FRESNO STATE

Student Involvement

Student Club and Organization Handbook

California State University, Fresno
Student Involvement
Division of Student Affairs and Enrollment Management

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About the Handbook

This Handbook for Student Organizations (herein referred to as this **Handbook**) contains official University policies and procedures covering the use of campus facilities and services, rights and responsibilities of student organizations, and University recognition of student organizations. To view the University "Policy on the Use of Buildings and Grounds" or the University “Time, Place & Manner of Free Expression policy”, visit the following website: **University Policies Manual.** This **Handbook** is a compilation of information of greatest interest to students, student organizations, and the university community. This **Handbook** is intended to assist individuals and groups in functioning at a maximum level within the University community.

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

This **Handbook** is published by the Student Involvement office at California State University, Fresno. The policies of the State, the University, and those developed by the Student Affairs Committee are administered by the Student Involvement office. Should you have any questions regarding the policies and procedures contained herein, please feel free to contact the Student Involvement office in the Resnick Student Union, Room 314.

The primary responsibility for developing the policies and procedures set forth in this Handbook has been established by the Student Affairs Committee of the Academic Senate. The lines of authority under which this committee operates are outlined in the following paragraphs.

Recognized Student Organization Overview

University Recognition of Student Organizations

University recognition is a privilege granted to student organizations by the University. Recognized organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups. The University supports the formation of and grants recognition to student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University. The University believes that such organizations foster valuable experiences for students that sometimes lead to significant learning and development and helps create a sense of belonging to the University. These activities and experiences complement the formal curriculum and provide wide opportunities for enhancing personal skills.

Title 5 of the State Administrative Code permits campus recognition of student organizations and states that such recognition may include “allowing the use of campus facilities to any such organization.” The University President generally delegates the authority to administer these and other policies and

procedures governing student organizations to certain administrative offices and committees of the University, including Student Involvement.

Recognizing the value of these co-curricular activities, the University has established policies for the recognition and governance of student organizations choosing recognition. Recognition of a student organization creates an official relationship with the University. University recognition is granted by the Student Involvement under the authority of the President of the University. The campus considers the Associated Students as being the sole major student government office. All other student organizations are defined as having minor representation.

- Recognition in no way implies that California State University, Fresno approves of, supervises, sanctions, or takes responsibility for the actions and activities of the organization.
- The University does not encourage nor condone illegal or dangerous activities, and individuals involving themselves in student organizations do so at their own risk.
- Recognized groups are expected to adhere to this policy document, all other policies of the University, all Trustee policies, and federal, state and local laws.
- In addition, organizations must conduct their activities in keeping with the mission of the University.

Recognition Standards

Recognition standards include:

- The purposes of the organization must be consistent with the laws of the State of California and policies developed by California State University, Fresno, and the California State University.
- The organization must maintain, at all times, a membership of at least five regularly enrolled students in good standing at the University and must have at least five (5) charter members when applying for recognition. A maximum of 20 percent of the members of a student organization may be individuals who are not CSU students.
- No campus shall recognize any fraternity, sorority, honor society, or other student organization that discriminates on the basis of race or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental) (hereafter referred to as the nondiscrimination statement). Student organizations shall deliver to the vice president for student affairs or 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 the nondiscrimination statement. The student organization statement shall be renewed annually.
- No campus shall recognize any student organization unless its general membership is open to all currently enrolled students at the campus, with the limited exception that a social fraternity or sorority may impose a gender limitation as permitted by Education Code Section 66273. Student organizations may require applicants for leadership positions to have other relevant qualifications.

- Each officially recognized student organization must have an advisor who is either an exempt faculty member or exempt professional staff member who is an employee of the CSU or one of its auxiliaries. A training and orientation program for faculty/staff advisors to student organizations is provided within the Advisor Agreement signed by each advisor. Groups are permitted to have non-University related Advisors in addition to their faculty/staff Advisor, if they wish. Selection of a particular person as a faculty/staff advisor is the choice of the student organization and is by mutual agreement of both parties.
- As required by Section 41503 of Title 5 of the State Code of Regulations of California, the president of every recognized student organization must sign a statement each year certifying that the organization has no rules or policies which inhibit its acceptance of new members because of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability [The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities, or to other university living groups. (Executive Order 1068).].
- For Club Sports teams to be recognized, the team must have enough members to field a team or the minimum number of participants for competition. All Club Sport athletes must be regularly enrolled and admitted Fresno State students. Please refer to the Club Sports Handbook for further details regarding recognition. **Manage my Team Webpage**.

Organization Standards

1. Accept and adhere to local, state and federal laws, CSU Trustee and University regulations and policies, and Fresno State regulations and policies.
2. The purposes of the organization must be consistent with the laws of the State of California and policies developed by the University.
3. Have officers in good academic standing (2.0 GPA each term or better) and not on conduct probation.
4. Organizations are expected to obey the laws; local, state and federal. Groups must also operate within the policies and procedures of the University, including the Student Conduct Code (Title 5 Section 41301). More information regarding the Student Code of Conduct can be found online: **Student Rights and Responsibilities-Title 5 Education.**
5. As required by Section 41503 of Title 5 of the State Code of Regulations of California, the president of every recognized student organization must sign a statement each year certifying that the organization has no rules or policies which inhibit its acceptance of new members because of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This is done when completing the recognition organization profile renewal or during initial registration.
6. The University mandates that only currently enrolled Fresno State students may vote or hold office. Additionally, only Fresno State students are permitted to hold membership in Club Sports organizations. Each organization must keep current constitution/bylaws on file with Student Involvement.
7. Per ICSUAM 3141.01, the California State University system requires that all organizations wishing to transact monies do so in an account approved by the Chief Financial Officer of the

University. At Fresno State, all recognized student organizations seeking to have banking services are required to use the banking services provided by the Associated Students, Incorporated of California State University, Fresno unless an exemption has been granted by the Fresno State Chief Financial Officer or designee.

8. Organizations are expected to maintain a current roster of their membership through ENGAGE.
9. In order to comply with Title IX, Section 6A, all single gender Fresno State fraternities and sororities must have proof of their 501(a) status on file with Student Involvement.

Benefits of Recognized Student Organizations

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

Expectations of Recognized Student Organizations

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

Officer Eligibility

Definition of Minor Student Representative Officers: CSU student presidents, vice presidents and treasurers of campus-approved student clubs and organizations shall be defined as minor representative

student officers. The vice president for student affairs or designee retains the authority to define additional minor representative officers as appropriate.

