



**Recognized Student Organization Handbook
Policy and Procedure Manual
2026-2027**

STUDENT LEADERSHIP AND INVOLVEMENT CENTER



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MISSION

Student Leadership and Involvement Center provides opportunities for student learning beyond the classroom and enhances the mission of the university through the coordination and support of a variety of special programs that promote campus life, leadership and community engagement. Special programs include orientation for new students and families; the recognition and development of student clubs and organizations; leadership conferences, seminars and workshops; and campus wide programs and events.

RECOGNIZED STUDENT ORGANIZATIONS

Recognized Student Organizations (RSOs) help to enhance the quality of student life on campus and provide leadership and engagement opportunities. Student Leadership and Involvement Center recognizes and supports over 90+ RSOs on the CSUEB Hayward, Concord, and Oakland campuses. To find more information on student organizations and opportunities to connect to the CSUEB community, login to your BaySync account by visiting <https://mybaysync.csueastbay.edu/>.

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RECOGNIZED STUDENT ORGANIZATIONS (RSO)

MISSION STATEMENT

Recognized Student Organizations (RSOs) are designed to engage, support, and encourage involvement as a co-curriculum experience to foster a sense of belonging, leadership development, and self-exploration. Student Leadership and Involvement Center supports this mission through recognition and renewal of student organizations, promoting student-led events, and bringing visibility to the diverse student population to build and contribute to an equitable, inclusive, and environmentally sustainable campus.

PILLARS

Sense of belonging - Creating and cultivating a sense of belonging through acceptance, feeling and being valued, intentionally included and supported by the East Bay campus community.

- Community Engagement - Participating in programming and putting yourself out there to connect and discover your passion and purpose through involvement on and off campus.
- Relationship Building - Deepening connections between peers through openness and authenticity to build trust, mutual understanding, communication and respect with one another.
- Networking - Building and bridging connections with students, faculty, staff and community members to foster and develop a network of opportunities.

Leadership Development - Understanding leadership is a process that is inclusive and accessible to everyone, it is not a position but a valued based collaboration.

- Individual Values - Committing to a goal or idea for a period of time and being self-aware of your own values, beliefs, and emotions to align your involvements with your values.
- Group Values - Strengthening respect, shared responsibility, and accountability to work with others on a mutual vision and purpose.
- Community Values - Creating positive changes when being interconnected by understanding and embracing individuals, groups, and communities.

Self-Exploration - Exploring and establishing an identity and purpose through developing values, relationships, acceptance, and understanding emotions while navigating life to create independence.

- Ownership - Creating personal goals and commitments while establishing personal values and beliefs and having the ability to be self-accountable.
- Autonomy - Recognizing personal freedom and independence while developing self-empowerment.
- Authenticity - Processing and understanding emotions as well as discovering one's identity to help build meaningful relationships.

ABOUT THE HANDBOOK

The Recognized Student Organization Handbook Policy and Procedure Manual (referred to as the “RSO 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. The 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 Leadership & Involvement Center and student organizations and individuals in scheduling events, granting recognition to student organizations, and the use of the campus facilities (in general).

This Handbook is published by Cal State East Bay, Student Leadership & Involvement Center. The policies of the State and University are administered by the Student Leadership & Involvement Center.

Changes in this Edition

Each year we attempt to make changes that will improve the services and way we work with student organizations at Cal State East Bay.

- Section headers highlighted in yellow have major updates throughout the section.
- Updates are highlighted in yellow.
- Other changes made are layout or format updates.

Amendments to the Handbook

These guidelines may be modified by SLIC at any time so long as the modification is in writing and provided to the student organization within a reasonable period of time.

CSU POLICIES

CSU Executive Order 1068 (EO 1068) is a policy from the CSU Chancellor's office that outlines the requirements for any and all student organizations at each CSU Campus. The policy establishes systemwide policies, procedures, and guidelines for student organizations and activities.

For more information on the requirements click on the link below: [Executive Order 1068](#)

MINIMUM NUMBER OF STUDENTS

Official recognition of a student organization requires the following:

- A minimum of five CSUEB students who are currently enrolled in at least one class.
- Members of a student organization must be enrolled as a CSUEB student.

- Only students enrolled at the CSUEB campus may vote on issues that come before the student organization.

In cases where an educational need is met, the vice president for student affairs (or Senior Student Affairs Officer) or designee may waive the membership provisions for student organizations. In these instances, non-CSU members shall not comprise more than 20% of the student organization's total membership. Documentation for this waiver shall include copies of national charters or other appropriate documentation, and these documents shall be submitted to the vice president of student affairs or designee.

Campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting (EO 1068).

MINIMUM ACADEMIC QUALIFICATIONS FOR STUDENT OFFICE HOLDERS

All student representatives, candidates, and incumbents for major and minor office positions must:

- Matriculated at a CSU campus
- Maintain a minimum campus term grade point average (GPA) of 2.0
- Be in good standing, and must not be on academic alert, disciplinary or administrative probation

Incumbent Requirements:

- Incumbent Unit Load
 - Undergraduate incumbents must earn 6 semester (9 quarter) units per term while holding office.
 - Graduate and credential incumbents must earn 3 semester (4 quarter) units per term while holding office.
 - Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.
- Incumbent Maximum Allowable Units
 - Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater.
 - Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater.

- Students holding more than this number of units are not eligible for minor student representative office.

STUDENT ORGANIZATION ADVISORS

Each officially recognized student organization must have a university advisor who is either a faculty member or professional staff member who is an employee of the CSU or one of its auxiliaries. Campuses may permit part-time faculty and professional staff to serve as advisors. The VPSA or designee may remove an advisor from their student organization-related responsibilities as needed to ensure that the educational purpose of student organizations is met, or in the interests of student health, safety and welfare. Campuses should develop a training and orientation program for university advisors to student organizations (EO 1068).

NONDISCRIMINATION POLICY

RSO membership may not be denied to anyone 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).

No campus shall recognize any student organization unless its membership and leadership are open to all currently enrolled students at that campus, with the limited exception that a social fraternity or sorority may impose a gender limitation as permitted by Education Code Section 66273.

All RSO presidents must sign a statement acknowledging their group will abide by the Nondiscrimination Policy as a condition of recognition ([CSU EO 1095](#)).

ANTI-HAZING POLICY

No member of a recognized student organization shall engage in hazing, i.e. commit or participate in any act that causes or is likely to cause bodily damage, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or any other member of the California State University, East Bay community.

Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (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. (California Code of Regulations, Title 5, Standards for Student Conduct, Section 41301(b)(8))

The [Stop Campus Hazing Act](#) was passed into federal law in January 2025 and requires institutions to report all hazing incidents and be made public in concordance with the Clery Act Reporting.

Definition of Hazing – Section 485(f)(6)(A) of the Higher Education Act of 1965.

The term 'hazing', for purposes of reporting statistics on hazing incidents under paragraph (1)(F)(iv), means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that –

- Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic time), of physical or psychological injury including –
 - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - Causing, coercing, or otherwise inducing another person to perform sexual acts;
 - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and

- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law”.

California State University, East Bay has a Zero Tolerance policy to hazing and any reports with allegations to hazing will be investigated through the office of Student Conduct Rights and Responsibilities.

RSO PRIVILEGES AND RESPONSIBILITIES

In order to exercise the privileges afforded to recognized student organizations at CSUEB, the organization must be granted official university recognition. The procedures for receiving University recognition are outlined on the [RSO Website](#).

University recognition affords student organizations the following privileges:

- Recruit members on campus
- Hold meetings and other events on campus
- Reserve and use university facilities and equipment
- Use banking services and apply for funding provided by the Associated Students, Inc.
- Hold a voting membership in appropriate inter-organizational groups
- Have a mailbox and receive mail in the Student Leadership and Involvement Center office
- Be included in the university's listing of Recognized Student Organizations (RSOs)
- Have a portal on [BaySync](#)

University recognition gives student organizations the following responsibilities:

- Comply with all applicable federal and state laws and policies of California State University and CSUEB
- Keep on file in Student Leadership and Involvement Center (SLIC) a current copy of the constitution and/or bylaws of any and all organizations with which the RSO is affiliated
- Carry out all activities in accordance with the RSO's constitution/bylaws
- Report all officer changes to SLIC within 10 days of any changes
- Have an On-Campus RSO Advisor approved by SLIC
- Fraternity and sorority organization must have an Off-Campus RSO Advisor
- Maintain active communication with SLIC. Consistent communication will support relationship building between SLIC and the student organization/officers.
 - This will ensure awareness and transparency of policies regarding the organization, events, officers, financial responsibility, etc.

- Have membership open to all matriculated, regularly enrolled CSUEB students, faculty, and staff; only student members may vote or hold office
- Not to discriminate either in the content of bylaws or in practice against any person on the basis of race, national origin, religion, sex (except as permitted by law), age, physical disability or sexual orientation (California Administrative Code, Title 5, Section 41500; Education amendments of 1972, Title IX)
- Adhere to CSUEB policy on hazing; no member of a recognized student organization shall engage in hazing, i.e commit or participate in any act that causes or is likely to cause bodily damage, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or any other member of the California State University, Hayward community (California Education Code, Article 8, Sections 10851-10853); in cases of hazing, individuals, as well as organizations, are subject to University disciplinary action
- Not to interfere with or disrupt the orderly conduct of university business
- Exercise fiscal responsibility with the University, Associated Students, University Union, other auxiliary organizations and off-campus vendors

ORGANIZATION STATUS TYPES

Officially Recognized – The organization is Officially Recognized by SLIC and the university. The student organization has successfully completed the registration requirements (Registration Form, Officer Training (all components), and RSO Advisor Forms) and is an active organization on campus. Every academic year, Officially Recognized organizations will receive an official recognition letter from SLIC once they complete registration.

Partially Recognized – The organization is PARTIALLY recognized by SLIC or the university. The org holds limited privileges compared to Officially Recognized organizations. The officers work directly with the RSO/FSL Coordinator to host organization events specific to recruitment. The organization may have pending tasks from SLIC, working with a national organization, and/or may be below the required membership minimum requirements.

Unrecognized – The organization is NOT officially recognized by SLIC or the university. The org does not hold the same privileges as Officially Recognized organizations. There might be student representatives of the organization on campus. The organization might not have completed the student organization registration process before the deadline, is below the required membership minimum requirements, or does not want to be an official student organization on campus.

Inactive – The organization is NOT officially recognized by SLIC or the university. The organization did not complete the student organization registration process in the last 2-3 years and has had low to no activity or members on campus.

Probation – The organization may have lost specific RSO privileges and/or is required to complete specific requirements set by SLIC. The organization is required to complete the same student organization registration process but may have limitations throughout the year.

Suspended – The organization has lost privileges of recognition due to any conduct and/or not meeting the standards and guidelines set forth by SLIC and/or the university. The organization may be ineligible for student organization registration as determined by the case findings.

STUDENT ORGANIZATION CATEGORIES

Academic – These student organizations typically have a close relationship with their majors and/or departments which provide students with options to explore opportunities to network outside of the classrooms.

Cultural – These student organizations celebrate and empower our diverse campus community and support creating a sense of belonging for our students. This category also includes the Cultural Graduation Celebration Committees.

Faith Based/Religious – These student organizations focus on specific religion(s), faith/spiritual practices, or denominations.

Fraternity and Sorority Life – These student organizations are Social Greek-Lettered organizations that focus on specific organizational values and philanthropic organizations. These organizations provide a well-rounded college experience through service, leadership, academics, and brotherhood/sisterhood.

Honor Societies – These student organizations concentrate on academic achievements in a specific program or major. These organizations often send out invitations for membership that are typically professional or honorary. They may have the use Greek letters but are not to be confused with social Greek-lettered organizations (fraternities or sororities).

Sports/Recreational – These student organizations concentrate in non-competitive recreation activities, and competitive sports against other intercollegiate teams. These organizations provide a well-rounded education through physical, social, and leadership development.

Special Interest – These student organizations focus on a topic of interest that doesn't necessarily fit into one of the other categories due to its uniqueness. Clubs/organizations with specific activities, social diversity, and others that do not fit within a specific category are part of this category.

HONOR SOCIETIES

The student organization must be Officially Recognized to request a list of eligible students to send membership invitations. Honor societies should not request the list through other departments; however, they must make the request directly with SLIC.

Updated lists can typically only be pulled 6 weeks after the semester has started.

STUDENT ORGANIZATION REGISTRATION PROCESS

Below lists the process that needs to be completed for a student organization to Officially Recognized by the university and through the Student Leadership and Involvement Center (SLIC).

1. Submit Registration Form on BaySync
2. Complete Officer Training (Nuts & Bolts Workshops, Canvas Course, & attend FalCon/Spring Lead Symposium)
3. Complete On-Campus RSO Advisor Agreement
4. Receive the Official Recognition Letter

During the summer/fall season, SLIC will open the Student Organization Registration period. All student organizations must re-register their organization to obtain official recognition for the academic year. Organizations that do not complete the process by the established deadlines will not be recognized and will not have the privileges that accompany Official Recognition.

REGISTRATION TIMELINE

Registration Period	Registration Form Opens	Registration Deadline	Supplemental Documents Deadline
Priority Registration	May 1	July 5	July 15
Late Fall Registration	September 1	September 30	October 15
Spring Registration	December 1	January 31	February 15

Priority Registration gives your organization the ability host meetings, events, and activities right when the Fall Semester begins. Priority Registration will have your organization recognized starting from the start of August to May of the academic year.

If you plan to host any meetings, events, or activities during the first 4 weeks of the Fall semester, you must complete Priority Registration and events be submitted in BaySync

by July 31. Your organization's registration must be approved and recognized before submitting events in BaySync.

Late Fall Registration period gives your organization recognition from October to May of the academic year.

Spring Registration period gives your organization recognition from January to May of the academic year.

Supplemental Documents include all Officer Training components and the On-Campus/Off-Campus RSO Advisor Agreement Forms.

OFFICER TRAINING

All Presidents, Treasurers, & Event Planners are required to complete RSO Officer Training.

Officer Training consists of Nuts & Bolts Workshop, completing the Canvas Modules, and Attending Fall Leadership Conference (FalCon) or Spring Leadership Symposium.

1. **Nuts & Bolts Workshop**, you must register and attend both Event Management and Financial Responsibility Workshop.
2. When completing the **Canvas Course**, you will need to complete quizzes with at least 90% to move forward and complete the course.
The NAAT (Non-Discrimination Policy, Anti-Hazing Policy, Alcohol/Tobacco/Other Drugs Policy, and Title IX Policy) and Financial Agreement will be submitted via Canvas.
3. Attendance at Fall Leadership Conference (FalCon) and/or Spring Leadership Symposium – see website for dates.

Completing this process will ensure that the student organization will have all rights and privileges for RSOs. If you have questions or concerns, contact studentorgs@csueastbay.edu.

NEW STUDENT ORGANIZATION / RETURNING FROM INACTIVE STATUS

Only currently enrolled students of Cal State East Bay may start student organizations. Organizations wishing to be recognized for the first time or who have been inactive on campus for more than one year must follow this process to gain recognition.

Your organization must complete all steps of student organization registration before becoming an Official Recognize Student Organization. Your organization is not officially registered until your organization receives the **Official Recognition Letter** from SLIC for the academic year.

Student organizations that are not officially recognized by SLIC may not sponsor any programs, host events/fundraisers, or seek funding until gaining official recognition. SLIC may support student organizations that are interested in becoming officially recognized with space reservations for tabling and general informational/recruitment meetings. They will need to schedule a meeting with the RSO Team.

New student organizations follow the same dates and deadlines as returning organizations during the registration periods. If you have any questions, contact us at studentorgs@csueastbay.edu.

BAYSYNC PORTAL ACCESS

Presidents, Treasurers, and Event Planners will be the designated Page Administrators for the organization's BaySync page.

Page Administrators have the ability to change page general/contact information, request reservations/submit events, post news articles, and add/approve members (for private organizations only).

Additional Page Administrators can be requested.

Page Admins must hold an officer position in the organization. These officers will be added to the canvas course and will be required to complete Officer Training in Canvas. President, Treasurer, or Event Planner will need to email slic@csueastbay.edu with the organization name, officer name, officer position, horizon email address and net id.

CHANGE IN OFFICER

Student organizations are required to notify SLIC within 10 (ten) days of any change in officers by filling out and submitting the Change in Officer form on BaySync.

The change in Officer form is only eligible if the organization has already been registered for the academic year.

RSO ADVISORS

All RSOs must have an On-Campus RSO Advisor who is affiliated with Cal State East Bay to provide the RSO with the necessary connection to the University. RSOs have the option to have an Off-Campus RSO Advisor; however, it is not required. **Off-Campus RSO Advisor is required only for Fraternity & Sorority Life Organizations.**

[SLIC Staff](#) are available to work with and assist On/Off-Campus RSO Advisors in clarifying and carrying out their responsibilities with the RSOs.

The Advisor's role is to assist RSOs in achieving their goals and objectives by being a liaison. The university expects RSO Advisors to advise the members and officers of relevant state laws, University policies, and to take reasonable action to enforce them. Therefore, the RSO Advisor should be knowledgeable of University policies and procedures, including those outlined in the RSO Handbook Policy & Procedure Manual.

ON-CAMPUS RSO ADVISORS

Each officially recognized student organization must have a university advisor who is either a faculty member or professional staff member who is an employee of the CSU or one of its auxiliaries. Campuses may permit part-time faculty and professional staff as advisors. The VPSA or designee may remove an advisor from their student organization-related responsibilities as needed to ensure that the educational purpose of student organizations is met, or in the interests of student health, safety and welfare. Campuses should develop a training and orientation program for university advisors to student organizations (EO 1068).

The On-Campus RSO Advisor must complete and submit the **[RSO] On-Campus RSO Advisor Agreement Form** located in BaySync. This form is acknowledgement that the advisor has accepted the responsibility of supporting and guiding the student organization.

On-Campus Advisors are required to complete online Clery Training annually to be in compliance with the [Clery Act](#). Additional training may be required and will notify as needed.

Failure to comply and complete the requirements will result in the student org to find a new faculty/staff to serve as an On-Campus RSO Advisor or the organization will lose recognition.

OFF-CAMPUS RSO ADVISORS

Off-Campus RSO Advisors are advisors that are not affiliated with CSUEB but continue to support and aid the RSO. These advisors can be but are not limited to previous members of the RSO but have since graduated, a member of the national chapter of the organization, etc. Though Off-Campus RSO Advisors are not required for the recognition of a RSO, all official Off-Campus RSO Advisors are required to be reported by the officers. Off-Campus RSO Advisor is required only for Fraternity & Sorority Life Organizations.

If the organization has an Off-Campus RSO Advisor, the officers must complete and submit the **[RSO] Off-Campus RSO Advisor Contact Form** located in BaySync. This form is acknowledgement that the organization gives permission for the listed Off Campus Advisor to receive and request RSO documents, reports, communication, etc. And Off-Campus RSO

Advisor from has accepted the responsibility of supporting and guiding the student organization.

