HANDBOOK

Recognized Student Organization

2025 - 2026

California State University Chico
Student Life and Leadership

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INTRODUCTION

The Office of Student Life and Leadership (SLL) strives to create an environment in which all students and student organizations are encouraged and aided in the development of positive social, cultural, intellectual, recreational, and leadership programs and activities. The Student Life and Leadership staff supports programming which promotes, learning, personal growth, self-governance, social responsibility, and understanding. Our mission is to connect our students to the resources they need to make their Wildcat Experience a Success!

Student clubs and organizations are a crucial part of campus life at Chico State, and elevate our students' college experience into another level, while gaining skills in leadership, organization, teamwork, event planning, finances, marketing, amongst many others. We ensure that our students are better equipped to becomes the leaders of tomorrow because "Today Decides Tomorrow" for our students. We have seen the success of our student leaders and aim to continue offering our students more resources and services during their time at Chico State.

Being involved on campus through clubs and organizations or social fraternities and sororities is also an exceptional way to meet new people, campus departments and resources, and get connected to the Chico State campus community. Campus involvement not only helps our students gain personal benefits, but also:

- Students who are involved have a smoother transition from High School or Community College into the university.
- Students who are involved have higher graduation rates as shown in research studies.
- Students who are involved get exposed to and know more about resources and support systems making them feel more connected to the campus community.
- Students who are involved have higher success rates in obtaining a job after graduation.
- Students who are involved leave college with a competitive resume for the job market.
- Students who are involved have higher levels of intellectual, cultural, spiritual, and social awareness.

Whether our students are looking to join a club or organization that already exists on campus or if they want to create their own, Student Life and Leadership is here to assist them every step of the way. We are strong believers in helping our students find their community or creating their own. We are dedicated to the success of our students and continued effort of creating the Leaders of Tomorrow!

Warmest Regards,

California State University Chico
Student Life
and Leadership

About Student Life and Leadership (SLL)

The department of Student Life and Leadership (herein referred to as SLL) has compiled within this handbook the necessary information our clubs/organizations would need to be successful leaders within the Chico State campus community. This handbook offers detailed information regarding the processes for event planning, financial assistance (such as banking on campus) reserving space(s) on campus, and recognition requirements to become a Recognized Student Organization (herein referred to as RSO). For a full list of all our RSOs, visit our involvement database platform, known as CatsConnect.

SLL is departmentalized into three programs that oversee all our recognized clubs/organizations, social Greek-lettered organizations, and Wildcat Welcome events. Although each program oversees specific organizations, SLL is the overseer of all processes and serves as the record-keeping department of all organizations.

Student Organizations and Leadership Education (SOLE) oversees all general student clubs and organizations. SOLE prides itself in having something for anyone and if it does not exist then it will help you create something new!

> *Student Organizations and Leadership Education (SOLE) is here to support you journey in getting involved with our student-run and student-led organizations at Chico State. Are you looking for a group that aligns with your academic, social, cultural, hobby, advocacy, or social justice views? I bet we have a club that suits you. And if we don't, we can help you start one!*

For more information about Student Organizations and Leadership Education (SOLE), visit our website: https://www.csuchico.edu/sll/organizations/index.shtml

Fraternity and Sorority Life (FSL) oversees all recognized social fraternities and sororities on campus. FSL prides itself in supporting our incoming and continuing students in finding a life-long community that goes beyond Chico State.

> *To ensure the holistic well-being of our student leaders, FSL aims to continue fostering the learning and development of students who are affiliated with social fraternities and sororities through, academic excellence, leadership training, creating a sense of belonging through brotherhood/sisterhood, increasing philanthropic involvement, and intentional community wellness.*

For more information about Fraternity and Sorority Life (FSL) and a list of our recognized organizations, visit our website: https://www.csuchico.edu/FSL/index.shtml

This handbook has been created by SLL for the intent and purpose of fostering and supporting our student leaders as they become leaders beyond the Chico State community. SLL believes in transparency of our policies and procedures set forth to support our clubs/organizations and we aim to further provide said transparency through the creation of this handbook.

Thank you for your continued support and for being part of the Chico State community.

GO WILDCATS!

Clubs/Organization Categories

Academic and Career: These clubs/organizations have a close partnership with our 7 colleges at Chico State which provide student members the opportunity to put into practice the knowledge they gain in the classroom.

Cultural: These clubs/organizations celebrate and empower our diverse community on campus that often time reflects and creates a sense of belonging to our communities of color. Cultural organizations go beyond racial, ethnic, or social groups and often include food (cuisines), customs and traditions, social norms, etc.

Fraternity/Sorority (Social): These clubs/organizations are Social Greek-Lettered organizations that integrate students to campus life academically and socially through civic engagement. From recruitment to graduation FSL focuses on the five Pillars of Excellence: Academic Excellence, Equity, Diversity, and Inclusion, Community Service/Philanthropy, Leadership Development, and Safety and Community Wellness.

Honors: These clubs/organizations concentrate on academic achievement within a single discipline or major in a college. These can either be professional or honorary organizations and often time use Greek letters but are not to be confused with *Social Fraternities and Sororities*.

Religious/Spiritual: These clubs/organizations focus on a specific religion(s), spiritual practices, or denomination.

Social Justice and Political: These clubs/organizations focus on advocacy as it relates to social justice issues within our everchanging society. Clubs/Organizations that focus on a political party or to advance political or social understanding fall under the same category.

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

Sports Club: These clubs/organizations concentrate in non-competitive recreation activities, and competitive sports against other intercollegiate teams, as representatives of Chico State, as a means to enhance their collegiate experience and provide a well-rounded education through physical, social, and leadership development.

Clubs/Organization Recognition Status

SLL follows the Policies and Procedure for Student Affairs as outlined in Executive Order 1068 (EO 1068) set forth by the Chancellor's Office of the CSU system. Students who are interested in creating, reactivating, and maintaining a Recognized Student Club/Organization MUST follow the following processes as outline on the section titled "Requirements for New or Reactivating A Student Club/Organization" to gain official University Recognition as a Recognized Student Organization (RSO). To further support our students, SOLE has an open recognition process and offers support to students wanting to create or reactivate a club/organization until the last 3-weeks of the semester, in observation of end of semester examinations. Organizations that are social fraternities and/or sororities that want to expand or establish a chapter will have to meet additional recognition requirements and formally undergo the expansion process for the pertaining council that they are seeking membership.

University Recognized: Clubs/Organizations that have completed all the Recognition requirements set forth by Chico State and meet the requirements for continued recognition as outlined in the "Requirements for Continued Recognition for Student Clubs/Organizations" section of this handbook. These organizations will be considered as Active and benefit from all the privileges given to recognized student organizations.

Unrecognized Student Organization: Clubs/Organizations that have failed to meet all the Recognition requirements will not be recognized by the SLL office or by the University. Clubs/Organizations that are not recognized will not be able to use any of the benefits made available to RSOs, until recognition requirements are met. For inquiries/concerns on how to meet recognition requirements, please contact the SLL office to speak with a SOLE/FSL representative. Social fraternities and/or sororities that are unrecognized will have to connect with FSL Coordinator(s) to discuss Re-Recognition process. These organizations will be known as Inactive.

Suspended: Clubs/Organizations that may have undergone an investigation process due to many factors, such as, violating Title V policies, Title IX, and/or violating the Student Code of Conduct. Suspended organizations are NOT recognized by the university and thus SLL has no oversight of organizations. Suspended organizations may or may not be eligible for recognition depending on their suspension notice.

Contingent Recognition: Clubs/organizations that have operating limitations, usually business only meetings are conducted including community service/philanthropic events. Probationary status may be given due to behavioral incidents, organizational concerns, and other areas.

Contingent Suspension: Clubs/organizations that have operating limitations, usually business only meetings are conducted until sanction has been met and/or lifted. Contingent Suspension does NOT suspend the organization but limits the privileges and benefits the organization has.

Emerging Chapter: In relation to Fraternity and Sorority Life; organizations who have been authorized to recruit new members and conduct an education process. Organization will maintain this recognition status until certain requirements have been met as outlined in the Expansion Packet.

For a list of unrecognized student organizations, click on the link: Unrecognized vs Recognized Organizations

Requirements for Recognized Student Organizations

Obtaining University Recognition is granted by the University through the office of Student Life and Leadership (SLL). Recognized Student Organizations (RSOs) can access Chico State campus resources with the condition of agreeing to comply with the set of policies and rules set forth by the SLL department, California State University, Chico policies, The California State University system and other local, state and federal policies and laws. Chico State, as a higher education institution, supports student formed clubs/organizations whose mission and purpose aligns with that of Chico State's regarding the enhancement of social, cultural, recreational, and educational experiences of its student community and overall Chico State campus. Student organizations are an important part of the college experience for Chico State students, and ultimately contribute to student success and engagement. Involvement in student clubs/organizations offers students the opportunity to develop organizational and leadership skills, foster capacities for effective teamwork, and promote civic engagement and community service while connecting with other students, faculty, and staff.

SLL's policies are aligned with Executive Order 1068 which is a CSU wide policy that offers guidelines on how each campus supports the creation of student organizations. For the full list of requirements and full policy, please visit the CSU Executive Order 1068 website.

Furthermore, to support the success of RSOs, Student Life and Leadership provides student clubs/organizations certain benefits and privileges:

- Use of designated on-campus facilities free of charge
- Funding opportunities
- Support for on campus program planning
- Information regarding basic event
- Financial management practices
- Certain SLL event equipment, free of charge

Taking into consideration the variety of unique student clubs/organizations, granting Recognition to student clubs/organizations creates a formal relationship between Chico State and the student club/organization. With the authorization of the Vice President of Student Affairs and the department of Student Life and Leadership, grants the programs of SOLE and FSL the ability to grant Recognition to student organizations that do NOT fall under Recreational Sports. Granting University recognition does not correlate with the following:

- Express or signify that Chico State approves or endorses the organization's goals, activities, or points of view.
- Chico State does not supervise or otherwise control the student organizations or its activities.

Requirements for **New** or **Reactivating** a Student Clubs/Organization

Visit the Wildcat Leadership Center in the Bell Memorial Union (BMU) 220 to connect with SLL and speak with an Involvement Coordinator to learn more about getting involved. The following are requirements that must be met to be considered for recognition status as a Club/Organization. If students are experiencing any issues meeting any of the requirements, they may ask to speak with the SLL Coordinators; general clubs/organizations should

connect with Student Organizations and Leadership Education Coordinator(s) and social fraternities and sororities should connect with the Fraternity and Sorority Life Coordinator(s).

Per EO 1068 the following minimum requirements MUST be met to be considered for University Recognition.

1. **MUST have five (5) current Chico State students**.
    a. Students MUST be current Chico State students.
    b. Students MUST be enrolled in at least 3 units.
    c. MUST have appointed a President and Treasurer
        i. The role of the other 3 members shall be determined by the discretion of the members of the club/organization.

