

# **STUDENT CLUB & ORGANIZATION HANDBOOK**

California State University, Fresno  
Student Involvement  
Division of Student Affairs

Revised 2012

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## INTRODUCTION

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", visit the following website: <http://www.csufresno.edu/humres/MAPP/II/D/D-08.pdf>. 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 the Student Involvement Office and 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, requisitioning procedures, and the fiscal policy of the Associated Students.

This Handbook is published by Student Involvement. 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 University Student Union, Room 306.

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

## STUDENT AFFAIRS COMMITTEE

Under authority granted by the State of California, the Trustees of the California State University appoint a President of each University who is responsible for the educational efficiency, academic excellence, and general welfare of the campus over which he/she presides. In carrying out this responsibility he/she may delegate and deputize any of the functions to executive officers, faculty members, or student organizations or agencies, provided this delegation does not remove final authority and responsibility from the President. In carrying out such delegation, he/she may advise and consult with the faculties under his/her jurisdiction and with the students in the University. (Title 5, Subchapter 6, Article 1, of the Administrative code).

As authorized by the above section of the Code, the President of the University has delegated certain advisory functions to the University faculty under the provisions set forth in the Constitution of the Academic Assembly. To carry out these various advisory responsibilities, the Academic Assembly has established an Academic Senate, an Executive Committee of the Academic Senate, and a number of all-University committees. One of these committees, the Student Affairs Committee, has been assigned the following responsibilities:

The Student Affairs Committee shall be responsible for recommending all University policies with respect to student affairs as they affect academic policies and programs of the university. Recommendations of the Student Affairs Committee shall be policy of the Academic Senate unless within twenty instructional days after the recommendations have been submitted to the Academic Senate, the Executive Committee shall inform the President of the University that further action by the Academic Senate is required. (Bylaws of the Academic Senate, Article XI., Section 1-E).

The above committee is composed of seven members appointed by the Academic Senate in consultation with the President of the University, the Dean of Student Affairs, and four students appointed by the Associated Students.

## **GUIDELINES AND PROCEDURES FOR THE GOVERNANCE AND 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 opportunity 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 the Student Involvement Office.

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 Office 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 PROCEDURE**

- A. The Student Involvement Office shall issue new organization recognition packets to all interested students. The packet shall contain all necessary application forms and a sample constitution for students to follow when developing their constitution.

Recognition packets are available at the following website:  
[fresnostate.edu/studentinvolvement](http://fresnostate.edu/studentinvolvement)

- B. A student group interested in organizing and applying for recognition may be granted a temporary, thirty-day permit by completing and filing an "Application for Recognition Form." 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 "Application for Recognition Form" may be filed in the Student Involvement Office when the student organization recognition packets are picked up.
- C. All application forms and the adopted constitution must be returned to the Student Involvement Office before recognition can be granted.
- D. The Student Involvement Office will review the submitted materials for procedural errors and adherence to all University requirements, and will also verify the membership list to be certain that it contains the names of at least fifteen (15) students currently enrolled at California State University, Fresno.
- E. Within ten (10) working days of the receipt of application materials, the Student Involvement Office will notify the proposed organization of its status. If the proposed organization meets all requirements it shall be granted recognition. If it does not, student representatives of the organization will be asked to schedule a meeting with a staff member of the Student Involvement Office to discuss reasons for withholding approval of recognition. Written notification of recognition will be given to the organization, the advisor, University Student Union Reservations Center, and the Associated Students, Incorporated.

## **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 the Student Affairs Committee.
- The organization must maintain, at all times, a membership of at least eight regularly enrolled students in good standing at the University and must have at least fifteen (15) 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.
- Recognition may be granted to local chapters of national or regional organizations provided the national or regional organization does not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability [The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities, or to other university living groups. (Executive Order 1068).].
- Before a student organization is granted official recognition, a faculty or staff member working more than half-time for the University must agree to serve as an advisor to the organization. Employees of University Auxiliary Organizations are not permitted to serve as student organization advisors as regulated by The California Code of Regulations, Title 5, Article 2. This includes employees of the Bookstore, Food Services, University

Student Union, Student Recreation Center, and Foundation employees. Housing employees and federal programs employees are permitted to serve as advisors.

