

# San José State University



## Student Organization Handbook



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## Our Mission

Grounded in our commitment to the values of inclusivity, integrity, and success, we provide opportunities for students to engage and develop. We promote community, leadership and learning through our innovative programs and services.

## Our Expectations

Student Organizations enhance participation in the cultural, academic, social, service, and philanthropic life of San José State University. The University expects that the goals of student organizations will be implemented in a manner that is compatible with the SJSU community. The purpose of Student Organization is to promote sustainable community and growth. Thus, organizations that are centered around academic or business ventures, for personal gain, will not be recognized at the discretion of Student Involvement. Therefore, Student Involvement will hold each organization to the standards and policies set forth in areas including, but not limited to, academics, programming, risk management, new member and member education, service and congruence. Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect will upon their student organization and the university.

Violations of any Student Involvement policies, expectations, or procedures not referred to Student Conduct and Ethical Development may be addressed by Student Involvement. Interim responsive measures may be imposed including, but not limited to, restriction of activities, meetings and programs until compliance with applicable provisions is achieved and resulting effects are appropriately mitigated.

## Student Organization Compliance

Officers and associated members have a responsibility to follow all University, as well as Student Involvement and Student Organization specific, policies and procedures. The Student Organization Handbook is annually reviewed and is the primary governing document for all recognized student organizations at San José State University.

Officers and associated members are responsible for the timely completion and submission of corresponding materials, forms, and documents on or before the indicated deadline(s) set by Student Involvement staff members.

## Organization Recognition

A recognized student organization (RSO) must be non-profit (see Section 9) and its purposes and activities must be consistent with the mission and goals of San José State University. Student organizations and individual members must not represent themselves as agents of the University and may not use the organization for the financial enrichment of any officer, member, or affiliate. In addition, the organization may not list its name as *“San José State University Name of Club”* or *“Name of Club of San José State University”*. It must be *“Name of Club at San José State University”*.

**Each academic year**, every organization is required to submit recognition documentation. Completion of recognition documentation acknowledges that an organization, its’ members, leadership, and advisors understand the rights and responsibilities of recognized student organizations at San José State; including but not limited to: Leader GPA Requirements, Risk Management Procedures, a minimum membership of eight (8) members, etc. Failure to complete or comply with recognition requirements will result in the loss of rights and privileges afforded to those that do.

The chart below outlines the forms and tasks associated with recognition, along with when and how they should be completed:

Item to be Completed:	Description:	Deadline:	Instructions:
<b>Recognition</b>	General Recognized Student Organization (RSO) must be completed through the online system once an academic year.	<b>Due Date</b> – Most current due date is available on website.	<b>Online Form</b>
<b>RSO Recognition Training</b>	Required training. <b>All presidents &amp; treasurers must be complete to be recognized.</b>	<b>Due Date</b> – Most current date is available on website.	<b>Canvas Course</b>
<b>Advisor Training</b>	Required training. <b>All advisors must be</b>	<b>Due Date</b> – Most current date(s)	<b>Canvas Course</b>

	complete to be recognized.	available on website.	
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## Constitution/Bylaws

Each organization is required to submit and maintain a current organization constitution. This constitution will assist in the general operations, membership criteria and election procedures for each organization. A constitution template may be downloaded from the Student Involvement website. Student organizations are required to include mandatory language (as described in the constitution template) in their constitutions. Organizations that do not include the required mandatory language in their constitutions will be derecognized. The provisions of an approved student organization constitution supersede any other governing documents of the organization or any of its affiliates. The most current copy of the constitution should be on file with Student Involvement. Any revisions should be submitted to Student Involvement no later than two (2) weeks from the effective date of change.

## Affiliation

Federal and state laws stipulate that copies of constitutions, bylaws, or articles of incorporation of off-campus affiliates must be on file in Student Involvement. An organization whose major purpose is to support an off-campus group's access to University facilities and equipment will not be granted recognized status. In addition, groups whose main purpose is to back a singular political candidate may be granted recognition status with the University. However, those groups may not have access to the following state resources: land, facilities, equipment, supplies, telephones, computers, vehicles, employee time and funds. *(As stated by the California State University System, Office of General Counsel, Handbook of Election Issues. Revised October 2007).*

## Student Organizations Must Not Run for Profit

Student organizations **are not** Federally Tax-Exempt Nonprofit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c) (3) status) is a lengthy legal procedure which then commits your organization to the rigorous annual reporting procedures required by the IRS. Because of the annual reporting requirements and the frequent turnover of student leadership, we do not encourage student organizations to file for charitable status. Individuals and organizations seeking to donate to recognized student organizations may do so through the Tower Foundation of SJSU, which will provide a receipt to the donor.