2. **On-Campus Advisor**
    a. The campus Advisor can be a Faculty, Staff, or Auxiliary Employee currently employed at Chico State.
    b. Part-time faculty and staff can serve as Advisors, with approval from SOLE/FSL.
    c. Advisor MUST complete the Advisor Training provided by SOLE/FSL.

3. **Create a Constitution/Bylaws for the desired Club/Organization**
    a. Every club/organization MUST provide a copy of their Constitution/Bylaws.
        i. Clubs/organizations that are nationally affiliated have the option to use their National Constitutions as long as they meet EO 1068 constitution requirements.
    b. A sample of what MUST be included in the Constitution/Bylaws can be found in the Appendix of this handbook and the Chico State SLL website.

4. **New Student Organization Questionnaires Form – Student Organizations and Leadership Education**
    a. A New Student Organization Questionnaire Form must be submitted through CatsConnect prior to meeting with the SOLE Administrative Paraprofessional.
        i. Administrative Paraprofessional will also determine whether the organization will fall under Recreational Sport.
            1. Administrative Paraprofessional will connect the student org interests with the Recreational Sports contact via Chico State email.
    b. The Administrative Paraprofessional will reach out via the student's Chico State email once a form submission has been received to discuss a meeting time with the interested student(s).
    c. The Administrative Paraprofessional will consult with the Senior Coordinator prior to meeting with the student(s) to ensure compliance with university policies.
    d. Be ready to answer any question regarding your Student Organization before meeting with the Administrative Paraprofessional, some questions to consider:
        i. Why do you want to start or reactivate this club/organization?
        ii. What are some of the goals for this club/organization?
        iii. Where do you plan to meet? How often?

5. **New Social Fraternity and/or Sorority – Fraternity and Sorority Life**

a. National Headquarters of the social fraternity or sorority MUST connect with FSL to express interest in expansion process.
b. If interest group has formed, interest group MUST work with their national/international/regional headquarters to express interest in expanding at Chico State.
c. Social fraternities and sororities MUST belong to a Greek Council:
    i. Interfraternity Council
        1. Oversees organizations that are majority members of the National Interfraternity Conference.
    ii. College Panhellenic Council
        1. Oversees organizations that are majority members of the National Panhellenic Conference
    iii. Multicultural Greek Council
        1. Oversees organizations that are social multicultural organizations.
d. Social fraternities and sororities MUST also comply with EO 1068 recognition requirements prior to gaining recognition from FSL.
e. Each council has their specific expansion procedure. For more information visit the FSL website under How to Join to learn more information on the Expansion Process.

6. Attend Recognition Training

a. Presidents and Treasurers are considered the main points of contact for an organization, and as mentioned in EO 1068, MUST also attend specific campus trainings to become compliant with campus policies and SLL department policies and procedures.
b. Both President AND Treasurer (or representatives of the club/organization) MUST attend the yearly Recognition Training hosted by SLL.
c. The President can NOT represent the Treasurer.
d. The Treasurer can NOT represent the President.
    i. Time and date of the Recognition Training will be announced via CatsConnect, Chico State email, and social media platforms (Instagram), and on the monthly newsletters on the last Student Organization Leadership Council Meeting for SOLE and the President's Leadership Monthly Meeting (PLM) for FSL.
e. **SOLE:** Students interested in starting an organization after the Recognition Training will meet with the Administrative Paraprofessional in a 1:1 meeting to discuss compliance training, discuss policies and procedures, and important financial information that student clubs/organizations must adhere to maintain continued recognition.
f. **FSL:** Students expressing interest to begin an expansion process, MUST connect with FSL and the national/international/regional organization.
g. Failure of both President AND Treasurer to attend the Recognition Training will result in the immediate pause of the University Recognition process or any of the steps.
h. FSL Organizations that do not attend the Recognition Training will be suspended for the academic year, until the Recognition Training is completed.
    i. FSL organizations MUST connect with FSL Coordinator(s) to discuss options to regain recognition status.

In addition to the requirements for all general student organizations, social fraternities and sororities MUST also meet the following requirements. University-recognized fraternities and sororities must comply with the following requirements and the Student Organization Policies as determined by EO 1068 (in detail further in this handbook):

Standing Requirements for Recognized Fraternities and Sororities at California State University, Chico per FSL policies and EO 1068 to become compliant are as follows:

1. **Must** have a faculty/staff advisor.
2. **Must** have an alumni or local chapter advisor.
3. **Must** maintain a membership of five (5) members at minimum by the Annual Re-Recognition Training in the Fall
4. **Must** belong to one of the following recognized University Greek councils and adhere to all the governing council's rules and regulations.
    a. College Panhellenic Council (CPC)
    b. Interfraternity Council (IFC)
    c. Multicultural Greek Council (MGC)
5. **Must** ensure any chapter facility/house is alcohol and substance free.
6. **Must** have a chapter average GPA of 2.5 each semester (calculated by the term GPA of each active member from the most recent semester)
7. **MUST** have faculty/staff advisor complete the FSA Advisor Training each academic year.
8. **Must** have an advisor check-in meeting with the FSA professional staff once per semester.
9. 100% attendance of newly initiated members at Go Greek 101 each semester.
10. Attendance of all mandatory meetings and trainings hosted by Fraternity & Sorority Affairs and/or the university.
11. 100% of chapter membership in attendance at Fraternity & Sorority Affairs All Member Training.
12. Chapters **MUST** host at least one alcohol and drug education workshop for chapter members annually.

CLUB/ORGANIZATION OFFICERS

Recognized Student Organizations are required to have an elected President and Treasurer to serve as primary contacts and are required to ensure that all compliance trainings have been met each semester. To serve as a President or Treasurer there are certain eligibility requirements set forth by EO 1068.

Requirements regarding unit candidate unit load and candidate residency are determined by the Vice President for Student Affairs or designee (SOLE/FSL).

A. Unit Load:

a. Undergraduate student must earn 6 units during the semester they hold office.
b. Graduate and credential student must earn 3 units during the semester they hold office.

B. Maximum Allowable Units:

a. Undergraduate student is allowed to earn up to 150 units or 125% of the units needed to complete the baccalaureate degree; whichever is greater.

b. Graduate and credential student is allowed to earn up to 50 units or 167% of units required for the graduate or credential degree; whichever is greater.
c. Students who hold more than the unit count are not eligible to hold office.

C. Grade Point Average (GPA):

a. Student must be in good standing with the university to be eligible to hold office.
b. Student must not be in danger of Academic Probation or Academic Disqualification the semesters that they are attempting to run for office.
c. Cumulative GPA must be above a 2.0 on a 4.0 scale.

Student Membership

All student clubs/organizations are required to have a minimum of 5 (five) current Chico State students who are enrolled in at least 3 units during the semester they are active in the organization. This includes a President, Treasurer and 3 (three) general members. Student clubs/organizations can have non-Chico State students be part of the membership if it does not exceed 20% of the total membership.

Student Club/Organization Constitution

All student clubs/organizations must have an updated and current constitution/bylaw on their CatsConnect page every semester and/or academic year. It is recommended that the constitution be revised during every transitionary period, whatever that may look like for each individual student club/organization (semesterly, calendar year, or academic year). A sample of what should be included in the constitution/bylaws can be found in the appendix of this handbook. A model constitution sample can also be found on the Student Life and Leadership Chico State website.

Statement of Nondiscrimination in Student Organizations

No campus shall recognize any fraternity, sorority, honor society, or other student organizations that discriminates on the basis of race or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental) (hereafter referred to as the nondiscrimination statement). Student organizations shall attest that the organization has no rules or policies that discriminate on the basis of the nondiscrimination statement and recognition is renewed annually through the registration process. Recognized social fraternities and sororities are exempt from the gender clause due to single-gender membership requirements.

Faculty/Staff Advisor: Role and Responsibilities

Recognized Student Clubs/Organizations MUST have an on-campus advisor. The on-campus advisor can be either a faculty member or an exempt professional staff member who is employed by the CSU campus of which the student club/organization is seeking recognition from. A CSU employee who is part of the auxiliary departments on campus, such as, the Associated Students, can also serve as an advisor for the student club/organization. Selection of the on-campus advisor is the choice of the student club/organization to decide and must be a mutual agreement between the on-campus advisor and the club/organization. Faculty and Staff tend to be highly interested in furthering their support with students outside of the classroom and in areas that the advisor themselves are interested. Student Clubs/Organizations can have an Advisor that is non-University related in addition to their on-campus advisor. A non-University affiliated advisor can NOT serve as the main advisor for the student club/organization.

Faculty/Staff Advisor's role and responsibilities in the club/organization is dependent entirely on the needs of the student leaders of the club/organization. As a reminder the faculty/staff advisor is **NOT** an administrator, executive officer, or leader of the organization. However, a faculty/staff advisor can serve as a mentor, guide, team builder, motivator, role model, educator, institutional policy interpreter, source of information and ideas, and liaison between the university administration and student club/organization.

The faculty/staff advisor's roles and responsibilities are not the same for every club/organization, but there are some underlying responsibilities that is expected from the on-campus advisor. The on-campus advisor will maintain contact and involvement with the officers of their student organization (as frequently as agreed upon), being knowledgeable about the missions, goals, and purpose of the student organization, helping the group understand the university's policies and guidelines, being familiar and involved with activities and events of the group, and being available to provide resources and support for events and usage of spaces, and be informed of the student organization financial processes.

As determined by the University and the Vice President for Student Affairs, the faculty/staff advisor will need to fulfill responsibilities as a Campus Security Authority in accordance with requirements outlines in the CSU policy, Implementation of the Jeanne Clery Disclosure of Campus Security Policy, and Campus Crime Statistics Act (the "Clery Act"). More information on this is located within the Advisor Agreement as agreed by the Advisor during their advisor training, offered through the office of Student Life and Leadership. On campus advisors are notified via email about the online Recognition Training located on CatsConnect where they will be able to get a more in depth understanding of the Advisor Role and Responsibilities.

It is dependent on the student club/organization to run a smooth operation during their hosted event. The on-campus faculty/staff advisor does not serve as "police" but should make helpful suggestions regarding areas of improvement and constructive feedback. It is important that faculty/staff advisors be prepared and informed of the events that are planned throughout the semester to be ready to assist in case of any emergency situations that may arise at an event. On-campus advisors are not required, but highly encouraged to make an appearance during an event to ensure that the student leaders and general membership feels supported.

An advisor is effective when they are kept informed about the operations and needs of the club/organization. It is the responsibility of the student leaders to ensure the advisor is kept informed by providing the minutes of meetings and is updated about any programming, upcoming events, and meetings. The advisor's role is NOT to dictate or "impose" themselves on a club/organization, but to be available to offer resources to the leadership and its members. The advisor will also serve as one of the main point of contacts for the club/organization. The

programs of SOLE/FSL serve as general advisors for all the student clubs/organizations and advises as any needs or concerns arise. For student organization finances, the Advisor is also involved in the student club financial on campus accounts. More information in the Student Club/Organization Financial Services.

