clubs may request a Certificate of Insurance (COI) from the Office of Safety, Risk and Sustainability at 661.654.6320.
XIII. Alcohol Policy for Student Groups

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

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

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

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

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

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

Disciplinary procedures involving student groups will be handled in accordance with the Chancellor’s Executive Orders No. 1068 and 1098, Student Disciplinary Procedures for the California State University. Copies of these procedures can be found in the appendix and are available in the Office of Student Rights and Responsibilities.

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

A. Posting and Signage
1. Time of Making the Posting: 7:00 AM-10:00 PM daily.
2. Place:
   a. Material MAY be posted on the following designated surfaces only: See attached map - https://www.csub.edu/campusprogramming/FAQs/
      i. Administration East- two (2) Wooden boards on west wall
      ii. Wooden board between Administration West and University Advancement
      iii. Dorothy Donahue Hall (DDH) bulletin boards that are not assigned to a recognized student organization (the recognized student organization may post on its assigned own boards)
      iv. Science III-Outdoor bulletin board
      v. Student Union- two (2) bulletin boards near restroom and the front desk
      vi. Housing - posting area in Community Building
      vii. Departmental Bulletin Boards-Mailrooms
         1. Humanities Office Building, inside next to elevator
         2. Music Building – Bulletin board next to main lobby
b. Posters and signs must not exceed 11” x 17” and only one poster or sign per group or individual may be placed on any one general use public bulletin board. Material may not overlap other posters and signs. 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. Blue painters’ tape is the only approved means of posting on non-bulletin board surfaces.

c. Posters, banners, and signage may not be placed on trees, utility poles, traffic control signs, trashcans, fences, in planted garden areas or flowerbeds, non-general/non-public use bulletin boards, restrooms, doors of any type, inside or outside the Runner Café (except the wooden board outside the café), stucco walls, painted surfaces, building, employee-related bulletin boards or newspaper racks, or on any art displays. Posters, banners, and signage may not obstruct the entrances or exits of buildings or the line of vision to vehicular or pedestrian traffic. Posting of signage on vehicles without the owner’s permission is not permitted. No posting is permitted on campus directories, within ponds or fountains, trash or recycle bins. Signs of any nature on any classroom chalkboard, bulletin board, dry-erase board, or any other surface are prohibited and violate this Policy. Banners, which are signs/posters that exceed 11” x 17” but do not exceed 3’ x 6’, will require University’s approval of a building permit request, submitted no less than two weeks in advance of posting, to Facilities Management for review for interference with University operations or safety, and consistent with facilities maintenance standards. Violations will result in the removal and disposal of the signs without notification.

d. Staked temporary signs shall not exceed 8.5” X 11” and must be placed on surveying stakes or equivalent, not to exceed 36” in height. Staked temporary signs are to be placed only in shrub areas, campus lawns, or adjacent to pedestrian paths, subject to compliance with this policy and review by University Facilities Management for interference with University operations or safety, and consistent with facilities maintenance standards. Only one staked temporary sign per group or individual may be placed. Violations will result in the removal and disposal of the signs without notification.

e. Sandwich/A-frame temporary signage boards shall not exceed 4’ x 4’ and are to be placed only in shrub areas, campus lawns, or adjacent to pedestrian paths, subject to compliance with this policy and review by University Facilities Management for interference with University operations or safety, and consistent with facilities maintenance standards. Only one sandwich/A-frame temporary signage board per group or individual may be placed. Violations will result in the removal and disposal of the signs without notification.

3. Manner: Signage (signs, sandwich boards, staked signs, posters, and flyers) may be posted on campus, subject to the following additional guidelines and limitations.

a. Recognized student organizations must have their posting materials approved and stamped by the Office of Student Involvement. The number of posting materials approved will be limited to no more than 13.

b. Temporary signage shall clearly identify the date of posting. To aid the University in maintaining an uncluttered and attractive campus, the organization or persons responsible for the posting of the signage shall identify themselves and provide contact information.

c. The organization or person responsible for placing signage shall be responsible for its removal no more than two weeks after its posting. In order to ensure maintenance of an uncluttered, attractive and safe campus, the University otherwise reserves the right to remove signage (noncommercial and commercial) if it is not in compliance with University policy. Signage may also be removed when damaged, displaced or weathered so that it is no longer legible. Organizations or persons who fail to remove signage in a timely manner may be held responsible for the cost of its removal.

d. Staked temporary signs may not be posted for longer than two weeks. Both stakes and signs much clearly identify the name of the organization responsible for the posting. Violations will result in the removal and disposal of the signs without notification.
e. All Sandwich/A-Framed boards for must be registered through 25Live. No sandwich boards may be displayed longer than two weeks. Sandwich boards must be maintained in good working condition by sponsoring group.

f. Individuals or organizations not affiliated with the University must secure permission to post signage on other than campus public bulletin boards, through 25Live.

g. Placement of signage is subject to review by Facilities Management for interference with or disruption of University operations, and safety regarding size, format and placement.