- 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).].

## **CONSTITUTION**

The constitution of any proposed student organization shall contain the following:

- The official name of the proposed organization.
- A detailed declaration of purpose of the proposed organization.
- The criteria for voting membership (only regularly enrolled Fresno State students qualify for voting membership).
- The criteria for limited membership (non-students may be members but may not vote or hold office).
- The duties and privileges of membership.
- The frequency of meetings.
- The establishment of officers, their duties and authority.
- The procedures for selection and removal of officers. Officers must be current, regularly enrolled students in good standing at the University.
- A provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership.
- The procedures for decision-making in the name of the organization (must include the definition of a quorum), the procedures for the expenditure of funds, and procedures for the payment of debts incurred by the organization.
- Procedures for the establishment of committees, if applicable.
- An amendment process.
- Provisions for the selection and removal of an advisor. (Individuals working more than half-time for the University or University Auxiliary organizations may serve as advisors).
- Provision for disbursement of organization assets, should the organization become defunct.
- A statement of affiliation with an extramural organization, national and/or local.

Constitution Format Guidelines

## **AFFILIATION WITH OFF-CAMPUS ORGANIZATION**

Any student organization wishing to affiliate with an off-campus national, state or local organization must, prior to approval, submit a copy of the constitution, bylaws and/or articles of incorporation of that off-campus organization to the Student Involvement Office for review.

Upon approval for recognition from the Student Involvement Office, the University shall transmit a letter to the off-campus organization and to the student organization indicating official University recognition.

A student organization may not affiliate with another organization which requires a specific position or practice in conflict with University policy, Trustee regulations, local, state or federal laws.

## **REVIEW OF APPLICATION**

Upon receipt of the application forms and the constitution, the Student Involvement staff will:

- Verify the membership list to be certain that it contains the names of at least fifteen (15) students currently enrolled at California State University, Fresno.
- Be certain that the advisor(s) has accepted responsibility for sponsoring the organization.
- Acquaint the officers and advisor(s) with the responsibilities to each other and to the University.
- Review the proposed constitution for compliance with University policy and for appropriateness of the organization's use.

## **NAME CHANGE**

Any organization wishing to change the name under which it was originally recognized should submit a letter to the Student Involvement Office requesting that the organization be recognized by California State University, Fresno under the new name. The letter should indicate whether the constitution will be altered, and should be signed by the president and the advisor.

## **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 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.

## **RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS**

- Accept and adhere to local, state and federal laws, CSU Trustee and University regulations and policies, and Fresno State regulations and policies.
- 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 registration forms, which includes an updated listing of membership, within one month after classes begin in the fall, and keep a current version of the organization's constitution and current list of officers on file in the Student Involvement Office.

## **EXECUTIVE ORDER 1068 EXEMPTION REQUEST**

To be considered for an exemption the following criteria must be met prior to formally requesting exemption. To begin the exemption process contact the office of Student Involvement to schedule an appointment.

### **Definition of Minor Student Representative Officers:**

Minor student representative student officers are defined as the president and treasurer of any student club or organization recognized by California State University, Fresno. Students serving as an Executive or Senator for the Associated Students, Incorporated are considered major student representatives and must request an exemption from the University President.

### **Student Requirements for Exemption Consideration:**

In order for Minor Student Representative Student Officers to be recommended for exemption from the Incumbent Maximum Allowable Units requirement per Executive Order 1068, students must meet the following criteria:

- Must be completing the degree(s) within five (5) years or less
- Must have a minimum cumulative GPA of 3.00 or higher

-Must demonstrate appropriate reasons for excess units such as meet one or more of the following criteria:

- Significant AP units or college credits earned in high school
- Involvement in special programs requiring additional classes not included in general education or major requirements (e.g. Smittcamp Family Honors College, Chemistry Honors Program)
- University Recognized as pursuing dual majors
- Studying for or completed multiple minors or certificate programs while pursuing a degree.

Staying on for a second degree or changing majors multiple times are not valid reasons for an exemption.