## Officer Requirements

All officers must be matriculated, currently enrolled students at SJSU. Open University or Professional Development units are not included (*CSU Executive Order No. 1068*). The Organization President and Treasurer must maintain a 2.00 GPA (both term and cumulative), must be taking at least 6.0 units as an **undergraduate** student OR 3.0 units as a **credential/graduate** student, and cannot be on probation of any kind with the university. The roles of President and Treasurer cannot be held by the same person.

In addition, the Organization President and Treasurer can only accumulate a maximum of 150 semester units or 125% of the units required for their undergraduate degree (whichever is greater) OR a maximum of 50 semester units or 167% of the units required for their credential/graduate degree (whichever is greater). If for any reason there is a change in officer and/or advisor information, it is the responsibility of each organization to update the organization's officer roster within two (2) weeks of the change.

Students have the sole right to elect or select the officers of student organizations. Advisors (whether faculty, staff, or community) and alumni may not select, nominate, or participate in voting for student organization officers. SJSU reserves the right to void an election that has been conducted against university policy and/or the constitution/bylaws of the respective student organization. Organizations failing to report changes in officer information may be subject to loss of University recognition.

## Membership

Organizations must maintain a membership of at least eight (8) matriculated, currently enrolled students at SJSU. Voting membership is restricted to matriculated, currently enrolled students at San José State University. Student Involvement reserves the right to nullify any election or voting process that is not conducted in accordance with the student organization's constitution or in which individuals who are not matriculated, currently enrolled students participate. At least eighty percent (80%) of all members of the organization must be matriculated, currently enrolled students at San José State University (Open University or Professional Development units not included). Student organizations must maintain a current rosters with all members listed on the SJSU|SAMMY app. Organizations that do not maintain a minimum of eight (8) student members will be derecognized.

## Membership of Non-Students (Associate Membership)

Faculty, staff, alumni, and non-University individuals may participate in the meetings and activities of the organization but may not vote, hold office, or serve in any formal leadership positions other than to serve as an advisor (SJSU faculty and staff only).

## Membership Recruitment & New Member Processes

### Recruitment

- All student organizations are required to comply with the recruitment requirements set forth by their constitution and Student Involvement.
- All student organizations are required to comply with the recruitment requirements set forth by their local or national constitution and bylaws.
- All recruitment events/activities must be **alcohol-free** in order to be accordance with National-affiliate group/University regulations and to assist in the positive promotion of Student Involvement.
- Activities may not take place outside of the hours of 8:00 a.m. to 12:00 a.m. without advance approval.
  - o Overnight retreats must be approved by Student Involvement Staff and Governing Office two (2) weeks prior to event.
- Prior to recruiting your new member process must be on file and approved by the Student Involvement staff 4 weeks prior to beginning of recruitment.
- Student organizations must submit intent to recruit form, with a detailed recruitment schedule, for approval by Student Involvement staff.
  - o Most current due date is available on Student Involvement website.
- It is an expectation that organizations recruit and intake members at least once in an academic year.
  - o National moratoriums and university/national outcomes/sanctions are the only exception.

### New Member Process

- No new member program should extend beyond 12 weeks.
- Student organizations must initiate new members during the semester in which they were recruited.
- New members must be initiated one week prior to dead day.
- Activities may not take place outside of the hours of 8:00 a.m. to 12:00 a.m. without advance approval.

## Non-Discrimination

Membership and leadership positions in the organization will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. All organization leadership selection processes must comply the provisions of this section. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities or to other university living groups. (*Title 5, California Code of Regulations, Section 41500*). Organizations that do not comply with non-discrimination policies will be

derecognized.