Organizations that are social fraternities or sororities have other types of Advisors that have different responsibilities as set forth by their national/international/regional headquarters. Such advisors are known as Chapter Advisors who serve as advisors who oversee the functions and organization of the chapter to ensure processes and procedures from national/international/regional headquarters are followed. Chapter advisors have a more active role in the chapter's operations. Chapter Advisors can NOT intervene/interact with other student representatives from other chapters, doing so will result in intervention by FSL Coordinator(s). Any communication or concerns surrounding the Chico community and/or other social fraternities or sororities MUST be communicated directly with FSL Coordinator(s). A Chapter Advisor forms part of the specific organization they are advising but does not have an active role beyond their specific organization.

Replacing an Ineffective Faculty/Staff Advisor

There may be a circumstance where a faculty/staff advisor may not be meeting the expectations that were agreed upon by the student leaders and advisor. If a student club/organization feel that their on-campus advisor is ineffective, the President of the student organization is recommended to contact Student Organizations and Leadership Education or Fraternity and Sorority Life and set up a meeting with one of the coordinators to discuss the issues/concerns they are experiencing with their current on-campus advisor. After meeting with a Coordinator from SOLE/FSL, and the student leaders cannot solve their issues/concerns with their on-campus advisor then the student club/organization will refer to their Constitution/Bylaws on the steps to remove and replace their current on-campus advisor. The Vice President of Student Affairs, or designee, in this case the SOLE/FSL programs, may remove the on-campus advisor from their student club/organization related responsibilities as needed to ensure that the educational purpose of student club/organizations is met, or in the interests of student health, safety, and welfare.

Liability of Faculty/Staff Advisors

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

REQUIREMENTS FOR **CONTINUED** RECOGNITION OF STUDENT CLUB/ORGANIZATION

1. **MUST submit Re-Recognition Form on CatsConnect**
    a. MUST have appointed a President and Treasurer
        i. The role of the other members shall be determined by the discretion of the members of the club/organization.
    b. President and/or Treasurer is responsible of submitting the Re-Recognition Form via CatsConnect, as they will serve as the Primary Contact (ideally the President).
    c. MUST have the contact information of members and elected position in club/organization, if relevant.
    d. MUST have a minimum of 5 current Chico State students, including the President and Treasurer
    e. Updated copy of Constitution/Bylaws
        i. Even if there are no changes on the Constitution/Bylaws it is recommended to review your document and provide the most up to date version.
    f. On-campus Advisor information; name, campus email, on campus office location (if relevant).
        i. On-campus Advisor will also be responsible for completing the Advisor Training provided by SOLE/FSL
            1. Advisors who advise both SOLE and FSL organizations will be responsible for completing both trainings.
2. **Attend Re-Recognition Training**
    a. Both President AND Treasurer (or a club/organization member representatives) MUST attend the annual Re-Recognition Training hosted by SLL.
        i. Time and date of the Recognition Training will be announced via CatsConnect, Chico State email, social media platforms (Instagram, Facebook, Twitter), and on the monthly newsletters on the last Student Organization Leadership Council Meeting and President Leadership Meetings from Fraternity and Sorority Life.
    b. Students who are unable to attend the initial Recognition Training MUST attend the make-up Recognition Training.
        i. For specific dates and times, students should connect with SOLE or FSL, dependent on the organization they are representing.
    c. If unable to attend the Recognition Training and make-up training, connect with SOLE or FSL by visiting BMU 220.
    d. Failure of both President AND Treasurer to attend the Recognition Training and/or 1:1 compliance training with the Administrative Paraprofessional will result in the withdrawing of official university Recognition of the club/organization.
3. **SOLE: Attend Student Organization Leadership Council Meeting** (herein after referred to as SOCLM)
    a. At least one (1) member of the club/organization, ideally the President or Treasurer MUST attend the monthly SOLCM.
    b. Times and Dates of monthly meetings will be sent via Chico State email, social media platforms (Instagram, Facebook, Twitter), and through the Monthly Newsletters.
4. **FSL: Attend President Leadership Meeting**
    a. President of each organization and governing council MUST attend all President Leadership Meetings.
        i. Specific dates and times will be shared by FSL.

b. If President is unable to attend, then they can send a representative
c. If there is no representative available, President MUST notify FSL 48 hours in advance.
    i. Special accommodations can be made with ample time in advance.

All currently recognized fraternities and sororities **MUST** submit and complete the following paperwork on a semester basis to maintain recognition:

1. Electronic Signature on the CatsConnect Policies and Procedures form to confirm the review and acceptance of the Fraternity & Sorority Affairs Policies, and Procedures.
    a. All members holding executive board/ executive officer positions for their chapter must provide an electronic signature.
    b. In case of officer transition in the middle of an academic year, new officers must provide their electronic signature no longer than 1 month after appointment to their new role.
2. Roster Updates and Management
    a. If a chapter utilizes ICs for roster management, all rosters must be updated on ICS to reflect active members for the upcoming semester.
    b. No member should be removed entirely from a roster unless the member has been officially removed from the organization. If an active member is no longer active for the upcoming semester, their status should be updated to reflect their accurate membership (ex. Active member changed to alumni, inactive member, studying abroad, etc.)
    a. If a chapter does not utilize ICS for roster management, an updated list of active members for the upcoming semester **MUST** be submitted to the office of FSA via CatsConnect.
    b. Additional roster updates may be required for recruitment purposes in which the chapters involved will be notified in advance.
3. Organizations **MUST** update their contact information and chapter description on their respective CatsConnect pages by the start of each year including:
    a. Contact information for chapter president, treasurer, and executive officers in charge of membership recruitment.
    b. Contact information for faculty/staff advisor.

Following submission of these materials, chapters must send the required members and/or executive officer(s) to the following mandatory meetings/trainings:

1. The annual Student Life and Leadership Re-Recognition training
    a. Annual Re-recognition training will take place Sunday before the start of the semester.
    b. The following officers are required to be in attendance for the Fall Re-recognition training:
        i. President
        ii. Treasurer
            1. or member holding similar position, but with different name.
        iii. Vice President of Recruitment
            1. or member holding similar position, but with different name.
        iv. New Member Educator
            1. or member holding similar position, but with different name.
2. The annual Fraternity & Sorority Affairs All-Member Training
    a. This event will be hosted every Spring semester.
    b. 100 % of all chapter membership is required to attend.
    c. Failure to obtain 100% of membership will result in risk of chapter's recognition status.

3. Fraternity and Sorority Affairs will host monthly meetings in which the required officers to be in attendance will change based on the options discussed. The following topics per monthly meeting may include and are not limited to (in no particular order):
    a. Recruitment Policy Reviews and Tools
    b. Financial Tools
    c. Academic Excellence and Success
    d. Leadership Development

A chapter that fails to complete all requirements may be subject to Contingent Recognition, Probation, or loss of Recognition and/or Suspension. **Chapters that have received hazing allegations with substantial evidence (as determined by the Office of Student Rights and Responsibilities) will be placed on a Cease and Desist*.**

Benefits for Recognized Student Organizations

Being a RSO at Chico State has perks, as our clubs/organization can access certain privileges that have been made available for them. SLL wants to ensure we equip our student leaders with all the resources offered by Chico State to help their own clubs/organizations be successful. The following are some benefits that our RSOs at Chico State are automatically opted in and ready for use. Should there be any inquiries or requests that are not listed below, contact the SLL Staff in BMU 220, the Wildcat Leadership Center

1. Use of University facilities, services, and resources according to established policies, such as:

- Tabling locations
- General Lecture Rooms
- Lawn spaces
- Field Spaces (Intramural fields)
- Practice rooms (dependent on organization type)

2. Participation in University activities and programs

- Wildcat Preview Day (Fall)
- Sunset Social (Fall)
- Clubtacular (Fall and Spring)
- Choose Chico (Spring)
- Other SLL sponsored events
- Chico State campus events
- Other opportunities!

2.a. Participation in Campus Sponsored Events (FSL)

- Greek Week (Fall)
- Unity Mixer (Fall)
- Chili Cook-Off (IFC)
- Recruitment
    - Formal (CPC)

    - Rush (IFC)
    - Recruitment (MGC)
  - Meet the Greeks
  - Greek Gala
  - National Hazing Prevention Week (Fall)

3. RSOs are able to reserve equipment for special events through the office of Student Life and Leadership, including:

  - Tables
  - Chairs
  - EZ-Ups
  - Handwashing Stations
  - Sandwich Boards
  - Cornhole Sets
  - Speakers
  - Tarps

4. Assistance and advisement from the SOLE/FSL programs and other University staff and faculty.

- RSOs are eligible to apply for funding from the Associated Students Government Affairs office in BMU 220. Available funds include:
  - Student Organizations Event Allocation Fund (SOEAF)
    - Funding for Special Events
    - Funding for Multicultural Projects
    - Funding for Sustainability Projects
  - Revenue Sharing
    - During AS Elections each Spring.
- Ability to bank on campus and use of the university name and logos for identification purposes.
  - *References to the name of California State University, Chico may not be used in the names of off-campus bank accounts or any other names that are associated with university branding.*

Complaint and Review Procedures

If an organization ceases to abide by its approved Constitution and Bylaws, or the obligations set forth in this or any other applicable university rule or policy; including, but not limited to, Student Code of Conduct violations, Title IX, Title V, hazing allegations and any SOLE/FSL policy, the Student Life and Leadership Department will conduct a review for possible change in the recognized organization's status.

Student Life and Leadership will review all complaints regarding the activities of a recognized student organization. Dependent on the type of student organization, SLL will consult with SOLE or FSL. In consultation with SOLE or FSL, SLL will determine whether or not an investigation is necessary, organization representatives (traditionally this will be the President of the organization) will be notified in writing and given appropriate

opportunity to respond in writing and/or in person. When an organization is found to be in violation of laws or university policy, SLL may impose sanctions against a recognized student organization, including probation or rescission of recognition. An organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction.

Once the sanction has been decided, Student Life and Leadership will notify organizations in writing of findings from an investigation or changes in the organization's status and forward such findings and sanctions to the Vice President for Student Affairs and other personnel as necessary. The on-campus advisor will also be notified along other advisors, dependent on the organizational type.

Student Life and Leadership shall be responsible for enforcing sanctions. Decisions reached by the SLL may be appealed to the Vice President for Student Affairs.

a. Appeals must be in writing and submitted to the Vice President for Student Affairs within ten days of the issuance of a written decision and sanction.

b. The Vice President of Student Affairs will determine the format and nature of the review process on a case-by-case basis.

c. The Vice President for Student Affairs will render a decision within fifteen working days of the receipt of the appeal.

For a general overview of what the Student Organization Conduct Process may look like, refer to the Appendix titled: "Student Organization Conduct Process".

STUDENT ORGANIZATION CONDUCT PROCEDURE:

The following information is meant to serve as a guide to understand the process once an incident report has been received by the Office of Student Rights and Responsibilities (OSRR).