**Student Involvement Office Required Action:**

- Meet with the student seeking exemption to the CSU policy and explain the purpose of the policy to ensure the student is taking the student organization's best interest into consideration while seeking the exemption.
- Evaluate the student's situation and either deny the request for exemption or recommend and exemption be granted by the Director of Student Involvement.

Any exemption will be granted for only the current academic year. (fall semester thru spring semester)

**STUDENT CLUB & ORGANIZATION CONDUCT REVIEW**

- The University can place an organization on probation for failure to observe regulations and responsibilities, as well as financial obligations on campus.
- A student organization's recognition may be withdrawn or otherwise suspended by the Student Involvement Office following a review of written charges presented to the Director of Student Involvement.
- Official recognition of a student organization may be withdrawn for hazing. Hazing is defined as any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term "hazing" does not include customary athletic events or other similar contests or competitions. Organizations or individuals found guilty of violation of this section of the Education Code will be subject to suspension by the University. (Title 5, California Education Code, Subchapter 4, Article 1, Section 40301).
- If an organization loses recognition or benefits as a result of action taken by the Director of Student Involvement, it may appeal to the Dean of Students.
- A final appeal may be filed with the Dean of Students within five (10) work days after receiving written notification from the Director of Student Involvement if the organization does not accept the decision and/or the sanctions. The written appeal must state all reasons why the student organization does not accept the decision of the Director of Student Involvement. The Dean of Students may meet with organization representatives or make his/her decision based on the information submitted for review and the written request for appeal. Written notification of his/her decision and any sanctions shall be

sent to the organization within ten (10) working days after having received the appeal. The decision of the Dean of Students is final.

- A further description of the student club & organization conduct review process is available: [fresnostate.edu/studentinvolvement](http://fresnostate.edu/studentinvolvement)

## **HOW TO BE REINSTATED**

An organization seeking reinstatement should reapply at the Student Involvement Office. Verification of at least fifteen (15) regularly enrolled students will be required. An up-to-date constitution must be submitted if there are any changes from the original constitution. An Advisor's Acceptance form must also be completed prior to reinstatement.

## **AD HOC STATUS**

The University realizes that occasionally there arises a need for temporary recognition for an organization that has limited objectives focusing around a particular issue, as in the case of involvement in upcoming elections. These organizations do not intend to exist indefinitely, for their purpose is achieved relatively quickly. In order to allow such organizations to operate on the campus, and at the same time to protect both the University and its regularly recognized organizations, the University has adopted an ad hoc committee status which is in effect for a maximum of 45 days. Should the group wish to extend its status with the University, it may request an extension from the Student Involvement Office for no more than an additional 45 days.

Groups applying for ad hoc status will be required to clearly state both the objective they desire and the means through which they intend to achieve their goal. The group must also demonstrate that the ad hoc status is the best method of University recognition through which they can operate. The petition for ad hoc status must be signed by eight regularly enrolled students and must indicate the person principally responsible for the group as well as the signature of a University Advisor.

## **ADVISOR ACCEPTANCE FOR REGISTERED STUDENT ORGANIZATIONS**

### **ROLE OF THE UNIVERSITY ADVISOR**

#### **Purpose**

The basic function of an advisor is to advise and to provide a working relationship between the University and the organization. According to University policy, all student organizations must have an advisor who is employed on a more than half-time basis by the University in order to receive University recognition for the organization. Employees of University Auxiliary Organizations are not permitted to serve as student organization advisors as regulated by The California Code of Regulations, Title 5, Article 2. This includes employees of the Bookstore, Food Services, University Student Union, Student Recreation Center, and Foundation employees. Housing employees and federal programs employees are permitted to serve as advisors. The advisor serves as a resource person and consultant to the group; his/her mature judgment is invaluable to a student organization. The advisor helps the group achieve its purpose and become familiar with University policies affecting such organizations.

The advisor is responsible for his/her own actions in the performance of the advisory role. He/she is expected to take reasonable and prudent actions in promoting and protecting a sound environment for the organization and its members. The choice of the advisor and the acceptance to serve as an advisor depend primarily on the group and the advisor. Advisors should contact the Student Involvement Office if they need help or clarification in fulfilling their role as a university advisor.

### **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 the Student Involvement Office to discuss the problems or issues involving their advisor. A staff member of the Student Involvement Office 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.

