

# Sonoma State University

## Addendum to CSU Systemwide Time, Place, and Manner Policy

### University Designee with Oversight and Enforcement Responsibility

M. Monir Ahmed, the Vice President for Administration and Finance/CFO, is the University administrative employee designated to serve as the Designated University Official for Sonoma State University with responsibility for oversight, implementation, and enforcement of the Systemwide Time, Place, and Manner Policy, and this Addendum, including oversight of a training program for responsible staff and the broader university community (including students and employees) in consultation with the President and other key campus leaders.

### Designated University Law Enforcement Liaison

Dr. Ryan Jasen Henne, Associate Vice President for Student Affairs and Dean of Students, is the University administrative Employee designated to serve as the Designated Law Enforcement Liaison between University law enforcement and students (EDC § 66303) exercising rights guaranteed by the First Amendment to the United States Constitution or Section 2 of Article I of the California Constitution, or both.

### University Response Team

The response team for matters related to implementation and enforcement include:

Name	Title and Division	Contact Information	Policy Role
M. Monir Ahmed	Vice President Administration & Finance	(707) 664-2310 mahmed@sonoma.edu	Designated University Official for TPM Policy
Ryan Jasen Henne	AVP for Student Affairs/ Dean of Students Student Engagement	(707) 664-3078 henne@sonoma.edu	Designated University Law Enforcement Liaison
Nicole Annaloro	Director of Athletics Student Affairs	(707) 664-2044 annaloron@sonoma.edu	Athletic event management, athlete conduct
Tramaine Austin-Dillon	Manager, DEI Programs & Initiatives Diversity, Equity & Inclusion	(707) 664-2316 austindi@sonoma.edu	DEI programming, student events

Missy Brunetta	Associate Risk Officer/Director for Environmental Health & Safety Administration & Finance	(707) 664-3408 brunetta@sonoma.edu	Risk Manager, workplace violence, environmental protection, employee safety
Diane Guido	AVP for Faculty Affairs and Success Academic Affairs	(707) 664-3022 diane.guido@sonoma.edu	Faculty affairs, faculty labor compliance, faculty conduct
Tyson Hill	AVP for Risk and Safety Services Administration & Finance	(707) 664-4039 hillt@sonoma.edu	Risk Manager
Chandra Holte	AVP for Human Resources Administration & Finance	(707) 664-2092 holte@sonoma.edu	Human Resources
Ben Ellis	Director of Student Conduct Student Affairs	(707) 664-3396 ellisbe@sonoma.edu	Student conduct
Sarah Ellison	AVP for Student Affairs, Student Access and Success	(707) 664-3031 ellisons@sonoma.edu	Student equity, access
Erik Dickson	Executive Director, Associated Students	(707) 664-4323 dickson@sonoma.edu	Student activities, student government
Kendall Newman	Emergency Services and Business Continuity Manager Administration & Finance	(707) 664-2470 kendall.newman@sonoma.edu	Emergency management and response support
Nader Oweis	Chief of Police Administration & Finance	(707) 664-4444 nader.oweis@sonoma.edu	Law enforcement
Mo Phillips	Director of Student Involvement Student Affairs	(707) 664-2804 phillipm@sonoma.edu	Student clubs, organizations, and events
Erin Taylor	Director of Employee and Labor Relations Administration & Finance	(707) 664-2212 taylore@sonoma.edu	Labor compliance, employee conduct
Julie Vivas	AVP for Title IX, Equal Opportunity and Dispute Resolution Office of the President	(707) 664-2480 vivasj@sonoma.edu	Title IX and DHR compliance, equal opportunity, discrimination

## **Sonoma State University Operating Hours**

Unless otherwise indicated below, the general business hours at Sonoma State University are 8:00 a.m. and 5:00 p.m., Monday through Friday. Business hours are defined as those hours in which departmental and individually assigned offices may be open for business. Operational hours may differ from business hours and are set by the University based on need and vary by location, space, building or other area.

No one shall enter or otherwise remain on University Property between the hours of 11:00 p.m. and 6:00 a.m., or at such other times as published or posted by University housing and residential programs, and other similarly specialized University programs. This prohibition shall not apply to persons possessing valid written authorization from a University official, persons on legitimate University related business, or persons attending a specific University sponsored event. Those persons with legitimate University business reasons, valid written authorization, or attending a University sponsored event, shall be allowed to remain and access University Property as allowed in their authorization or through the duration of the specific event, after which time they shall leave University Property without any appreciable delay. This prohibition shall not apply to persons transiting on a roadway or path designated as open to the public.

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

Access to and use of designated University Property must be scheduled and registered in advance, as noted in the list of University Property set forth below. Certain uses of University Property may be subject to fees, require liability insurance, and/or an indemnity agreement which must be provided by those who seek to engage in such uses. All users assume responsibility for all damage they cause to University Property. Failure to pay for damage to University Property may jeopardize future access to and/or use of University Property and can result in discipline for Students and Employees who are responsible for the damage, as well as civil or criminal action.

