

I. INTRODUCTION

California State University, Northridge, provides opportunities for student engagement that create contexts for student learning and build a strong sense of community among its students, faculty and staff. One of the most powerful means by which this is accomplished is through recognized student clubs and organizations. Upon satisfying the Procedures for Recognizing Clubs and Organizations (www.csun.edu/getinvolved), these student groups become eligible for a wide range of benefits through the University, Associated Student, and the University Student Union. The extension of these benefits is, in part, conditioned upon the student organization's agreement to conduct its activities in accordance with applicable laws and regulations, including the Clubs and Organizations Manual, and this Code of Ethics. The purpose of this Code is to communicate standards by which student organizations can achieve their fullest potential to align with the mission of the University, serve their members, and function in harmony with both on and off-campus communities.

The officers, members, and advisors to student organizations are individually and collectively responsible for insuring that all members understand and comply with the contents of this Code.

II. STANDARDS OF CONDUCT

- A. Educational Development: A portion of an organization's activities must reflect the mission of the University, which is to "...enable students to realize their educational goals." An intentional effort should be made to enrich each member's educational development through the programs, activities, and priorities of the organization.
- B. Character Development: The personal behavior of each member impacts both the organizations and the University community. This makes it imperative for the individual to act ethically at all times, including the demonstration of self-respect and integrity. All students are required to adhere to the CSU Student Code of Conduct. See Appendix A.
- C. Community Relations: Supportive, communicative and positive relations with the community will result in mutual benefit. The impression made by an organization on the community reflects upon the University as a whole. All members will conduct themselves so as to support a positive relationship with the community.
- D. Financial Management: Members shall handle all student organization funds judiciously, recognizing the need to comply with relevant financial policies and minimizing the transfer of debt responsibility. Members shall avoid incurring debts (either individually or in the name of the club/organization) which cannot be, or are not, paid when due.

- E. Health and Safety: Members shall take basic precautionary measures to ensure individual and group safety. An appropriate program would encompass a concern for mental, emotional and physical health and stability. Programs that provide educational information about the appropriate use of alcohol and drugs are strongly encouraged.
- F. Leadership Development: The continued existence of the organization requires a regular succession of effective leaders. An appropriate program would provide for the development of the members leadership skills for positions of service and authority.
- G. Legal Responsibility: Each organization's members have a responsibility to know, and uphold, all relevant federal, state, and local laws and University policies. Of particular note are laws governing the use of alcohol and illicit drugs.
- H. Multi-Cultural Sensitivity: Both the University community and society alike are diverse with persons of varying backgrounds. Organizations must recognize the need for an awareness of, sensitivity to, and respect for the cultural heritage of others. Refer to **Appendix B** for an outline of the policy governing "theme-based social activity." Advice regarding interpretation and implementation of this policy should be obtained from the Matador Involvement Center. Organizations must adhere to the Statement of Non-discrimination.
- I. Self-Governance: Each organization shall have a constitution and operating procedure that will allow officers to effectively uphold the standards for this code.

III PROCEDURES FOR THE REVIEW OF CODE VIOLATIONS

Action can be taken against a recognize student organization that violates the Code of Ethics. Complaints against organizations should be filed in writing with the Matador Involvement Center. All complaints will be investigated and responded to. Procedures describing the processes used to consider such complaints are available in the MIC. Organizations found in violation of the Code of Ethics can receive a range of sanctions including warnings, probationary status, suspension of university recognition, or withdrawal of university recognition.

Complaints about individual student conduct that violates the Student Conduct Code should be brought to the attention of the Associate Vice President/Dean of Students in the Office of the Vice President for Student Affairs in University Hall 310.

PROCEDURE FOR RECOGNIZING CLUBS AND ORGANIZATIONS

The process by which student clubs and organizations gain University recognition and receive a charter involves a procedure that utilizes a peer review process involving the Associated Students. The granting of official University recognition is the responsibility of the Matador Involvement Center (MIC). The Associated Students issues a charter to such groups, subject to University recognition. The procedure is as follows:

Procedures:

1. Register to attend one of the weekly sessions for New Clubs Workshops in the Matador Involvement Center. At this meeting the Student Club and Organization Recognition Packet will be disseminated and the following steps will be reviewed:
2. Develop a constitution and/or By-laws using the university guidelines.
3. Complete the following forms:
 - a. Petition for University Recognition & Associated Students Charter with a minimum 5 members that are all current CSUN students and your University Advisor.
 - b. Clubs and Organizations Officer Information & Minimum Number of Student Form with all requested information printed clearly and accurately.
 - c. Code of Ethics for University Recognized Student Organizations agreement, signed by the organization president and University Advisor
 - d. University Recognized Clubs and Organizations Statement of Non-Discrimination and Acknowledgement of Use of Alcohol and Illicit Drugs Policy
 - e. Information Systems & Technology Clubs and Organizations Authorization Form
4. Submit all forms along with one copy of the organizations constitution to the Matador Involvement Center. Sign up for a consultation meeting with a Matador Involvement Center staff member. At the consultation meeting, your club or organization will be assigned a date to appear at the A.S. Judicial Court meeting. The A.S. Judicial Court meets on Fridays at 2:00 p.m.
5. After consultation with the Matador Involvement Center, submit nine (9) additional copies of the constitution to the Matador Involvement Center, which will be forwarded to A.S. Judicial Court.
6. At your appointed A.S. Judicial Court meeting you will be assigned a Justice that will review your constitution. During the A.S. Judicial Court meeting, your assigned Justice will review the constitution and make suggested or required changes. (Note: The club should make only the suggested or required changes. Other changes to the constitution may cause further delay of approval.)
7. Return the revised constitution to the Matador Involvement Center by the assigned date. If suggested or required changes are made; your club or organization petition will be forwarded to the Associated Students Senate. The A.S. Judicial recommendation would be to grant an Associated Students Charter subject to the initial and ongoing recognition by the university.
8. The granting of university recognition shall be determined by the Matador Involvement Center. The MIC will notify the club or organization of its recognition in writing.
9. Upon the granting of university recognition, the Associated Students can extend an Associated Students Charter.