CAMPUS 25LIVE RESERVATIONS AND FINANCES

Campus facility reservations for RSOs should be processed and reserved by SLIC on behalf of the RSO. If the location cannot be reserved by SLIC (i.e. specific classrooms) then a confirmation email or the 25Live reservation number must be submitted to SLIC via BaySync by the RSO.

If a department is hosting the event, and the student organization is using AS funds to support, the organization must go through the funding request process with SLIC before items are purchased. Student organization funds should only be used by the students as faculty/staff have a different reimbursement process.

RSO ADVISOR RESPONSIBILITIES

The presence of the On-Campus RSO Advisor is expected at events involving activities which could result in injury to a participant. In particular, the RSO Advisor must be present when:

- The event is after the regular University Union operating hours
- Physical activities are involved, such as gym nights or sports events
- An on-campus dance is held
- An event includes minors on campus
- Large events with an anticipated attendee count of 100 or more

In these cases, the Advisor is generally responsible for the safety of the participants, the security of the facility, and the manner in which the program is conducted.

If the On-Campus RSO Advisor is unable to supervise a program, the organization may submit the name of a CSUEB faculty or staff member willing to serve as an Advisor for a specific event for approval. Some facilities or programs may require special hired supervision (University Union staff, University Police Officers, theater technicians, etc.). Under such circumstances, the supervisory requirement may be waived.

Other Responsibilities Include:

- Knowledge of the Privileges and Responsibilities of RSOs
- Know and believe in the RSO, its purpose, goals, history, and constitution
- Be informed of university policies and procedures governing student activities and organizations
- See that the officers of the RSO are aware of these policies and procedures

- Report any violations of policies to SLIC
- Be an active resource to the RSO and provide suggestions, feedback, and evaluation
- Stay aware of the RSO's successes and failures
- Establish rapport with the organization
- Help general membership adhere to the constitution
- Be aware of the activities of the RSO and attend events or meetings as needed
- Know the events that are considered Areas of Special Concern and requirements for these events to be hosted by the RSO
- Provide advice regarding proper procedures to avoid conduct which would bring discredit to the RSO or to the university
- Assist student leaders in preserving the records for the organization which provide continuity (ie meeting minutes, membership lists, constitution, etc.)
- Assist in the administration of financial affairs and events of the RSO when appropriate
- Encourage on-campus programs and to be aware of contractual and/or legal obligations arising out of programs and activities help both on or off campus
- Provide continuity during periods of transition and from year-to-year

Please contact Student Leadership and Involvement Center at (510) 885-3657, or the RSO's assigned [SLIC Staff](#), if clarification or assistance with any of these responsibilities are needed.

Liability

The university encourages the activities of RSOs and is supportive of the roles of RSO Advisors. It is the responsibility of the RSO Advisor to act reasonably while performing their role. A RSO Advisor should not inhibit the RSO from having fun, but should use reasonable care as they advise. Advisors should consider themselves as an educator representing both the RSO and the university.

Faculty/Staff who serve as On-Campus RSO Advisors for Recognized Student Organizations are not directly responsible for the activities, events, or meetings being held by the student club/organization. By serving as the On-Campus RSO advisor, for the student club/organization, RSO advisors are also accepting risk of being included in third party complaints against the club/organization and for their own actions. In cooperation of University policy, SLIC will comply with policies for any investigation that should arise in consultation with the offices of Title IX and Student Rights and Responsibilities.

Anticipate "Foreseeable Harm"

RSO Advisors should review planning and publicity to anticipate “foreseeable harm.” If the RSO Advisor foresees any kind of danger or harm to individuals or the university, they should contact the RSO’s [SLIC Staff](#) to inform them.

Act with Reasonable Care

RSO Advisors should think about what a reasonable person in a similar position would do in the situation. RSO Advisors should advise the leaders to take action – not take over. RSO Advisors should communicate possibilities and concerns; ask what has been planned to handle each concern.

Duty to Warn

If an event appears to have foreseeable harm, RSO Advisors have a duty to warn the leaders of the risk and to take action (e.g. alter or remove the danger, plan how to forewarn members of risk, eliminate CSUEB's name if appropriate). RSO Advisors should utilize CSUEB resources on campus if necessary and contact the organization's assigned [SLIC Staff](#) with any concerns or questions.

RSO'S RESPONSIBILITY TO ADVISORS

RSOs at Cal State East Bay have the responsibility to utilize their On-Campus RSO Advisors and always maintain open lines of communication. As a RSO, the members have a responsibility to:

- Keep the Advisor informed regarding the operation and needs of the RSO
- Provide the Advisor with copies of minutes of meetings
- Consult with the Advisor about programs, events and activities
- Update the Advisor on the financial condition of the RSO
- Inform the Advisor immediately if situations arise that may cause problems for the RSO or any member
- Provide opportunities for interaction between the Advisor and RSO members of the RSO
- Give the Advisor an opportunity to express an opinion on issues which affect the welfare of the RSO and the university
- Recognize that an Advisor should not be committed to any type of obligation unless they agree to the commitment

In turn, students expect their RSO Advisor to be aware of and implement their responsibilities as outlined in this guide and use the resources of SLIC to clarify and carry out responsibilities.

EVENT MANAGEMENT

RSO officers will have access to create and submit event request forms on behalf of the RSO after they complete Officer Training, and the organization's registration form has been approved.

All official events hosted by the RSO are required to go through the BaySync event submission and approval process. In this case, the term "event" refers to any RSO hosted activity, program, or meeting. This includes but not limited to socials, fundraisers, general meetings, officer meetings, field trips/conferences, etc. Anything sponsored by your organization must be submitted in BaySync.

This supports SLIC with being able to track how active organizations are, campus engagement, campus promotion, and supports record keeping for new officers and RSO Advisors.

EVENT REQUEST AND APPROVAL PROCESS

All RSO event requests are tentative until officers receive a confirmation email from SLIC. RSOs should not publicize events before the event request has been confirmed.

This process allows the RSO to keep record of the event on the RSO's portal, request the reservation of campus spaces, and request resources (technology, tables, chairs, etc.) for the event.

This process must be submitted two weeks (minimum of 8 weeks prior for travel, conferences, other large events, events with minors, etc.) prior to the event date. See event submission timeline below.

ALL events during the first 3 weeks (21 days) of the semester must be submitted by the last day of the month prior to the semester starts to guarantee we see your event request. All reservations submitted after the established deadline are subject to automatic denial.

For example: If the 1st day of Fall semester is Aug 19, all events planned during Aug 19-Sep 8 must be submitted by July 31. An event planned for Sep 9 should still follow the event request timeline below.

No RSO events can be scheduled during holidays, when campus is closed, finals week, or commencement week.

EVENT REQUEST TIMELINE

EVENT TYPE	TIMELINE	PLANNING PROCESS
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<p>Basic Events Only requesting a meeting space or online (event does not include food, purchases, or off-campus request)</p>	<p>10 business days in advanced</p>	<p>None. Once a request is submitted via BaySync, SLIC will review and submit the reservation request. Advance planning is always encouraged.</p>
<p>Basic+ Events Events including food, any purchases under \$500, attendance under 50 people, resources (tables, chairs, waste bins, etc.)</p>	<p>20 business days in advanced</p>	<p>Once the request is submitted via BaySync, the RSO is <u>recommended</u> to schedule a meeting with the RSO Staff to review event plans/purchasing, if needed.</p>
<p>Complex Events Events that include vendors, travel/off-campus, attendance over 50 people, purchases over \$500, events with minors, fire marshal layout, etc.</p>	<p>40-50 business days in advance (about 8 - 10 weeks depending on the complexity of the event)</p>	<p>Once the request is submitted via BaySync, the RSO is <u>required</u> to schedule a meeting with SLIC Pro-Staff with event details ready to review.</p>

*Business days do not include weekends or holidays when campus is closed.

Why do RSOs need to submit events so far in advance?

- SLIC needs ample notification to accommodate any purchases requested by the organization(s).
- SLIC is not always the only approver to make your organization’s event happen. Often times SLIC needs to check in and/or work with other campus partners/departments.
- University resources requests need to be approved by University Union (UU), Facilities, Planning, Design, & Construction (PDC), etc.
- Items that require vendors and/or contracts/agreements/paperwork.
- Police presence is requested
- Fire Marshall requiring law enforcement presence
- CA Fire Code requires trained staff for crowd control
- University Alcohol Policy
- Risk Assessment from Risk Management

GENERAL CONDITIONS OF APPROVAL FOR STUDENT SPONSORED PROGRAMS

1. Reservations are confirmed only upon approval by Student Leadership and Involvement Center.

- a. A copy of the confirmed reservation must be in the sponsor's possession during the program.
2. Programs are approved as outlined in the Event Request and Approval Process mentioned above.
 - a. Any deviation must be approved in advance by SLIC.
3. Organized use of campus facilities is subject to the condition that the sponsoring organization shall bear primary liability for any claims or losses accruing or resulting to the University or to any person who may be injured, damaged or unpaid by the sponsor in the course of the use.
 - a. The sponsoring organization is responsible for all cleaning up and for returning the facility to its original set-up.
4. Admission may be charged to events subject to the CSUEB Policy on Fundraising.
5. RSOs are not charged for most campus facilities.
 - a. There are fees for the University Theater, Main Gym, and Pool. These locations will need additional time for confirmation and approval (follow Basic+ timeline).
 - b. SLIC will always give notifications before a charge is processed. You may inquire about fees prior to your event submission.
6. Additional charges are assessed for special events such as personnel, extended RAWUU hours, Fire Marshal layouts, etc. Organizations will be notified if there are any incurred fees for their event.

The University reserves the right to cancel approved events in the interest of safety to guests and/or security of the scheduled facility.

CLEANLINESS OF FACILITIES AND EVENTS

RSOs are responsible for leaving the space as they found it, which includes the following standards:

- Dispose of garbage
- Remove all leftover food/beverage items
- Turn off all equipment
- Return the room to the same condition it was found in
- Immediately notify facilities of any spills and/or stains to the carpet or floors
- Report any issues with the technology or damages to the room

Failure to follow the policy may result in disciplinary action, including suspension of student organization privileges.

POLICIES GOVERNING THE USE OF CAMPUS FACILITIES

Policies governing the use of campus facilities are compiled in the CSUEB Time, Manner, and Place Regulations. This document provides information regarding the use of institutional buildings and grounds, and general guidelines for enforcing those regulations and procedures deemed essential to the educational, research and service missions of the University. A copy of the Time, Manner, and Place Regulations is available upon request in academic and administrative departments including Student Leadership and Involvement Center. Specific policies related to student sponsored programs (e.g. fundraising, information tables/literature distribution, publicity) are included in this guidebook. In order for California State University, East Bay to carry out its educational responsibility of ensuring an opportunity for all members of the University community to attain their educational objectives, to provide a climate for creative learning in the classroom and in other forums, to protect the health and safety of students, faculty, staff and campus guests and to maintain and protect institutional facilities and property, it is necessary to place appropriate restrictions on the use of campus facilities.

Activities covered under the Time, Manner, and Place Regulations will comply with all applicable institutional regulations and federal, state and local laws. In addition, such activities may not:

- Interfere with classes in session or other scheduled academic, educational or cultural/arts programs or library usage.
- Obstruct the free flow of pedestrian or vehicular traffic.
- Interfere with or disrupt campus business.
- Use unauthorized voice amplification or create unreasonable noise.
- Disturb, harass or intimidate persons in the immediate area of the activity.
- Time, Manner and Place Regulations have been developed under the authority of Title 5 of the California Administrative Code, subsequent resolutions and standing orders of the Board of Trustees and Chancellor of the California State University and responsibility of the President of California State University, East Bay for the general welfare of the campus.

Student Leadership and Involvement Center has the responsibility for implementing and enforcing these regulations for activities engaged in by student organizations.

REQUEST FOR CABINET MEMBERS AT EVENTS

If a student organization would like to request CSUEB cabinet members (President, Vice President, University Diversity Officer, Provost, etc.) to any of their upcoming events, the RSO officer(s) must work with their On-Campus RSO Advisor to request their attendance.

The request must come directly from their On-Campus Advisor (or SLIC pro-staff as needed) to the cabinet.

FUNDRAISERS

Fundraising events are defined as events in which organizations receive money (either directly or indirectly) in exchange for merchandise, entertainment, or a chance at winning a prize.

Fundraising events may be subject to facilities use fees. Any direct solicitations (donations) by student organizations at open events on campus must be approved by the Student Leadership and Involvement Center.

Money can only be received via cash, check, or CASHNet. Third-party apps such as Zelle, Venmo, CashApp, etc. are prohibited. Students handling cash or checks must be Cashier Satellite trained. CASHNet will allow you to accept debit and credit card online payments. All fundraisers must have a CASHNet page set up with the exception of restaurant fundraisers. When you meet with RSO staff, you must have all item details (items, price, etc.) ready to request from your CASHNet storefront page (<https://commerce.cashnet.com/clubs>).

FUNDRAISING POLICY

Recognized student organizations may sponsor events on-campus for the purpose of raising funds. Fundraising events are defined as events in which organizations receive monies (either directly or indirectly) in exchange for merchandise, entertainment or a chance at winning a prize. Fundraising events may be subject to facilities use fees. Any direct solicitations (donations) by student organizations at open events must be approved by Student Leadership and Involvement Center. Talk to SLIC for recommendations on how to make or receive donations.

- The raising of funds for political purposes is permitted, provided all solicitation rules and procedures regarding the collection of and handling funds have been met
 - Political is defined as supporting/opposing any candidate or ballot issue
 - This does not prohibit candidates or others from making public addresses on campus pursuant to the speakers policy of the University or the traditional activities of recognized campus political organizations
- Under no circumstances may any payment or profit be accrued to any individual member(s) of the organization
- The raising of funds may be permitted providing
 - The project is consistent with the purpose of the organization and the mission of the University policy

- The net proceeds are used for the stated purposes of the organization
- The net proceeds are used for purposes related to the educational mission of the University
- The net proceeds are donated to a charitable and/or nonprofit organization
- Any organization using the campus to raise funds must keep adequate records showing the means by which the funds were raised, the uses for which the funds have been or will be spent, and the amount
 - These records must be kept current and they must be made available for inspection and/or review
- Upon establishment that reasonable grounds show that a financial irregularity exists or that funds have been spent for purposes other than those for which the funds were raised, the University may request a review of the organization's records
 - The appropriate University official will inform the organization's President in a reasonable amount of time before a review is requested
 - Appropriate action shall be taken by the University if irregularities are sustained with the organization
- All funds raised on campus must be deposited into the RSO's AS account
 - All on-campus fundraising must be planned in accordance with the timelines established by Student Leadership and Involvement Center
- All fundraisers must have a CASHNet storefront page set up with the exception of restaurant fundraisers.

RSO FINANCE POLICY

AS ACCOUNTS

- Each RSO is assigned an on-campus account.
- Each account is uniquely named, starting with "AS" and ending with three numbers (AS ###).
- This account should be used for all business related to the RSO.
- Funds in the account belong to the RSO as a whole and not necessarily a person or a cohort within the RSO.
- The AS account can only be utilized if the RSO is Officially Recognized by SLIC.
- Gift Cards and alcohol cannot be purchased with the AS funds.
- **Money should not be kept outside of this account.**
 - This ensures full transparency and assures that RSO's funds are being used in a manner that's compliant with CSU policies.
- All money collected by the RSO should be deposited at the Cashier's Office as soon as possible into the AS account.

- SLIC Staff can access the balance for the AS accounts; however, it's the RSO's responsibility to keep an accurate balance sheet.
- If an RSO has a negative balance at the end of the academic year that is not reconciled, it will put a hold on recognition for the next academic year, and the organization may be sanctioned.
- If an RSO becomes inactive for 3+ years, the funds in the RSO account will be transferred to Student Leadership and Involvement Center to be used for RSO events and programs.

FUND MANAGEMENT

- Any office who is handling any money must be Cashier Satellite Trained. Presidents and Treasurers are the primary officers responsible for RSO finances.
- Officers are recommended to meet with RSO Staff to review fund allocations and receive pre-approval for utilization of the AS account funds.
 - This includes any purchases or payments like food or supplies. It is required to meet with a SLIC Pro-Staff for purchases that include services or any vendors.
- All items will be shipped to the SLIC Office (25800 Carlos Bee Blvd., South University Union 2011, Hayward, CA 94547) per campus policy.
 - No items utilizing AS funds can be shipped to a personal address. If items are shipped to personal/home addresses, the request will be denied.
- When booking services such as DJ, photographer, performer, etc. you must have the vendor paperwork started with SLIC Pro-Staff no later than 30 days prior to the event. All paperwork with vendor(s) must be finalized at least 2 weeks prior to the event date to ensure proper payment to the vendor.
 - No deposits should be paid by any student for cash advance or reimbursement.
- Student organization officers and/or advisors are not permitted to sign any paperwork with vendors. This includes but not limited to date hold, quotes, contracts, agreements, etc.
- Utilization of third-party apps such as Venmo, CashApp, Zelle, etc. is prohibited.
 - Monies can only be received via cash, check, or CASHNet. Students handling cash or check must be Cashier Satellite trained.
- Organizations must keep all ORIGINAL ITEMIZED RECEIPTS for any purchases requesting to use AS Funds.
 - Original receipts must be brought to the Cashier's Office for any Cash Advances and/or Cash Reimbursements
- All checks should be made out to CSUEB, Cal State East Bay, or California State University East Bay with the RSO's name in the memo.
 - Any checks that need to be deposited must be stamped by SLIC.

- If RSO items are not picked up after the academic year, they may be donated. SLIC is not able to house RSO items.
- All financial transactions should be completed and cleared by May 31, before the next fiscal year.
- RSOs are eligible to make donations to charitable organizations but must first work with the SLIC pro-staff.
- Organizations must have money in the AS account to make any transactions and are only allowed to use what is allotted in their account.

Failure to comply with any finance policies, the organization will be sanctioned by SLIC with possible loss of privileges.

The RSO's President, Treasurer, and Event Planner can access the RSO's balance and account information by contacting the [SLIC RSO Staff](#). It is the responsibility of the Presidents, Treasurer, and Event Planner to read the policy and educate their members.

FINANCIAL RESPONSIBILITY

A RSO which fails to meet its financial obligations or has a deficit balance with the University will be informed as to the situation. If prompt corrective action is not taken, the organization will lose the privilege of utilizing University facilities and services. Loss of recognition may be the eventual result of continued nonpayment of bills.

All RSOs are expected to be good stewards of organization funds. Organizations should have protocols and procedures to keep track of income and expenses on a regular basis, be transparent, and spend funds in an appropriate manner and share this information widely with general membership of the organization.

Organizations are not permitted to sign any type of contract, rental agreement, invoices, date holds, etc. SLIC, ASI, and/or the university is not responsible for any vendor paperwork (agreements, contracts, invoices, etc.) signed by the organization without prior knowledge and/or approval. The person named on the contract will be held responsible for any incurred fees.

Cal State East Bay does not allow Student Organizations to maintain off-campus bank accounts. Exceptions may be granted on a case-by-case basis. For example, if a national headquarters has it in the constitution, that requires the organization to keep an off-campus account.

