Recognized Student Organization (RSO) Handbook

San José State University

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SJSU | STUDENT INVOLVEMENT

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Introduction

The Office of Student Involvement has developed the Student Organization Handbook as a resource guide containing University policies and procedures governing all existing and future University-recognized student clubs and organizations at San José State University (SJSU). It contains information regarding use of campus resources, University expectations, financial management, fundraising, marketing, and other aspects. Any questions about this document can be directed to Student Involvement at getinvolved@sjsu.edu or studentorgs@sjsu.edu.

Office of Student Involvement

The Office of Student Involvement is located on-campus at 1400 Student Union, in a shared space with the Information Technology (IT) Service Desk, Chicanx/Latinx Student Success Center (CLSSC, also known as Centro), and The Black, Leadership, and Opportunity Center (BLOC). Grounded in our commitment to inclusivity, integrity, and success, the Office of Student Involvement provides opportunities for students to engage and develop. We promote community, leadership, and learning through our innovative programs and services.

The programs and services offered in this office include the following:

- **Recognized Student Organizations:** provides support and advisement to over 450 Student Clubs and Organizations at SJSU.
- **Fraternity and Sorority Life**: provides support and advisement to the activities of over 30 chapters of Greek-letter organizations spread across four councils on-campus.
- **Leadership Development Programs:** provides opportunities to students to cultivate their skills for life both during and after SJSU.
- **Campus Programming:** organizes various events for SJSU students to engage with each other, develop school spirit, and enrich the campus community.

In addition, the Office of Student Involvement serves the Recognized Student Organization community by offering training, development, and marketing opportunities, advising for student organizations, and various physical resources, such as butcher paper and poster-making materials.

University Recognition

University recognition is a privilege granted to student organizations by SJSU. Recognized organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups. The University supports the formation of and grants recognition to student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University. The University believes that such organizations foster valuable experiences for students that often lead to significant learning and development. These students also find a sense of belonging to the University. These activities and experiences complement the formal curriculum and provide opportunities for enhancing personal skills.

Title 5 of the State Administrative Code permits campus recognition of student organizations and states that such recognition may include “allowing the use of campus facilities to any such organization.” Funding (e.g., campus, Associated Students Inc.) and use of facilities free of charge are available only to student organizations that are currently recognized by the campus.

The University President generally delegates the authority to administer these and other policies and procedures governing student organizations to certain administrative offices and committees of the University, including Student Involvement. Recognizing the value of these co-curricular activities, the University has established policies for the recognition and governance of student organizations seeking recognition. Recognition of a student organization creates an official relationship with the University. University recognition is granted by Student Involvement under the authority of the Vice President for Student Affairs.

- Recognition in no way implies that SJSU approves of, supervises, sanctions, or takes responsibility for the actions and activities of the organization.
- The University does not encourage nor condone illegal or dangerous activities, and individuals involving themselves in student organizations do so at their own risk.
- Recognized groups are expected to adhere to this policy document, all other policies of the University, all Trustee policies, and federal, state and local laws.
- In addition, organizations must conduct their activities in keeping with the mission of the University.

Organization Recognition & Processes

Recognition Definition

A student group that has been registered through the office of Student Involvement and has completed the necessary training and paperwork is known as a **Recognized Student Organization** (RSO). Having recognized status allows student organizations to formally operate on campus and take advantage of on-campus resources, such as bank accounts and rooms and spaces. A Recognized Student Organization must operate not-for-profit, and its purposes and activities must be consistent with the mission and goals of San José State University. Student organizations must be self-governing, meaning that current students should make decisions about the organization's scope, direction, and mission. 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. If an organization is NOT Recognized, it cannot operate on campus, including holding meetings, displaying any marketing materials or postings, or using University resources and facilities.

Since student organizations are recognized on-campus at the University's invitation, they are not official entities of the University (they are not part of the state budget, there is no paid staff, etc.). Therefore, per California State University policies, your student organization may NOT list its name as San José State University's [Name of Club] or [Name of Club] of San José State University. It must be: **[Name of Club] at San José State University** if reference to the University is included. The purpose is to avoid any confusion about whether the organization is a campus department or a student organization/club.

Each academic year, every Recognized Student Organization is required to submit Re-Recognition documentation. This process begins during the Spring semester of each academic year and ends on the first day of instruction for the Fall semester. Completion of Re-Recognition documentation acknowledges that an organization, its members, leadership, and advisors understand the rights and responsibilities of Recognized Student Organizations at San José State University; including but not limited to: Student Leader Enrollment and GPA Requirements, Risk

Management Procedures, minimum membership of five (5) members, maintaining a campus advisor, etc. Failure to complete or comply with recognition requirements will result in the loss of rights and privileges afforded to Recognized Student Organizations.

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
Re-Recognition	Re-Recognition application must be completed through the online system once per academic year.	**Due Date** – First day of instruction each Fall semester.	**Completed in SJSU Sammy App.**
RSO Student Leader Training	Required training**. All Presidents & Treasurers must complete the required org leader training course.**	**Due Date** – First day of instruction each Fall semester.	**Completed in SJSU Sammy App.**

SJSU Sammy App and Organization Management

The first step in the Recognition process is to submit the Re-Recognition Application in the **SJSU Sammy App**. This platform serves as the **official database** for Recognized Student Organizations. RSOs are required to update and maintain their Sammy App Group Page regularly to ensure accurate information is displayed for your organization, including members and officer positions. Information on how to update and manage an RSO's Sammy App Group is included in the required student leader training course.

Starting A New Student Organization

Students at San José State University can start their own Recognized Student Organizations. A new student organization may be started through the New Student Organization Recognition process. This process includes submitting a New Student Organization interest form, meeting and training with a Student Involvement RSO professional staffer, forming an organization constitution/bylaws document, completing a recognition application, and completing the student org leader training course. New Student Organizations are held to the same expectations, standards, and requirements as organizations going through the Re-Recognition process, pursuant to California State University Executive Order 1068. The New Student Organization formation process is open to applicants only during the Fall and Spring semesters. In the Fall semester, the window for starting a new student organization spans from the first day of Fall classes to the last day of classes before the University-recognized Thanksgiving Holiday. In the Spring, the window for starting a new organization spans from the first day of classes to the last day of instruction before Spring Break. The new student organization formation process must be completed within the same academic year in which it began. Student Involvement reserves the right not to approve a Student Organization for Recognition that duplicates efforts or competes directly with the mission and purpose of an already established Student Organization. Student Involvement will always encourage discourse and dialogue between members to avoid duplicating club efforts. There are seven steps to completing the New Student Organization formation process. These steps are outlined below:

Step 1: Submit a New Student Organization Interest Form

Students interested in starting a new Recognized Student Organization should begin the process by submitting a New Student Organization Interest Form. This form collects information about the prospective organization and notifies Student Involvement staff of this new interest. This form can be found on the Student Involvement website and in the SJSU Sammy App.

Step 2: Meet with a Student Involvement RSO professional staffer

After submitting the New Student Organization Interest Form, students must schedule a meeting with a Student Engagement RSO team member to review the **New Student Organization Info Session** content and discuss the organization's mission, purpose, goals, functionality, and the process for creating a new organization.

Step 3: Develop the new org's constitution/bylaws document

Once the initial meeting takes place and students seeking to start a new student organization receive approval from Student Involvement, they can begin drafting their organization's constitution/bylaws using the Student Involvement Template for Constitution/Bylaws. Students have two weeks from the date of the initial meeting with Student Involvement to have the constitution/bylaws document approved by Student Involvement. Failure to complete this step within the expected timeframe will delay the New Student Organization Formation process. The organization's constitution/bylaws document must include the following sections/articles:

1. Name of Org
2. Purpose of Org
3. Authority
4. Membership
5. Membership Accountability and Removal
6. Officers, Committees, and Duties
7. Selection of Officers
8. Officer Accountability and Removal
9. Advisor Responsibilities/Expectations
10. Advisor Accountability and Removal
11. Meetings
12. Executive Committee
13. Standing and Ad Hoc Committees
14. Finances
15. Risk Management and Safety
16. Amendments

Step 4: Complete the Recognized Student Organization application

Once Student Involvement has approved the organization's constitution/bylaws document, the President will be prompted to complete the organization's application to become a Recognized Student Organization. The new student organization President must submit the Recognition Application within two weeks of the constitution's approval. Failure to complete this step within the expected timeframe will delay the New Student Organization Formation process.

