CSUSM Student Organization Handbook

Updated January 2026



Introduction

Hello, Student Organization Leaders!

The Student Leadership & Involvement Center (also known as SLIC) is excited to welcome you to this academic year! Our team is here to support you and your organization by providing training, advising, and resources to help you make this year a rewarding experience for your organization members and for yourself as a student org leader.

This handbook provides an overview of campus policies and procedures that you will need to know to effectively run your organization. We encourage you to bookmark or print this handbook and save it in an easily accessible location for quick access. Make this handbook your first stop for fast answers to your questions by scanning the Table of Contents or using the search feature in your PDF reader or web browser to look for key words and phrases.

If you are ever in need of additional support, our knowledgeable SLIC Student Assistants and professional staff are available during business hours to answer your questions and provide general information and support related to your student organization. Feel free to visit our office or contact us at the phone number or email address below. You can also visit our SLIC website for additional resources and information about our other events and programs.

Good luck and best wishes for a fantastic academic year!

Sincerely,

The SLIC Team

Contact Us

- SLIC website
- **Phone**: 760-750-4970
- **Email**: studentorg@csusm.edu

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Recognition Requirements for Student Organizations

California State University (CSU) Executive Order 1068 establishes systemwide policies, procedures, and guidelines for student organizations and activities. The Student Leadership & Involvement Center (SLIC) is responsible for administering the recognition process for CSUSM Student Organizations.

University policy requires all student organizations to be recognized by the University in order to utilize University facilities, associate the organization with the name of California State University San Marcos (CSUSM), and access other privileges and benefits available to recognized student organizations.

Student Organization Annual Recognition Process

Per CSU Executive Order 1068, all Student Organizations must submit the necessary documents for University recognition on an annual basis.

Involve is your hub for managing your student organization. It hosts all CSUSM Student Organization recognition forms and documentation, including, but not limited to:

- The Organization Registration Form (also known as the Transition Form)
- The Officer & Advisor Agreement Form
- Organization membership rosters
- Organization Constitution & Bylaws documents

At CSUSM, all student organizations must provide the following items by posted deadlines to obtain recognized status:

- An updated Student Organization Registration Form (also known as the Transition Form)
- A unique student organization email address that stays constant within the organization from year to year
- A current Constitution & Bylaws document that includes all elements required by CSU and CSUSM policy
- A membership roster with at least 5 current CSUSM students who are enrolled in at least one class, including a designated President and Treasurer
- A designated Faculty/Staff Advisor who is either a CSUSM faculty member or professional staff member
- Signed Student Organization Officer/Advisor Agreement Forms from the President, Treasurer, and Advisor

Existing organizations complete the Annual Recognition process during the spring semester to maintain recognized status for the following academic year. New organizations seeking recognized status and inactive organizations seeking to reactivate must complete the New Organization Recognition process during the spring semester for recognition the following fall semester.

Once a student organization has submitted the items outlined above and completed all required trainings, an official notice of recognition will be emailed to the organization's President, Treasurer, and Advisor.

Full details and instructions for the Annual Recognition process and New Organization Recognition Process can be found on the SLIC website.

Officer Requirements

As outlined in CSU Executive Order 1068, student organization Presidents and Treasurers must fulfill minimum requirements for eligibility. All Presidents and Treasurers must:

- Be matriculated and currently enrolled at CSUSM.
- Maintain a minimum overall grade point average of 2.0 each term
- Be in good standing with the University and not on academic, disciplinary, or administrative probation or notice of any kind
- Be enrolled in at least 6 units if an undergraduate student, or at least 3 units if a graduate student
- Undergraduate students may not exceed 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students may not exceed 50 semester units or 167 percent of the units required, whichever is greater.

Changes to Organization Officers, Advisors, Constitution & Bylaws, or Organization Name

If there are any changes to the President, Treasurer, Advisor, Constitution & Bylaws, or organization name outside of the Annual Recognition period, the organization must submit a Student Organization Mid-Year Change Form to document the change.

Note: Changes to any of these items during the Annual Recognition period may be documented through that process. A Student Org Change Form is not necessary during that window.

- **Officer Changes:** If there are any changes to the President, Treasurer, or Advisor positions at any point during the academic year outside of the Annual Recognition period, the new officers or Advisors must submit an Officer/Advisor Agreement Form and complete Online Officer/Advisor Training, in addition to the Mid-Year Change Form.
    - **Note**: Mid-Year Change Forms are not necessary for changes to positions other than the President, Treasurer, or Advisor. However, it is recommended that you update your organization roster on Involve to reflect changes to other officer positions.
- **Constitution Amendments:** If there are any substantive changes or amendments made to the organization's governing documents outside of the Annual Recognition period, the organization must provide a copy of the new documents to SLIC within 90 days via the Mid-Year Change Form.
- **Organization Name Changes:** If an organization wishes to change the name of the organization, the organization must submit a Student Organization Change Form to document the change.

Privileges of Student Organizations

Recognized student organizations are afforded a variety of privileges, including the following:

- Advisement from SLIC professional staff in conducting operations as an organization

- Use of university facilities for meetings and events
- Organization name listed in the Student Organization directory
- Use of the CSUSM name in organization correspondence and publicity
- Ability to recruit members on campus
- Use of Associated Students, Inc. (ASI) Student Organization Account Services
- Ability to apply for and receive funding via various campus-sponsored opportunities
- Access to fundraising opportunities within established guidelines
- Ability to participate in the Student Organization Fair and other events hosted by SLIC
- Access to student organization trainings and leadership development opportunities provided by SLIC
- Free item checkout for student organization events and tabling (provided by SLIC)
- Use of designated campus bulletin boards for publicity

Responsibilities of Student Organizations

Recognized organizations and their members serve as representatives of the University. As such, they have a responsibility to conduct themselves in a manner that provides a favorable impression of CSUSM to the public and to their fellow students. In exchange for the privileges outlined above, organizations are expected to uphold the following standards:

- Organization members are expected to abide by all university policies, procedures, regulations, and standards for student conduct, as well as all federal, state, and local laws and ordinances.
- Organization policies must be consistent with those of the University. This includes all standards for student conduct and all other policies, procedures, and regulations.
- All organizations must select an authorized Advisor who is a CSUSM faculty or staff member.
- Update the membership roster, list of officers, and advisor contact information on Involve each semester and whenever changes are made.
- Keep a copy of the Organization's Constitution and Bylaws (and a copy of any affiliated organization constitution, if applicable) on file in Involve. Documents must be refiled with SLIC within 90 days after any substantive change or amendment.
- Utilize Involve to preserve records and enhance organizational continuity by maintaining copies of organization meeting minutes, the most current constitution, membership rosters, and documents related to organization activities, including travel documents.
- Maintain an active programming calendar (meetings, events, service projects, etc.) that reflects the purpose of the organization as stated in the constitution.
- Ensure that all Student Organization activity that is not included on your online recognition form is communicated to SLIC. SLIC would like to have the opportunity to advise your organization in a timely manner to ensure that all activities are within University policy.
- Schedule all events and meetings in accordance with campus policies and assume responsibility for all clean-up after all events located on and off-campus.
- Advertise all functions and meetings according to the University posting guidelines & publicity.
- Maintain good fiscal standing with the University and ASI.
- Send appropriate representatives to annual Student Organization Leadership Conference and all other required training sessions.
- Follow all University cash handling procedures.

Removal or Denial of Recognized Status

If at any point it is determined that a Student Organization is not meeting University requirements, SLIC will provide a notice of the concern and the Student Organization will have the ability to respond. Potential reasons for the denial, suspension, or removal of organization recognition include, but are not limited to:

- Failure to complete required recognition steps by published deadlines
- Violation of CSU Executive Orders or University policies, procedures, or regulations
- Violation of CSUSM Standards for Student Conduct (such as academic dishonesty, cyberbullying, etc.)
- Violation of local, state, or federal law, ordinances, or health guidelines (including COVID-19 prevention guidelines)
- Violation of financial responsibilities
- Violation of university travel or event policies
- Failure to act in accordance with the organization's constitution or stated objectives
- Violation of California Educational Code, Title V (Commercial Solicitation)

Student Organization Conduct and Accountability

The Student Leadership & Involvement Center (SLIC) may review a Student Organization's University recognition status as a result of a failure to uphold the requirements and expectations outlined in the Student Organization Handbook, University Policy, and/or Student Code of Conduct, or in response to a report(s) of alleged Student Organization Conduct submitted to SLIC. While this section of the Handbook outlines CSUSM's response to allegations that are reported regarding Student Organizations, the University also expects that each student organization utilize a conduct or internal accountability system so that inappropriate behavior within the Student Organization is addressed.

The Role and Philosophy of SLIC

At the Student Leadership and Involvement Center (SLIC), we aim to have students engage in an educational and reformative process that focuses on critical thinking and self-awareness. This is accomplished through educational conversations and sanctions discussing campus policies, the mission of a student organization, the impact of the alleged conduct violation(s), and/or reflection practices.

Professional staff within SLIC serve as Student Organization Conduct Officers, supporting the process and conversation with all Student Organizations from start to finish. Additional CSUSM staff, faculty, and students may serve as Student Organization Conduct Officers for the Student Organization Conduct process.

Internal Issues and Conflicts

When issues or conflicts not related to potential violation(s) of University policies, state, or federal law arise among Student Organization members and/or groups, parties are encouraged to personally contact the president of the Student Organization to seek resolution. Such incidents would not include concerns or situations that are serious in nature (e.g. hazing, anything concerning student safety and welfare, anything warranting media attention, possible violations of Student Code of Conduct). Any such serious incidents or situations should be reported to SLIC (see process outlined below).

The Student Organization Advisor should be available, upon request, to help individuals and/or groups facilitate dialogue when resolution cannot be met between individuals and/or groups.

Policy Violations and Other Incidents

Reporting an Incident: If an individual and/or group of a Student Organization experiences or is responsible for a more serious incident (potential violation of University policies, state, or federal law), it should be reported directly to the Student Leadership & Involvement Center.

Anonymous complaints of violations against an individual or student organization that are insufficient in evidence for the University, or their designee, may not commence an investigation.

Disciplinary matters involving individuals may be referred to the Dean of Students, and possibly to the University Police Department. Actions taken by the Dean of Students and University Police Department may run concurrently with action taken by the Student Leadership & Involvement Center.

Anyone who wishes to report an incident involving a student organization to SLIC can speak with a staff member directly, contact the office via phone or email, or submit a Student Organization Misconduct Report Form. The form can be submitted anonymously.

Incident Report Review: Procedures are initiated when SLIC receives a report giving details of an alleged incident. SLIC will review the report and determine the appropriate course(s) of action, which include:

- Dismissal of the complaint for lack of evidence
- Investigation

Investigation Process
An investigation is a meeting between a Student Organization Conduct Officer(s) and the Student Organization leadership with the goal of resolving the situation or concern through mutual discovery and agreement. Upon notice of an investigation occurring, a Student Organization Conduct Officer will be assigned.

The process will begin with the Student Organization Conduct Officer(s) gathering any important information needed to support the investigation by contacting other individual(s) and/or reviewing other documents with details pertaining to the investigation. Interim measures may be assigned if applicable (see the “Interim Measures” section below for more information).

Next, an investigation facilitated by the Student Organization Conduct Officer(s) will occur. This process involves discussions of the situation and finding a collaborative path forward. The primary goal is to foster learning and educate the student organization, its leaders, and members about university policies, responsible behavior, and best practices.

Following the meeting, the Student Organization Conduct Officer(s) will issue a resolution summary letter outlining the investigation findings and expectation(s)/sanction(s) the Student Organization must meet to resolve the Student Organization Conduct process.

Due to the nature of the conduct case and/or potential of individual involvement in misconduct, collaboration with the Dean of Students, University Police, Title IX Coordinators, external investigations,

governing student council(s), or others may be of use. These processes may run simultaneously to address the Student Organization's collective responsibility and the alleged individual involvement of its members, ensuring a coordinated and thorough response that considers both organizational accountability and individual student conduct processes.

Fraternity and Sorority Life Recruitment Infractions
Recruitment infractions that do not include possible violations of Student Code of Conduct and/or the Student Organization Handbook will be referred to the Interfraternity Council, Multicultural Greek Council, and Panhellenic Council. For more information, refer to the respective Constitution and Bylaws and Recruitment Rules.

Standard of Proof and Sanctions
The University Response and Investigation process is not a court of law. The standard of proof is "preponderance of evidence". "Preponderance of evidence" means the evidence is stronger and more convincing than the opposing evidence, indicating it's more likely than not that the student organization and/or individuals violated the Student Organization Handbook, University Policy, and/or Student Code of Conduct. Sanctions should be reasonable and appropriate to the incident and nature of the violation(s).

Student Organization Responsibility and Representation
Student Organizations can be held accountable for the actions of their members when those actions are associated with or benefit the organization, or when the organization directly or indirectly condones the behavior. Students may also face individual conduct processes through the Dean of Students office if their actions violate the CSUSM Code of Conduct.

During the conduct process, Student Organization representatives, typically the Student Organization president, act on behalf of their organization to communicate with the Student Leadership and Involvement Center (SLIC).

Sanctions
Investigation outcomes will typically focus on restorative measures, educational assignments, or corrective actions (e.g., attending workshops, developing new internal policies, probation for a set timeframe).

Sanctions/expectation(s) could include, but are not limited to:

1. Workshops
2. Presentations
3. Service-Learning/Community Participation
4. Reflective Project(s)
5. Review of Student Organization Handbook, University Policy, and/or Student Code of Conduct
6. Review of current and/or creation of Student Organization specific policies
7. Warnings
8. Restitution and fines
9. Probation (Set Timeframe)
10. Restricted Student Organization/Loss of specified privileges
11. Loss of university recognition

If the Student Organization disagrees with the findings or fails to meet the documented sanction(s) or expectations, SLIC will review the case and, if appropriate, a recommendation will be made to the Associate Vice President for Student Affairs, or designee, for further review/action. Sanctions and expectation(s) could remain the same, increase, or decrease in severity.

Appeals
To appeal an investigation outcome or sanction, a written request must be submitted to the Associate Vice President of Student Life, or designee, within five business days of receiving written notification of the sanction/expectation(s). Failure to appeal will indicate an acceptance of the sanction/expectation(s).