Organizations will need to complete an Off-Campus Banking Request for review and schedule a meeting with SLIC Pro-Staff for more information.

University Branding Policy

Use of the name or marks (logo, seal, graphics, etc.) of the University is prohibited, unless specifically authorized in writing by the President of the University, or designated representative. All RSO purchases and printing/marketing needs (specifically for apparel/equipment) must be approved and processed by the Student Leadership and Involvement Center Office. Examples include graduation sashes, t-shirts, lapel pins, etc. Item images/logos need to be reviewed and approved before purchases are made.

USING THE RSO AS ACCOUNT

To utilize funds in the organization's AS Account, you must submit a [RSO Funding Request Form](#). This form should be submitted by the President, Treasurer, or Event Planner. *General purchase requests should be submitted at least 14 days in advance. Check with SLIC Staff for larger purchase timelines. We cannot accommodate late/last minutes purchase requests.*

Steps on how to complete the RSO Funding Request Form is located on the RSO Finance Policy Website or you can schedule a meeting with a RSO Leader during Office Hours.

Only officers that have completed the Officer Training are authorized by the organization to have access to the RSO's on-campus bank account. Money collected in the name of the RSO must be maintained in a bank account of the university. Any exceptions to this requirement [e.g., national affiliated organizations or local organizations with a separate 501(c)(3) status] must be approved by the campus CFO or designee. At no time shall a RSO deposit funds into an unauthorized bank account.

Any items for the student org that require shipping, and are utilizing AS funds in any way (cash advance, reimbursements, etc.), MUST be shipped to the Student Leadership and Involvement Center (25800 Carlos Bee Blvd, South UU-2011, Hayward, CA 94542).

**NOTE: Receipts from items that are shipped must indicate items have been received/delivered.*

Per University policy, all items that are utilizing university funds (including AS Account) are required to come to the campus first. This is for protection of the student organization to ensure packages do not get lost, stolen, etc. Shipping to personal addresses is not allowed. If a student orgs ships items to a personal address utilizing AS Account funds, SLIC will not be able to approve any cash advance, reimbursements, etc.

Original Receipts - Officers must keep all original itemized receipts. If it is an online purchase you must print the receipt(s) to bring physical copies to the Cashier's Office (1st floor of the

Student Services and Administration (SA) building right of Perry's Nest) to complete the request.

Original receipts must show items, quantity, prices, total, date, and payment type. Receipts from items that are shipped must indicate items have been received/delivered.

CASH ADVANCE OR CASH REIMBURSEMENT (UP TO \$500)

RSO officers can access money in the RSO's account to use on any RSO events. The RSO can purchase food, supplies, or decorations (under \$500), through a cash advance or a cash reimbursement.

Cash Reimbursement is when a RSO Officer uses their own money, then asks for the money back through the AS Account, after making a purchase, and provides original receipts of items purchased.

Cash Reimbursements must be submitted within 30 days after the event has concluded. Reimbursement should be picked up within 30 business days after approval from SLIC and Cashier's Office. Failure to do so will result in forfeiting any reimbursement funds.

Cash Advance is when a RSO Officer asks to withdraw the money in advance, before making a purchase, and any excess cash and/or receipts must be returned.

Advances should be returned to the Cashier's Office no later than 2 days after the event has concluded. Failure to do so will result in a hold on your account.

Cash and/or debit/credit card payments are reimbursable transactions. All other payment methods (gift cards, EBT, etc.) are not reimbursable. If you have questions about other payments, talk with your [SLIC Staff](#) for pre-approved prior to purchasing. AS RSO funds cannot be used for alcohol, tobacco, or gift card purchases.

Cash Advances and Cash Reimbursements cannot be used to pay for guest speakers, services (printing, photographer, DJ, etc.), or transactions that are over \$500 regardless of the type of transaction. No cash can ever be handed to a guest speaker/performer/DJ as payment for a student club event. **If the guest speaker has a set speaker fee, you will need to request a quote or invoice from the person and the vendor for information to send to SLIC.**

Cash Advance and Cash Reimbursement transactions must all be cleared by May 31 before the end of fiscal year. Any transactions not completed will be forfeited by the student organization.

SLIC STAFF PROCUREMENT CARD (PCARD) PURCHASES

SLIC Staff have a procurement card (p-card) specific for RSO purchases. It is primarily used for conference registrations, national membership dues, and other company purchases (e.g. Amazon, Etsy, Target, etc.) depending on the items and vendors. This method of purchase is encouraged to avoid members paying out of pocket.

SLIC will communicate with you once purchases have been made. When items are ready for pick up and will be notified to pick up items at the SLIC Office (South UU 2011).

All items will be shipped to the SLIC Office, South University Union 2011 per campus policies.

No items purchased with AS funds can be shipped to a personal address.

If items are not picked up after the academic year, they may be donated. SLIC is not able to house RSO items.

To do a Procurement Card Purchase at a restaurant, you should, schedule a meeting with RSO Staff to review the Funding Request Form, account balance, and any additional details needed for your event or purchase (pick up location, person, contact info, date/time of pick up, etc.).

SLIC will communicate with you once purchases have been made. An email confirmation with receipt will be sent once the items have been ordered.

If you need to make changes to an order, you must notify SLIC a minimum of 7 days prior to the pick up date. It is the responsibility of the RSO to pick up the items/order. SLIC is not responsible for any orders not picked up/reimbursements if not picked up.

PAYING FOR SERVICES, TRAVEL, OR TRANSACTIONS OVER \$500

RSOs looking to pay for any services, travel ([conference related expenses](#)), or transactions over \$500, should contact the appropriate [SLIC Staff](#) at least 8-10 weeks prior to the anticipated date of event/travel. Failure to do so could lead to denial of the event/travel.

VENDORS OR SERVICES

A purchase order (P.O.) is required for all vendors, rentals, or services with vendors. Student organization officers are not permitted to sign any paperwork with vendors. This includes but not limited to date holds, quotes, invoices, contracts, agreements, etc. RSO must contact their [SLIC Staff](#) at least 8-10 weeks prior to the expected event/service date for this to be processed.

This process can be used to pay for guest speakers, services (printing, photographer, DJ, etc.).

No cash can ever be handed to a guest speaker/performer/DJ as payment for a student club event.

If the guest speaker has a set speaker fee, you must request an invoice or quote from the vendor.

Organizations must have the vendor paperwork started with SLIC Pro-Staff no later than 30 days prior to the event. All paperwork with vendor(s) must be finalized at least 2 weeks prior to the event date to ensure proper payment to the vendor.

For new vendors, you will need to provide SLIC with the business name, contact person name, phone number, and email. SLIC will initiate an invitation to the vendor to join the CSU P2P System to process their account, paperwork, and payment.

DEPOSITING MONEY INTO RSO AS ACCOUNTS

Deposits can be made daily. You must be Cashier Satellite Trained to handle any funds including making deposits. If, for any reason, a deposit cannot be made, deposits must be kept in a safe or vault for a maximum of one night.

All checks should be made out to CSUEB, Cal State East Bay, or California State University East Bay with the RSO's name in the memo. If checks are being mailed, it should be addressed to the SLIC Office or the RSO mailing address listed on the Official Recognition Letter.

You must have a completed [Deposit Slip](#) when you make a deposit. Deposit Slips are available at the SLIC Office, just come in and ask our SLIC Staff. Make sure you double check your RSO's AS Account number. Deposits must come to the University Cashier's Office in a locked bag. An escort is required when transporting deposits over \$2500.

SATELLITE CASHIER TRAINING

RSOs that wish to collect cash or checks for any events need to have officers who are Satellite Trained. It is recommended to have the Treasurer, President, and one more officer Satellite Trained. The RSOs can have up to three (3) officers trained. To request Satellite Cashier Training contact the appropriate [SLIC Staff](#).

CASHNET /ELECTRONIC PAYMENT TRANSACTIONS

Recognized student RSOs have the privileges to utilize [CASHNet](#) to collect card payments online for membership dues, fundraisers, etc. Payments made will go directly into the RSO AS account. The President or Treasurer can request the list of information and purchases made. To get a RSO page set up, contact the appropriate [SLIC Staff](#).

ASI FUNDING

ASI Funding for RSOs is overseen by Associated Student, Inc. You should contact the [ASI Vice President of Finance/CFO](#) or email asifunding@csueastbay.edu for any questions about the policy or to receive help filling out the request form.

CLUB FUNDING

In an effort to enhance campus life, Associated Students, Inc. (ASI) of CSU East Bay allocates a budget to support Recognized Student Organizations by funding their events and programs that contribute to the cultural, educational, recreational, and physical well-being of all CSUEB students. Visit the [ASI Student Club Funding](#) website for more information.

The **RSO Event Funding Form** and full policy can be located on the [ASI Funding for RSO Webpage](#). ASI Club Funding must be submitted 31 days prior to the start of the event date. ASI Club Funding is available until budget has been exhausted for the semester.

SEED FUNDING

Associated Students Inc. (ASI) has long been working in favor of Recognized Student Organizations of CSU East Bay. In an effort to empower the establishment of new organizations on campus, ASI provides startup funding for such organizations. This application form is for a one-time funding of newly recognized RSOs on campus. This start-up money can be up to the amount of \$300 and may be used for establishing, organizing, and promoting new RSOs.

The **Seed Funding Request Form** and full policy can be located on the [ASI Funding for RSO Webpage](#). ASI Seed Funding is available until budget has been exhausted for the semester.

FOOD POLICY

PROVIDING FOOD AT AN EVENT

Food for RSO sponsored events, meetings, or activities depends on the type of event and audience for the event. It is always recommended to obtain a Food Handler Card ([ie Premier Food Safety](#)).

- External Facing Events - Are events open to anyone on campus. They are publicly marketed and available for people to walk up, drop in, etc. There is no defined membership. *Examples include Pioneer Palooza, Tabling Events, Open Houses, etc.*
- Internal Facing Events – The event is only open to defined membership of one specific organization.

Potluck meetings or events are not approved for an external facing event. We do not recommend potlucks for internal facing events; however, if you do, it's recommended that the organization shares information about the risk of eating shared food.

Non-franchised Restaurant or Caterer

When working with a non-franchised restaurant (small business) or catering for a copy of their business license and a health permit must be submitted to SLIC. Proof of insurance is required if they drive the food to campus.

Campus Resources

Allow SLIC to use our procurement card to purchase the food or a requisition for a Purchase Order (depending on the total of the expense). You can also use the University's caterer (Chartwells); but please allow SLIC to help with the completion of the online catering request form (as we know the correct billing information).

RSOs must complete an event request in BaySync (see above) within the timelines established by Student Leadership and Involvement Center to have an event with food.

No home preparation of food for public consumption is allowed. Events with food must adhere to Alameda County Food Handling Requirements. FOOD SAFETY is the primary concern for all events with food. RSO members must have a food handlers license (copy of the license must be provided to the [SLIC Staff](#)). Otherwise, food should be self-served.

FOOD SALES/DISTRIBUTION POLICY

Anyone selling or dispensing food products should be aware of potential risks. The sponsoring organization is responsible for the proper preparation, storage, and serving of food as outlined in these regulations. **No home preparation of food for public consumption is allowed.** While Student Leadership and Involvement Center will provide information to assist in planning, CSUEB does not have responsibility for the quality or condition of food served by student organizations.

The organization is required to submit a current Food Handler Card ([ie Premier Food Safety](#)) of the member(s)/officer(s) who will be present during the duration of the food sale event.

Student organizations planning closed functions (members only) may be allowed to provide nonperishable food prepared at home pending approval by Student Leadership and Involvement Center. All food and beverages served at student sponsored programs must be prepared, stored and served under safe and sanitary conditions in accordance with the regulations described in this policy.

Definition of Terms

Slow Rate Perishable Foods - Includes items that do not require heat or refrigeration to decelerate spoilage in normal serving time are slow rate perishables. This includes foods of the following nature:

- Any food or food product made and contained (bottled, canned, or packaged) by a licensed producer that is to be dispensed in the original container and does not require temperature control
- Fruits sold in the natural form
- Brownies, cookies, donuts, and unfilled cupcakes/pastries
- Coffee, tea, and punch if made in approved containers and served in single service cups
- All items for sale or distribution must be individually wrapped, packaged, or covered to protect them from contamination

Perishable Foods - These foods are highly subject to spoilage and deterioration by both micro-organisms and naturally present enzymes, especially upon cooking. Perishable food items must either be refrigerated at or below 45 degrees Fahrenheit or heated at or above 140 degrees Fahrenheit even during transport and serving.

Examples of perishable foods are: meat, fish, poultry, eggs, dairy products, salads (such as potato, chicken, tuna), cooked beans, any creamed item, cottage cheese, cream cheese, items with mayonnaise, desserts with cream, etc.

Frozen meats should be thawed in the refrigerator (not at room temperature) and cooked immediately after thawing.

PROCEDURES

Student organizations planning sales of slow rate perishable foods (e.g. Bake Sales) or sponsoring sales of perishable foods must register the event sale in BaySync at least 20 business days prior to the first date of sales. Distribution or sale of foods is a privilege which requires the sponsor to adhere fully to the regulations for food preparation, handling and service listed on the Food Sale Permit. The sponsor's signature acknowledges the sponsoring organization's acceptance of this responsibility and adherence to the sanitation requirements.

Regulations for Food Sales/Distribution

All food sales/distributions for public consumption must comply with the following regulations to ensure sanitary and safe food handling and distribution:

- All foods must be obtained from a licensed and permitted retail or wholesale food distributor. No home preparation or storage is allowed.
- Perishable foods (e.g. meats, fish, dairy, salads or salad dressings with eggs or mayonnaise or egg products) must either be refrigerated at or below 45 degrees Fahrenheit or heated at or above 140 degrees Fahrenheit during transport and serving.

- Sponsor must provide an adequate number of refrigeration units and/or ice chests to maintain perishable foods within designated temperatures. Ice intended for consumption shall be properly protected and stored separately from ice used for refrigeration purposes.
- All food must be stored at least six inches off the ground or floor.
- Foods and utensils must be protected during display, preparation and storage. All food must be covered until served; no uncovered, unwrapped, unpackaged or unprotected foods shall be displayed for self service or exposed to the public on table tops.
- Food handling should be minimized. All food handlers shall be in good health and free from communicable diseases. No one person shall handle money and food at the same time. Whenever possible, food handlers shall use tongs, disposable plastic gloves or single use tissues when handling food. Before preparing, mixing or handling food and/or immediately after using restroom facilities, food handlers should wash their hands and arms thoroughly.
- Only single service (disposable) plates and utensils may be distributed; no re-use.
- No article of food or beverage which has been served previously to any person or returned from will be used in the preparation of other foods or beverages.
- Restroom facilities with hand wash stations must be accessible to food handlers and customers.
- Condiment containers should be pump, squeeze or self- closing covers. Single service packets are recommended.
- Arrangements for proper refuse collection (clean, lined, covered) and removal must be provided.
- Food must be served immediately after cooking; these items should be brought to campus frozen or refrigerated, cooked on demand at the site and served.
- All tables for the preparation and service of perishable foods must be covered. Barbecues are permitted outside of the tent for cooking purposes only. A tent is available by prior arrangement through the Student Leadership and Involvement Center for this purpose.

AREAS OF SPECIAL CONCERN

HIGH RISK EVENTS

- An event may be determined to be high risk if it presents an increased potential for injury for participants (an athletic program is an example).
- Due to this risk, any individual participating in a high risk event must complete and sign a Liability Release Form prior to participation.

- Liability release forms are available through Student Leadership and Involvement Center, and the sponsor must submit the completed releases to Student Leadership and Involvement Center immediately following the program.
- The campus Advisor is expected to be present at all high risk events.

Recognized Student Organizations (RSOs) may be required to carry event insurance if deemed necessary by the university Risk Management department. If the university determines that a proposed activity is too great a risk, the activity will not be approved.

If a RSO chooses to sponsor such an event off-campus, the organization does so without university approval, and individuals who participate accept full responsibility (including liability) for their actions.

Liability Waivers

Some activities (like **off-campus events**, travel, physical activities, and events with minors) participants will be required to complete an activity liability waiver. SLIC staff will notify your organization when participants need to complete an activity liability waiver. Liability waivers need to be fully completed and returned to SLIC (South Union 2011) within 2 days (48 hours) after the event has concluded. Failure to complete and/or return liability waivers to SLIC is a violation of RSO policies.

Liability waivers must be completed in ink (physically signed with pen) unless noted otherwise from SLIC.

[Click Here to download a copy of the campus Activity Liability Waiver](#)

High Risk Programs/Special Supervisory Requirements

A risk assessment shall be completed, with the help of Student Leadership and Involvement Center, for all events that may be considered high risk. Student organizations may be required to carry event insurance that is deemed necessary by the University Risk Management Department.

The presence of the On-Campus RSO Advisor is required at all high-risk events which include:

- **Student Sponsored Dances**
- **Programs involving Alcohol Service**
- **High Risk Programs**
 - A program may be determined to be high risk if it presents an increased potential for injury for participants (e.g. athletic activities). If the University determines that the activity is too great a risk, the activity will not be approved.

In the event a student organization chooses to sponsor such an activity off-campus, the organization does so without University approval and individuals who sponsor or participate accept full responsibility for their actions.

- **Special Programs**
 - This includes programs held beyond regular operating hours without other direct supervision or programs involving a large number of participants. This may include programs held in the University Theatre, programs held on weekends, or programs held after 5:00 PM.
- **All RSOs must follow the updated Risk Management policy:**
 - RSOs who are planning major events/programs/dances must provide a certificate of insurance with an additional insured endorsement naming the University and/or the Foundation as an additional insured from their national organization or they will be required to purchase insurance from the University.

Student Leadership and Involvement Center will have a contact person for Special Events Insurance Coverage. The Special Events contact person must be contacted regarding insurance at least two weeks prior to the event. Full payment of insurance premium is required before a certificate can be issued. Prior to meeting with the Special Events contact person, the RSO must meet with [SLIC Staff](#).

RSO events that do not meet the minimum requirements will not be approved.

OFF-CAMPUS PROGRAMS

The university assumes no responsibility or liability for off-campus programs sponsored by RSO. An off-campus event may not use "California State University, East Bay" in its publicity of the event.

AMPLIFIED SOUND

Any event involving amplified sound outdoors must be approved through Student Leadership and Involvement Center. Amplified sound is generally restricted to the hours between 11:45 AM - 1:15 PM. The level of amplified sound must be limited to reach only the immediate audience and must be maintained at a level that does not interfere with classes in nearby buildings.

EVENTS SHOWING MOVIES

Any event that wishes to show a movie or film in a public place must obtain a movie license. Most movie licenses are a one-time license and are based per movie, per event and the

licensing fees are determined by: The movie title, where your showing will take place, your anticipated crowd size and whether or not you will be charging an admission.

Example of movie: Lilo and Stitch, Get Out

You can obtain a movie license from a business like [Swank Motion Pictures](#)

OFF-CAMPUS VENDORS

RSOs may not charge or accept donations from outside vendors for the vendor's privilege of utilizing University property to sell items or to present informational or educational shows, demonstrations, etc., under the organization's sponsorship. An organization may act on behalf of a vendor providing that the members of the student organization staff the table/area where the solicitation takes place.