## Hazing Policies

San José State University, as an educational institution, has a special set of interests and purposes essential to its mission. These include: (a) the opportunity for students to attain their educational objectives; (b) the creation and maintenance of an intellectual and educational atmosphere throughout the University; and (c) the protection of the health and welfare of all individuals. Hazing is contrary to the goals of the university and undermines the positive development of students.

Students, student organizations, athletic teams, and other student groups of San José State University are strictly prohibited from engaging in any type of hazing activity. San José State University expects that all students as individuals and as members of student groups will observe and fully comply with any federal, state and/or local statute, University policy, as well as regulations set forth by respective national organizations. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime

### Hazing Defined

- **Any activity required or implied as an expectation during a pre-initiation, initiation, induction, or organization activity** shall be presumed to be “compelled” activity, regardless of the willingness of an individual to participate.
  - o Examples of actions and activities which are explicitly prohibited include, **but are not limited** to the following:
    - Any form of physically demanding activity (calisthenics, runs, sit-ups, push-ups, swimming, etc.) not part of an organized voluntary athletic contest or not specifically directed toward constructive work.
    - Paddling, shoving, or otherwise striking individuals.
    - Compelling individuals to wear or carry articles or apparel (rocks, bricks, paddles, binders, backpacks, fish, condoms, pledge packs, etc.).
    - Any form of restricting movement (limiting walking on grass, shortcuts, requiring stairs, curfews, etc.)
    - Tracking new members through any form of GPS devices/apps.
    - Depriving individuals of the opportunity for sufficient sleep, decent edible meals, or access to means of maintaining bodily cleanliness.
    - Activities that interfere with an individual’s academic efforts or preventing an individual from attending class.
    - Compelling individuals to consume alcohol or illegal substances.
    - Compelling individuals to eat/drink substances, in excess, or restricting food intake
    - Having substances thrown at, poured on, or otherwise applied to the bodies of individuals.
    - Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule, or intimidation.
    - Transporting individuals against their will, abandoning individuals at locations, or conducting any “kidnap,” “ditch” or “road trip”.
    - Compelling individuals to wear specific article of clothing, uniform, or apparel.
    - Restricting an individual’s ability to touch or wear certain colors.
    - Activities that require a person to remain in a fixed position for a long period of time.
    - Compelling an individual to become branded.
    - “Line-ups”/ “Link-Ups”/ “Call-Outs” are restricted.
    - Intense or demeaning intimidation or interrogation.
    - Verbal harassment, including yelling, screaming, shouting obscenities or insults.
    - Assigning activities such as pranks, scavenger hunts, etc is prohibited.
    - Compelling a person to commit a crime (deface property, theft, etc).

- Compelling harassing behavior towards other individuals or organizations.
- Compelling individuals to participate in tests of courage, bravery, or stamina.
- Compelling any type of personal servitude such as running errands, cleaning the house, yard work, purchasing food, tasks on campus, etc.
- Compelling walking, running, or marching in formation.
- Any activity which is mandatory for new members only or for one group that is not required of another.
- Restricting where new members can go in a organization facility, on campus, or in the community.
- Intentionally deceiving new members prior to initiation to make them believe that they will not be initiated or will be harmed.
- Intentionally creating a mess and compelling individuals to clean it up.
- Excluding an individual from social contact or communication (including but not limited to phone, email, social media, etc.) for prolonged periods of time and/or depriving individuals of sense awareness.

## **Legalities & Enforcement**

- Section 245.6 California Penal Code, SJSU Student Code of Conduct, and the Student Organization Code of Conduct specifically and unequivocally prohibit any activities that may be construed as hazing.
- It is the responsibility of all organizations to educate all members of all hazing related regulations and applicable policies and laws.
- It is the responsibility of organization leadership and advisors to see that this policy is communicated to all members and new members and to see that the organization strictly adheres to the policies.
- Organizations are responsible for controlling the actions of their alumni, inactive members and any other individuals participating in any member activities.

## **Reporting**

- If you or anyone else ever witnessed, participated in, or feels hazed, please report it. The following are ways to report hazing at SJSU.
  - Office of Student Involvement – 408-924-5950
  - Office of Student Conduct and Ethical Development – 408-924-5985
  - University Police Department (UPD) – 408-924-2222

## **Time, Place, and Manner Regulations**

This Presidential Directive includes regulations that are designed to ensure that the mission of the university, which requires appropriate conditions for teaching, learning, and research, are carried out effectively. Some of the regulations involve the use of university facilities and the activities in which student organizations may be involved.