For purposes of this Addendum the following terms shall apply, as set forth in the CSU's Systemwide Time, and Manner Policy:

### **Public Areas**

A Public Area is University Property that is available for public assembly, marches, demonstrations, protests and debate. Right of access and equality of access are provided in these areas, so long as activities are lawful and do not disrupt University operations. Content-based restrictions are prohibited, but reasonable time, place and manner regulations will be applied. Spontaneous activities may take place in Public Areas without pre-scheduling or reservations.

### **Limited Areas**

A Limited Area is University Property available to the public but due to business operations, safety concerns, or other important University interests, is not open for assembling, marching, demonstrating

or protesting. Activities in these areas may require scheduling and reservations with the University, and are available on a limited basis, subject to campus regulations that are narrowly tailored to address the University's legitimate business interests.

Access to and use of certain designated University Property must be scheduled and registered in advance, as noted in the list of University Property set forth below. Certain uses of University Property may be subject to fees, require liability insurance, and/or an indemnity agreement which must be provided by those who seek to engage in such uses. All users assume responsibility for all damage they cause to University Property. Failure to pay for damage to University Property may jeopardize future access to and/or use of University Property and can result in discipline for students and employees who are responsible for the damage, as well as civil or criminal action.

**Non-Public Areas**

Except for areas designated as Public Areas and Limited Areas, all remaining University Property, including the interiors of all buildings and facilities are Non-Public Areas. These areas are not open to the public and the University can restrict access to Non-Public Areas on a Content and Viewpoint Neutral basis.

**List of University Properties**

If there is a University Property not listed below, please contact the Designated University Official or their authorized designee responsible for implementing this Addendum. Building hours do not necessarily apply to offices assigned to individual employees or small operational offices. Such spaces may be restricted based on employee schedules. Contact individual employees regarding access to individually assigned spaces. Additionally, authorization is extended outside the official building hours to any person in the building or space with legitimate University business or an authorized guest at a specific University sponsored event.

The University reserves the right to repurpose or redesignate use of a University Property or space, restrict access to a property or space with limited and/or no notice, and change business or operating hours for a location, space, building or other areas at University discretion.

**Table Key**

Abbreviation	Description	Abbreviation	Description
AY	Academic year	F	Friday
NAY	Non-academic year	S/S	Saturday/Sunday
M	Monday	HOL	Holiday
R	Thursday		

Place	Day and Time Available		Permitted Manner of Use	Type of Place
Stevenson Hall	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, research, university administration, student study space, workshops, conferences, meetings, and trainings	Limited
Darwin Hall <sup>1</sup>	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, research, university administration, student study space, workshops, conferences, meetings, and trainings	Limited
Field House	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, research, athletic activities, university administration, student study space, workshops, conferences, meetings, and trainings	Limited
Ives Hall	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, research, performing arts, university administration, student study space, workshops, conferences, meetings, and trainings	Limited
Physical Education	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, research, athletic activities, university administration, workshops, conferences, meetings, and trainings	Limited
Salazar Hall <sup>2</sup>	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, research, university administration, student services, workshops, conferences, meetings, and trainings	Limited

<sup>1</sup> Designated spaces within Darwin Hall may be restricted to authorized personnel based at any time to protect research, hazardous materials, or other conditions with the authorization of the college Dean.

<sup>2</sup> Designated spaces within Salazar Hall may be restricted to authorized personnel based at any time to protect research, hazardous materials, or other conditions with the authorization of the college Dean.

Student Health Center <sup>3</sup>	AY NAY S/S/HOL	M - F   8:00 AM - 12:00 PM 1:00 PM - 5:00 PM M - F   8:00 AM - 4:30 PM CLOSED	Provision of health services to students, health center administration	Limited
Rachel Carson Hall	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, research, university administration, workshops, conferences, meetings, and trainings	Limited
Nichols Hall	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, research, university administration, workshops, conferences, meetings, and trainings	Limited
Facilities Management	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	University administration, meetings, and trainings	Limited
Corp Yard South		Authorized Personnel Only	Facilities shops	Non-Public
Boiler Plant		Authorized Personnel Only	Mechanical systems and equipment	Non-Public
Wastewater Equalization		Authorized Personnel Only	Mechanical systems and equipment	Non-Public
Corp Yard East	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Shipping and receiving, storage, university administration, meetings, and trainings	Non-Public
Zinfandel Offices	AY NAY S/S/HOL	M - F   8:00 AM - 5:00 PM M - F   10:00 AM - 5:00 PM CLOSED	University administration, student services	Limited
Zinfandel Residential Community		Licensed residents, authorized personnel, and authorized guests only	Student housing	Non-Public
Semillon Meeting Room		Reservation only	Workshops, conferences, meetings, and trainings	Limited

<sup>3</sup> Areas beyond the waiting area/lobby of the health center are for authorized personnel only and patients during treatment with the authorization of medical providers.