RSOs may invite off campus vendors to sell items or present information as part of a program sponsored by the organization. All such vending must take place in the program area. All off campus vendors participating in student organization programs must file an Off Campus Vendor Agreement through Student Leadership and Involvement Center at least five (5) working days prior to the program. The University reserves the right to refuse vending privileges to any vendor.

Procedures

Student organizations acting on behalf of a vendor: Arrangements must be made through Student Leadership and Involvement Center via Event Request BaySync Submission within the timelines established by Student Leadership and Involvement Center. Student organizations must submit a copy of the letter of agreement/contract with the vendor to demonstrate how the group will benefit in the event a product is to be sold. Funds collected by the group as a result of this arrangement must be deposited into the group AS account within 30 days. SLIC will conduct periodic audits of the accounts of these groups to verify that the funds have been deposited.

Off Campus Vendors at Student Organization Programs: The RSO must complete an Event Request BaySync Submission for SLIC to review. Vending agreements (permits) are provided to RSO for invited vendors. The RSO is responsible for submitting the permits to the appropriate [SLIC Staff](#).

HOSTING MINORS

If a RSO wants to host a program with minors, the RSO must complete the following steps to be compliant with the University and SLIC. RSOs should contact their appropriate [SLIC Staff](#) at least

6-8 weeks in advance to submit paperwork to Office of Risk Management & Internal Control. All requested items should be completed at least 14 business days prior to the start of the event.

A. Register the program:

- a. The lead RSO officer (program supervisor) must work with SLIC Pro-Staff to register the program with Risk Management by completing a **Youth Program Registration Form** (sent via AdobeSign) and submit to the Office of Risk Management & Internal Control for review and approval.
- b. The Office of Risk Management & Internal Control shall authorize all programs/services to minors prior to commencement of the program. Only authorized and designated adults (over the age 18) may supervise, chaperone or otherwise oversee minors in programs.
- c. Risk Management will return the approved registration form to the program supervisor prior to the start of the program.

B. Background checks:

- a. Program supervisor is responsible to verify all Program Staff and Volunteers have met the appropriate Background check requirements. [Refer to the Youth Protection Programs](#) webpage for details.

C. Training:

- a. [Program supervisors will be required to provide a Youth Program Chaperones roster](#)
- b. Program supervisor to assign [Minors Protection & Heat Training](#)
- c. Program supervisor, staff, faculty, students and volunteers working with minors shall review and sign the [Protection of Minors \(POM\) Code of Conduct Form](#) prior to commencement of the program.
- d. Program Supervisor will retain the signed POM code of Conduct forms for a minimum of one year

D. Forms:

- a. **Liability Forms:** Obtain form prior to or on the first day of program participation by any minor. *Note: Minors may not participate in the program if they do not submit a signed liability form.*
- b. **Medical authorization Forms:** The Program Supervisor shall obtain information concerning special needs, medications and allergies from all minors participating in the program and develop appropriate emergency and notification procedures.
- c. **Risk Assessment Form:** Program Supervisor to verify risk assessment has been completed. Use the appropriate [POM Facility Risk Assessment](#) form.
- d. **Program checklist:** The Program Supervisor should use the POM Program Checklist as a guide to assure all necessary requirements have been completed.

Glossary:

- **Minor:** any person under eighteen (18) years of age.
- **Program Supervisor:** the person responsible for planning the activities intended for minors whether for a University-affiliated program or a third party entity. The Program Supervisor has the authority for making decisions concerning the program and is responsible for ensuring that protection of minors is the top priority.
- **Program Staff:** Authorized administrators, faculty, staff, students, over the age of 18 who work with, supervise, chaperone or otherwise oversee Minors on campus.
- **Volunteers:** Participants working with minors who are not Program Staff. Prior to participating in a campus activity involving minors, volunteers must read and sign the Volunteer Identification Form.
- **Background check/Live Scan/National Registry:** The required methods of criminal background check for program staff, student assistants, students & volunteers working with minors. Refer to the POM Guidelines or contact Risk Management for assistants in determining appropriate methods.
- **Child abuse or neglect:** Refers to physical injury or death inflicted by other than accidental means on a child; sexual assault or sexual exploitation of a child including sexual intercourse between a child under 16 years of age and a person 21 years of age or older, lewd or lascivious acts, and child molestation; negligent treatment or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare; willful harming, injuring, or endangering a child; and unlawful corporal punishment.

FIELD TRIPS/CONFERENCE/RETREAT/OVERNIGHT TRAVEL

Any conferences, retreats, and/or overnight events must be submitted 8 weeks prior to the first travel date on BaySync! Requests submitted less than 8 weeks in advance will be denied.

You must first submit the conference/retreat/overnight travel in BaySync by Creating an Event. You will need to have the finalized information for the event such as the title of the event, location, and days/time of travel (including travel dates).

Each student traveling will need to complete a Liability Waiver and provide emergency contact information. The President or lead officer must complete a Travel Authorization Form (via AdobeSign prepared by the [SLIC Staff](#)) and provide the necessary documents (participant list, agenda/schedule of events, funding request sheet, liability waivers, and drivers certificates *if application). If the organization is not claiming any expenses (\$0 funds are requested for

registration, lodging or travel) and the University isn't paying anything for them (registration, etc.), then a Travel Authorization is not needed (only a liability form).

The President/lead officer is required keep a copy of the [Participant List with Emergency Contact Information](#) during the travel in case of an emergency.

The purchases and travel are NOT approved until the Travel Authorization has been submitted and completed by all parties. No purchases can be made until the Travel Authorization is approved. Student Leadership and Involvement Center could handle payments for conference/registration fees by using the [SLIC Staff](#)'s procurement card (provided the RSO's AS account has enough money in to cover the reimbursement of the fees).

Driving Arrangements

If driving, there must be a lead student officer driver & a back-up student officer driver. All student officer drivers must complete [Defensive Driver Program](#) (Driving Safely, Driving Smarter) and submit the completion certificate (diploma) via email to SLIC Pro Staff and a [DMV Pull Notice](#) (sent via AdobeSign).

If gas mileage is claimed, the student driver must complete the [Form 261](#), keep all receipts from the gas stations to submit on the Travel Claim. Lyft and Uber are acceptable forms of transportation. Just save the emailed receipts.

Flight Arrangements

The University's Travel Agency (Global Travel) may be used to make flight arrangements for the RSO members traveling. Or, each individual student may make their own flight arrangements directly with the airline however, no usage of third-party vendors like Expedia.com, Travelocity, LivingSocial, Groupon, etc. may be used for RSO travel if you will seek reimbursement for the travel expenses.

Lodging Arrangements

Hotel rooms need to be booked directly with an established hotel chain of choice (like Holiday Inn, Hilton, Hyatt, Marriott, Best Western, IHG Hotels, etc.) if students are seeking reimbursement for the expense. Each student needs to pay for their own individual room charge (unless sharing a room & there is one person paying the room fee). In addition, the student will need to ask the hotel for a Hotel Folio or a print-out that itemizes the daily billing charges from the hotel.

Due to liability reasons student organizations should not book with a third-party vendor (like Hotels.com, LivingSocial, Groupon, AirB&B, Southwest Vacations, Cozy Suites, etc.).

Additionally, third party vendors booking receipts may not provide ample information required and will be at risk of not being reimbursed.

DRAWINGS

Recognized student organizations may hold drawings at California State University, East Bay to provide funds for their treasury or to donate to charity. Student organizations conducting drawings on-campus must secure approval through Student Leadership and Involvement Center. The following guidelines have been established to ensure compliance with the California Penal Code Section 319 et seq.

Student Organizations may sponsor a “prize drawing” or “give-away” but “raffles” are not allowed on State of California property (Penal Code 330). A raffle is defined as “the sale of a chance at a prize.” Tickets must be free of charge but a donation may be accepted. On the printed ticket, you must also disclose the beneficiary of the drawing (name of your student organization) and the fact that the tickets are available free of charge.

Tickets

Organizations are responsible for having tickets printed. Each ticket must contain the following information:

1. Name of sponsoring organization and "California State University, East Bay"
2. Amount of donation and the word DONATION printed after the amount (i.e. \$0.50 DONATION)
3. List major prizes offered
4. Date and place of actual drawing
5. Where proceeds are going if other than to the sponsoring organization's treasury
6. Space for contributor's name, address, zip, and phone (usually on back of ticket)
7. "FREE DRAWING" imprinted at the top of the ticket, and/or the ticket in and of itself must have value for the price paid, (i.e. a coupon for a discount for the purchase of a food item or other items of value)

It is suggested that tickets be numbered and that a contributor receives a ticket stub with the same number as their entry ticket.

Before distributing tickets, a date, time and place must be established for the actual drawing. Contributors must be given this information upon request so they can be present if they wish. It should not be required that persons must be present to win. The drawing must be on-campus and open to the public.

Distribution of Tickets

Individual organization members may distribute tickets to other individuals on a person-to-person basis anywhere in the open, public areas of the campus (not in campus buildings).

If the RSO plans to distribute tickets in the community (off-campus), they will need to get permission from the cities planned to solicit. Permission from shopping centers and/or other commercial businesses are also required if tickets will be distributed on their private property.

Prizes

Prizes may be a service, goods, or cash. Prizes may be donated by the RSO or purchased by the student organization. The name of the merchant and/or brand name of any prize product must be mentioned in the drawing publicity on-campus. Sometimes this advertising entices merchants to give the RSO a discount.

Note that the RSO is legally liable for awarding all the prizes advertised; if the RSO plans to pay for the prizes out of ticket proceeds, they must be financially prepared to award the prizes even if they don't distribute enough tickets to cover the cost of the prizes. If prizes are not awarded, the RSO is open to charge of fraudulent advertising (criminal offense).

Contributors

Contributors cannot be required to purchase any article or service to be eligible to enter the drawing.

Drawing

At the actual drawing, there must be at least two (2) members from the student organization present and one (1) neutral party (a non-student organization member who is not a friend or relative of any student organization members); a RSO's Advisor is an acceptable neutral party. After the completion of the drawing, an Accounting of Funds Statement must be filed with the office originally approving the event. This form simply asks for the gross income from the drawings and any expenses including the cost of prizes.

DANCES

If a RSO is planning a dance, the officer(s) planning the event must contact their appropriate [SLIC Staff](#) no less than **eight (8) weeks** in advance to discuss in detail the policies and procedures for sponsoring a dance on campus. The costs involved in sponsoring a dance normally include charges for hiring Public Safety Officers and/or other security personnel, ushers from the University Union, facility fees, and dance floor rental. The On-Campus RSO Advisor is expected to be present at such an event.

Student organizations may hold dances on campus in accordance with the University Policy on Student Sponsored dances. The University encourages student sponsored dances especially those that provide opportunities for social interaction and cultural awareness among CSUEB students and other college students. In addition, the University supports student sponsored dances for the purpose of fundraising provided the revenues support the organization's purpose and goals, the University's mission and/or community service activities. The University will provide the support and assistance necessary to enable student groups to produce safe, enjoyable, and successful dances. RSOs will be responsible for providing [SLIC Staff](#) with the necessary information for Risk Management forms in order to ensure the safety and approval of the event.

Dances held on campus must meet the following general programmatic criteria. These criteria will be interpreted based on the degree of risk assessed to be inherent in the proposed dance. If any of these guidelines are not met, the dance will be subject to cancellation.

General Guidelines

- Recognized student organizations interested in sponsoring dances must contact Student Leadership and Involvement Center no less than six (6) weeks prior to the date of the proposed dance.
 - The On-Campus RSO advisor is required to participate in the planning process.
 - On-Campus RSO advisor is required to be present for the event.
- Attendance is limited to the following:
 - CSUEB students, any age with CSUEB student identification.
 - Each CSUEB student is allowed one (1) guest over the age of 18, with proper identification.
- Special arrangements may be requested to accommodate CSUEB alumni and their guests.
 - Guest lists must be submitted for approval to Student Leadership and Involvement Center at least 48 hours prior to the dance.
 - Guests must be at least 18 years old and must show proper age identification.
- The ending time for dances will be no later than 11:00 PM.
- Publicity must be approved by the University representative responsible for approving the dance arrangements prior to printing and distribution.
 - All publicity must contain the following: date, time (doors must close no later than 10:00 PM), location, admission policy, notation that capacity is limited, admission price, name of sponsoring organization.

- If the plan calls for an off-campus disc jockey (DJ) and/or any other type of performer, the following requirements must be met:
 - References from past performances must be provided (past performance record will be a factor as to whether or not the individual(s) will be allowed to perform at CSUEB).
 - Any off-campus individual(s) scheduled to perform at a dance must be signed to a performance contract detailing the price to be paid for the performance, when the payment will be made, and a statement that the individual(s) agree to assist the management team in maintaining acceptable crowd behavior.
- All funds collected at the dance will be handled and deposited according to the appropriate University and Associated Students, Inc. regulations.
- Once a participant leaves the dance, he/she may not return to the dance.
- The University reserves the right to close a dance at any time for safety reasons.
 - Once closed, no further admissions will be allowed.
- Alcohol and drugs are not allowed.

Personnel Requirements

- Dance Monitors - The sponsoring organization must identify a minimum of five monitors to assist with the event.
 - Monitors must be campus affiliated (RSO officer/member, staff/faculty, etc.).
- University Union Personnel - A student building manager and a minimum of three ushers are required for each dance event.
- Department of Public Safety - A minimum of two peace officers approved by the Department of Public Safety and three security officers are required at each event.
- Cashier - A designated cashier hired through Associated Students is required for each event.
 - All charges for the dance (i.e. facilities, personnel) will be at rates applicable to student organizations.

Other criteria may be added to meet facilities requirements and/or unique circumstances of a specific dance. Arrangements for extraordinary measures to be taken (e.g. additional charges for security and personnel, changes in security requirements for participants safety such as searches or backup support, extraordinary demands on facility/equipment use, etc.) must be agreed upon prior to the event.

One week prior to the dance, a dance planning meeting will be held with the sponsoring organization, dance monitors, advisor and representatives of Student Leadership and

Involvement Center, Department of Public Safety, and the University Union to finalize the specific arrangements and procedures for the event. The sponsoring group's record of previous events will be a significant factor in considering approval for a dance (e.g. attendance composition of prior dances, organization cooperation, publicity, and the post-dance evaluation session).

The University retains final responsibility to approve a student-sponsored dance. The concerns of the facility manager, sponsoring group, and the Department of Public Safety will be taken into consideration when considering approval.

For additional information and a complete copy of the University Dance Policy, please contact [SLIC Staff](#).

PHYSICAL EDUCATION FACILITIES/GYM NIGHTS/TOURNAMENTS

An On-Campus RSO Advisor must be in attendance at programs using these facilities, and liability releases must be completed by all participants prior to participation. Gym nights and programs using Physical Education facilities are popular, and space is limited. It is important to make reservations early.

Recreational Programs/Gym Nights/Tournaments

Student organizations may reserve campus physical education facilities (Main Gym and outdoor playing fields) for gym nights, games and one or two day tournaments in accordance with the following guidelines:

- Reservations for physical education facilities (indoor & outdoor) must be made a minimum of twenty (20) business days in advance. Given the high demand for the use of and the limited availability of the Main Gym, student organizations may reserve the Gym for a maximum of two (2) programs per semester.
- The On-campus RSO Advisor must be in attendance for the duration of all programs involving the use of Physical Education facilities. Programs will be evaluated on an individual basis to determine whether additional supervisory arrangements are necessary.
- All individuals participating in athletic activities at student organization sponsored programs must complete liability release forms prior to participation. The completed release forms must be filed with Student Leadership and Involvement Center within two working days following the program.
- Programs held in campus physical education facilities must adhere to all University policies including those specific to the facility (e.g. Main Gym Rules of Use). On-going recreational programs (e.g. leagues) may only be sponsored in conjunction with the

Associated Students Recreational Activities Program or under the supervision of a staff or faculty member of the Department of Kinesiology & Physical Education.

- There will be an hourly charge for a monitor who will be present during your event. Consult Student Leadership and Involvement Center for up-to-date prices for this service.

Main Gym Rules for Use

- Only individuals with proper credentials are allowed into the main gymnasium (registered students, registered entrants into a tournament, faculty and staff of CSUEB, etc.).
 - All other people enter the facility at their own risk and should be informed prior to admittance to the main gymnasium. An example of the latter would be family members who wish to sit adjacent to a court where a badminton match is being played.
- Only white soled shoes are allowed in the gymnasium. There are absolutely no exceptions to this rule.
- No food or drinks are allowed in the main gymnasium.
- No animals are allowed in the building.
- No smoking is allowed in the building.
- Only one door should be opened to the main gymnasium, the door closest to the main physical education office on the south side of the gymnasium.
- One representative of the sponsoring organization must be stationed at the entrance to the main gymnasium at all times. University Police Department (UPD) will be notified in advance of the event. They will open the door to the main gymnasium, turn on the lights in the main gym, and open the doors to the women's and men's bathrooms on the south side of the gymnasium.
- Any participant abusing University equipment should be given an immediate warning. A second incident should result in his/her removal from the gymnasium. If resistance occurs, the supervisor should neither argue with the person nor engage in any physical confrontation. The supervisor should call UPD at Ext. 3791 and ask for their assistance. A white telephone on the eastern wall of the main gymnasium hallway is available for this purpose.
- At the conclusion of the event the main gymnasium should be cleaned of all debris. Public Safety should be called to secure the facility and turn off the gymnasium lights.
- All emergencies, medical and otherwise, must be referred to UPD by calling Ext. 3791.

- Any incidents or problems should be reported to the on-site supervisor. If there is no on-site supervisor assigned to the event, incidents or problems are to be directed to UPD at Ext. 3791.

ALCOHOL SERVICE

Student organizations sponsoring on campus events involving alcohol must comply with established University procedures governing the service of alcohol on campus. Requests for alcohol service must be filed with Student Leadership and Involvement Center a minimum of **eight (8) weeks** prior to the event. A condensed version of the University Alcohol and Other Drug Policy which outlines the general requirements for the service of alcohol on campus is provided below. The RSO would need to meet with SLIC Staff to begin the planning process. The On-Campus RSO Advisor is expected to be present at such an event.

Overview

California State University, East Bay has the responsibility to provide a healthy environment where the use of alcohol and other drugs does not interfere with learning and working. The university is committed to maintaining a campus environment that makes the abuse of alcohol or the use of illegal, non-prescribed or harmful drugs unacceptable. University policies and procedures regarding alcohol and other drugs serve as guidelines to insure that alcohol and drug use does not adversely affect the quality of a person's experience at Cal State Hayward.