The criteria for an appeal are limited to the following grounds:

a. New evidence is available that was not heard at the time of the investigation.
b. The sanction/expectation is not supported by evidence for the determined violation.
c. There was a procedural error that substantially affected the outcome of the investigation.

Upon appeal, sanction/expectation(s) could remain the same, increase, or decrease in severity. The Associate Vice President of Student Life, or designee, decision regarding the appeal is final.

Supportive Measures
Support Person: Student representatives have the right to be assisted by one support person during all stages of the Student Organization Conduct Process. The role of the support person is limited to guiding, advising, or supporting a student through the process. A support person may not represent, speak on behalf of, delay, disrupt, or otherwise interfere with the Student Organization Conduct Process. Please note that under current University policy, the advisor may not be an attorney. If the Student Organization is inviting an advisor to the meeting, they need to notify the assigned Student Organization Conduct Officer at least 3 business days prior to the meeting.

Inter/National Organizations: SLIC encourages Student Organizations to work with their inter/national organizations, if applicable.

Campus Student Organization Advisor: Student organization advisors are encouraged to serve as vital resources and mentors during all Student Organization Conduct Processes, providing guidance and support to their student organization's leadership.

Interim Measures
Interim Measures refer to conditions and/or restrictions that may be placed on a student organization(s) and/or student(s) alleged to have violated the Student Organization Handbook, University Policy, and/or Student Code of Conduct. Interim measures do not represent a finding that there has been a violation of the Student Organization Handbook, University Policy, and/or Student Code of Conduct. They may be in place for a specific period or until the case is concluded.

Interim measures may include, but are not limited to the following: temporary suspension of activities, restriction from campus facilities usage, freezing of organization funds, or interim suspension. Interim measures provided to the Student Organization will remain confidential to the extent that maintaining such confidentiality would not impair the ability of the University to provide supportive measures. Interim measures may be imposed to:

1. Ensure the safety and well-being of members of the CSUSM community

2. Ensure the Student Organizations and its members' own physical or emotional safety and well-being
3. Ensure that the normal operations of CSUSM are not disrupted

Timeline of Conduct Procedures

1. Incident Report Review & Notify of Investigation or Dismiss would occur within 15 business Days of Incident Report creation
2. If Interim Measures are enacted, the Student Organization would be notified within 10 business days of the interim measure if it will be removed or will continue through the end of the Student Organization Conduct process or other timeframe noted
3. Once a Student Organization is notified of an Investigation, the Investigation needs to conclude within 30 business days. Extensions are granted if unforeseen circumstances arise (Sickness, University Break, etc.)
4. All expectations/sanction(s) assigned may vary in timeframe based on the expectation/sanction provided.
5. As noted in the Appeals section above, appeals need to be submitted within 5 business days.

Advisory Support for Recognized Student Organizations

The University requires that all recognized Student Organizations have a designated Faculty/Staff Advisor. Student Organization Advisors are volunteers who, out of their personal interest and dedication, give their time and talent to support and promote co-curricular programs at California State University San Marcos. CSUSM's policies on student organization Advisors are derived from and governed by CSU Executive Order 1068.

Advisor Eligibility and Selection

A student organization Advisor must be a CSUSM faculty or staff member who is willing to provide guidance and support to the organization above and beyond their duties as a CSUSM professional. Part-time faculty and staff who are employees of CSUSM or one of its auxiliaries (with the exception of graduate assistants or teaching assistants) may serve as advisors. SLIC will review the eligibility of Advisors as part of the University recognition process and communicate with the organization and the Advisor if they are ineligible as a result of this policy.

The selection of an Advisor and the decided length of their term are determined and negotiated by each individual organization. The University 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.

Advisor Expectations and Responsibilities

Student Organization Advisors must be willing to provide general guidance and support to their student organization, in a voluntary capacity, above and beyond their duties as a CSUSM professional. Advisors are not required to be experts on the organization's area of focus, but they are expected to provide guidance on navigating campus policies and procedures, as well as advisement regarding general organizational management.

Per CSU Executive Order 1068, "Advisors take on different responsibilities depending on the needs of their organization. It is important to remember that an advisor is not an administrator, executive officer,

or leader of the organization. Some common roles of the advisor are as a mentor, team builder, motivator, role model, educator, institutional policy interpreter, source of information and ideas, and liaison between the organization and university administration."

The duties and expectations of an advisor include, but are not limited to:

- Play an active role in helping students design meaningful programs that are consistent with the organization's constitution and purpose.
- Preserve records to enhance organizational continuity by maintaining copies of important organization documents and records, including but not limited to: organization minutes, constitution and bylaws documents, membership lists, student conduct agreements, liability waivers, event-planning documents, and other records.
- Periodically attend organization meetings.
- Ensure the proper supervision (self or appropriate substitute) of any organization meeting or activity.
- Periodically review the financial status of the organization and oversee the handling of organization funds and maintenance of financial records. (Please note that all organization expenditures must have an Advisor signature. Associated Students, Inc. oversees all Student Organization accounts. Please contact ASI with any questions related to organization finances.)
- Participate in Advisor trainings hosted by SLIC.
- Communicate organization news, concerns, or questions to SLIC.
- Become familiar with University policies and procedures related to Student Organizations. Advisors must report any University policy violations to SLIC.
- Complete annual Campus Security Authority (CSA) training.
- As a mandated reporter, Advisors must report any Title IX or Clery Act incidents and/or violations.
- Advisors are encouraged to refer any students of concern to the Cougar Care Network (CCN).

Advisors as Campus Security Authorities and Mandatory Reporters

At CSUSM, student organization Advisors are designated as Campus Security Authorities under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"). Advisors will be expected to complete annual CSA training and to fulfill responsibilities as a Campus Security Authority in accordance with requirements outlined in CSU policy. The training will be assigned via CSU Learn and Advisors will receive a link to the training via email. For questions about the training, Advisors can contact slic@csusm.edu.

A CSA's primary responsibility is to report allegations of Clery Act crimes that are reported to them in their capacity as a CSA. More information about CSA's and what they do can be found on the CSUSM Clery CSA website. Crimes can be reported using the CSA reporting form.

Student organization advisors are also typically considered to be Title IX mandatory reporters in their role as an employee of the university. To learn more about Title IX reporting, visit the CSUSM Title IX reporting information page. Title IX incidents can be reported via the CSUSM Title IX and Civil Rights Reporting Form.

Organization's Responsibilities to the Advisor

It is expected that Student Organizations will inform their Advisors about the plans and activities of the group. Officers and the organization's leadership are expected to:

- Notify the Advisor of all meetings, events, and activities.
- Consult with the Advisor in the planning of activities before major events are undertaken.
- Consult with the Advisor before making any major changes to the structure of the group or the policies of the organization.
- Allow the Advisor the opportunity to speak during meetings (although they are not allowed a vote).
- Discuss concerns and issues regarding the organization with the Advisor.
- Acknowledge that the Advisor's time, support, and energy are voluntary. Student Organizations should express their appreciation whenever possible.
- Be clear and open about expectations of the Advisor and periodically provide feedback to the Advisor.

Affiliate and Community Advisors

In some instances, Student Organizations are affiliated with organizations external to the University, such as a regional or national governing organization. It is important that the organization work closely with their Student Organization Advisor or SLIC on matters related to University policies and procedures and communicate with SLIC should contradictory advisement be provided by the external affiliated organization. Student Organizations are also expected to provide current contact information for any affiliated organizations and advisors via the Student Organization Registration Form or Transition Form.

Student Leadership & Involvement Center Staff

In addition to having a Faculty/Staff Advisor, SLIC staff are available to provide University advisement and support for general organization management, navigating University policies and procedures, on-campus event planning, development and revision of constitution and bylaws documents, roster changes, annual recognition, general organization management, and other matters. SLIC staff work in collaboration with the Student Organization Advisor and serve as an additional University support mechanism to provide direction and feedback on policies, procedures, and best practices.

Student Organization Membership

Basic Membership Requirements: Student Organizations must maintain a roster of at least five members who are currently enrolled in at least one California State University San Marcos course. Voting rights are limited to CSUSM student members.

Open Membership Policy: CSU Executive Order 1068 requires that recognized Student Organizations uphold open membership policies, with officers certifying annually that the organization has no rules or policies that discriminate 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). A social fraternity or sorority may impose a gender limitation as permitted by Education Code Section 66273.

Recruiting New Members

It is important to recruit new members who will invest their time and energy in the organization. Student organizations are encouraged to implement the following practices to establish and maintain an active membership base:

- Learn to clearly articulate the philosophy, purpose, values, goals, and membership requirements of your organization.
- Develop a marketing plan for the year (including but not limited to posters, social media, brochures, flyers, t-shirts, etc) to spark interest in your organization and maintain visibility.
- Identify current members who are committed to the organization's purpose who can actively recruit new members.
- Determine the motivation, needs, and interests of prospective members.
- Approach ALL new students, both first-year and transfer, who are eager to connect with the University.
- Recruit throughout the year, not just at the beginning of each semester.
- Maintain realistic expectations of organization members and be clear about financial obligations and time commitments.

Retaining Members

- Remember that members are volunteers who may have multiple responsibilities and involvements outside of your organization. Make an effort to offer a variety of meeting and event times, leadership roles and responsibilities, and engagement opportunities.
- Maintain open lines of communication. It is important for members to be informed and know who to contact with questions. It is also important for them to know are appreciated and have the opportunity to participate, make suggestions, and contribute to the organization.
- Be aware of the needs and wishes of members and provide them with incentives and rewards to promote continued interest and participation.
- Develop a leadership "pipeline" by training enthusiastic members for future officer positions.

Student Organization Policies & Procedures

A summary of CSUSM and CSU systemwide policies that impact Student Organizations is included below. All recognized Student Organizations are required to comply with CSUSM and CSU systemwide policies.

- Comprehensive CSU systemwide policy website
- Comprehensive CSUSM policy website
- CSUSM Standards for Student Conduct

Additional policies that are frequently referenced or directly related to Student Organization activities can be found in the Policies section of the student orgs website.

If you have any policy-related questions, please contact SLIC for more information.

CSU Policies and Executive Orders Relating to Student organizations

- Executive Order 1068: Policies, procedures and guidelines for student organizations and activities
- ICSUAM 03141.01: Administration of Student Organization Funds
- Executive Order 1098: Student Conduct Procedures
- CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation

CSUSM's Notice of Non-Discrimination on the Basis of Gender or Sex

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

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

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

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

CSUSM Title IX/DHR coordinator: Sarah Clegg, AVP for Title IX/DHR
Address: Administrative Building 3200
Email: sclegg@csusm.edu
Phone: 760-750-6020
Monday-Friday, 8 a.m.-5 p.m. (closed during campus closure days)

CSUSM Deputy Title IX Coordinator for Athletics: Lisa Dickinson, Senior Woman Administrator
Address: University Student Union 2200C
Email: ldickins@csusm.edu
Phone: 760-750-7407
Monday-Friday, 8 a.m.-5 p.m. (closed during campus closure days)

Questions may also be addressed to:
Office for Civil Rights
San Francisco Office
U.S. Department of Education
50 United Nations Plaza
San Francisco, CA 94102

Phone: 415-486-5555
Fax: 415-486-5570
Email: OCR.SanFrancisco@ed.gov

Title IX Information and Resources

The following links can provide more information about Title IX, reporting options, and support resources:

- CSUSM Title IX website
- File a report
- What to expect from the Title IX reporting process
- Support resources and alternative reporting options

Hazing

All members of the campus community, including recognized Student Organizations, are required to observe and fully comply with the CSU Standards for Student Conduct and the California Penal Code regarding hazing.

- 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 policy.
- A violation that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both.

- Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.
- The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- Prosecution under this section shall not prohibit prosecution under any other provision of law.

To report hazing, learn more about hazing prevention, view campus hazing statistics, or review documentation of campus hazing investigations, visit the CSUSM Hazing resources website.

Alcohol and Drugs

All members of the campus community, including student organizations, are required to abide by all University, federal, state, and local regulations governing alcohol and drug use:

- Consumption, possession or storage of alcoholic beverages by any individual under the age of 21 is prohibited.
- It is against the law to sell alcoholic beverages without proper license from the State of California Department of Alcoholic Beverage Control or to provide alcoholic beverages to an obviously intoxicated person.
- The production, possession, distribution, sale and/or use of any illegal drugs or controlled substances at any student organization event, activity, or meeting are prohibited.
- The advertising of alcoholic beverages on CSU campuses, including at athletic events in university-owned or operated facilities, is permissible only with the prior approval of the campus president. Any such advertising must comply with the CSU policy on Sales, Service, and Advertising of Alcoholic Beverages (CSU EO 1109).
- Per CSU EO 1109, student clubs and organizations may not distribute clothing, posters, or other promotional items that utilize the university or athletic department symbol, name, image, logo, or mascot in combination with an alcoholic beverage trademark or logo, unless there is prior written approval by the president.
- No Fraternity & Sorority chapters shall use, possess, or distribute alcohol and/or drugs at any recruitment activity or event.

As a student organization leader or member, you represent both your organization and the CSUSM community at all times. As a result, student organizations are encouraged to:

- Demonstrate healthy behaviors and habits to combat substance abuse and encourage moderation. Student organization officers should set good examples.
- Where possible, sponsor alcohol and drug education programs including programs by national organizations or campus programs.
- Encourage social events where only non-alcoholic beverages are served.
- Provide, at events where alcohol is served, a variety of accessible non-alcoholic beverages and food.
- Provide non-drinking monitors at all functions where alcohol is served.

- Educate all student organization members regarding risk management and insurance.

Conduct and Behavior

Conduct deemed unbecoming of a student organization member as set forth by university or organization philosophies, guidelines, values, mission, and/or vision statements may be subject to review by University staff and may be forwarded to the University Police and/or the Dean of Students Office for disciplinary action.

Good Neighbor Policy

CSUSM encourages all student residents within the San Marcos community to live up to the tenets of following Good Neighbor guidelines. Like all residents, students are expected to conduct themselves as mature and responsible members of the San Marcos and University communities. As such, they are responsible for upholding all state and city laws and ordinances, especially those relating to noise, traffic, parking, zoning, and consumption of alcohol. In addition, as responsible members of society, they are expected to foster an atmosphere which nurtures positive educational pursuits, the development of understanding and tolerance of those with different cultural and political points of voice, and an environment that encourages responsible behavior in the community.