Step 5: Student Involvement's eligibility review

While students are working to build the organization's constitution/bylaws document, Student Involvement will check and confirm eligibility of the President, Treasurer, and Faculty/Staff

Advisor. If ineligibility is found, Student Involvement will notify the ineligible parties. It is the responsibility of the student organization leadership to find replacements for ineligible individuals. Once eligibility has been reviewed and approved, Student Involvement will communicate this information to the listed organization President. Ineligibility of students and/or advisors may delay the New Student Organization Formation process. (Minimum Qualifications for Student Office Holders, CSU EO 1068)

Step 6: President and Treasurer begin the RSO Canvas Course

Once the RSO application has been completed and submitted, the President and Treasurer of the organization will be added to the student org leader training course. The President and Treasurer of the organization will have two weeks from the date they receive access to the course to complete it. Failure to complete this step within the expected timeframe will delay the New Student Organization Formation process.

Step 7: Receive a "Letter of Recognition" from Student Involvement to complete the new org formation process

Once both the President and Treasurer have completed the student org leader training course and the RSO application has been reviewed and approved, Student Involvement will send an Official Letter of Recognition to the organization. The organization can then begin officially functioning as a Recognized Student Organization at SJSU.

RSO President & Treasurer Required Officer Training

Students serving in the capacities of President and Treasurer must complete required training, pursuant to California State University Executive Order 1068. This course is critical to success as a Recognized Student Organization and acts as one of the primary touchpoints and educational resources regarding university expectations, requirements, and processes of Recognized Student Organizations.

RSO President & Treasurer Officer Training is the virtual educational course required by all RSO Presidents and Treasurers as part of the annual RSO re-recognition and New RSO recognition process. This course is completed in SJSU Sammy App as one step of the multi-step RSO re-recognition approval process. Both the President and Treasurer must complete all elements of the course as part of the RSO re-recognition approval process. Upon verification of eligibility to serve as President or Treasurer - per CSU Executive Order 1068 - both students will be assigned to complete RSO President & Treasurer Officer Training in the SJSU Sammy App through “Tracks & Checklists”.

RSO President & Treasurer Officer Training contains text and digital video content, paired with quizzes that **must be completed with 100% accuracy** by both the President and Treasurer. If the course is not completed in its entirety by both officers by the deadlines designated by Student Involvement, the organization will become an un-recognized organization and will lose all university benefits of RSO status. Upon request, additional officers for an organization may be assigned to complete RSO President & Treasurer Officer Training. Please consult the Student Engagement Coordinator for Recognized Student Organizations at studentorgs@sjsu.edu with any questions about the course or its contents.

Constitution/Bylaws/Governing Documents

Each organization is required to submit and maintain documentation on how it is governed and how it makes important decisions. This can be referred to as the Constitution, Bylaws, and/or Governing Documents of an organization. A Recognized Student Organization's Constitution/Bylaws must be easily accessible to any general member of a club/organization for transparency purposes. This document assists in the general operations, membership criteria, financial protocols, and election procedures for each organization. A Constitution template may be downloaded from the Student Involvement website. **Student organizations are <u>required</u> to include the following mandatory anti-discriminatory language in their governing document:**

"Eligibility for membership or appointed or elected student officer positions shall not be limited based on race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Only fraternities and sororities with federal documents on file with Student Involvement are permitted to discriminate based on sex, as outlined by Federal Law in Title IX. The organization shall have no rules or policies that discriminate based on race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability."

Non-Discrimination

Per California State University Executive Order 1068, no CSU campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities, sororities, or other University living groups.

Official recognition of student organizations that fail to abide by the open membership policy or that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn.

Revisions to Constitution/Bylaws/Governing Documents

Organizations that do not include the mandatory language in their governing documents will be unrecognized and required to make the appropriate amendments to include it. The provisions of an approved student organization governing document supersede any other governing documents of the organization or any of its affiliates. The most current copy of the documents should be on file with Student Involvement via the Recognition process. **Any revisions should be submitted to Student Involvement via email at studentorgs@sjsu.edu or in-person no later than two (2) weeks from the effective date of change.** Upon approval of the revised constitution, Student Involvement will communicate the approval to student leaders and the organization's advisor so that all parties are aware of the changes. A copy of the revised document must be uploaded to the organization's Sammy App Group Page under "Files/Documents". The current document on file with Student Involvement will be used in any case involving dispute settlement, answering questions, or assisting with an election or transition process. Student Involvement reserves the right to mandate specific changes to an organization's Constitution if it is not aligned with Student Involvement or University expectations.

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. The expectations of Student Involvement, San José State University, and the California State University system supersede the constitutions, bylaws, or articles of incorporation of off-campus affiliates, and student organizations seeking Recognition or Re-Recognition may be asked to change any of the above as deemed necessary. 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. An organization whose major purpose is to obtain University resources for the completion of an academic project, grade, or assignment is not in alignment with the purpose of Recognized Student Organizations, and the Office of Student Involvement will deny the Recognition of those groups as it sees fit. In addition, groups whose primary purpose is to support a single political candidate may be granted recognition status by 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 Organization Expectations

Members of student organizations at San José State University are expected to be good community members and to engage in responsible behaviors that reflect well upon their student organization and University; to be civil to one another and to others in the campus community; and to contribute positively to student and University life.

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 Recognized Student Organizations is to promote sustainable community and growth. Thus, organizations centered on academic or business ventures for personal gain will not be recognized. Therefore, Student Involvement will hold each organization to the standards and policies outlined in areas including, but not limited to, academics, programming, risk management, new member and member education, service, and congruence.

Student Organization Compliance & Accountability

The Office of Student Conduct and Ethical Development and Student Involvement will exercise jurisdiction over Recognized Student Organizations, student groups, affiliated organizations, and the conduct of members, including fraternities, sororities, and sports teams. The overall behavior and actions of Recognized Student Organizations are enforced on campus through the Student Organization Code of Conduct. This document outlines general expectations, including Hazing and Alcohol. Alleged violations of this Code of Conduct are reported and referred to the Office of Student Conduct and Ethical Development for additional investigation.

The behavior of an individual student affiliated with a Recognized Student Organization may be similarly reported and investigated for violating any expectations of the Student Code of Conduct.

The Student Organization Handbook clarifies, specifies, and provides expectations and resources from Student Involvement and various campus stakeholders related to the normal operations of

Recognized Student Organizations. In the same way that organizations and individual students must abide by the Organization and individual codes of conduct, Recognized Student Organizations are expected to uphold the expectations outlined in this document by Student Involvement. If found in violation of expectations or the Student Organization Code of Conduct, student organizations may face various outcomes, including but not limited to: restrictions on membership activities, a halt to operations and programs, and loss of recognized status.

Association with Inactive, Unrecognized Or "Underground" Organizations

Recognized Student Organizations and their members are prohibited from associating with unrecognized groups that claim to be student organizations and/or have lost recognition and/or are temporarily not active (i.e., Cease & Desist status, Suspension, etc.). Associating with inactive, unrecognized, or "underground" organizations is a liability to recognized organizations and their members, and is considered Aiding and Abetting (a violation of the Student Organization Code of Conduct).

The Conduct status of student organizations is public knowledge and current statuses and a list of organizations not affiliated with SJSU can be found on the Student Org Conduct website.

Student Organizations Must Not Run for-Profit and Charitable Donations

Student organizations **are not** Federally Tax-Exempt Nonprofit Organizations by default. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c) (3) status) is a lengthy legal procedure that 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. Student organizations should contact the SJSU Tower Foundation at towerfoundation@sjsu.edu with more information on how to do so.

A student organization may be asked for a Tax ID number or various IRS forms if planning a fundraiser with an off-campus vendor. In this instance, student organizations are advised to consult with the Tower Foundation, which handles all charitable donations to San José State University. The Tower Foundation can assist with processing your request and depositing donations into your Student Organization's Associated Students on-campus bank account.

Officer Requirements

Presidents and Treasurers

The following Officer Requirements are based on California State University Executive Order 1068.

All Presidents and Treasurers must be matriculated, currently enrolled students at SJSU. Open University or Professional Development units are not included (CSU Executive Order No. 1068). The student organization President and Treasurer must maintain both a 2.00 Institutional/SJSU

Cumulative GPA (all classes taken at SJSU), as well as a 2.00 or higher for the most recently completed Term (Spring or Fall). In addition, Presidents and Treasurers must be taking at least 6.0 units as an **undergraduate** student OR 3.0 units as a **credential/graduate** student, and be in good judicial standing with the University as confirmed by the Office of Student Conduct & Ethical Development. The same person cannot hold the roles of President and Treasurer.

