

Critical Policies for Student Organizations

University policies of particular importance to student organizations are summarized in this section. More extensive listings of University policies are available for your reference in the **Stanford University Bulletin** and the **Administrative Guide**.

The Fundamental Standard

The Fundamental Standard has set the standard of conduct for students at Stanford since 1896. It states in part:

Students at Stanford are expected to show both within and without the University such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University.

Over the years, the Fundamental Standard has been applied to a great variety of situations involving students involved in student groups. Examples of situations that could be reported to Judicial Affairs for investigation as possible violations are:

- Forging signatures on Purchase Orders, Check Requests, Journal Transfers, Payroll Requests and other University forms
- Deliberately listing a non-student as an Authorized Representative or Financial Officer
- Issuing invalid Purchase Orders to vendors
- Signing the name of another Stanford student on behalf of the organization without specific prior consent

The Office of Student Activities and the ASSU have the responsibility to take administrative action against individuals and/or organizations that violate University and ASSU regulations. Such actions may include refusal to register the organization, resulting in loss of access to University services, or referral to Judicial Affairs for possible disciplinary action.

Campus Disruption

The rights of free speech and peaceable assembly are fundamental to the democratic process, and the University firmly supports the rights of members of the community to express views or protest against action and opinions with which they disagree.

All community members also share a concurrent obligation to maintain a campus atmosphere conducive to scholarly pursuits, to preserve the dignity and seriousness of University ceremonies and public exercises, and to respect the rights of all individuals.

The Policy on Campus Disruption is intended to reconcile these objectives. The full policy is available **online** (see page 7 of this online bulletin) or from the Office of Student Activities **here**. In brief, it states that persons or groups cannot:

- Prevent or disrupt University functions or activities (such as lectures, meetings, interviews, ceremonies, the conduct of business in a University office and public events)
- Obstruct the legitimate movement of any person about the campus or in any University facility

- Refuse to leave a University facility when asked to do so by an official
- Refuse to identify himself or herself when requested to do so by campus police or a University official

Partisan Political Activities

Federal and state laws that govern the University as an educational trust and tax-exempt institution, and concern for the proper role the University plays in society, limit the partisan political activities that can take place in Stanford facilities or with Stanford support. These limitations in no way inhibit the expression of personal political views by any individual in the University community.

Permitted political activities include:

- Use of designated "free speech" places, such as White Plaza, for information tables or speeches
- Intermittent use of facilities for meetings or public events, including speeches by political candidates
- Anything done as individuals (e.g., working for campaigns, endorsements, etc.)

Prohibited political activities include:

- Using University facilities or receiving University support, except as listed above
- On-campus soliciting of funds for candidates
- Use of Stanford name and seal; on-campus addresses; and nonresidential telephones, services, equipment or personnel
- Using a student organization name to endorse a candidate
- Payment of fees to candidates.

Because the laws relating to political activities are complex, all groups bringing political candidates to campus must contact the Office of Student Activities well in advance of the event (see also **Administrative Guide Memo 15.1** (PDF)).

Commercial/Corporate Support (Unrelated Business Activity)

Stanford's resources support the University's missions of creation, preservation and dissemination of knowledge. The University's assets must be preserved for these purposes, and not for the personal gain of individuals' or outside parties' uses that do not further Stanford's academic objectives. The University receives frequent requests for access to its resources by outside entities, typically in exchange for some form of compensation to Stanford. Many of these, if granted, would constitute unacceptable business activities.

Student groups *must* consult the Office of Student Activities before engaging in any agreements or plans for sales, fundraisers or commercial/corporate sponsorships to ensure that they are in accordance with Unrelated Business Activity (see **Administrative Guide Memo 15.3** (PDF)).

Stanford Name

Registered student organizations in good standing are permitted to use the Stanford name and to identify themselves as affiliated with Stanford. However, the name "Stanford" and symbols associated with Stanford University are registered trademarks, protected by federal and state laws from unauthorized use. Any item offered for sale to the public bearing Stanford's trademarks must be licensed. The license protects Stanford's trademarks from inappropriate use; royalties from trademarks help fund student financial aid.

University departments, student organizations or individuals selling items bearing Stanford trademarks must acquire such items from a licensed supplier or be licensed if they are producing the items themselves. Camera-ready artwork of trademarks is provided with the License Agreement. Use of

Stanford trademarks on give-away items for promotional use also requires permission from the Office of Technology Licensing (OTL).

For most student groups, this policy applies to T-shirt sales for fundraising purposes (see page 17). Please contact Maria Gladfelter at 725-9410 with any questions or to obtain a list of vendors that are licensed to produce Stanford merchandise. (See also **Administrative Guide Memo 15.5**(PDF)).

High Risk Events

For liability reasons, Stanford University does not permit high risk activities (such as hang gliding, outdoor survival courses, advanced mountain climbing, hot air ballooning or rock climbing) to be held on Stanford land or to be sponsored by University schools, departments and student groups. Individuals wishing to organize such activities on their own may do so, but are not permitted to use the Stanford name with publicity or when dealing with vendors, participants or others. Groups must consult with appropriate departments when large, unusual or potentially risky events are planned. In organizing such events, the planner may be assuming responsibility for the safety of participants and might be held personally liable in case of accidents.

Public and Invitation Events

All campus meetings are considered public events unless declared an invitation event at the time the facility is reserved and on all announcements of the meeting. A "public event" is defined as one where all who wish to attend may do so, including the press and members of the general public. An "invitation event" is defined as one where attendance is limited to the sponsoring organization and specifically invited guests.

Hazing

Hazing is prohibited by state law and University policy. Hazing is defined as any activity that has potential to cause or actually causes bodily harm, harassment, fear or ridicule. It includes any situation in which students or University community members are expected to commit an unlawful act, violate the Fundamental Standard or breach University policy. Consequences of hazing can result in separation of individuals from the University and/or loss of housing privileges or recognition of student organization status. Specific examples of hazing are available on the OSA website. Consult with staff in Residential Education or the Office of Student Activities if you have any questions.

Local Autonomy

Some organizations are affiliated with regional or national organizations and occasionally off-campus co-sponsors. However, as Stanford student organizations, all decision-making control must reside locally. The University expects that Stanford students will lead all organizational decision-making and be locally autonomous.

Copyright

A copyright is the set of exclusive legal rights that authors have to protect how their work is used. These rights include copying, distributing or performing any part of the work. An author's rights begin when a work is created and considered copyrighted even without a copyright mark.

All student organizations must adhere to copyright law for such activities as showing a movie, producing a play, playing audio recordings or reprinting pieces from published works, including photographs. The Office of Student Activities can assist you with any questions you may have regarding copyright policy.



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