The good neighbor guidelines address the following areas:

1. Upkeep and Beautification
2. Traffic Safety and Parking
3. Neighborhood Relations
4. Alcohol and Other Drugs

The following guidelines are consistent with the educational role of the University, the rights and needs of all residents, standards of common courtesy, and are directed toward encouraging and maintaining positive neighbor relationships.

Upkeep and Beautification*:* Students and student organizations are expected to maintain a safe, clean, and attractive environment for the health and well-being of their members, guests, and neighbors. Specifically, students will:

1. Maintain the property in accordance with all fire, health, zoning, building, and safety codes.
2. Maintain lawn and landscaping on a regular basis.
3. Dispose of litter, trash, and garbage on a regular basis in an appropriate manner.
4. Ensure any litter or trash is cleaned up no later than 10:00am, the day following an event.

Traffic Safety and Parking: To maintain community safety regarding residential neighborhood traffic and parking, students and student organizations are expected to:

1. Comply with the laws of San Marcos and the State of California and hold invited guests to the same standard of conduct.
2. Adhere to all parking regulations, and refrain from violation, such as blocking neighbors' driveways, public alleys, and sidewalks, which are violations of the law.

3. Give priority to traffic safety and educate household members and guests about neighborhood parking restrictions and encourage safe responsible driving.
4. Make provisions for guest parking for all events.
5. Prohibit household members and guests from parking on lawns and other landscaped or unsurfaced areas.
6. Educate household members and guests to arrive quietly and to depart in the same manner to avoid disrupting the neighbors

Neighborhood Relations: To maintain positive relationships with community members, uphold a positive reputation for CSUSM, and respect the rights of neighbors, all students are expected to:

1. Foster and maintain good community relations and cooperation with neighbors and authorities.
2. Consider holding large social functions away from the private residences at facilities of sufficient size to accommodate the crowd, especially when alcohol is served.
3. Be responsible for their conduct and encourage admitted guests to adhere to the same standard.
4. Observe quiet hours after 10:00 p.m. (Sunday through Thursday) and 12:30 a.m. (Friday and Saturday), with a limited number of events taking place on contiguous weekends.
5. Respect the rights of neighbors and follow existing laws and ordinances.
6. Take active steps to prevent damage to neighbors' property by admitted guests and household members.
7. Be responsible for damage to neighbors' properties caused by household members and guests.
8. Be responsible for mediating and resolving neighborhood problems in a timely fashion.
9. Communicate with neighbors, when necessary, before 9:00 p.m. in a mature and civil manner.
10. Notify neighbors within 300 feet (multiple dwellings/manager) and all other people who have notified the student group of their desire to receive notices in writing of organized social events at least three days prior to the function. Notifications shall include size, type of event, hours and a contact person who will be present at the event.
11. Use amplified sound only in accordance with the Noise Ordinance. Exterior amplified sound in residential areas is discouraged.
12. Initiate programs to foster positive attitudes about relations with neighbors, reduction of noise, elimination of alcohol abuse, and elimination of verbal abuse.
13. Set reasonable limits on the total number of large events per semester and for the academic year that will take place at the residence.

Alcohol and Other Drugs: All student organizations are required to abide by all University, federal, state, and local regulations governing alcohol and drug use. As a student org leader or member, you represent both your organization and the CSUSM community at all times. As a result, student organizations are encouraged to demonstrate healthy behaviors around substance use, set positive examples, and educate members about drug and alcohol use. See the Alcohol and Drugs section above for additional policies, expectations, and recommendations.

Use of University Name, Logos, and Trademarks

When developing marketing materials and apparel (flyers, shirts, giveaway items, etc.) that include the University name or logo, it is important that you are aware of the campus branding standards and procedures for using a CSUSM logos and trademarks.

Custom organization logos: Student organizations are not permitted to alter or edit any CSUSM logos or trademarks. The Cougar Spirit logo has been specifically identified for Student Organization use. If your organization would like to request a Cougar Spirit Logo customized for your organization, contact University Communications at publicity@csusm.edu. Consult with SLIC as you develop internal and external marketing plans and ensure that you are printing any materials with the University Store or another licensed vendor.

Purchasing organization merchandise: The CSUSM University Store has the first right of refusal for production of all student organization apparel and merchandise, including shirts and graduation stoles. To request a quote, submit a Custom Order Request Form. Should the University Store decline to fulfill the order, an outside licensed vendor may be used. For instructions on finding a vendor that is licensed to use CSUSM trademarks, visit the Licensing & Trademarks webpage.

For questions, contact the University Store Manager by email at 1259mgr@follett.com or phone at (760) 750-4731.

Student Organization Travel

Hosting off-campus activities or traveling is a common way to enhance the student organization experience for members. However, there are important protocols to keep in mind to make sure off-campus activities and trips are safe for everyone and align with the mission of your organization. Read below for more information.

Student Organization Travel Criteria
Off-campus travel will be considered to be official/sanctioned by/in the name of a student organization if any of the following conditions are met:

- The trip/event/activity is advertised with any mention of the student organization name
- The trip/event /activity is discussed during an organization meeting or via organization communication channels (email, group chats, etc.)
- An observer or attendee would associate the trip/event/activity with a student organization
- A significant percentage of the organization membership participates
- The organization coordinates or facilitates the planning of any logistical arrangements for the trip/event/activity
- Organization funds are used in any way to facilitate, support, or promote the trip/event/activity
- The organization provides transportation for any portion of the trip/event/activity
- The organizations provides maps, directions, tickets, or any other information regarding the trip/event/activity for its members
- The organization creates or encourages the creation of any promotional materials for the trip/event/activity (T-shirts, flyers, social media posts, etc.)
- The organization is involved in any way with the sales of tickets or promotional materials that mention or promote the trip/event/activity

In short, if a casual observer would associate the activity with your student organization, then it is associated with your student organization. Remember: you represent your student org and the CSUSM community at all times.

Protocols for Off-Campus Travel
If your organization is planning an off-campus activity or trip, there are different steps to take depending on the activity. Review the table below to determine the appropriate steps for your planned activities.

- **Sports Clubs:** If you are an officer for a Sports Club, you do not need to follow the protocols below for traveling. You can follow the processes outlined by Campus Recreation.

	Activity/Travel Type	Examples	Requirements
Level 0	Lower-risk activities within immediate San Diego area	▪ Dinner at a local restaurant ▪ Visiting a local park	No notification or formal paperwork necessary, but be smart and be safe! Contact SLIC if you'd like to discuss your activity.
Level 1	Riskier activities within San Diego area	▪ Paddleboarding or swimming at the beach ▪ A moderate or challenging hike ▪ A bonfire	Submit an **Off-Campus Activity/Travel Notification Form** at least two weeks in advance. SLIC staff will follow up via email to recommend appropriate risk management steps based on your planned activities.
Level 2	Long-distance travel (outside San Diego area, but within California)	▪ Driving to Los Angeles for a volunteer event ▪ Flying to Sacramento for a conference	Submit the following items to SLIC via the **Off-Campus Activity/Travel Notification Form** at least two weeks in advance of your departure: ▪ A **Release of Liability Waiver** for each participant. If the participant is a minor, the student's legal guardian must sign the waiver. ▪ A **Student Conduct Agreement** for each participant ▪ A completed **Student Org Travel Roster** ▪ A completed **Student Org Travel Plan**
Level 3	Out-of-state or international travel, high-risk activities, or special circumstances	▪ Flying or driving to destination outside California ▪ Travel/activity is more than 30 minutes away from emergency services (outdoor or nature activities) ▪ High risk activities (see Risky Business list)	Submit an **Off-Campus Activity/Travel Notification Form** at least 8 weeks in advance. SLIC staff will follow up via email to recommend appropriate risk management steps based on your planned activities.

		▪ Activities involving minors (anyone under 18 who is not a CSUSM student)	

Using your student org funds to pay for off-campus travel
Student organizations are permitted to use organization funds for off-campus travel or activities that align with the mission of the organization. See below for protocols depending on your method of payment:

If utilizing ASI credit card to book travel arrangements:	**If requesting reimbursements for out-of-pocket travel expenses:**
• Expenditure Request Form (ERF) must be submitted at least 8 weeks in advance of departure • Meeting with ASI staff to book travel arrangements must occur at least 4 weeks in advance of departure • All required travel materials must be submitted to SLIC by designated deadlines	• All required travel materials must be submitted to SLIC by designated deadlines

If the above steps are not completed by the designated deadlines, purchases or reimbursements may not be approved by ASI or SLIC.

Risk Management: If you are planning a trip or off-campus activity with high-risk components, you are expected to notify SLIC via the Off-Campus Travel/Activity Notification Form and work with them to develop a risk management plan.

Free Speech at CSUSM

Free speech and First Amendment rights are cornerstones of democratic society and essential to the educational process. Members of the CSUSM community are permitted to exercise their constitutional right to assemble and express opinions on University property, provided such activities do not pose a public safety risk, infringe on the rights of others, or disrupt the educational process or other operations of the University.

As a student organization leader, it is important to understand freedom of speech and how it impacts the University and your organization. At CSUSM, we continually strive to be an inclusive university where difference is appreciated as a source of our collective strength. As part of that, freedom of speech is essential to our commitment to ensure inclusive educational opportunities for all students. In addition, as a university that receives public funding and as officials of the government, CSUSM has a duty to uphold the right to free speech for all students.

On our intellectually and culturally diverse campus, the freedom of speech provides all members the opportunity to learn, grow and contribute to our shared mission to create a more just, free and

prosperous world. But translating theoretical principles into real-world practice can be complicated and challenging, particularly if different members of our community have conflicting opinions, as they inevitably will.

Sometimes freedom of speech will bring forward strong emotional responses. However, whether the statements are popular or unpopular, agreeable or offensive, the freedom of speech is a fundamental right and cannot be denied, even when ideas and opinions go against our own institutional values and are hateful, repugnant or loathsome to many.

Freedom of speech plays a valuable role in the student experience at CSUSM. We encourage you to express your own views, debate issues, get involved and make change. An active, vocal and engaged student body is a keystone of university life.

Free Speech Resources

- Free Speech terms and definitions
- Frequently asked questions
- CSU Free Speech information and resources

Time, Place, & Manner

The U.S. Supreme Court has said that public entities such as CSUSM have discretion in regulating the "time, place and manner" of speech. The right to speak on campus is not a right to speak any time, at any place, and in any manner that a person wishes. The campus can regulate when, where and how speech occurs to ensure the functioning of the campus and protect public safety.

These regulations are not designed to limit speech — in fact, they help protect it. Time, Place, and Manner policy ensures that individuals and groups can express their views without interfering with others' rights to do the same. It creates a fair and organized environment where diverse voices can be heard, events can be conducted safely, and the educational mission of the university can continue without disruption. This policy protects everyone's right to free expression, even when views differ or conflict.

- CSU Time, Place, and Manner Policy
- CSUSM Addendum to CSU Time, Place, and manner Policy
- CSU Time, Place, and Manner Frequently Asked Questions

Demonstrations

Student organizations planning a demonstration are encouraged to submit a reservation on 25Live and notify SLIC of your planned demonstration. SLIC staff can provide guidance for planning a safe and successful demonstration within university policies, and submitting a 25Live reservation helps ensure your right to use for the space you reserve.

If your organization is planning a rally, protest, or demonstration, remember these tips:

1. Work with SLIC to determine safe ways of demonstrating and navigate campus policies regarding signs, sound amplification, demonstration location, and notification to University Police.
2. The University may establish reasonable time, place and manner regulations regarding the use of facilities to ensure that individuals and groups exercising their legitimate rights do not infringe on the rights of others or disrupt the educational process or other operations of the University.

3. Per campus policy, demonstrations cannot disrupt or obstruct instruction, research, or administrative operations, disturb areas set aside for study, or interrupt a scheduled activity.

For guidance on planning a demonstration, contact studentorg@csusm.edu.

CSUSM Posting Guidelines

The university maintains posting venues for the purpose of sharing information that may be of interest to the campus community. Some campus venues require advance scheduling, while others do not. The content of the information posted is the responsibility of the author and is not approved or endorsed by the university unless noted explicitly on the posted material.

University students, faculty, staff, registered student organizations, departments, and off-campus community members may post or exhibit printed materials in approved areas which refer to an event, activity or service in accordance with the policy/procedure outlined in the full CSUSM policy on posting informational material.

A-Frames
Recognized student organizations and campus departments are permitted to place temporary A-Frame signage in designated locations on campus for the purpose of marketing campus events and programs. Use of A-Frames is limited to University events and programs. (Directional signage for events on campus and emergency or safety notifications are exempt from this policy.)

For reasons of safety, aesthetics, accessibility, and sustainability, A-Frames are limited to designated locations on campus. Designated locations are marked by a white numbered circle on the ground. For a map of designated locations, visit the A-Frame policy webpage. Spaces are claimed on a first-come, first-serve basis for a period of no more than 30 days.

General Guidelines:

- A-Frames are only permitted in designated spaces on a first-come, first-serve basis. No request for approval is needed.
- One A-Frame is allowed per dot. Do not place an additional or move an A-Frame from a dot.
- Organizations are allowed a maximum of one A-Frame in a designated area (i.e. Forum Plaza or USU Arcade).
- Posted information must include the recognized organization name and contact information.
- The posting must be constructed of a material strong enough to withstand strong winds and weather conditions.
- Size is limited to 2 1/2 feet x 4 feet (30 inches x 48 inches).
- A-Frame may be placed for up to one month at a time per A-Frame. Those promoting a specific event must indicate a removal/expiration date of no more than 48 hours after the conclusion of the event.
- Announcements regarding specific events must include date, time, and location, as well as contact details for people wishing further information and an accommodation statement.
- A-Frames must be tagged (luggage-style tag on handle) with the department or organization that owns the A-Frame. The tag is also required to indicate the expiration date of the current posting.
- Organizations are responsible for removing their A-Frames by the expiration date.

- Those A-Frames found after the expiration date or in non-designated locations will be removed and may be charged a nominal removal/storage fee. Organizations that repeatedly violate the location and/or timely removal requirements may not be permitted to continue to utilize A-Frame space. All A-Frames will be removed to the Recycling Center to be picked up by user M-F, 7am-3:30pm.
- Non-CSUSM departments and organizations are not permitted to use A-Frame location or post A-Frames on campus property.

