

**Student Club and Organization Handbook
2024-2025**

[**https://www.csusb.edu/student-leadership-engagement**](https://www.csusb.edu/student-leadership-engagement)

Student Organization Handbook 2024-2025

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Student Organization Guiding Principles

Relationship between Student Organizations and the University

California State University, San Bernardino (CSUSB) considers student organization activities and programs an integral part of the University's mission. The programs and activities conducted by student organizations contribute significantly to a student's total educational development and progress. Student activities provide experiences which stimulate interest and understanding of current social, economic, political, and cultural issues. Student organizations provide a leadership laboratory for students to gain and apply real-world experience in order to succeed in their chosen professions in the future.

Affiliation with the University

Student organizations are considered to be affiliated with, but not official entities of CSUSB. As a condition for continuation of the affiliation relationship, the organization agrees to abide by University regulations. In return, student organizations gain access to selected University facilities and resources.

Student organizations may only identify themselves with the University by using the following format in the organization name: "Club XYZ at CSUSB". The name must not suggest University endorsement of the organization's purpose or activities or imply that the organization is speaking on behalf of the University, any of its divisions, or departments.

The seal of the University and any other logos, trademarks, letterhead or insignias of the University, may not be used unless permission is granted through the Office of Strategic Communication. For additional information please refer to page 21 of the handbook or visit <http://identity.csusb.edu/>.

Off-Campus Affiliations

Many student organizations at CSUSB are affiliated with local, regional, state, and national organizations. These off-campus affiliates often have guidelines or regulations that organizations must comply with in order to remain in good standing and continue their affiliation. Such guidelines are considered important operating documents and must be on file in the Office of Student Leadership and Engagement (OLSE). Examples of this type of organization can include National Honor Societies and Pre-Professional Associations.

Social Fraternities and Sororities

Fraternities and sororities are a special type of student organization. These organizations are entitled to single-gender membership, provided they qualify under the provision of Section 1681 of the regulations promulgated under Title IX of the U.S. Education Act of 1972. History in the United States has demonstrated the many positive aspects of having Greek organizations present on a University campus. Additional requirements for recognition and affiliation with CSUSB may be required for these organizations due to their complexity and requirements of the University to fulfill its mission. For additional information please refer to the Fraternity and Sorority Policies & Procedures Handbook or visit <https://www.csusb.edu/student-leadership-engagement/resources>.

Competitive and Recreational Sports Clubs

Competitive and Recreational Sports clubs are recognized by the Office of Student Leadership and Engagement but managed by the Student Recreation and Wellness Center to ensure compliance with CSU mandated insurance and other risk management requirements. To ensure safer operations for members of Sports Clubs, CSU developed a "Sports Club Model" that has been divided into two parts:

- *Competitive Sports Clubs* are defined as organizations which compete against other universities or

community teams in games, contests, and/or events where travel is involved. These clubs may be affiliated with a National Governing Body (NGB), such as the Rugby Club, Lacrosse Club, Tennis Club, etc.

- **Recreational Clubs** are defined as organizations whose main purpose is to provide instruction, participation and/or social opportunities. Travel may be involved. Examples of these clubs include Ski Club, Salsa Club, Dance Club, Rock Climbing Club, etc.

Please note that organizations deemed Competitive or Recreational must be in good standing with both departments at all times. If you have questions about whether your organization falls into either of the categories, please contact the Trent Morgan at 909-537-3658 or tmorgan@csusb.edu

Student Organization Standards

The University requires that all student organizations charter annually with OLSE in order to receive recognition. By chartering each year organizations can become aware of the current privileges, responsibilities, and regulations regarding student organization operation. In addition, organizations are required to update organization records throughout the year when changes are necessary.

Per the CSUSB Title IX and Gender Equity Office, all CSUSB students are required to complete End Sexual Violence Training each academic year. In addition, all members of CSUSB chartered organizations are required to complete one additional supplemental training per academic year.

Recognition Requirements

1. All student organizations must maintain three officers, a President, Vice President, and Treasurer. Officers are required to maintain a 2.3 Grade Point Average (GPA) for each semester and cumulatively. The officers must be in good standing and must not be on probation of any kind. Undergraduate students must earn 6 semester units per term while holding office and can earn a maximum of 225 semester units or 150% of the units required, whichever is greater, for a specific baccalaureate degree objective in order to maintain eligibility. Graduate and credential students must earn four semester units per term while holding office and can earn a maximum of 75 semester units or 150% of the units required, whichever is greater, for the graduate or credential objective in order to maintain eligibility.

Grade verification will occur after each academic semester, and notification will be sent to the organization's president and advisor(s) should an officer not meet the minimum standard. Each semester there is a deadline to replace officers that do not meet the minimum academic standard, and organizations that fail to do so will be placed on probation or suspension.

2. Each organization is required to submit and maintain an organization constitution. This constitution will assist in the general operations, membership criteria, and election <https://www.csusb.edu/student-engagement/resources>. The most current copy of the constitution should be on file in the OSLE Office. Any changes should be submitted to the office via email at osleinfo@csusb.edu no later than two weeks from the effective date of change.

Charter Renewal Procedures

Existing student organizations are required to renew their charters each academic year; all charters expire on June 30 regardless of the date the organization received recognition. The following steps must be completed for Charter Renewals:

1. Go to csusb.campuslabs.com
2. Click on the blue "Sign in" icon on the top right
3. Click the "Organizations" icon to the left under the Coyote Connection logo

4. Click “Register an Organization”
5. Search for your organization under “Re-Register Existing”
6. Click the blue “Re-Register” button on the right
7. Update the form accordingly and upload your constitution and roster. Click Submit.
8. Once complete, you will receive a message at the top of the screen that says, “Your organization registration request has been successfully submitted”.
9. President, Vice President, and Treasurer are required to attend the mandatory Officer Orientation, Banking Training, and complete a Canvas Course.
10. Once all of the above has been completed, you will sign your Trust Fund Fact Sheet at Officer Orientation.

You can check the status of your charter by reaching out to the Clubs & Organization OSLE Advisor.

Charter Changes

1. Fill out a Change of Officer or Advisor Form on OSLE’s Coyote Connection page under the Forms section to update officer contact information, change an officer, change the organization’s advisor or add a secondary advisor. The link to the form is <https://csusb.campuslabs.com/engage/submitter/form/start/648352>
2. Once the form has been submitted, a new Trust Fund Fact Sheet will be sent to the officers reflecting the new changes.
3. Changes will not be considered official until the Trust Fund Fact Sheet is turned into OLSE with all required signatures.

Probationary Status and Charter Revocation

Student organizations that do not comply with campus policies or procedures and/or federal, state or local laws may be placed on probation or lose University recognition. In addition, individual members and/or officers may be held individually responsible and subject to the student conduct process depending on the violation. Please refer to the Student Organization Judicial Process on page 29.

Benefits of Recognized Student Organizations

- Reserve campus rooms and space through Event Management System (EMS), Special Events and Guest Services, the Student Union Scheduling Office, and Coyote Connection.
- Reduced rates for campus rooms and space through Special Events and Guest Services and the Student Union Scheduling Office.
- Become eligible for Associated Students, Inc. Club Allocation Budget Committee Funding.
- Host fundraising activities on campus.
- Attend Leadership Training Programs.
- Invitations to Special Recognition events.
- Invitations to participate in campus-wide events such as picnics, festivals, Homecoming, etc.
- Subscription to electronic mailing list for all organization members.
- Assistance with Food Events Notification Forms.
- Access to Coyote Connection as a tool for creating an online networking community.

Benefits of University Sponsored Organizations

- Listing in the Organization Directory.
- Invitations to participate in campus-wide events such as picnics, club fairs, SOAR, Homecoming, Late Night, etc.
- Subscription to electronic mailing list for all organization members.

Advisors

Advisor Role and Responsibilities

All advisors should understand that by agreeing to serve as an advisor, they assume the responsibilities of that role. An effective advisor has a strong belief in the organizations, a desire to help students succeed, a willingness to share expertise, and a commitment to spend time with the organization.

Student organization advisor roles and responsibilities include but are not limited to:

- Volunteer to be a University representative for a student group.
- Act as a liaison for the organization with OLSE and the University.
- Provide continuity from year-to-year and during periods of transition.
- Help mediate conflicts within the group and assist with problems that may arise.
- Serve as a role model.
- Be aware of all plans and activities of the group.
- Know the organization's short-term and long-term goals and provide guidance to help reach these goals.
- Provide insight and advice for activity planning.
- Be knowledgeable of University policies and procedures.
- Assist the officers and members in becoming acquainted with these policies and procedures.
- Review all distributed material, publicity (including flyers), and official correspondence before the organization distributes them.
- Review and sign paperwork such as the annual charter packet, space reservations, CAB Funding Request forms, etc.
- Be sure that the organization submits all forms requested by the University on time.
- Be present at scheduled meetings and social functions of the organization, as time permits.
- Be aware of the activities of the organization.