	Undergraduate Officer Eligibility	**Graduate** Officer Eligibility
Academic Standing	All student representatives, candidates, and incumbents minor office positions must be matriculated at a CSU campus maintaining a minimum campus term grade point average (GPA) of 2.0, are in good standing, and must not be on academic, disciplinary or administrative probation.	
Incumbent Unit Load	Undergraduate students to earn **six** semester units per term while holding office	Graduate and credential students must earn **three** units per term while holding office.

Faculty/Staff Advisor

Each officially recognized student organization must have an advisor who is either an exempt faculty member or exempt professional staff member who is an employee of the CSU or one of its auxiliaries. A training and orientation program for faculty/staff advisors to student organizations is provided within the Advisor Agreement signed by each advisor. Groups are permitted to have non-University related Advisors in addition to their faculty/staff Advisor, if they wish. Selection of a particular person as a faculty/staff advisor is the choice of the student organization and is by mutual agreement of both parties.

Employees of Federal Programs are not permitted to serve as student organization advisors

Categories of Student Organizations

Types of student organizations recognized by the University include:

- **Academic:** Organizations are centered within an academic department or program at Fresno State. These groups are led by students and sponsored by faculty members. Example: co-ed department academic affiliated, co-ed academic related fraternities.
- **Club Sports:** Organizations that compete against other universities in sport leagues, conferences, and tournaments at the local, regional, and national level.
- **Cultural:** Organizations facilitate the maintenance of and/or education relating to customary beliefs, social forms, and traits of a racial, ethnic, or social group.
- **Fraternities and Sororities:** Greek letter social organizations, including both general and culturally-based organizations, create smaller communities within the larger university environment for the purposes of facilitating growth in the areas of scholarship, personal and leadership development, campus involvement, and community service.
- **Honorary:** To recognize academic accomplishments and/or leadership contributions, and/or co-curricular achievement among Fresno State students or to promote programs encouraging academic success.

- **Professional:** Organizations whose mission are to facilitate personal and professional growth in the areas of scholarship, leadership development, campus involvement, and service.
- **Recreational:** Clubs focusing on recreational activities that include: activities, games, sports, hobbies, and more.
- **Religious:** Organizations serve as support for students of a particular religious' faith or denomination.
- **Special Interest:** Organizations that focus on a topic of interest that does not fit into another category is included under special interest. This diverse category includes activity organizations, social organizations, organizations based on political interest, and more.

Recognition Procedure

New Student Organization Recognition Procedure

A. Students interested in starting a new organization can access the New Organization Application Form through **ENGAGE**. New organization application will begin on the Monday of the fourth week of classes in the fall semester. To complete the application you will need:
    a. A list of officers and a complete list of members inclusive of both student and non-student members. Your organization requires a President and an Advisor who meet the eligibility requirements in order to be recognized.
    b. An electronic copy of the organization's constitution. A constitution template is included in the application for students to use when developing their constitution.

B. A student group applying for recognition may be granted a temporary, thirty (30) day permit by completing and submitting the New Organization Application Form through ENGAGE. This permit allows for use of campus facilities for the purpose of completing an organization and for recruiting members. This permit does not include the right to sponsor a campus-wide event or to use the name of the University. The thirty (30) days will take into effect on the day you submit and receive the automated message from ENGAGE.

C. The New Organization Application Form, officer agreement forms and the adopted constitution must be submitted through ENGAGE before recognition can be granted.

D. Student Involvement, located in the Resnick Student Union Room 314, will review the submitted materials for procedural errors and adherence to all University requirements. In addition, Student Involvement will also verify officer and advisor eligibility and the membership list to be certain that eighty percent (80%) of all members of the organization are matriculated, currently enrolled students at Fresno State. Organizations that do not maintain a minimum of five (5) student members will be derecognized.

E. New organization application materials and agreement forms will be reviewed by Student Involvement. The person who submitted the New Organization Application Form will be notified via email if there are errors and if the profile has been approved. Any errors must be addressed promptly in order to avoid delays in recognition. If the proposed organization meets all requirements it shall be granted recognition. Notification of recognition will be given to the organization, the advisor, Reservation Center, and the ASI Business Office.

Re-Registration Procedure for Existing Student Organizations

Every Fall Semester, existing student organizations must re-register their organization to maintain their organizations recognition by the last week of September. This is done by:

1. The President, Treasurer, or Vice President must renew and submit an updated Organization Profile through **ENGAGE** (link provided above). All officer and advisor information should be updated as well as the membership roster reflective of both student and non-student members.
2. Upon submitting the updated Organization Profile. The President, Treasurer, Vice President and faculty/staff advisor(s) must complete the officer or advisor agreement form correlating to their position.
3. Student Involvement, located in the Resnick Student Union Room 314, will review the submitted materials for procedural errors and adherence to all University requirements. In addition, Student Involvement will also verify officer and advisor eligibility and the membership list to be certain that eighty percent (80%) of all members of the organization are matriculated, currently enrolled students at Fresno State.
4. The President of the organization will be notified via email/phone if there are errors within the organization profile. Any errors must be addressed promptly to avoid delays in recognition.
5. Organization re-registration and profile approval will be completed once all officers, advisors and membership roster are verified.

Changing Officers

Changing officers is a simple procedure, similar to renewing the organization. Within two weeks of the officer change, the update must be completed via **ENGAGE** (link provided above). This update is done by completing the following steps:

1. Select the “Forms” section
2. Select the form titled “Mid-year officer change/advisor (due to mid-year election or eligibility not being met).” Complete and submit this form. This option allows the organization to manage and change officer’s profiles. New officer agreement forms must also be completed for the incoming officers and submitted to Student Involvement via ENGAGE.

Organization Name Change

Any organization wishing to change the name under which it was originally recognized should provide the following items to the Clubs and Organization Coordinator:

- Letter/email requesting that the organization be recognized by California State University, Fresno under the new name. This letter must include the current name and the organization's new name.
- Submit a copy of the official meeting minutes where the organization's membership voted for the approval of the name change.
- Submit updated organization constitution reflecting the new name of the organization and signed by the organization’s President and Advisor.

Student Organization Standing

Recognition Hold

Organizations failing to complete the re-registration process by the deadline of the fall semester, will be placed on "Recognition Hold" status. During this time organizations can no longer make room reservation requests or apply for funding through Associated Students Incorporated (ASI). Additionally, existing room reservations may be cancelled and previously awarded and unused funding may be withdrawn from the organization and may be reassigned to other recognized organizations. To be removed from "Recognition Hold" status, organizations must complete the recognition re-registration process.