In addition, the Recognized Student Organization President and Treasurer can only accumulate a maximum of 150 completed semester units or 125% of the units that count towards their undergraduate degree (whichever is greater) OR a maximum of 50 completed semester units or 167% of the units that count towards 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 its officer roster within two (2) weeks of the change. Student organizations can report any changes of Presidents or Treasurers through the Student Organization Change of Officer Form available here and on the Student Involvement website. After Student Involvement has confirmed eligibility via email, all new Presidents and Treasurers must complete the required student organization leader training course before being officially listed as officers of the organization. Please allow up to 2 weeks for Student Involvement to confirm a new officer's eligibility. New Presidents and Treasurers will NOT be updated until the required training is completed.

Other Officers

There are no formal eligibility requirements for officer positions other than the President and Treasurer. Student Involvement does not require any other officer positions to be formally reported, but student organizations may indicate other positions on their organization's Sammy App Group Page officer roster. Other officer positions must be accurately reflected in the organization's officer roster to ensure access to the A.S. bank account, facilities, and other on-campus resources. Additionally, all officers of student organizations must still meet the requirements of general membership (enrolled students at SJSU). It is the responsibility of each organization to update its officer roster within two (2) weeks of any change.

Students have the sole right to elect or select the officers of student organizations. Advisors (whether faculty, staff, or community members) and alums may not select, nominate, or vote for student organization officers. SJSU/Student Involvement 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 within two (2) weeks of the change may be subject to loss of University recognition.

SJSU Sammy App and Roster Management

The membership rosters of student organizations are maintained in the SJSU Sammy App and must be managed by the leadership team of each student organization. Student organization Presidents and Treasurers can update member rosters and officer positions by logging in to the desktop version of the SJSU Sammy App at https://sjsu.campusgroups.com/home_login. Recognized Student Organizations must maintain a current SJSU Sammy App roster with all members listed. Organizations that do not maintain a minimum of five (5) student members or do not update their member and officer lists in the SJSU Sammy App will be de-recognized.

Membership Requirements

General Membership

Organizations must maintain a membership of at least five (5) matriculated, currently enrolled students at SJSU. All members of student organizations must be currently matriculated SJSU students. 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.

Member Recruitment Defined

Recruitment is defined as any activity intended to gain potential/new members or interest. This can include but is not limited to: tabling, informational sessions, educational events, service events, social gatherings, house/facility tours, individual meetings, social media interactions, council events, etc. Recruitment activities can be open or invite-only.

Recruitment Expectations

All organizations are expected to comply with the recruitment requirements set forth by Student Involvement and their local/regional/inter/national constitution and bylaws (if applicable):

- No advertisements (physical or electronic) for recruitment events that contain messages about the consumption of alcohol or drugs may be used.
- All recruitment events/activities must be alcohol-free and substance-free.
- All recruitment events/activities must have clear start and end times. Activities must occur between the hours of 8:00 a.m. and 12:00 a.m. Any recruitment activities outside of these hours must be approved by Student Involvement two (2) weeks before the event.
- No pledging or new member "process" for joining any organization will exceed 12 weeks.
- Professional fraternities and any other organization with a formal potential/new member process are asked to report Recruitment and New Member plans for any semester in which recruitment occurs via the Recognized Student Organizations Recruitment & New Member Plans SJSU Sammy App form. Social fraternities affiliated with one of the four Greek councils on campus should consult the Greek Management Manual for the equivalent of this form.

Student Organization Governance

Student organizations at San José State University are self-governed and are expected to participate in shared governance, which means that the organization's actions, activities, and interests are determined by the organization's student membership. It is recommended that officers and general members collaborate to make decisions aligned with the organization's mission and values. Student organization advisors are available as resources for providing advising and guidance for the organization. SJSU or student organization alumni may serve as informal advisors to offer guidance, but do not have voting rights and are not considered members of the organization. Advisors or other University officials should not intervene in organization operations unless to prevent any violations of SJSU policies, inclusive of the Student Code of Conduct, the Student Organization Code of Conduct, or local, county, or state guidelines. If questions or concerns arise, please contact Student Involvement at getinvolved@sjsu.edu or by phone during business hours at 408-924-5950, or, if urgent, by phone at 408-924-5950.

Faculty and/or Staff Advisors

Student organizations are required to have a San José State University faculty/staff member serve as an advisor (California State University Executive Order 1068). Currently, advisors can be an employee of an SJSU auxiliary department (e.g. Associated Students, Spartan Eats, Tower Foundation, Research Foundation, Spartan Bookstore, and Student Union, Inc.). All advisors are verified by Student Involvement.

Advisor Eligibility

- Full or part-time SJSU faculty or staff member.
- Be able to serve as a Campus Security Authority (CSA) and complete the required online module through the SJSU Clery Office

Advisor Expectations

Advisors are an important campus resource and help with an organization's continuity from year to year. The appointment of the advisor role is a mutual selection decision between the student organization and the 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 they are in violation of campus policies, direction, federal, state, or local laws.

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

Use of Facilities and Spaces

Booking Spaces

Student organization leaders who want to reserve space in the Student Union Building, 7th St. Plaza, and Academic Spaces at San José State University must do so through Student Union Event Services, located on the 2nd floor of the Student Union.

Academic Scheduling & Space Management is the SJSU department that oversees expectations for use of academic spaces and dedicated on-campus club facilities. This department has established Club Facility & Space Expectations for all Recognized Student Organizations.

Student organizations should not utilize academic departments or contact other departments to reserve space. The only known exception to this is Student Organization Fairs, which are scheduled and organized by Student Involvement,

The most effective way to reserve a room or table is to use the online VEMS web application at http://scheduling.sjsu.edu/. If you do not have an account set up in VEMS, please contact Event Services at scheduling.office@susjsu.com for assistance. You can also stop by the Event Services office during business hours (Monday-Friday 8 am-5 pm), call the office at 408.924.6300, or email student-union-events@sjsu.edu with any questions. **Currently, only Presidents and Treasurers who have fully completed the student organization leader training course and have received formal confirmation of their officer status from Student Involvement have access**

to reserve a room or space.

**Please ensure that your student organization has received formal confirmation from Event Services before utilizing a space.*

While Event Services manages reservations for student organizations, a variety of on-campus entities manage the physical spaces available to reserve at San José State University, including the Student Union, Academic Scheduling, and Facilities Development and Operations. These offices have strict policies regarding reservations for room, table, or banner space. Violation of these policies may result in the cancellation of the student organization event and loss of privileges. Alcohol and drugs are prohibited, unless approved. Please contact Event Services for more information; below are some important basics:

Student Union Theater, Ballrooms, & Meeting Rooms

- Student Union staff are the only individuals allowed to use Meeting Room Projector and/or Screen Controls.
- Recognized Student Organizations must adhere to fire code.
- Before departing the space, furniture must be returned to its position 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. This form must be completed and submitted to the Event Services office at least 15 days before your event. The Student Union must also approve food vendors. The list of currently approved food vendors is called the Approved Caterer's list, and the most up-to-date version can be found on the one.SJSU website.
- Your organization must leave the room at the scheduled time.
- Only Student Union, Inc. equipment and technology may be used in these spaces for filming and live streaming. Not adhering to these expectations may result in the loss of privilege to reserve/use these spaces.
- Depending on the size, scope, and nature of an event, Recognized Student Organizations may be required to pay for security services of the University Police Department or a similar entity. The need for these services is at the discretion of Student Union, Inc. and Student Involvement depending on what is shared as to the nature and purpose of the event.

The following items are not allowed:

- Air Horns
- Helium-filled balloons
- 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

Reserving Space on 7th Street Plaza

- Currently, the only outdoor table space that Recognized Student Organizations may reserve is 7th Street Plaza.