Beer and wine are legal and available on campus to people 21 years old and over, and the university policy establishes reasonable guidelines and procedures for the use of alcohol within the campus community. It also recognizes that alcohol poses risks to the health and safety of individuals, communities, and society. University policies regarding alcohol consumption, availability, and problems are therefore designed to minimize these risks. Students, staff, administrators, and faculty have a mutual interest in maintaining an environment that encourages intellectual, social and personal growth. The excessive promotion and use of alcohol or the use of illicit drugs is not compatible with an optimal environment for learning and growing. The university further recognizes that alcoholism and drug addiction are illnesses, and should be treated as such. University policies regarding alcohol and other drugs seek to create an environment that is conducive to healthy and responsible choices.

The following general principles guide California State University, East Bay's Alcohol and Other Drugs policy:

- Abstinence is accepted and provided for in all circumstances.
- Any alcohol consumption in high risk settings, (e.g. active sports, driving, machinery operation, and pregnancy), is clearly discouraged.

- Heavy consumption of alcohol in all situations is unacceptable.
- Moderate consumption of alcohol in low risk situations is accepted.
- Use of illicit drugs (including performance-enhancing substances such as anabolic steroids) is unacceptable.
- The use, consumption and possession of any narcotic dangerous drug, or controlled substance by any student, employee, guest or visitor at the university for which the individual does not have a legal license or valid prescription is strictly prohibited. The unlicensed distribution or sale of any narcotic, dangerous drug or controlled substance by anyone on campus is strictly prohibited.

Policies For The Use, Consumption, And Sale Of Alcoholic Beverages

- The use/or consumption of alcohol by anyone under 21 years of age is prohibited at any time on campus, and is subject to the penalties imposed by state law and university policies.
- The sale of alcoholic beverages is NOT permitted on campus, with the exception of the sale of beer and/or wine conducted in accordance with applicable campus regulations. Permission to sell alcoholic beverages on campus is usually limited to the recognized campus food service agents, including the CSUEB University Club.
- Alcoholic beverages may be served on special occasions with prior approval at functions sponsored by approved student organizations. Service will normally be permitted only in conjunction with food service. Service of alcohol on these occasions is not allowed before 4:00 PM on weekdays during academic quarters. Exceptions to this policy may be granted for events held in the University Union at the discretion of the Vice President who is responsible for approval.
- Campus recognized student organizations may be granted permission to serve alcoholic beverages at approved campus functions in designated areas. Requests to serve alcoholic beverages must be submitted in accordance with approved procedures.
- A member of the sponsoring organization shall be assigned the responsibility of ensuring compliance with all applicable provisions of the alcohol policy. The faculty advisor or an appropriate university official must be the supervising individual for student organizations.
- Non-alcoholic beverages and food must be served at all events on campus where alcohol is served.
- Organizations sponsoring an event at which alcoholic beverages are served may not require those attending the event to pay money - including buying raffle tickets, tokens, drink tickets, or admissions tickets in order to be served alcoholic beverages.

- The fact that alcohol is available is not to be featured in advertising for an event on campus.
- Alcoholic beverages must be served by individuals who are aware of responsible beverage serving techniques. Participants may not serve themselves, and consumption of alcohol from unsupervised kegs and open bars is prohibited.
- Alcoholic beverages may not knowingly be served to any underaged or obviously intoxicated individual.
- When alcohol is to be served as part of a university sanctioned activity of a recognized group (whether on or off campus), such group is responsible for ensuring that all provisions of this policy and all applicable state laws are enforced. "University Sanctioned" is defined as an official event sponsored by a university department or recognized organization. Specifically excluded from this requirement are informal social gatherings by members of the university community.
- Alcohol drinking contests are prohibited at social events on campus.
- Participants will not be allowed to exit an event in the possession of alcoholic beverages.
- In cases where an individual becomes intoxicated, event sponsors will make every effort to intervene to prevent that individual from driving. Designated driver responses and safe ride type activities to prevent driving by intoxicated persons will be encouraged.

Approval Standards and Procedures

The organization or individual sponsoring a campus event where alcohol will be served must first receive university approval for the proposed event. Requests for approval to serve alcoholic beverages on campus are made to the Vice President, Student Affairs and the Vice President for Administration and Business Affairs.

Standards

- The Vice Presidents will carefully consider a request to serve alcohol based on its appropriateness in a university setting. To determine appropriateness, the following factors will be considered: Time of day, level of supervision, training of servers, conduct of business, high risk situations, audience (type of potential drinkers), length of event, and general safety factors.
- The Vice Presidents will determine if appropriate controls can be satisfactorily established and maintained before permission is granted for the serving of alcohol on campus. Written permission to use alcoholic beverages shall be subject to the following restrictions:

- Attendance shall be limited to members of the sponsoring organizations and their invited guests.
- The event shall not be open to the public, and shall not be advertised or publicized to the university community as an event where alcoholic beverages are to be served.
- Alcoholic beverages will not be permitted at public events such as athletic contests, concerts, performances, or all-university dances.
- Alcoholic beverages will not be approved for functions at which alcohol is the focal point, or the inducement for attendance at the event.
- The individual(s) assigned the responsibility for the conduct of the event will be in attendance at the function.

Procedures

- All organizations or individuals planning to serve alcohol at any function must have prior approval from Student Leadership and Involvement Center and the Vice President. All approvals must be completed at least one week prior to the planned event. All sections of the [Alcohol Approval form](#) must be fully completed.
- Request for approval is made as part of the program planning and approval process.
- Organizations may request permission to sell alcoholic beverages at special events and must contact Student Leadership and Involvement Center for a copy of the procedures.

Any student who violates the policy on alcohol and drugs shall be subject to disciplinary action up to and including the possibility of dismissal from the institution. The preceding is an abbreviated version of the California State University, East Bay Alcohol and Drugs Policy. For a complete copy of his university policy contact Student Leadership and Involvement Center.

POSTING POLICIES/ADVERTISING EVENTS

Getting the word out on campus about a RSO and its programs is a critical part of building the organization and attracting new members. In the section that follows, primary ways to publicize a RSO have been identified and summarized .

DISTRIBUTION OF LITERATURE

RSOs are allowed to distribute RSO related literature at events or during tabling.

Literature must abide by the following guidelines:

- Literature must be non-commercial.
- Literature must clearly indicate the organization's name.

- Distribution may not involve intimidation or coercion.
- No false, misleading or illegal advertising.
- Approval for an information table allows solicitation only by members of the student organization and only at the times, dates and locations specified in the permit.

Student organizations may set up information tables on campus to distribute information about membership, upcoming events or other issues relevant to the organization and the campus community. If a RSO wishes to table, the request must be submitted in BaySync at least **20 business days** before the first date of tabling to reserve a space and resources.

APPROVED LOCATIONS FOR POSTING

Students, campus-affiliated organizations, faculty, and staff of the University and non-university individuals may post signs on bulletin boards (indoor and outdoor) and kiosks designated as "General Bulletin Boards." NO approval required More information about general bulletin board guidelines and locations can be found [here](#).

Recognized Student Organizations should receive the SLIC approval stamp on their flyers either digitally or physically before posting about their organization for general information or any upcoming events.

All postings announcing a university event must contain the following statement concerning accessibility: "Individuals that require accommodations for this event please contact Accessibility Services by [10 business days prior to event date]. email: as@csueastbay.edu | phone: 510-885-3868."

Campus-affiliated organizations may post banners in designated locations on the exterior of university buildings provided that the organization has reserved the location. Banners posted on university buildings may be posted for a maximum of two weeks and only to advertise events for which university approval has been obtained. Outdoor posters and banners reservable locations and more information found [here](#).

Departmental bulletin boards are identified, managed and maintained by individual departments and only materials approved by a department owner are permissible. Information about department bulletin board guidelines and locations can be found [here](#).

General Bulletin Boards

Students, campus-affiliated organizations, and faculty and staff of the university may post signs on bulletin boards and kiosks designated as "general bulletin boards." Approval is not required. General Bulletin Board posting guidelines and locations can be found [here](#).

Locations

- **Art & Education Building**
 - 1st Floor: Near rooms 107, 111A, 137, 168, 177, 194 (2); Across from 1236 and in the snack room
 - 2nd Floor: Near rooms 205, 208, 214, 221, 224, 285, 286, 293, 294; between 260 and 260E (2) and next to the elevators
 - 3rd Floor: Near rooms 301, 303 and 305
- **Meiklejohn Hall**
 - 1st Floor: Near room 1096
 - 2nd Floor: Entrances on each side of 2002 (2), 2032 (2) & 2064 (2)
 - 3rd Floor: In the snack room, near rooms 3019, 3043 and 3089
 - 4th Floor: Near rooms 4011, 4058, 4075 and 4115
- **Science Building - North**
 - 1st Floor: In THE CAVE (snack room) (2) near the entrance
 - 2nd Floor: Near rooms N207, N215 & N216 (2)
 - 3rd Floor: Near room N336
 - 4th Floor: Near rooms N450 & N406
- **Science Building - South**
 - There are no general bulletin boards located in this building.
- **Physical Education and Gym**
 - 1st Floor: On the left wall near the main door to the gym (opposite the food concession stand).
 - Landing: Stairwell that leads to the Music & Business building walkway.
- **Music Building**
 - 1st Floor: Near rooms A1015, A1039 (2), 1097, 1587; Inside 1511
 - 2nd Floor: Near rooms A2052, A2110, A2560, 2605, 2515 (2), 2519, 2524
 - Landings: All 3 stairwells
- **Student Services Administration Building**
 - 1st Floor: Lobby, across from elevators
 - 2nd Floor: Lobby, across from elevators, SA2200 (break room)
 - 3rd Floor: Lobby, across from elevators, SA3200 (break room)
 - 4th Floor: Lobby, across from elevators, SA4600 (break room)

Banners/Building Exteriors

RSOs must reserve space through Student Leadership and Involvement Center in order to hang banners in the approved banner locations on campus. RSOs may post banners in designated locations on the exterior of university buildings provided that the organization has reserved the location. Banners posted on university buildings may be posted for a maximum of two weeks and only to advertise events for which university approval has been obtained.

Locations

- Music Building: South entrance on the east or west wall
- Meiklejohn Hall: Railing at north entrance on east or west railing
- Physical Education and Gym: Main entrance and west wall
- Science Building - North: 2nd floor railing
- Science Building - South: 2nd floor railing
- University Library Stairwell railing above the main entrance to the library
- Concord Campus: as approved by the Coordinator of Student Affairs

Each RSO may reserve a maximum of three (3) spaces per week. Each organization is generally allowed a maximum of two (2) weeks per semester for displaying their banners. The sponsoring organization is responsible for placing and removing banners and for cleaning up any tape or twine used to affix the banner to the building.

RSOs must reserve space through the University Union in order to hang banners along any of the University Union railings. Consult the [University Union \(UU\) Reservation and Facilities Procedures Guide](#) for details.

Outdoor Digital Signage

All RSOs events approved in BaySync have the opportunity to advertise and post their upcoming event on the Outdoor Digital Signs through Student Leadership and Involvement Center. Requests to post event advertisements on outdoor digital signage is submitted through the event request form on BaySync.

- Roadway Signs 288px (H) x 480px (W)
 - Accepted formats - .jpg .jpeg
- ASI Sign 192px (H) x 288px (W)
 - Accepted formats - .jpg .jpeg .avi .mp4 (max. video length 10 seconds)
- Max. upload files size 5 MB. All other formats will NOT be considered.

Illegal Posting

The posting of signs on building surfaces, windows, glass doors, benches, utility poles, sculptures, garbage receptacles, railings, trees, traffic control signs, and sidewalks is not allowed.

Placement of written/printed materials on vehicle windshields is prohibited. Violators are subject to all charges incurred for the clean-up of such littered materials on campus grounds.

FSL RECRUITMENT AND RETENTION PROGRAM

Student Leadership and Involvement Center (SLIC) would still like to provide support for student organizations that are unrecognized due to not meeting the CSU minimum of 5 members requirement on a case by case basis. Some recruitment resources are only available for officially recognized student organizations however through SLIC, unrecognized student orgs have the opportunity to utilize campus resources for the following recruitment opportunities to increase exposure and visibility on campus:

- Tabling space / resources (must be booked 14 business days in advance).
- Participation in campus wide events like Pioneer Palooza, al Fresco, Preview Day, & Welcome Day.
- Support in promotion / marketing (newsletters, BaySync, digital sign requests, post flyers, repost on social medias, providing poster making supplies, & printing).
- Up to 4 room reservations through SLIC-RSO for the semester.
- Support and guidance form SLIC Staff.

To be eligible, the organization must:

- **Have the primary contact person be a currently enrolled CSUEB student to be eligible.**
- Be in good standing with SLIC and the university.
- Have been a previously established organization on campus and active consecutively in the last 2 years.
- All events through the student organization must be pre-approved by SLIC.
- Be in communication and attend meetings with the overseeing council.
- Have a designated contact person(s) who communicates with SLIC regularly.
- Submit all the same required documents Officially Recognized chapters have to submit.
- Meet with SLIC Staff to have an established recruitment plan and timeline.
- Recruitment efforts will be assessed on a case-by-case basis for Fraternity & Sorority Life organizations with recruitment/intake processes.

Since the student organization is not officially recognized, the org is limited from utilizing the following privileges:

- NO access to AS Account (on campus bank account)
- NO large scale events (50+ attendees)
- NO field trips, conferences, or travels
- NO outside vendors (event if there is no cost)
- NO activities that require Liability Waivers
- NO request or use of ASI Funding

Chapters are only eligible to be on the Recruitment and Retention program for no more than 4 semesters consecutively. If the chapter goes inactive for a semester between or reaches 4 semesters consecutively, then SLIC will review the recruitment efforts and sustainability of the chapter to approve or deny the continuation of the chapter's efforts.

How to register for the RSO Recruitment and Retention Program:

- Submit the [RSO Recruitment and Retention Program](#) form.
 - The deadline for this form is consistent with the Student Organization Registration Timeline
- Schedule a meeting with the Recognized Student Organization (RSO) / Fraternity & Sorority Life (FSL) Coordinator by emailing studentorgs@csueastbay.edu or greeklife@csueastbay.edu.

FRATERNITY & SORORITY LIFE ADDENDUM

FRATERNITY AND SORORITY LIFE AT CAL STATE EAST BAY

Fraternity & Sorority Life at Cal State East Bay (CSUEB) is inclusive of all actively recognized, social, Greek-letter organizations. Social organizations are defined as general interest groups that do not cater to specific academic disciplines or career fields.

All fraternities and sororities are held accountable to guidelines and expectations outlined in the Recognized Student Organization Handbook and are required to follow the specific policies, procedures, and processes outlined in the Fraternity & Sorority Life Addendum.

The Student Leadership and Involvement Center will hold each organization to the standards and guidelines outlined in the addendum. Additionally, appropriate referral will be made to the Office of Student Conduct, Rights and Responsibilities for any violations of the Student Organization Code of Conduct (Title IX), and/or Recognized Student Organization Handbook - Policy and Procedure Manual in order to ensure that all student organizations at CSUEB contribute and maintain a healthy living and learning environment for students.

All members are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and University; to be civil to one another and to others in the campus community; and to contribute positively to student and University life.

Governing Councils

Each fraternity and sorority is a member of one of three governing councils at California State University, East Bay.

College Panhellenic Association (CPA)

CPA is composed of women's sororities, all of which are associated with the National Panhellenic Conference (NPC) umbrella organization. ΑΦ and ΣΣΣ.

Fraternity and Sorority Council (FSC)

Fraternity and Sorority Council comprises all chapters and associate chapters at CSUEB. They work together to build a strong Greek community, promote unity among all chapters, and help to address issues related to fraternity and sorority life on campus. The Council is composed of delegates from each organization and the executive board members.

National Pan-Hellenic Council (NPHC)

NPHC is composed of fraternities and sororities that are historically recognized as African-American/Black fraternities and sororities. ΑΦΑ, ΑΚΑ, ΚΑΨ, ΩΨΦ, ΔΣΘ, ΦΒΣ, ΖΦΒ, ΣΓΡ, and ΙΦΘ are all associated with the National Pan-Hellenic Council (NPHC). The NPHC member organizations are collectively referred to as "The Divine Nine."

INTRODUCTION AND STATEMENT OF PRINCIPLE

California State University, East Bay recognizes the important contributions student organizations make to the educational community at the University. Fraternity and sorority organizations, also known as Greek Letter Organizations (GLOs)*, contribute to the educational and personal development of students and enhance the quality of student life by providing leadership opportunities, community service programs, scholarships, recreational and social activities. Fraternity and sorority organizations foster a sense of community among their members and thereby provide an important source of support and sense of belonging for many students. Recognition of fraternities and sororities at California State University, East Bay is based upon the following principles:

- A. the objectives and activities of the fraternity and sorority organizations are consistent and supportive of the aims and purposes of the University by fostering educational excellence, encouraging and advancing learning and providing educational opportunities outside the classroom that complement the instructional program and prepare students for lifelong learning
- B. the chapters shall promote conduct consistent with the high standards and principles of their founding

- C. the chapters shall create an atmosphere which will stimulate high academic expectations and achievement
- D. the chapters shall provide opportunities for the development of social and leadership skills and serve as vehicles to involve students in service to the campus and the community

The development of a mutually beneficial relationship between fraternity and sorority organizations and the University is guided by a set of mutual goals and expectations. The selective membership procedures of single sex, social fraternities and sororities distinguish these organizations from other student organizations. The purpose of this document is to outline the expectations and standards of conduct for the recognition of fraternity and sorority organizations at California State University, East Bay.

**The term Greek Letter Organization refers to single sex social fraternities and sororities.*

Scope of Authority

The formal connection a fraternity or sorority organization has with the University is as a Recognized Student Organization (RSO). University recognition is a privilege granted to RSOs by the University. RSOs are afforded access to campus resources and are expected to comply with regulations and procedures established by the University for the governance of all RSOs. Recognition of fraternity and sorority organizations is granted through Student Leadership and Involvement Center (SLIC) under the guidelines established by the University. This status confers the same affiliation and privileges to fraternity and sorority organizations that are extended to all Recognized Student Organizations. Recognition in no way implies that California State University, East Bay approves of, sanctions or takes responsibility for actions and activities of the organization.

The continued recognition of a fraternity or sorority organization depends upon the extent to which it contributes positively to the educational mission of the institution. Fraternity and sorority organizations are expected to regulate their own affairs within standards established by the University and by the national organizations and to maintain their own operations at a level to assure continued recognition as a student organization. Recognition will be withdrawn by the University at its discretion, following due process or at the request of the national organization.

When conducting business or social affairs off-campus, fraternity and sorority organizations become members of the off campus community, subject to appropriate civil and criminal laws. The University assumes no responsibility for the conduct of fraternity and sorority organizations

off campus. Fraternity and sorority organizations may not use the name of the University in conducting affairs off campus unless formal approval has been granted by the University. Such approval may be obtained through SLIC.

SHARED PRINCIPLES FOR GREEK LIFE ORGANIZATIONS AT THE CALIFORNIA STATE UNIVERSITIES

At the 2003 California State University Greek Life/Student Affairs Summit, students, staff and administrators adopted the following “Shared Principles for Greek Life Organizations and the California State Universities.”

The individual universities that make up the collective body of the California State University system view fraternities and sororities as invaluable partners in the educational mission of the university and the development of successful citizens.