Recognition Removal

Organizations who have their recognition removed by Student Involvement do not have access to any of the benefits of recognition, which are outlined in this Handbook. Questions about recognition removal should be directed to the Student Involvement office.

Exemption Reviews

Campus Minimum Membership Requirement

Student clubs and organization must maintain, at all times, a membership of at least five regularly enrolled students in good standing at the University and must have at least five (5) charter members when applying for recognition. A maximum of 20 percent of the members of a student organization may be individuals who are not CSU students.

In order for student organizations to be recommended for exemption from the campus minimum membership requirement per Executive Order 1068, the organization must demonstrate appropriate reasons for low membership and plan for recruitment for membership to meet minimum requirements.

Student organizations may request exemption by submitting a letter/email to the Clubs and Organization Coordinator for review.

Note: Any exemption will be granted for only the current academic year (Fall through Spring semester).

Student Organization Code of Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Student organizations should choose activities that contribute to this end.

Student organizations recognized by Fresno State are subject to this Student Organization Code of Conduct. The University may hold a student organization responsible for the actions of its members when the behavior or activity is related to the organization. Misconduct need not be officially approved by the organization membership in order to be grounds for sanctions against the organization. Behavior by a student organization or representative that is not consistent with this Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

In addition, the individual members of student organizations will be held accountable for violations of the Student Code of Conduct, as outlined in Section 41301 of the California Code of Regulations and on the Office of Student Conduct website at **Student Rights and Responsibilities-Title 5 Education**.

Accountability of Student Organizations

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

1. **Dishonesty**, including:
    a. Collective behavior by organization members involving cheating, plagiarism, or other forms of academic dishonesty intended to gain unfair academic advantage or organizational involvement in facilitating academic dishonesty.
    b. Furnishing false information to an official of the University or of a University auxiliary organization or law enforcement agency.
    c. Forgery, alteration, or misuse of a University document, key, or identification instrument.
    d. Misrepresenting the identity of the organization or misrepresenting the organization to be an authorized agent of the University or a University auxiliary.
2. **Unauthorized entry** into, or presence in:
    a. Any facility owned or operated by the University or a University auxiliary organization, or use of property or equipment of the University or a University auxiliary organization, except in accordance with University policies.
    b. Trespassing on private property.
    c. Violation of visitation policies of University or University auxiliary owned or operated student residential facilities and student organization residential facilities.
3. **Disruption.** Willful, material and substantial disruption or obstruction of normal University operations, University-related activities or on-campus activities; or sponsoring or encouraging activities that substantially and materially disrupt the normal operations of the University, or that infringes on the rights of members of the University community.
4. **Noise**
    a. Violation of municipal noise ordinances.
    b. Excessive noise which disrupts the campus or surrounding community, including but not limited to use of amplified sound on campus (except as expressly permitted in compliance with the *Use of University Buildings and Grounds Policy* available at the following website: **University Policies Manual**
5. **Obstruction.** Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
6. **Disorderly Behavior.** Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. **Health & Safety.** 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, sexual misconduct, throwing objects that could result in personal injury, or where members of a student organization engage in group violence or taunt others to engage in violence.
8. **Hazing**. Hazing or conspiracy to haze. Hazing is defined as any method of indoctrination, initiation or pre-initiation into a student organization, or any other organization-related activity, which,

regardless of location, intent, membership status or rank of the participants, or the express or implied consent of the participants, causes, or is reasonably likely to cause, physical or mental injury, substantial mental or physical discomfort or stress, personal degradation, harassment or intimidation of or to any former, current or prospective student of any educational institution. Hazing also includes any activity that compels a student to participate in any activity that is unlawful, publicly indecent or contrary to the policies and regulations of the University, or any activity that unreasonably and materially interferes with a student's academic efforts. The term "hazing" does not include customary athletic events or University sanctioned events.

9. **Illegal Drugs.** Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulation) or the misuse of legal pharmaceutical drugs by an organization, its members or at an organization-related event.
10. **Alcohol.** Violation of applicable law or University policy regarding the use, possession, manufacture, or distribution of alcoholic beverages while on or off campus. The *Policy on Campus Use of Alcoholic Beverages* is available at the following website: **University Policies Manual**
11. **Theft**.
    a. Theft of property or services from the University community, or misappropriation of University resources for the benefit of the organization. Unauthorized removal of University property from common use areas.
    b. Possession by the student organization or presence at organization-related facilities of stolen property or University property that has been removed from common use areas without authorization.
    c. Unauthorized mass removal of publications from campus distribution racks with the intent of limiting public access to the materials.
12. **Property Damage.** Unauthorized destruction, defacement or damage to University property or property of others, including placement of words, symbols or graphics on the property of others, or unauthorized removal, of signs or banners of other student organizations.
13. **Firearms.** Possession or use of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without prior authorization of the University President or designee and excluding properly stored kitchen knives and janitorial supplies) on campus, at a University related activity, or at a student organization activity. Further information regarding the Fresno State weapons policy can be found at **Student Rights and Responsibilities-Title 5 Education.**
14. **Misuse of Computers.** Misuse of University computer facilities or resources.
15. **Violation of Policies.** Violation of any University policy, rule, regulation or presidential order, including but not limited to:
    a. Violation of the *Use of University Buildings and Grounds Policy* (available at **University Policies Manual).**
    b. Violation of University Student Union Policies and Procedures (available at **Student Union Policies).**
    c. Violation of University policies and procedures pertaining to student organizations set forth in this *Student Club and Organization Handbook*.
16. **Failure to Comply.** Failure to comply with directions or interference with any University official or any public safety officer while acting in the performance of his/her duties.

17. **Violations of Law.** Any organization-related act chargeable as a violation of federal, state, or local law
18. Violation of the Student Organization Disciplinary Procedures, including:
    a. Falsification, distortion, or misrepresentations of information related to a student organization discipline matter.
    b. Disruption or interference with the orderly progress of a student organization disciplinary matter.
    c. Attempting to discourage a person from participating in a student organization disciplinary matter.
    d. Attempting to influence the impartiality of any participant in a student organization disciplinary matter.
    e. Verbal or physical harassment or intimidation of any participant in a student organization disciplinary matter.
    f. Failure to comply with the sanction(s) imposed under a student organization disciplinary proceeding.
19. **Aiding and Abetting.** Aiding, abetting, encouraging, permitting or assisting a student or student organization to do any act that would violate a University policy or applicable law; or that could subject the student or student organization to discipline.
20. **Debts.** Failure of the organization to pay when due debts owed to the University or a University auxiliary organization.
21. **Discrimination.** Discrimination in membership policies on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability *(except that 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).*
22. **Student Organization Events**.
    a. Sponsoring, co-sponsoring or conducting an on-campus event, other than a regular organization business meeting, without prior review by the Club and Organization Event Review Committee.
    b. Failure to comply with event approval conditions imposed by the Club and Organization Event Review Committee or other University offices.
23. **Use of Fresno State name and logo**. Unauthorized use of Fresno State name, logo or symbols or use not in compliance with University policies.
24. **Organization Facilities**.
    a. Operating a facility owned, leased, occupied or used by the organization in violation of local zoning ordinances.
    b. Failure to maintain safe and sanitary physical conditions in a facility owned, leased, occupied or used by the organization, including student organization booths outside the University Student Union, as required by applicable law and University policy. For more information regarding student organization booths, see *Student Organization Booth* section in this handbook.