- RSOs that would like to table on 7th Street Plaza must complete and submit a Table Space Request form to Event Services (available on their website or in their office).
- A Table Space reservation **does not** come with a table!
- Event Services' rules for reserving a table space include:
    - Food used for fundraisers can ONLY be pre-packaged or baked goods.
    - Amplified sound must be turned down to a volume that does not disrupt normal campus operations (classes, etc.). This volume is at the discretion of University professionals at the time of the use of amplified sound.
    - Additional approval far in advance of an event is needed for any use of power or power strips. Power hookups are not available on 7th Street by default.
    - Your request must be made 5 business days in advance. All events where alcohol is sold, provided, or consumed by guests before and/or at the event are expected to abide by the following guidelines:
- All events must be registered with Student Involvement through the SJSU Sammy App at least 7 business days before the event.
- Student organizations are required to submit in the SJSU Sammy App using the RSO Event Submission process. This process is connected to the student organization's Sammy App Group Page; therefore, all events should be submitted through the Sammy App Group using "Events". You may view a list of resources on how to register events on your organization's Sammy App Group Page below:
    - How to fill out an event form on the SJSU Sammy App [video]
    - SJSU Sammy App Marketing Tools [video]
    - Planning with a Purpose: A Student Org Guide to Events [presentation]
- In addition to registering the event with Student Involvement, all organizations must abide by University, local, state, and federal policies regarding alcohol-related events.

Outdoor Spaces

Outdoor spaces typically require 90 days of approval. Reserve **far** in advance!

If your organization wants to host an event in an outdoor space (other than tabling space on 7th Street Plaza), you will need to submit additional documents to the Department of Facilities Development and Operations (FD&O) at a separate site. FD&O only approves the use of outdoor spaces and does not provide resources such as tables/chairs. View their page for outdoor facility requests here: Special/Outdoor Event Requests | Facilities Development and Operations.

You will need to complete two separate forms, available on the site:

1. An Outdoor Event Request, which goes to FD&O to review and approve the logistics of your event.
2. A Special Event Permit, which goes to the State Fire Marshall to review and approve the logistics of your event. Your Request MUST include a diagram of the space you are trying to use and any additional resources you are using in the space (tables, vendors, etc.). If your request does not include a diagram, it will NOT be approved.

To request the use of recognized outdoor spaces for special events, please complete the appropriate forms and email it to FDO-lease@sjsu.edu.

- At least 2 weeks in advance – for small events (fewer than 50 attendees with limited setup) with previously approved layouts.
- At least 30 days in advance – for large events (custom layouts and/or requiring

Office of State Fire Marshal permits).

Student organizations CANNOT reserve outdoor spaces for off-campus entities. If this is found to be the case, your organization may face sanctions, such as losing the opportunity to reserve on-campus space or being derecognized.

Student Organization Funds

SJSU Policy for Student Organization Funds Administration

All Recognized Student Organizations must comply with the SJSU Policy for Student Organization Funds Administration, which sets guidelines for how organizations track their finances and what they can and cannot do with these funds. 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 for programs and services connected to the student organization's mission, as well as to the mission, vision, and values of San José 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 complete the following SJSU Sammy App form: Request for Exception to SJSU Student Organizations Funds Administration Policy
- Banking services for all student organizations (except sports clubs) are 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. The collection of cash/cash equivalents must follow rigorous internal controls and record-keeping procedures in accordance with the University Bursar's standards. Please review the SJSU Cash Handling Procedures for Campus Departments and Affiliated Organizations document.
    - Key components of the policy for club events include having more than one person count cash at the end of the event to verify the deposit amount.
    - Cash needs to be deposited as soon as possible to Associated Students.
    - Receipts and a paper trail of cash counting is vital.
    - Provide a receipt to anyone who buys a ticket for an event or a product with cash.
    - **Be sure to read the guide to remain in compliance. These are in place to reduce the risk of fraud, theft, or liability to your club.**
- Non-monetary donations (such as motor vehicles, watercraft, aircraft, and spacecraft, etc.) valued at $5,000 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.
- Student Involvement staff reserve the right to audit any Recognized Student Organization's accounts. This may be done to ensure rules and guidelines are being followed, investigate any claims of impropriety or misuse, or for any other administrative reason. Should an audit or investigation into an RSO's funds or accounts be initiated, the RSO has seven days from the receipt of the request to make available all records for the requested period of time. Student Involvement reserves the right to forward any serious concerns to SJSU

Student Conduct and Ethical Development should any alleged fraud or mismanagement be present. More typically, Student Involvement will offer the RSO suggestions and best practices for better financial tracking, transparency, and guidance.

- All student organizations must retain their financial records for at least 4 years after the end of the fiscal year in accordance with record retention policies. If your RSO has 501(c)(3) or Nonprofit status, which is rare, these records must be kept for 6 years.
    - So, if you have a record dated December 1, 2024, SJSU's fiscal year ends on June 30th of each year (2025 in this case). You would need to hold that record until June 30, 2029.
    - Alternatively, you can keep records for 5 years (7 for non-profits), and that will be compliant.

Associated Students (A.S.) Funding

Associated Students (A.S.) at SJSU collects $118.00/per semester as a General Activities fee from each student. A portion of this fee funds programs and services for student clubs, groups, and organizations. Student organizations can apply for up to $3,000 of funding per academic year, up to 2 times per semester, through Associated Students. This funding is available for organizations for pre-approved spending categories. A quote is required for all categories, and special rules apply per category.

The following is a step-by-step walkthrough for requesting funds from Associated Students:

Step 1. Research funding categories and criteria

AS currently funds the following types of requests: Apparel, Costume/Uniforms, Equipment, Food/Catering, Professional Development Registration and Airline Fees, Professional Performers and Speakers, Promotional Items, Publicity and Printing, Security, Special Liability Insurance, Student Research Project, and Venue.

Each funding category includes specific criteria that must be met in order for your request to be approved. For instance, apparel must display the Associated Students logo in a designated area.

Step 2. Complete the Associated Students Funding Request Packet, available at the Associated Students office

The packet must be completed in its entirety. Quotes for all parts of your request must be included in the packet.

NOTE: Associated Students may require you to attend an information session about the process prior to submitting your request.

Contact the Associated Students Controller for more information on the process and how to submit your packet: as-controller@sjsu.edu.

Step 3. Determine the next step based on the amount of money you have asked for

If your request is $ 1,000 or less, it will be reviewed by the Government Administrative Assistant and the Associated Students Controller. You will be notified of the outcome via email.

If your request is more than $1,000, your organization will be required to attend a Finance Committee meeting, which is held on the 1st and 3rd weeks of the month. You will have a

maximum of 2 minutes to present to the Committee on your funding request, how it benefits your organization, and how using these funds benefits SJSU as a whole. The Committee may ask you questions about your request and will bring it to a vote afterward.

IMPORTANT: DO NOT make any purchases until after your request is approved! Associated Students will not approve any requests for money that has already been spent.

Step 4. Submit paperwork no sooner than 3-5 days after approval

Once you are approved, you can purchase the items funded. These funds are managed at the Associated Students General Services office on the first floor of the East side of the Student Union. You can schedule an appointment with Associated Students General Services to use the Associated Students credit card for your purchase.

Please consult the AS Funding website for current dates, deadlines, and more specific information. Associated Students requires that you submit your request 4-6 weeks in advance of your needs. Specific questions can be directed to the Government Administrative Assistant or the Associated Students Controller, as-controller@sjsu.edu.

Tower Foundation/Annual Giving Funding

The Annual Giving department on campus manages the SJSU Fund Student Activities Awards. These awards determine the recipients of a pool of funds (usually between $45,000-$50,000) donated by thousands of generous alumni specifically for student organizations. This is an opportunity to earn up to $ 2,000 for your organization, available only in the Fall semester. Funds can be used to support your organization's activities, services, conference attendance, competitions, projects, materials, etc. Awards cannot cover fundraising projects, graduation/commencement activities, or any activity where alcohol is served. A campus committee of alumni and faculty and staff members reviews applications and determines awards. Applications usually open Mid-September and are open until Mid-October.

Fundraising

All fundraising must comply with the SJSU Policy for Student Organization Funds Administration as well as Santa Clara County Department of Environmental Health Food Safety 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 obtain the appropriate tabling permits from Student Union Event Services and follow the guidelines of Student Involvement and on-campus partners when conducting any type of fundraising event. Tabling permits must be prominently displayed.
- Student organizations should contact the Tower Foundation at towerfoundation@sjsu.edu if an individual or company would like to make a charitable donation to your organization. The Tower Foundation will facilitate the donation and provide the donor with tax documents confirming receipt of the donation.
- Student organizations cannot charge, "rent out," and/or accept a donation from vendors/employers in exchange for space or access to students (i.e., career fairs, arts & music festivals, etc.).