For the full detailed policy on placing A-Frames on campus, visit the A-Frame policy webpage.

Banners

- Recognized Student Organizations and campus departments may hang banners up to 6 feet wide by 4 feet high without pre-scheduling the posting.
- Banners may be hung on any campus railing that does not present a safety risk to those hanging the banner or to those who pass by it once it is hung. Banners may not interfere with entrance or exits to buildings. Banners may not be hung in any location that requires a ladder to install them. Banners may not be hung on handrails near steps or other walkways. Unusually large banners must be secured as to not present a safety hazard.
- Banners may be secured with string, rope, zip ties, or masking tape. Do not use scotch tape, duct tape, electrical tape, or any other fiber tape as it can damage the surface. If the tape used strips the paint from the railings, your organization may be found in violation of campus posting policies and responsible for costs associated with the repair.
- The name of the sponsoring organization must be displayed clearly on the banner.
- Banners may hang until the end of the academic term in which they are posted. Banners may be hung per the following dates:
- **Fall Semester**: Banners may be hung beginning August 15 and must be removed by December 15.
- **Spring Semester**: Banners may be hung beginning January 1 and must be removed by May 15.
- **Summer Term**: Banners may be hung beginning June 1 and must be removed by August 1.

Bulletin Boards

- Campus Announcement bulletin boards are available on campus for the publicizing of information related to on-campus events, programs, and services. For an updated list of approved posting locations, visit the SLIC website.
- Non-University related materials may only be posted on the Community Access bulletin board, which is located in Founders Plaza.
- Many other bulletin boards exist across campus that are not available for general use. The full CSUSM policy on Posting Informational Material contains descriptions of the locations and purposes of different campus bulletin boards. Recognized Student Organizations must inquire with the manager of a particular bulletin board for permission to post materials on that board.
- Materials posted do not need to be approved prior to posting, but must comply with all guidelines indicated in the full CSUSM policy on Posting Informational Material.
- Posted material must include the name of the individual or organization authoring the printed material. Posted materials will be removed if an individual/organization name or posting date are not visible.
- The date of posting must be visible on all posted materials. Postings may be displayed for up to one month. Postings should be removed after one month or within 48 hours after the advertised event or activity has occurred.

Chalking

- A request to chalk, including submission of an 8 ½" x 11" rendering, date(s), location, the name of the responsible individual(s) or organization(s), and a commitment to clean and remove the chalking (following university guidelines) must be submitted to SLIC via the Chalking Request Form at least 5 business days before the desired date of the chalking.
- Review and approval of requests to chalk will be made on a content-neutral basis.
- Chalking is permitted only on flat, horizontal, exterior, white concrete surfaces (e.g. sidewalks and plazas). Chalking of building surfaces, walls, painted surfaces, colored concrete, marbled or tiled surfaces, doors, windows, interior surfaces, trees, and streets is not permitted.
- Chalking is prohibited at all USU facilities, including sidewalks, patios, stairs, pathways, and the amphitheater.
- Only water-soluble chalk may be used.
- Chalking must not interfere with pedestrian traffic. Removal must be scheduled at a time that avoids major disruption of campus activities and general pedestrian flow.
- Chalking may be displayed for a maximum of one week. If chalking is announcing a specific event/activity, chalk must be removed within 48-hours after the conclusion of the event/activity.
- No one is to remove approved chalking other than the party who applied it, or their designee (other than in cases of exceeding the display time limit).
- Should an individual or organization chalk without permission or fail to adhere to the written removal plan, cleanup may be performed by the University and charged to the responsible group or individual.

Distributing Flyers

Flyers are defined as documents detailing campus events, programs, or services that are distributed personally by members of a recognized student organization or CSUSM student, faculty, or staff member.

- Flyers may not be left unattended in an area and must be disposed of after events have taken place.
- Flyers may be left in campus offices if permission is obtained from those offices.
- Flyers must include the name of the sponsoring organization on each sheet distributed.
- For procedures regarding handing out materials that detail off-campus events or services, refer to the CSUSM Commercial Solicitation Policy.

University Student Union Posting Policies and Options

- The USU allows Student Organizations to request to post information in select areas of the building, with permission from building staff. For the full USU posting policy, visit the USU Facility Guidelines webpage.
- The USU also permits student organizations to request to hang banners in select areas of the building. For questions regarding banner guidelines and reservations, contact usuevents@csusm.edu.
- The USU reserves the right to schedule postings according to operational needs and deny any request submitted.
- For additional questions regarding USU posting policies, please contact usuevents@csusm.edu.

Lawn Signs

Like any other posting, lawn signs must display the name of the sponsoring organization. Lawn signs must have a confirmed 25Live reservation and permission from facilities management to ensure lawn maintenance and sprinkler schedule is not impeded.

Prohibited Forms of Advertising

- Leafleting on vehicles on university property is not permitted, per the campus policy on commercial solicitation.
- Posting is prohibited on marble surfaces, painted surfaces, lampposts (except for lamppost banners detailed above), passageway glass, doors, windows, stucco, ceramic tile, trees, interior walls of buildings, posting in restrooms, and elevators.
- Advertising may not be secured (i.e., chained, nailed, tied, etc.) to university property.
- Student organizations will not produce advertisements where alcohol and drugs are mentioned.
- Student organizations shall not distribute promotional materials which utilize a university trademark, symbol or logo in combination with an alcoholic beverage or drug trademark, symbol or logo.

Student Organization Events

As a Student Organization, you will likely want to plan a meeting, host an event, or make a tabling reservation during the year. SLIC and Event & Conference Services (ECS) are here to help you through this process. To set up your event for success, it is important to keep in contact with SLIC and ECS, and monitor your Student Organization e-mail account regularly. For detailed campus policies pertaining to campus event planning, visit the ECS website.

Events & Conference Services (ECS) Contact Information

- **Phone**: 760-750-8800
- **Email**: events@csusm.edu

Event Space Reservations

To reserve campus space for a meeting, event, or tabling, student organizations must submit a reservation request via 25Live. Student Organizations may submit 25Live reservations up to 14 months in advance.

25Live requests are reviewed by ECS before they are confirmed**.** To serve the greatest number of organizations, ECS reserves the right to change any reservation, if necessary, to accommodate as many reservations as possible. ECS may cancel any event or modify the extent of services provided in the event of utility interruptions, campus emergencies, threat of imminent danger, in the interest of public safety, or acts of nature.

25Live

25Live is the portal used to schedule all on-campus events and meetings. Each Student Organization will be provided a unique 25Live username and password to schedule organization events. This account is connected to your organization's general e-mail address, so make sure to check it regularly.

For additional support with the 25Live reservation process, utilize the following resources:

- 25Live Support and FAQs
- 25Live Reminders and Tips for Student Organizations
- 25Live Training Guide
- Attend a 25Live Training
- Student org online training module (contains 25Live video tutorials)

25Live Portal Link: https://25live.collegenet.com/pro/csusm

How to find your organization's 25Live Credentials

To make a reservation for your student organization on 25Live, you will use a username and password that has been created for your organization. You will not use your personal CSUSM credentials to log in. Follow these steps to find your org's login credentials:

- Go to Involve and log in to your Admin Dashboard (it is recommended to do this on a computer with your browser window in full screen)
- Navigate to your Organization Details page
- When the page loads, scroll down until you see a box titled Student Org Account Information. You'll find your org's username and password there.
- If you are unable to access the Admin Dashboard or your org's credentials are missing, please contact studentorg@csusm.edu.
- For additional assistance with navigating Involve, visit the Involve tutorials page on the SLIC website.

Submitting a 25Live Reservation

When submitting a 25Live reservation, ensure the following details are entered completely and accurately to avoid delays in the review process by Event & Conference Services (ECS):

- **Event Name:** This will be the name of the event for internal purposes and will only appear on the calendars if you do not enter an Event Title. Make it unique and clear for ease of tracking and organizing purposes.

- **Event Title:** When publishing to a campus calendar, this field will be displayed as the name of the event. We suggest including the Student Organization name or acronym.

- **Event Type:** It is very important to select the correct Event Type. Contact ECS if you are unsure. Our campus uses three (3) main Event Types.

    - **Meeting Only:** Use this setting for events or meetings that will utilize the existing room setup within established building hours and do not require additional planning support or resources from ECS.

        - **Example**: A regular organization meeting in a classroom during open building hours.
        - **Submission deadline:** Minimum 3 business days prior to the meeting.

    - **Campus Self-Service:** Use this setting for events or meetings during established business hours that require a custom setup and/or equipment without the need for support from an ECS event planner. ECS will book the room and ensure proper setup, but the rest of the planning is handled by the student organization, including catering, audio visual setup, parking, etc.

        - **Example**: An outdoor event during the day that requires tables, chairs, and tents, but the student organization is supplying food, decorations, etc. and receiving no additional planning support from ECS.
        - **Final deadline for tabling requests:** Minimum 5 business days prior to the event date.

        - **Student Org priority deadline for all other Self-Service events: October 1st (Fall Semester) / March 1st (Spring Semester)**
        - **Final deadline:** Minimum of 3 weeks prior to the event date

    - **Campus Full-Service**: The Full-Service setting is generally used for complex, large-scale events. Full-Service events will be assigned an event coordinator to assist with logistical coordination and planning. The coordinator will work with you to define the services needed to fit within the budget and campus venue.

        - **Example**: An evening event at Forum Plaza that requires a custom setup and is bringing in outside vendors.
        - **Submission deadline for events with alcohol or outside vendors:** Minimum 8 weeks prior to the event date
        - **Submission deadline for all other Full-Service events:** Minimum 3 weeks prior to the event date

    - The following locations are required to be entered with the **Campus Full-Service Event Type**:

        - McMahan House
        - All University Student Union (USU) locations
        - Kellogg Library Reading Room
        - Athletic Fields

- **Event Description for Campus Calendars:** The Event Description is visible to the public and should include pertinent event information for your potential attendees. This may include items such as links to RSVP, parking information, contact information, and the purpose of the event. The description can also be edited at a later time. If you are requesting Featured Calendar placement, a comprehensive description **MUST** be included. Your description will only be displayed on calendars if a campus calendar has been selected.

- **Event Date & Time:** Reservations can include multiple dates and times, but they should still be separated by month. Be aware of date/time restrictions, especially for Academic Locations (classrooms and computer labs). Event & Conference Services and the University Student Union hold final authority on the approval of event dates (depending on the requested location).

- **Campus Closure Dates**: Student organization reservations will not be accepted for dates on which the campus is closed, including but not limited to: MLK Jr. Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving holiday, and Winter break between Christmas Eve and New Year's Day.

- **Event Location:** Select a location that will fit the desired headcount and setup for the event. If you cannot find your desired location or need assistance, select "Location Not Found" and contact events@csusm.edu for assistance.

- **Event Custom Attributes:** As a part of the risk assessment process, there will be series of required questions asked about the event details. The following are specific to Student Organizations and are important to answer accurately.

- **Student Contact:** Include a primary contact for the event, including a phone number and email address.

- **Account/Chargeback Number:** Enter your organization's 5-digit ASI fund number. You can look up your organization's account number on the ASI Student Organization Account Services website.

- **Campus Calendars and Newsletters:** 25Live reservations can be published to the CSUSM campus calendar. Check the boxes for the calendars where you would like to display the event.

    - Events submitted via 25Live can also be included in campus event newsletters by submitting a Campus Announcement request.

- **Confirmation Notes:** Include additional event details, necessary resources (tables, chairs, etc.), questions, or comments for the ECS schedulers and planners.

Reservation submission deadlines

- **Minimum submission deadlines**
    - **Meeting Only**: Minimum of 3 business days prior to event
    - **Self-Service**:
        - Tabling (with table and chairs requested): Minimum of 5 business days prior to event
        - All other Self-Service events: Minimum of 3 weeks prior to event date
    - **Full-Service**:
        - Events with alcohol or outside vendors Minimum of 8 weeks prior to event
        - All other full-service events: minimum of 3 weeks if no outside vendors or alcohol
- **Priority Scheduling Deadlines:**
    - **October 1st:** Deadline for all student organizations to receive priority consideration for **fall semester** events
    - **February 1st:** Deadline for all student organizations to receive priority consideration for **spring semester** events
- **First Three Weeks Rule:** Classrooms and other academic spaces cannot be requested until the fourth Monday of the semester, except during U-Hour (12:00-12:50pm on Tuesdays and Thursdays)
- **Student organizations can schedule events up to 14 months in advance, so plan early!**

Reminders & Tips for Planning a Successful Event

- **Check your designated Student Organization email regularly for reservation confirmations and communications from ECS and SLIC.** Failure to respond to communications from event-planning staff may result in event cancellation.

- Schedule your space early and include as much relevant detail as possible.

- Review the CSUSM calendar of events to make sure your event does not compete with any other major campus events.

- Incomplete 25Live event requests or requests that fall outside the submission deadlines will result in scheduling delays and potential event cancellations.
- Academic coordinators, student organization advisors, and university departments should NOT make reservations on behalf of a Student Organization.
- Remember your organization must have sufficient funds to cover the costs of the event *prior* to making the event reservation. The Student Organization's officers are personally responsible for any costs that cannot be covered by the Student Organization's account. Please see the ASI Account Services section in this handbook for more details on how to utilize your student org funds for events.
- Make sure to indicate in your reservation if your event/meeting includes food, as there are specific spaces on campus that do NOT allow food. If you serve food in a non-approved room, you risk being charged a cleanup fee.
- University furniture may not be moved from its location. All equipment must be requested from ECS for event use.
- Glitter, confetti and candles are prohibited for use on campus.
- Cleaning and/or maintenance fees will apply for failure to follow ECS or campus policies and will be added to final event charges.
- No organization may reserve, transfer, sublease or sell facility reservations on behalf of another organization. Any and all changes in space reservations must be done through your assigned ECS Event Planner or Scheduler
- Please notify the ECS as soon as possible if you need to cancel your room reservation, so the space can be made available for others. Failure to notify may result in cancellation fees. If a group is requesting/reserving multiple blocks of time and not using them, reservations may be canceled, and the group will only be allowed to make single date reservations for the rest of the semester.
- If your organization hosts an event annually, submit the 25Live reservation request for next year as soon as your event is over!