The CSU will support fraternities and sororities on their campuses in the promotion of:

- The academic success and retention of fraternity and sorority members from admission to graduation;
- The development of well-educated, well-rounded individuals who positively impact their campus and community through their personal integrity, social responsibility, community service, philanthropy, leadership, and involvement in campus programs and activities;
- Peer education that stresses the values of integrity, respect, responsible use of alcohol, and responsibility for one’s actions, and concern for the welfare of others;
- Unity of purpose and collaboration among fraternities and sororities that contribute to a wider sense of community on campus, throughout the state of California and around the nation;
- On-going assessment and evaluation to promote open systems that support nondiscriminatory recruitment and diversity within membership; and
- Strong alliances with fraternity and sorority alumni that foster lifelong support of the university and its fraternity and sorority community.

FSL CHAPTER/COLONY REQUIREMENTS

Chapter officers and all members are responsible for the timely completion and submission of corresponding materials, forms, and documents on or before the indicated due date(s) set by Student Leadership and Involvement Center (SLIC).

All requirements should be met to maintain in good standing with SLIC, Fraternity and Sorority Life (FSL). Should you have any questions, contact Fraternity and Sorority Coordinator at greeklife@csueastbay.edu.

The list below outlines the forms and tasks associated with chapter compliance:

Student Organization Registration Form

Student Organization Registration is required to obtain official recognition status as a Recognized Student Organization (RSO) by SLIC and the university. Student Org Registration will grant BaySync access to new page administrators. RSOs have access to University resources and ASI funding. Student Org Registration includes: Officer Training, On-Campus RSO Advisor Agreement Form, Off-Campus RSO Advisor Contact Form*, & attendance at Fall Leadership Conference and/or Spring Officer Training.

***How:** Submit Student Organization Registration form via BaySync. On-Campus RSO Advisor submit Advisor Agreement Form via BaySync. Officers complete Officer Training through competing the Canvas Course and Nuts & Bolts Workshops. Officers attend Fall Leadership Conference and/or Spring Officer Training.*

**Off-Campus RSO Advisors are required for Fraternity & Sorority Life organizations to have a contact who is more connected to your nationals or internal organization regarding your organization processes, requirements, etc.*

You must submit the Registration Form before getting access to submit any events on BaySync. See registration timeline on the RSO Webpage.

Chapter Rosters

Chapters are required to provide SLIC an updated roster at the start of each semester to maintain accurate roster records for all fraternities and sororities to capture new members, graduated members, and members who have changed statuses.

***How:** Update your shared Chapter Roster or send via email using the Chapter Roster Template.*

Roster and officer position submissions are part of FSL Student Org Registration requirements. When submitting officers we need to know all member positions, not just Executive Board Members. This includes but is not limited to: fundraising chair, social chair, recruitment chair, risk management, academic chair, new member educators, etc.

Joining Process / Intake Plans for New Members

Any chapter that is looking to hold recruitment/intake/rush activities is required to complete this form to notify SLIC they plan on holding recruitment events. Notice will support reserving space, updating/approving BaySync requests, preparing any required documents/resources, promoting event publications, and more.

How: Submit the [FSL Joining Process / Intake Plans for New Members](#) form. Events must be submitted via BaySync - see Event Management section.

You must submit Student Organization Registration before you can have access to submitting any events on BaySync. Any events during the first 3 weeks (21 days) of the semester must be submitted by the 1st of that month.

New Member Rosters

Chapters are required to provide the Fraternity and Sorority Life Coordinator a roster of all new members at the start of the joining process to maintain accurate roster records for organizations and within SLIC. These rosters will not be shared publicly.

How: Update your shared Chapter Roster (in a new tab) or send via email to stephanieann.saeteurn@csueastbay.edu using the Chapter Roster Template.

Hazing Statement and Grade Authorization

All active, associate, and new members are required to complete this form at the beginning of the academic year. Completion of this form is also a FERPA release for grades and judicial standing. Forms are required to be submitted at the beginning of the academic year or when a status change occurs. New members are required to submit this form no later than one (1) week from receiving a bid/invitation for joining an organization.

How: Each member will receive an email to complete an AdobeSign document for the Hazing Statement and Grade Authorization form.

End of Semester (AB524) Report

AB524 is the [Campus-Recognized Sorority and Fraternity Transparency Act](#) which is a CA law that was passed in Sept. 2022. AB524 requires all recognized fraternities and sororities to report on organization's number of active and new members, academics, service hours, money fundraised, recognition status, chapter houses, sanctioned events (date, time, & location), and any other required university information.

How: Submit the [End of Semester \(AB524\) Report](#) form.
Update your shared Chapter Roster and include the shared link or send via email using the Chapter Roster Template.

Update your shared Chapter Semester Events and include the link or send via email using the Chapter Semester Events.

Reports are collected by SLIC at the end of each semester to reflect the full academic year. Failure to submit by the reporting deadlines will result in suspension of recognition.

Reporting on Fall Semester - Deadline Dec 15.

Reporting on Spring Semester - Deadline May 15.

Change in Officers

Changes include end of term (during the academic year for example if you do new officer elections in by calendar year Jan-Dec), graduated, removed, etc.

Any changes in officers that were submitted during Student Organization Registration period are required to be submitted to SLIC to update chapter records. Failure to update changes in officers may result in holds of access on BaySync, AS accounts, update/news, and more.

***How:** Submit Change in Officer form via BaySync.*

Change in Officer form cannot replace Student Organization Registration. Forms are required to be submitted within 1 week (7 days) from the change. New presidents, treasurers, and page admins will be required to complete Officer Training.

HAZING PREVENTION

Affiliated social sororities and fraternities will receive annual hazing prevention training that includes information on hazing awareness, bystander intervention, ethical leadership and ways to build group cohesion without hazing, consequences of engaging in hazing activities (including mental health, student wellness, student conduct, student organization, criminal and civil), and options for reporting.

Members will be added to a CSU Learn course on Hazing Prevention and will be expected to complete the training annually. Additional officers, such as recruitment chairs or new member educators, may be added to the Hazing Prevention training as needed.

Fraternity and sorority organizations will also be expected to participate in events hosted by the campus during National Hazing Prevention week.

ASSEMBLY BILL 524

Campus-Recognized Sorority and Fraternity Transparency Act (AB524) requires fraternities and sororities to report specific information about their chapter's members, activities, conduct status, etc. to the designated university official.

The bill requires the institution to suspend the campus recognition of any campus-recognized sorority or fraternity that does not comply with the reporting requirements.

The bill would require each institution with sororities or fraternities to compile and maintain the collected information into a publicly accessible report posted, and archived, on each respective campus' Greek Life internet homepage or its equivalent for a minimum of 10 years and sent through a campus-wide email to all enrolled students on or before October 1, 2023, and annually thereafter.

Reporting on Fall Semester - Deadline Dec 15

Reporting on Spring Semester - Deadline May 15

CONDITIONS FOR RECOGNITION

The University has established the following expectations for fraternity and sorority organizations to receive and maintain status as single sex, Greek letter social fraternities or sororities at California State University, East Bay:

A. General

- a. Support the mission of the institution, to provide development of the individual members through co-curricular involvement and to foster a sense of brotherhood/sisterhood.
- b. Abide by all federal, State, local laws and policies, rules and regulations of Cal State East Bay (CSUEB) and the California State University system.
- c. Abide by all rules, regulations, and policies of the national organization for those chapters so affiliated when such policies are not in conflict with those of the University. Organizations are expected to remain in good standing with the national organization.
- d. Meet the guidelines established for all Recognized Student Organizations at Cal State East Bay.
- e. Renew recognition on an annual basis. This process, required of all student organizations, must be completed within the deadlines established through Student Leadership and Involvement Center (SLIC).
- f. Maintain a current constitution and bylaws of the national organization and the local chapter on file with SLIC. These documents must be routinely updated as appropriate.

- g. Not use the name of the University or represent the organization as an official component of the University including, but not limited to signing contractual obligations or soliciting funds in the name of the University unless authorized by the University.
- h. Maintain an active liaison and communication with the University through SLIC. Continual consultation is an important means of keeping the University informed about programs and issues affecting fraternity and sorority organizations.
- i. Assist the inter-Greek organizations in building and maintaining constructive relationships between organizations and with the campus community through ongoing participation in the respected coordinating organizations (e.g. Fraternity & Sorority Council (FSC), College Panhellenic Association (CPA), National Pan-Hellenic Council (NPHC)).
- j. Create an environment within the chapter where members are encouraged and supported to attain their fullest potential.
- k. The chapter shall provide programs that encourage, recognize, and support academic excellence among its members and provide other educational programs addressing areas of general concern throughout the University (e.g. Alcohol, date rape).

B. Membership

- a. All active members must be matriculated students at CSUEB and regularly enrolled for a minimum of three (3) units. Only student members may vote or hold office.
- b. Membership recruitment/intake shall be conducted in a means consistent with the procedures established by the national organization and under the guidance of the chapter advisor.
- c. Membership in the organization will not be denied on the basis of race, religion, national origin, age, physical disability, or sexual orientation.
- d. No member of a fraternity or sorority organization shall engage in any way in hazing (i.e. commit any act that causes or is likely to cause bodily danger, physical or mental harm, or personal degradation to any member of the University community).
- e. All membership recruitment activities are "dry" (i.e. no alcohol is served in connection with a membership recruitment/rush/intake activity).

C. Academic Standards

- a. Maintain a chapter grade point average of at least 2.0.
- b. Submit signed releases from all active members, new members, associates, and pledges before the beginning of each Fall Semester for the purpose of

determining chapter GPA. This information must be updated whenever new members enter the organization.

- c. Establish and maintain a scholarship program to encourage high academic achievement among chapter members.

D. Financial Responsibility

- a. Maintain sound financial practices including: using membership fees and dues for the benefit of the organization in the fulfillment of its purpose, not using the organization for the financial enrichment of any officer, member of affiliate; not utilizing the resources of the University for the expressed benefit of external affiliates.
- b. Be responsible for all financial obligations incurred to the University, the Associated Students, Inc. (ASI), the University Unions (UU), other auxiliary organizations, and off-campus vendors.

E. Officers

Strong leadership within each chapter is vital to the chapter's success and progress.

- a. Major officers (President and Treasurer) as identified on the Recognition and Renewal registration form must be currently and regularly enrolled at least half time (6 semester units) at CSUEB, in good academic standing, and with no probations of any kind.
- b. Notification of all changes in officers must be submitted to SLIC within ten (10) days of a change.

CONDUCT

Students at California State University, East Bay are expected to assume responsibility for their personal conduct in a manner, which will reflect positively upon the University and upon them. The University supports the high standards of conduct reflected in all fraternity and sorority organizations and will work with fraternity and sorority organizations to see that such conduct is demonstrated. In this regard, the University recognizes that the primary responsibility for maintaining and enforcing appropriate standards of behavior rests with the fraternities and sororities themselves.

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 University policies and with the advice of their advisors. The acceptance of the principle of self-governance by students must be accompanied by the acceptance of the following responsibilities for its successful operation:

- A. All fraternity and sorority organizations shall conduct their affairs in such a manner so as to reflect the moral and ethical standards of the individual group, the fraternity and sorority system, and the University.
- B. All fraternity and sorority organizations shall establish their own written standards of behavior which are at least as demanding as those established by the campus.
 - a. All organizations shall establish a set of standards and explicit sanctions for failure to meet these standards.
- C. SLIC will also assist the inter-fraternity and sorority councils in developing a credible system of self regulation that further holds chapters accountable to standards of behavior consistent with the ideals and purposes of the University community.

Evidence of misconduct that involves verified violation of University policies or campus regulations can result in an organization being placed on probation or the withdrawal of recognition of the organization and disciplinary action being taken against individual students consistent with established University policies and procedures.

Misconduct that occurs in the community is under the jurisdiction of civil authorities, unless the activity has been formally approved by the University. Although the University generally has no jurisdiction over the off campus conduct of students, the University is concerned about problems that arise in the community and attempts to address problems through educational means. When complaints or crises occur, the University will take the appropriate steps to insure that the organization has operated within the guidelines established within this document. If found in violation, the University will take appropriate action.

In order to protect the interest of the University and promote the welfare of the University community, University policies and procedures covering student conduct have been developed and are set forth in this policy and other University documents.

WITHDRAWAL OF UNIVERSITY RECOGNITION

The University will withdraw its recognition of a colony or a chapter when there is confirmed evidence that the chapter is not meeting the standards and guidelines set forth by the University.

If a fraternity and sorority organization fails to meet the guidelines and standards set forth by the University, the University shall take the following actions.

A. Non-Compliance with University Standards

When a chapter is suspected of being in non-compliance with University standards, the following review shall occur:

- a. Official written notice from SLIC will be sent to the President of the chapter. Copies will be sent to the chapter advisor and the national organization. The notice will cite area(s) of alleged non-compliance.
- b. A meeting will take place between the Chapter President, a representative of the SLIC, and the chapter advisor to determine which, if any, of the standards are not being met. A summary of the meeting will be sent to the chapter advisor and to the national organization.
- c. If the representative of SLIC makes a determination that there are standards that are not being met, the chapter will either be placed on probation or have its recognition withdrawn following a review of the charges by the Vice President, Student Affairs. Notice of the action taken will be sent to the chapter, the chapter advisor and the national organization.

B. Probation

Probationary status is a specified period of close observation and review of chapter behavior. During the period, the chapter must demonstrate compliance with University regulations, and appropriate probationary terms/sanctions for the offense(s) committed.

C. Withdrawal of University Recognition

Withdrawal of University recognition is a severe action. A chapter that has had its recognition withdrawn loses all of the rights and privileges afforded to recognized groups. Withdrawal of recognition is an action intended for chapters which have not met University standards, for chapters involved in extraordinary violations of University expectations (e.g. hazing, property damage, severe behavioral excess) or at the request of the national organization. A chapter that has had its recognition withdrawn:

- a. Must immediately cease to use the national and local Greek Letters and the name of California State University, East Bay.
- b. Is ineligible to re-colonize for the time period specified through the judicial process.
- c. May find additional action taken against its individual members by the University or the local authorities.

D. Appeal

An appeal of probation or withdrawal of recognition can be made to the Vice President, Student Affairs or their representative.

FRATERNITY AND SORORITY LIFE EXPANSION POLICY

Recognition as a Fraternity/Sorority organization at Cal State East Bay is open to recognized national/international organizations as well as regional and local organizations. Each inter/national organization must be in good standing with one of the following umbrella organizations:

- National Association of Latino Fraternal Organizations, Inc. (NALFO)
- National Pan-Hellenic Council (NPHC)
- National Panhellenic Conference (NPC)
- North-American Interfraternity Conference (NIC)

Exceptions may be granted for multicultural or special interest Fraternity/Sorority organizations which are not affiliated with the above umbrella organizations but are part of a local, national, or international organization with appropriate insurance coverage and support.

A review of the Cal State East Bay environment for expansion readiness shall include the following:

- The stability and membership retention rates of recognized chapters as determined by Student Leadership and Involvement Center
- Formal assessed interest and documented need from students
- Enrollment trends
- The number of men/women involved in Student Organization/Interest Groups
- The number of men/women involved in Fraternity/Sorority Recruitment
- The number of inter/national Fraternity/Sorority organizations expressing interest in colonizing at the university
- Support from area alumni

A. Necessary Documentation

Initial Requests for Expansion will be received and evaluated by the Fraternity & Sorority Life (FSL) Coordinator who will then present the requests to Student Leadership and Involvement Center (SLIC) and/or the Fraternity & Sorority Life Expansion Committee. It is recommended that interested organizations contact the FSL Coordinator to confirm the campus readiness for expansion and thus the anticipated review cycle.

When an inter/national, regional, or local organization is interested in becoming part of the Cal State East Bay community, the following information must be submitted:

1. Letter of application and philosophy of the organization in relation to the mission of Cal State East Bay and the mission of SLIC which includes the commitment to recruiting a diverse membership.

2. A completed CSUEB Fraternity and Sorority Life - Request for Expansion application.
3. If selected for consideration by the Fraternity & Sorority Life Expansion Committee, the following information will also be requested in the following format below. Additional information and supporting documents may be submitted in addition to this report:

The University requests that the following format be used; additional information and supporting documents may be submitted in addition to this report:

Organization Expansion Information and Plan at Cal State East Bay

- I. Chapter Information
 - a. Name of organization, date, and place of founding
 - b. Purpose (national and/or local purpose)
 - c. Philanthropies
 - d. Membership policies and requirements including statement of all costs associated with membership in the organization (new and active member fees)
 - e. Local and/or Inter/national organization's statement of non-discrimination and policy against hazing (If not inter/national, organization's local statement)
 - f. Chapter and colony financial obligations to the inter/national organization (If not inter/national, organization's local financial obligations)
- II. Plan for establishing a new chapter at Cal State East Bay
 - a. Membership selection
 - b. Supervision and continuing assistance of new chapters including number of advisors (alumni or otherwise), national visitors, etc.
 - c. Educational programming for new members
 - d. Service projects
 - e. Academic/scholarship requirements for initiation and installation
 - f. Timelines and time restrictions, if any, for initiation and installations
 - g. Membership/size requirements for initiation and installation
- III. Number of alumni and active alumni organizations within 50 miles of the 94542 zip code
- IV. A list, by campus, of all undergraduate chapters in the inter/national or regional organization
 - a. Include the location, chapter size, percentage of new members initiated, and founding date of each undergraduate chapter in California Indicate chapters on campuses similar to CSUEB
 - b. Include any new chapters established in the last five years but that are currently inactive
- V. An overview of national programs supporting chapter success: (If not national, local organizations must submit a list of action plans for each program)

- a. Educational Programs
 - b. Member/Chapter Development Programs
 - c. Programs for Collegiate/Alumni Interaction
 - d. Membership Recruitment Programs
 - e. Alcohol and Risk-Management Policies
 - f. Internal Structure for Holding Members Accountable
 - g. Insurance Policies
 - h. Grade Point Average Policies and Academic Programs
 - i. Current Membership Fee Schedule
 - j. Support provided by the inter/national organization, if applicable
 - k. National accreditation programs, if applicable
 - l. Officer training opportunities (scope, location, cost)
 - m. Financial assistance programs or scholarship opportunities
 - n. Other programs of note
- VI. One copy of each of the last two issues of the national organization's publication (if applicable)
 - VII. Proof of appropriate liability insurance coverage
 - VIII. Additional information and/or clarification about information submitted by the inter/national organization may be requested by the Fraternity/Sorority Life Expansion Committee as part of the expansion application review process.

B. Selection Criteria

Selection criteria for university extension of an invitation to a local or inter/national organization to establish a chapter/colony at Cal State East Bay will include, but is not limited to the following:

1. Regional or Inter/National Strength

Strength will be assessed by the number of collegiate chapters, number of chapters gained and lost in the last five years, percentage of new members initiated, membership recruitment statistics, educational programs, and notable success on other campuses similar to Cal State East Bay

2. Success of Recent Extension/Release of Information

Permission must be granted from the inter/national organization to solicit the opinion of the Fraternity/Sorority Advisor(s) and/or other University's representatives on campuses where the organization has recently colonized or chartered new collegiate chapters.