- Auctions that involve selling, bidding for, or otherwise 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.

Financial Responsibility

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

All organizations are expected to be good stewards of organization funds. Organizations should have protocols and procedures, managed appropriately by their Treasurer, to track income and expenses regularly, ensure transparency, spend funds appropriately, and share this information widely with the organization's general membership.

The organization's financial records and related records must be open to general membership review at any time. Fiscal accountability to membership is a hallmark of a democratic organization and an important guide for Student Involvement. Organizations may not refuse requests from members of the organization to have access to view financial records or transactions – both those kept internally by the Treasurer of the organization as well as those records kept through Associated Students accounts.

Student Organization Insurance/Liability

Club Liability Insurance Program

The California State University Risk Management Authority (CSURMA) provides Recognized Student Organizations of SJSU with general liability insurance through the Club Liability Insurance Program (CLIP). CLIP provides coverage for officially recognized clubs – per CSU Executive Order 1068 – of the CSU and CSU Alumni Associations for both on and off campus activities. Social fraternities and sororities are NOT covered by CLIP.

Student organizations must have completed all requirements for recognition to be eligible for CLIP coverage. CLIP covers approved on- and off-campus events such as (including but not limited to):

1. Standard on-campus meetings and information tables
2. Approved off-campus club activities
3. Social events hosted by athletic/scholastic clubs
4. Food sales/distribution under $10,000

Exclusion(s) to CLIP (including but not limited to):

1. Automobile Liability
2. Alcohol furnished at Club Activities / Events (unless served by a licensed third party provider)
3. The activities of all social fraternal organizations*

4. Hazing
5. Injuries to participants while participating in athletic activities
6. Intentional discrimination

**Social fraternal organizations are not covered by campus insurance policies. Fraternal organizations should request a copy of their local chapter's liability insurance certificate from their National Office, to have available, if needed. Otherwise, the fraternal organization must procure their own event insurance.*

If you are having your event on the San José campus, your organization and event is eligible for CLIP, and need additional insurance, Special Event Insurance may be procured through San José State Risk Management.

Risk Management

- Website: https://www.sjsu.edu/fabs/services/risk/index.php
- Email: risk-management-group@sjsu.edu
- Phone: 408.924.2159

Special Event Insurance

The Special Event Liability Insurance Program, provided by San José State Risk Management, provides student organizations without other insurance access to the University's required Special Event Insurance. Events are considered as a "Special Event" when there may be uncommon/unusual activities; special risks; anything new, complex, hazardous, or extreme requiring the gathering of multiple details.

You might need Special Event Insurance if your event meets any of the following criteria:

- Large numbers of people
- Activities across multiple days
- Involves external participants (not current SJSU students or employees) and/or guests that may be unfamiliar with the campus
- More people on campus than "usual" and for longer periods of time
- Requires resources beyond what the campus can offer

Insurance can be purchased for a specific event, and the premium is based on the event's nature, the number of attendees, and the event's duration. Information on Special Event Insurance can be discussed when planning an event.

SJSU departments should complete the Facility Lease for SJSU Entity for internal events on campus that are not associated with a class.

External entities wanting to hold an event on the university campus (including classrooms, labs, and outdoor spaces) must complete the Facility Lease for Outside Entity [pdf].

All events must complete the Special Events Insurance Request [DocuSign] form. All forms will be reviewed and approved by FD&O and Risk Management.

It is recommended that organizations also distribute and collect Release of Liability forms and Special Event Release Forms from any members engaging in off-campus activities or travel.

Members completing a Release of Liability who are currently under 18 require a parent/guardian signature on the form.

Club Sports and Insurance Requirements

Club Sports are Recognized Student Organizations per CSU Executive Order 1068 and must abide by all policies and procedures as outlined in the Student Organization Handbook. Club Sports may have additional requirements and procedures as determined by the Club Sports office at SJSU. Please refer to the Club Sports website for additional information.

CSU Executive Order 1068 provides the following guidance for Club Sports and insurance:

"Officially recognized student club sports at all CSU campuses must carry adequate liability and secondary medical insurance as determined in collaboration with the campus risk managers or the Office of Risk Management in the Chancellor's Office for all participants and coaches, including non-students and volunteers. The insurance shall cover travel, practices, and competition. Each campus may develop its own method for insurance coverage, requiring participants to pay, or other fiscally sound approaches, as authorized by the campus vice president for student affairs or their designee. In no case may a campus use state appropriations to pay for club sports insurance. No student, non-student, or volunteer may participate in a club sport without approved insurance, and no club may be recognized or organized to participate in practices, competition, or travel without approved insurance.

Insurance documents should include appropriate hold harmless provisions as follows: "Insured shall hold harmless, indemnify, and defend the state of California, the Trustees of the California State University, the (campus) and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the insured of said property or participation in said activity."

Off-Campus Travel

Recognized Student Organizations that organize off-campus travel opportunities for their members should ensure that proper risk and liability prevention procedures are followed before travel. Any formal off-campus travel opportunities offered by student organizations should require the signing of a Student Travel Informed Consent form, available on the Risk Management or Student Involvement website. A complete Student Travel Informed Consent form should include the signatures of all travelers, emergency contact information for each individual, and specific details about the date, time, and nature of travel.

Any off-campus travel that involves contact with non-SJSU affiliates, such as nearby schools with minors, should follow the necessary requirements of any off-campus partners (background checks, fingerprint scans, etc.).

Examples of off-campus travel that necessitate a Student Travel Informed Consent form include: field trips, any type of volunteer activity, physical exercises such as hikes or sport tournaments, "meet-ups" at a designated location, etc.

Risk Management

Risk Management Defined

- Risk management refers to the practice of identifying potential risks in advance, analyzing them, and taking precautionary steps to reduce or curb them. This includes having a plan for and following emergency protocols for incidents involving alcohol/drugs, fire safety,

event security, crowd control, loss prevention, mental health, transportation/travel, volunteer management, communication with the news media, and more.

- Student organization leadership is expected to review and present its risk management policies and procedures to all members of the organization so that every member is aware of the appropriate protocols.
- Registered Student Organizations are responsible for taking appropriate steps to promote the safety and well-being of participants at all organization-sponsored events and activities. Event risk management includes proactively identifying potential risks, planning for emergencies, following university policies and applicable laws, and considering factors such as the event location, number of attendees, type of activities, accessibility, transportation, and participant safety. Organization leaders should communicate expectations to members and attendees, designate individuals to assist with event oversight, and address safety concerns before and during the event. RSOs are also required to maintain accurate attendance records for organizational events using university-approved attendance-tracking methods, such as SJSU Sammy App check-ins, when applicable. Attendance tracking helps organizations maintain reliable participation records and supports accountability, event assessment, and university requirements. RSOs should familiarize themselves with all applicable event policies and requirements before hosting an event and contact Student Involvement when additional guidance is needed.

University Expectations

- As noted in the Student Organization Code of Conduct, "The University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Student organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences" (pg. 1). It is an expectation that student organizations act in the best interest of the safety and positive experience of their members and their overall community. Therefore, when an emergency occurs, members are expected to contact the appropriate emergency personnel rather than act beyond their scope of expertise.

Freedom of Speech and Time, Place, and Manner (TPM) Regulations

As a public institution, San José State University believes that freedom of expression is a cornerstone of a democratic society and essential to the educational process. Universities like SJSU have a special obligation to encourage and support the free expression of ideas, values, and opinions, even when they may be unpopular or controversial. The university shall ensure that individuals and groups are afforded wide latitude in exercising their right to free expression and that this constitutionally protected right is upheld while on campus. Freedom of expression, however, is not an absolute right and it coexists with other rights and the need for public safety.

To ensure that the exercise of the right of free expression does not interfere with University functions, imperil public safety, or obstruct or damage university facilities, the University has established and enforced campus regulations regarding the Time, Place, and Manner of the exercise of free expression.

Please read the CSU Free Expression and Time, Place and Manner Policy to understand generally how individuals and student organizations may gather and exercise free speech appropriately at SJSU.