Risk Management

SLIC will work with the CSUSM office of Safety, Health, & Sustainability (SHS) to appropriately advise Student Organizations regarding events and activities that expose either the organization, the University, or event participants to elements of risk**. It is critical that organizations fill out the 25Live event request form completely and provide as much detail about the vision of your event as possible.** Some of the risk management strategies you will find within the event planning process include the use of contracts, risk assessment forms, and release of liability forms. SLIC event advisement will minimize activities that have the potential for injury or accidents involving CSUSM students and their guests.

High-Risk Activities
Activities or trips with any of the following elements generally have an increased level of risk:

- Fire, fireworks, BBQs, open flame
- Cooking or preparing your own food
- General public is invited

- Minors will be present (individuals under the age of 18 who are not CSUSM students)
- Physical activity (sports, dance contests, games, etc.)
- Rides, bounce houses, obstacle courses, inflatables, climbing tours, etc.
- Motorized equipment or vehicles
- Water-based activities (pools, ocean, swimming, boating, surfing, paddleboarding, kayaking, etc.)
- Animals
- Alcohol
- Potentially controversial speaker or topic
- High-profile attendees or speakers
- High attendance events
- Events that include music or other entertainers/vendors
- Power tools or hand tools

Insurance Requirements for Events
CSUSM has insurance requirements for outside organizations, speakers, vendors, or performers who come to campus for events. Work in advance with your ECS Event Planner and/or SLIC Coordinator when developing or requesting service contracts with outside entities. It is encouraged that organizations begin the contracting process as early as possible to allow time to complete university verification processes.

Events with Guests (Non-CSUSM students, staff, and faculty)

Any attendee, speaker, performer, or vendor at an on-campus event who is not a CSUSM student, staff, or faculty member, is considered a guest. If your organization is planning an event involving the participation of guests, please review the policies and procedures below.

Guest Speakers, Performers, and Vendors
All visiting speakers, performers, and vendors must submit a signed Indemnification Form prior to coming to campus for an event. A representative of the student organization can initiate the form online.

Working with Vendors
If your organization is working with an off-campus vendor for an event, it is always recommended that you put any agreement in writing. Make sure you understand the full extent of the agreement/contract before moving forward with the vendor.

If your event is taking place on campus, external vendors must complete an approval process before coming to campus. Work with your ECS Planner and/or SLIC Coordinator to facilitate the vendor review and approval process. Reservations for events involving vendors must be submitted a minimum of 8 weeks in advance.

Off-Campus Community Members
Organizations hosting members of the off-campus community (individuals who are not CSUSM students, faculty, or staff or a guest speaker, performer, or vendor) at an on-campus event are encouraged to ask all guests to sign a CSUSM Release of Liability Waiver upon entry at the event.

When preparing your waiver, make sure to fill in your event information at the top. Then print as many copies as you need. Signed waivers should be scanned and sent to studentorg@csusm.edu after the event. If you need a scanner, SLIC staff can assist you.

Events with Minors
If your student organization is planning an event or activity involving the participation of minors (individuals under the age of 18 who are not CSUSM students), additional planning is required.

Any events or activities involving the participation of minors must be registered with Integrated Risk Management (IRM) at least 60 days in advance (in addition to having an approved 25Live reservation). You can find the registration form, full Youth Protection Policy, and other resources for planning events for youth on the IRM Youth Protection Program website.

If your organization is planning an event or activity involving the participation of minors, please also consult with SLIC to determine whether additional steps will be required.

Guest Parking Permits
Student Organizations can request an account to issue parking permit for speakers, vendors, performers, or other guests who are coming to campus. To request a parking account for your student org, submit a Student Org Parking Account Request Form. Creating your parking account may take up to 1-2 weeks.

When issuing a permit to a guest speaker, follow these steps:

1. Submit a 25Live reservation for your event and wait for confirmation from Event & Conference Services. If your reservation is already confirmed, you can skip this step.
2. Obtain a signed Indemnification Form from each guest. For instructions on submitting an Indemnification Form, see the heading below titled **How to Initiate an Indemnification Form**.
3. Follow the steps in the Guest Parking Permit Guide to issue permits to your guests.

If you are hosting a full-service event, your ECS or USU event coordinator may also be able to assist with securing parking permits. If you need to issue a large number of permits or if you need parking for a vendor or performer with large/special equipment, please consult with your event coordinator or contact SLIC for guidance.

- **Parking charges:** If your account is approved, your organization will be granted 10 free Cougar Passes per academic year. You can also issue an unlimited number of guest permits for $5 per day. Purchases of $5 guest permits will be charged to your student organization's ASI account at the end of each month. **It is your responsibility to make sure your ASI account has enough money to cover the bill for any permits you purchase.**

- **Appropriate use:** Parking passes are only to be used for official student organization activities and events. If it is determined that your organization is issuing permits for personal use, your account will be deactivated and your organization will not be permitted to issue guest parking permits.

Events with Food

Food Safety Guidelines
- Be aware of food sensitives and allergies before serving food.
- All Student Organizations selling or distributing food on campus at public events must apply for a Temporary Food Permit from Safety, Health, & Sustainability.

- All individuals handling food must complete the CSUSM Food Service Safety training or have a valid San Diego County food handler's card.
- Food **cannot** be prepared at a home or other private residence.
- Food served on campus may be obtained from a licensed local vendor or commercial kitchen (grocery stores, restaurants, etc) or prepared on-site following Temporary Food Facility Guidelines.

Purchasing Food / Catering

Student organizations may use organization funds to purchase food for meetings and events. Visit the ASI Student Org Account Services page for more information about how to utilize your organization funds.

- **If your organization wishes to use a catering service for an on-campus event,** CSUSM Dining Services has exclusive rights to serve your event. To see if they are available for your event or to request the use of an off-campus catering service, submit a catering request form. Dining Services will approve or deny your request based on your availability.
    - If your request is approved, Dining Services will send instructions for submitting an order.
    - If your request is denied, you may order from another approved caterer or purchase food from another off-campus vendor and bring it to your event.
- **If your organization does not need catering service**, you may purchase food from an off-campus vendor and have it delivered to the perimeter of campus (such as the drop-off circles outside the USU or the Admin Building) or pick up your order from the vendor and bring it to your event.
- **Catering is defined as**: having food prepared, set-up, or served on campus, using a food truck, or having food delivered to campus by a catering business
- **Catering is not**: picking food up from a food vendor, or having food delivered to the perimeter of campus (as long as it is not delivered by a catering business)
- CSUSM is currently under contract with PepsiCo. Only PepsiCo products may be served at campus events.

Locations where serving food is permitted

Generally, most non-academic locations on campus allow food. However, the majority of academic locations (for example, classrooms), do not. The following campus classrooms allow food:

ROOM	SEATING CAPACITY	SEATING ARRANGEMENT
Academic Hall 102	145	Auditorium
Academic Hall 305	90	Arm tablet chairs
Academic Hall 411A	48	Arm tablet chairs
Academic Hall 411B	48	Arm tablet chairs

Kellogg Library 1111	80	Arm tablet chairs
Markstein Hall 101	45	Tiered case study room
Markstein Hall 106	60	Tiered case study room
Markstein Hall 214	55	Seminar style
Science Hall 2 242	74	Arm tablet chairs
Science Hall 2 243	45	Arm tablet chairs
University Hall 100	65	Tiered
University Hall 101	45	Tiered

Use of a Grill on Campus
With approval, Student Organizations may bring propane barbeques to campus to prepare and serve food at events.

- The grill and food service must be operated by individuals with a current food handler's card and the organization must obtain a temporary food permit. Each person must have a copy of their food handler's card present.
- All food must be prepared utilizing On-Campus Temporary Food Facility Guidelines.
- Charcoal barbeques are **not** permitted.
- The student organization must provide a grease drop/cardboard to protect the concrete under the grill.
- The grill must be set up in a way that prevents pedestrian traffic from moving behind or too close to the grill.
- Grills may not be placed under the USU Arcade (overhang/covered area on 4th floor of the USU).
- Grills **may not** be placed under a canopy or trees.
- The Student Organization must provide a functional fire extinguisher or request one from ECS or SLIC.
- University representatives may inspect the grill and food operation at any time to ensure it meets health and safety requirements.

The following locations are designated spaces that may be used for grilling:

- Mangrum Field (grass only)
- Forum Plaza (Paved area & grass only)

On-Campus Events Where Alcohol is Served

California State University San Marcos is committed to enforcing State, local and University regulations regarding the sale, service and use of alcohol. The purpose of this policy is to provide basic guidelines for the sale, serving, supply and consumption of alcoholic beverages on University property.

- Full CSUSM policy for Alcohol Use on Campus

- Executive Order 1109: Sales, Service, and Advertising of Alcoholic Beverages

All events at which alcohol is served require the involvement of a Campus Event Planner and a campus approved alcohol vendor. Student Organization leaders must submit a 25Live reservation and complete the Alcohol Approval Form no later than **8 weeks** prior to the event with the assistance of an ECS Event Planner. A copy of the finalized Alcohol Approval Form and ABC license must be made available at the event to University and CSUSM PD officials.

Responsibilities of organizers for events involving alcohol
Individuals and/or groups sponsoring events where alcohol is served must agree to the following:

a. To abide by University, State and Federal regulations regarding alcohol use and distribution, as well as all conditions set forth in this policy.
b. To ensure that any distribution or sale of alcohol is handled by an approved alcohol beverage service vendor. The vendor must also be licensed by the Dept. of Alcoholic Beverage Control for alcohol sales and hold the liquor liability coverage and training.
c. To establish controls to ensure that the sale or distribution of alcohol to individuals under the age of 21 will not be permitted.
d. To require that in order for alcohol to be served to an individual, a valid picture ID (State ID, Drivers' License, etc.) must be presented. A second ID may be required if the primary ID is deemed unacceptable.
e. To ensure that there is no price discounting on alcohol.
f. To accept responsibility for all damages incurred during the activity and to provide restitution for damages.
g. To maintain behavior and activities appropriate to a University setting that adhere to all campus sanctioned policies.

Events with Amplified Sound

All events with amplified sound should follow the protocols outlined in the CSU and CSUSM Time, Place, and Manner policy.

- Outdoor events and activities that involve amplified sound are permitted 7:00 AM to 10:00 PM. University scheduling protocols must be followed, and other than the exception for U-Hour noted below, all outdoor sound amplification requires an amplification permit, available through ECS.
- Recognized student organizations are permitted to use amplified sound as part of a planned or spontaneous activity during U-Hour on Tuesdays and Thursdays from 12-1pm without obtaining an amplification permit.
- Recommended locations for events amplified sound: USU Arcade, Forum Plaza, & Kellogg Plaza
- Speakers should face away from the Library or any academic building.
- The University retains the right to monitor and/or limit the sound level generated by amplification systems. If you receive a noise complaint, please adjust the volume level or reposition speakers to mitigate the problem.

Courtesy and advocacy for student organization events will be carefully balanced and considered so that both students and community members enjoying the event and campus members involved in meetings, study sessions, and/or classes are all considered.

Showing Movies & Films

All student organizations planning to host a showing of a movie, film, or TV show at an event or meeting must purchase a license. Organizations planning to host a motion picture showing should contact studentorg@csusm.edu at least 6 weeks in advance for assistance with purchasing a license.

For questions regarding showings of movies, films, or TV shows, contact studentorg@csusm.edu.

Events at the University Student Union

The University Student Union (USU) is a key location for Student Organizations to host their events throughout the year. For more detailed information about available spaces, please refer to the USU website.

Hosting an event in the USU requires some additional steps and requirements in addition to standard 25Live reservation timelines:

- For all events in the USU, USU staff will send you a link to an Event Questionnaire via email before your event. The questionnaire helps the USU staff coordinate logistics and make sure your needs are met. The Event Questionnaire is due at least two weeks prior to your event. Make sure to monitor your general org email address and the student contact email address listed on your 25Live reservation to make sure you don't miss the questionnaire.
- Minor changes to your event may be made up to five business days in advance (on the condition that you completed your event questionnaire at least two weeks in advance).
- Major changes or changes within five business days may incur late change fees and may not be feasible depending on staffing and resource availability.
- If your event requires rentals or special equipment (such as linens, pop-up tents, specific technology, or other equipment) please notify your USU Scheduler no later than three weeks before your event.

Events at Campus Recreation/Athletics Facilities

Athletics and Campus Recreation receive priority scheduling for all athletic facilities (fields, courts, exercise/fitness spaces, etc.). When requesting Athletics or Campus Recreation spaces, please include a detailed description of planned activities so that Event & Conference Services, Athletics, and/or Campus Recreation can properly evaluate your request. It is recommended that any requests for these spaces be submitted as far in advance as possible.

Based on weather and/or field conditions, events putting the fields at risk may be redirected to an alternate campus location. Rainy weather will result in mandatory field closures to mitigate field damage, so be sure to develop a rain plan if scheduling a large event.

If you have specific questions about the use of Athletics or Campus Recreation facilities, contact Event & Conference Services.

Event Billing and Payments

Before authorizing any expense or purchase related to an event, organization officers should verify the organization's ability to cover the expense. After an on-campus event, ECS or the USU will send an invoice to your general organization email address. Invoices must be paid within 60 days. It is important to maintain communication with ECS or the USU regarding your invoice, and to monitor your

organization email inbox and the student contact email listed in your 25Live reservation to make sure you don't miss the invoice.

If any outstanding charges are not paid within 60 days, SLIC and ASI are authorized to initiate the withdrawal and payment of the invoice from your organization's ASI fund account. Organizations with overdue invoices may also lose event scheduling privileges, ASI account privileges, or recognized status until all outstanding invoices are paid and a compliance meeting is scheduled with SLIC.

To pay an ECS or USU invoice for an event, follow the instructions in the ASI Student Organization Account Services guidebook or the online training module.

Event Cleanup

Student organizations are expected to clean up event spaces and leave them in the same condition as found before the event. Student organizations may be charged for failure to clean up event spaces or damage to event spaces, including outdoor spaces.

Prohibited event decorations and supplies
Glitter, confetti, flame-burning candles, and water balloons are prohibited for use on campus.

Water Balloons

Events or fundraisers involving throwing water balloons are not permitted, as they can pose an excessive risk of physical harm to participants.