3. Quality of the Organization's Supervised Programs

Organizations will be evaluated based on the follow-up chapter education and support documents requested by the Fraternity/Sorority Life Expansion Committee.

4. Compatibility with University

Organizations will be reviewed for their compatibility with the university mission, values, vision, and strategic priorities as evidenced by the group's values, standards, and expansion procedures

5. Strength of Local Alumni Support or Support Deemed Sufficient

Strength of alumni associations, number of local alumni, potential advisors/house corporation board members, and financial support.

Recommended standards for this category include: the group must have a minimum of two - five alumni/advisors willing to assume positions as Chapter Advisors and/or Corporation Board Members and that a local alumni support group, from Alameda County, Contra Costa County, or Santa Clara County, shall be established.

6. Quality of Support Staff

An inter/national officer will assume responsibility for the chapter/colony's establishment process and will be in attendance during the first membership recruitment cycle.

An inter/national organization will provide a graduate counselor, field representative, or alumni representative to work directly with the new organization until chapter status is achieved by the colony.

There must be continued evidence supported by written documentation of continuing support for new chapters in the form of local chapter advisors, annual visitations from alumni, field representatives, and/or inter/national officers.

Each colony/chapter will be responsible for soliciting a faculty/staff campus advisor from the university.

7. Additional Criteria

- a. A complete updated list of membership and student NetID numbers, accompanied by signed Authorized Release forms so that grades can be checked (if interest group is already established)
- b. A statement of goals for the upcoming academic year, a 5-year goal plan, and 10-year goal plan
- c. Letters of support from other CSUEB and local community members recommending establishment

- d. All materials submitted, communication between club and campus community, and letters of support will be considered in overall review of the organization

C. Process for Establishment

The following outlines the processes for establishing a Fraternity/Sorority organization at Cal State East Bay:

Process for Organization Solicitation of the University

1. An inter/national organization or local/regional interest group initiates formal contact with the University to colonize a Fraternity/Sorority on campus. Formal contact will include information necessary to start the Fraternity/Sorority on campus. Information to be submitted by interested groups is listed under Necessary Documentation.
2. The Fraternity/Sorority Life Expansion Committee will determine, by a simple majority vote, if the inter/national, regional, or local organization will be invited to move forward in the Expansion Review process and submit additional information.
3. If requested by the Fraternity/Sorority Life Expansion committee, organizations may be invited to the university to formally present their organization, including a detailed timeline for expansion.
 - a. The Fraternity/Sorority Life Advisor will make all campus arrangements related to the presentations. The university will provide conference rooms and audiovisual equipment for meetings and presentations.
 - b. Presentations may be made to the following groups: Fraternity/Sorority Life Expansion Committee, the Vice President of Student Affairs (VPSA), the Associate Vice President of Student Affairs (AVPSA), the Fraternity/Sorority Life Advisor, the Fraternity/Sorority Council, Director of SLIC, and any other constituents determined by the Fraternity/Sorority Life Advisor. The presentations should explain the inter/national, regional, or local organization's values, standards, programs, and other pertinent information regarding membership in the organization.
 - c. Following the presentations and visits, the Fraternity/Sorority Life Expansion Committee will determine which inter/national, regional, or local organization(s) would have the greatest success with the university on the basis of the set criteria outlined, presentation evaluations, and written proposals.
4. The Fraternity/Sorority Life Expansion Committee will submit a written report, with the committee's recommendation, to the Director of SLIC. The Director will add a recommendation from SLIC and forward both the report and recommendation to the VPSA and AVPSA or designee.

5. Upon review of the written reports, the VPSA or designee will decide whether to extend an invitation to the approved inter/national organization(s) to establish a colony. Invitations will be extended by the VPSA or designee on behalf of the University.
6. The Fraternity/Sorority Life Advisor will notify representative(s) of the inter/national, regional, or local organization(s) not selected for university expansion.

Process for University Solicitation of Organizations

1. The Fraternity/Sorority Life Advisor will draft a letter in conjunction with the Director of SLIC and the VPSA or designee inviting inter/national organizations to expand at Cal State East Bay. The written notice will detail the deadlines for submitting information and the process of inviting the group to be part of the university. Organizations who do not submit information by the deadlines established in the written notice will not be considered for expansion. Information to be submitted by interested groups is listed below.
2. The Fraternity/Sorority Life Advisor will gather information and convene the Fraternity/Sorority Life Expansion Committee to review the information and request further information if needed.
3. The Fraternity/Sorority Life Expansion Committee will determine, by a simple majority vote, which organizations will be invited to the university to formally present their organization, including a detailed timeline for expansion.
4. The Fraternity/Sorority Life Advisor will make all campus arrangements related to the presentations. The university will provide conference rooms and audiovisual equipment for meetings and presentations.
 - a. Presentations may be made to the following groups: the Fraternity/Sorority Life Expansion Committee, the VPSA, the AVP/Dean of Students, the Director of SLIC, the Fraternity/Sorority Life Advisor, the Fraternity/Sorority Council, and other constituents determined by the Fraternity/Sorority Life Advisor. The presentations should explain the inter/national organization's values, standards, programs, and other pertinent information regarding membership in the organization.
 - b. Following the presentations and visits, the Fraternity/Sorority Life Expansion Committee will determine which inter/national organization would have the greatest success with the university on the basis of the set criteria, presentation evaluations, and written proposals
5. The Fraternity/Sorority Life Expansion Committee will submit a written report listing the results and recommendations for each inter/national organization to the VPSA, AVP, and Director of SLIC.

6. Upon review of the written reports, the VPSA or designee will decide whether to extend an invitation to the approved inter/national organization(s) to establish a colony. Invitations will be extended by the VPSA or designee on behalf of the University.
7. The Fraternity/Sorority Life Advisor will notify representative(s) of the inter/national organization(s) not selected for university expansion.

D. Establishment of a Colony

In receiving an invitation from the University to establish a colony at Cal State East Bay, the inter/national, regional, or local organization must submit the following to SLIC:

1. Expansion procedures including plans for initial membership recruitment or adoption of the Interest Group, officer training program and visitation schedules of Inter/National Officers and Regional officers.
2. Contact roster of primary faculty/staff campus advisor, chapter/colony advisor, and a minimum of two to five alumni advisors (if inter/national organization) willing to assume positions as advisors and/or corporation board members
3. Copies of both local and inter/national constitution and by-laws
4. Copies of insurance policies and a current Certificate of Insurance
5. A letter of support from the inter/national organization that a charter will not be granted until a recommendation from the Fraternity/Sorority Life Advisor is approved by the VPSA or designee and is received by the inter/national organization.
6. SLIC may revoke colony status through due process and reasonable cause. Refer to the SLIC Organizational Hearing Procedures and the Cal State East Bay Student Handbook.
7. The inter/national organization must award the colony full chapter status within two years of the university granting colony status. If a local organization, CSUEB must grant the organization chapter status within two years of the university granting colony status. If chapter status is not awarded within two years, colony status will be revoked. SLIC can grant an extension for good cause depending on the presented circumstance.
8. All mandatory leadership events and materials mandated by SLIC must be met each year. All paperwork must be updated in a timely manner. Semesterly meetings with the Fraternity/Sorority Life Advisor must be established during this period to ensure organization stays on schedule to becoming a chapter.
9. It is recommended that national offices establish their presence on campus by hosting at least one event during the Fall Semester. The national office will need to participate in Fall recruitment, with colony members managing their first recruitment cycle.
10. Please note that any action(s) by the student organization/interest group and/or behavior of members during the period of student organization/interest group recognition will be considered in the Expansion application review process.

Re-Recognition Procedures

A chapter may lose university recognition as a result of a decision made by the university and/or a decision made by their respective inter/national organization. The circumstances of a group losing recognition for violating university policy can and will be considered differently than a group which, due to low membership numbers or internal concerns, decides to go through a period of reorganization or internal review. The length of time a chapter has been without University recognition is also significant when considering the process of Re-Recognition. The following scenarios outline how the University will respond to the different types of requests for chapter Re-Recognition.

1. Chapter/national office decision to close/reorganize:
 - a. Re-Recognition Under One Year: A colony or chapter that has allowed their University recognition to lapse for up to one year can petition SLIC to reorganize.
 - i. A SLIC administrative review will result in a recommendation to the VPSA or designee as to whether recognition should be reinstated.
 - b. Re-Recognition Between One and Four Years: If a colony or chapter has allowed their University recognition to lapse for between one and four years, the organization will need to submit a letter of petition for reinstatement to SLIC.
 - i. SLIC will conduct an administrative review in partnership with the Fraternity/Sorority Life Expansion Committee and forward a recommendation to the VPSA or designee as to whether recognition should be reinstated.
 - c. Re-Recognition After Four Years: If a chapter has allowed their University recognition to lapse for four or more years, the organization will need to submit the necessary documentation outlined in section "Expansion Process for Fraternity/Sorority Organizations" and follow the steps outlined under "Process for Organization Solicitation of the University."
2. University revocation of recognition:
 - a. In circumstances where the University revoked the chapter's recognition, the organization will need to submit a letter of petition for reinstatement to SLIC in accordance with the guidelines outlined in the University recognition revocation letter signed by the VPSA or designee.
 - b. SLIC will either conduct an administrative review in partnership with the Fraternity/Sorority Life Expansion Committee and forward a recommendation to the VPSA or designee or require that the organization submit the necessary documentation outlined in "Expansion Process for Fraternity/Sorority Organizations" and follow the steps outlined under Process for Organization Solicitation of the University.

- i. Either process will be informed by the circumstances leading up to the chapters' revocation of recognition.
- c. Any action(s) by the inter/national organization, chapter, and/or behavior of members during the period of revocation will be considered in the petition review process.

E. Establishment of a Student Organization/Interest Group

Starting a fraternity or sorority is a complex process. To support students interested in adding to the current fraternity and sorority community, SLIC may recommend that a student organization/interest group be established while the Expansion application is reviewed.

1. Interested students should contact the Fraternity/Sorority Life Advisor or any SLIC staff to discuss the process of establishing a student organization with the intent to become a Greek letter organization
2. Student organization/interest groups may not hold a charter from a national organization
3. Greek-letters cannot be used in the student organization/interest group name, but the intent to become a Greek-letter organization should be included in the student organization purpose and shared with potential members.
4. Student organizations/interest groups must apply for Expansion within 2 semesters of becoming a recognized student organization.
5. SLIC may extend the recognition status of a student organization/interest group while the Fraternity/Sorority Life Expansion Committee reviews and makes a final recommendation on their application.
6. Any action(s) by the student organization/interest group and/or behavior of members during the period of student organization/interest group recognition will be considered in the Expansion application review process.
7. Student organization/interest groups are encouraged to review and be familiar with the policies and procedures outlined in the CSUEB Guidelines for Greek Letter Organizations.
8. If a student organization/interest group is not selected through the expansion review process, the organization will be eligible to continue solely as a student organization, without interest group status. A meeting will be scheduled with SLIC to determine how to best proceed.

SANCTIONS AND MISCONDUCT FOR RSOs

Cal State East Bay's Student Leadership and Involvement Center defines sanctions as corrective actions needed to address a campus or department policy violation caused by a Recognized Student Organization (RSO). As a department, SLIC is focused on using restorative justice to

address these violations to support RSOs and to find a way to move forward after violations have occurred.

SANCTIONS

If a sanction were to occur, the whole organization would be accountable. If a misconduct were to occur, it may be a violation that includes an individual or the whole organization.

Common Recognized Student Organization Violations

- Violation of Facility Reservations
- Misuse of Finances
- Violation of Alcohol Tobacco and Other Drugs Campus Policy
- Destruction of Property
- Organizing as an RSO prior to Recognition Approval
- Hosting Events/Meetings without prior SLIC Approval via BaySync

Uncommon Recognized Student Organization Violations

- Hazing and Student Conduct Violations
- Unauthorized Minors at Events/Meetings

In order to address Student Leadership and Involvement Center and campus policy violations, SLIC will respond to sanctions as it relates directly to the severity of the policy violation and the parties involved. SLIC will take into consideration:

- **The frequency of violation:** This will consider how often a RSO has violated a policy within an academic year.
 - For example: An RSO who violates reservation policy once, may only get a warning. If they persist and continue to violate this same policy, SLIC may take more actions to limit their activity as an organization.
- **The timeline of violation in correlation to other violations:** This will consider the timeline in which the violation/s occur.
 - For example: If an organization violates a policy at the end of the Spring semester, the sanction will carry into the Fall semester. Although the sanction occurs at the end of one academic year, SLIC as a department has the ability to carry this over for the sake of timeline.
- **Officer transition of leadership:** This will take into consideration the change in leadership in the organization that may occur mid semester.
 - For example: An RSO violates policy during the end of the Spring semester and the officer(s) graduates. The sanction will carry forward into the Fall semester,

although the organization may have new officer leadership, and depending on the severity, they may have to resolve the sanction violation.

ADVISORS VIOLATING POLICY

The role of the advisor is to assist RSOs in achieving their goals and objectives by being a liaison. The university expects Advisors to advise RSO members and officers of relevant state laws and University policies and to take reasonable action to enforce them. Therefore, the Advisor should be knowledgeable of University policies and procedures, including those explained in the RSO Handbook.

Examples of advisors violating policy include but are not limited to:

- Mishandling RSO finances
- Storing funds in a department account or personal account
- Manipulating elections process and selection of officers
- Not following the RSO campus and/or national/headquarters constitution/bylaws
- Not allowing executive officers to lead in their roles
- Making decisions on behalf of the RSO without the executive officers

Protocol for Recognized Student Organization Sanctions

1. Policy violations reported or brought to the attention of Student Leadership and Involvement Center
2. SLIC RSO Staff or Director will then reach out to the person who submitted the complaint to begin investigations
3. SLIC will then schedule separate individual meetings with all parties involved in the investigation to gain perspective and determine a corrective action(s)
4. SLIC will request any relevant documents to support or negate the initial report
5. SLIC will then create a sanction and draft a report to share with parties involved
6. All supporting documents and notifications will be stored within the Student Leadership and Involvement Center (SLIC) Drive.

SANCTIONS ORDER

First Violation: The executive officers and advisor(s) will receive a verbal and written warning from SLIC.

Second Violation: An official sanction letter will be sent to the executive officers and advisor(s) detailing the corrective action(s) and deadline(s) for completion. The RSO status will be on probation with SLIC.

Third Violation: An official sanction letter will be sent to the executive officers and advisor(s) detailing loss of privileges, the corrective action(s), and deadline(s) for completion. The RSO status will be not in good standing and on probation with SLIC.

Fourth Violation: The RSO will lose official campus recognition and an official letter will be sent to the executive officers and advisor(s) detailing the terms and conditions for possible re-recognition the following academic year.

Being on probation means that Student Leadership and Involvement Center will closely monitor the organization to ensure that they follow through with their sanction and be successful on campus. However, if a sanction is not completed by the deadline then another sanction may be given.

The sanctions order may be altered depending on the severity of the violation. If the organization receives three sanctions in an academic year, the organization will lose official campus recognition. Eligibility of organization recognition will be determined by the severity of sanction violations.

Examples of Possible Sanctions (Corrective Actions):

- If a facility reservation policy is violated, the RSO will be sanctioned and a corrective action will be to meet with the RSO's SLIC Staff every semester for planning events/meetings to ensure the facility reservation protocol is being followed. In addition, the executive officers must complete an Officer Training refresher course.
- If there is a misuse of finances, the RSO will lose privileges to utilize Cash Advances/Reimbursements for any events and all purchasing must be done by SLIC. In addition, the executive officers must complete an Officer Training refresher course.

Recognized Student Organization Ban

- In extreme circumstances, if an organization is banned then they will no longer be permitted to function on campus.
- If an organization is banned from campus recognition indefinitely, they will have the opportunity to be reconsidered for reinstatement after 10 years.
- In circumstances where the University revoked the organization's recognition, the organization will need to submit a letter of petition for reinstatement to SLIC.
- If an organization is banned by the organization's national/headquarters, they will need permission and an official letter from nationals to bring back or charter the organization back on campus.

- Any action(s) by the national/headquarter organization, chapter, and/or behavior of members during the review period will be considered in the review process.

Sanctions that lead directly to Student Conduct Rights and Responsibilities Office

- University/campus wide policy violations
- Title IX policy violations (ie. harassment, stalking, etc.)
- Alcohol, Tobacco, and Other Drugs policy violation
- Any situation that would encompass legal matters
- Any violations under the Standards for Student Conduct

PROTOCOL FOR INVESTIGATING RECOGNIZED STUDENT ORGANIZATION MISCONDUCT

1. Official complaint(s) are reported or brought to the attention of Student Life
2. RSO's SLIC Staff or Director will then reach out to the person who submitted the complaint or report of misconduct to begin investigations
3. SLIC will then schedule separate individual meetings with all parties involved in the investigation to gain perspective and determine a course of action
4. SLIC will request any relevant documents to support or negate the initial report
5. SLIC will then create a resolution and draft a report to share with parties involved
6. A final report will be provided to all parties and stored within the Student Leadership and Involvement Center (SLIC) Drive
 - a. If there is a sanction, a separate sanction letter will be created and provided to the organization being sanctioned.

HOW TO FILE A COMPLAINT

Step 1: Fill out the [Student Leadership and Involvement Center Incident Report](#). This is to report any experience or occurrence that creates an unsafe environment or that violates a campus or RSO policy.

Step 2: You will receive a confirmation email from a SLIC staff member within one week of receiving the incident report.

Step 3: If needed, a scheduled in-person or Zoom meeting will be scheduled to follow up for more details.

APPEAL

An appeal can be made to the Vice President, Student Affairs or their representative.

If the president believes that their due process rights have been violated or the that the sanction was too excessive, he/she may submit a written appeal within five (5) days of the

informal conference, to the Vice President, Student Affairs or their representative.

The president of the organization will be notified of the university's final decision within ten (10) working days.

INCIDENT REPORT TEMPLATE

Name of Organization:

Date:

Academic Term:

Student Life Staff:

On-Campus Advisor(s):

Parties Involved:

Timeline and Description of Events:

Meeting Notes with Student Life:

Sanctions and Corrective Actions:

Probation? Yes No

Supporting Documentation (ie email, photos, etc.):

Notes:

CAMPUS RESOURCES

[Associated Students Inc.](#)

North UU 314 || Phone: (510) 885-4843 || Email: associated.students@csueastbay.edu

[CSUEB Pioneer Bookstore](#)

Pioneer Bookstore || Phone: (510) 885-3507 || Email: csueb@bkstr.com

[Recreation and Wellness Center](#)

RAW Center || Phone: (510) 885-4749 || Email: RAWcenter@csueastbay.edu

[Student Conduct, Rights and Responsibilities](#)

SF 237 || Phone: (510) 885-3763

Student Health & Counseling Services

SHCS || Phone: (510) 885-3735 || Email: shcs@csueastbay.edu

Student Leadership and Involvement Center

South UU 2011 || Phone: (510) 885-3657 || Email: slic@csueastbay.edu

University Housing and Residence Life

Lassen Hall, Pioneer Heights || Phone: (510) 885-7444 || Email: housing@csueastbay.edu

University Police Department

LI 1063 || Phone: (510) 885-3791 || Email: upd@csueastbay.edu

In Case of Emergencies: 9-1-1

University Union

South and North UU || Phone: (510) 885-7245 || Email: ureservation@csueastbay.edu

Operations Assistance (Event Support): (510) 876-6044

STANDARDS FOR STUDENT CONDUCT

GUIDE FOR EXPECTATIONS OF STUDENT CLUB/ORGANIZATION

California State University East Bay

25800 Carlos Bee Blvd.

Hayward, CA 94542

Student Leadership and Involvement Center ,

University Union, Room 2011

www.csueastbay.edu/studentlife

Student Conduct, Rights and Responsibilities ,

Student Services and Administration Building, Room 1111

www.csueastbay.edu/studentconduct

Standards for Student Clubs/Organization Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Student organization behavior that is not consistent with the 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.