You can view the Interim SJSU Addendum to CSU State-Wide Time, Place, Manner Policy here. In general, Time, Place, and Manner regulations include the following:

1. Use of all state University facilities is subject to reservations, conditions, and priority scheduling.
2. Activities that disrupt the normal operations of the University are prohibited.
3. The selling or displaying for sale on campus of any books, newspapers, pamphlets, and other published materials that are available for sale at the campus bookstore is prohibited.
4. Handbills, pamphlets, flyers, and other similar information materials (other than those described in #3 above) may be handed out, provided that such activities do not disrupt normal operations of the University and that the distribution of such materials is not prohibited under paragraph 3 above.
5. Public solicitation, selling, exposing for sale, or offering for sale of goods, wares, merchandise, books, magazines, newspapers, property, published materials, or services of any kind (to be performed instantly or in the future) are subject to regulation and require obtaining a permit.
6. Sound amplification guidelines related to freedom of expression activities are primarily to protect classes in session and university operations from intrusive sound, but still providing a forum for speech. See the policy for guidelines on the use of amplified sound, but recognize the university may require adjustments to amplified sound or music in order to respect operational needs. It is expected that student organizations will concede to these content-neutral requests.
7. Posting of material is permissible only on approved kiosks and bulletin boards, and is subject to regulations. Posting on trees, lampposts, phone booths, benches, buildings, or any other permanent structure not specifically designated for posting is prohibited. Self-standing signs, etc., are prohibited, as is distribution of any materials by placing them on automobiles.

Protest and Counter-Protest Guidelines

At times, circumstances and current events may create an environment in which student organizations wish to gather and demonstrate their views and needs collectively on campus. When these circumstances arise for a protest, counterprotest, rally, or other type of demonstration to occur, student leaders in Recognized Student Organizations are expected to understand the following expectations:

- Recognized Student Organization leaders and event organizers are encouraged to reach out to Student Involvement at studentorgs@sjsu.edu for the following reasons:
    - To ensure that an appropriate space can be designated for any events/demonstrations (and that other events are not already occurring in said locations),
    - To organize pre-planning or debrief meetings both before and after the event to answer questions, reflect on how to demonstrate and plan effectively in the future,
    - To gauge needs on things such as if additional security is needed at an event/demonstration to support the safety of all students.

    - To get clarification and guidance on specific actions and behaviors, and whether or not these are approved within the confines of the current Time, Place, and Manner policy.
    - To relay the specific plans for an event/demonstration to inform University stakeholders and necessary parties, such as security and nearby campus buildings.
- Recognized Student Organizations are typically responsible for the actions and behaviors of both their student members and any local community members that may attend an event or program. Behaviors such as instigating conflict, encroaching on others' demonstration or event space, or failure to comply with University directives may result in the loss of future privileges or adjudication through the Student Conduct or Student Organization Code of Conduct process(es).
- At times, Student Involvement or another appropriate campus department may designate a specific area for demonstrations, especially when counterprotesting a particular event or entity.
- Writing with chalk on the ground for any event, demonstration or not, is not permitted per SJSU's Facilities Development and Operations unit.
- Any demonstration, especially a protest against a specific event/entity, may not disrupt the function or participation in any other event taking place on campus and cannot infringe on another group's ability to demonstrate and express themselves.
- Any organizations posting flyers, pamphlets, etc., either physically or virtually, for an event, protest, counterprotest, etc., will be assumed to be affiliated with or a partner in such event(s) and will be expected to provide additional information in advance to ensure that university functions will not be impeded and that the event(s) can occur safely.

Protest and Demonstration Best Practices

To ensure safe and impactful use of student voice at San José State University, Student Involvement provides the below recommendations regarding protests or other types of demonstrations:

- Notify Student Involvement of any demonstration or event at least one week in advance to ensure safety and operational measures can be taken.
- We recommend that groups participating in a protest or counterprotest maintain 30 feet of separation from other groups for safety and to ensure speech can be heard.
- Educate organizers and members in attendance on Time, Place, and Manner guidelines.
- Incorporate measures such as reflective vests or easily distinguishable clothing for event leaders/organizers who may be leading fellow students or community members.

Reserving locations for your protests and rallies is important to ensure the university can prepare for and support your efforts. It also provides a guarantee of space to hold your activity without interference from others using the same space. Any reservable space on campus that doesn't hold an active reservation may be used for potential speech activity.

Support for Students Affected by Events and Demonstrations

Regardless of the intentions behind an event or demonstration, students may at times experience emotional or psychological distress due to the nature or content of events organized by student organizations or the greater San José community. Students experiencing this type of distress looking for support should contact Counseling and Psychological Services, SJSU CARES, or reach out to Student Involvement at getinvolved@sjsu.edu for more specific and direct support.

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. The definition and scope of what constitutes a disruption is at the discretion of an appropriate University professional present at any event/demonstration.

Sound Amplification

Sound amplification equipment, when used, shall be limited in volume so as not to be audibly heard in the area except as necessary for those activities. When a Recognized Student Organization tables on campus and plays music, the music must be free of expletives and suggestive content and kept at a reasonable volume so that academics and other on-campus activities are not disrupted. At an event or demonstration, the use of amplified sound devices, such as speakers, megaphones, and musical instruments, is at the discretion of University professionals present at the time and depends on factors such as location and nearby typical University functions that may be affected.

Hazing Policies

Hazing Defined

As Recognized Student Organizations, it is each member's responsibility to ensure that hazing is not being engaged in by current students, alums, advisors, community members, and/or any individuals who come into contact with RSOs. Regardless of whether hazing occurs on- or off-campus, when allegations are reported, the University will take action to ensure student and community safety. Hazing as defined by the Student Organization Conduct Code is: *"Any activity required or implied as an expectation during a recruitment, pre-initiation, initiation, crossing, induction, or chapter activity shall be presumed to be "compelled" activity, regardless of the willingness of an individual to participate. "*

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 on hazing-related regulations, applicable policies, and laws.
- It is the responsibility of chapter leadership and advisors to ensure that this policy is communicated to all members, including new members, and that the organization strictly adheres to it.
- Organizations are responsible for controlling the actions of their alums, 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
    - Email: studentorgs@sjsu.edu

    - Call: 408-924-5961
- Office of Student Conduct and Ethical Development
    - Email: studentconduct@sjsu.edu
    - Call: 408-924-5985
    - Submit Form: Incident Reporting Form
- University Police Department (Emergency Situations)
    - CALL 408-924-2222 or 911 (off-campus)

Sexual Discrimination, Sexual Harassment, Sexual Violence

Expectations and Relevance

- San José State organizations are expected to provide an inclusive, safe, and welcoming environment for their members and anyone who comes into contact with the organization. It is the responsibility of student organization leaders to ensure that the organization's operations and activities are free of sexual misconduct, harassment, or violence, and that resources are available for students to report concerns. Organizational leaders should share resources with members and consult with Student Involvement or the Office of Title IX and Equal Opportunity regarding potential situations and how to report concerns.

Title IX

- 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 training on Sexual Violence prevention offered by Student Involvement and/or its designee. This training is included in the student organization leader training course.

Reporting

Please report any concerns you may have at SJSU to any of the following on-campus sources:

Confidential On-Campus Resources	Title IX Office	Non-Confidential On-Campus Resources

Campus Survivor Advocate: On Campus: 9am-5pm at 408-924-7300 survivoradvocate@sjsu.edu	**Title IX Office:** (408) 924-7290 titleix@sjsu.edu	**University Police Department** (409) 924-2222 police@sjsu.edu
Counseling and Psychological Services (CAPS) (408) 924-5910 studentwellnesscenter@sjsu.edu		**Student Wellness Center** (408) 924-6122 studentwellnesscenter@sjsu.edu
Employee Assistance Program (EAP) (800) 367-7474 university-personnel@sjsu.edu		**Student Wellness Center: After Hours Nurse Advice Line** 1-866-935-6347
		Behavioral Intervention Team (408) 924-6339 Concerning Behavior Referral Form
		University Ombudsperson (408) 924-5995 ombuds@sjsu.edu
		Wellness & Health Promotion: Violence Prevention and Sexual Wellness (408) 924-6204 studentwellnesscenter@sjsu.edu

Alcohol and Drugs

University's Use of Alcohol and Other Drugs Policy

All student organization members are expected to abide by all local, state, and federal policies around alcohol and drug use. Student organization Presidents and Treasurers are responsible for ensuring that all members are knowledgeable about and abide by the University's Use of Alcohol

and Other Drugs Policy (F10-1). The following are excerpts from the Use of Alcohol and Other Drugs Policy:

Individual Consumption and Use (Section III)

- Individuals under the age of twenty-one (21) are not to possess or consume alcohol.
- Alcoholic beverages may not be sold or consumed in publicly accessible open areas on campus. Such areas include common areas of any residence hall, building, classroom, meeting place, or recreational facility on campus. This does not apply to those alcoholic beverages possessed during University-sponsored events or purchased from Spartan Eats and consumed in designated areas. Exceptions to this apply to the consumption of alcoholic beverages in the parking lots of sporting facilities (tailgating), as discussed in Section VII.
- No person will have in their possession any alcoholic beverage that has had its seal broken or its contents partially removed while in any public area on campus. This does not apply to those alcoholic beverages possessed during University-sponsored events or purchased from Spartan Shops and consumed in designated areas. Exceptions to this apply to the consumption of alcoholic beverages in the parking lots of sporting facilities (tailgating), as discussed in Section VII.
- Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations) or public intoxication while on campus or at a University-related activity is prohibited.
- Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs is prohibited.