Zinfandel Pool	AY NAY S/S/HOL	M - F   9:00 AM - 10:00 PM M - F   9:00 AM - 10:00 PM   9:00 AM - 10:00 PM	Recreational space for licensed residents only	Non-Public
Vineyard Meeting Room		Reservation only	Workshops, conferences, meetings, and trainings	Limited
Wine Spectator Learning Center	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, university administration, workshops, conferences, meetings, and trainings	Limited
Counseling & Psychological Services (CAPS) <sup>4</sup>	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Provision of mental health and counseling services to students, CAPS administration	Non-Public
17 Classrooms		During scheduled class or reservation only	Instruction, workshops, conferences, meetings, and trainings	Limited
International Hall	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, university administration, student services, workshops, conferences, meetings, and trainings	Limited
Art Building <sup>5</sup>	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, art studios, university administration, workshops, conferences, meetings, and trainings	Limited
Pump House		Authorized Personnel Only	Mechanical systems and equipment	Non-Public
Pump House Fire		Authorized Personnel Only	Mechanical systems and equipment	Non-Public
Corp Yard North		Authorized Personnel Only	Facilities shops, storage	Non-Public

<sup>4</sup> Areas beyond the waiting area/lobby of the counseling center are for authorized personnel only and patients during counseling activities with providers.

<sup>5</sup> Designated spaces within the Art Building may be restricted to authorized personnel based at any time to protect research, hazardous materials, or other conditions with the authorization of the college Dean.

Physical Education Storage		Authorized Personnel Only	Storage	Non-Public
Child Care Center		Authorized Personnel and contracted families only	Child care services	Non-Public
Athletic Field Facility		Authorized Personnel Only	Concessions and storage	Non-Public
Person Theater		Authorized Personnel Only or during scheduled events or reservation only	Theater productions, events, trainings, and production shop	Limited
Aquatic Facility		Reservation only	Aquatic activities	Limited
Anthropological Studies Center		Authorized Personnel Only	University administration, research, storage	Non-Public
Schulz Information Center - Library	AY NAY S/S HOL	M - R   7:30 AM - 10:00 PM F   7:30 AM - 5:00 PM SAT   10:00 AM - 5:00 PM SUN   2:00 PM - 10:00 PM M - R   7:30 AM - 7:00 PM F   7:30 AM - 5:00 PM SAT   CLOSED SUN   12:00 PM - 7 PM   CLOSED	Library, instruction, research, university administration, workshops, conferences, meetings, and training	Limited
Schulz Information Center Offices & Administration <sup>6</sup>	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM   CLOSED	Instruction, research, university administration, workshops, conferences, meetings, and training	Limited
South Entry Kiosk		Authorized Personnel Only	Parking sales and public assistance	Non-Public
North Entry Kiosk		Authorized Personnel Only	Parking sales and public assistance	Non-Public
Student Recreation Center	AY	M - R   7:00 AM - 11:00 PM F   7:00 AM - 10:00 PM S/S   10:00 AM - 7:00 PM	Fitness activities, university administration, student services, workshops,	Limited

<sup>6</sup> University administration and offices incorporate all areas not part of the public library space to include, but not limited to Information Technology, Disabled Student Services, the Career Center, NASA/EPO, library administration, and library instruction spaces.



	NAY HOL	CLOSED   CLOSED	meetings, trainings, youth programming (seasonally)	
Student Center <sup>7</sup>	AY NAY HOL	M - F   7:30 AM - 10:00 PM S/S   7:30 AM - 10:00 PM M - F   7:30 AM - 5:00 PM S/S   7:30 AM - 10:00 PM   7:30 AM - 10:00 PM	Dining and commercial business, university administration, student study and lounge spaces, student services, workshops, conferences, meetings, and trainings	Limited
Police Department <sup>8</sup>	AY NAY S/S/HOL	M - F   8:00 AM - 5:00 PM M - F   8:00 AM - 5:00 PM CLOSED	Law enforcement administration	Non-Public
Tuscany Residential Community	AY NAY S/S/HOL	Licensed residents, authorized personnel, and authorized guests only	Student housing	Non-Public
Casentino Meeting Room		Reservation only	Workshops, conferences, meetings, and trainings	Limited
Green Houses		Authorized Personnel Only	Research, instruction	Non-Public
Recycling Center		Authorized Personnel Only	Storage, processing recycling materials	Non-Public
Stadium		6:00 AM - 11:00 PM	Fitness, recreation, athletics, events	Limited
Baseball Field (Seawolf Diamond)		During sanctioned activities on	Athletics, baseball practice and games	Limited
Environmental Technology Center		Scheduled classes and reservation only	Instruction, research, workshops, conferences, meetings, and training	Limited
Campus Storage Building		Authorized Personnel Only	Storage	Non-Public

<sup>7</sup> Open hours for the Student Center reference the lobby and common areas; businesses, dining venues, offices, and meeting spaces within the facility will establish and post applicable business hours or are available only by reservation.

<sup>8</sup> Open hours for the Police Department apply to the lobby only; all other areas of the facility are Non-Public and may only be accessed by authorized personnel and guests.