In an effort for the SLL staff to serve as advocates, guides, and mentors to all recognized fraternities and sororities at Chico State, OSRR will deal with all incident reports that have been filed using the Incident Report link (which can be found below).

OSRR will then determine the next steps of the process and will analyze the gravity, sensitivity, and timeliness of the report and will connect and update the FSL/SOLE. All student conduct reports are filed using the incident report.

- To access the report, click on the following link: Report an Incident
  - The following types of concerns can be and are highly encouraged to be filed using the link above:
    - CARE Team Referral – to report a student of concern, a student in need of support, or health & safety concern involving a student.
    - DHR & Bias Incident Report - to report a concern regarding Discrimination, Harassment, Retaliation, or Bias-motivated harm.
    - Employee of Concern – to report an employee of concern, employee in need of support, or health & safety concern involving an employee (non-student).
    - Report a Crime – to report a crime or incident to the University Police Department.

- Student Conduct Referral – to make a behavioral incident, hazing, or other conduct referral (including concerns involving student clubs and organizations).
- Title IX Incident Report – for reports regarding Sexual Misconduct, Sexual Exploitation, Dating or Domestic Violence, or Stalking

Organization, Chapter, or Council Bylaws

If a fraternity or sorority cease to abide by its approved Constitution and Bylaws, or the obligations set forth in this manual, the constitution/bylaws of the respective council the chapter is a part of, or any other applicable university rule or policy, Fraternity & Sorority Affairs will conduct a review.

Upon review of the complaint, Fraternity & Sorority Affairs may refer and/or work with the complaint with the involved fraternity(s), sorority(s), and respective councils to address the concern. In the case that a complaint violates a constitution or bylaw of the chapter or council, a sanction may be imposed to the chapter from the council it is a part of. Fraternity & Sorority Affairs will work in collaboration with the councils to provide all necessary information.

Program Policy and Procedure

In the case an organization is found to be in violation of Bylaws, Executive Orders and/or Executive Memorandum's (regarding Student Organizations), department or program processes and expectations, Fraternity & Sorority Affairs will conduct a review of the fraternity's or sorority's status.

If the fraternity or sorority is found to be in violation of any policy or break any agreed on procedure, Fraternity and Sorority Affairs may impose sanctions against a recognized student organization, including probation or rescission of recognition as deemed appropriate.

Federal, State, University, Local

FSL/SOLE will refer any complaints and/or concerns received to the Office of Student Rights and Responsibilities regarding incidents and/or violations regarding local, state, and federal laws, university/university system wide policy, and/or Title 5, California Code of Regulations.

This process may involve a Cease and Desist, for the chapter, pending an investigation. If the evidence submitted warrants an investigation from Student Rights and Responsibilities, Fraternity & Sorority Affairs will work in collaboration to provide any necessary information.

Please see student/organization conduct procedure for next steps regarding this process.

Managing a Club/Organization

All student clubs/organizations can host events, general meetings, reserve on campus rooms and lawn areas once they have successfully completed the Recognition Requirements and comply with requirements for continued recognition status. To determine what services student clubs/organization will need for their event, they must first determine the type of event they wish to host.

GENERAL MEETING: A general meeting refers to a meeting where only members of the club/organization meet to discuss business items. There are no special guests invited, speakers, films, or any other activity being done during this type of meeting. Food and drinks are not served during this event.

SPECIAL EVENT: A special event refers to any type of event that exceeds a general meeting with the club/organization members. If the membership is unsure of whether their event would be classified as a special event, it is strongly encouraged to meet with the Special Events Paraprofessional or FSL Paraprofessional from the SOLE/FSL program for clarifications.

PLANNING FOR EVENTS: PROCESS

Once the student club/organization has determined the type of event they will be hosting they will follow the steps for their type of event:

GENERAL MEETING:

- Visit the WLC in BMU 220 to speak with an IC to reserve meeting spaces or tabling spaces.
    - Classroom reservations
    - Tabling reservations at dedicated tabling locations
        - ICs will provide a map of the available tabling locations
- RSOs can reserve equipment for tabling through the office of Student Life and Leadership, including:
    - Tables
    - Chairs
    - EZ-Ups
    - Speakers
    - Tarps
- If a club/organization would like to reserve spaces in the BMU, they would connect with the Associated Students Conference Services in BMU 213.
    - The BMU does not allow outside food other than AS Catering to be served in BMU meeting rooms.
- Plan: Planning ahead and having back-up plans will always help your organizations be successful.

SPECIAL EVENT:

- To plan for a Special Event, you can visit the Wildcat Leadership Center in BMU 220 and speak with an IC who can connect you with the Special Events or FSL Paraprofessional.
    - *Create an Event on CatsConnect*:
        - Located on CatsConnect event management feature of the organization's CatsConnect page and/or visit BMU 220.
    - *Book a Meeting with the Special Event/FSL Paraprofessional:*
        - Book a meeting with the Special Events/FSL Paraprofessional. The Special Events/FSL Paraprofessional will assist your club/organization in determining what forms and documents are needed to comply with event policies.

- Event Approval Slip:
  - Once the club/organization has created an event on CatsConnect and has met with the Special Events/FSL Paraprofessional, the club/organization will be handed an approval slip by the Special Events/FSL Paraprofessional as proof of compliance.
  - This slip will serve as an agreement by the club/organization that they agree to follow the policies and procedures as discussed in the meeting with the Special Events/FSL Paraprofessional.
  - Failure to comply, can and will lead to the shutting down of the special event.

Tips for Planning a Food Serving Event:

Tip 1: Pick easy to prep and cook food items.

- Food must be stored, prepared, and cooked in a commercial kitchen or at your table location. No home storing, cutting, or cooking is allowed. Remember that your space and equipment will be limited. Your event will be much easier and more successful if you pick the right food items.
- Remember that neither poultry nor whole pork are allowed.
- Purchasing pre-cut (fruits and veggies), pre-marinated (taco meat), and pre-made (burgers) foods will make your food event much less complicated. Check local grocery stores and restaurants for these items.
- Purchasing pre-cooked items that only need re-heating will make it even easier. Please note that (nearly) all re-heated foods must be brought to 165°F for 15 seconds to kill any bacteria that may be lurking.

Tip 2: Plan your shopping.

- Make a list of ingredients you will need. ALL ingredients you plan to use must be listed on the Food Serving Permit application. You may not add ingredients or food items after your permit has been approved.
- Decide where to purchase your ingredients. Only permitted retail establishments are allowed. Fruit and vegetables, in their natural skins, may be purchased at a farmer's market.

Tip 3: Assess your food serving equipment.

- Think about what equipment you will need to keep your food at the appropriate, food-safe temperature. Hot food may be served out of a crockpot, but it cannot be heated at the table in a crockpot. It must first be heated to 165°F on a stovetop or microwave. Chafing dishes may be used to keep hot food hot but *Sterno* cans are no longer allowed inside campus buildings. Cold storage requires ice chests and plenty of ice. Ice for beverages cannot be used for cooling food products. Is your equipment clean and in good working condition?

- Think about what will be required for prepping, cooking, and serving your food. Utensils, bowls, and trays will be necessary to safely handle food. Extra utensils are required in case something is dropped or otherwise contaminated. Wooden utensils or cutting boards are NOT allowed. Make sure everything is clean and in working order ahead of time.
- Make sure you have other necessary items; tablecloth, gloves, handwashing station, etc. lined up in advance.

Tip 4: Follow food serving permit requirements.

- Make sure everyone on your food event team has read all the food safety requirements on the permit application.
- Reach out with any food safety questions to the Environmental Health and Safety Department at 530-898-5126.
- Submit your Food Serving Permit application at least 5 days in advance.
- Good luck with your event!

Officer Transitions and Elections

An officer transition is a period between the selection of new officers and the point at which new officers assume their new role within the organization. Many benefits accompany a successful officer transition. An incoming officer should take time to consider how the transmission of information and detailed conversations with the outgoing officer contributes to the success of the organization. Transitions provide an opportunity to pass on knowledge and wisdom to future leaders; future leaders gain personal accounts of previous leaders' successes and challenges. Ensuring that there is a longer transition period for incoming officers to learn from previous officers is key to seamlessness. Lastly and most importantly during Officer Transitions, there is a clear communication from the Outgoing Officers to the Incoming Officers about all the upcoming trainings and commitments required of them from SOLE/FSL, their national organization, governing bodies/councils and prioritize this educational training and process to stay in compliance with all policies.

It is *critical* to continuously have a timeline throughout the semester as an officer, rather than compiling at the end! Preparing for officer transitions is a yearlong process, as officers must document important information and records consistently.

Selection of New Officers

Depending on the Student Organization's Constitution and/or Bylaws this will determine how new Officers will be selected. Traditionally, officer selection comes because of Elections held by the general membership but can also be done through Appointing Officers into specific Executive Board Positions.

1:1 Meetings with Incoming & Outgoing Officers

It is recommended to hold a 1:1 Meeting between the Outgoing Officers and the Incoming Officers. During this meeting certain topics should be covered in depth to ensure a smooth transition. Below are some examples: Responsibilities of the Position Overview of Documents and Files Review of the Outgoing/Incoming Officer Worksheet, Upcoming/Incomplete Projects Challenges/Setbacks and Successes, Other information that can be valuable for the Position.

Serve as an Officer

Once the RSO has elected their new Officers, it is time to put in the work. Set up your Executive Board Meetings, General Meetings, planned events, etc. Have a calendar and/or list of events your RSO plans on hosting for the semester. Frequently assess the success of your events, meetings, and other aspects of your organization.

Officer Succession Planning

Began to prepare for the Incoming Officer; gather documents and files, reflection of position and tips to be successful, complete the Outgoing Officer Worksheet, set up election timeline, plan final meetings, and plan for an end of the semester retreat/banquet.

Prepare for Selection of New Officers

Host Elections/Appointments (refer to your RSO's Bylaws or Constitution to determine how New Officers will be selected). Communicate with your General Membership about Officer Positions that will become vacant. Promote your open Positions (social media, flyers, etc.). Gather all Transition Documents (Officer Transition Toolkit, Important Documents), Update Information (passwords and personnel access).

Purpose

To help ensure seamless continuity, it is important the Outgoing Officer(s) keep record of the success and challenges the organization faced during the semester and/or academic year. The following pages are intended to assist the Outgoing Officer prepare for the transitioning of information to the Incoming Officer. All information should be shared regarding the position and overall organization to contribute to the success of the incoming officer(s).

Binder with Governing Documents

To properly transition information, outgoing offers should keep all important documents in one centralized format (digital-CatsConnect, print or combination of both) throughout the year and be prepared to grant access to the incoming officers.