### **Disruption**

Any activity on campus or at a function that disrupts, by preventing the effective carrying out of, the operation or activities of the University, is prohibited. Exceptions can be made depending on the events location on campus.

### **Sound Amplification**

Sound amplification equipment, when used, shall be limited in volume so as not to be audibly heard in area except as necessary for those activities.

## **Use of Facilities and Spaces**

The Student Union, Academic Scheduling, Facilities Development and Operations, and the Event Services Office have strict policies regarding room, table, or banner space reservations. Violation of these policies may result in the cancellation of the

student organization event and loss of privileges. **Alcohol and drugs are prohibited.** Please contact Event Services for more information but below are some of the important basics.

### **Student Union Theater, Ballrooms, & Meeting Rooms**

- Student Union staff is the only individuals allowed to use Meeting Room Projector and/or Screen Controls.
- Users must adhere to fire code.
- Prior to departing space, furniture must be replaced to the position it was in at the start of the meeting.
- Furniture must remain in meeting rooms.
- If food and/or beverage is consumed it must be declared and approved using the Food and Beverage Approval Form.
- Must leave the room at the scheduled time.
- The following items are not allowed:
  - Helium Filled Balloons
  - Air Horns
  - Thumbtacks or Push Pins
  - Anything with the exception of blue tape to affix items to the walls
  - Applying pressure to acoustic paneled walls
  - Standing on tables and chairs
  - Glitter, glitter glue and/or confetti

## **Student Organization On-Campus Events Policy**

This SJSU policy assists student organizations in planning on-campus events. It includes policies and procedures regarding scheduling, publicity, admission, tickets, insurance, security, fees, and contracts.

## **Liability and Special Event Insurance**

University guidelines describe the process by which recognized student organizations can obtain insurance for events held in San José State University facilities or on the SJSU campus. The Special Event Liability Insurance Program provides student organizations that do not have other sources of insurance with access to the required special event insurance requirements of the university. Insurance can be purchased for a specific event, and the premium is based on the nature of the event, the number of attendees, and the event length. Information on Special Event Insurance can be discussed with Event Services when planning an event.

## **Property**

As student organizations are not departments or agents of the university, any property of the student organization (including, but not limited to, costumes, uniforms, equipment, and apparel) is not considered property of San José State University or its auxiliaries.

## **Blood and Bone Marrow Drives**

Per SJSU campus policy, recognized student organizations may not host, sponsor, or co-sponsor blood or bone marrow drives, either on campus or off campus.

## **Student Organization Governance**

Student organizations at San José State University are self-governed. Their actions, activities, and interests are determined by the membership of the organization. Student organization advisors are responsible for providing advising and guidance for the organization. Advisors or other University officials should intervene only to prevent the violation of SJSU policy, Student Code of Conduct, or Student Organization Code of Conduct. If questions or concerns arise, please contact Student



Involvement at 408-924-5950.

## Financial Responsibility

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

## Student Organization Funds

All recognized student organizations must comply with the SJSU Policy for Student Organization Funds Administration. It is the responsibility of organization presidents and treasurers to read the policy and educate their members. All recognized student organization funds must be collected and used in relation to programs and services that are connected to the mission of the student organization, as well as the mission, vision, and values of San Jose State University. Key points from the policy include:

- SJSU **does not** allow student organizations to maintain off-campus bank accounts. Exceptions may be granted on a case-by-case basis. Organizations seeking exceptions should contact Student Involvement for further information.
- Banking services for all student organizations (with the exception of sports clubs) is managed by Associated Students General Services. Club sport banking functions are managed by the Student Union, Inc.
- Student organization funds may not be raised through the sale of alcohol or tobacco products, nor may they be used for the purchase of alcohol or tobacco products.
- Collection of cash/cash equivalents must follow rigorous internal controls and records keeping procedures according to the University Bursar's standards.
- Non-monetary donations (such as motor vehicles, watercraft, aircraft, and spacecraft, etc.) valued at \$5000 or more must receive the approval of University Advancement prior to the item being accepted. Such donations may also be restricted by CSU/SJSU risk management and gift acceptance policies.
- Student organizations are not permitted to charge or accept donations from outside vendors for the vendor's privilege of utilizing SJSU property or services, under the sponsorship of the student organization, to sell or advertise products or services.