Organization's Responsibility to the Advisor

It is each organization's responsibility to utilize its advisor and always maintain open communication lines. The following list is a guideline for working with advisors:

- When planning organization meetings for the year, the group should make an effort to designate times that are convenient for the advisor so that they may attend these meetings.
- Minutes of meetings as well as other materials of the organization should be distributed to the advisor. This keeps the advisor informed and allows them to keep files that may be useful for historical information.
- If executive meetings are established to determine agendas for meetings or to discuss organization issues, the advisor should be invited. If the advisor is unable to attend, he/she should be informed about what is discussed and requested to submit additional items.
- Officers should maintain a close relationship with the advisor and should provide opportunities for the advisor to meet as many members as possible.
- Organizations are required to add their Advisor as the Secondary Contact for all EMS event submissions.
- Organizations should invite the advisor to all events as a way of keeping the advisor involved and informed of sponsored activities. It is important to not only inform the advisor about what is happening, but also allow the advisor to provide input about the proposed event or activity.
- Advisors are encouraged to review all distributed material, publicity (including flyers), and official correspondence before they are distributed.
- If a situation arises that may cause problems for the organization or any of its members, the advisor should be informed immediately.
- Officers should regularly update the advisor regarding the financial status of the organization.
- Organizations must recognize that an advisor cannot be committed to any type of obligation unless they agree to the commitment.
- Organizations should be aware that the advisor is providing services without compensation.
- Although advisors do not expect special recognition, they like to know their service is appreciated.
- An annual Charter Request must be submitted for the "partnership" to continue.

Advisor/Officer Relationships

What an Organization Officer Expects of an Advisor

- To assist the organization in formulating long-range goals and in planning and initiating short-term projects.
- To serve as a resource (due to their previous experiences and background information).
- To assist them in evaluating group projects, performance, and programs.
- To make suggestions that improve leadership skills.
- To be available when emergencies and problems arise.

What an Advisor May Expect of an Organization Officer

- To keep the advisor informed of all organizational activities, meeting times, locations, and agendas.
- To receive minutes from all meetings.
- To meet regularly with the advisor and use them as a sounding board for discussing organizational plans and problems.

Working with the Organization

- Regular meetings with the officers should be established by the advisor. Advising meetings should be based on a genuine concern for their creative and personal development, as well as that of the other members of the organization.

Different Approaches in Advising Officers

- If an idea is inappropriate, the advisor can encourage students to explore other alternatives.
- The advisor will want to point out factors based on the ideas presented by the officers without imposing their own bias.
- Informal meetings are conducive to open worthwhile discussions.
- The officers should be encouraged to take an occasional chance by delegating authority to less proven members.
- The advisor may point out the difficulties inherent in proposed courses of action.
- The advisor may request that the group obtain the opinion of the individuals or agencies affected by programs.

Changing Advisors

If the club changes its advisor, a Change of Officer or Advisor Form must be submitted on Coyote Connection within two (2) weeks of the advisor change.

Secondary Advisor

If an advisor will be unavailable for a period of time or would like to share the responsibility of advising a student organization, the club officers may designate a secondary advisor. The co-advisor should be treated as the primary advisor and may sign all forms. It is essentially important that the two advisors communicate with one another. The secondary advisor may be a part-time CSUSB faculty or professional staff member.

Coyote Connection

OSLE has partnered with an online networking community called Coyote Connection. This benefit is provided to all recognized student organizations. OSLE will host annual training opportunities for officers and members to familiarize themselves with the Coyote Connection system. Coyote Connection has proven to be a useful tool in communicating with your members, OSLE, and other clubs and organizations on campus.

Our goal in utilizing Coyote Connection is to provide the ultimate online networking and member management service. By offering dedicated customer attention, along with highly regarded proven technology, they have created

an exceptional experience for CSUSB students. We want our students to be able to centralize all aspects of student involvement in order to maximize their student experience.

All student organizations are required to maintain an up-to-date membership roster on Coyote Connection. Each organization is responsible for the upkeep of their account and members' activities.

Managing Your Organization's Finances

Financial Responsibility

Officers and members acting in executive positions in campus organizations are responsible for its activities. The individuals listed on the Financial Responsibility Form in the organization's Charter Packet are jointly and severally liable for all debts and obligations to the University and its auxiliary units incurred by their organization. This includes use of all facilities and services, (i.e.; Student Union, Yotie Eats (Dining Services), Media Services, etc.). Each organization is limited to three (3) financially responsible officer positions.

CSUSB reserves the right to hold responsible the officers of an organization that fail to meet its financial obligations. An academic record, registration and transcript hold will be placed on officer's student accounts should the organization fail to meet any financial obligation. In addition, the university reserves the right to suspend recognition of any organization that fails to meet its financial obligations. For this reason, the presiding officer of each organization is strongly encouraged to consult with OSLE before undertaking any event which might exceed funds greater than the organization's ability to pay. Financially Responsible officers will be listed on the organization's university bank account.

Banking

Office of Student Leadership and Engagement (OSLE) along with the Finance and Administrative Support Coordinator facilitates all financial transactions for University Clubs and works with student leaders, campus administrators, and business vendors to expedite the approval of payments, refunds from University Club accounts. The University Club Banking Guide provides you with instructions on how to conduct financial business for your University Club including setting up the account, making deposits and a variety of ways to access your club's funds, based on the university's required accounting procedures and the type of activity, event, or financial transaction necessary to complete the request.

The Student Financial Services Office is open 8:00AM-6:00PM Monday through Friday; Monday through Thursday 7:00AM-5:00PM during the summer.

University Club Banking Guide:

<https://www.csusb.edu/sites/default/files/University%20Club%20Banking%20Guide%202022-23.pdf>

Associated Students, Inc.

CAB Funding

The Club Allocation Budget (CAB) Committee's mission is to support recognized CSUSB student organizational activities that will directly enhance on-campus life and allow students to develop leadership and personal skills. Student organizations are encouraged to request grant funding for the following services:

- On-Campus Events and Programs
- Organization Fundraisers or Philanthropy Events

- Conference Registration Fees
- Artist/Speaker Fees
- Advertising/Promotional Items
- Food/Beverages
- Prizes

Representatives of all organizations receiving funds through CAB are required to complete a mandatory training each year explaining CAB procedures and prior to submitting a request. Organizations will be ineligible for CAB funding until this requirement is met.

Student Organizations requesting funds must show financial investment in the event for which they are requesting CAB funding. New Organizations will have one (1) year from the date they were chartered with OSLE to establish financial stability before meeting this requirement. It is important for organizations to note that receiving CAB funds is a privilege and not a right, and funds will be considered for distribution on a first-come, first-served basis. The CAB Committee is entrusted with the responsibility for ensuring that CAB funds are allocated wisely and as fairly as possible. Sponsored Student Organizations (SSO) and University Sponsored Organizations (USO) are not eligible for CAB funding through Associated Students, Inc.

For more information, email asi-finance@csusb.edu or visit <https://www.csusb.edu/asi/club-allocation-budget> or call (909) 537-3936.

Facility and Event Scheduling

All student organizations are required to schedule events utilizing the online reservation system located at <https://eventmanagement.csusb.edu/emswebapp/>. Access to the scheduling site is granted to financially responsible officers only after attending a brief training session. For training sessions please contact OSLE at 909-537-5234.

All areas are reserved on a “first-come, first-served” basis after instructional/academic priorities have been met. No student organization or person may reserve space on behalf of another organization, on-campus department, off-campus entity, or person. Organizations may not sell, sublease, or transfer reservations to another individual or organization. The organization reserving the space must be the primary organizer and utilizer of the space requested for the event.

After you have submitted your request, it will be electronically routed to the Office of Student Leadership and Engagement (OSLE) for approval. Your organization is also required to submit the event on Coyote Connection for approval. (Without both submissions, your event will not be approved.) Next, it will be routed to either the Student Union Scheduling Office or Special Events & Guest Services (SEGS) (depending on the location of your event) for final review and approval. Your request is not officially scheduled until you receive a confirmation email.

For all Student Organization Special Events, a meeting with OSLE is required to go over the event plan, including event details, marketing, advertising and risk assessment. Sponsored Student Organizations must list the department as a co-sponsor, but do not need to meet with OSLE.