G. Smith Baseball Training Facility		During sanctioned activities only	Baseball practice, meetings, university administration	Non-Public
Pre-college Programs	AY NAY S/S/HOL	M - F   8:00 AM - 5:00 PM M - F   8:00 AM - 5:00 PM CLOSED	University administration	Limited
Green Music Center - Academic Building	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED	Instruction, university administration, research, workshops, conferences, meetings, and training	Limited
Schroeder Hall	AY NAY S/S/HOL	Authorized Personnel Only During events, ticketed/ authorized guests only	Events, performances, workshops, conferences, meetings, and training	Limited
Weill Hall <sup>9</sup>	AY NAY S/S/HOL	Authorized Personnel Only During events, ticketed/ authorized guests only	Events, performances, university administration, workshops, conferences, meetings, and training	Limited
Prelude Restaurant/Meeting Facility	AY NAY S/S/HOL	Authorized Personnel Only During events, ticketed/ authorized guests only	Events, dining facilities, university administration, workshops, conferences, meetings, and training	Limited
Prelude Storage Garage		Authorized Personnel Only	Storage	Non-Public
Hospitality Storage		Authorized Personnel Only	Storage	Non-Public
Beaujolais Residential Community	AY NAY S/S/HOL	Licensed residents, authorized personnel, and authorized guests only	Student housing	Non-Public
Beaujolais Meeting Room		Reservation only	Workshops, conferences, meetings, and trainings	Limited
Beaujolais Pool	AY NAY S/S/HOL	M - F   9:00 AM - 10:00 PM M - F   9:00 AM - 10:00 PM   9:00 AM - 10:00 PM	Recreational space for licensed residents only	Non-Public

<sup>9</sup> Ticketed/authorized guests are limited to designated areas not marked as “closed” or Authorized Personnel Only. Services areas are for authorized personnel and performers only.

Sauvignon Residential Community	AY NAY S/S/HOL	Licensed residents, authorized personnel, and authorized guests only	Student housing	Non-Public
Barrel Room		Reservation only	Workshops, conferences, meetings, and trainings	Limited
Cooperage		Reservation only	Workshops, conferences, meetings, and trainings	Limited
Cellars		Authorized Personnel Only	University administration	Non-public
Verdot Residential Community		Licensed residents, authorized personnel, and authorized guests only	Student housing	Non-Public
Verdot Storage		Authorized Personnel Only	Storage	Non-Public
Linen and Custodial Warehouse		Authorized Personnel Only	Storage	Non-Public
Landscaping Storage		Authorized Personnel Only	Storage	Non-Public
CES Storage		Authorized Personnel Only	Storage	Non-Public
Cabernet Residential Community		Licensed residents, authorized personnel, and authorized guests only	Student housing	Non-Public
Carneros Room		Reservation only	Workshops, conferences, meetings, and trainings	Limited
Green Valley Room		Reservation only	Workshops, conferences, meetings, and trainings	Limited
Viognier Room		Reservation only	Workshops, conferences, meetings, and trainings	Limited
Chalk Hill		Reservation only	Workshops, conferences, meetings, and trainings	Limited

Toast	AY NAY S/S/HOL	M - F   7:00 AM - 5:00 PM M - F   7:00 AM - 5:00 PM CLOSED		Non-Public
Parking Lots		Open 24/7 to permit holders and authorized users	Vehicle parking	Limited
Roadways		Open 24/7 for designated purpose	Active travel within or through campus	Public
Walkways/Path ways		6:00 AM - 12:00 AM	Travel within or through campus	Limited
All other non-specified lawns and vegetation areas		6:00 AM - 11:00 PM	Authorized student, employee, and public events/activities, non-amplified speech and expression, and non-commercial activities, and authorized commercial activities	Public
Weill Lawn/Service Areas (During scheduled events)		During events, ticketed/ authorized guests only;	Guest seating and services during events/performances	Limited
Weill Lawn/Service Areas (Non-event times)		6:00 AM - 11:00 PM	Recreation, leisure, event support services	Limited
Weill Hall back of house/parking area		Authorized Personnel Only	Special event parking and loading	Limited
Butterfly Garden		6:00 AM - 11:00 PM	Recreation, leisure, instruction, research	Limited
Copeland Creek pathway		6:00 AM - 11:00 PM	Travel within or through campus	Limited