Pie-in-the-face Events

Organizations intending to host a pie-in-the-face event must follow the policies and procedures below. Organizations found in noncompliance with these policies may lose on-campus event privileges.

Reservations:

- An organization hosting a pie event must submit a detailed 25Live request a minimum of three weeks in advance.
- In addition to submitting a 25Live reservation, an organization hosting a pie event must also submit a pie-in-the-face event approval form.
- Pie events are permitted on the grass lawn of Forum Plaza only (Forum Plaza 1 or 2 on 25Live).

Pie Ingredients:

- Shaving cream or foam is the only substance permitted for pies. In order to avoid waste, food substances, such as whipped cream or fruit filling, are not permitted.
- Paper plates are the only permitted pie containers. Aluminum and plastic pie containers are not permitted due to the potential for harm or injury.

Participants:

- All participants must give their willing consent to be pied, and must sign a CSUSM release of liability waiver.

Cleaning:

- An organization hosting a pie event must put down a tarp, drop cloth, or other covering to keep the ground in the pieing area clean.

- Organizations are expected to clean up after their event and ensure no pie residue is left on the ground or surrounding surfaces. Organizations will be charged a cleanup fee if the area is not properly cleaned after an event.

Networking Events and Job Fairs

- If your organization is planning an event that includes inviting local employers or companies for the purpose of networking and recruiting for jobs and internships, please consult with the Career Center to see about partnering or to ensure that your event does not conflict or compete with a pre-existing Career Center event.
- Student Organizations should market such events as "Networking Events", including on the 25Live reservation. The terms "Job Fair" and "Career Fair" are reserved for use by the Career Center.
- If an outside organization will be bringing any equipment or activities (other than themselves and marketing materials) to such an event, they must provide insurance. Work with your ECS Event Planner or SLIC Coordinator to navigate the process of obtaining insurance.

Events involving Cash or Electronic Payments

For any event that involves accepting cash or electronic payments please refer to the policies on cash handling and electronic payments in the Account Services, Funding, and Finances section below.

Events with Prizes

For policies and procedures regarding awarding prizes to event attendees, visit the Account Services, Funding, and Finances section below.

Off-Campus Events

Hosting off-campus activities or events is a common way to enhance the student organization experience for members. However, there are important protocols to keep in mind to make sure off-campus activities and events are safe for everyone and align with the mission of your organization.

Student organizations choosing to host or sponsor an event off-campus accept sole responsibility for the event. Any recognized student organization which undertakes the sponsorship of an event accepts responsibility for maintaining proper conduct of those in attendance. Officers of the organization are responsible for informing members of the organization of this requirement. If an issue comes to the attention of the Student Leadership & Involvement Center, the organization and/or individuals could be subject to disciplinary action.

Organizations utilizing off-campus facilities or vendors are solely responsible for all contractual agreements they enter into and in no way involve the University or the advisor as an employee of the University. Student organizations sponsoring an event at an off-campus venue may be required to provide proof of insurance. The University does not provide insurance coverage for off-campus events hosted by student organizations. SLIC can provide information and guidance to student organizations needing to purchase insurance for an event off-campus.

If your organization is hosting an off-campus event or activity, please submit an Off-Campus Activity Notification Form to inform SLIC of your event. SLIC may follow up with you to request event details and discuss a risk management plan.

Off-campus events will be considered to be official/sanctioned by/in the name of a student organization if any of the following conditions are met:

- The event/activity is advertised with any mention of the student organization name
- The event /activity is discussed during an organization meeting or via organization communication channels (email, group chats, etc.)
- An observer or attendee would associate the event /activity with a student organization
- A significant percentage of the organization membership participates
- The organization coordinates or facilitates the planning of any logistical arrangements for the event/activity
- Organization funds are used in any way to facilitate, support, or promote the event/activity
- The organization provides transportation for any portion of the event/activity
- The organizations provides maps, directions, tickets, or any other information regarding the event for its members
- The organization creates or encourages the creation of any promotional materials for the event/activity (T-shirts, flyers, social media posts, etc.)
- The organization is involved in any way with the sales of tickets or promotional materials that mention or promote the event/activity

Off-Campus Events where alcohol is served

Organizations hosting an off-campus event where alcohol is served are expected to adhere to the following guidelines:

a. The organization must abide by all federal, state, and local regulations regarding alcohol use and distribution.
b. The organization must establish controls to ensure that the sale or distribution of alcohol to individuals under the age of 21 will not be permitted.
c. If the organization is hosting an event at a commercial off-campus venue, the organization must ensure that any distribution or sale of alcohol is handled by an approved alcohol beverage service vendor. The vendor must also be licensed by the Dept. of Alcoholic Beverage Control for alcohol sales and hold the liquor liability coverage and training.

Resources and Services for Student Organizations

Mail Services

The Student Leadership & Involvement Center is available to accept mail and packages on behalf of student organizations. It is the responsibility of each organization to regularly visit SLIC to check for mail and packages.

All mail sent to the SLIC office should be addressed in the following format:

Student Leadership & Involvement Center, USU 4200
Attn: Organization Name

California State University San Marcos
333 S Twin Oaks Valley Rd
San Marcos, CA 92096

Mailing checks: Checks should be mailed to ASI or Student Financial Services rather than the SLIC office. For further instructions, visit the Account Services, Funding, and Finances section below.

SLIC Item Check-Out

SLIC offers A-frame signs, tables, chairs, and cash boxes for student organizations to borrow free of charge for tabling and events. To request to borrow an item, submit a SLIC Item Checkout Form.

- Requests must be submitted to SLIC via the item checkout form at least 5 business days in advance of the event.
- Items must be picked up and returned during SLIC open business hours.
- Items must be returned on time. Student Organizations that do not return their items by the identified time will not be permitted to check out additional items until item(s) have been returned, and may be charged a monetary fee for late, lost, or damaged items.

Involve (formerly known as Tukwut Trax or Presence)

Involve (formerly known as Tukwut Trax or Presence) is CSUSM's hub for student organizations. You can use Involve to manage your organization's roster, promote events, track attendance at events and meetings, and more. For a summary of how to use Involve and what it can do for your organization, visit our Involve Tutorials webpage.

Student Organization Directory

SLIC maintains a listing of all recognized Student Organizations on the SLIC website. SLIC updates the Student Org Directory once per semester. If you notice an error, contact studentorg@csusm.edu.

The directory links to organization profiles on Involve. Information for organization profiles is gathered through the Organization Registration/Transition form during Annual Recognition and can be updated throughout the academic year. It is highly recommended to update your organization profile regularly so that students interested in joining your organization know how to get connected with your org.

Student Organization Fair

SLIC hosts the Student Organization Fair at the beginning of the fall and spring semesters to offer student organizations an opportunity to recruit new members and promote their organizations.

Student Organizations will typically receive signup information in advance via email. SLIC often posts signup information on social media. Space is limited and assigned on a first-come, first-served basis. All signups are subject to the approval of SLIC staff. Organizations must be recognized and in good standing with the University to participate.

Organizations that do not secure an official org fair space are not permitted to bring their own table to the event. Organizations that show up late or no-show the event may be prohibited from participating in future events.

Leadership Development Workshops

If you'd like to build team cohesion, enhance communication, or develop leadership skills within your student organization, SLIC offers free on-campus leadership workshops tailored to your group's needs—perfect for general body meetings, executive board sessions, or retreats. To view available workshop topics and request a workshop, visit the SLIC Leadership Workshops webpage.

Teambuilding

Whether you are looking for ice-breakers, developmental opportunities, or engaging activities, Outdoor Adventures offers a variety of free, portable team building programs for group sizes of 5-75 or more participants. Programs are tailored to your student organization based on your interests and needs and facilitated by skilled Outdoor Adventures staff members. To request a teambuilding session, submit a teambuilding request form.

Student Organization Account Services, Funding, and Financial Management

California State University ICSUAM 3141.01 mandates that all CSU campuses establish oversight of student organization accounts with the campus or one of its auxiliary organizations. In accordance with this policy, all student organizations fund accounts at CSUSM are administered through the Associated Students, Incorporated of CSUSM (ASI). As a result, ASI manages all student organization accounts and SLIC oversees all other aspects of student organizations. Therefore, Student Organizations must adhere to all relevant CSU, CSUSM, and ASI policies and procedures to remain in good standing. The ASI Student Organization Fund Account Policy outlines basic policies and procedures related to student organization fund accounts.

ASI Student Organization Account Services

In ASI, the Student Organizations Account Services program assists recognized Student Organizations with utilizing their organization accounts, including but not limited to the following services:

- Tracking account balances
- Assisting with eligible purchases and processing reimbursements
- Making deposits

For detailed instructions and policies regarding Student Organization accounts, visit the ASI Student Org Account Services website.

ASI Student Organization Fund Agreement

Each student organization establishing a fund account relationship with California State University San Marcos (CSUSM) and Associated Students, Inc. (ASI) must have a signed Officer/Advisor Agreement Form (found on the SLIC website) on file for the current President, Treasurer, and Advisor.

Student organization accounts consist of those funds held in trust by ASI on behalf of officially recognized student organizations. The Student Leadership & Involvement Center (SLIC) controls the recognition status of all student organizations.

The Student Organization President, Treasurer, and Faculty/Staff Advisor must agree to the following terms:

1. All officially recognized student organizations are required to maintain an on-campus fund account with ASI.
2. Only the current President, Treasurer and Advisor are able to sign and approve expenditures on behalf of the student organization. All Expenditure Request Forms (ERFs) for reimbursements or payments must be signed and approved by the organization's President, Treasurer and Advisor, followed by the ASI designated professional staff or designee.
3. Signers on this form give authorization to the ASI designated professional staff and SLIC designated professional staff to process payments on behalf of the student organization if a payment is more than 60 days overdue. The organization's account will be deactivated until all outstanding invoices are paid.
4. Student organizations with negative balances will not be able to process reimbursements until there are sufficient funds in the account.
5. In the event that the student organization account has insufficient funds to cover any costs, the authorized signers may be held personally responsible for amount due.
6. All funds collected in the name of the student organization must be used exclusively for the purpose of furthering the organization's goals and objectives.
7. All requests for reimbursements or payments must include original itemized receipts and/or invoices containing information about what was purchased, how it was paid, when it was paid, and who paid it (if applicable).
8. All reimbursement requests must be submitted within same fiscal year (July 1 – June 30) as the purchase.
9. Expenditures for reimbursement will not be accepted for purchases of alcohol or purchases not for the purpose of furthering the student organization's goals and objectives.
10. There will be no fees charged to the organization for use of ASI and CSUSM cash handling services.
11. There will be no interest earned on fund accounts held in trust for the organization by ASI.
12. If a student organization has not been recognized by the Student Leadership & Involvement Center for at least two academic years and funds remain in the student organization's fund account, these funds will be moved into an account used for student organization programming after July 1 of the new fiscal year. These funds will be made available on a reimbursement basis for student organization programming. The student organization's fund account will also be placed on inactive status.
13. Student organization fund accounts cannot be used to hold funds on behalf of other student organizations, except on behalf of an external organization on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization.
14. All funds generated by a philanthropic event must follow the CSUSM cash handling policy. Student organizations must follow guidelines for philanthropic events as determined by the Student Leadership & Involvement Center.
15. Funds for a student organization can be raised through membership dues, donations, fundraising activities, etc. If a student organization does not follow the cash handling policies as

outlined in the CSUSM Student Organization Handbook, the student organization's recognition will be nullified for the remainder of the semester and the fund account will be inactive.

Each student organization must understand the fiduciary expectations, requirements and responsibilities of officers and advisors for the fiscal year as outlined in the CSUSM Student Organization Handbook. Officers will receive training in fiscal responsibility each Fall at the Student Organization Leadership Conference and Advisor Training.

Fundraising Options

Recognized student organizations have the ability to utilize a variety of methods to raise funds to support the mission of the organization. For additional information and resources related to fundraising, visit the online student organization training module.

Fundraising options that *do not* require assistance or approval from SLIC and/or University Advancement:

- **Fair Share Donations (also known as dues):** Student organizations may choose to require members to contribute a fair share donation to support organization operations and cover expenses (example: $10 per semester or $20 per academic year). The organization's policies and procedures for fair share donations should be outlined in the organization's constitution.
- **Student Org Giving Site**: Students Organizations can encourage donors to give online via the Student Org Giving Site. This form allows donors to select the student organization they want to support and enter their payment information electronically. Funds are then deposited straight into the organization's account.
    - **Notes:** The giving site may be used to collect Fair Share Donations, but it may not be used to accept payment for any goods or services. Keep in mind, the site collects a 5% processing fee for all donations.
- **ASI Leadership Funding:** ASI provides funding for student organization events and professional development activities. To learn more and apply, visit the ASI Leadership Funding website.
- **Co-Curricular Funding:** The Office of the President financially supports co-curricular events hosted by student organizations. Some examples of co-curricular events include graduation recognition ceremonies, cultural events, celebrations, and leadership conferences. To learn more and apply, visit the Co-Curricular Funding website.
- **Selling organization-branded merchandise:** Recognized student organizations are permitted to sell organization or CSUSM-branded merchandise. However, all CSUSM-branded merchandise must comply with CSUSM branding standards and organizations using the CSUSM name or trademarks must obtain first right of refusal from the CSUSM University Bookstore.
- **Selling merchandise:** Selling merchandise such as artwork, crafts, or other goods for fundraising purposes is generally permitted, provided selling such merchandise does not violate university policy or federal/state/local laws. If your organization has questions about selling items for fundraising, contact studentorg@csusm.edu for guidance.

- **Restaurant fundraisers**: Student organizations may partner with restaurants both on and off-campus to to donate a portion of sales on a specific date to the organization. If your organization would like to conduct a restaurant fundraiser, please follow the steps below.

    1. Contact a restaurant and inquire about hosting a fundraiser. You can do this by visiting or calling a restaurant and asking to speak to the manager. Some restaurants also have information for fundraisers online.
    2. If the restaurant requests a W-9 Form or Tax ID number, please contact studentorg@csusm.edu.
    3. Ask the restaurant to mail your proceeds via check to ASI at the following address:

        Associated Students Incorporated, USU 3700
        Attn: Organization Name
        California State University San Marcos
        333 S Twin Oaks Valley Rd
        San Marcos, CA 92096

        The check should be made out to "CSUSM Associated Students, Inc" and include your organization name in the memo line, as shown in the Student Org Account Services Guidebook. ASI will notify your organization when the check has arrived and is ready for pickup.