CSUSB is committed to providing a healthy learning environment that facilitates the highest level of academic achievement and fosters the full development of all its students. The campus community strives to support and promote safety and legal standards and practices regarding the use of alcohol and drugs. In accordance with this mission, OSLE will not approve events and/or fundraisers where “drinking games” will be promoted. Examples include beer pong, quarter’s tournaments, chugging contest, etc.

The following list contains some of the most frequently requested facilities and their contacts:

Student Union Facilities	SMSU Scheduling	909-537-5962
Obershaw Dining Hall	SEGS	909-537-5236
Alumni Center	SEGS	909-537-5236
Department Conference Rooms	Departments	

All reservations must be completed in advance in order to secure space. Organization meetings must be scheduled at least ten (10) business days prior to the meeting date. General events must be scheduled at least Fifteen (15) business days prior to the event date. Special events must be scheduled at least four (4) weeks prior to the event date.

Food Protocol for Student Organizations

CSUSB recognizes the importance of food at a student organization's event. As a result, OSLE in collaboration with Yotie Eats (Chartwells) and Environmental Health and Safety (EHS), have created a step-by-step protocol to be followed any time food is present at an organization's event. The purpose of this protocol is two-fold:

1. Yotie Eats has a unique relationship with the campus. They have a contract with the University to be the main provider for food service on campus. This contract gives them the "first right of refusal," meaning they have the option to either provide food for campus events or allow an outside party to provide the food. Either way, clubs and organizations must give Yotie Eats the choice to provide food or not. The campus supports Yotie Eats and encourages student organizations to use them whenever possible.
2. The safety of our campus community is a top priority. When food is not processed, cooked, stored, and/or served properly, illness can occur. It is crucial that we take all necessary steps to ensure safety. EHS has created a brief workshop to educate student organization's members on the importance of its role in creating a safe culinary environment.

To ensure compliance, any organization planning to serve food at a meeting or event must complete the EHS Food Event Notification Form. This form is integrated into the Coyote Connection Event Submission Process and must be submitted accordingly.

OSLE understands that there may be exceptions to the three scenarios listed in this section. When those exceptions arise, a member of OSLE will gladly sit in on meetings with Yotie Eats and/or EHS to come up with a fair solution for all parties involved.

EHS can be reached at (909) 537-5179 or emailed at allehs@csusb.edu and Yotie Eats can be reached at (909) 537-7159 or emailed at catering@csusb.edu.

Fundraising

Fundraising events are activities where organizations receive monies (directly or indirectly) in exchange for merchandise, service, or entertainment. An exception to this policy would be when organizations are conducting small inconsequential fundraising activities, e.g., a sorority selling T-shirts.

Fundraising by On-Campus Organizations:

Recognized student, faculty, and on-campus organizations may raise funds on-campus either through direct solicitation or by sponsoring revenue-producing activities in accordance with the following:

- A. OSLE & the University officials or designees must approve the fundraising activity in advance on the basis of their conformity to the general principles of this policy and to all applicable federal, state, and local laws. The viewpoint of the group sponsoring the activity and the content of any materials to be distributed shall not be considered in the decision to grant or deny permission. Student groups must receive prior approval from Student Leadership & Engagement through the Event Submission and Approval Process. Faculty/staff must receive prior approval from the Office of the Vice President for Advancement at (909) 537-5004.
- B. The fundraising activity must be consistent with the stated purpose of the organization.
- C. The net proceeds from the fundraising activity must be used for the stated purpose and are in some direct

relation to the educational, research or service missions of the University, or donated to a charitable organization.

General Fundraising Information

1. Members of the University community may collect dues, initiation fees, and admission charges where they are applicable. All fundraising events must be scheduled with the appropriate campus scheduling unit(s).
2. Student organizations that wish to sell tickets or any other commodity must receive permission from OSLE.
3. Official alumni and similar university-related organizations may raise funds in accordance with established procedures and regulations.
4. Non-members of the University community may not raise funds on campus; however, the University President may approve a limited number of fundraising programs for charitable organizations and public service agencies.
5. Gambling is not permitted as a fundraising activity (California Penal Code, Sections 319-329).
6. The fundraising activity must be consistent with the stated purpose of the organization.
7. The net proceeds from the fundraising activity must be used for the stated purpose and are in some direct relation to the educational, research or service missions of the University, or donated to a charitable organization.
8. CSUSB's W-9 will be forwarded directly to vendors from OSLE. Please obtain the vendor's contact name and email address.
9. Checks will be made payable to "Your Club Name @CSUSB".

Opportunity Drawings

"Raffles" and "lotteries" are illegal in the State of California (Penal Code 335A). However, organizations may "sell" chances on a prize to raise funds by adhering to the following guidelines:

- Never print the word "Raffle" on the face of your ticket or advertisement. Alternative wording may be: "Opportunity Drawing," "Fundraising event," "Prize Give-away," or "Opportunity to Win."
- You must give the buyer something besides the ticket in exchange for their donation. Example: A pizza coupon printed on the back of the ticket. Many pizza restaurants will print the tickets for you in exchange for the publicity.
- You are obligated to give one ticket to anyone requesting one whether or not they give you a donation.
- Tickets and ticket stubs must be individually numbered, and you must keep an account of every ticket you print. Tickets can be numbered through CSUSB Printing Services.
- *The following must appear on every ticket:*
 - The name of your organization (not an acronym)
 - Date, time, and location of the drawing
 - "No purchase necessary"
 - "Winner need not be present"
 - "Suggested Donation" next to the ticket price
 - "Proceeds benefit..."

Campus Advertising and Posting

The University recognizes that signs (including posters, banners, handbills, announcements, notices, brochures) serve as a means for communicating information to the campus community in a timely and orderly manner. Signs containing false, misleading or fraudulent information or expression that constitutes criminal or severe harassment, defamation, or obscenity are prohibited.

Bulletin boards are of four types:

- **General Bulletin Boards:** Students, recognized student organizations, faculty, and staff of the University and non-University individuals may post signs on General Bulletin Boards (indoor or outdoor).
- **University Bulletin Boards:** University bulletin boards are for posting official University

- documents and announcements.
- **Department Bulletin Boards:** Department bulletin boards are identified, controlled, and maintained by specific University departments, and only materials approved by that Department can be posted.
- **Union Bulletin Boards:** Union bulletin boards are for posting of official union documents and announcements.

General Posting Guidelines & Regulations

Student organizations may post on any bulletin board marked “General Use” with approval from OSLE, provided that CSUSB and the organization’s name and contact information are clearly visible. Out-of-date posters must be removed within 48 hours. Any deviation from the below points will result in the removal of the poster and may result in disciplinary action toward the organization or individual. Faculty-Staff bulletin boards are under the jurisdiction of the appropriate academic and administrative organizations.

1. Posted materials can be no larger than 11" x 17".
2. All posters or announcements must clearly indicate the name of the sponsoring organization, along with contact information (e.g., phone number or web address).
3. Posted materials must not promote the use of alcoholic beverages or be sexually offensive/explicit.
4. Do not remove or post over other posters and announcements.
5. Posters and announcements may not be affixed to painted or varnished surfaces, glass, ceilings, sidewalks, building walls, restrooms, windows, doors, benches, utility poles, sculptures, garbage receptacles, railings, trees, traffic control signs, stairs or bus stop areas.
6. Organizations may not distribute any materials on cars or in any parking lot/structure.
7. Posters or announcements may not be affixed to the exterior of buildings.
8. Signs on bulletin boards shall be posted by thumbtacks, staples, or pushpins only.
9. Other methods of posting which damage a bulletin board will subject the posting party to liability for damages.
10. All posted materials are removed from General Bulletin Boards at the end of each month.

The following are areas designated for club and organization postings:

Bulletin Board Locations

Administration	1 board, by north doors, near women’s restroom
Chemical Sciences	2 boards, 1st floor, next to each elevator 1 board, 1st floor, across from J101 1 board, 1st floor, next to 141A 2 boards, 2nd floor, next to each elevator 1 board, 2nd floor, next to 220 2 boards, 3rd floor, next to each elevator
College of Education	3 boards, 1st floor, across from 105 3 boards, 1st floor, near 114 3 boards, 1st floor, near 119
Jack Brown Hall	2 boards, 1 st floor, near computer labs 1 board, 4 th floor, next to women’s restrooms
Library	4 boards, 2 nd floor, across from elevator 1 board, across from 226
Walkway between Library and Faculty Offices	1 glass case board, near Library Wedge

Performing Arts Walkway	1 glass case board by Performing Arts Building
Physical Education	1 board, in hallway near north door
Physical Sciences	2 boards, basement, next to 10 and 22
Santos Manuel Student Union, South	1 board, across from 203 (Posting on all other boards in SU, including the walkway you must get approval from main desk)
Social & Behavioral	1 boards, basement, between the elevators
Sciences Building	1 board, 1 st floor, between the elevators 2 boards, outside room 127 2 boards, inside room 128 doors 2 boards, outside room 128 doors 2 boards, outside room 129 2 boards, 2 nd floor, 1 between the elevators and 1 near the water fountain 1 board, 3 rd floor, between the elevators 1 board, 4 th floor, between the elevators 1 board, 5 th floor, between the elevators
University Hall	1 board, 3 rd floor, left of elevator 1 board, 4 th floor, left of elevator
Visual Arts	1 board, opposite 104

Posters on Stakes and Banners Guidelines & Regulations

Posters on stakes as well as those on A or T-frame stands (24" x 48") may be placed on campus grounds on the day of the scheduled event. OSLE must approve the posters on stakes and A-frame/T-frame locations before any posting occurs. Removal of signs, other than by the posting party or University personnel acting pursuant to their duties, is prohibited.