## Funding Sources

- **Student Involvement-** <http://www.sjsu.edu/getinvolved/recognized-student-orgs/student-org-handbook-policies/index.html>
- **Associated Students-** <http://as.sjsu.edu/asgov/index.jsp?val=reqfunds>
- **Tower Foundation/Annual Giving-** <http://www.sjsu.edu/advancement/about/alumni/index.html>

See websites for most up-to date funding resources.

## Fundraising

All recognized student organizations must comply with the SJSU Policy for Student Organization Fundraising as well as Santa Clara County Department of Environmental Health Food Preparation, Serving and Storage Guidelines. Key points from the policy include:

- Student Organization funds may not be raised through the sale of alcohol, tobacco, or drug products, nor may they be used for the purchase of alcohol, tobacco, or drug products.
- Student Organizations must acquire the proper permits from Scheduling Office and Chartwells when conducting any type of fundraiser event.
- Auctions which involve selling, bidding for, or in any way paying for a person's company or services are not allowed.

- Student Organizations may sponsor a “prize drawing” or “give-away” but “raffles” are not allowed on State of California property (Penal Code 330). A raffle is defined as “the sale of a chance at a prize.” Tickets must be free of charge but a donation may be accepted. On the printed ticket, you must also disclose the beneficiary of the drawing (name of your student organization) and the fact that the tickets are available free of charge.
- Key points of the Santa Clara County Department of Environmental Health Food Preparation, Serving and Storage Guidelines:
  - Food Handling Rules:
    - Store raw and ready to eat product separately.
    - For food delivery, use insulated food container capable of maintaining food at 135°F or higher, or 41°F or lower.
    - Practice good personal hygiene & proper hand washing.
    - Garbage must be away from food and serving area.
  - Serving Food:
    - Cold food should be served on ice or in chilled containers.
    - Clean, sanitized and separate utensils should be used to serve each item.
  - Holding Food without Temperature Control:
    - Cold Food
      - Hold food at 41°F or lower before removing. It can only be removed for 6 hours & this time must be labeled on the food.
      - Food cannot exceed 70°F while being served & must be served within 6 hours.
    - Hot Food
      - Hold food at 135°F or higher before removing. It can only be removed for 4 hours & this time must be labeled on the food.
  - Cooking Food at BBQ Areas:
    - Insulated containers must be used to hold food. Raw meat should be wrapped and stored on ice.
    - Safe, portable water for handwashing and dishwashing.

## **Sexual Discrimination, Sexual Harassment, Sexual Violence**

Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence. All members of the university community are responsible for being aware of and complying with policies and procedures related to Title IX (including *CSU Executive Order No. 1096*). Additionally, all student organization presidents and treasurers are required to complete a training related to Sexual Violence prevention offered by Student Involvement and/or their designee.

## **Alcohol**

San José State University's alcohol policy was developed to ensure a responsible approach to the use of alcohol within the university community. The University's goals, with respect to alcohol consumption, are based on its commitment to the development of individual responsibility and respect for others. All members of the University community have a stake in ensuring that state law is followed and that alcohol is only used in a responsible manner. In addition, all student organization presidents, treasurers, and advisors are required to complete a training related to Alcohol Education offered by Student Involvement and/or their designee (*CSU Executive Order No. 1068*).

## **Risk Management & Social Event Policies**

### **Alcohol & Drugs**

- The possession, use and/or consumption of alcoholic beverages while on organization premises, during an official organization event, or in any situation sponsored or endorsed by the organization, or at any event that an observer would associate with the organization, should be in compliance with all applicable laws of the state, county, city and university.
- No alcoholic beverages should be purchased through or with the organization treasury nor should the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization.
- The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- No alcoholic beverages should be purchased for a member or guest as undertaken or coordinated by any current/past (alum) member OR guest in the name of or in the behalf of the organization.
- No alcoholic beverages shall be present at any organization or organization recruitment function, regardless of the location.
- Serving, providing or purchasing alcohol for minors is illegal.
- Events that encourage/force alcohol and/or drug use such as "Trust Your Bro/Sisters", "Big Bro Reveals", "Family Shot Night", etc. are discouraged.
- The possession, sale and/or use of any illegal drugs or controlled substances at any organization house, organization sponsored event or at any event that an observer would associate with the organization is strictly prohibited.
- No advertisements (either physical or electronic) containing messages involving the consumption of alcohol or drugs may be used.