### **ADVISOR RESPONSIBILITIES**

The advisor is considered to have the following responsibilities:

- Complete orientation and training programs/workshops/forms for advisors presented by the Student Involvement Office.
- Be informed concerning the purposes and the programs of the organization they agree to advise.
- Be informed concerning University policies and procedures governing student organization activities and student organizations.
- Provide assistance in the administration of the financial affairs of the organization.
- See that the officers of the organization are aware of these policies and procedures.
- Encourage the members of the organization to assume responsibility for the organization and for the effectiveness of the programs.
- Attend the meetings of the organization frequently and to help provide continuity for the program.
- Provide advice and counsel regarding proper conduct and procedures, and also the proper guidance to avoid conduct which would bring discredit to the organization or to the University.
- Provide continuity during periods of transition and from year to year.
- Encourage and maintain an on campus program and to be aware of contractual and/or legal obligations arising out of programs and activities held off campus.

## **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.

## **DUTIES OF ADVISORS AT EVENTS**

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

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

Advisors are encouraged to be present during the entire time for which the event is scheduled.

## **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.

## **STUDENT DESIGNEE POLICY**

At the beginning of each semester the advisor of a recognized student organization may complete as part of the advisor agreement additional names of students who on behalf of the recognized student organization the ability to sign on behalf of the organization for requisition forms and Free Speech Area Registration forms. These student designees will only be allowed to use this privilege when requisitioning space for on-campus events which require no special arrangements or for activities in the Free Speech Area.

This designee privilege is limited to recognized student organizations which have complied with all provisions of recognition as stated in this Handbook.

The Student Involvement Office reserves the right to discontinue this privilege if it becomes apparent that the organization and/or the advisor are not complying with the policy as stated above.

## **PROGRAMS AND SERVICES AVAILABLE TO RECOGNIZED STUDENT ORGANIZATIONS**

All recognized student organizations are provided services offered by the University and University Auxiliary organizations.

### **BANKING SERVICE**

All recognized student organizations may use banking services offered by the Associated Students, Incorporated of California State University, Fresno. An Account Agreement must be filed with the Business Office of the Associated Students each fall semester and each time there is a change in officers of the organization. Deposits are made at the Residence Dining Hall office and withdrawals are made by submitting an Expense Form, signed by up to three authorized members of the organization and the advisor, to the Associated Students Office. There are no start-up or annual fees and no minimum balance is required.

### **CATERING SERVICE**

Requests for catering services should be made directly with the Food Services Office in the Residence Dining Hall. Catering services include luncheons, dinners, barbecues, light refreshments as well as bulk coffee, punch, desserts, etc.

### **MAILBOXES**

A mailbox for each recognized student organization is made available as space permits. Mailboxes are located in the Student Involvement Office, University Student Union, Room 306. 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 University Student Union Information Center Box Office services are available to all recognized student organizations who would like professional assistance with their ticket sales, for a small fee.

### **ADVISING SUPPORT**

The Student Involvement staff is available on an appointment basis to provide assistance to student organization leaders and University advisors on organizational, leadership and programming issues.

### **PROGRAM AND RESOURCE INFORMATION**

Student organization leaders interested in information concerning entertainment, film catalogues, or information on visiting speakers may contact the University Student Union Productions Committee, located in the Student Involvement Office, University Student Union, Room 306.

## **LEADERSHIP SKILLS DEVELOPMENT**

The Student Involvement staff offers a variety of workshops and programs designed to help student organization members develop better organizational and leadership skills.

## **STUDENT ORGANIZATION LIST**

The Student Involvement Office maintains a list of all current organizations and a contact person's name, email address and phone number. These can be requested in University Student Union, Room 306.

## **SPONSORSHIP OF EVENTS BY RECOGNIZED STUDENT ORGANIZATIONS**

### **OFF-CAMPUS EVENTS**

Student organizations choosing to sponsor an event off-campus accept sole responsibility for the event and the organization. Student organizations and their advisor are required to sign a statement each fall during the registration process which releases the university and its employees from any claims or causes of action arising out of any event held off campus and sponsored by a student organization. Organizations utilizing off-campus facilities or vendors are solely responsible for all contractual agreements they enter into and in no way involve the University or the advisor as an employee of the University.