Commencement lawn and Arbor and lakes		6:00 AM - 11:00 PM	Recreation, leisure, authorized student, employee, and public events/activities, non-amplified speech and expression, and non-commercial activities, and authorized commercial activities	Limited
Tennis Courts		Reservation only	Athletics, recreation	Limited
Recreational/Practice Fields		6:00 AM - 11:00 PM	Athletics, recreation	Limited
Soccer Field		During sanctioned activities only	Soccer practice and games only	Limited
Softball Field		During sanctioned activities only	Softball practice and games only	Limited
Observatory		Authorized personnel and guests only	Instruction, research, scheduled events	Limited
Seawolf Plaza		6:00 AM - 11:00 PM	Recreation, leisure, authorized student, employee, and public events/activities, non-amplified speech and expression, and non-commercial activities, and authorized commercial activities	Public
Stevenson/Darwin Quad		6:00 AM - 11:00 PM	Recreation, leisure, authorized student, employee, and public events/activities, non-amplified speech and expression, and non-commercial activities, and authorized commercial activities	Public
Main Quad		6:00 AM - 11:00 PM	Recreation, leisure, authorized student, employee, and public events/activities, non-amplified speech and	Public

			expression, and non-commercial activities, and authorized commercial activities	
Person Lawn		6:00 AM - 11:00 PM	Recreation, leisure, authorized student, employee, and public events/activities, non-amplified speech and expression, and non-commercial activities, and authorized commercial activities	Public
Frisbee Golf Course		6:00 AM - 11:00 PM	Recreation, leisure, frisbee golf	Public
Schulz Lawn		6:00 AM - 11:00 PM	Recreation, leisure, authorized student, employee, and public events/activities, non-amplified speech and expression, and non-commercial activities, and authorized commercial activities	Public
South Lawn		6:00 AM - 11:00 PM	Recreation, leisure, authorized student, employee, and public events/activities, non-amplified speech and expression, and non-commercial activities, and authorized commercial activities	Public

### Scheduling and Registration Procedures

Any university spaces eligible for reservation may be reserved with the assistance of Conference and Event Services, who may refer requesters to campus partners, if applicable. For more information on space reservations, visit <https://ces.sonoma.edu/>, email [reservations@sonoma.edu](mailto:reservations@sonoma.edu), or call (707) 664-4091.

## **Activities and Uses on University Property Requiring Written Permission**

Anyone intending to utilize campus grounds, facilities, or services for any activity should consult with Conference and Events Services and applicable [University Policies](#) to determine if specific activities require expressed consent of the university and/or the application of specific procedures or restrictions prior to undertaking such activities.

## **Educational Programs and Activities to Support the Balance Between Free Speech Activities, Educational Mission, and Student Safety**

Sonoma State University is committed to enhancing the quality of life for all constituents and supporting an environment that encourages academic freedom and the safe exchange of ideas.

The University offers a wide range of student services and co-curricular programs and activities to support our goals of student satisfaction, retention, and graduation. We encourage you to become familiar with the [services and programs](#) that may enrich the college experience.

On Sonoma State's intellectually and culturally diverse campus, freedom of speech provides all members the opportunity to learn, grow and contribute to our shared mission to create a more just, free and prosperous world. But translating theoretical principles into real-world practice can be complicated and challenging, particularly if different members of our community have conflicting opinions, as they inevitably will. Sometimes freedom of speech will bring forward strong emotional responses. However, whether the statements are popular or unpopular, agreeable or offensive, freedom of speech is a fundamental, protected right.

Freedom of speech plays a valuable role in the experience of being at Sonoma State University. We encourage students, faculty, and staff to express their views, debate issues, get involved, and make change in a productive manner. An active, vocal, and engaged community is a keystone of university life. We have prepared an [FAQ](#) to assist with understanding and provide resources around free speech. For additional resources on Academic Freedom, we encourage you to consult AAUP's website, "[Advancing Academic Freedom](#)," which includes a number of resources and defines both academic freedom and academic responsibility, and Sonoma State's [policy on academic freedom](#).

## **Resources for Mental Health and Trauma Support for Employees and Students**

Sonoma State University promotes and prioritizes the health, safety and personal wellness of our campus community. We educate our campus community on safety practices that will help to prevent and prepare for future emergencies. We work to create safe and inclusive programming through which our community can ask questions, seek guidance and access critical resources. More information can be found at our [SAFESSU](#) website.

Additionally, the following resources are available for employees and students seeking mental health support related to issues of free speech impacts or other personal issues.

[Counseling and Psychological Services](#) are available for any student seeking support at 707-664-2153. A [Confidential Advocate](#) is also available at 707-664-2698. Our Employee Assistance Program, [LifeMatters](#) by Empathia, is available as a support resource for staff and faculty at 1-800-367-7474.

## Recognized Student Organizations

Recognized student organizations are subject to all university policies and additional guidelines for events and activities. Recognized student organizations, including clubs, sports clubs, and fraternities and sororities, should contact the Office for Student Involvement for more information.

## General Information

General club resources and policies:

<https://getinvolved.sonoma.edu/recognized-student-organizations/resources>

Fraternity and Sorority specific resources and policies:

<https://getinvolved.sonoma.edu/recognized-student-organizations/fraternity-and-sorority-life/resources-and-policies>

## Standards for Student Organization Conduct

Policies have been developed to provide a safe, educational and enjoyable environment for students, faculty and staff. Violation of these policies may result in disciplinary action taken against the participant and/or the club/organization.

### Title V - Standards for Student Conduct

ALL students are still subject to adhere to the [Title V California Code of Regulations](#).