## Social Events: Definition

This policy applies to all events, as defined herein, where alcohol is sold, provided or consumed by guests prior to and/or at the event. It is the responsibility of the organization to formally articulate if an event is expected to be sober. Additionally, this policy applies to events where the hosting organization(s) provides transportation (including, but not limited to, buses and limousines) regardless of where the transportation originates.

- All third party vendor event paperwork must be properly submitted no less than 10 business days prior to the event.
- All "BYOB" event paperwork must be properly submitted no less than 5 business days prior to the event.
- Social Events may not be held during spring, winter & summer breaks as well as during final exams.
  - o Exceptions will be made on a case by case basis and only for third party vendor events.

## "BYOB" Events

- Organizations that have alcohol on a organization property must utilize **BYOB**, ("Bring Your Own Beverage").
  - o BYOB is defined as participants of legal drinking age bringing no more than six (6) servings of alcohol.
    - One 6-pack of 12 ounce beers
    - One 4-pack of wine coolers
    - One bottle of 25.4 ounces of wine
    - 9 ounces of 80 proof distilled spirits such as gin, vodka, whiskey, etc.
- A organization shall not use a common source of alcohol, which includes but is not limited to: kegs, party balls, coolers, jungle juice, ice chest, trash containers filled with alcohol, pitchers, etc. or any other bulk quantities of alcoholic beverages.
- A organization shall not permit the possession or use of common source alcohol by members or guest, on organization premises or at a organization function.
- No organization members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the age of 21.
- No "Grain Alcohol" and any such distilled liquor that exceeds 100 proof is to be served in any form or mixture during any fraternity or sorority hosted or sponsored event.
- A organization cannot provide unlimited quantities of alcohol.
- No activity (drinking games) that encourage consuming alcohol are permitted.

- The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, beer pong, century club, dares, beer die, slap the bag, icing, card games or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- No person shall be forced or feel compelled for any reason to consume alcohol.
- No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations, groups or organizations.

### Third Party Vendor Events

- Organizations may choose to utilize a third party vendor for events held off organization property (i.e. Formals).
  - It is to be administered by a licensed or certified bartender who is not a member of the organization, a new member, associate member, or an organization alumni member.
  - Third party vendors can only be utilized on organization property if their services do not include alcohol (Per. CA. A.B.C. code.)
  - All third party vendor paperwork must be properly submitted no less than 10 business days prior to the event.
  - All third party venues require security by a state licensed company or university police.

### Open Parties

- Open parties are **prohibited**.
  - The term "**open party**" includes a social function with alcohol in which members/non-members of the host organization(s) are:
    - Permitted unrestricted access
    - Invited without specific invitation
    - Invited by a blanket or open invitation, express or implied
    - Invited through any advertising or publicity; physical, internet, radio, or television

### Social Events: Guidelines & Requirements

#### In order for an organization to host a social event, the following must apply:

- Organization may not be on any type of probation, suspension or expulsion with the University, Student Involvement Office, or their respective National/International Headquarters
- Organizations must complete the membership agreement forms (both active & new) in order to host or participate in any social event where alcohol is present

The following guidelines are applicable to the hosting of any social event at which alcohol is present:

- **Proper social event registration** compliance is required in an effort to prohibit individuals who are not invited by the host organization from entering
- **Proper identification monitoring**, such as wrist banding, must be used to prohibit the illegal use of alcohol by those organization members and guests who are under the legal drinking age. It is required that the identification that is used not include easily transferrable or reproducible means.
- **Each participating organization shall maintain a 25 attendees to 1 non-drinking party monitors** who are current members of their respective organizations. For the purpose of this policy, below these members are defined as sober monitors.
  - The **duties of sober monitor** shall include, but are not limited to:
    - Acting as liaison (along with the president or highest ranking executive/organization member present) between any law enforcement agent and the participating organizations.
    - Help enforce above mentioned policy on alcohol and drugs.
    - Help maintain order at the event.