Any recognized student organization which undertakes the sponsorship of an event accepts responsibility for maintaining proper conduct of those in attendance. Officers of the organization are responsible for informing members of the organization of this requirement. If a complaint is registered against an organization, the Student Involvement Office will request the complaint be placed in writing and a copy forwarded to the president of the organization concerned. If, in the opinion of the Student Involvement Office, the organization has not resolved the problem satisfactorily, or if the difficulty was of such proportion as to impair the name of the University or other student organizations, disciplinary action may be initiated by the Student Involvement Office.

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

### **ON-CAMPUS EVENTS**

Any recognized student organization wishing to sponsor an event on campus that is open to the campus community or to the general public should contact the Student Involvement Office for assistance in scheduling the event and for guidance in planning the event. In general, an event will be approved if it complies with the following conditions:

- The activity is sponsored by a recognized student organization.
- The University advisor of the organization has signed the appropriate facility requisition form

- The division or department responsible for the facilities requested has provided written permission for their use.
- The sponsoring organization agrees to all special physical arrangements; security requirements, time restrictions, procedures, and safeguards deemed necessary by the University; liability insurance requirements; and financial obligations.
- The event is not in violation of other University policies.

The organization sponsoring the event will be held responsible for complying with the conditions set for the event. Failure to do so may result in a number of sanctions including, but not necessarily limited to, the loss of the right to sponsor similar events in the future, loss of recognition or financial payment for damages to property.

## **SPONSORSHIP OF OUTSIDE SPEAKERS**

California State University, Fresno is committed to free discussion of ideas and issues in open forum. Within University policy, University facilities may be used by recognized student groups for the sponsorship of visiting speakers.

The use of University facilities by student organizations is a privilege and not a right. Arrangements for the use of University facilities for the sponsorship of a visiting speaker must be made by an authorized student representative of the organization and approved by the advisor of the sponsoring organization.

Student organizations wishing to sponsor an outside speaker on campus should review the guidelines in APM 625, "The Policy on Outside Speakers and Events on Campus" available at the following website:

[fresnostate.edu/academics/aps/documents/apm/625OutsideSpeakersEventsPolicy07\\_2005.pdf](http://fresnostate.edu/academics/aps/documents/apm/625OutsideSpeakersEventsPolicy07_2005.pdf)  
The "Request for Approval" form must be completed and submitted prior to the event.

## **RESERVING FACILITIES ON CAMPUS**

### **REQUISITIONING PROCEDURE**

Student organizations may obtain the required requisition form from the Student Involvement Office for reserving most facilities on campus. Requests to use certain campus facilities may require additional approval. Students will be notified of this requirement when they request the use of these facilities by contacting the Student Involvement Office.

Students usually are able to ascertain if the space desired is available when beginning the requisitioning procedure in the Student Involvement Office.

Students must complete the requisition and secure the advisor's signature (or approved advisor's designee). All space and property required must be listed.

The requisition must be signed by the Student Involvement Office for final approval. No space is assured until the requisition has been approved by the Student Involvement Office.

Requisitions should be filed at least one week in advance. Student organizations are encouraged to complete the reservation process far in advance to ensure facility availability.

Student organizations using a campus facility are responsible for its proper care and for observing University regulations governing its use. No smoking signs mean “no smoking”.

University facilities requisitioned 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.

## **FACILITIES AND GROUNDS RESERVED**

### **FREE SPEECH AREA**

Recognized student organizations may use the Free Speech Area to recruit members and distribute information. For any other activities (i.e., drawings, food drives, booths, displays, speakers, rallies, demonstrations, etc.), a Free Speech Area Registration Form must be completed through the Student Involvement Office in USU, Room 306.

### **SPEAKER'S PLATFORM**

The Speaker's Platform, located in the Free Speech Area, is reserved for students, student organizations, and official campus entities by the Student Involvement Office. 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. A Free Speech Area Registration Form must be completed prior to using the Platform.

### **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 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.

- 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 A.I.C. (Academic Innovation Center), by calling 278-2674.