Student Organizations (Section VI)

- Student organizations must comply with State laws governing possession, sale, use, or consumption of alcoholic beverages, which prohibit the sale or giving of any alcoholic beverage to any person under the age of twenty-one (21).
- All student organization presidents must sign an agreement to abide by and uphold the University's Alcohol Policy in order to maintain their organization's recognition with the University.
- Per 2011 California State University Executive Order No. 1068 Student Activities, all officers are required to complete an Alcohol Education Training offered by Student Involvement.
- Student organizations sponsoring events are responsible for following the appropriate procedures to prevent underage drinking, including providing alternatives to alcohol.
- Student organization event sponsors will make every effort to prevent drinking and driving. Designated driver responses, safe ride type activities, or other safety programs at events are recommended.
- Members cannot permit, tolerate, encourage or participate in "drinking games" including the promoting of massive consumption of alcohol.
- All membership recruitment functions (e.g., fraternities and sororities, departmental clubs, and special interest groups) will be alcohol free.
- Alcohol beverages may not knowingly be served to any under-aged or obviously intoxicated individual.
- Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs is prohibited.

- Sponsoring/hosting an activity at which illegal drugs or substances are used is prohibited.

Enforcement (Section II)

- All students are accountable to the University's policies as outlined in the Student Code of Conduct (Presidential Directive 2007-01) as well as the Student Organization Code of Conduct (Presidential Directive 2007-04).
- The Office of Student Conduct & Ethical Development administers both codes of conduct. Student organizations, as well as their members, may be held collectively and/or individually responsible for violations if the misconduct occurs on University property, on premises used or controlled by the organizations, and/or at University-sponsored activities. The officers or leaders of student organizations may be held collectively and/or individually responsible when such violations are committed by individuals associated with their organization.
    - Sanctions for individuals may include and are not limited to:
        - Administrative Academic Probation
        - Administrative Academic Disqualification
        - Loss of University housing
        - Required alcohol and/or other drugs education program
        - Restitution for any damages that result from the conduct of the violator(s)
    - Sanctions for student organizations may include and are not limited to:
        - Social probation
        - Restitution of any damages that result from the conduct of the violator(s)
        - Report of violation(s) to the national headquarters
        - Required alcohol and/or other drugs education program
        - Loss of University recognition
- Individual department or campus organization policies must comply with this University Policy on Alcohol and Drugs and may impose more stringent standards. Examples of these departments and campus organizations include University Housing Services, Student Involvement, and Athletic Programs.
- Management personnel at the campus handle alleged employee infractions of this policy in accordance with the appropriate bargaining unit and other University policies.

Events with Alcohol

- Events with alcohol are not permitted on campus. All members of the organization are responsible for remaining alcohol-free during on-campus events.
- Student organizations may choose to utilize a third-party vendor for events held off-campus:
    - It is to be administered by a licensed or certified bartender(s) who are not member(s) of the student organization.
- Events with alcohol may not be held during Final Exams, Winter Break, Spring Break, and summer breaks. Exceptions will be made on a case-by-case basis.
- All organization members are responsible for remaining alcohol-free during transportation to events with alcohol regardless of where the transportation originates.
- Student organization funds may not be used to purchase alcohol, tobacco, or drug products.
- Proper identification monitoring must be used to prohibit the illegal use of alcohol by those organization members and guests who are under the legal drinking age.

- Open events are prohibited. All attendees must be approved to enter the event by checking in. Events with alcohol under no circumstances should:
    - Have unrestricted access (i.e., random guests coming in and out)
    - Attendees entering without specific invitation or checking in
    - Guests invited through open invitation (e.g., a flyer for a club event)
    - Serve as a fundraiser
- An organization cannot provide unlimited quantities of alcohol.
- No activity (drinking games) that encourage consuming alcohol is 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 groups or organizations.
- All events (whether alcohol is served or not) should comply with the location/venue's risk management expectations (e.g., space capacity, fire code, etc.).
- For every 25 attendees, there must be 1 assigned sober event monitor. Sober event monitors must be active members of the organization. The duties of sober event monitors shall include, but are not limited to:
    - Not consuming alcohol, drugs, or illegal substances before or during the entirety of the event.
    - Acting as liaison (along with the president or highest ranking executive/chapter member present) between any law enforcement agent, medical personnel, and University personnel in the case of an emergency.
    - Helping mitigate risky behavior
    - Monitoring the check-in process and crowd control at the event.
    - Helping enforce the above-mentioned University's Use of Alcohol and Other Drugs Policy.
- No flyers (either physical or electronic) containing messages involving the consumption of alcohol may be used to advertise an event.
- All flyers, publicity, theme(s), and event-related information must align with the values of both the organization and San José State University.
- Any event that has alcohol present must also have non-alcoholic beverages (in equal or greater supply) and ample food readily available for any individual.

Failure to properly register an event with alcohol and/or follow guidelines will result in possible restriction of privileges or any appropriate/fitting outcomes determined by Student Involvement. If violations occur at the Student Organization Conduct level or individual conduct level (Title X), a recommendation will be made to the Office of Student Conduct and Ethical Development for enforcement.

Student Organization 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, etc.) is not considered property of San José State University or its auxiliaries.

Any property should be treated as property of the organization as a whole, not the property of an individual student or position (ie., Presidential gavel, Treasurer bookkeeping resources, banners, etc.). The storage of property should be managed and made accessible to the organization should it need to access or use it. Apparel for general wear purchased with club funds, such as shirts and jackets, is generally considered the individual student's property upon purchase or upon being worn.

Housing Facilities

SJSU currently does not own, operate, or manage any fraternity, sorority, or student organization housing facilities.

However, student organizations share mutual interests and obligations with the neighbors who live in the university community and are therefore expected to be positive and productive members of the greater community.

Student organizations that occupy housing are expected to properly maintain their facilities and yard. All organizations occupying housing will comply with all City of San José code enforcement regulations, fire regulations, and guidelines. Documentation of proper facility management may be requested.

Blood Drives

Per SJSU campus policy, recognized student organizations may host, sponsor, or co-sponsor blood drives, either on campus or off campus.

Employer Recruitment Guidelines for Student Organizations

Employers provide valuable resources for student organizations and their members. Student organizations are strongly encouraged to work with the Career Center to connect with employers for career education events such as panels, workshops, and career talks. To facilitate these connections between student organizations and employers, the Career Center has launched the Student Organization Partnership Program (SOPP). The partnership is designed to enhance connections between recognized student organizations and employers for career networking events. To learn more about the program, see the Career Center website or contact Lisa Trikofski at lisa.trikofski@sjsu.edu, Assistant Director of Employer Engagement.

For employers interested in hosting career fairs on campus and/or recruiting students for internships and jobs, it is important that they follow Equal Employment Opportunity (EEO) and Department of Labor (DOL) laws, as well as National Association of Colleges & Employers (NACE) standards for equitable recruiting practices. To limit student organization liability for exclusionary practices, student organizations are expected to consult with the Career Center when receiving these inquiries. Regardless of whether a student organization is hosting a career networking event or sharing employer opportunities, student organizations are not permitted to charge fees to

employers and students (directly or indirectly) for the sole purpose of generating revenue for the club and/or organization. Fees include but are not limited to:

- Charging fees to students outside of your organization membership.
- Only providing access to members who pay a membership fee.
- Accepting donations/gifts from employers for participation in your event.