- Cannot consume alcohol, drugs, or illegal substances prior to or during the entirety of the event.
- **A social event with alcohol shall not exceed 3 times the active membership of the organization or the facility limit whichever is smaller.** Alterations may be granted due to organization size and national requirements.
- Organizations holding events at third party vendors, at which alcohol is present, must have a trained/certified bartender to distribute beverages.
- The bartender and any all **Third Party Vendor staff must be briefed on all policies** and should not be drinking during the event.
- No flyers (either physical or electronic) containing messages involving the consumption of alcohol may be used to advertise a party.
- All flyers, publicity, theme(s), and event related **information must be in conjunction with the values of both the organization and San José State University**
- Any event which has alcohol present, must also have non-alcoholic beverages (in equal or greater supply), as well as ample food, readily available for any individual.
- At the discretion of your organization advisor, based upon event size, location, and organization history, for safety reasons, it may be required to have UPD or trained/private, licensed security officers present.

## Social Events: Registration

It is required that any event where alcohol is sold, provided or consumed by guests prior to and/or at the event be registered and approved by Student Involvement staff throughout the calendar year. All social events should be registered utilizing the proper forms by the designated deadline.

Item to be Completed:	Description:	Deadline:	Instructions:
<b>“BYOB” Social Event Registration Request Packet</b>	Form that is to be completed in full with detailed information about an anticipated social event.	<b>Due Date</b> – Form should be submitted, at a minimum, <b>5 business days</b> before the desired event date.	<b>Hard Copy Form</b> – Form is to be fully filled out by appropriate organization officer, and is found on the Toolkit.
<b>Third Party Vendor Social Event Registration Request Packet</b>	Form that is to be completed in full with detailed information about an anticipated social event.	<b>Due Date</b> – Form should be submitted, at a minimum, <b>10 business days</b> before the desired event date.	<b>Hard Copy Form</b> – Form is to be fully filled out by appropriate organization officer, and is found on the Toolkit.
<b>Social Event Guest List/Sign-In</b>	Require to check-in all SJSU students with SJSU   SAMMY (University app). Non-SJSU students must be checked-in via paper sign-in sheet.	<b>Due Date</b> – SJSU   SAMMY must be completed at event. Guest list for non-SJSU students should be submitted to the Student Involvement staff <b>1 business day after the event.</b>	<b>Digital QR Code</b> – Emailed to point of contact one business prior to event. <b>Hard Copy Form</b> – Form is to be fully filled out by all non-SJSU attendees at a social event.

**Failure to properly register a social event with alcohol and/or follow guidelines will result in possible restriction of social privileges or any appropriate/fitting outcomes** determined by the office of Student Involvement. If deemed appropriate, recommendation will be made to the Office of Student Conduct and Ethical Development.

## Advisors

Student organizations are required to secure a San José State University faculty/staff member to serve as an advisor (*CSU Executive Order No. 1068*). An advisor can be any SJSU faculty or staff member. Advisors cannot be an employee of an SJSU auxiliary department (e.g.: Associated Students, Chartwells, and Student Union). Advisors must be verified by Student Involvement. Advisor must complete an advisor agreement and attend yearly advisor training.

Advisors are an important campus resource and help with an organization's continuity from year to year. Appointment of the advisor role is a mutual selection decision between the student organization and prospective advisor. However, the final decision rests with the student organization. Student Involvement reserves the right to remove a student organization's advisor(s) if s/he is in violation of campus policies, direction, federal, state, or local laws.

Under no circumstances can an advisor select, nominate, or participate in voting for a student organization officer. Advisors may assist in the facilitation of a selection or election process, but they may not participate directly in those processes.

## Community Relations

Student organizations share mutual interest and obligations with the neighbors who live in the university community. Student organizations and their members are expected to be positive and productive members of the great community by living by the "Good Neighbor Policy."

Student organizations who occupy housing are expected to properly maintain their facilities and yard. All organizations who occupy housing will abide by all San Jose code enforcement regulations, fire regulations and guidelines. Documentation of proper facility management may be requested.

## Association with Unrecognized (or "Underground") Organizations

Student organizations and their members are prohibited from associating with unrecognized groups that claim to be student organizations and/or have lost recognition.