Disciplinary Procedures

Investigation

1. Whenever it appears that a student organization has violated the Student Organization Code of Conduct, a report should be directed to the Office of Student Conduct. Self-reporting is encouraged and may be considered mitigating.
2. The Office of Student Conduct or designee shall select one or two staff members to facilitate the investigation ("Facilitator"). The Facilitator(s) shall conduct a preliminary review into any alleged violations to determine whether to initiate disciplinary action.
3. **Upon preliminary review, if additional investigation is warranted**, a letter identifying the nature of the concern and including a request and deadline for the submission of any information that would be informative to the Facilitator's investigation will be sent to the student organization with a copy to Student Involvement. Copies may also be sent to the chapter/alumni advisor, faculty/staff advisor, the national/parent office, and/or other appropriate University officials.
4. In cases where individual students are alleged to have violated the Student Code of Conduct, an investigation will be conducted by the Office of Student Conduct. If that investigation concludes that a student organization appears to have violated the Student Organization Code of Conduct, the findings will be referred to the process outlined in this document for disciplinary action regarding the organization.
5. A summary of the Facilitator's investigation and recommendations as to whether the student organization violated university policy shall be reviewed by the Office of Student Conduct. The recommendation of the Facilitator is confidential and not shared with the organization.

Interim Sanction

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

Review of Investigation

1. If upon review of the investigation the Office of Student Conduct finds sufficient evidence that a violation may have occurred, notice shall be provided to the student organization's president or chair.
2. The Office of Student Conduct shall offer to meet with the organization president/chair. The organization's president/chair may elect to bring another officer of the organization to the meeting. In addition, the president/chair may bring an advisor, such as the student organization's chapter/alumni advisor, faculty/staff advisor, or national/parent office representative. Attorneys are not permitted. The Office of Student Conduct may invite other persons with information about the alleged violation to participate in the meeting. The purpose of the meeting is to review the facts, assess the possibility of immediate solutions, determine whether further investigation is necessary, and to discuss potential sanctions. If the matter involves a dispute between two or more parties, the Office of Student Conduct may conduct or arrange for mediation.
3. After the investigation has been concluded, in particular situations, the evidence may be shared by the Dean of Students with other student conduct officers at relevant campuses if the evidence impacts other campuses or their students.

Outcome and Appeal

1. If the Office of Student Conduct finds evidence that a violation did occur, they will consult with Student Involvement regarding appropriate sanctions. The Office of Student Conduct shall issue a final decision. If the decision is that the student organization violated the Student Organization Code of Conduct, the decision shall include the sanction(s) to be imposed. Office of Student conduct will issue a final decision letter to the student organization and Student Involvement.
2. A Student Club/Organization has the right to appeal the decision. The appeal must be submitted to the Dean of Students within ten (10) working days after the outcome rendered by the Office of Student Conduct. All sanctions rendered by the Office of Student Conduct remain in effect during the appeal process.
3. The appeal must be in writing, including a summary of reasons for requesting an appeal. The Dean of Students may meet with the student club/organization involved and will render the final decision within ten (10) business days after the meeting. This decision is final and is not subject to further appeal.

Organizational Status and Sanctions

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

1. **Expulsion** – Permanently excludes the organization from the University without any recourse to reapply for recognition.
2. **Loss of recognition** – Loss of official University recognition and the denial of all student organization privileges (as enumerated in the *Student Club and Organization Handbook)* to an organization for a designated period of time, which will be no less than one semester. Any organization that loses recognition may not use University facilities, the University name or logos, or University or Associated Students, Inc. resources. Specific conditions for consideration of reinstatement may be given. Reinstatement process listed in Section IV.

3. **Suspension** – Suspension of all student organization privileges (as enumerated in the *Student Club and Organization Handbook)* for a specific time. The student organization remains recognized by the University. An organization under suspension will continue to fulfill responsibilities required of student organizations.

*Any of the above can be held in abeyance for up to two years (or more), meaning the University will postpone enacting the sanction unless an additional violation occurs.

4. **Probation** –Probation for a designated period that includes the probability of more severe disciplinary sanctions to be activated immediately if the organization is found to violate the Student Organization Code of Conduct and/or the criteria enumerated in the Student Club and Organization Handbook during the probationary period. Specific conditions, including additional sanctions that the organization must complete to be removed from probation, may be given.
5. **Reprimand** – An official statement to the student organization explaining that they have violated the Student Organization Code of Conduct. Any further misconduct could result in additional disciplinary action.
6. **Restitution** – Orders compensation for loss, damages, or injury that may include service, monetary or material replacement.
7. **Apologies** – Orders the organization to send letters of apology to the appropriate parties.
8. **Educational and/or remedial activities** – Orders attendance at education seminars by organization members or requires the organization to prepare presentation(s) to educate others.
9. **Social restrictions** – Prohibits the student organization from hosting and or participating in social activities for a specific period.
10. **Alcohol restrictions** – Prohibits or limits the student organization from having alcoholic beverages present at organizational activities and/or at organizational facilities for a specific period.
11. **Community service** – Orders the student organization to perform a specific number of hours of community service to be pre- approved Student Involvement.
12. **Constructive requirement appropriate for the offense** – These sanctions shall be determined by the Office of Student Conduct or appellate officer.

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

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

i. Is the sanction consistent with sanctions imposed on other student organizations for similar violations?

j. Has the organization demonstrated that they have learned from the experience?