A request for posting banners must receive prior approval from the OSLE at (909) 537-5234. Approval will be based solely on the availability of posting space.

Sidewalk Chalking Guidelines & Regulations

In addition to posting flyers and banners on campus, another option for promoting student organizations and their events is through sidewalk chalking. For more information or to request approval contact OSLE.

- Sidewalk chalking is permitted on the patio area of the Commons building.
- This must be cleaned and removed within 24 hours after the event is over by the same individuals/groups/sponsors that created the sidewalk chalking in the first place.
- Student organizations must request approval for chalking space in advance through OSLE.
- Student organizations must provide their own chalk. Chalk must be non-toxic and water-soluble only.
- Student organizations utilizing sidewalks to promote events or communicate messages should be sensitive to the larger campus community and be conscientious of content and images. OSLE reserves the right to request that the chalking be removed if the content is determined to be offensive or inappropriate.

Associated Students, Inc. Graphics 909-537-5932

ASI Graphics provides free and discounted services to recognized student organizations. Student organizations are

encouraged to take advantage of the following services:

- Two free hours of graphic design consultation, including but not limited to: flyer, brochure, poster, ticket, T-shirt, logos or invitation design.
- Low-cost advertising on the digital display monitors in the Santos Manuel Student Union.
- A discount for duplicating at CSUSB Printing Services if approved for CAB Funding.

For more information go to the ASI office located in SMSUN 3304 or email asi-ga@csusb.edu.

Jack Brown Hall LCD Monitors 909-537-5700

Student organizations are welcome to submit announcements and event information for on-campus activities. All requests should be submitted to the Assistant to the Dean located in JB 278. All advertisements will be submitted to the Dean of the College of Business and Public Administration for review. Upon approval, the advertisement will be published on the LCD monitors.

College of Natural Sciences Buildings LCD Monitors 909-537-3302

Student organizations are welcome to submit announcements and event information for on-campus activities. All requests should be submitted to the Assistant to the Dean located in BI-107. All advertisements will be submitted to the College of Natural Sciences for review. Upon approval, the advertisement will be published on some or all of the following LCD monitors: Chemical Sciences, Physical Sciences, Health & PE Complex and Biology Buildings.

For more information, please contact llewis@csusb.edu or call (909) 537-3302.

Social & Behavioral Sciences Building LCD Monitors 909-537-7500 Student organizations are welcome to submit announcements and event information for on-campus activities. All requests should be submitted to Dr. Pamela Schram, Associate Dean via email at pschram@csusb.edu. Upon approval, the advertisement will be published on the LCD monitors.

Electronic Marquee 909-537-5236

Notices on the electronic marquee must appeal to the entire campus community and are approved and scheduled through the Event Scheduling Office. Organizations wanting to utilize the marquee to advertise on-campus events must complete and submit a Marquee Request Form at least 10 working days in advance. Request for the marquee will only be approved if the scheduled event has been confirmed.

Organizations who have been approved for marquee use must contact the Event Scheduling Office immediately with event changes or cancellations. Due to space limitations, Event Scheduling reserves the right to revise, prioritize, and/or omit messages.

For information, please contact the Special Events and Guest Services at (909) 537-5236.

Coyote Chronicle 909-537-5289

All clubs and organizations are encouraged to use the campus newspaper to promote their events. Articles must be typed, double-spaced, proof-read, and submitted 10 days prior to the issue date. The Coyote Chronicle does not offer free advertising services to student clubs and organizations; however, they do provide low on-campus rates for on-campus advertising. For information on pricing and availability, please contact the Coyote Chronicle at (909) 537-5289.

Coyote Advertising 909-537-5815

Coyote Advertising is a full-service advertising agency located at CSUSB. They specialize in on-campus media planning and placement and offer a full range of media products and professional advertising services to our campus and surrounding community.

Services include:

- Video Production Services (TV commercials and promotional videos)
- Audio Production Services (Radio commercials and other audio recordings)

- Creative/Copywriting Services
- Graphic Design Services
- Media Planning and Placement - Buying Services

Coyote Radio 909-537-3486

Coyote Radio is an internet-based radio station broadcasting live 24/7 from the CSUSB campus. Student organizations are encouraged to utilize Coyote Radio as a means to promote upcoming events, increase club awareness and reach out to the student body and community.

- Great promotional opportunities are available right now on Coyote Radio.
- Discounted pricing for CSUSB clubs and organizations.
- Professional commercials created in our state of the art audio production studios.
- Listen to Coyote Radio on the internet, local cable TV, and iTunes.

Coyote Television 909-537-3486

Coyote TV is the home of CSUSB Athletics and MyCSUSB educational programs, featuring discussions on Academics, Athletics, and Student Life. Coyote TV is broadcast on local cable television via Time Warner Cable, Charter Cable, Verizon FiOS, and AT&T U-Verse.

- Great promotional opportunities are available right now on Coyote TV.
- Discounted pricing for CSUSB clubs and organizations.
- Reach a potential audience of over 60,000 households in our local community.
- A great way to improve the image of your club or organization in the local community.

For information on Coyote Advertising, Coyote Mobile, Coyote Radio and Coyote Television's pricing and availability, please contact Coyote Advertising at (909) 537-3486 or visit <http://coyoteadvertising.com>.

Working with CSUSB Office of Strategic Communication 909-537-5007

The Public Affairs Office is available to assist in developing news releases and “media pitches” for campus events that have community appeal to local newspapers, radio, and cable television. Remember that your news release should be about current or upcoming news, so its preparation and submittal to the Public Affairs Office should be at least 3-4 weeks prior to the news event if possible. To start the news release process, visit the “Do-It-Yourself News Release Forms”. For more information, visit <http://publicaffairs.csusb.edu>.

Student Organization Logo Usage

Student organizations (i.e. student clubs, Greek organizations) are not required to use the university identity or logo.

Students wanting to align their groups with the university identity are strongly encouraged to contact the Office of Strategic Communication for consultation and more information.

If organizations would like to use the university's identity, they must request and receive written permission from the Office of Strategic Communication. If permission is granted, the identity cannot be modified in any way. Design elements of the identity are not allowed to be extracted and used in designs. For instance, the mountain icon cannot be taken from the logo and used as a design element or used to create an organization's logo.

Logo usage evaluation is based on the goals and missions the organization has in place. If they are consistent with the university goals and missions, that will increase the likelihood of approval.

All university logo usage must be approved by the Office of Strategic Communication. For approval contact the Office of Strategic Communication at (909) 537-5007 or email logo@csusb.edu. For updated information visit <https://www.csusb.edu/marketing-communications/csusb-identity-brand/logo-approvals>.

Santos Manuel Student Union Posting and Advertising

All flyers, posters, and banners posted in the Student Union must be approved by the Student Union Main Desk.

Flyers and Posters

Student organizations may have announcements, posters, and notices posted on general purpose bulletin boards throughout the Student Union. Posted materials must include the sponsor's name, reflect good taste, and be no larger than 11" x 17". Materials for posting must be approved by the Scheduling Coordinator or designee. Materials are limited to a two-week posting time, and will be dated, stamped "approved", posted, and cleared from the bulletin boards by Student Union staff. Duplicate postings on the same board are subject to removal at any time. Materials posted on windows, doors, walls, pillars, or other unauthorized areas will be removed. Student organizations in repeated violation of this policy will be referred to the OSLE Office and posting privileges may be revoked.

Banners

Requests for placement of banners on interior beams must be approved by the SMSU Executive Director or designee. Requests for placement of banners on balconies or exterior beams must be approved by the Vice President for Student Affairs or designee. Banner space is usually available for a maximum of one week on a first-come, first-served basis and may be reserved at the main desk. Banners will be put up and removed by SMSU personnel.