[CSU Executive Order No. 1068](#) (supersedes CSU Executive Order No. 1006)

This executive order EO 1068 develops and communicates system wide policies, procedures and/or guidelines for student organizations and activities.

Student Involvement Advisors collect student organization rosters and verifies member and officer eligibility each semester. Students who do not meet the minimum eligibility requirements are not permitted to serve as members or officers of the group. Student organizations should review the member eligibility policy.

### CSU Executive Order 1068: Non-Discrimination & Open Membership

As a condition of recognition, all student organizations must comply with the California State University's non-discrimination and open membership policies outlined in this executive order.



**Non-discrimination:** No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or other university living groups.

**Open membership:** No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at that campus, except that of a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership.

### **Student Organization Rules and Responsibilities**

Student clubs/organizations at Sonoma State University shall complement the mission of the University and enhance the educational experience for students. Clubs/organizations will be held responsible for actions of the group membership, guests and individuals. A club/organization is responsible for its own actions.

The club/organization will be held responsible:

- When the club/organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation; improper organizational registration of activities for which registration and/or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities and equipment; violations of University regulations on the use of alcohol; misrepresentation of the club/organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to clubs/organizations.
- When the club/organization's purpose is not compatible with the educational purposes of the University.
- When the club/organization has engaged in financial mismanagement or conducted activities that are in violation of University regulations and/or local, state and federal laws.
- When a club/organization or an affiliated University group is charged with a violation of the Student Code of Conduct, the presiding officer or individuals affiliated with the group shall be required to participate in proceedings conducted by the Dean of Students office under this Code as representatives of the group.
- When one or more officers refuses or neglects to perform duties outlined in the club/organization's constitution or Student Code of Conduct.

### ***Club Review, Revocation and Suspension***

Where the University alleges that the club/organization, its officers or its individual members have failed to comply with the requirements for maintaining recognition, the University may follow established procedures to conduct an investigation and render sanctions, or conduct an administrative review and take summary action as it deems appropriate under the circumstances, or utilize other disciplinary policies and procedures as established with respect to student organizations.

The University may elect, in lieu of revoking recognition, to impose educational and/or punitive measures against the club or organization and/or its officers, including but not limited to academic probation or expulsion.

A club/organization whose recognition/registration is suspended loses the opportunity to use the name of the University, to use University bulletin boards and facilities, to schedule activities on campus, and other privileges enumerated as established by the University. A suspended organization must continue to comply with those requirements stipulated. Failure to do so will prevent the organization from having recognition reinstated.

### ***Shared Responsibility for Infractions***

Students and their club/organization may be held responsible for the conduct of their guests while on University premises, at University-sponsored or supervised activities, and at functions sponsored by any club or organization.

### ***Application of This Code***

The Office of Student Conduct will exercise jurisdiction over recognized student organizations and member conduct, including fraternities, sororities and club sports. Action by the Office of Student Conduct does not preclude action by one of the three Greek Councils, or other governing bodies.

Sanctions may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, community service, restitution for losses caused, and/or educational sanctions.

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 Code, 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.

The Office of Student Conduct has responsibility for adjudicating cases based on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint. When the Office of Student Conduct receives a report of a student organization's alleged misconduct, an investigation will occur, and if warranted, the office will send the President of the student organization a letter to schedule an informal conference as well as to notify the President of the alleged charges. The Student Conduct Administrator will meet with the president of the

organization to discuss the allegations. In the meantime, the Student Involvement staff may meet with the organization president to inform of and offer guidance through the process. If the organization is found responsible for the alleged misconduct, the President will be issued a sanction. The President may file an appeal of the sanction to the Dean of Students within five business days of the notice of sanction.

The president of the organization will be notified of the final decision within 10 working days. It is the president's right to accept or reject the sanction. An appeal may be filed for an alleged due process violation or the sanction was too excessive for the offense.

### ***Clubs and Organizations Conduct Review Process***

1. Student Involvement or Dean of Students Office is notified of a potential violation
2. The Student Conduct Administrator (SCA) sends an email to the President of the organization informing of alleged misconduct and a request to meet to discuss allegations and the investigation/adjudication process.
3. The National and/or Regional Leadership and/or Campus Advisor of the organization is contacted via email and phone to be notified of alleged misconduct and investigation/adjudication process.
4. Investigation meetings are scheduled with members and/or witnesses and the investigators (trained professional staff) designated by the SCA regarding the alleged misconduct.
5. A determination is made by the SCA based on the preponderance of evidence and submitted to Student Involvement and the Dean of Students (DOS) for review.
6. The SCA will provide a sanction recommendation to the DOS if found responsible for a violation.
7. Upon approval of the sanction by the DOS, A meeting is scheduled with the SCA and President of the organization to deliver the formal conduct outcome letter and discuss sanctions if applicable. Letter is also sent via email to National and/or Regional Leadership Contact, and/or Campus Advisor.
8. If the organization is a Fraternity or Sorority, Chapter sanctions are published on the Student Involvement FSL webpage.
9. Individual member misconduct allegations are processed at the end of chapter investigation (standard Student Conduct process) using the standards established through Executive Order 1098.