B. Chalk

In general, the University does not encourage chalking as a method of communication, due to the negative environmental and resource impacts associated with it. Removal wastes water and runs the risk of introducing pollutants into the natural storm water removal network of campus streams. For these reasons, the University encourages members of the campus community to use other, more environmentally friendly modes of expression.

Requests to communicate via chalking will be considered only from recognized student organizations, affiliated organization, auxiliary organizations, and campus organizations. Facilities Management and Development maintains administrative responsibility for all posting and chalking on campus.

4. Time of Chalking: 7:00 AM-10:00 PM daily.

5. Place:

a. Chalking is permitted in the following areas: Runner Café Quad, Business Development Center Quad, “Classroom Building” Quad, and Humanities Office Building Quad, sidewalk under the bridge between Science II and III, sidewalks on the Red Brick Road by Dorothy Donahoe Hall and Education building, and Icardo Center Walkway in front of the Icardo Center.

b. Chalking is prohibited in all other locations, including but not limited to: stairs, structures, buildings, walls, fences, gates, steps, windows, lawn areas, railings, signs, traffic control signs, vehicular roadways, bike lanes, utility poles, construction fences, vehicles, in planted garden areas or flowerbeds, newspaper racks, campus directories, within ponds or fountains, or on trash or recycle bins.

6. Manner: The form of chalk must be washable with water. Spray chalk is NOT allowed. Requests to chalk must conform to the following procedures:

a. A request to chalk, including date(s), location, the name of the responsible individual(s) or organization(s) and a commitment to clean and remove the chalking (following university guidelines) must be submitted via 25Live.

b. Those who chalk, like those who post temporary signage, shall identify the organization(s), group(s) or individual(s) responsible for the chalking on the chalk-marked sign. Message content will not be considered in reviews of requests to chalk.

c. Chalking must not unreasonably interfere with pedestrian traffic. A five-day maximum duration must be observed. Removal must be scheduled to avoid disruption of campus activities.

d. Should the responsible individual/organization chalk without permission or fail to adhere to the written removal plan, cleanup may be performed by the University without prior notification and charges will be forwarded to the organization(s), group(s) or individual(s) responsible.
XV. University Regulations

A. Alcohol

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

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

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

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.

B. Amplified Sound

The use of amplified sound on the campus is allowed only by permission 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

1. Only goods and services may be auctioned and they must be approved in advance by the Office of Student Involvement. Example of goods and services include: Gift cards, T-shirts, coffee mugs, or a catered meal.
2. Persons may not be auctioned for any activities that are based on the physical appearance.
3. 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.
4. 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.
5. 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. A student with a California Food Handlers Card is required to be present at all times.
2. Student organizations must complete a reservation request in 25Live.
3. Each academic term, only one food sale 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 have a confirmed event in 25Live.
2. If food served 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 Safety, Risk & Sustainability.
3. The following are the minimum regulations pertaining to the service of food or beverages, as set forth by the Kern County Health Department and the State of California. Minimum regulations must be met and adhered by the serving group.
   (a) All food must be protected by proper covering with clear plastic wrap, aluminum foil, container lids, etc., to protect from blowing dust, dirt, coughing, sneezes, etc.
   (b) Protective gloves must be worn when handling food.
   (c) Food must be held at the following temperatures prior to and during the serving period:
      • Cold Food (e.g., salads, sandwiches) 40°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 East Side.

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.

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.

1. All dances must be sponsored by a CSUB recognized 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. Dances require a pre-event planning meeting coordinated by the Office of Student Involvement.

4. The sponsoring group must designate and publicize the appropriate attire for students and guests.

5. 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. University Advancement should be consulted to solicit local businesses.

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, including subscriptions to paid streaming services, for anything other than private home viewing without written permission of the copyright holder. 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, rental of a film/video, or subscription to an online streaming service such as Netflix, Hulu, Disney+, etc. 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 University. Consult the Office of Student Involvement for more information about structures.

M. Student Conduct
§ 41301. Standards for Student Conduct
The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

1. Student Responsibilities
   Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their University, to be civil to one another and to others in the campus community, and contribute positively to student and University life.