Recognition Reinstatement

Student organizations that lose their recognition must make a formal request to be reinstated to Student Involvement before they can be considered to return to campus. Once a formal request has been made, a review will be conducted by Student Involvement, in consultation with the Office of Student Conduct, the Dean of Students, and the Vice President for Student Affairs and Enrollment Management. A decision to return will be based on successful completion of any terms listed in the loss of recognition statement, any outstanding sanctions, and support from the campus community. This includes organizations whose national organization or affiliation removed their recognition or approval of the local organization. Support for return from the national organization may be taken into consideration. In particular situations, fraternities and sororities will have to complete additional steps through the office of Fraternity and Sorority Life before they can be recognized.

Judicial Records

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

Faculty and Staff Advisors

Role of the University Advisor

Advisors take on different responsibilities depending on the needs of their organization. It is important to remember that an advisor is not an administrator, executive officer or leader of the organization. Some common roles of the advisors are as a mentor, team builder, motivator, role model, educator, institutional policy interpreter, source of information and ideas, and liaison between the organization and university administration.

The duties and expectations of an advisor include maintaining regular contact and involvement with the officers of their student organizations, being knowledgeable about the missions, goals, and purpose of the student organization, helping the group understand the university's policies and guidelines, being familiar and involved with activities and events of the group, and being available to provide resources

and support for events and usage of spaces, and to consult with respect to the administration of the financial affairs of the group in general.

As determined by the campus Clery Director and the Vice President for Student Affairs or designee, the advisor may also need to fulfill responsibilities as a Campus Security Authority in accordance with requirements outlined in CSU policy, **Implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act")**. Advisors should consult with the campus Clery Director and/or Title IX Coordinator for additional information.

Liability of Advisors

Voluntary advisors to recognized student organizations are not usually directly responsible for the activities of the group. Advisors are accepting risk of being included in third party complaints against the organization and for their own actions. While the University cannot preclude third party actions which might include the advisor, the University offers the services of legal staff in such instances.

Organization's Responsibility to the Advisor

The organization is expected to have the following responsibilities:

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

Replacing an Ineffective Advisor

Occasionally an advisor to a student organization does not meet the expectations of the organization or fails to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the club president should contact Student Involvement to discuss the problems or issues involving their advisor. A staff member of Student Involvement will discuss the situation with the club president. As a follow-up on expressed concerns, a central file will be maintained that documents all remedial efforts and corrective actions.

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

Club Sports Coaches

Club Sports teams are also expected to have a University advisor for the team. Teams also have the option of contracting a coach. Team coaches may be students, staff, faculty, or community members and may either be volunteers or paid. Please refer to the Club Sports Handbook for further details regarding coaches. **Manage my Team Webpage.**

Resources For Organization Operation

Developing a Constitution

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

A constitution template is available at **Manage my Team - Important Club Dates.**

Note: The constitution template must be opened and filled out with Microsoft Word.

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

Article 1 – Name

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

Article 2 – Purpose

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

Article 3 – Authority

- This article should describe under what rules the organization presides

Article 4 – Membership

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

Article 5 – Officers

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

Article 6 – Selection of Officers

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

Article 7 – Meetings

- This article sets out the procedure for meetings.

Article 8 – Advisors

- Provision stating the qualifications of an advisor.

Article 9 – Finances

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

Article 10 – Discipline of members

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

Article 11 – Amendments

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

Article 12 – Disbursal of Organization Assets

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

Student Organization Funds Administration

The Fresno State Policy for Student Organization Funds Administration provides guidelines for the administration of student organization funds. Monies collected in the name of the student organization for its activities must be used exclusively for the purpose of furthering the student organization's goals and objectives. Funds collected by or for Fresno State student organizations must be administered by the University in adherence to CSU Policy.

The policy implements the Integrated , (**California State University Policy Manual Number 3141.01**), effective July 1, 2016 which requires that monies collected in the name of a campus student organization be maintained in a campus or auxiliary bank account.

At Fresno State, all recognized student organizations seeking to have banking services are required to use the banking services provided by the Associated Students, Incorporated of California State University, Fresno unless an exemption has been granted by the Fresno State Chief Financial Officer or designee.

Student Organizations officers are responsible for maintaining the financial solvency of the organization. A variety of club banking and financial workshops and programs are made available to student organization officers through Student Involvement and Associated Students, Inc.

On-Campus Banking / ASI Club Banking

Associated Students, Inc. (ASI) provides recognized student clubs and organizations a safe and convenient way to manage on-campus bank accounts. Having an on-campus account helps reduce the risk of having funds mismanaged or lost due to officer transition. ASI provides the following assistance and services:

- Opening club accounts
- Account security
- Balance inquiries
- Reimbursements
- Deposits
- Assistance with paperwork
- Funding for on campus events
- New club grants
- Donor gifts (monetary and in-kind)

Please contact the ASI Business Office for any assistance or information pertaining to club banking at 559-278-2656 or visit the **ASI Business Office online.** The office is located on the third floor of the RSU, Room 304.

Off-Campus Banking

A recognized student organization may be granted exemption from the Fresno State Policy for Student Organization Funds Administration which requires banking on-campus if the following conditions can be met:

The recognized student organization has achieved separate legal status by the State of California or Federal government.
And
The recognized student organization has received recognition by the State of California as an unincorporated nonprofit association.
Or
The recognized student organization has received recognition by the State of California as an incorporated nonprofit association.
Or
The recognized student organization has received recognition by the federal government as a registered nonprofit organization (501(c)(3) or 501(c)(7))

Recognized student organizations that have secured separate legal status by the State of California or Federal government and are exempt from the Fresno State Policy for Student Organization Funds Administration must provide updated documentation to Student Involvement on an annual basis as part of the Student Organization Registration process. For an outline of the exemption process, visit **Manage my Team - Important Club Dates.** For questions or to initiate the exemption process, contact Student Involvement at RSU 314, **Email Student Involvement**, 559-278-2741.

Donations and Sponsorships

Gifts (both monetary and in-kind) to Fresno State are accepted and administered by the California State University, Fresno Foundation, a private, non-profit 501(c)(3) corporation that serves as a contracting agent for the University. This process is supported and coordinated by University Advancement and through Associated Students, Inc. in Resnick Student Union Room 304, **ASI Business Office online**, 559.278.2656. Organizations that have established their organization as a separate legal entity (non-profit, etc…) are not eligible to use this function of the university.