- Suggested Documents to Include:
    - Organization Mission Statement
    - Organization Constitution/Bylaws
    - Officer Position Description
    - Budget Information

- Organizational Event Calendar
- Organizational Goals (Met & Unmet)
- Individual Goals (Met & Unmet)
- Year End Reflection
- Important Names and Contact Information
- User Log in Information
- List of Resources Other Documents

Room/Space Reservation Process

All recognized student clubs/organizations can host on campus events with the benefit of getting assistance through SOLE/FSL to ensure the success of the club/organization's event. If unsure of where to begin or what questions to ask, it is highly recommended to visit the Wildcat Leadership Center (BMU 220) and speak with a front desk Involvement Coordinator (IC). A common rule is, when in doubt, set up a meeting with the Special Events/FSL Paraprofessional.

Rooms/Lawns On-Campus: Determine if it is a general meeting or special event.

- General Meeting: go to BMU 220 to book at WLC Front Desk a minimum of one week before reservation is needed.
- Special Event: meet with Special Events/FSL Paraprofessional a minimum of three weeks before reservation is needed.
    - Special Events/FSL Paraprofessional will help you fill out all proper forms and campus requirements for reservations.

BMU Spaces: Determine if it is a general meeting or special event.

- General Meeting: go to BMU 209 to book with AS Conference Services a minimum of one week before reservation is needed.
- Special Event: meet with Special Events Paraprofessional a minimum of three weeks before reservation is needed.
    - Special Events/FSL Paraprofessional will help you fill out all proper forms and campus requirements for reservations. Then you will go reserve space with AS Conference Services.

Tabling Spaces: Determine if it is a general tabling event or if it is special event tabling.

- General tabling event: go into BMU 220 to reserve space with WLC Front Desk a minimum of one week before the reservation is needed.
    - Additional information found here: https://www.csuchico.edu/sll/tabling.shtml
- Special event tabling: meet with Special Events/FSL Paraprofessional a minimum of three weeks before reservation is needed.
    - Special Events/FSL Paraprofessional will help you fill out all proper forms and campus requirements for reservations.

Alcohol Policy for On Campus Events

Chico State, along with the rest of the nation's colleges and universities, is very concerned about the irresponsible and potentially dangerous use of alcohol by its students, particularly those under 21 years of age. We know that

irresponsible and/or illegal use of alcohol often creates academic, social, physical, emotional, and legal problems for our students that prevent them from being successful at the University and beyond. As an institution, we are committed to working with community partners to prevent these problems and to keep our students and the community safe.

Policies

As a matter of institutional policy, alcohol is generally prohibited on the Chico State campus. Alcohol abuse, including possession of alcohol by a minor, binge drinking, or drunk driving is not tolerated. Please view the complete University Alcohol Policy EM99-11.The University has a comprehensive alcohol and drug-abuse prevention program. Several campus offices work cooperatively to prevent and address substance abuse issues including:

- Office of Students Rights and Responsibilities
- Wellcat Prevention

Students who violate the campus alcohol and drug policy will be held responsible for their actions. All disciplinary action relating to alcohol and drug use is conducted through the Wellcat Prevention Office and is intended to be educational and constructive while adhering to university standards. Therefore, an important aspect of the disciplinary process is to educate students about the reasons why their behavior(s) are unacceptable as well as keeping them informed on consequences if further infractions occur.

Individual Student Sanctions

Consequences for violations of the campus alcohol and drug policy depend on the severity and frequency of the incidents and how the student's actions have impacted the university community.

Alcohol Violations

Possession and consumption of alcohol by Chico State students is not allowed on campus property, including residence halls. Sanctions for violating the campus alcohol and drug policy can range from education and remediation to disciplinary probation, suspension, or expulsion from the University. For more information on sanctions and other resources connect with Wellcat Prevention.

Drug Violations

Sale or use of illegal drugs is not tolerated on university property, including, but not limited to, marijuana. If drugs are seen or detected, suspected persons are subject to lawful personal, or room searches and disciplinary action. First time drug policy violators will be assigned a disciplinary sanction and pay for and attend a drug education course. Subsequent violations may result in suspension or expulsion from the University.

Student Organization Sanctions

The primary sanction used for student organizations violating any university policy is withdrawal of university recognition. Clubs/Organizations not recognized by SOLE will be responsible for payment if they would like to use university facilities for their events or resources to advertise their events. The status of having university recognition as a student organization in good standing is also withdrawn.

Time, Place, and Manner of Expression Policy

This policy is issued by the University President, pursuant to California Code of Regulations, Title 5, sections 42350-42354 and 42402, and concerns the use of University buildings and grounds for purposes of commercial transactions and solicitation, noncommercial transactions and solicitation, freedom of expression activities, amplified sound, and posting, including the distribution of handbills and circulars at California State University, Chico (hereinafter, the "University" or "CSU Chico").

This policy applies to students, student organizations, campus-affiliated organizations, faculty and staff, and other off-campus groups or persons while on campus grounds, including commercial vendors or solicitors.

Accordingly, the University promotes respect for differing points of view and respect for the rights of others to express themselves. While one may find certain expression to be quite offensive or even insulting, the University recognizes that this is not a basis to limit free expression. Instead, the appropriate way to counteract such expression is through discourse, critique, and the expression of different points of view. All members of the University community should recognize that freedom of expression includes a responsibility to respect the dignity of others, to acknowledge the right of others to express differing opinions, and to always do so in a lawful manner.

Time

Indoor events and activities are not assigned fixed limits as to time of day or day of the week; however, University buildings are generally not available for scheduling from 11PM to 7AM daily. Exceptions include a certain limited number of 24-hour supervised student computer labs.

Outdoor events and activities that involve amplified sound, including music or speech are allowed during the hours of 7 a.m. to 10 p.m. Sunday through Thursday and 7 a.m. to 11 p.m. Friday and Saturday. Outdoor events and activities that do not require use of amplified sound may be held anytime, Monday through Sunday.

Regardless of time, all indoor spaces, certain campus outdoor spaces and all activities involving amplified sound must be scheduled using the University's scheduling protocols. Use of the University's scheduling protocols is encouraged in all cases to facilitate coordination with other events and among potential campus service providers.

Place

The Trinity Commons area is the most common place where individuals and groups assemble to exercise the right of free expression unless the space has already been reserved for a scheduled event or activity.

Other outdoor spaces on campus may also be used for free speech activities, with the exception of the University Residential Areas described above, and the BMU/WREC Areas described above unless permission has been

obtained from University Housing or Associated Students respectively. (See Notes Regarding Specific Areas in Section V.

MANNER

Regardless of time or place, expressive activity on campus must be conducted in a manner consistent with the General Limitations above and with any additional guidelines pertinent to a particular venue. (See Section X. Scheduling of Campus Venues).

SOLICITATION AND SALES

As defined in Title 5 of the California Code of Regulations (Section 42350):

a. "SALE," "SELLING," OR "PURCHASING" mean an activity creating an obligation to transfer property or services for a valuable consideration. As provided by Title 5, section 42350.1, "Commercial transactions and the display of property or services for sale on a campus is prohibited except with written permission by the [University] president [or designee]." Members of the campus community are permitted to use the campus to conduct sales or solicit donations as long as they register in advance with the appropriate department (See Appendix A.7). No entity, campus or non-campus affiliated, may engage in unregistered sales in direct competition with the commercial operations of the Associated Students.

b. "COMMERCIAL SOLICITATION" means any direct and personal communication in the course of a trade or business reasonably intended to result in a sale. Commercial solicitation on campus is prohibited unless prior written authorization has been obtained from the University president (or designee). Commercial solicitation is limited to public venues (outdoors) unless indoor campus facilities are approved and rented for such solicitation. Facilities and grounds under the purview of University Housing or Associated Students are not public. (See Section X. Scheduling of Venues.

c. "SOLICITATION" means to importune, endeavor to persuade, or obtain by asking, but does not include 'commercial' solicitation. Pursuant to Title 5, Section 42350.5: "Solicitation shall be permitted on a campus subject, however, to a reasonable regulation by the [University] president [or designee] as to time, place, and manner thereof. Solicitation in violation of established campus directives regarding time, place, and manner is prohibited." Faculty, staff, or students wishing to engage in solicitation or sales on university property must contact the appropriate department (See Appendix A.7).

POSTING, SIGNAGE, LEAFLETING, AND DISTRIBUTION OF NONCOMMERCIAL WRITTEN AND PRINTED MATERIAL

a. All requests for signage in the Bell Memorial Union must be approved by AS Conference Services.

b. Requests to post signage in campus residence areas must be approved by University Housing.

c. Signage in all other locations throughout the University (including temporary signage, flyers, posters, and banners) must be date stamped by the University Student Life and Leadership Office and must comply with University Publicity Protocol

d. In consultation with Student Life and Leadership, leaflets and fliers must comply with the provisions of campus policy before they are distributed.

e. All groups, organizations, or individuals wishing to leaflet, hand out, or otherwise distribute non-commercial written or printed materials on campus must comply with the applicable CSU, Chico policies.

f. individuals may, however, without prior scheduling, distribute noncommercial written and printed materials in any outdoor area of the University (except roadways) or in any University building. Where facilities or equipment are required or commercial activity is involved, use of campus scheduling protocols is required.

g. Littering is not permitted. Posting of written and printed materials on vehicles without the owner's permission is not permitted.

h. Distribution of materials in electronic format using University information technology resources must comply with the policies in Appendix A.1.

i. Advertising may be permitted in faculty, staff, alumni, and student publications subject to the policies of each publication. Restrictions regarding advertising of alcohol and tobacco products at the University are contained in the Campus Alcohol Policies found in Appendix A.3.

j. Publications in electronic format, utilizing campus information technology resources, are subject to the CSU, Chico policies found in Appendix A.1.

k. These activities must be consistent with the University's general requirements regarding preservation of campus order and public safety, as presented in Section IV. General Limitations.

Student Club/Organization Financial Services

Finance Resources

Student club/organizations approved by the Student Life and Leadership office must maintain an on-campus account unless an exception applies and is approved by the campus Chief Financial Officer. Officers of the student club and organization will be able to deposit funds into the account and request disbursements against the funds.

Essential Forms: Forms are also available in CatsConnect.

- Account Activation Agreement Form
- Reimbursement Request Form

- Purchase Payment Request Form

Student Organization Financial Coordinator:

University staff member responsible for the coordination of all aspects of student club financials Student Financial Services (SFIN): Located on the second floor of the Student Services Center (SSC) in room 230, this is the on-campus location for student club and organization financials including deposits, petty cash, reimbursement, PO's, other disbursements, and club reports. The Student Org Financial Coordinator's office is in SFIN as well as the cashiering window.

The Student Organization Financial Coordinator is the main point of contact for any and all financial assistance for our RSOs. For more information on student organizations finances, visit the Student Clubs and Organizations Financial Services Website.