Once granted, an organization retains the Associated Students charter unless revoked. However, university recognition must be renewed on an annual basis, or whenever there is a change in the organization's constitution.

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PRIVILEGES OF A CHARTERED STUDENT ORGANIZATION

- A. Use of University name.
- B. Recruit members on campus.
- C. Hold meetings and social functions on campus.
- D. Use University facilities and services.
- E. Publicize activities in the Sundial .
- F. Be included in the student handbook and other special publications of the Associated Students and Office of Student Development.
- G. Post material on A.S. bulletin boards (must get prior approval in the Matador Involvement Center).
- H. Disseminate information and literature on campus (need to obtain a permit in the Matador Involvement Center).
- I. Receive an organizational mailbox.
- J. Obtain advisement and services from the A.S. Business Manager.
- L. Obtain financial assistance from the Associated Students.
- M. Limited coverage under the Associated Students liability insurance (with certain exclusions).
- M. Solicit funds or sell items on campus to raise funds for organizational or charitable purposes. (Must follow proper procedures as outlined in the Clubs and Organizations Handbook).

APPENDIX A

CSU STUDENT CONDUCT CODE

§ 41301. Standards for Student Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

(a) Student Responsibilities

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

(b) Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

(1) Dishonesty, including:

- (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- (B) Furnishing false information to a University official, faculty member, or campus office.
- (C) Forgery, alteration, or misuse of a University document, key, or identification instrument.
- (D) Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of University property.

(3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

(5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:

“Hazing” includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contests or competitions.

A group of students acting together may be considered a ‘student organization’ for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.

(10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.

(11) Theft of property or services from the University community, or misappropriation of University resources.

(12) Unauthorized destruction, or damage to University property or other property in the University community.

- (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
- (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- (15) Misuse of computer facilities or resources, including:
 - (A) Unauthorized entry into a file, for any purpose.
 - (B) Unauthorized transfer of a file.
 - (C) Use of another's identification or password.
 - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
 - (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - (F) Use of computing facilities and resources to interfere with normal University operations.
 - (G) Use of computing facilities and resources in violation of copyright laws.
 - (H) Violation of a campus computer use policy.
- (16) Violation of any published University policy, rule, regulation or presidential order.
- (17) Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- (19) Violation of the Student Conduct Procedures, including:
 - (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
 - (C) Initiation of a student discipline proceeding in bad faith.
 - (D) Attempting to discourage another from participating in the student discipline matter.
 - (E) Attempting to influence the impartiality of any participant in a student discipline matter.
 - (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- (20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Application of this Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(d) Procedures for Enforcing this Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

APPENDIX B

POLICY REGULATING "THEME-BASED SOCIAL ACTIVITY"

An officially recognized and chartered club or organization's actions and/or activities must not be presented in a manner which tends to promote degrading or demeaning social stereotypes based on race, ethnicity, national origin, gender, sexual orientation, religion or disability. In determining whether an action or activity is degrading or demeaning within the meaning of the Code, the theme and all surrounding circumstances of the action or activity shall be considered in light of the following:

- A. Does it reinforce group stereotypes which the club or organization should reasonably know would be particularly offensive to any cultures in our society?
- B. Are the circumstances associated with the action or activity (i.e., advertisements, decorations, attire of participants) of the type which should reasonably be recognized as likely to foster negative connotations of the theme itself?
- C. Does the information available suggest that the theme, advertisements, decorations and attire were chosen to mock or degrade the groups associated with the theme?
- D. Does the information available suggest that the theme, advertisements, decorations and attire of the activity were chosen with the intent to incite breaches of the peace or disorder in the campus community?
- E. Was the activity staged under circumstances where the club or organization should reasonably know that breaches of the peace or disorder in the campus community were likely to result?
- F. Are the circumstances caused by negative behavior associated with the consumption of alcohol, or the misuse of drugs?

Adapted from the "Policy Applying to Theme-Based Social Activity" established by the University of California Los Angeles (8/1986)



Statement of Understanding Between Organizations And California State University, Northridge

Having thoroughly read the "Code of Ethics for University Recognized Student Organizations

Name of Organization

hereby seek official recognition status from California State University, Northridge. I affirm by my signature below that all members (and initiates) will be educated as to the contents of the aforementioned Code, as well as their responsibilities to uphold it. I also realize, and have educated my organization to the fact, that any violation of this Code of Ethics could result in my organization being suspended as a chartered organizations, as well as possible personal judicial charges being brought against violators.

Presidents (or similar officer) Name:

Presidents CSUN ID #:

Signature:

Date:

University Advisor Name:

Department:

Mail Code:

Signature:

Date:

Official Use Only

Date Received:

Received By:

**Approved for Official University
Recognition:**

Assistant Director, MIC

Date