### ***Unacceptable Student Organization/Member Behaviors***

The following behavior is unacceptable and subject to disciplinary sanctions:

#### **Aiding and Abetting:**

- A student organization that assists a group that has lost University recognition, or facilitates the existence of a group that does not have University recognition,
- A student organization aiding and abetting another person or group in violation of a University policy or procedure or local, state, or federal law,
- Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

## Alcohol:

- A copy of the University's Alcohol Policy shall be provided to each student organization president and must be followed.
- The University's Alcohol Policy is in compliance with California Law, which prohibits the sale or giving of any alcoholic beverage to any person under the age of 21. Student organizations are in violation of University policy if any individuals under the age of 21 are in possession of alcoholic beverages at an activity sponsored/hosted by the student organization and/or if intoxicated individuals consume alcohol.
- All student organization presidents must sign an agreement to abide by and uphold the University's Alcohol Policy as well as present an alcohol awareness program to their organizations or arrange for an alcohol awareness program approved by the Committee for Alcohol or Other Drugs. Student organizations sponsoring events are responsible for following the appropriate procedures to prevent underage drinking, including providing alternatives to alcohol.
- Fraternities and Sororities both have additional Bylaws regarding Alcohol and Title IX

## Damage to Property

- Willful or careless destruction, defacement of, or tampering with University property, or the property of others.

## Discrimination

- Discrimination is prohibited on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other university living groups.

## Disorderly Conduct

- Any offensive or disorderly act or display which interferes with the rights of others,
- Harassment, threats, physical abuse, intimidation or the threat of physical abuse, including bias-related incidents.
- Excessive noise which is disruptive to the campus or surrounding community

## Drugs

- 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,

- Sponsoring/hosting an activity at which substances noted above are used.

#### Endangerment

- Reckless or intentional acts which endanger the welfare of group members or others as well as compromising the security measures of the campus.

#### Failure to Comply

- Failure to comply with the directions of University officials acting in the performance of their official duties,
- Resisting or obstructing University officials acting in the performance of their official duties,
- Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities and sororities, as outlined in the Student Organizations Handbook,
- Failure to follow all policies and procedures established by the University pertaining to club sports, as outlined in the Club Sports Handbook.

#### False Alarms and Fire Safety

- Initiating false fire alarms or tampering with fire alarm devices or fire equipment.

#### Falsification of Information

- Willful falsification of information on University records, to University officials, or to local government officials,
- Willfully providing false information for the purpose of obtaining services, (C)Unauthorized presentation of oneself and one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods or services,
- Possession, manufacture or distribution of false or altered instruments of identification,
- Initiating or causing to be initiated any false report, warning or threat.

#### Firearms, Fireworks, Weapons and Explosives

- It is prohibited to carry or contain Firearms, ammunition, switch-blade knives, dirks, daggers (knives with more than one edge sharpened), ice picks, and any non-culinary knife with a blade longer than 2 1/2", bow & arrows, swords, nunchaku, metal knuckles, belt buckle knives, billy clubs, slingshots, air-powered (airsoft) replica guns, BB devices/guns, spot markers or paintball guns, laser guns, stun guns, Tasers®, and less lethal weapons. For additional guidance see the following: California Penal Code §626.9, 626.10, 12001, 12020, 12601, 12650, 17235; University Code Rules and Regulation § 5000,5005; California Code of Regulations Title 5 §41301.
- Possession or use of fireworks on campus or at group sponsored events off-campus.

## Guests

- Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s).

## Harassment and Abusive Behavior

- 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 is prohibited.

## Hazing

- Hazing in every form, or conspiracy to haze is prohibited. Sonoma State University takes a zero tolerance approach to hazing.
- Commission of hazing can be considered either a misdemeanor or a felony, punishable by up to one year in jail and up to a \$5000 fine. Participation in a hazing practice may result in both individual and organizational disciplinary action. Hazing is defined in Section 41301 of Title 5 of the California Code of Regulations as “any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily danger to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6) and in addition, any act likely to cause physical or mental harm, to any former, current, or prospective student of any school, community college, college, university, or other educational institution; the term ‘hazing’ does not include customary athletic events or school sanction events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.”