Student Organization Event Allocation Fund (SOEAF)

- Funding is capped at $3,000 per event.
- Each program, event or activity is eligible for funding from only one AS source at a time.
- Funds are not allocated for the purpose of fundraising for your club or outside organizations.
- Any requested food must show that it is integral to the cultural and programmatic aspect of the program, event or activity and necessary for the it's success.
- Conference fees, retreats and expenses for travel outside of Chico are not eligible for funding.
- No compensation in the form of wages or honoraria may be paid to CSU faculty, staff or students.
- Funding for gift cards, alcohol, tobacco products, lottery tickets are strictly prohibited.
- Funding will not be provided for graduation celebration ceremonies.
- Funding will not be provided for water bottles or Styrofoam.
- A group or organization with an outstanding debt due to the AS (room reservations, catering, etc.) is not eligible to submit a proposal until the debt is cleared.

Submission Guidelines

Your completed funding proposal packet includes:

- Student Organization Event Allocation Fund Proposal Form
- Detailed budget worksheet

Submission Steps:

1. Submit completed Student Organization Event Allocation Fund proposal to the Front Desk of the Wildcat Leadership Center located in BMU 220
2. Set up a 30 min. appointment with a Student Organizations and Leadership Education professional staff.

3. At the time of the meeting, if partial or full funding is allocated, students will be provided information regarding next steps in working with the AS in receiving funds.

Additional Information:

- Requests can be approved for programs, events or activities taking placing the following semester, including the fall semester of the upcoming academic year.
- For direct payment to performers, additional paperwork is required and may require meetings with AS career staff.
- Funding is primarily provided through reimbursement of expenses by valid receipt. We cannot advance money to the organizers.
- All reimbursement requests must be received by the Wildcat Leadership Center Front Desk on Friday of the spring semester finals week by 5PM in BMU 220.
- Approved programs, events or activities must include the 'partially funded by the AS' logo on all promotional materials.
- Approved programs must include 2 recognized sustainable practices within your event. (*Refer to as.csuchico.edu/ sustainability)*

Event Description:

Each proposal must include a typed response (on a separate sheet of paper) to the five (5) questions below. **Handwritten responses to these questions cannot be accepted.** Be as detailed as possible supporting your proposal with information including budget estimates or costs.

1. Describe the program, event or activity you are proposing. This should include:
   - Target audience
   - Anticipated number of attendees
   - If there is a cultural or multicultural component to your event please describe.
   - Describe at least **2** ways you are incorporating sustainable programming practices in your effort.
2. When and where is the program, event or activity planned to occur (date/time/location/building)?
3. How do you plan to advertise?
4. Please provide budget outline and cost analysis. Example is provided.
5. What other funding sponsorships/resources have you sought or received? Please include any fundraisers your organization may be planning. If funding has been obtained from another source, please explain what expenses that funding will be used for.

RSO Policies:

Assembly Bill 524: Fraternity and Sorority Life

The Campus-Recognized Sorority and Fraternity Transparency Act (AB 524; Sections 66310-66312 of California Education Code) requires each institution of higher education to include in the institution's requirements for campus recognition of a campus-recognized sorority or fraternity, as defined, a requirement that the sorority or fraternity submit to the institution on or before July 1, 2023, and annually thereafter, specified information concerning the sorority's or fraternity's members and their conduct.

The bill would require each institution with sororities or fraternities to compile and maintain the collected information into a publicly accessible report posted, and archived, on each respective campus' Greek Life internet homepage.

A requirement that the campus-recognized sorority or fraternity shall submit to the institution on or before July 1, 2023, and annually thereafter, all of the following:

- The number of active members in the campus-recognized sorority or fraternity
- The number of new members added to the campus-recognized sorority or fraternity
- The average grade point average of the membership of the campus-recognized sorority or fraternity
- The number of community service hours the campus-recognized sorority or fraternity competed as an organization
- The total amount of money fundraised by the campus-recognized sorority or fraternity
- The current recognition status of the campus-recognized sorority or fraternity, as determined by the institution
- The current conduct stats of the campus-recognized sorority or fraternity, as determined by the institution
- The addresses of all chapter houses affiliated with the campus-recognized sorority or fraternity
- The location, date, and time of any sanctioned event
- Any additional information the institution may require

A "Sanctioned event" means any event in which one of the following occurs:

- The institution deems the event to be sanctioned by a fraternity or sorority according to their campus policies and practices.
- The name of a campus-recognized sorority or fraternity or participating sorority or fraternity is used to market or publicize the event.
- The name of a campus-recognized sorority or fraternity or participating sorority or fraternity is displayed at the event.
- Official funds of a campus-recognized sorority or fraternity or participating sorority or fraternity are used for the purchase and reimbursement of food, beverages, supplies, venue-related costs, publicity, party rentals, damages or cleanup fess, or any other costs associated with the event.
- A campus-recognized sorority or fraternity or participating sorority or fraternity, or a benefactor officially affiliated with the sorority or fraternity, receives any portion of funds raised from attendance fees, ticket sales, or other forms of admission fees associated with the event.

A requirement that any campus-recognized sorority or fraternity that does not comply with the above lists be suspended from campus recognition.

PROCEDURE:

The following provides information on the procedure for ensuring that campus-recognized fraternities and sororities meet the requirements of Assembly Bill 524 (AB524) at California State University, Chico.

For a detailed report view the **AB524 Annual Reports**

Recognition status is granted at the beginning of the Fall semester and continued recognition is granted every Spring semester. Recognition Training is held during the Sunday before the start of the Fall semester. The following outlines the recognition requirements:

Recognition Statuses: FSL Specific Sanctions

Recognized:

- Granted to a chapter that has completed ALL Recognition requirements.
    - Chapter is able to be fully functioning and able to participate as a recognized social fraternity/sorority.

Contingent Recognition:

- Granted to a chapter that has not completed ALL Recognition requirements and has limitations in chapter activity.
    - Chapter is unable to be fully functioning and will have limitations to participate as a recognized social fraternity/sorority.
- Some limitations include, but not limited to:
    - Social Events
    - Recruitment
    - New Member Process
    - Etc.

Probation:

- Granted to a chapter that failed to complete many Recognition requirements, received a judicial sanction (as determined by the chapter's perspective council; IFC, CPC, or MGC), or was placed on Contingent Recognition the previous semester and no considerable improvement was shown.
- A chapter that is on *Cease and Desist* refers to a chapter that is currently going through an investigation with the Office of Student Rights and Responsibilities due to hazing allegations or other egregious behavioral concerns.
    - Chapter is still recognized by the university.
        - Chapter is able to participate in Business Only activities.
        - Limitations include, but not limited to:
            - FSA sponsored events.
            - Council specific events
            - Socials
            - Formals
            - Greek Intramurals
        - Chapter is able to participate in the following:
            - Philanthropy Events
            - Community Service
            - Fundraisers
                - Pending review by a national representative and FSA.
            - New member/intake process
                - Pending review by a national representative and FSA.

PROVISIONAL:

- Granted to chapters due to low membership or organizations going through the expansion/re-instatement process.
    - For more information refer to the IFC/CPC/MGC Expansion Documents.
    - Chapter is still recognized by the university.

SUSPENSION:

- Granted to a chapter that has failed to complete the recognition requirements, received a judicial sanction, or was placed on Probation the previous semester and did not show improvement.
    - Chapter is unrecognized by the university.
        - A specific amount of time may be allotted for the chapter to be eligible to regain recognition status.
    - Chapter under suspension forfeits the following:
        - Use of campus facilities for meetings and events
        - Programming and leadership development training and materials from Fraternity and Sorority Affairs.
        - Involvement in the Interfraternity Council (IFC), College Panhellenic Council (CPC), and/or Multicultural Greek Council (MGC) events/socials.
        - Involvement in Greek community events, including, but not limited to; Greek Week, Leadership events, Wildcat Welcome Events, and other FSA/SLL sponsored events.
        - Ability to participate in official recruitment new member education/intake process.
        - Utilize the tabling resources, which include:
            - Tables
            - Chairs
            - EZ Ups
            - Speakers
            - Etc.
- Suspension due to low membership:
    - All recognized organizations MUST have a minimum of five (5) currently enrolled undergraduate Chico State students.
    - Failure to meet this requirement must provide the following to FSA:
        - Membership sustainability action plan submitted by HQ and signed by the chapter advisor.
        - Recruitment assessment
        - Three-semester recruitment plan
        - Adherence to Chico State recognition policy
        - Chapter cumulative GPA of 2.5 or higher
        - Go through re-recognition process through council specific Re-Instatement Process and SLL Recognition training.

Chapters placed on probation or suspension due to judicial violations are reviewed and sanctioned case by case. All conduct related issues are processed and filed through the Office of Student Rights and Responsibilities.

GUIDELINES FOR ALL TYPES OF CHAPTER FUNCTIONS: FSL SPECIFIC

Chico State Fraternities and sororities must take steps to ensure the safety of all event attendees. Chapters are expected to follow all state/local laws and university policies when planning any type of event. Chapters should

also comply with all (inter)national organization policies and FIPG Risk Management Policy (the official risk management guidelines for the Chico State Greek Organizations). When planning social events of all types, chapters are encouraged to consider the implications of event advertising and theme. All advertising should be posted in accordance with all university policies.

Alcoholic Beverages at Events:

The following additional guidelines apply to any chapter-sponsored event where alcohol is present:

1. Chapter advisor **MUST** be present for the entire duration of the event.
2. When an event utilizes a third-party vendor, the host chapter(s) **MUST** inform the third-party vendor that their business is responsible for the following:
    a. Providing proper licensing by the appropriate state or local authority.
        i. This might involve a liquor license and a temporary license to sell on the event's premises.
3. Agreement in writing to cash sales only, which is to be collected by the vendor during the event.
    a. Drink specials and chapter-subsidized drink specials are **not permitted**.
4. Establish in writing that all precautions and procedures taken during regular business hours will also be taken during the chapter-sponsored event.
5. Checking for legal drinking age (21 years or above) and marking those of legal drinking age with a wristband.
6. Not serving minors.
7. Not serving individuals who appear under the influence.
8. Maintaining control of the distribution of all alcoholic beverages.
9. Removing all remaining alcohol at the end of the event (no excess alcohol is to be given or sold to the chapter) from the premises.
10. No alcoholic beverages may be purchased with chapter funds.
11. No chapter members may provide alcoholic beverages to members or guests by selling tickets or cups, charging event admission fees, taking up a collection (passing the hat), or using other direct or indirect means of collecting monies from persons attending chapter functions.
12. No members or guests, collectively or individually, shall purchase for, serve, or sell alcoholic beverages to any individual under the legal drinking age.
13. The purchase or use of bulk quantities or familiar sources of alcoholic beverages (e.g., kegs, cases, etc.) is prohibited.
14. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any host chapters, groups, or organizations.
15. Snacks and alternative non-alcoholic beverages must be made available.
16. No-cost or low-cost alcohol may not be used as an enticement to attend events. Additionally, alcohol or alcoholic products may not be used as prizes, awards, or giveaways at events or programs.
17. In no case will events with alcohol be treated as a fundraiser by chapters, as charging at the door for alcohol-related events exposes the branch to the most significant level of liability.
18. Open parties (not adequately reviewed by FSA) are prohibited.
19. Guests on the list must present a valid, government-issued ID before entering the event.
20. Alcohol distribution must end one hour before the end of the event.