2. Unacceptable Student Behaviors
   The following behavior is subject to disciplinary sanctions:
   a. **Dishonesty, including:**
      i. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
      ii. Furnishing false information to a University official, faculty member, or campus office.
      iii. Forgery, alteration, or misuse of a University document, key, or identification instrument.
      iv. Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
   b. Unauthorized entry into, presence in, use of, or misuse of University property.
   c. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
   d. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
   e. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
   f. Disorderly, lewd, indecent, or obscene behavior at a University-related activity, or directed toward a member of the University community.
   g. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
   h. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: “Hazing” means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, University, or other educational institution in this state. (A group of students acting together may be considered a “student organization” for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.)
i. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.

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

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

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

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

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

o. Misuse of computer facilities or resources, including:
   i. Unauthorized entry into a file, for any purpose.
   ii. Unauthorized transfer of a file.
   iii. Use of another’s identification or password.
   iv. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
   v. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
   vi. Use of computing facilities and resources to interfere with normal University operations.
   vii. Use of computing facilities and resources in violation of copyright laws.
   viii. Violation of a campus computer use policy.

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 meet with the Office of Student Involvement for a pre-travel meeting.

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.
### Runner Source Quick List

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Advising and Resource Center</td>
<td>661.654.2700</td>
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<td>Academic Operations</td>
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<tr>
<td>Accounting Office</td>
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<td>Admissions</td>
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<td>Alumni</td>
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<tr>
<td>Aramark Catering</td>
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<tr>
<td>Associated Students, Inc.</td>
<td>661.654.2418</td>
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<td>Athletic Facilities Use</td>
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<td>Cashiering Window</td>
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<td>Community Engagement and Career Education</td>
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<tr>
<td>Computer Labs</td>
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<tr>
<td>Counseling/Personal</td>
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<td>Disability Services</td>
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<td>Health Services</td>
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<td>Housing</td>
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<td>Intramural Field Use</td>
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<td>Library</td>
<td>661.654.3172</td>
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<tr>
<td>Media Services (ITSS)</td>
<td>661.654.4357</td>
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<tr>
<td>Ombudsman</td>
<td>661.654.2417</td>
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<tr>
<td>President’s Office</td>
<td>661.654.2241</td>
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<tr>
<td>Reprographics/Print Shop</td>
<td>661.654.2272</td>
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<tr>
<td>Runner Card</td>
<td>661.654.4357</td>
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<tr>
<td>Runner Student Newspaper Office</td>
<td>661.654.2165</td>
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<tr>
<td>Safety, Risk &amp; Sustainability</td>
<td>661.654.6320</td>
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<td>Student Recreation Center</td>
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<tr>
<td>Office of Student Involvement</td>
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<td>Student Union</td>
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<td>University Police – Emergency</td>
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<td>University Police – Non-Emergency</td>
<td>661.654.2677</td>
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<tr>
<td>Testing Center</td>
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APPENDIX

7. **EXECUTIVE ORDER 1068: STUDENT ACTIVITIES**

   This executive order develops and communicates system wide policies, procedures, and/or guidelines for student organizations and activities. This clickable link will redirect you to EO 1068 on the CSU Chancellor's webpage.

2. **EXECUTIVE ORDER 1098: STUDENT CONDUCT PROCEDURES**

   These procedures are established pursuant to 5 California Code of Regulations Section 41301, and govern all Student disciplinary matters systemwide. This clickable link will redirect you to EO 1098 on the CSU Chancellor's webpage.

3. **MODEL CONSTITUTION TEMPLATE**

**Student Organizations Constitution Requirements & Guidelines**

**INSTRUCTIONS**

Use this guide in writing and/or updating your constitution. 
Sections that are italicized must be included in the exact wording of this document to be approved. 
[Items in brackets can be filled-in or altered. Optional phrases or sections can be removed. If a section is removed, adjust the remaining section numbers accordingly.]

**CONSTITUTION AND BYLAWS**

[Name of Organization] at California State University, Bakersfield

**ARTICLE I**

**NAME**

Section 1

The name of this organization shall be the [name of organization] at California State University, Bakersfield.

Section 2

[Optional: Include chapter designation, if part of a national organization, including the national organization's founding date.]

**ARTICLE II**

**PURPOSE**

Section 1

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

Section 2

[Optional: Clubs may wish to include other model provisions promoting ethical leadership, academic achievement, civic responsibility, etc.]

**ARTICLE III**

**AUTHORITY**

Section 1

This organization is a recognized student organization at California State University, Bakersfield and adheres to all campus policies as set forth in the Runner Source student organizations handbook.