    4. It is essential that the mailing address and check are labeled properly with your organization name. If the check does not have your organization name, university staff will not be able to identify who it is for and will be required to send it back to the restaurant.

Fundraising options that *do* require assistance and/or approval from University Advancement and/or SLIC:

- **Student Org Market Days:** SLIC has coordinated with the University to plan Student Organization Market Days which are scheduled twice per semester on Forum Plaza. Organizations will typically receive signup information in advance via email. SLIC also often posts signup information on social media. Organizations must be recognized and in good standing with the University to participate. Space is limited and assigned on a first-come, first-served basis. All signups are subject to the approval of SLIC staff. Organizations that do not secure an official Market Day space are not permitted to bring their own table or otherwise fundraise/sell goods or services at the event. All participating organizations must follow university policies and procedures for food safety and handling payments.
    - Student organizations are not permitted to sell food on campus outside of designated Student Org Market Days or other specific occasions approved by SLIC. If your org would like to sell food at an on-campus event, please contact studentorg@csusm.edu.
- **Cougar Crowdfunding**: Cougar Crowdfunding is designed to help student organizations raise funds by sharing impactful stories to bring groups of donors together to fund specific projects during a time-constrained campaign (similar to GoFundMe). If approved for a Cougar Crowdfunding campaign, your organization will have direct support from a professional staff

member in University Advancement to design and promote your campaign. For more information, visit the Cougar Crowdfunding website.

- **Customized Giving Link**: Recognized student organizations can submit a request for a customized giving URL unique to their organization. This unique link can be shared to an approved list of prospective donors. To request a custom link for your organization, contact Alex Perkins at aperkins@csusm.edu.

- **Soliciting donations from off-campus organizations:** If your organization is interested in asking off-campus companies, foundations, or other organizations for a donation or sponsorship, please review the Cougar Sponsorship Toolkit provided by University Advancement. All organizations planning to ask external organizations for a donation or sponsorship must complete the steps outlined in the Corporate Sponsorship Process and submit a Corporate Sponsorship Application.

- **Auctions:** Conducting an auction requires multiple steps for proper reporting and documentation. If your organization would like to conduct a fundraising auction, please contact studentorg@csusm.edu for approval and detailed instructions. **If your organization conducts an auction without notifying SLIC, the organization may be subject to disciplinary action.** To conduct an auction, your organization will need to provide the following documentation:

    - A completed Item Donation Form from each individual/organization donating item(s)
    - A list of all auction winners, including contact information, item value, and winning bid amount

  Donations of alcohol, tobacco, marijuana/cannabis, or any other items or substances prohibited by University policy are not permitted.

- **Selling food:** If your organization would like to sell food on-campus outside of a designated Student Org Market Day event, please contact studentorg@csusm.edu for approval. Organizations are typically not approved to table and sell food on random days, but may be approved to sell food at other approved events (club meetings, banquets, fundraising events, etc.).

- **Casino Events:** Student organizations are not permitted to host casino-style events involving a purchase of playing tokens or chips which are later exchanged for prizes. Such events are regulated under California state law. However, organizations may host casino-style games when there is no purchase or donation necessary to participate in the event.

- **Raffles and Opportunity Drawings:** Student organizations are not permitted to host raffle drawings, in which prizes are awarded to participants who pay for a chance to win. Such events are regulated under california state law. However, student organizations are permitted to host opportunity drawings. A prize drawing must meet the following conditions to be considered an opportunity drawing:

    1. Tickets are distributed to all event attendees/participants and all attendees have an equal chance to win.

2. The drawing does not require any attendees/participants to pay for a chance to win, and this is clearly advertised to all participants.

Questions regarding prize drawings should be directed to studentorg@csusm.edu

Alternative Fundraising Options

For additional fundraising options not listed above, please contact SLIC for guidance.

Cash Handling Guidelines

These guidelines are designed in accordance with the university-wide cash handling policy. Student Organizations that are identified as out-of-compliance may risk having their account privileges or recognized status revoked.

Accountability
These guidelines ensure that CSUSM students who process and/or handle cash and cash equivalents for student organizations can be held responsible in fulfilling their duties. Accountability is present when the organization can demonstrate or show record of the following:

- Knowledge of who has/had access to, and why they have/has access to, cash and cash equivalents.
- Knowledge of where cash or cash equivalent assets are **at all times**.
- Knowledge of what transpired from the beginning of a cash handling process to the conclusion of the process.

Cash Handling Training
Any organization member who is collecting, counting, or depositing cash or cash equivalents must have completed Student Organization Cash Handling Training. Cash-handling training can be completed via either of the following options:

- Online Student Organization Officer training (required for Presidents & Treasurers)
- Online cash-handling training (recommended for any non-officer members who will be handling cash)

Cash Collection and Reconciliation
Any organizations collecting cash or cash equivalents must utilize a cash box.

- A limited number of cash boxes are available for checkout from the Student Leadership & Involvement Center. To request a cash box, submit an Item Checkout Request to SLIC.
- The cash box should have a functioning lock and key, and should never be left open or unattended.

Separation of duties must be maintained throughout the cash collection and counting process.

- At least two (2) or more authorized persons (members of the organization who have completed cash handling training) must be conjointly involved in the collection, handling, and depositing processes. No one individual should have complete control of the process.

Students handling cash and cash equivalents must immediately establish a record of receipt. All organizations must use a receipt book, cash collection tally, or ASI Deposit Form to track cash intake.

- An official cash receipt shall be recorded for each transaction and a copy be provided to payers.
- Cash and cash equivalents must be received, verified/processed, and deposited by at least two (2) authorized persons. One person cannot do the whole process by themselves.

Transportation and Depositing of Funds

- Receipt of cash and cash equivalents should be verified, processed, and documented conjointly by at least two (2) authorized persons (members of the organization Executive Board who have received cash handling training) before making a deposit or before giving the cash to another person for storage or transport.
- Cash should be deposited by an authorized person as soon as possible after collection at Student Financial Services (also known as the Cashier's Office) in Cougar Central (Administration Building, 3rd Floor) with a completed Deposit Form.
    - If the office is closed, you can deposit the funds in the overnight drobox outside of Cougar Central**.** Make sure the envelope and Deposit Form are clearly labeled with the name of your organization.
- It is highly recommended that cash be deposited within 24 hours of receipt. If you cannot make the deposit within 24 hours, it must be made within a **maximum** of 5 business days.
- Cash should not be transported visibly in a cashbox. Organizations are encouraged to transport the cashbox out of view in a backpack or tote bag. Cash and cash equivalents may also be transferred to an envelope or bank pouch for storage during transportation.
- If cash cannot be deposited right away, it should be stored in a secure location in a cash box, safe, or other locked receptacle until the time of transportation and deposit.
- Student organizations must make a deposit whenever cash on hand exceeds $1,000.
    - Deposits over $1000 require a campus police escort. Contact the CSUSM University Police Department non-emergency line at 760-750-4567 to request an escort.
    - Any amount of cash or cash equivalents that exceed $1,000 must be stored in a safe or vault until deposit.

Authorized Accounts

- It is prohibited to keep student organization funds for personal use or to deposit student organization funds into an unauthorized or personal bank account at any time.
- Collecting payments via electronic payment apps (including but not limited to Venmo, Apple Pay, Google Pay, Zelle, Cash App, etc.) that are connected to unauthorized off-campus accounts is prohibited for Student Organizations. The use of such apps is not permitted unless they are connected to an approved off-campus Student Organization account. **Any organizations found to be accepting electronic payments via unauthorized methods may have their recognized status or account privileges revoked.**
- Student Organizations are encouraged to utilize Transact for accepting electronic payments. Transact can collect payments via credit card, debit card, or Apple Pay (if used on a mobile device) for membership dues, organization merchandise, event tickets, or any other lawful purpose. All payments are deposited directly into your org's ASI fund account with no deposit form or other paperwork required.

Common Cash-Handling Out-Of-Compliance Findings

- Having a non-authorized, non-trained individual involved in any part of the Cash Handling process (receipt, processing/verifying, or deposit of funds).
- Having only one (1) person involved in the receipt, processing/verifying, and deposing of funds.
- Leaving cash and/or checks out for any non-authorized person to have access to/take.
- Sending checks or cash for your organization to a student's personal address. See the Receiving Checks in the Mail section below for instructions for receiving checks for your org by mail.
- Holding onto cash and/or checks for more than 5 business days.
- Bringing a deposit of $1,000 or more to the Cashier's Office or Drop Box without a Police Escort.

Electronic Payments

Transact
Student Organizations are encouraged to utilize Transact for accepting electronic payments. Transact can collect payments via credit card, debit card, or Apple Pay (if used on a mobile device) for membership dues, organization merchandise, event tickets, or any other lawful purpose. All payments are deposited directly into your org's ASI fund account with no deposit form or other paperwork required.

Student Org Giving Site
Donors are encouraged to utilize the Student Org Giving Site to make donations to student organizations. The Giving Site will provide a receipt for the donor's records. The Giving Site should not be used to accept payment for goods or services. The site also collects a 5% processing fee for all donations.

Other Electronic Payment Apps
Collecting payments via electronic payment apps (including but not limited to Venmo, Apple Pay, Google Pay, Zelle, Cash App, etc.) that are connected to unauthorized off-campus accounts is prohibited for Student Organizations. The use of such apps is not permitted unless they are connected to an approved off-campus Student Organization account. **It is also prohibited to deposit or hold student organization funds in an unauthorized or personal or off-campus bank account at any time. Any organizations found to be accepting electronic payments via unauthorized methods or holding funds in unauthorized accounts may have their recognized status or on-campus account privileges revoked.**

Prizes and Giveaways

General Prizes
Student Organizations are encouraged to document giveaways or prizes given to organization members, event attendees, or other individuals with a Gift Card/Prize Form. This form should be saved in your organization's records in case of a future audit.

Gift Cards
Student organizations may utilize organization funds to purchase gift cards as giveaways or prizes. All gift card prizes/giveaways must be documented with a Gift Card/Prize Form.

Cash Prizes

Student organizations are not permitted to award cash prizes to members, event attendees, or any other individual. Organizations are permitted to utilize gift cards rather than cash prizes.

Receiving Checks in the Mail

All checks mailed to student organizations should be mailed to the ASI office. Checks sent to the ASI office should be addressed in the following format:

> Associated Students Incorporated, USU 3700
> Attn: Organization Name
> California State University San Marcos
> 333 S Twin Oaks Valley Rd
> San Marcos, CA 92096

ASI will notify the student organization when the check has arrived and is ready for pickup.

Information Technology Review (ITR) Process (ITR)

If your organization plans to purchase any form of software, an IT Review (ITR) is required **before** making the purchase. To request an ITR, email asi@csusm.edu **before making the purchase** and provide the name of the subscription/software you would like to purchase and the reason for purchasing/using the product. ASI will review your request and inform you when you may move forward with the purchase.

Fraternity & Sorority Life Addendum

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About the Addendum

In addition to the expectations outlined for student organizations in the Student Organization Handbook, fraternities and sororities are required to follow specific policies, procedures, and processes outlined in the Fraternity & Sorority Life Addendum

Should you have questions regarding the policies and procedures, please contact the Student Leadership & Involvement Center at slic@csusm.edu or 760-750-4970.

University Recognition of Fraternity & Sorority

Definition of Fraternity & Sorority

1. A fraternity & sorority is defined as a regionally or inter/nationally affiliated organization which attains official University recognition through the University expansion/extension process and annually maintains University Student Organization Recognition.

2. Each fraternity & sorority must be a member in good standing with one of the following umbrella organizations:

    1. National Association of Latino Fraternal Organizations, Inc. (NALFO)
    2. National APIDA Panhellenic Association (NAPA)
    3. National Multicultural Greek Council (NMGC)
    4. National Pan-Hellenic Council (NPHC)
    5. National Panhellenic Conference (NPC)
    6. North-American Interfraternity Conference (NIC)

3. Exceptions may be granted for fraternities and sororities 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.

4. Each fraternity and sorority must be a member in good standing with their respective councils.

University Recognition of Fraternities & Sororities

1. CSUSM seeks to officially recognize and assist Fraternities and Sororities whose purposes and practices are, and remain, consistent with those of the university and its values, mission, and vision statements.

2. Student Leadership & Involvement Center will serve as the sponsoring university unit for all recognized Fraternities and Sororities at CSUSM.

3. The CSUSM Fraternity & Sorority Relationship Statement, in conjunction with this Handbook, outlines the values or "pillars" by which the university expects fraternities and sororities to operate (See Appendix "X").

4. If a chapter violates the policies in this Handbook, becomes negligent in cultivating an environment that supports student health and wellness and academic success at CSUSM, or demonstrates a pattern of ineffective organizational management, the university may initiate a broader review process.

5. Every effort shall be made by Student Leadership & Involvement Center and the umbrella and/or regional or inter/national organization to coordinate an infusion of resources and redirection that would benefit the turn-around of the organization that is demonstrating ineffective leadership.

6. Student Leadership & Involvement Center shall notify the regional or inter/national organization of any disciplinary action imposed on a chapter recognized by the university. Regional or inter/national organizations will notify the Coordinator of

Fraternity & Sorority Life and/or Student Leadership & Involvement Center of any disciplinary action imposed upon chapters at the university. Every effort shall be made by Student Leadership & Involvement Center and the umbrella and/or regional or inter/national organization to coordinate disciplinary actions.

7. It is the University's expectation that the removal of University recognition would result in parallel action by the regional or inter/national organization in support of a positive and safe undergraduate experience.

Fraternity & Sorority Membership Requirements and Organization Expectations

The following are requirements for a Fraternity & Sorority organization to maintain recognition at CSUSM. Failure to uphold the requirements of this section, or any of the stated expectations in this handbook, may result in a Student Leadership & Involvement Center administrative review of the chapter's University recognition status.