### **GRASS AREAS, PEACE GARDEN, MAPLE MALL, O'NEILL PARK, PARKING LOTS, ETC.**

Reservations for grass areas and parking lots on campus must be made at least two weeks in advance. A detailed list of activities must be submitted with the reservation. Since food sales by student organizations are prohibited on campus, special permission from the Fresno County Health Department must be given. The Health Department will allow food sales for special events, such as Vintage Days, Cinco de Mayo, etc. Student organizations wishing to sell food must first meet with the Risk Management Office to make the arrangements with the Fresno County Health Department.

## **NORTH AND SOUTH GYMS**

To reserve space in the North or South gyms, or the fields surrounding the gyms, student organizations must contact the facilities coordinator for Athletics at 278-2643.

## **USU CONFERENCE ROOMS, SATELLITE STUDENT UNION, USU PATIO & BALCONY**

To reserve facilities in the University Student Union, the organization must go through the USU Reservation Center, located in USU, Room 301. All organizations must be registered through the Student Involvement Office to reserve these facilities.

## **PARKING REGULATIONS**

Parking arrangements are governed by University Parking regulations. Questions regarding special parking arrangements should be forwarded to the University Parking Office, located next to the University Police station on Barstow Ave. The phone number is (559) 278-2950. The Student Involvement Office 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 there has been approved in connection with class work by the department chairman concerned.

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

The following rules apply to all classroom and other facilities available for use by student organizations:

Rooms can be assigned to student organizations without charge from 6 a.m. to 11 p.m., Sunday through Saturday.

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 its normal condition. Extensive damage will also result in denial of future facility use.

Food and drinks are not permitted in any classroom on campus.

## **USE OF CAMPUS FACILITIES**

### **AUTHORITY**

The regulations set forth under this section of this Handbook are based on Title 5, Part V, Chapter 1, Subchapter 5 of the California Education Code, and amendments and additions to Article 9, related to the use of State University buildings and grounds. Use of campus facilities

is regulated by the "Policy on the Use of University Buildings and Grounds," which is available at: <http://www.csufresno.edu/humres/MAPP/II/D/D-08.pdf>. Copies are also available in the University Police Office, the University Business Office, the Vice President for Student Affairs and Dean of Students Office, and the Student Involvement Office.

## **SOLICITATION BY STUDENT ORGANIZATIONS**

Subject to regulations as contained in the POLICY ON THE USE OF UNIVERSITY BUILDINGS AND GROUNDS and provisions of this HANDBOOK, recognized campus organizations of the University are permitted to conduct non-commercial sales, solicit funds, and distribute handbills or circulars on the campus. Implicit in this policy is the understanding that benefits derived from these activities go directly to the organization and not to particular individuals.

### **SALE OF PRINTED MATERIALS**

See Section 9 of the POLICY for details.

### **SOUND AMPLIFICATION**

See Section 5 of the POLICY for details.

### **MEETINGS, PERFORMANCES, RALLIES, AND SIMILAR PUBLIC EVENTS**

See Section 6 of the POLICY for details.

### **DISTRIBUTION OF PRINTED MATERIALS**

See Section 10 of the POLICY for details.

### **COMMERCIAL TRANSACTIONS**

See Section 11 of the POLICY for details.

## **FREE SPEECH AREA**

### **DEFINITION**

The Memorial Fountain, the University Student Union, the University Center Building and the Library Quadrangle generally bound the Free speech Area. It does not include outdoor parts of the University Student Union, such as patios or balconies, and does not include Food Services patio areas. The University has designated the Free Speech Area as the area to allow expressive activity unrelated to its educational mission on University grounds. The designation of this area is not meant to constrain freedom of speech on the remainder of campus, but merely to establish a forum for the convenient use of students and the general public.

## **AUTHORITY**

The Student Involvement Office is given the responsibility and authority for scheduling activities in the Free Speech Area. Students may use the Free Speech Area freely unless it conflicts with a scheduled activity. The general public must register with the Student Involvement Office prior to any activity in the Free Speech Area to avoid conflicts with other scheduled activities. Scheduling of activities in the Free Speech Area is on a first come, first serve basis with the University reserving the right to give preference to University personnel and students.