The following non-exhaustive list of activities meet this criterion; accordingly, they are considered forms of hazing:

- Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress,
- Abduction or involuntary transportation of individuals or leaving individuals at off-campus locations and requiring them to find their way home,
- Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids,

- Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage; or any items individually or in combination that may or could induce vomiting, psychological abuse and/ or humiliation,(E) Requiring individuals to walk, march, or run in single file against their will.
- Dress in revealing, embarrassing, or uncomfortable clothing or any type of uniform, (G)Exposing individuals to extremely uncomfortable or dangerous environments (e.g., too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger, (H)Intense interrogation of pledges; name calling or screaming at individuals and/or prolonged periods of enforced silence or use of gags,
- Requiring individuals to perform any act(s) which are construed to be humiliating or degrading in nature,
- Inability to talk to members of the opposite gender,
- Peer pressure to engage in activities against the individual's will,
- Carrying or wearing any item(s) setting pledges/new members apart from the members. It is acceptable for new members to wear a pledge pin; however, it should be noted that members also have membership badges/pins that should be worn simultaneously,
- Forced servitude such as shining shoes or boots; cleaning rooms, apartments, houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members; requiring individuals to purchase items or services for other members,
- Required activities that are prohibited by law or University policy or procedure, such as trespassing, stealing of any item(s), including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior,
- Requiring activities that interfere with academic studies, assignments, or classes such as awakening individuals in the night for organizational activities, interfering with normal sleep or study schedules, food or sleep deprivation; requiring "take home" assignments that interfere with academic work; serenading or addressing houses/apartments. At no time may a group violate the City noise ordinance.

### Misuse of Computer Facilities or Resources

The following behaviors pertaining to misuse of computer facilities or resources are prohibited.

- Unauthorized entry into a file, for any purpose,
- Unauthorized transfer of a file,
- Use of another's identification or password,
- Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community,
- Use of computing facilities and resources to send obscene or intimidating and abusive messages,
- Use of computing facilities and resources to interfere with normal University operations,

- Use of computing facilities and resources in violation of copyright laws. Downloading of any copyright protected material, including literary works, musical works, dramatic works, graphic art works, sound recordings, motion pictures, pictorials, and software is prohibited,
- Violation of a campus computer use policy.

#### Obstruction of University Activities:

- Behavior which disrupts or interferes with normal University or University sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, University administration, public safety, fire, police or emergency services, or other authorized activity. Such behavior includes abridgement of rights to freedom of speech and expression.

#### Pledging and New Member Intake

- Student organizations that are not in compliance with pledging/new member education requirements as outlined in their local and national constitutions and/or by-laws.

#### Risk Management of Events

- Failure to adhere to event start and end times
- Failure to adhere to guest lists
- Failure to check identification.
- Failure to provide adequate Security Officer coverage
- Failure to complete disclosure of all marketing materials, along with how and where distributed

#### Sexual Misconduct

- Sexual misconduct includes but is not limited to, sexual activity forced on another person against his or her will, either by physical or psychological force. Sexual misconduct also includes sexual harassment, obscene phone calls, and indecent exposure.

#### Theft

- Theft of property or services on the University campus or at sponsored events,
- Removal of University property from common use areas,
- Removal of books or other items from University facilities without following prescribed procedures,
- Possession of property illegally procured is prohibited.

#### Trespass

- Entering any University facility, except in accordance with established policies and procedures.

#### Use of the University Name



- Use of the name or marks (logo, seal, graphics, etc.) of the University is prohibited, unless specifically authorized in writing by the President of the University, or designated representative.

Violation of Student Organization Conduct Procedures and Sanctions including:

- Falsification, distortion, or misrepresentation of information related to a discipline matter,
- Disruption or interference with the orderly progress of a student organization discipline proceeding,
- Initiation of a student organization discipline proceeding in bad faith,
- Attempting to discourage another from participating in the student organization discipline matter,
- Attempting to influence the impartiality of any participant in a student organization discipline matter,
- Verbal or physical harassment or intimidation of any participant in a student organization discipline matter,
- Failure to comply with the sanction(s) imposed under a student organization discipline proceeding which may result in further disciplinary action and/or additional sanction(s).
- Violations of Civil or Criminal Law
- Student organizations in violation of local, state or federal law are in violation of the University Code of Conduct. University sanctions for such violations may be imposed independent of and prior to the disposition of any legal proceeding in a civil or criminal justice case.

Executive Order 1098: Student Conduct Process

<https://calstate.policystat.com/policy/14075291/latest>

Title V Student Conduct SSU Student Conduct Process:

[https://studentaffairs.sonoma.edu/sites/studentaffairs/files/u85/student\\_conduct\\_system\\_at\\_ssu.pdf](https://studentaffairs.sonoma.edu/sites/studentaffairs/files/u85/student_conduct_system_at_ssu.pdf)

### Reporting Violations

- To report student conduct violations:  
[https://cm.maxient.com/reportingform.php?SonomaStateUniv&layout\\_id=10](https://cm.maxient.com/reportingform.php?SonomaStateUniv&layout_id=10)
- To report hazing by Recognized Student Organizations:  
[https://cm.maxient.com/reportingform.php?SonomaStateUniv&layout\\_id=2](https://cm.maxient.com/reportingform.php?SonomaStateUniv&layout_id=2)
- To report report sexual misconduct, sexual assaults, sexual harassment, and or discrimination:  
[https://cm.maxient.com/reportingform.php?SonomaStateUniv&layout\\_id=1](https://cm.maxient.com/reportingform.php?SonomaStateUniv&layout_id=1)