Student Organization Booths

Structures (booths) may be placed on campus only in areas designated for that purpose. Permission must be obtained through Student Involvement. Student organizations must build their booths to the specifications of the guidelines provided. Structures are placed on campus at the risk of the sponsoring organizations and may be removed with or without notice by University Personnel. Booths must be clearly marked and easily identified as belonging to an organization. A copy of the booth construction guidelines is available at: **Student Involvement - Reserve An Outdoor Space**

Booth Space Selection

1. As of May 2022, there is a maximum of 35 booths allowed in the area outside the University Student Union at any one time. Booths are numbered 1-36. Booth number 21 is designated for Student Involvement.
2. A lottery system will determine which organizations may place a booth on campus during the semester.
3. Receiving a booth space is for placement of booth only. Any additional items in booth space need to be reviewed and approved by the Student Involvement office and the Clubs and Organizations Coordinator.
4. Additional activities such as fundraising activities and/or sales of any type must be approved by the Student Involvement office and the Clubs and Organizations Coordinator.
5. The Booth Lottery will be conducted as follows:
    a. Lottery participation forms are available on ENGAGE
    b. Lottery Participation Forms will be accepted until 12 noon on the Friday before the last week of instruction for the semester preceding the one in which you desire a booth space.
    c. The Booth Lottery drawing will be held each semester on the last day of instruction, at 12 noon (site to be determined).
    d. A representative from your organization must be in attendance at the lottery drawing.

e. The first thirty five (35) organizations selected in the lottery drawing will receive a booth space for the following semester.
f. Selection of each specific booth space will take place immediately following the lottery. Space selection will be done in the order of lottery selection.
g. Organizations may not move from one booth space to another during any semester.
h. Lottery selections are not transferable to any other organization.
i. All entries not selected for the thirty five (35) available spaces will be put on a waiting list in the order of drawing selection.
j. Any organization not participating in the lottery may be added to the waiting list on a first-come, first-serve basis. These organizations will not be eligible for an extra chance in the next lottery.
k. All organizations **participating in the lottery** and placed on the waiting list will automatically receive one extra entry in the following semester's lottery if they choose to participate again.
l. If your organization is selected from the waiting list to bring a booth on campus within the first two (2) weeks of instruction, you will not receive an extra entry the following semester.
m. If your organization is selected from the waiting list to bring a booth on campus, you must bring the booth on campus within 3 days of notification, unless an exemption has been granted from the Clubs and Organizations Coordinator. Failure to do so will result in loss of the space.
n. If your organization loses its booth space for failing to meet minimum staffing requirements, your organization will be automatically excluded from the following semester's lottery.

Booth Set Up

1. Booths may be placed on campus after 5:30 p.m. on the Friday prior to the first day of instruction.
2. All booths must be placed on campus before the first day of instruction.
3. All booths must be placed within the marked space the organization has selected.
4. Size of booths shall be limited to 6 feet x 8 feet and 8 feet high.

Booth Maintenance

1. If any booth is defaced with graffiti, the booth's owner must remove the graffiti within five (5) days.
2. Receiving a booth space is for placement of booth only. Any additional items need to be reviewed and approved by the Student Involvement office and the Clubs and Organizations Coordinator.
3. No University tables and/or chairs may be used for staffing purposes. Failure to comply will result in a $15 fee per item.
4. All booths must be trash-free by the end of each staffing day.

Booth Staffing

1. All organizations with a booth outside of the University Student Union will be required to staff their booth a minimum of 6 hours per week, during these hours:
    a. Monday – Thursday, 9:00 a.m. - 7:00 p.m.
    b. Fridays, 9:00 a.m. - 4:00 p.m.
2. **Booth Coverage Procedure:**
    a. Organizations must fulfill the minimum 6 hours of coverage per week and report booth shifts in-person at the start and end of each shift.
    b. Booth shifts are recorded at either of the following locations:
        i. RSU Information Center (First Floor RSU): Monday – Thursday, 9:00 a.m. - 7:00 p.m.; Fridays, 9:00 a.m. - 4:00 p.m.
        ii. Student Involvement Center (RSU 314): Monday – Friday, 9 a.m. – 5:00 p.m.
3. Student Involvement Center staff will review log entries on a weekly basis to ensure that your organization has fulfilled the minimum 6 hour/week coverage requirement. Consequences for not meeting the 6 hour/week coverage requirement occur in three steps:
    a. 1st strike - a warning letter emailed to President/Advisor and placed in club mailbox;
    b. 2nd strike - a second warning letter emailed to President/Advisor and placed in mailbox.
    c. 3rd strike - a notification to immediately remove your booth from the area within 72 hours
4. If your group anticipates you cannot meet the minimum 6 hours of coverage in any given week, the Clubs and Organizations Coordinator must be contacted by no later than Friday 12 noon of the week prior. Each organization will be permitted one excused absence per semester; additional failure to meet six minimum hours per week will initiate the 3 strike process described above.
5. Staffing the booth means being inside the booth or directly behind the booth.
6. For safety of organization members, booths do not have to be staffed during inclement weather (i.e. rain, high winds). For inquiries regarding weather-related booth staffing questions, contact Student Involvement at 559-278-2741.
7. Staffing of booths will not be required after the last day of instruction of each semester.

Booth Removal

1. The University reserves the right to remove any booth after the approved time period has ended, if an organization places a booth on campus prior to the approved time frame, or if an organization fails to remove the booth after being notified to do so. An attempt will be made to notify the organization by verbal and/or written contact before the booth is removed.
2. Any booth removed by the University will be removed by Plant Operations and disposed of.
3. Any organization which has their booth removed by Plant Operations will be charged a removal fee of $200 and will lose their opportunity for a booth space next semester. Any organization that is charged a booth removal fee will automatically be placed on probation and their student organization recognition and benefits will be suspended until the bill has

been paid. A receipt showing the bill has been paid must be presented to the Student Involvement Office to officially be removed from probation.

4. All booths must be removed prior to the start of final examinations.

Events and General Meetings

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

General Meetings

These are defined as meetings where the business of the club is discussed by club members only. The addition of speakers, films, food, etc. changes this from a general meeting to an event or special event. General meetings in the Resnick Student Union can be directly reserved through the RSU Reservation Center (RSU 217). Charges may apply for reserving space on campus.

Events

Special events are defined as one-time or annual events that have an expected attendance of 100 or more. Booking and reserving space for all other events must go through the RSU Reservation Center (RSU 217).

Reserving Facilities on Campus

All organizations must be registered through Student Involvement to reserve facilities on campus. Reservation request should be filed at least a week in advance. Student organizations are encouraged to complete the reservation process far in advance to ensure facility availability. No space is assured until the request is approved by the RSU Reservation Center in RSU 217.

Campus Facilities Reservations

Student organizations using a campus facility are responsible for its proper care and for adhering to University regulations governing its use. University facilities reserved in the name of a recognized student organization may only be used by that organization. Rooms cannot be reserved in the name of one organization for use by another organization. Any organization that reserves or uses a room for any unauthorized purpose may lose their reservation privilege.