Student Club/Organization Member Responsibilities

Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and university; to be civil to one another and to others in the campus community and larger, extended community; and to contribute positively to student and university life.

California State University East Bay has established the following Student Organization Code of Conduct Guide to ensure that all student organization officers and members understand and accept responsibility for the actions of themselves, their members and guests as it relates to CSUEB Standards for Student Conduct.

Application of This Code

The Office of Student Leadership and Involvement Center will exercise jurisdiction over recognized student organizations and member conduct. Student organizations are recognized based on the following themes: Academic, Cultural, Greek, Special Interest, Recreation/Club Sports, and Religious. Action by the Office of Student Leadership and Involvement Center does not preclude action by one of the Greek Council, the Club Sports Council, or other governing bodies.

Sanctions for the conduct listed below may be imposed on student organizations found responsible for violating the Student Club/Organization Code of Conduct. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused. Further, recommended educational opportunities may be assigned to support areas of concerns based on allegations, investigations, and consultations with involved parties.

Conduct that threatens the safety or security of the campus community and local community, or substantially disrupts the functions or operation of the University, is within the jurisdiction of this Code, regardless of whether it occurs on or off campus. Nothing in this code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

The Office of Student Leadership and Involvement Center, in partnership with the Office of Student Conduct, Rights, and Responsibilities, have responsibility for adjudicating cases based

on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint. When the Office of Student Leadership and Involvement Center receives a report of a student organization's alleged misconduct, an investigation will occur, and if warranted, the office will send the president of the student organization a letter to schedule an informal conference as well as to notify the president of the alleged charges. Student Leadership and Involvement Center staff members will meet with the president of the organization to discuss the allegations. The Director of the Student Conduct, Rights and Responsibilities Office and the On-Campus Student Club/Organization Advisor will also be invited to the initial informal conference. If the organization is found responsible for the alleged misconduct, the president will be issued a sanction on behalf of the organization. If the president believes his/her due process rights have been violated or the informal sanction was too excessive, he/she may submit a written request to the Associate Vice President for Campus Life within five days of the notice of sanctions, to have the case reviewed by the Associate Vice President for Campus Life. The president of the organization will be notified of the University's final decision within 10 working days. Individual students involved in the incident may receive a follow-up investigation by the Student Conduct, Rights and Responsibilities Office.

Governance

All student organizations are required to be recognized by the University through the process administered by Student Leadership and Involvement Center. Lack of completion of the recognition process and/or prior conduct issues may affect the student organizations recognition approval. Recognized student organizations are subject to University governance and are responsible for the conduct of their members. Governance pertains to University policies and procedures, including local, state, and federal laws, to which student clubs/organizations are held responsible. Policies and procedures developed by Greek Council and Club Sports Council are managed as outlined in the respective constitutions and do not preclude action by the Office of Student Leadership and Involvement Center.

Unacceptable Student Club/Organization and Member Behaviors

Club/Orgs are responsible to uphold appropriate behaviors throughout the university community and larger community. The following behavior is unacceptable and subject to disciplinary sanctions, as specified in CSUEB Standards for Student Conduct (California Code of Regulations - Title 5, section 41301) and other campus-wide policies.

(1) DISHONESTY

California Code of Regulations - Title 5, Section 41301 (1)

Dishonesty, including:

1. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
2. Furnishing false information to a University official, faculty member, or campus office
3. Forgery, alteration, or misuse of a University document, key, or identification instrument.
4. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries

Aiding and Abetting

(A) A student club/organization that assists a group that has lost University recognition, or facilitates the existence of a group that does not have University recognition,

(B) A student club/organization that misrepresents itself on behalf of another organization to secure rights and privileges. Examples include facilities and funding requests.

(C) A student organization aiding and abetting another person or group in violation of a University policy or procedure or local, state, or federal law,

(D) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline

Academic Dishonesty

(A) Willful providing of academic materials that are unapproved for distribution and/or intended for unfair academic advantages (i.e. unsanctioned test banks, distribution of previous assignments for purposes of unapproved re-use or resources, etc.)

(B) Coordinated efforts by organizations and/or select members of organizations for shared test taking process (i.e. group online test taking, academic dishonesty strategies, misrepresentation of identities, etc.)

Falsification of Information

(A) Willfully providing false information for the purpose of obtaining services (i.e. facilities, funding, sponsorship, equipment, etc.)

(B) Unauthorized presentation of oneself and one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods or services,

(C) Possession, manufacture or distribution of false or altered instruments of identification.

(2) UNAUTHORIZED ENTRY

California Code of Regulations - Title 5, Section 41301 (2)

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

(A) Trespassing - Entering any University facility, except in accordance with established policies and procedures. Examples include usage of facilities that are not scheduled hours and usage of facilities without provided approval.

(B) Usage of Facilities Equipment without approval provided for specific time and location. Examples include removal of tables, chairs, and other equipment beyond approved event Set-up.

(3) DISRUPTION OR OBSTRUCTION OF UNIVERSITY ACTIVITY

California Code of Regulations - Title 5, Section 41301 (3)

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

Behavior which disrupts or interferes with normal University or University sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, University Administration, public safety, fire, police or emergency services, or other authorized activity. Such behavior includes:

(A) Abridgement of rights to freedom of speech and expression,

(B) Initiating false fire alarms or tampering with fire alarm devices or fire equipment.

(4) PARTICIPATION IN ACTIVITY THAT DISRUPTS OPERATION/MEMBER OF THE UNIVERSITY

California Code of Regulations - Title 5, Section 41301 (4)

Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

Participation in behavior which disrupts or interferes with normal University or University sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, University administration, public safety, fire, police or emergency services, or other authorized activity. Participation includes infringes on rights of members of University community such as fellow students, faculty, staff, administration, and alumni. Such behavior includes:

(A) Abridgement of rights to freedom of speech and expression,

(B) Initiating false fire alarms or tampering with fire alarm devices or fire equipment,

(C) Unwanted or unapproved solicitation on campus. Sample topics include solicitation of club/org membership, donation efforts, program promotions, etc.

(5) OBSTRUCTION OF FREE FLOW

California Code of Regulations - Title 5, Section 41301 (5)

Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

Examples of obstructions include:

- (A) Usage of unsanctioned facilities, including walkways, lawns, buildings, that may lead to obstruction of pedestrian traffic
- (B) Unapproved event or programs, such as recreational activities, in free traffic areas.

(6) DISORDERLY BEHAVIOR

California Code of Regulations - Title 5, Section 41301 (6)

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

- (A) Any offensive or disorderly act or display which interferes with the rights of others,
- (B) Harassment, threats, physical abuse, intimidation or the threat of physical abuse, including bias-related incidents.
- (C) Excessive noise which is disruptive to the campus, campus activities, campus members or surrounding community
- (D) Handouts, flyers, social media, apparel, and other printed or online marketing/publications that are potentially offensive, vulgar, promote hate, and/or promote alcohol/drug. All items published by student club/org must be in good taste. Poor taste includes, but is not limited to: sexually explicit pictures or photographs of any persons without clothing; statements, symbols, depictions or references to alcohol or drugs (i.e. pictures of beer, kegs, beer steins or the acronym "BYOB"); foul language; and any other offensive, vulgar, and incitement of hate Materials.

(7) HARASSMENT, THREAT OR ABUSIVE & ENDANGERMENT

California Code of Regulations - Title 5, Section 41301 (7)

Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual Misconduct.

Reckless or intentional acts which endanger the welfare of group members or others as well as compromising the security measures of the campus. Example acts may include lack of risk management/approval for events, unsanctioned membership practices (i.e. hazing), and support, neglect, or condonement of an act that can threaten or endanger safety of person(s), verbal or physical threat, and more.

Risk Management of Events

- (A) Failure to secure approved facilities usage,

- (B) Failure to fully disclose purpose of nature of event and programming details,
- (C) Failure to adhere to event start and end times,
- (D) Failure to provide roster and waivers for high risk/off-campus events and/or as requested,
- (E) Failure to provide adequate Security Officer coverage as request required,
- (F) Failure to complete disclosure of all marketing materials, along with how and where Distributed.

Sexual Misconduct

Sexual misconduct includes but is not limited to, sexual activity forced on another person against his or her will, either by physical or psychological force. Sexual misconduct also includes sexual harassment, obscene phone calls, indecent exposure, sharing of sexually explicit images without consent of owner, and more. Sexual misconduct concerns may arise from on-campus/off-campus activities, online social media, mobile devices (cell phones), fliers/publications, and include any other mediums.

More language needed in line with title IX and examples? ADD TITLE 9 language and link.

(8) HAZING

California Code of Regulations - Title 5, Section 41301 (8)

Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (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.

Hazing in every form or conspiracy to haze is prohibited. California State University East Bay takes a zero tolerance approach to hazing. Commission of hazing can be considered either a misdemeanor or a felony, punishable by up to one year in jail and up to a \$5000 fine. Participation in a hazing practice may result in both individual and organizational disciplinary

action. Hazing is defined in Section 41301 of Title 5 of the California Code of Regulations as “any method of initiation or pre- initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily danger to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6) and in addition, any act likely to cause 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 sanction 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.”

The following non-exhaustive list of activities meet this criterion,; accordingly, they are considered forms of hazing:

- (A) Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress,
- (B) Abduction or involuntary transportation of individuals or leaving individuals at off-campus locations and requiring them to find their way home,
- (C) Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids,
- (D) Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage; or any items individually or in combination that may or could induce vomiting, psychological abuse and/ or humiliation,
- (E) Requiring individuals to walk, march, or run in single file against their will.
- (F) Dress in revealing, embarrassing, or uncomfortable clothing or any type of uniform,
- (G) Exposing individuals to extremely uncomfortable or dangerous environments (e.g., too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger,
- (H) Intense interrogation of pledges; name calling or screaming at individuals and/or prolonged periods of enforced silence or use of gags,
- (I) Requiring individuals to perform any act(s) which are construed to be humiliating or degrading in nature,
- (J) Inability to talk to members of the opposite gender,
- (K) Peer pressure to engage in activities against the individual’s will,
- (L) Carrying or wearing any item(s) setting pledges/new members apart from the members. It is acceptable for new members to wear a pledge pin; however, it should be

noted that members also have membership badges/pins that should be worn simultaneously,

(M) Forced servitude such as shining shoes or boots; cleaning rooms, apartments, houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members; requiring individuals to purchase items or services for other members,

(N) Required activities that are prohibited by law or University policy or procedure, such as trespassing, stealing of any item(s), including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior,

(O) Requiring activities that interfere with academic studies, assignments, or classes such as awakening individuals in the night for organizational activities, interfering with normal sleep or study schedules, food or sleep deprivation; requiring “take home” assignments that interfere with academic work; serenading or addressing houses/apartments. At no time may a group violate the University or City noise ordinance.

(9) ILLEGAL DRUGS OR DRUG-RELATED PARAPHERNALIA

California Code of Regulations - Title 5, Section 41301 (9)

Use,

possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.

(A) Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs,

(B) Sponsoring/hosting an activity at which substances noted above are used.

(C) – Add specific on marijuana?

(10) ALCOHOLIC BEVERAGE & BEHAVIORS

California Code of Regulations - Title 5, Section 41301 (9)

Use,

possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.

A copy of the University’s Alcohol Policy shall be provided to listed student club/organization’s officers during the annual recognition process. Completion of the recognition process includes agreement to abide by and uphold the University’s policies. The University’s Alcohol Policy is in

compliance with California Law, which prohibits the sale or giving of any alcoholic beverage to any person under the age of 21. Student organizations are in violation of University policy if any individuals under the age of 21 are in possession of alcoholic beverages at an activity sponsored/hosted by the student organization and/or if intoxicated individuals consume alcohol. Recognized student clubs/organizations are not permitted to sponsor events that include alcohol. Should an off-campus venue have a license to serve alcohol, student organizations will need to declare that information during the event planning process.

(11) THEFT

California Code of Regulations - Title 5, Section 41301 (11)

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

- (A) Theft of property or services on the University campus or at sponsored events,
- (B) Removal of University property from common use areas,
- (C) Removal of books or other items from University facilities without following prescribed procedures,
- (D) Possession of property illegally procured is prohibited.

(12) UNAUTHORIZED DESTRUCTION/DAMAGE TO UNIVERSITY

California Code of Regulations - Title 5, Section 41301 (12)

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

Willful or careless destruction, defacement of, or tampering with University property, or the property of others (including private and public ordinances). Examples include: CSUEB facilities equipment (tables, microphone, laptops, etc.), public parks, CSUEB picnic areas, private residential neighborhoods, apartment complexes, Pioneer Heights, BART, East Bay Shuttle, University Union lawn chairs, and more. Damage may include long-term physical harm or temporary harm such as littering, unsanctioned chalking, damaged landscaping/lawns, illegal trash disposal/pollution, and more.

(13) WEAPONS, EXPLOSIVES & DANGEROUS CHEMICALS

California Code of Regulations - Title 5, Section 41301 (13)

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

Firearms, Fireworks, Weapons and Explosives

(A) It is prohibited to carry or contain firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, guns of any kind, knives, replicas or other weapons, dangerous chemicals, or explosive materials, except as authorized in supervised academic programs, on campus or at group sponsored events off-campus,

(B) Possession or use of fireworks on campus or at group sponsored events off-campus.

(14) UNAUTHORIZED ACADEMIC DISSEMINATION

California Code of Regulations - Title 5, Section 41301 (14)

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

(15) MISUSE OF COMPUTER FACILITIES

California Code of Regulations - Title 5, Section 41301 (15)

Misuse of computer facilities or resources, including:

1. Unauthorized entry into a file, for any purpose.
2. Unauthorized transfer of a file.
3. Use of another's identification or password.
4. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
5. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
6. Use of computing facilities and resources to interfere with normal University operations.
7. Use of computing facilities and resources in violation of copyright laws.
8. Violation of a campus computer use policy.

(16) VIOLATION OF PUBLISHED POLICY

California Code of Regulations - Title 5, Section 41301 (16)

Violation of any published University policy, rule, regulation or presidential order.

As a recognized student organization you must comply with all policies of the California State University (CSU) systems, CSUEB policies, and affiliated policies with the university. This includes university wide policies, as well as departmental and facilities based policies. For a full list of CSUEB policies, please begin with the Student Leadership and Involvement Center Recognition process and the CSUEB website for more information.

Examples of published policies

- A. **Discrimination** - As specified in federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act. CSU Executive Order 1097, revised October 5, 2016 provides a systemwide procedure for all complaints of discrimination, harassment or retaliation made by students. Discrimination is prohibited on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status. 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.
- B. **Student Leadership and Involvement Center Club/Org Recognition Policy** - As guided by EO1068. In addition, Student organizations must be in compliance with pledging and new-member education requirements as outlined in their local and national constitutions and/or by-laws.
- C. **University Branding Policy** - Use of the name or marks (logo, seal, graphics, etc.) of the University is prohibited, unless specifically authorized in writing by the President of the University, or designated representative. All club/org purchases and printing/marketing needs (specifically for apparel/equipment) must be approved and processed by the Student Leadership and Involvement Center Office. Examples include graduation sashes, t-shirts, lapel pins, etc.
- D. University Union Facilities Policy
- E. CSUEB Time, Place, and Manner of Free Expression (University Executive Directive #11-04)
- F. CSUEB Parking & Transportation Policy
- G. CSUEB Smoke & Tobacco-free Campus Policy
- H. CSUEB Student Housing & Residential Life Policy
- I. And more. Information available on CSUEB web pages.

(17) FAILURE TO COMPLY

California Code of Regulations - Title 5, Section 41301 (17)

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

(A) Failure to comply with the directions of University officials acting in the performance of their official duties, including but not limited to University Policy Department (UPD), facilities staff, and other University staff/faculty,

(B) Resisting or obstructing University officials acting in the performance of their official duties,

(C) Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities and sororities, as outlined in the Student Organizations Handbook,

(D) Failure to follow all policies and procedures established by the University pertaining to club sports, as outlined in the Club Sports Handbook.

(E) Violation of Student Org. Code of Conduct procedures by falsifying information, disrupting process, attempting to discourage others from participation, failure to comply with sanctions.

(18) VIOLATION OF LAW & POSES SUBSTANTIAL THREAT

California Code of Regulations - Title 5, Section 41301 (18)

Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.

Student organizations in violation of local, state or federal law are in violation of the University Code of Conduct. University sanctions for such violations may be imposed independent of and prior to the disposition of any legal proceeding in a civil or criminal justice case.

(19) VIOLATION OF STUDENT CONDUCT PROCEDURES

California Code of Regulations - Title 5, Section 41301 (19)

Violation of the Student Conduct Procedures, including:

1. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
2. Disruption or interference with the orderly progress of a student discipline proceeding.
3. Initiation of a student discipline proceeding in bad faith.
4. Attempting to discourage another from participating in the student discipline matter.
5. Attempting to influence the impartiality of any participant in a student discipline matter.
6. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
7. Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(A) Willful falsification of information on University records, to University officials, or to local government officials,

(B) Possession, manufacture or distribution of false or altered instruments of identification,

(C) Initiating or causing to be initiated any false report, warning or threat.

(D) Violation of Student Org. Code of Conduct procedures:

- (1) Falsification, distortion, or misrepresentation of information related to a disciplinary matter,
- (2) Disruption or interference with the orderly progress of a student organization discipline proceeding,
- (3) Initiation of a student organization discipline proceeding in bad faith,
- (4) Attempting to discourage another from participating in the student organization discipline matter,
- (5) Attempting to influence the impartiality of any participant in a student organization discipline matter,
- (6) Verbal or physical harassment or intimidation of any participant in a student organization discipline matter,
- (7) Failure to comply with the sanction(s) imposed under a student organization disciplinary proceeding which may result in further disciplinary action and/or additional sanction(s).

(20) AIDING ANOTHER IN POTENTIAL DISCIPLINARY ACTION

California Code of Regulations - Title 5, Section 41301 (20)

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

Guests

Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s). Student clubs/organizations, who have guests that do not adhere to the standards of conduct, will be seen as encouraging, permitting, and assisting of the guest in violating the Student Code of Conduct.