Community Service Hours

All campus-recognized fraternities and sororities must submit their community service hours through the campus engagement platform, CatsConnect. Presidents and Treasurers are trained semesterly on the process to submit their community service hours for the organization.

Fundraising Moneys

All campus-recognized fraternities and sororities must submit their fundraising moneys amounts through the CatsConnect end of year form, made available on the 12-15th week of the Spring semester.

Anti-Hazing Policy: Stop Campus Hazing Act (Federal)

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

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

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

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

California State University, Chico has a Zero Tolerance policy to hazing and any reports with allegations to hazing will be investigated through the office of Student Rights and Responsibilities. The office of Fraternity and Sorority Affairs will cooperate, but will not be involved in any investigations being conducted other than providing relevant information.

1. **All forms of hazing are prohibited.**

2. **All** reports of hazing against any person associated with any recognized fraternity or sorority organization will prompt an organizational investigation conducted by the Office of Student Rights and Responsibilities.
3. Any individual reported to be associated with hazing practices could potentially face separate sanctions from the Office of Student Rights, and Responsibilities.

PROCEDURE:

Hazing and Other Behavioral Conduct Process:

The following steps are a guide and **NOT** a set process as multiple factors can impact the process itself. Each case is unique and can result in a different process and different outcomes. The process listed below is meant to serve as a general guide. For more information on the process, please visit the Office of Student Rights and Responsibilities Website

1. When an allegation about a student and/or hazing incident is made via incident report, The Office of Student Rights and Responsibilities (OSRR) reviews the incident report for violations of the Student Code of Conduct.
    a. If the report **does not** contain allegations of a conduct and/or policy violation the case of conduct will conclude.
    b. If the report contains allegation of a conduct and/or policy violation, OSRR will send a Notice of Conference letter to the reporting student and/or students identified in the report.
2. An organization's leaders and members may be subject to a Notice of Conference if an allegation is made regarding the actions on an organizational level.
3. OSRR holds informal conference with student and investigates the report.
    a. This process may take up to 40 days (timeline is subject to change depending on the gravity of the report itself).
    b. If the student(s) and/or organization is found **not** responsible for the conduct and/or policy violation, the case of conduct will conclude.
    c. If the student(s) is found responsible for the conduct and/or policy violation, OSRR sends an Outcome of Investigation letter to the student(s) and/or the organization with a resolution or sanction.
4. Outcome of Investigation Letter is sent to student(s) and/or the organization with a resolution or sanction.
    a. If the resolution or sanction is accepted by the student(s) and/or organization, the case of conduct will conclude.
    b. If the resolution or sanction is **not** accepted by the student(s) and/or organization, a formal hearing will be held.
        i. The hearing officer will review all evidence presented and then will submit a recommendation of sanction to the president.
5. Following a formal hearing, a resolution or sanction will be given, and the case of conduct will conclude.

EXECUTIVE ORDER 1068: (EO 1068)

Executive Order 1068 is a policy that comes directly from the CSU Chancellor's office that outlines requirements for any and all student organizations at individual campuses.

This policy establishes systemwide policies, procedures, and guidelines for student organizations and activities. All provisions in this policy are expected to be implemented by the 2023-2024 academic year. Campuses are authorized to set earlier implementation timelines for any of the provisions. California State University Chico holds recognition training once a year during the Fall semester of each academic year.

A campus' recognition of a student organization in accordance with the policy or administration of funds generated by the student organization does not express or signify that the campus approves or endorses the organization's goals, activities, or points of view, or that the campus supervises or otherwise controls the student organization or its activities.

- For further information on the requirements click on the link below:
  - Executive Order 1068

*FSL Specific: A chapter that fails to complete all requirements may be subject to Contingent Recognition, Probation, or loss of Recognition and/or Suspension.

Executive Memorandum 025-010:

It is the goal of California State University, Chico to support the existence and activities of student organizations that are consistent with the mission of the university.

To ensure the student organizations support the University's mission, while meeting its other commitment to be accountable and fiscally responsible, the following structures are required of student organizations and must be communicated to the Student Life and Leadership (SLL) Department at least annually, and whenever a change occurs. Student Life and Leadership is a resource for information of each of these provisions.

For the full EM click on the link below.

- Executive Memorandum 025-010

Additional Requirements for Social Fraternity and Sorority Organizations

University recognized fraternities and sororities must also comply with the following:

1. All chapter houses and chapter events shall be alcohol and drug free; unless events are hosted at a third-party vendor who is licensed by the state to serve alcohol.
2. Alcohol is not allowed before, during or after recruitment events.
3. Organizations must complete a pre-event planning form, and submit it to Fraternity and Sorority Life (FSL), minimally five business days prior to any event.
4. All chapters with chapter houses must file with FSL, within SLL, each fall semester the name and contact information for their landlord, property manager, and/or alumni corporation board.
5. All chapters must have a faculty advisor, a chapter advisor, and an active alumni board, and register each of these annually with FSL.
6. All councils must annually submit a recruitment plan to FSL that reflects the national standard of values-based recruiting.
7. All chapters must belong to a University-sanctioned council.

8. Chapter members must sign an academic release form allowing the University to compile their academic record and submit it to the chapter advisor. The chapter advisor will submit the forms for all members to FSL by the fifth week of each semester.
9. Chapters must have their new members attend the new member education workshops available throughout each semester.
10. Recruitment Policy: In order to be authorized by the University to recruit new members, the organization must be in compliance with the policies above and must:
    a. Obtain university recognition (see above)
    b. Only recruit new members who are full-time (at least 12 units) Chico State students, and have a GPA of 2.5*
    c. All returning members must be enrolled in at least 12 units at Chico State, and maintain a cumulative campus grade point average (GPA) of 2.0
    d. Each chapter must maintain a chapter average grade point average (GPA) of 2.5 each semester
    e. Begin recruitment after the third week of classes (with the exception of College Panhellenic Council, that hosts formal recruitment the week before the start of the spring semester).
    f. Require attendance at the FSL Potential New Member (PNM) Informational Session that occurs during recruitment week
    g. Complete new member programs by the end of the 12th week of the semester
    h. Initiate new members by the end of the 12th week of the semester (Extensions may be approved by the VPSA for extraordinary purposes)
    i. Require new members to complete an application including: Name, Student ID, and Signature authorizing the university to release their academic standing and GPA to the FSL chapter and/or council for scholarship evaluation purposes.
11. Contingent Recruitment:
    a. To ensure the safety of potential new members and to create and promote community-building, campus engagement, and involvement, contingent recruitment will be implemented and determined by the SLL office.
    b. Contingent recruitment is defined as allowing first-time, first-semester freshman to participate in recruitment.
    c. FSL will determine if first-time, first-semester freshmen are eligible to participate in recruitment in consultation with relevant campus departments, including Student Rights and Responsibilities, Title IX, University Police, and VPSA by assessing the following:
        i. Conduct reports of each chapter and governing council
        ii. City of Chico/community concerns and behavior for each chapter and governing council
        iii. Overall Greek life climate of each chapter and governing council.
    d. First-time, first-semester freshmen are eligible to participate in recruitment and must meet the following requirements.
        i. Current Chico State student
        ii. Enorlled in a minimum of 12 units
        iii. Demonstrate college readiness, through mid-semester academic evaluation
        iv. Submit academic excellence plan to FSL
    e. Contingent recruitment can be cancelled if Student Life and Leadership deem it unsafe for first-time, first-semester freshmen to participate in recruitment based on academic success/readiness and the health and safety assessment.

TITLE IX POLICY: CHICO STATE

There are different policies within Title IX, below is list of specific policies that deal with issues surrounding Title IX.

Rights & Options for Victims

- Rights and Options for Chico State Victims of Sexual Violence, Dating Violence, Domestic Violence, and Stalking (PDF)

Nondiscrimination Policy

- CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation(opens in new window) *Revised November 1, 2024*
- *Sanctions on Offfenders*

Notice of Nondiscrimination

- Notice of Non-Discrimination on the Basis of Gender or Sex (PDF)

The primary goal is to help people who have experienced harm. If you would like to report sexual harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, or stalking, you can submit a report below.

- For further information on the requirements click on the link below:
  - Title IX

National and/or International Headquarters Policies:

Each Recognized Social Fraternity and Sorority are governed by their national or international headquarters and are required to follow their policies, procedures, processes and other rules and regulations as stated in their own Constitution/Bylaws.

Each Recognized social fraternity and sorority national office is governed by national organizations that function as councils that oversee national organizations. Such councils provide support and resources for their member organizations.

Interfraternity Council (IFC) → National Interfraternity Conference (NIC)
College Panhellenic Council (CPC) → National Panhellenic Conference (NPC)
Multicultural Greek Council (MGC): This council does not have one specific national governing organization.

- National Association of Latino Fraternal Organizations (NALFO)
- National Multicultural Greek Council (NMGC)

Good Neighbor Guidelines:

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

The good neighbor guidelines address the following areas:

- Upkeep and Beautification
- Traffic Safety and Parking
- Neighborhood Relations
- Alcohol and Other Drugs

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

Upkeep and Beautification

Students and their pertaining membership to a fraternity or sorority are expected to maintain a safe, clean, and attractive environment for the health and well-being of their members, guests, and neighbors. Specifically students will:

- Maintain the property in accordance with all fire, health, zoning, building, and safety codes.
- Maintain lawn and landscaping on a regular basis.
- Dispose of litter, trash, and garbage on a regular basis in an appropriate manner.
- Ensure any litter or trash is removed from the neighborhood no later than noon, the day following an event.

Traffic Safety and Parking

In order to maintain community safety in regard to residential neighborhood traffic and parking, students and their respective fraternity/sorority organization are expected to:

- Comply with the laws of the City of Chico and the State of California and hold invited guests to the same standard of conduct.
- Adhere to all parking regulations, and refrain from violation, such as blocking neighbors' driveways, public alleys, and sidewalks, which are violations of the law.
- Give priority to traffic safety and educate household members and guests about neighborhood parking restrictions and encourage safe and responsible driving.
- Make provisions for guest parking for all events.
- Prohibit household members and guests from parking on lawns and other landscaped or unsurfaced areas at all times.
- Educate household members and guests to arrive quietly and to depart in the same manner to avoid disrupting the neighbors.

Neighborhood Relations

Students and their respective organizations will:

- Foster and maintain good community relations and cooperation with neighbors and authorities.
- Consider holding large social functions away from the private residences at facilities of sufficient size to accommodate the crowd, especially when alcohol is served.
- Be responsible for their conduct and encourage admitted guests to adhere to the same standard.
- Observe quite hours after 10:00pm (or Chico limit) with a limited number of events taking place on contiguous weekends.
- Respect the rights of neighbors and follow existing laws and ordinances.