Banners must meet the following requirements:

1. The subject matter of banners must relate to events or topics which are of broad general interest and importance to the campus community and is restricted to promotion of current or upcoming events and services.
2. Banners cannot exceed 5' x 10' in size.
3. Banners must include the name of the sponsoring organization.
4. Banners hung from balconies must be made of vinyl or cloth with paint or ink that does not bleed or run and must be affixed to the railing with strong twine in a secure manner which does not damage railings or paint.

Display Cases

Recognized student organizations may use the display case and portable display cases by reserving the space at the Scheduling Office. Student organizations may reserve one of the large display cases for a two-week period once per academic year. Portable display cases may be reserved for a two-week period once each semester. Materials not removed at the end of the reservation period will be removed and disposed of by Student Union staff. Student organizations may not reserve the main display case in SMSU lobby and the outside display case.

Coyote Connection Digital Advertising

Throughout the SMSU are several large display monitors used to advertise student events. The use of these monitors is offered for advertising to On-Campus Entities, Chartered Clubs & Organizations.

File Specifications

- File Extension - .jpg file extension
- Dimensions - 900 pixels by 550 pixels
- Resolution - 72ppi

If you need assistance in creating your advertisements or fitting them to our system specifications, contact the SMSU Marketing Department or the ASI Graphics Department for assistance (charges may apply).

SMSU Ad Rates

Affiliation	Weekly	Monthly	Semesterly
Student Club	\$10.00	\$30.00	\$85.00
University Department	\$25.00	\$95.00	\$250.00
External Organization	\$50.00	\$180.00	\$500.00

- Please allow 2 business days for your artwork to appear on screen in order to process payment and to upload file.
- 1 week = 7 consecutive days
- 1 month = 4 consecutive weeks
- 1 semester = 11 consecutive weeks
- All ads submitted will be charged separate fees regardless of start and end time.
- Ads rotate every 10 seconds
- Number of views by user will vary based on the number of ads submitted.

For additional information, contact the Student Union Marketing Department at sugraphics@csusb.edu or by phone (909) 537-3942.

CSUSB Community Standards

Student organizations and clubs at CSUSB (the “University”) must comply with University policies and/or regulations, as well as local, state and federal laws. When a student joins, or is joining, the student accepts responsibility for the actions of the club or organization and for the other members and their guests while engaged in club or organizational endeavors.

Each student organization is responsible for the conduct of its members whenever individual actions are encouraged, permitted, or assisted by the officially recognized club or organization, and violate University policies and/or regulations and local, state and federal law. Abetting on the part of the organization may include, but is not limited to, organization sponsorship, sanctioning, participation in, or condoning of the misconduct.

Violation or an attempt to violate any University policy, rule and/or regulation and local, state and federal law and/or encouraging others to engage in a violation or attempted violation constitutes “misconduct” and can result in sanctions being issued by the University against the organization as described below and/or those individuals involved.

Misconduct can result in sanctions against the organization and/or individual members if the misconduct (A) occurs on University property, or (B) off-campus if that conduct: (1) occurred as part of a campus-related or recognized event; (2) adversely affects the health and safety of members of the campus community; (3) is sufficiently severe or pervasive; (4) harms university property; or (5) thwarts or interferes with the mission of the university.

Although not an exhaustive list, here are examples of the kinds of violations that will result in sanctions:

- A. Any violation of the university Standards for Student Conduct or university rules and regulations, available online at https://www.csusb.edu/sites/default/files/upload/file/Standards%20for%20Student%20Conduct_0.pdf
- B. Any violation of Student Organization Standards, Expectations, and Policies (see: Student Organization Handbook, se.csusb.edu).
- C. Hazing of any kind. Hazing is defined as any method of initiation into a student organization, or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term “hazing” does not include customary athletic events or other similar contests or competitions. Organizations or individuals found guilty of violation of this section of the Education Code will be subject to suspension by the University. (Title 5, California Education Code, Sub chapter 4, Article 2, Section 41301(b), *Standards for Student Conduct*).
- D. Violation of the CSUSB policy prohibiting discrimination based on a sex including sexual harassment, sexual violence (including assault, rape, and stalking), domestic and/or dating violence, and/or retaliation. The University

policy prohibiting such discrimination is determined by Executive Order 1095 which can be found at <https://calstate.policystat.com/policy/16328404/latest/>

- E. Failure to abide by the open membership policy or discrimination on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn.

Hazing and Initiation

In accordance with state law CSUSB has a zero-tolerance stance towards hazing. Joining an officially recognized organization should be a positive experience. New member activities and initiation rituals should focus on the positive aspects of both the organization and the individual. Abusive behavior toward, or hazing of, a member of the campus community is forbidden. The definition of hazing can be found in California Education Code Title 5, Article 2, Section 41301(b) and Article 5, Section 32050-32051 and California Penal Code 245.6.

Hazing includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization, which regardless of location, intent, membership status or consent of the participants, causes or is likely to cause bodily danger, physical harm, mental or physical discomfort, embarrassment, harassment, fright, humiliation, intimidation, degradation, or ridicule, extreme mental stress, or otherwise compromises the dignity of any student or member of the campus community. Hazing also includes any activity that compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, contrary to the rules, policies, and regulations of the University, or any activity which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs, or any activity that will unreasonably or unusually impair an individual's academic efforts. Hazing does not include customary athletic events or similar contests or competitions. Participation in a hazing practice will result in both individual and organizational disciplinary action, including possible expulsion.

Commission of hazing is also a misdemeanor, punishable by up to one year in jail and up to a \$5,000 fine. Hazing cases that involve serious bodily injury or death may be charged as felonies. Disciplinary action will also be instituted against officers who permit hazing to occur within their own organization and students who allow themselves to be hazed may also be subject to disciplinary action. Any hazing incident involving serious bodily injury will result in revocation of University recognition, and where applicable, a recommendation to national organization for revocation of the organization's charter.

The University takes hazing very seriously and in conjunction with CSUSB's zero tolerance policy, organizations will be held responsible if the University believes that hazing is likely to have occurred and/or a creditable witness has come forward.

It is the specific responsibility of the organization president to ensure that this policy is communicated to and adhered to by all members and new members.

Organizations are responsible for the behavior of their alumni members during initiation or pre-initiation activities. *For more information on Hazing, visit www.stophazing.org.*

Student Organization Discipline Process

The following section describes the process through which alleged misconduct by student organizations will be investigated and the issuance of any resulting sanctions. A student organization and its officers may be held collectively or individually responsible when violations associated with the organization are reported to the university administration. Misconduct may simultaneously be investigated by and processed through the Office of Student Conduct and/or the Title IX Coordinator/DHR Coordinator and/or University Police.

The Student Organization Discipline Process' primary purpose is to establish the official procedure for reviewing

alleged violations and/or complaints regarding student organizations. This Discipline Process should be read broadly and is not designed to define misconduct in exhaustive terms. OSLE, as well as the university as a whole, is committed to educating students and student organizations of policies, procedures, and legal matters that affect students and student organizations. For further information, contact OSLE at (909) 537-5234 or osleinfo@csusb.edu.

A. Overview of Student Organization Discipline Process.

OSLE's guidelines for addressing alleged violations and/or complaints are as follows:

1. Any member of the campus community (including the Office of Student Leadership and Engagement and University police) or a person or organization outside the campus community can initiate an allegation of misconduct against a student organization. Allegations of misconduct shall normally be brought to the attention of the Director of OSLE whose office is in the SMSU North 3302 and the phone number is 909-537-5234. Unless otherwise impracticable, this notification should be in writing, signed and dated and should include sufficient detail if known (i.e.: name of the complainant, date, time and place of the incident, names of people involved, description of events and circumstances, and names of witnesses). OSLE will determine whether and to what extent the student organization will be informed of the identity of the individual who has made the allegation. OSLE will notify the student organization of the allegations within ten (10) working days of receipt. Official written notice from OSLE will be sent to the president of the organization within ten (10) working days of receipt, unless asked to defer notice by law enforcement or Title IX/DHR investigators. Copies may also be shared with the organization advisor(s), and in some cases, the organization's national headquarters. The notice will cite the alleged policy that was allegedly violated and/or the nature of the complaint.
2. OSLE will determine the nature of the alleged violation and/or complaint and, in consultation with the Associate Vice President/Dean of Students, will initiate an investigation. OSLE will review and address violations or complaints related to student organization policies. In cases involving violations of University policy and/or the Student Code of Conduct, OSLE will forward a report to the appropriate administrator (for example, Dean of Students, Director of Student Conduct, Title IX/DHR Coordinator, or University Police) for further investigation and adjudication, depending on the nature of the incident.
3. In circumstances where OSLE determines, in its discretion, that as a result of the allegations the health and safety of members the campus community is threatened or at risk, the OSLE Director, in consultation with the Vice President for Student Affairs, or their designees, may place an organization on immediate suspension and/or may direct the student organization to cease and desist all organization activity until the conclusion of the investigation and resolution of the allegation. This decision is not subject to review.
4. OSLE and/or designated investigator(s) will determine when and how to meet with the leadership of accused student organization and/or individual members, the complainant, and witnesses. OSLE may also engage in attempts to informally mediate the matter during the investigation.
5. In cases where a student organization has been accused of substantial violations that may result in temporary or permanent loss of university recognition, the OSLE Director or designee has the discretion to convene an Ad Hoc Administrative Review Board to review investigation findings. The Review Board may include, but is not limited to, the OSLE Director, the Associate Vice President for Student Affairs/Dean of Students, the University Police Chief, the Director of Student Conduct & Ethical Development, the Fraternity/ Sorority Life Advisor and/or each area's designee. The Review Board will determine if violations were likely to have occurred and determine appropriate sanctions.
6. Once a finding is reached, based upon a preponderance of the evidence resulting from the investigation, the Director of OSLE and/or the Director of Student Conduct & Ethical Development will determine appropriate sanctions for actions of the student organization and/or individuals deemed in violation of