Section 2

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

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

ARTICLE IV
MEMBERSHIP

Section 1
Membership in the organization shall be open to all those regularly-enrolled California State University, Bakersfield students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2
Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability. The organization shall have no rules or policies that discriminate on the basis of race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability.

Alternate Section 2
(only to be used by social fraternities or sororities or other university living groups, which may permit gender membership limitations)
Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, sexual orientation, marital status, veteran or military status, or disability. The organization shall have no rules or policies that discriminate on the basis of race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, sexual orientation, marital status, veteran or military status, or disability.

Section 3
This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 4
This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 5
Members [shall/shall not] be required to pay dues. (If dues are a requirement of membership, this section must state explicitly how the dues will be used.)

Section 6
Members shall be required to attend at least [#] of the organization’s regularly scheduled meetings.

Section 7
[Optional: Some organizations have additional categories of membership, such as honorary membership. If this applies, include the categories of membership along with associated requirements and privileges.]
ARTICLE V

OFFICERS

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

Section 2
Powers and Duties of Officers:

a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. [Optional: The President shall be an ex officio member of all committees.] The President shall have such further powers and duties as may be prescribed by the organization.

b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.

d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

e. [List duties of any additional elected or appointed officers.]

Section 3
Qualifications necessary to hold office in this organization are as follows:

a. Minimum Academic Qualifications
Students must be matriculated and enrolled at California State University, Bakersfield and maintain a minimum cumulative 2.0 grade-point average. Students must be in good standing and must not be on probation of any kind.

b. Previous Units Earned
Undergraduate students must have earned at least six units at California State University, Bakersfield during the semester preceding the term when the student takes office. Graduate and credential students must have earned at least three units during this period.

c. Incumbent Unit Load
Undergraduate students must be enrolled in at least six units per semester while holding office. Graduate and credential students must be enrolled in at least three units per semester while holding office.
d. 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 that have accrued more than this number of units will no longer be eligible for minor student government office.

e. [Optional: Additionally, list any other executive offices and/or qualifications, such as academic requirements, length of time one has been a member, length of time one can hold office, etc.]

ARTICLE VI

SELECTION OF OFFICERS

Section 1

The [list of elected officers] are elected annually. Elections are held each March and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week’s notice shall be provided for any meeting at which an election is to be held.

Section 2

Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 3

The officers shall be elected in this order: [List order, usually starting with the President].

Section 4

Officers shall be elected by majority vote. [Optional: If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.]

Section 5

Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 6

[Optional] The following officers shall be appointed by the [President or Executive Committee]. [Indicate if ratification by a majority vote of the membership is required.]

Section 7

Officers shall assume office on [the first day of the semester/quarter following the election] and shall serve for [length of term of office].

Section 8

Officers may be recalled from office for cause. To initiate a recall election, a petition signed by [specify number, such as one-third of the total number of voting members] must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 9

If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.
ARTICLE VII  
MEETINGS

Section 1  
Regular meetings shall be scheduled [weekly, bi-weekly, monthly] during the academic year.

Section 2  
Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours’ notice prior to the meeting time.

Section 3  
Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership. [Note: Organizations may choose have a lower quorum, such as one-third, or a specific number of members.]

Section 4  
Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5  
In order to vote a member must be in good standing. [State what constitutes “good standing.” Be specific.]

ARTICLE VIII  
ADVISOR(S)

Section 1  
The organization shall [elect/appoint] an individual employed as a faculty or staff member by [name of campus] to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Runner Source student organizations handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2  
[Optional] The organization [may/shall] also appoint a community advisor. [Specify qualifications, such as being an alumni member, a representative of the affiliated organization, etc.]

Section 3  
If an advisor is deemed to be ineffective by the organization, the advisor(s) may be removed from their role by majority vote of a quorum of the membership at a regularly scheduled meeting. A minimum of seven days’ notice must be given prior to such a vote.

ARTICLE IX  
[Optional] EXECUTIVE COMMITTEE

Section 1  
The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

Section 2  
The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

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

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

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

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

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

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

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

ARTICLE XI  FINANCES

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

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

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

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

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

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

ARTICLE XII  DISCIPLINE OF MEMBERS

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

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

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

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

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

ARTICLE XIII
AMENDMENTS

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

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

Section 3
A copy of any amendments to these bylaws must be submitted to the Office of Student Involvement at California State University, Bakersfield within two weeks after adoption.

ARTICLE XIV
RATIFICATION

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.