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

All campus facility reservation requests for recognized student organizations are handled through the RSU Reservation Center in RSU 217. The Reservation Center will review reservation requests and may, as appropriate, direct the organization's representative to attend an Event Review Committee meeting for further review before approval. The committee includes representation from Student Involvement, Office of Environmental Health and Safety; University Risk Management, Facilities Management, RSU Reservation Center, Kinesiology Field, and the University Police Department and Traffic Operations.

If University Risk Management determines that an event held on-campus or funded by the University is higher risk, the organization may be required to have all participants complete the University liability waiver form. For events that require completed liability waiver forms, all completed forms must be

returned to the RSU Reservation Center in RSU 217 the first business day following the event. Failure to return signed liability waivers during this time frame may result in suspension of future reservations and other student organization privileges.

In addition, failure to submit required documentation or completion of processes as identified by the Event Review Committee may result in cancellation of reservation request and/or suspension of future reservations and other student organization privileges.

University Facilities

Classrooms

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

Classrooms may not be reserved until after the tenth (10^{th}) day of instruction for each semester, or until the Scheduling Office has downloaded all the classes and releases the rest of the classrooms for student organization use. Please fill out the necessary forms to request a classroom at the RSU Reservation Center (RSU 217).

- Food and/or drinks are not permitted in any classroom
- Classroom set-ups cannot be changed
- Equipment cannot be delivered to classrooms. However your advisor may check out equipment from Classroom and Video Services, by calling 559-278-2674

Area outside of the USU

The Memorial Fountain, the University Student Union, the University Center Building, and the Library Quadrangle generally bound the area outside the USU. It does not include outdoor parts of the University Student Union, such as patios or balconies, and does not include Food Services patio areas.

Recognized student organizations may use the area outside the USU to recruit members and distribute information. Student clubs and organizations wishing to use the area outside the USU (i.e. tabling, drawings, food drives, booths, displays, speakers, rallies, demonstrations, etc.) must request a reservation through the RSU Reservation Center (RSU 217).

Speaker's Platform

The Speaker's Platform, located in the area outside the USU, is reserved for students, student organizations, and official campus entities by the RSU Reservation Center (RSU 217). Off campus groups or individuals are not permitted to reserve the Speaker's Platform. When not previously reserved, the Speaker's Platform is available for use by anyone on a first-come, first-serve basis.

Grass Areas, Kinesiology Field, Peace Garden, O'Neill Park, Parking Lots

Reservation for grass areas and parking lots on campus must be made at least two weeks in advance at the RSU Reservation Center (RSU 217). A detailed list of activities must be submitted with the reservation. Since food sales by student organizations are prohibited on campus, special permission from University Dining Services and the Office of Environmental Health and Safety, Risk Management and Sustainability must be granted prior to making arrangements with the Fresno County Health Department.

North and South Gyms
To reserve space in the North Gym, student organizations must have their Advisor request the reservation via 25-Live. To reserve space in the South Gym, student organizations must contact the Kinesiology Department Facilities Coordinator at 559-278-2016.

RSU Conference Rooms, Satellite Student Union, USU Patio, and Balcony
To reserve facilities in the Resnick Student Union, University Student Union, the organization must go through the RSU Reservation Center (RSU 217). All organizations must be registered through Student Involvement to reserve these facilities.

Parking Regulations
Parking arrangements are governed by the University Parking regulations. Questions regarding special parking arrangements should be forwarded to Traffic Operations, located next to the University Police Department Station on Barstow Ave. The phone number is 559-278-2950. Student Involvement can assist with making special parking requests.

Building Hours
University Police are required to see that all buildings are vacated by 11 p.m. and secured not later than midnight. The only exception to this regulation will be events approved in advance by University Police. The University Student Union hours are an exception to this rule and are established by the University Student Union Board of Directors.

Students are not allowed in buildings or in areas adjacent to buildings after 11 p.m. unless they have special permission to be in these areas, or unless their presence has been approved in connection with class work by the department chairperson concerned.

All weekend social functions held on campus by organizations must end by 11pm on Friday, Saturday, and Sunday nights. However, with approval of University Police, a closing hour of midnight may be approved.

Off Campus Events
Student organizations choosing to sponsor off campus events accept responsibility for the event. Each recognized student organization is expected to conduct their activities in accordance with relevant law, the Fresno State Student Code of Conduct, the Fresno State Student Organization Code of Conduct, CSU and Fresno State policy (which are all applicable to both on-campus and off-campus events).

Officers of the organization are responsible for informing members of the organization of the above expectations and requirements. If a complaint is registered against an organization, Student Involvement will request the complaint be placed in writing to the Office of Student Conduct.

Marketing and Publicity

The goal of any organization programming event should be the development of an informed and supportive audience. This can only come through quality programs that are well produced and well promoted. Effective promotion includes developing channels of communication with your audience, and using these channels properly. In order to build an audience, in the long run, credibility and consistency are crucial. An audience should never be misled, neglected, or insulted – you want them to be interested and impressed. Programs/events should not be promoted until they are confirmed. Publicity should be

honest and informative not hyped. If programs are presented that educate, enlighten and/or entertain, your audience will do a great deal of future promotion for you through word of mouth and repeat attendance.

Quick Tips for Publicity
These items must be on all publicity for student organizations hosting events:

- The full name of your organization
- Time and place of the event
- Contact Information
- Admission charge (if any)
- Must be in English, or provide an English translation on the posted materials
- "Fresno State is a smoke, vape and tobacco-free campus"
- Americans with Disabilities Act (ADA) Accommodations statement with organizer's phone number and contact email address.

Banners, Signs, Paint /Chalk
No banners or signs are to be placed on buildings or suspended on or between structures, trees, posts, furniture, lawns, landscape areas, etc., on the campus. No signs, regardless of the type of paint or chalk, may be painted on the sidewalks or walls of University buildings. Any requests for paint or chalk must be routed to the Event Review Committee for approval.

Billboards
No billboards or signs supported by posts or otherwise may be placed on the campus. Student Involvement may make exceptions for special events at which large numbers of people are expected from either on or off campus.

Use of "A" Frames
Posters on "A" frames may not exceed 28" x 44" and the use of the A frame must be approved by Student Involvement. Their use is restricted to the area outside the USU and are to be used for only a limited time. They must be placed so that they do not interfere with pedestrian traffic and be staffed at all times.