the Standards for Student Conduct and/or university policies and procedures. The student organization will be informed in writing by OSLE of the outcome of the investigation and the nature and scope of any sanctions.

7. An organization may request an appeal, or reconsideration, of the decision. Guidelines for Appeal/Reconsideration are provided in Section D, below.

B. Confidentiality

Information presented during the course of any investigation may be shared with Student Conduct Administrators and other University employees and law enforcement on a “need to know” basis. The University shall weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the campus community. Confidentiality, therefore, cannot be ensured.

C. Sanctions.

Organizations found in violation of the Standards for Student Conduct and/or university policies and procedures may be assigned university sanctions. A notice of action taken will be sent to the organization president, advisor(s), and in some cases, the organization’s national headquarters.

1. Sanctions for organization misconduct may include, but are not limited, to the following:

a) Sanctions for Student Organizations:

- i. **Official reprimand** (written or oral) (with or without conditions).
- ii. **Restriction of privileges** granted to the organization.
- iii. **Restitution, community service, educational sanctions**, or any combination of these.
- iv. **Required training and/or education.**
- v. **Probation** for a specified period of time, during which the organization is subject to close observation and review, with or without conditions. *Probation* may include the suspension of some of the organization’s rights and privileges. The organization must demonstrate compliance with university policies and procedures and the terms of the probation for the violation(s) committed.
- vi. **Suspension of charter** for a specified period of time, with or without conditions. *Suspension of Charter* is a temporary loss of university recognition and privileges for a specific period of time. Organizations may be placed on suspension for failure to meet the University minimum standards or non-compliance with university policies and procedures.
- vii. **Total revocation of university recognition** (e.g. the club or organization loses all privileges associated with university recognition). *Loss of University Recognition* is a severe action intended for organizations involved in extraordinary violations. An organization whose recognition has been withdrawn loses all of the rights and privileges indefinitely and must petition the OSLE office for consideration to return to the university. In addition, withdrawal of recognition may occur at the request of the national organization.

b) Sanctions for Individuals:

Any sanctions that are listed under Article VI. of California State University Executive Order No. 1098-R (or its successor) that can apply to individual students for violation of Standards for Student Conduct can also apply to a student organization (except sanctions affecting individual student status, such as suspension or expulsion, which must be assigned by a Student Conduct Administrator under EO 1098-R).

- i. **Official reprimand** (written or oral) (with or without conditions).
- ii. **Restriction of privileges** within an organization.

- iii. **Probation** for a specified period of time, with or without conditions.
- iv. **Suspension or Removal from participation** in the organization for a specified period of time, with or without conditions.
- v. Individuals violating the university Standards for Student Conduct or university rules and regulations, available at https://www.csusb.edu/sites/default/files/upload/file/Standards%20for%20Student%20Conduct_0.pdf will also be subject to the Student Discipline Process.

D. **Appeal/Reconsideration.**

1. A student organization that disagrees with the determination made by OSLE and/or the sanction issued by the designated administrator (as described above) it may seek reconsideration of the determination and/or sanction within ten (10) working days of the issuance of the written decision from OSLE. OSLE's decision shall be deemed delivered to the organization five (5) days after the date emailed to the last known email provided by the president or other head officer of the organization to OSLE.
2. To seek reconsideration, the student organization must submit a request in writing within the time described in D.1. to the Associate Vice President for Student Affairs (AVP)/Dean of Students. The student organization should outline in the written request the reason it believes the decision and/ or sanctions should be reconsidered. The AVP/Dean will only review decisions and sanctions pertaining to the organization and not any actions taken by Student Conduct regarding individual members of the student organization. In requesting reconsideration, the student organization must identify one or more of the following as the basis for the request and the facts that support that basis:
 - a. New evidence that was not available when the decision was rendered.
 - b. The sanction is not supported by a preponderance of the evidence for the determined violation.
 - c. OSLE substantially deviated from the procedures delineated in these Disciplinary Procedures.
3. The AVP/Dean may determine which individuals will be consulted and/or questioned as part of the reconsideration process and what documentation the AVP/Dean will review.
4. The AVP/Dean may also consider the student organization's cooperation in the investigation of the complaint by OSLE and any failure to abide by any interim sanctions in place as part of the reconsideration process. The AVP/Dean may refer the matter back to OSLE for further investigation and/or follow up. The AVP/Dean may also confirm, modify, and/or reject the decision and sanctions issued by OSLE.
5. Notification of Reconsideration Outcome: Written notification of the outcome of the student organization's request for reconsideration will be provided to the student organization within a reasonable time frame. Once rendered, this decision is final.

CSUSB Policies

The policies included below are university policies that leaders of student organizations should be familiar with and are responsible for following. For your assistance we have taken sections from the policies that are most relevant to student organizations. If you have any questions regarding these policies, please contact OSLE for consultation. All campus policies can be found at <http://policies.csusb.edu>.

POLICY REGARDING THE SALE, CONSUMPTION AND POSSESSION OF

ALCOHOLIC BEVERAGES (excerpt only - for the policy in its entirety see

<https://www.csusb.edu/policies/alcohol-and-other-drugs-policy>

Alcohol Advertising

1. Advertising from local retailers or distributors that promote “drink specials” (e.g., 2 for 1 drink, half-price happy hour drinks, etc.) should not be accepted or posted.
2. Beverage alcohol advertising on campus or in institutional media should not portray drinking as a solution to personal or academic problems, or as necessary to personal, social, sexual, or academic success.
3. Alcoholic beverages should not be provided as free awards to individual students, campus organizations or other members of the academic community.
4. University departments and organizations may not distribute clothing, posters, or other promotional items that utilize the University symbol in combination with an alcoholic beverage trademark or logo.

Special Events

Alcohol may not be sold, served or consumed at events sponsored by student organizations.

FACILITIES USE POLICY DRAFT --- REVISION #2 (OCTOBER 2004)

(excerpt only -for the policy in its entirety see <https://www.csusb.edu/policies/university-event-policy>

Groups Authorized to Use Campus Buildings and Grounds

University buildings and grounds may be scheduled, and resources and personnel used only for events which are consistent with the goals, mission, and current priorities of the University. Facility use requests will be considered based on the size and nature of the event, number of attendees, availability of space, impact on university budgets and personnel, and educational value or purpose of the events. Campus buildings and grounds will be assigned in a manner which maximizes efficiency of operation.

The University may allow use of its facilities under license or lease by some non-University organizations whose activities are consistent with the university’s mission and the proposed activity benefits the university community.

The following groups may use university buildings and grounds:

University departments/programs may request space up to one (1) year in advance of the event. Chartered Students Clubs and Organizations may schedule regular meetings up to nine (9) months before the beginning of the academic semester requested. Non-University organizations or individuals may schedule space up to nine (9) months in advance of the event.

Groups may use University buildings and grounds on a fee-exempt basis during regular university operating hours. The regular operating hours are published in the semesterly Course Schedule and are typically between 8:00 am and 10:00 pm, Monday through Thursday, and 8:00 am through 5:00 pm, Friday through Sunday.

Saturday and Sunday operating hours will typically be scheduled in University Hall and Jack Brown Hall to reduce operating expenses. If needed, the following buildings may also be scheduled:

- Pfau Library
- Biological Sciences
- Performing Arts

*Events Scheduling will recommend rooms in these facilities to ensure maximum energy efficiency to avoid providing air conditioning service to the entire facility.