Adopted On:

Date Organization President/Chair Signature

Date Organization Advisor Signature

Date AVP, Student Affairs & Student Center Enterprises.
4. 25LIVE EVENT REQUEST PROCEDURE

TO BEGIN:
- Access the 25Live portal at: https://25live.collegenet.com/csub
- Click “Sign In” and log in using your myCSUB login information.
- Click “Create an Event.”
- There will be a “widget” to the left to show your progress. If information is still required, it will be in red type.
- There will be a text window to the right to provide more details about the information requested on each page.

NEXT
- Event Name: What is the title of your event? Be brief but descriptive.
- Event Type. ALWAYS put “Student Sponsored Event.”
- Primary Organization: What organization is responsible for the event?
- Co-Sponsoring Organization(s). Are there any other parties responsible for the event? (optional)

NEXT
- Expected Head Count. This is an estimate of the number of people you expect at your event. You will need to reference this count later in the request.
- Event Description. Provide a detailed description of the event including the purpose, content, attendees invited, etc.

NEXT
- Is this a repeating event? Will this event happen at the same time but on multiple days?

NEXT
- When. Choose the date and actual start and end time of the event. Do not include pre- or post-event time here.
- The start date of the event must be at least 14 days from the date of the event request.
- Setup. If you need time before the event to decorate, etc., indicate the total time for setup here.
- Pre-Event: If you have something happening between setup and the start of the event (ie. a photo-op or red carpet), list the amount of time here.
- Post-Event. If you have a post-event between the actual event and takedown (ie. a meet-and-greet), list the amount of time here.
- Takedown: If you need time after the event to clean up, take down decorations, etc., indicate that here.

NEXT
- If your event repeats: choose ad hoc (non-consistent days), daily (everyday including weekends), weekly, monthly, or does not repeat.
- If your event repeats: indicate how many times or the date of the last occurrence.

NEXT
- Location. Search for the location you wish to use. You can search by name or do an advanced search to find a space that is available and meets your needs.
- For virtual meetings, choose “Virtual Space” as the location.
- Once you click on the location, it will show up on the right side of the screen.
- You can view and modify occurrences to indicate set-up needs, differences in attendee numbers, and share the space if you want.
- If you share the space, another event can take place at the same date, time, and location as your event.

NEXT
- Resources. Choose resources that you need for your event (i.e. tables, chairs, guest access codes to the internet, laptop, projector, screen, podium, microphone(s), parking – lot(s) or coupon codes, etc.)
Additional Questions. Answer as many questions as possible and be as thorough as possible.
- Input the name of the club/organization president & advisor.
- Required information (at the very least): on-site contact, phone, e-mail; and expected number of students, staff/faculty, off-campus
  - Billing Information:
  - Business Unit = BKASI.
  - Fund = MR007.
  - Department = D23210.
  - Account Number = 660832 (Space Rental).
  - Project Number = The “MA” number specific to your club.

• Calendars. Select a campus calendar if you want your event to be advertised on one (or multiple).
  - If you do not put anything in the “comments” section, your event description will be on the calendar.
  - Unless there’s a good reason not to, always add your event to the “Campus Life” calendar.

• Add the name of your President as the account signer. If the President is entering the event request, put the Advisor’s name here.

• Read and accept the Affirmation (Terms of Service)
  - Make sure “Go to Event Details” is selected.
  - Click “Save.”

TWO THINGS TO REMEMBER AFTER YOU SAVE:
  - Create the To-Do Tasks for the club Advisor and President.
  - Email or otherwise notify the Advisor and President they have to-do tasks waiting for them in 25Live.

Create the “To-Do” tasks to authorize the request
  - Verify that your event name is in the upper left.
  - On the right side of the screen, click “More Actions.”
  - Select “Create ‘To Do’ Task.”
  - Name the To-Do task: “Authorize – Advisor.”
  - In the Comment section enter “Please authorize this event request.”
  - Due Date. Enter the date the task is created.
  - Search for Contacts. Type in and select the person who needs to complete the task. If the person’s name does not come up in the search, it is likely they have never signed into 25Live before. Ask them to sign in, and then let you know so you can create the “to-do” task.
  - Click “Create.”
  - Email or otherwise notify the Advisor they have to-do tasks waiting for them in 25Live.
  - If someone other than the club President submitted the request, repeat the process for the President.

LAST IMPORTANT NOTE
  - Your submission is an event request. The space is not being held, your event is not approved, and you cannot host or advertise your event until all the proper approvals have been completed and your event state is changed to CONFIRMED. Contact the listed Scheduler to ensure your event gets confirmed.