1. The University delegates power to Student Leadership & Involvement Center, specifically the Coordinator of Fraternity & Sorority Life, to develop a set of operating principles and guidelines for the Fraternity & Sorority organizations in three basic areas: campus affiliation and recognition procedures, community governance, and chapter development.
2. Fraternity & Sorority organizations must apply for and maintain student organizations recognition status through Student Leadership & Involvement Center annually.
3. Fraternity & Sorority organizations must provide proof of insurance that meets university requirements.
4. The University requires that all recognized chapters be members in good standing with the Student Leadership & Involvement Center.
5. Fraternity & Sorority organizations will inform and work in collaboration with the Coordinator of Fraternity & Sorority Life when considering housing or long-term meeting facilities to ensure regional or inter/national and university requirements and standards are met.
6. Fraternity & Sorority organizations will provide officer rosters, advisory board contact information, regional or inter/national constitution and bylaws, local bylaws, articles of incorporation, certificates of insurance, financial costs, and other required listed on the chapter checklist on an annual basis or whenever changes occur. *Membership rosters will be reviewed and updated each semester, once new members begin the new member process, or whenever changes occur.*

7. New Members can only be offered membership into the chapter if the individual is a degree-seeking student carrying six units at CSUSM with at least twelve university units completed. AP scores that are evaluated as equivalent to college credit and Entry Level Math courses will be considered as part of the twelve-unit requirement. Exceptions and petitions for consideration may be reviewed by Student Leadership & Involvement Center on a case-by-case basis. Fraternity & Sorority organizations may grant members special status (transfer, alumni, honorary) as approved by the regional or inter/national organization. New members must also be in good standing with the University (not on academic or disciplinary probation with the Dean of Students) and meet the grade point average minimum required for membership recruitment.
8. Fraternity & Sorority organizations must complete any new member/intake education and initiation processes at least 10 days before the first day of finals each semester.
9. Each Fraternity & Sorority organization must maintain a collegiate membership of five or more members, per the CSU requirement for student organizations (Executive Order 1068).
10. Fraternity & Sorority organizations must maintain an Associated Students Inc. Agency Account for on-campus banking and billing purposes.
11. Fraternity & Sorority organizations are responsible for debts incurred to the University or Associated Students Inc. and are expected to maintain good credit ratings in the community. All fundraising activities must comply with policies and procedures established by the university as outlined by Student Leadership & Involvement Center, University Advancement, and Associated Students Inc. and required by the California State University Board of Trustees.
12. Fraternity & Sorority chapter Presidents and Treasurers cannot hold their position if they are academic or disciplinary probation with the university.
13. Fraternity & Sorority chapters are required to maintain a CSUSM cumulative and term grade point average minimum of 2.50. If the term grade point average falls below a 2.50, a plan for meeting the requirement will be developed in conjunction with, and submitted to, the Coordinator of Fraternity & Sorority Life and the regional or inter/national organization. If the chapter grade point average does not meet the 2.50 minimum within two semesters of the initial decline, the chapter will be suspended until they meet the 2.50 requirement.
14. Each Fraternity & Sorority must have at least one alumni advisor in addition to a faculty/staff campus advisor as required through the university recognition process.

Chapter advisors should be familiar with organization and university policies, have a regular presence at meetings, review finances, review the new member program to ensure hazing isn't involved in any way, risk management, and attend events throughout the year. SLIC coordinates regular advisor meetings to maintain communication with advisors and provide university updates as needed.

15. No Fraternity & Sorority organization shall sponsor an auxiliary organization or activity, which indicates membership of any kind in their group (e.g. "little sisters," "big brothers," etc.). Only full membership as a member, new member, or alumni member shall be offered. The only additional levels of membership are to be approved or designated by the regional or inter/national organization and must be reported to the University.
16. Each Fraternity & Sorority shall establish, maintain, and comply with a code of conduct, and shall ensure that all of its members have a working understanding of the code of conduct. The Fraternity & Sorority shall have an internal judicial system to enforce this code. The University must receive an annual copy of this code of conduct if it is not clearly included in the organization's constitution/bylaws.
17. Fraternity & Sorority organizations are required to submit calendars of activity to the Coordinator of Fraternity & Sorority Life each semester, including summer. These calendars must include all chapter and new member activities. The Coordinator of Fraternity & Sorority Life should also be made aware of additional regional or inter/national conferences, on campus events, or meetings that members will attend. Calendars should be submitted no later than the 15th of August (fall), January (spring), and May (summer). If the 15th falls on a weekend, calendars will be due the following Monday. Should the 15th fall during an exam period, the calendars will be due on the 22nd of the month.
18. Each fraternity and sorority organization are to comply with AB 524 (Campus Recognized Sorority and Fraternity Transparency Act) to be in good standing and recognized by the institution. They must annually submit and report to the Student Leadership & Involvement Center status of members, activity, and their conduct.
19. Each academic year, chapters are required to attend or host three Educational Events that are at least 60 minutes in length on the following topics:
    a. One (1) Risk Management (due prior to hosting any events with alcohol and must cover the following): *These should focus on policy review and member and officer responsibilities for managing risk. It is recommended that organizations spend a portion of the time on the application of risk*

management policies and expectations regarding alcohol and substance abuse, and hazing (i.e. roleplay, large or small group dialogue).

i. Alcohol
ii. Campus policies/expectations
iii. Drugs
iv. Hazing
v. Mental Health
vi. Organizational risk management policies/expectations
vii. Rape
viii. Self Defense

b. One (1) Sexual Violence (required program offered by the University): *These should primarily prevention, bystander intervention, etc. and not specific policies*

i. Sexual Assault
ii. Sexual Health
iii. Sexual Harassment

c. One (1) Personal & Identity Development (suggest topics include the following): *These should primarily focus on education, self-evaluation/reflection, collaboration, etc.*

i. Ability
ii. Body Image
iii. Culture
iv. Disordered Eating
v. Religion
vi. Sexuality
vii. Socioeconomic Status
viii. Gender/Gender Identity
ix. Masculinity
x. Race
xi. Femininity

A minimum of 80% of the chapter must attend the Risk Management and Personal & Identity Development educational events. There must be at least 100% in attendance for the Sexual Violence educational event. However, each chapter is responsible for disseminating the information to all chapter members. Chapters may attend or host more than one program in each area to achieve the percentage attendance requirement.

These educational events must be reviewed by the Coordinator of Fraternity & Sorority Life a minimum of one week prior to the date of the educational event occurring using the Educational Event Form. Topics that do not appear on the list above can be proposed to the Coordinator of Fraternity & Sorority Life for consideration. All chapters/ are encouraged to work with on and off-campus entities to develop impactful educational events. Educational Events are tracked on an academic year basis; attendance rosters and Educational Event Forms must be submitted to Student Leadership & Involvement Center no later than May 31st.

New members are expected to attend a half-day new member education program organized by the university. The curriculum will cover risk management topics (alcohol and substance abuse, hazing, diversity and inclusion, sexual violence, leadership, and academics) and the Fraternity & Sorority Life Pillars, with a primary focus on (1) Diversity and Inclusion and (2) Community Development and Lifelong Membership. Additionally, officers will receive additional training on risk management at the Fraternity & Sorority Life Officer Workshop and the Student Organization Leadership Conference.

Risk Management Policies

Fraternities and Sororities at CSUSM will adhere to all policies as set forth by the University and CSU Board of Trustees. Examples of such policies are outlined below. It is also expected that chapters will be aware of and implement their own risk management policies and procedures. Fraternity & Sorority chapters are responsible for knowledge and observance of state and federal laws, University regulations, and regional or inter/national organization policies. Violators will be prosecuted to the fullest extent of the law.

Individuals who violate the following rules, policies, and procedures may void protection for themselves under their organization's insurance program. An individual's actions may jeopardize other members, other entities, and other named insured protected by the regional or inter/national organization's liability and risk management policies. Violations of any policies set herein may result in the loss of a Fraternity & Sorority organization's university recognition.

Hazing

1. Fraternity & Sorority chapters will understand and abide by the California Codes, Educational Code SECTION 32050-32051, Penal Code SECTION 245.6 and Title V Section 41301.8 Hazing, in addition to all regional or inter/national policies and university procedures regarding hazing. Please refer to the Student Org Handbook (section).

2. *All new members sign the CSUSM Hazing Statement when they register for recruitment*. SLIC provides education on this subject through the annual student organization recognition process; additional campus support and educational workshops are also available through the University Hazing Education Team.

Alcohol & Drugs

All Fraternity & Sorority organizations are expected to abide by the Alcohol & Drug policies and expectations outlined in the Student Organization Handbook.

Conduct & Behavior

Conduct unbecoming of a Fraternity & Sorority organization member as set forth by regional or inter/national philosophies and guidelines or university values, mission, and vision statements will not be condoned or tolerated. Such conduct will be subject to review by the Coordinator of Fraternity & Sorority Life and may be forwarded to the University Police and/or the Dean of Students.

Event Management

The university expects that chapters demonstrate responsible event management that protects the health and safety of members and guests at their events, whether the event takes place on or off-campus. The Coordinator of Fraternity & Sorority Life will provide university advisement related to events as documented through the chapter calendaring and on campus event planning process.

1. On-Campus Events
    a. See Student Organization Handbook for most updated policies regarding on-campus event management.
2. Off-Campus Events
    a. Chapters choosing to sponsor and host an event off-campus accept sole responsibility for the event and their chapter, including but not limited to all contractual agreements entered into with off-campus facilities or vendors.
    b. Any chapter undertaking the sponsorship of an event accepts the responsibility to maintain proper conduct of all attendees. If an issue arises and has not been resolved in a satisfactory manner, as determined by Student Leadership & Involvement Center, or if the issue was of such proportion as to impair the name of the University or other chapters, disciplinary action may be initiated by Student Leadership & Involvement Center.
    c. Regulations to keep in mind when alcohol will be served at an event:

i. Third party vendor is required.

ii. A guest list must be used to prevent any individuals who were not invited by the participating chapters from attending.

iii. Any social event that contains alcohol shall not exceed 2 guests per member. Alumni and family members do not count toward this ratio.

iv. Proper identification monitoring is used (ID cards, wristbands etc.).

d. An event may be considered a chapter-sponsored event if one or more of the following conditions is present including (but not limited to):

i. The event is advertised with any mention of the sorority or fraternity.

ii. The event/activity is previously discussed during a chapter meeting, information is distributed throughout the chapter meeting, and/or the activity is mentioned during the meetings of a chapter meeting.

iii. Any event or activity where an observer or attendee would associate the event with a fraternity or sorority.

iv. A large percentage of the chapter attended and/or the event was hosted at a residence where chapter members reside.

v. The chapter provides transportation to the event.

vi. The chapter creates or encourages the creation of promotional materials for the event. (T-shirts, flyers, social media, etc.)

vii. The chapter is involved in some way with the sales of tickets or promotional materials that mention or promote the event.

viii. Chapter funds are connected to the event/activity (e.g., food, promotions, beverages, venue rentals, entertainment, supplies, etc.)

ix. Chapter provides maps, directions, tickets or any other information about the event/activity for its members and other guests.

x. The event/activity is listed on the chapter or GLC calendar or on social media.

Injury & Medical Transport

If any person participating in an event affiliated with a university recognized Fraternity & Sorority, or at any event an observer would associate with the Fraternity & Sorority, is injured, emergency transportation must be provided so the individual may obtain medical assistance. Following medical treatment, the organization should encourage the injured

individual to seek assistance through his/her medical insurance carrier. An emailed report detailing the event, injury, treatment, and actions taken, including insurance claims and any suits filed should be submitted to the Coordinator of Fraternity & Sorority Life by the Chapter President no more than 24 hours after the injury.

If the personal injury of an individual results in the filing of a personal injury claim or lawsuit, the Fraternity & Sorority organization should immediately notify the Coordinator of Fraternity & Sorority Life, Chapter Advisor, and regional or inter/national organization.

Fire, Health and Safety Hazards

Fraternity & Sorority organizations will understand and abide by all regional and inter/national policies, as well as university policies regarding facility use for health and safety obligations and compliance.

Insurance Coverage (Best Practices)

It is recommended that each Fraternity & Sorority regional/inter/national organization and chapter understand and abide by the guidelines and requirements of the organization's risk management program and insurance policy. Certificates of Liability Insurance with the California State University, San Marcos, 333 S. Twin Oaks Valley Rd, San Marcos, CA 92096 listed as the Certificate Holder must be submitted annually to the Coordinator of Fraternity & Sorority Life. Insurance shall provide for a minimum of $1,000,000 (one million) dollars each occurrence and $2,000,000 (two million) dollars annual aggregate for General Liability. The Fraternity & Sorority insured is responsible for notifying the Fraternity & Sorority Life Office within 30 days of cancellation of the policy.

Expansion/Extension Process for Fraternities & Sororities

Please refer to the CSUSM Fraternity & Sorority Life Expansion plan for an overview of our process and procedure. This information will help interested students or new inter/national organizations to submit the proper paperwork and information to the Student Leadership & Involvement Center. You can also refer to our website for more information.

Below is our process for groups wanting to be re-recognized by the institution.

Re-Recognition Procedures

A chapter may lose university recognition due to a decision made by the University and/or by their respective regional or 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 that 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.

A. Chapter Regional or Inter/national decision to close/reorganize:

    a. Re-Recognition Under One Year: A chapter that has allowed their university recognition to lapse for up to one year can petition Student Leadership & Involvement Center to reorganize. A Student Leadership & Involvement Center administrative review will result in a recommendation to the AVP for Student Life as to whether recognition should be reinstated.

    b. Re-Recognition Between One and Four Years: If a 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 Student Leadership & Involvement Center. Student Leadership & Involvement Center will conduct an administrative review in partnership with the Fraternity & Sorority Expansion/Extension Committee and forward a recommendation to the VPSA 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 "VI: Expansion/Extension Process for Fraternities/Sororities" and follow the steps outlined under "Process for Organization Solicitation of the University."

B. 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 Student Leadership & Involvement Center in accordance with the guidelines outlined in university recognition revocation letter signed by the VPSA.

    b. Student Leadership & Involvement Center will either conduct an administrative review in partnership with the Fraternity & Sorority Expansion/Extension Committee and forward a recommendation to the

VPSA or require that the organization submit the necessary documentation outlined in section “VI: Expansion/Extension Process for Fraternities/Sororities” and follow the steps outlined under “Process for Organization Solicitation of the University.” Either process will be informed by the circumstances leading up to the chapter’s revocation of recognition.

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