Postings

Content that is not aligned with the University as an educational institution is prohibited. This includes postings for alcohol and illegal drugs, obscene language and/or images, and derogatory or inflammatory language and/or images. Postings for commercial services or products are not allowed unless approved by the University. All event postings must include an accessibility statement with contact information. The following apply to all postings:

- Must be stamped by Student Involvement with a "Post Till" stamp in order to post on any open bulletin boards on campus.
- Completely show the name of the organization, event name, date, time, event location, as well as a contact name and phone number and/or email address.
- Hang the poster in an approved location.
- Use tape, thumb tacks, or staples on appropriate surfaces (bulletin boards).
- Use inappropriate methods to attach flyers (tape over painted surfaces).
- Only one (1) flyer/poster can be posted per bulletin board or planter area. Do not remove or post over another group's flyer if the "Post Till" stamp has not expired.
- Recognized Student Organization flyers, pamphlets, etc., may not be distributed to rooms in University Housing Services without prior approval by an appropriate administrator.

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."

Sample language for registration/promotional materials is as follows:

"This event is wheelchair accessible. Individuals requiring Sign-Language Interpreters, Real-time captioners, or other accommodations should contact XXXX Department/Office at (408) 924-XXXX or emailgoeshere@sjsu.edu as soon as possible."

Flyers and Posters

- Time limit on all postings. Postings will only be up for 14 days or until the 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 organizations may display sandwich boards, or "A-frames," but 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 after the date of the event

Chalking

- Due to water conservation efforts the use of chalk on any University surface, including pavement/walkways, is no longer permitted at San José State University.

Electronic Screens

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

SJSU Branding Resources

- The University Marketing and Communications team (the University's storytelling and branding unit) understands the importance of student organizations. 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. Student organizations should consult University Marketing and Communications for approval using any University Marks. Additional information is available at sjsu.edu/communications.

Campus Resources

Multiple campus departments support student organizations and their success through additional resources: advising, space, leadership opportunities, personal development, and more. Below is a list of frequently used campus resources from student organizations at SJSU.

Accessible Education Center (AEC)

The Accessible Education Center (AEC) proudly presents its vision for redefining ability at San José State University by providing comprehensive services to support the educational development and success of students with disabilities.

Associated Students Funding

Student organizations can apply for up to $3000 per academic year through this process.

Associated Students General Services

This office is where organizations go to manage their on-campus bank accounts and to distribute and send mail.

Associated Students Community Action Center (CAC)

The Community Action Center (CAC) connects SJSU students with civic engagement opportunities that deepen educational experience while promoting a lifelong commitment to activism and social justice

Black, Leadership, and Opportunity Center (BLOC)

The Black, Leadership, and Opportunity Center (BLOC) serves to holistically empower, uplift, and develop all students in the African Diaspora by strengthening community bonds, encouraging positive Black identity, and providing social and academic support.

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, creating a positive experience for both students and employers. By working together, we can effectively represent the entire campus to employers.

Chicanx/Latinx Student Success Center

The Chicanx/Latinx Student Success Center (CLSSC, also known as Centro) at San José State University understands and responds to Latinx students' unique needs through campus community advocacy and student empowerment.

Centro is a culturally sustaining, academically affirming space where students, staff, and faculty can collaborate to find new and effective ways to increase Latinx student persistence, retention, and graduation rates.

Counseling & Psychological Services

Counseling and Psychological Services (CAPS) at San José State University advances personal development, enhances student learning, and addresses life crises by providing culturally inclusive mental health services and educational counseling. You can schedule an appointment by calling 408-924-5910. Appointments are available for Personal Counseling, Educational Counseling, and Case Management Services. If you feel that you need to speak with a counselor immediately, you may utilize same-day support.

For after-hours emergencies, please call 911. If you live on campus, please call campus police at 408-924-2222. You may also call our main number, 408-924-5910, after hours, and press 4 to connect with the after-hours crisis service. The County Suicide & Crisis Line is also available at 855-278-4204 (Toll-free) (available 24 hours a day, 7 days a week). Or call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255). This service is also available 24/7.

In addition, you may request help by texting ANSWER to 839863. The Crisis Call Center will respond 24/7/365. They will help get you through it. You may also call the After-Hours Advice Nurse at 866-935-6347 for medication questions.

Student Union Event Services

Manages the online VEMS system used by organizations to book meeting rooms, table spaces, and outdoor spaces.

Financial Aid

The SJSU Financial Aid and Scholarships Office (FASO) can help you and your family get the money you need through federal and state grants as well as loans, scholarships, and work-study programs.

Gender Equity Center

The mission of the Gender Equity Center (GenEC) is to advocate for social justice, respect, and safety for all members of the San José State University community by educating on issues experienced by people because of their gender, gender identity, and/or their perceived gender/gender identity, through an intersectional lens.

The GenEC provides dynamic programming and educational outreach opportunities through collaborative partnerships with other campus and community organizations. The GenEC works to empower individuals with the tools and skills they need to successfully complete their educational goals and to become leaders in the community.

MOSAIC Cross Cultural Center

The mission of MOSAIC Cross Cultural Center is to provide a safe and welcoming environment that honors and celebrates diversity. They offer support, advocacy for historically underrepresented groups, leadership opportunities, and intentional programming focused on critical thinking, social justice, and cultural empowerment for the SJSU community.

Peer Connections

Peer Connections provides free tutoring, mentoring, supplemental instruction, learning assistance, and strengths coaching for students at SJSU. Our peer educators understand the challenges you may be facing—and are here to help!

PRIDE Center

The mission of the PRIDE Center is to support the LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Questioning, Asexual, Nonbinary, etc.) students of San José State University. Through dynamic programming and educational outreach, the PRIDE Center seeks to improve the campus climate for LGBTQ+ students and advocate for the respect and safety of all members of the campus community. In collaboration with other campus programs, the center works to meet students' needs and promote the successful completion of their educational goals.

SJSU Cares

SJSU Cares assists students facing an unforeseen economic crisis by providing direct support and referrals for basic needs, including food, housing, emergency assistance, and more. To request assistance, fill out and submit a Request for Assistance Form. Once you submit a request for assistance, we will contact you within one business day.

Spartan Recreation and Aquatics Center (SRAC)

Spartan Recreation is ready to help you kick off a healthy, active lifestyle—or maintain it. You'll love how it makes you feel. But don't take our word for it, join a team, take a yoga class, or try a hike. Whether you're a beginner or a fitness guru, wanting to learn new skills or push your

boundaries, we've got you covered with an exciting selection of activities in our state-of-the-art facilities.

Student Conduct and Ethical Development

The Office of Student Conduct and Ethical Development uses a fair, consistent process to investigate violations of the student conduct code or academic integrity policies at SJSU.

Student Wellness Center

The SJSU Student Wellness Center supports the university by providing medical services to all registered students.

Student Involvement (Our Office)

Student Involvement oversees all fraternities, sororities, clubs, and other student organizations at SJSU. We also host campus events and leadership programs that make it easy and fun to get involved!

UndocuSpartan Resource Center

The UndocuSpartan Student Resource Center (USRC) is committed to creating educational opportunities that advance the success of UndocuSpartans at SJSU. The USRC uses a cross-cultural and social-justice lens to provide holistic support and resources for undocumented students and the campus community. Through collaboration, programming, training, and resource sharing, the center hopes to create spaces where students and allies can engage in dialogue and learn about topics related to immigration and access to educational opportunities. The center works alongside undocumented/AB 540 students and allies to create a campus community that is welcoming and inclusive of all students regardless of their immigration status.

University Ombudsperson

Advocate for procedural fairness who supports the integrity of the campus and procedures and ensures the equity of their application.

University Police Department

The University Police Department (UPD) is responsible for ensuring campus safety for all staff and students. UPD consists of a diverse team of 24 sworn peace officers and over 50 civilian personnel, including Parking Services, Library Security, Housing Security, Police Cadets, and administrative staff.

Veterans Resource Center (VRC)

The SJSU Veterans Resource Center is a one-stop resource center proudly supporting all veterans, reservists, guard members, active duty personnel, and veteran dependents.

Wellness and Health Promotion

San José State University's Healthy Campus initiative (SJSU Treat Yourself Well) is focused on student health, the eight dimensions of wellness, and the environmental support necessary for a healthy and thriving community.

Writing Center

The San José State University Writing Center offers a variety of resources to help students become better writers, and all of our services are free for SJSU students. It's difficult enough being a college student, so why let a writing assignment add to your stress? We'll be your guides through the often bewildering world of words, and you'll emerge with the communication skills necessary for your success as a student.