There is no fee for mission-related uses during these operating hours and in these buildings. Fees may apply to events requiring more than two rooms or for special services such as furniture set-up or deliveries.

The use of buildings and grounds outside of regular operating hours typically will require a fee to cover the operating costs of the facility. An appeal to exempt the fee may be filed with the campus Facilities Use Committee.

Summer Schedule

It has been the practice of the university to operate on a 4/10 summer schedule to avoid expensive air conditioning costs during the hot summer months. The summer schedule typically has run from the week after June graduation through the week after Labor Day. The normal operating schedule during this period has been Monday through Thursday, 7:00 am until 10:00 pm. Any activities scheduled outside of these hours will require funds to pay the non-budgeted operating costs.

Facility Reservation

- Groups or individuals wishing to reserve University buildings and grounds must do so through the Student Club and Organization Event Submission and Approval Process. An individual must be designated who will be held accountable for adhering to all University policies, the safety of the persons attending the event, and the preservation of the facility. This person will typically be either a faculty advisor or club officer (financially responsible officers).
- No organization or person may reserve space on behalf of another organization or person.
- Organizations may not sell, sublease, or transfer reservations to another individual or organization. The organization reserving the space must be the primary organizer or user of the space for the event.
- The reservation process is completed only when the requestor has received a written confirmation of the request from the Events Scheduling Coordinator.
- All facilities must be scheduled in advance and must receive confirmation as follows:
- Meetings -- 10 days (2 weeks) prior to the meeting.
- Minor Events -- 3 weeks (15 working days) prior to the event.
- Major Events -- Dance, banquets, concerts, and other major events -- a minimum of 4 weeks (20 working days) prior to the event. For additional information on Student Special Events sponsored by student organizations refer to the "Student Clubs and Organizations Special Events Policy".

The scheduling of activities, meetings, or programs by chartered clubs or organizations must be executed by an appointed or elected officer, leader, chairperson, or club advisor of the organization, as indicated by the Office of Student Leadership and Engagement. The university requires at least one organizational officer and an advisor to be present for the entire duration of the event. A responsible representative from the sponsoring department must be present for the duration of any university-sponsored event. The sponsoring group shall be held responsible for any and all damages to university property. Failure to pay scheduled fees or damages, or failure to comply with this policy of responsible supervision may result in the immediate loss of scheduling privileges.

Charter clubs and organizations may reserve meeting space normally not to exceed two hours per meeting. Special events such as seminars, socials, dances, and concerts may exceed this limit but are governed by the Student Special Events Policy. Exemptions to this policy must be granted in advance by the Director of the Office of Student Leadership and Engagement, in consultation with the Director of Physical Plant Facilities Services.

Catering Services

Yotie Eats Dining Services offers complete catering services for functions held on campus. All food and beverages served at the university must be provided through Yotie Eats (Chartwells), unless permission to utilize another food supplier is granted in writing by the Director of Dining Services. Catering arrangements for banquets, buffets, receptions, or refreshments may be made by contacting the catering manager at (909) 537-5916. The catering manager is available to assist in menu planning and other details. Information regarding catering prices and guarantees is also available from the catering manager. Completing a food service contract does not constitute or imply that an event has been approved for campus scheduling.

POLICY ON SPEECH AND ADVOCACY

Free Expression at California State University, San Bernardino

At the CSUSB campuses, the time, place, and manner of expression are limited solely by the following general conditions and by additional specific conditions as defined in this policy.

The exercise of free speech and assembly rights must comply with all applicable federal, state, and local laws. In addition, such activities may not:

1. shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic,
2. shall not unduly interfere with or disrupt the conduct of University business,
3. shall be carried out without creating excessive noise by use of an amplifying device (see Section 5.6., below, for amplified sound restrictions),
4. shall not unreasonably interfere with classes in session or other scheduled academic, educational, or cultural/arts programs or events,
5. shall not promote an unlawful end, such as promoting actual violence or bodily or property harms, terrorist threats, defamation, obscenity, or false advertising, and
6. shall not violate any federal, state or local safety code, such as regulations set by the State Fire Marshal.

There shall be no restrictions on legal free speech activity based on the content of such speech or expression or on the political, religious, or other affiliations of speakers. Illegal speech activity, not protected by the First Amendment to the U.S. Constitution or by this policy, includes defamation, obscenity, terrorist threats, false advertising, and the promotion of actual or imminent violence or harm.

Use of University Name

- A. Care should be exercised regarding the use of the name, seal, or logo of the university in matters of speech and advocacy. Members and recognized organizations of the university community should not claim official relationship in matters of speech and advocacy unless authorized by the president or designee.
- B. Events or activities sponsored by members of the university community may not be advertised or promoted in such a way as to suggest that they are sponsored by the university.
- C. Campus organizations may not use the seal of the university without prior approval of the president or designee.
- D. All individuals or organizations using university properties and services must not make any unauthorized statements that they are sponsored, endorsed, or favored by the university.
- E. Off-campus events may not use "California State University, San Bernardino" or any variation of campus name in its publicity of event

Palm Desert Campus

A separate document addressing the principles and regulations on speech and advocacy at the Palm Desert campus can be found at <https://www.csusb.edu/policies/speech-and-advocacy-policy>

Public Meetings, Performances, Rallies, Demonstrations, or Similar Public Events

Members of the university community and non-university community may use campus buildings and grounds for public meetings, performances, rallies, demonstrations, and similar events in accordance with the general limitations described in the Free Expression at California State University, San Bernardino Section.

Students, faculty, staff or other members of the university community or their organizations, or non-university groups, who seek to hold such events inside university facilities, including all buildings, the amphitheater, athletic venues, and areas surrounding residence halls, other than the designated forums described in the Designated Public Forums Section below. The university encourages the use of scheduling protocols for these activities to facilitate coordination with other events and campus service providers. Refer to the University Event Policy for additional guidance for events. These shall be available on a first-come, first-served basis, which is the only basis upon which requests will be granted or denied. Recognized student organizations must schedule through OSLE. Outdoor demonstrations or public protests may be held on university property without advance permission provided these adhere to the general limitations described in the Free Expression at CSUSB Section. Any non-university group

that wishes to conduct such a demonstration or protest should register with the Office of Student Leadership & Engagement on the San Bernardino campus located at SMSU North 3302 (909) 537-5234 or the Office of the Dean at PDC located in RG-203 (760) 341-2883 x78101 upon arrival on campus. Demonstrations, rallies, and other public events may not be conducted in classrooms when classes are scheduled, in offices, or in reception areas.

Speakers at such meetings, performances, rallies, demonstrations or similar events shall not be subject to harassment, nor shall the right of all to hear the speaker be infringed. At the same time, members of the campus community and outside guests shall have the right to peacefully protest any speaker, meeting, or event, so long as the event being protested is not significantly or materially disrupted.

Spontaneous events occasioned by news or affairs coming into public knowledge less than forty-eight hours prior to such event may be held in the designated public forums described in the Designated Public Forums Section and outdoors without advance permission and in university buildings with special permission of the President or the President's designee.

Where appropriate or necessary, the university shall provide security to ensure that the rights of all speakers are upheld.

Handbills and Circulars

Non-commercial leaflets, fliers, handbills and circulars may be distributed at all times in the designated public forums identified in the Designated Public Forums Section and from 8:00 am to 5:00 pm Monday through Friday on other university walkways and outside entrances to university buildings so long as such activity conforms to the limitations described in Section III above. Any non-university group or individual who is not a student or employee of the university that seeks to circulate such handbills and circulars should register with the Office of Student Leadership and Engagement and with the Office of the Dean at PDC upon arrival by providing copies of the material they will be circulating and identifying any organizational affiliation. Personal identification is not required.

Handbills and circulars may not be left on the windshields of automobiles parked on university grounds.

Designated Public Forums

1. Campus Sites in San Bernardino

The following four areas at the San Bernardino campus are designated public forums in which all members of the university community and non-university community may exercise their free speech rights without special restriction.

- A. Pfau Library Lawn
- B. Library Walk
- C. Coyote Walk
- D. The Santos Manuel Student Union North and South Plazas
- E. The Mary Stuart Rodgers Gateway Courtyard are the locations most commonly used when individuals and groups assemble to exercise the right of free expression.
- F. Since these spaces are subject to reservation, individuals and groups are encouraged to follow University scheduling protocols as those with advance reservation would have rights to the space.

Other outdoor spaces on campus may be used as public gathering spaces for events and activities. Where amplified sound, equipment (canopies, staging), vehicles, or commercial activity is involved, compliance with the University Event Policy and scheduling protocol is required. Use of university scheduling protocol is encouraged in all cases to facilitate coordination with other events and campus service providers.