- Take active steps to prevent damage to neighbors' properties caused by household members and guests.
- Be responsible for damage to neighbors' properties caused by household members and guests.
- Be responsible for mediating and resolving neighborhood problems in a timely fashion.
- Communicate with neighbors, when necessary, before 9:00pm in a mature and civil manner.
- Use amplified sound only in accordance with the Noise Ordinance. Exterior amplified sound in residential areas is discouraged.
- Encourage hiring private security for large functions when alcohol is served.
- Initiate programs to foster positive attitudes about relations with neighbors, reduction of noise, elimination of alcohol abuse, and elimination of verbal abuse.
- Set reasonable limits on the total number of large events per quarter and for the academic year that will take place at the residence.

Alcohol and Other Drugs

Students and members of recognized fraternities and sororities will set good examples and will:

- Observe state and local laws governing alcohol and drug use.
- Develop positive attitudes to combat abuse and encourage moderation. Recognized fraternity and sorority Presidents (and other leadership positions) should set good examples.
- Not allow illegal drugs in or around the residence.
- Where possible, sponsor alcohol and drug education programs by national organizations or campus programs.
- Encourage social events where only non-alcoholic beverages are being served.
- Provide, at events where alcohol is served, a variety of accessible non-alcoholic beverages and food.
- Assign non-drinking monitors at all functions where alcohol is served.
- Educate all membership regarding national risk management and insurance policies and hold members responsible where applicable.

If an event occurs on or near campus, the hosting organizations shall notify the surrounding neighborhood of date and time the event will take place. In addition, contact information should be provided for planning committee members. The surrounding neighborhood shall be cleaned of litter and debris by noon the following day. FSA can and will sanction depending on the severity of the complaint.

For more information on the City of Chico Noise Guidelines, click on the link below. If your organization is unsure of their event noise will cause a complaint, reach out to the FSA Coordinators for support.

- City of Chico Noise Information

Appendix 1: Who to Contact SLL

SAMPLE CONSTITUTION
CALIFORNIA STATE UNIVERSITY, CHICO

Student organizations must submit copies of all constitutions, charters, or other documents relating to its policies to Student Life & Leadership through CatsConnect. All items in BOLD must be included in all student organization constitutions in order to be recognized as a registered student organization at California State University, Chico.

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The name of this organization shall be [Name of Organization].

Section 2. The purpose of this organization [state the purpose and specific goals of the organization] **at Chico State.**

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Membership in the organization shall be open to all those currently enrolled California State University, Chico students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2. Membership in this organization shall not be denied to any student at California State University, Chico on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

Section 3. There shall be a minimum of five (5) Chico State students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not Chico State students.

Section 4. There shall be two **types of membership in the organization**: voting and associate.

Section 5. Any eligible Chico State student who joins the organization roster on CatsConnect shall be a voting member upon acceptance of membership by the organization. Any eligible non- Chico State student who completes a membership form shall be an associate member upon submitting a membership form with the organization.

ARTICLE III. OFFICERS

Section 1. The elected officers of the organization shall be the President, Vice President, **Treasurer**, Secretary and other officers as necessary. **The term of office will be** one year **beginning with the start of** the academic calendar.

Section 2. Officer qualifications (President and Treasurer only):

The President and Treasurer of the student organization are required to meet the specified minimum requirements to maintain recognition status, as outlined by Student Life and Leadership. Both the President and Treasurer must attend mandatory recognition training sessions and all council meetings. In the event that either the President or Treasurer is unable to attend, they are responsible for appointing a representative with the authority to act on behalf of the organization. This representative may be a board member or a general member. Failure to comply with these requirements may result in consequences as determined by the Student Life and Leadership Recognition policies.

a. **Officers must be matriculated and enrolled (non-extended education) at Cal State Chico.**

b. **Officers must maintain a minimum cumulative 2.0 grade point average each term. c. Officers must be in good standing and must not be on probation of any kind.**

d. **Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.**

e. **Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.**

Section 3. Powers and Duties of Officers:

- **The President shall preside at all meetings of the organization. They shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large.** They have further powers and duties as prescribed by the organization.

- **The Treasurer handles all financial affairs and budgeting of the organization. They maintain Agency Accounts in the organization's name, which requires signatures of the Treasurer, President and Advisor.** All disbursements for more than $50 require a majority vote approval of the organization.

- The Vice President presides at the organization meetings in the absence of the President. They perform all duties assigned by the President. They notify all members of organization meetings.

- The Secretary takes minutes at all meetings of the organization, files minutes and submits required copies to all organization members. They are responsible for all organization correspondence and keep copies of all correspondence on file. They act as historian and maintain all records of the organization.

Section 4. In the event an elected officer is unable to fulfill their term of office, there will be a "Special Election." Any eligible member, including those already holding office, can be nominated for a vacated officer position.

ARTICLE IV. MEETINGS

Section 1. Regular meetings are scheduled at least bi-monthly during the academic year.

Section 2. Special meetings are called by any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) prior to the Special Meeting time.

Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership.

ARTICLE V. ELECTIONS

Section 1. Officers are elected once an academic year. **Elections are held** at the end of each academic year for the following year's term.

Section 2. At least one week's notice will be provided for any meeting at which an election is held.

Section 3. The voting period will be open for at least one meeting.

Section 4. Votes will be cast by secret ballot **and counted** by an unbiased committee.

Section 5. Results of elections must be noted in the minutes and made available to the student organization members no later than 1 week post-election**.**

Section 6. **A candidate must receive** a majority of the votes or if necessary runoff elections will be held.

Section 7. **Petition** by 1/3 of the total number of members **is cause for a recall election**. The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election". **Recall requires an affirmative vote** of 2/3 of the total **voting membership**.

ARTICLE VI. ADVISORS

Section 1. **Advisor(s) of the student organization are required to meet the minimum requirements established by the CSU Chancellor's Office (EO1068) which includes trainings assigned by the Office of Student Life & Leadership**

Section 2. **Any employee of Chico State can serve as an advisor to this organization.**

Section 3. **The advisor(s) will serve a term of one academic year and are selected during registration of the organization. Advisors are required to complete the Office of Student Life & Leadership Advisor Training and ensure compliance under the Jeanne Clery Act**

Section 4. The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting **or at the discretion of the University.**

ARTICLE VII. FINANCES

Section 1. [Name of Organization] **shall use on-campus banking through Financial Resources offered by Chico State**.

Section 2. Financial matters, including dues and budget management, will be handled according to [your organization's financial policies and procedures].

ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION

Section 1. Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

Section 2. Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section 3. **A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at Chico State every year during registration.**

Section 4. **The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor's Office (EO 1068).**

ARTICLE IX. DISCRIMINATION & HAZING DISCLOUSURE

Section 1. **[**Name of the organization] **shall never discriminate by race, religion, natural origin, ethnicity, color, age, gender, martial status, citizenship, sexual orientation, and/or disability.**

Section 2. **[**Name of the organization] **membership and leadership must be open to all currently enrolled students at Chico State.**

Section 3. **Neither the [**Name of the organization] **nor its members shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades or disgraces or tends or tends to injure, degrade or disgrace any fellow student or person attending the institution.**

ARTICLE X. ALCOHOL POLICY

Section 1. [Name of the organization] **Attest that we will adhere to all laws regarding acohol, including, but not limited to, supplying alcohol to minors and having any alcohol on campus premises.**

Section 2. Our Organization will be in compliance with any and all applicable laws of the state, county and city.

ARTICLE XI. DISBURSAL OF ORGANIZATION ASSETS

Section 1. **In the event the** [Name of Organization] **should become defunct for a period of 3 academic years, all assets will be turned over to the Student Organization Financial Coordinator and it will have authority to disperse remaining financial assets to the general student organization account managed by the Student Life and Leadership support team to be used in continual support of other student clubs and organizations.**

Section 2. **In the event of a voluntary disbandment, a request can be made to the Student Organization Financial Coordinator to donate remaining monetary assets to a specified student organization or outside 501(c)3 nonprofit organization.**

ARTICLE XII. STATEMENT OF AFFILIATION ***(REQUIRED IF A CHAPTER OF A NATIONAL/INTERNATIONAL GROUP)***

Section 1. This organization is affiliated with [Name of Organization].

Section 2. A copy of any constitution/by-laws/agreements with the University of [Name of Organization] must be filed in the Office of Student Life & Leadership at Chico State**.**

ARTICLE XIII. COMPLIANCE WITH EXECUTIVE ORDER 1068 (EO1068)

Section 1. [Name of Organization] **acknowledges and complies with Executive Order 1068. The organization shall abide by the requirements set forth in EO1068 and related policies.**

ARTICLE XIV. RESOURCES LINKS

- Handbook:
  https://www.csuchico.edu/sll/_assets/documents/so-manual-fall-2023.pdf
- Finance Resources:
  https://www.csuchico.edu/sll/organizations/finance-resourcs.shtml
- EO1068:
  https://calstate.policystat.com/policy/10170470/latest/
- Recognition Procedures:
  https://www.csuchico.edu/sll/organizations/policies.shtml

(Constitutions should not include dates or signature lines)

Appendix 3: On Campus Resources

Associated Students:

The Associated Students (AS) of Chico State connects students to their ultimate college experience by employing, empowering, and engaging Wildcats though programs, services, and facilities created for students by students.

- For more information, office hours, contact information, visit their website below:
  - Website: Associated Students
  - Instagram: @aschicostate

Environmental Health and Safety

Provides guidance and services to the campus community to promote the integration of health, safety, and environmental stewardship into all University activities.

- For more information, office hours, contact information, visit their website below:
  - Website: Environmental and Health Safety

Facilities Reservations & Event Services

Facilities Reservations & Event Services (FRES) is a part of Facilities and Management Services (FMS) and is responsible for coordinating all aspects of reservations of general-use lecture rooms, conference rooms, auditoriums and theater space, athletic facilities, recreation or outdoor spaces, and specialty use spaces. options, services, and service centers available on campus.

- For more information, office hours, contact information, visit their website below:
  - Website: FRES

Students Rights and Responsibilities

The Office of Student Conduct, Rights, and Responsibilities is dedicated to addressing potential academic and behavioral issues that are potential violations of our Student Code of Conduct.

- For more information, office hours, contact information, visit their website below:
  - Website: Office of Student Rights & Responsibilities

Title IX

Our primary goal is to help people who have experienced harm. If you would like to report sexual harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, or stalking, you can submit a report below.

- For more information, office hours, contact information, visit their website below:
  - Website: Office of Title IX

Wellcat Prevention

WellCat Prevention is where students can go to learn about alcohol and other drugs in a safe, non-judgmental environment. WellCat Prevention offers information, education, resources and support for alcohol and other drug use.

- For more information, office hours, contact information, visit their website below:
  - Website: Office of Wellcat Prevention

Wellcat Safe Place

WellCat Safe Place serves the Chico State community by providing confidential services for individuals impacted by sexual assault, intimate partner abuse, sexual exploitation, stalking, and harassment.

- For more information, office hours, contact information, visit their website below:
  - Website: Office of Wellcat Safe Place

Appendix 4: Student Organization Conduct Process