Flyers/Posters and Bulletin Boards
Flyers/posters may be placed only on established bulletin boards that are not for restricted use only. No poster may exceed the dimension 11" X 17". All materials posted must clearly indicate the name of the sponsoring campus organization and must refer to activities of that organization. Material to be posted in the Residence Halls must have prior approval from the Director of Housing.

Risk Management

In an age of increased litigation, it is important for groups and individuals to examine the risks and liabilities associated with their activities and behaviors. Organizations are continually being held liable for injuries, property damage, or financial loss associated with their programs or events. Examples of past risk management problems include injustices from fights that occur at sponsored events, from driving accidents, alcohol poisoning, property damage caused by members or guests, and injuries or deaths associated with hazing. While some organizations such as Greek social organizations,

professional fraternal organizations, sports clubs, and national honor societies often to examine the risks and liabilities involved with its programming and to develop an active plan to minimize those risks. There is no excuse or indemnification from negligence or poor planning. Four easy steps your organization can take to begin in minimizing your risk.

- Examine the risks involved with your organization's activities and events.
- Examine the use of alcohol at your organization's event.
- Secure adequate insurance to cover organization's events.
- Eliminate hazing of any kind from organizations activities

Insurance

Even if you take great care in minimizing the risks involved with your organization's events, sometimes the unavoidable will still happen. This is when you'll be very glad your organization has insurance or has purchased a policy or rider (additional insurance purchased for a particular event to supplement your organization's standard policy) for this particular event. If the organization has followed the provisions of the insurance policy and was not breaking any laws when the accident occurred, the insurance company will most likely pay for any damages made by the claimants or in a lawsuit. More information about insurance policies, individual riders, and coverage is available through your organization's national office or Student Involvement.

Hazing

Hazing is defined as any method of initiation or preinitiation 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, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.

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

Organizations have been held liable and been forced to pay large punitive settlements for injuries and deaths resulting from hazing. Hazing of organization members, new or active, alumni, or prospective is against the law and university policy. Not only can an organization face a civil lawsuit from the victims of hazing, but individual members involved in hazing can face criminal prosecution or expulsion from Fresno State. The easiest way to minimize your organization's risk in regards to hazing claims is to eradicate all hazing from your organization's activities. For more information on hazing, recommendations for ways to eradicate hazing from your organization, and positive alternatives for new member activities, see a Student Involvement staff member.

Anti-Hazing Law – State of California – Matt's Law SEC. 3. Section 245.6

(a) This section shall be known and may be cited as "Matt's Law" in memory of Matthew William Carrington, who died on February 2, 2005 as a result of hazing.

(b) As used in this section “hazing” or “haze” is conduct which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental hard to another person in the course of the other person’s pre-initiation into, initiation into, affiliation with, holding office in, or maintaining membership in any organization. The terms “hazing” or “haze” do not include customary athletic, fire department, police department, military, or quasi-military training, conditioning or similar events or activities.

(c) Any person who hazes or conspires to participate in hazing is guilty of a misdemeanor punishable by a fine not of less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail not to exceed one year , or by both fine and imprisonment.

(d) Any person who hazes or conspires to participate in hazing which results in death, great bodily injury, or great psychological injury is guilty of a felony punishable by imprisonment in the state prisons.

(e) An organization is guilty of subdivisions (b) or (c) if the organizations agent’s, directors, trustees, managers, or officers authorized, requested, commanded, encouraged, participated in, ratified, or tolerated the hazing.

(f) The implied or expressed consent of the person or persons against whom the hazing was directed shall not be defense to any action brought under this section.

(g) This section does not apply to the person against whom the hazing was directed.

(h) This section shall not, in any manner, limit or exclude prosecution or punishment for any other crime or any civil remedy.

(i) The person against whom the hazing is directed may commence a civil action for injury or damages, including mental and physical pain and suffering the results from the hazing. The action may be brought against any participants in the hazing, or any organization, whose agents, directors, trustees, managers, or officers authorized, requested, commanded, encouraged, participated in, ratified, or tolerated the hazing. If the organization is a corporation, whether profit or not, the individual directors of the corporation may be held individually liable for damages.

Policy on Campus Use of Alcoholic Beverages

Student organizations shall be provided with a copy of the Alcohol Policy each year. In order to obtain or renew University recognition, the organization's President and University Advisor must sign an agreement indicating that the organization and its members will comply with the policy. The policy will apply to the organization throughout the calendar year. Organizations failing to comply with the Alcohol Policy may lose their University recognition. A copy of the Policy is available online at:
Student Rights and Responsibilities-Title 5 Education.

Title IX

The California State University does not discriminate on the basis of gender, which includes sex and gender identity or gender expression, or sexual orientation, in its education programs or activities.

Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus), including admissions. The

protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, sexual exploitation, dating and domestic violence, and stalking.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to have experienced the conduct that could constitute sex discrimination or sexual harassment), in-person, by mail, by telephone, or by electronic mail, using the contact information listed below for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

The following person has been designated to handle inquiries regarding the non-discrimination **Policies** and Title IX complaints for Fresno State:

Anne Githae
AVP of Compliance and Civil Rights
University Student Union Suite 316
5280 N. Jackson Avenue M/S SU71
Fresno, CA 93740
Email: **agithae@csufresno.edu**
Telephone: 559-278-5003
For more information, please visit the **Fresno State Office of Compliance and Civil Rights website.**

Club Names

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

Student Organization List

Student Involvement maintains a list of all current organizations and a contact person's information via ENGAGE. Student Involvement is located at RSU 314.

Catering Service

Requests for catering services should be made directly with University Catering in the Residence Dining Hall. Catering services include luncheons, dinners, barbecues, light refreshments as well as bulk coffee, punch, desserts, etc. For more information on University Catering please contact 559-278-4345 or visit the **University Catering website.**

Mailboxes

A mailbox for each recognized student organization is made available as space permits. Mailboxes are located at the Club Hub (RSU 301). Campus and U.S. mail will be placed in the organization's box if addressed to the organization or an officer by title. Student organizations should check their mailbox at least once a week.

Ticket Sales

The Resnick Student Union Information Center services are available to all recognized student organizations that would like professional assistance with their ticket sales, for a small fee. For more information contact 559-278-2078.

Advising Support

The Student Involvement staff is available on an appointment basis to provide assistance to student organization leaders and faculty/staff advisors on organizational, leadership and programming issues. For more information visit Student Involvement in RSU 314, **Email Student Involvement** or call 559-278-2741.

Program and Resource Information

Student organization leaders interested in information concerning entertainment, film catalogues, or information on visiting speakers may contact Student Involvement (RSU 314).