## **MUSIC**

Generally speaking, the amplification of music in the Free Speech Area is prohibited due to the proximity of classrooms and the Library. Music used to accompany dance performers or a music performance (i.e., Mariachi Band) may be approved at the discretion of the Student Involvement Office subject to regulations regarding time, place, and manner.

## **PUBLICITY REGULATIONS**

### **BANNERS, SIGNS, PAINT/CHALK**

No banners or signs are to be placed on buildings or suspended on or between structures, trees, posts, furniture, etc., on the campus. No signs, regardless of the type of paint or chalk, may be painted on the sidewalks or on the walls of University buildings.

### **BILLBOARDS**

No billboards or signs supported by posts or otherwise may be erected on the campus. The Student Involvement Office 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 the Student Involvement Office. Their use is restricted to the Free Speech Area and are to be used for only a limited time. They must be placed so that they do not interfere with pedestrian traffic.

### **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 dimensions of 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. Off-campus commercial advertising is not permitted to be posted on the campus. Bulletin boards on campus may not be used to publicize off-campus political candidates or issues. A maximum of four (4) posters may be placed on each of the eight-sided kiosks located throughout the campus and a maximum of one (1) poster may be placed on general bulletin boards. It is each organization's responsibility to remove their flyers/posters no later than one day after their scheduled event. Flyers/posters may be placed only on established bulletin boards and not on any other structures (i.e., University Student Union Building, light posts, University buildings, trees, cars, etc.). If an organization fails to remove flyers/posters at the proper time or posts materials on structures other than established bulletin

boards, that organization may be charged a minimum of \$25.00 custodial clean-up fee. Any organization that is charged a clean-up fee will automatically be placed on probation and their student organization recognition and benefits suspended until the bill has been paid. A receipt showing that the bill has been paid must be presented to the Student Involvement Office to officially be removed from the probation list.

## **BOOTHS**

Structures may be erected on the campus only in areas designated for that purpose. Permission for the erection of structures must be obtained through the Student Involvement Office. Plant Operations must inspect all booths and give written approval that they are structurally safe. Structures are placed on the campus at the risk of the sponsoring organization and may be removed with or without notice by University personnel. Booths must be clearly marked and easily identified as belonging to an organization.

All people requesting permission for a booth to be placed in the Free Speech Area will be given a copy of the "Guidelines for Booths in the Free Speech Area," and must comply with the stated guidelines. A copy of the "Guidelines for Booths in the Free Speech Area" is available at: <http://studentaffairs.csufresno.edu/studentact/clubs-orgs/Lottpol.pdf>.

## **UNIVERSITY REGULATIONS**

### **STUDENT CONDUCT**

Students at California State University, Fresno are expected to assume responsibility for their personal conduct in a manner which will reflect positively upon the University and upon themselves. Student organizations are responsible for the actions of their members at functions sponsored by the organization.

It is the policy of the University to allow maximum freedom to organizations in the management of their activities within the guidelines set forth in this Handbook and with the advice of their advisors. The acceptance of the principle of self-government by students must be accompanied by the acceptance of the responsibility for its successful operation.

In order to protect the interest of the University and promote the welfare of the University community, certain University policies and procedures covering student conduct have been developed and are set forth in this Handbook and the Fresno State Student Handbook produced by the Division of Student Affairs, available at: <http://www.csufresno.edu/judicialaffairs/>

### **ALCOHOLIC BEVERAGES POLICY**

Student organizations shall be provided with a copy of the Alcoholic Beverages 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 Alcoholic Beverages Policy may lose their University recognition. A copy of the Policy is available at: [fresnostate.edu/studentaffairs/general/policies.shtml#gen1](http://fresnostate.edu/studentaffairs/general/policies.shtml#gen1)

## **GAMBLING AND LOTTERIES**

Gambling is not permitted on University property nor in any campus buildings, residence halls, nor at any University functions. Lotteries may not be conducted by California State University, Fresno organizations and the sale of tickets in connection with a lottery is forbidden on the campus. Student organizations are permitted to conduct drawings and raffles as a fundraising event to benefit the organization. (California Penal Code, Section 319, 330 and Title 5, California Education Code, Subchapter 4, Article 1, Section 41301).