## Advertising

Free speech will be respected in all advertisements. However, content that is not aligned with the University as an educational institution is prohibited. This includes advertising for alcohol and illegal drugs, obscene language and/or images, and derogatory or inflammatory language and/or images. Advertisements for commercial services or products are not allowed unless approved by the University. All event advertising must include an accessibility statement with contact information. The following apply to all advertisements:

- Must be stamped by Student Involvement with a "Post Till" stamp in order to post on any open bulletin boards on campus.
- Completely show name of the organization, event name, date, time, place of the event being advertised, as well as a contact name and phone number and/or email address.
- Hang the poster on an approved location.
- Use tape, thumb tacks, staples on appropriate surfaces (bulletin boards).
- Only one (1) flyer/poster can be posted per bulletin board or planter area Use inappropriate methods to attach flyers (tape over painted surfaces).
- Do not remove or post over another group's flyer if the "Post Till" stamp has not expired

## Required Accessibility Language

The language below is required on all event flyers/materials to provide specific information about accommodations.

*"This event <is or is not> wheelchair accessible. Individuals requiring Sign-Language Interpreters, Real-time captioners, or other accommodations should contact <org leader name> or <RSO Name> at <Phone Number> or <Email Address> as soon as possible."*

## Flyers and Posters

- Time limit on all postings. Postings will only be up for 7 days or until program date occurs. (Whichever comes first)

- All postings must be stamped by Student Involvement with a “Post Till” stamp in order to post on any open bulletin boards on campus.
- Postings must be 11" x 17" or smaller.

### **A-Frame Boards**

- Student Organization must provide their own A-frame, lock, and chain.
- A-frames must not block any walkways.
- A-frames cannot be left out more than 7 days.

### **Chalking**

- Due to water conservation efforts chalking is no longer permitted at San Jose State University.

### **Electronic Screens**

- Electronic Screens are currently unavailable for recognized student organizations use.

### **Banners**

- Must complete a request form from Event Services (Can only be hung in Sweeny Hall)

### **SJSU Branding Resources**

- The Strategic Communications and Marketing team (the university's storytelling and branding unit) understands how important student organizations are. The passion and commitment students show toward pursuing their interests is a point of pride in the larger Spartan story.
- Promotional items created for student organizations using the university identity are subject to approval through SJSU’s brand permissions. To avoid delays with artwork approval, review the university communication guide, *SJSU Power Source: A Multi-Platform Communication Guide*, before creating and submitting artwork. The most important sections to read are: “How We Tell our Story” and “University Marks.” Additional information available at [sjsu.edu/communications](http://sjsu.edu/communications).

### **Career Center**

- Student organizations interested in hosting networking and recruiting events should partner with the SJSU Career Center. The Career Center will provide support and guidance to help make your events successful, which will create a positive experience for both students and employers. By working together, we can represent the entire campus to employers effectively.

### **Accountability Procedures**

Violations of any Student Involvement policies, expectations, or procedures not referred to Student Conduct and Ethical Development may be addressed by Student Involvement. Interim responsive measures may be imposed including, but not limited to, restriction of activities, meetings and programs until compliance with applicable provisions is achieved and resulting effects are appropriately mitigated.

## **Our Process**

### **Alleged Violation Review**

When Student Involvement becomes aware of an alleged policy violation, Student Involvement staff will consult with Student Conduct and Ethical Development. If the determination is made that the alleged policy violation is within the purview of Student Involvement, Student Involvement staff will initiate a Mandated Meeting Process.

### **Notice of Mandated Meeting**

Student Involvement will notify the student organization president of the alleged violation via a digital notice of a Mandated Meeting. The president will be given an opportunity to schedule a meeting within three (3) business days of the digital notice being sent.

### **Mandated Meeting**

Student Involvement will meet with the student organization president. The purpose of this meeting is to discuss the allegations against the student organization and to explore the possibility of taking responsibility for the student organization's actions. The student organization president may be accompanied at the meeting by one advisor. The advisor's role is limited to observing and providing consultation, support, and advice to the president.

### **Outcome of Mandated Meeting**

Following the meeting Student Involvement, staff will provide the organization with a plan for a restorative course of action. The outcomes will provide details of requirements and deadlines as well as outcomes for the student organization if the organization decides to not fulfill the restorative action plan.