All areas are available to individual students, faculty, and staff and to university organizations on a first-come, first-served basis for free speech activities. If and when sound amplification is to be used at any of the San Bernardino sites, prior reservations must be made as described in the Amplification Section below.

Amplification

Outdoor sound amplification is limited to the four designated free speech areas at the San Bernardino campus and must be scheduled with the Office of Student Leadership & Engagement at (909) 537-5234. Amplification is limited to 7:00 am to 11:00 pm. Advance permission to use amplification outside of the designated free speech areas or at special times shall not be granted or denied on the basis of the content or viewpoint of the activity.

- G. Faculty, staff, management, and/or students sponsoring the event with amplified sound shall be responsible for insuring compliance with the amplified sound pressure level and shall be responsible for lowering the decibel level to comply with the provisions as stated below.

Individuals and groups seeking to engage in speech or other activities using amplified sound must adhere to the time, place, and manner restrictions described in this policy.

University events sponsored by students, student organizations, university departments, and external sponsors may also require approval under the University Events Policy.

In addition, the following guidelines are established for the use of amplified sound equipment, to protect university business, programs and activities from intrusive and disruptive sound.

Amplified sound must be contained to the immediate area, and the volume may not be loud enough to cause disruption or interference with any university business, program, activity, event or class, including, but not limited to, instruction, self-study in the library or a classroom, or previously scheduled events. Outdoor amplified sound events are subject to monitoring and regulation by the Office of Student Leadership and Engagement.

If OSLE receives a complaint about the volume and determines the sound level is disruptive or excessive, the individual or organization will be given the opportunity to remedy the complaint and/or reduce the volume.

Failure to comply with the request from OSLE may result in the immediate revocation of privileges, and the individual or group may be required to turn off all amplified sound, and/or may constitute grounds for removal from campus.

This section does not apply to amplified sound that is hardwired into the infrastructure of a classroom or meeting room and/or where amplified sound is used for course-related or educational purposes.

Sale, Solicitation and/or Distribution of Merchandise, Publications, or Other Printed Matter

Individuals and groups wishing to engage in solicitation or promotional activities may do so within the time, place and manner guidelines described in this policy, as well as all other University policies, provided these activities do not involve monetary transactions. (For activities involving monetary transactions, refer to Commercial Transactions, Section 6.5) These activities may include, but are not limited to:

- Recruitment activities and membership drives.
- Collecting signatures for petitions or ballot initiatives.
- Distribution of commercial advertising materials with no monetary transactions.
- Promotional or product giveaways with no monetary transactions.

Solicitation and promotional activities are not permitted inside university buildings.

Individuals involved in solicitation or promotional activities may not engage in prolonged or repeated contact with persons who have declined the solicitation.

Any printed material may not be posted or left unattended.

Restrictions regarding advertising of alcohol and tobacco products at the university are contained in the Alcohol and Other Drugs Policy.

Distribution of Published Materials

The display and free distribution of books, newspapers, pamphlets and other published materials is permitted

provided that such published materials are not available for sale at the campus bookstore.

Sale, display, or distribution of published materials will be permitted from 8:00 am to 5:00 pm Monday through Friday, or at other times by special permit, in the designated vendor area as indicated in Sale, Solicitation and/or Distribution of Merchandise, Publications, or Other Printed Matter Section or other location by special permit, provided such activity conforms to the general limitations outlined in this policy and there is:

- No harassment of persons in the area
- No physical contact of individuals without their consent
- No prolonged or repeated contact with persons who have declined the material
- No noise louder than normal conversation
- No illegal misrepresentation of the true name or purpose of the material or of any organization involved in its distribution.

STUDENT CLUBS AND STUDENT ORGANIZATIONS SPECIAL EVENTS POLICY

(<http://policies.csusb.edu/studspecevents.htm>)

Background

CSUSB recognizes the importance that student special events such as dances, concerts, and other large (more than 100 attendees) programs play in the social development of its students. The University also recognizes its responsibility in assuring that the social environment on campus is safe for students and their guests. In keeping with the University Strategic Plan, the University shall place the safety of persons and property as its primary priority in determining whether a special event will be held on campus and what safety measures may be required at the expense of the event sponsor. To assure that the privilege of scheduling events on campus is safeguarded, the University has adopted the following policy:

Scope

This policy is intended to assess and manage risk and applies to CSUSB student clubs and student organizations.

Policy

Student-sponsored and co-sponsored events which have the potential of attracting over 100 attendees, including but not limited to dances or concerts, are governed by this policy. In addition, any student event that poses a potential threat to persons or property may be subject to the provisions of this policy as determined by the Special Events Committee & the Office of Student Leadership and Engagement or designee.

Event Plan

In order to gain approval, the sponsors must meet with their OSLE Advisor, and submit their event on EMS and Coyote Connection. The submission shall include a description of the activities, entertainment, number of persons attending, promotion, etc. Valid identification indicating that the event attendee is a current registered student at CSUSB may be required at student special events, depending upon the risk assessment as determined by the Chief. No alcoholic beverages will be allowed at student club and organization sponsored events. Failure to adhere to this policy will result in the loss of scheduling privileges and/or disciplinary action.

Review/Approval of Event Plan

The Special Event Committee shall review the plan to ensure the safety of persons and adequate safeguarding of persons and property. The plan must be submitted and approved a minimum of four (4) weeks prior to the event. Their OSLE Advisor must review the plan within five (5) working days of submission. Should the event plan be rejected, a written explanation as to why the event was denied shall be provided within five working days. Upon reviewing the plan, the OSLE Advisor may require the hiring of police officers and/or private security guards or the implementation of other security measures at the sponsoring organization's expense. This may include, but is not limited to, additional police officers to provide for the safety of all attendees, faculty, and staff, and safeguarding property of the University. The OSLE Advisor may require that a faculty/staff advisor or a designee identified and approved in the plan be present during the entire event.

Change in Scope of Event Plan

Any change in the nature and scope of the event must be approved in writing by the OSLE Advisor within five (5) working days after the proposed change is submitted to the OSLE Advisor. Such changes include, but are not limited to, size, publicity, time or date, type and number of performers or acts, etc.

Event Publicity

Clubs and organizations sponsoring student special events must adhere to all university policies. Appropriate publicity for such events is limited to posting of materials on campus and distributing fliers on campus to members of the university community and word-of-mouth invitations to friends of the sponsoring organization. All off-campus advertising, including but not limited to bulletins, flyers, newspapers, radio and television advertisements are subject to this policy and must be presented to the OSLE Advisor to ensure compliance with this policy and other applicable university policies governing use of the University's name and identity for publicity purposes. Dissemination of events information and publicity by electronic mail and other web-based methods is considered a form of advertising and subject to compliance review by the OSLE Advisor. All promotional strategies for the event must be included in the event plan.

Responsibility for Damages

Sponsoring organizations and/or sponsoring individuals shall be held responsible for any damage caused to university facilities as a result of the event. Such charges will be determined in consultation with the Director of Facilities Services or CSUSB venue operator.

Event Parking

CSUSB parking policies shall apply during all special events. Vehicles will not be allowed to cruise university parking lots during special events. In addition, all vehicle laws, as listed in the California Vehicle Code, will be enforced by the University Police Department. No loitering will be allowed in the parking lots around the event, or anywhere on the university campus.

Appeals

Student clubs and organizations that were denied an event may appeal the decision to the Office of Student Leadership and Engagement Special Events Policy Appeals Panel. Appeals must be submitted in writing to the Student Engagement Office within five (5) working days after the denial of the event.

The Appeals Panel will include the following:

- Chair: ASI Vice President for University Affairs (ex-officio, voting in the event of a tie)
- One representative from the Office of Student Leadership and Engagement
- University Chief of Police, or designee
- One club or organization advisor, to be appointed by the University President
- Two student representatives, to be appointed by the Associated Students, Inc.

Appeals Process

- The Appeals Panel will be convened, with the assistance of the OSLE staff, within five (5) working days of the submittal.
- Student clubs and organizations must provide copies of the denial letter and rationale as to why the decision should be overturned.
- The Appeals Panel will review all appropriate documentation and make a determination by majority vote.
- The Chair of the Appeals Panel will forward the written recommendation of the panel to the Vice President for Administration and Finance. A copy of the original appeal will be submitted with the recommendation of the Appeals Panel.
- The Vice President for Administration and Finance will provide the final decision and appropriate explanations, in writing, to the student organization within ten (10) working days of submission. The decision of the Vice President for Administration and Finance is binding.