## **DRUGS**

Following procedures consonant with due process established for the campus, any student may be expelled, suspended, placed on probation, or given a lesser sanction for the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis. (Title 5, California Education Code, Subchapter 4, Article 1, Section 41301).

## **ANTI-HAZING LAW - STATE OF CALIFORNIA – Matt’s Law SEC. 3. Section 245.6**

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 harm 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 of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5000), 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 violating subdivisions (b) or (c) if the organization’s agents, 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.

(1) The person against whom the hazing is directed may commence a civil action for injury or damages, including mental and physical pain and suffering that 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 for profit or not, the individual directors of the corporation may be held individually liable for damages.

## **POLITICAL ACTIVITY BY STUDENT ORGANIZATIONS**

The University encourages student political organizations and general student organizations to take an active part in campus life by discussing issues, sponsoring speakers and generally enhancing student awareness of political issues and elections. The free discussion of issues and free expression of ideas are recognized as a vital part of the educational environment of the University. The following ground rules for these activities have been approved by the University:

- Groups involved in such activities must be recognized student organizations and must meet all requirements set forth in this Handbook.
- Groups sponsoring visiting political speakers must comply with University policy on off-campus speakers.
- Groups must not use campus facilities to conduct organized political campaigns except if allowed by University policies and outlined in other sections of this Handbook covering such areas as speakers, selling of merchandise, publicity, advertising, and soliciting contributions. Posters used in connection with political meetings and speakers must comply with the general policies on posters regarding size, location and number.
- Posters used to advertise group meetings must place primary emphasis on the time and place of the meeting and not on a candidate or issue.
- Posters used to advertise a speech by a candidate or an individual on an issue should give equal emphasis to the candidate or issue and the time and place of the event.
- Bulletin boards on campus may not be used to publicize off-campus political candidates or issues.
- Recognized student organizations with political goals may set up tables in approved areas for the purpose of collecting dues, promoting activities, and distributing printed material, or collecting signatures on petitions. Organized political campaigns for or against any candidate or issue must be confined to areas approved by the University and requisitioned by the student organization.

## **PUBLIC STATEMENTS**

When officers of a student organization are authorized by their members to make public statements on public or political issues, they must make it clear that they are speaking only for their members and not for the University or for the Associated Students.

## **ASSOCIATED STUDENTS FUNDING GUIDELINES**

All recognized student organizations are eligible to apply for funding from the Associated Students. A representative from the organization must attend one of the student organization mandatory orientation meetings for university recognition and thus become eligible for funding from the Associated Students. Funds are available for events on campus, open to all students, and free of charge. To review the Funding Guidelines, visit the Associated Students website at: [www.csufresno.edu/studentgovt](http://www.csufresno.edu/studentgovt).

## **HEALTH INSURANCE / DENTAL INSURANCE**

The Associated Students sponsors a program for students to purchase health insurance and/or dental insurance at a very competitive price through a program developed by the California State University and Somerton Student Insurance Services. This program features a 24-hour nurse advice line, online healthcare advisor system, and coverage options for spouse and children.

Brochures and applications are available at the Student Health Center, Vice President for Student Affairs and Dean of Students Office, the Student Involvement Office, and can be found online at [www.csuhealthlink.com](http://www.csuhealthlink.com).

## **TABLES AND CHAIRS POLICY**

Recognized student organizations are permitted to request the use of tables and chairs for their activities at no charge. Visit the Student Involvement Office to complete the reservation form. A copy of the policy governing the use of tables and chairs is available at: [fresnostate.edu/studentinvolvement](http://fresnostate.edu/studentinvolvement)

## **OFF-CAMPUS EVENT/TRAVEL POLICY**

Student organizations planning to travel off-campus to an event should review the Off-Campus Event Policy at: [http://studentaffairs.csufresno.edu/studentact/off\\_campus/](http://studentaffairs.csufresno.edu/studentact/off_campus/). The policy contains several forms that should be completed and submitted prior to any travel off-campus.

Further information is provided in the Club Sports Handbook as travel relates to these sports at: [fresnostate.edu/studentinvolvement](http://fresnostate.edu/studentinvolvement)