

Center for Student Programming, Fraternity & Sorority Relations

UCLA
GREEK HANDBOOK



2005-2006

ΑΒΓΔΕΖΗΘΙΚΛΜΝΞΟΠΡΣΤΥΦΧΨΩ

105 Kerckhoff Hall ■ (310) 825-6322 ■ www.greeklife.ucla.edu

**The University of California
Statement of Non-Discrimination**

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam Veteran or special disabled Veteran.

This non-discrimination policy covers admission, access, and treatment in University programs and activities. Relative to student involvement and organizations, this non-discrimination policy covers organization membership, access to organization programs and activities, and the general treatment of members in the organization.

INTRODUCTION

UCLA GREEK HANDBOOK

2005 - 2006

Dear Fraternity/Sorority President or Chapter Advisor:

The UCLA Greek Handbook is designed to assist you and your organization as an Officially Recognized student organization. You will find many helpful items as well as excerpts from California Statutes and UCLA Policies for quick reference.

This handbook is a supplement to many existing policies and handbooks, and should be used in conjunction with various rules and regulations pertaining to registered organizations. The following information is available in the Center for Student Programming, Fraternity & Sorority Relations, the Dean of Students Office, or can be found electronically through the web pages highlighted below.

On-line Access:

- ***FSR Address:*** **www.greeklife.ucla.edu**

- ***CSP Address:*** **www.studentactivities.ucla.edu**

- ***DOS Address:*** **www.deanofstudents.ucla.edu**

- ***POLICIES:*** **http://www.saonet.ucla.edu/campus_regs**

Applicable Rules & Regulations:

- *UCLA Regulations on Activities, Registered Organizations, and Use of Properties*

- *University of California Policies Applying to Campus Activities, Organizations, and Students*

- *UCLA Student Conduct Code*

- *Peer Harassment and Intimidation at UCLA*

- *Greek Governing Councils' Constitution, Bylaws, and/or Rules.*

Should you need assistance with any of the information provided, feel free to contact your Advisor within Fraternity & Sorority Relations.

Have a great year!

UCLA GREEK HANDBOOK

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Alpha Delta Pi
Alpha Epsilon Phi
Alpha Gamma Epsilon
Alpha Omega Alpha
Alpha Phi
Alpha Phi Omega
Asian Greek Council (AGC)
Chi Alpha Delta
Chi Omega
Delta Delta Delta
Delta Gamma
Gamma Phi Beta
Kappa Alpha Theta

Kappa Delta
Kappa Kappa Gamma
Kappa Psi Epsilon
Lambda Phi Epsilon
Lambda Sigma Gamma
Omega Sigma Tau
Order of Omega
Panhellenic Council
Phi Sigma Rho
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Beta Theta Pi
Delta Kappa Epsilon
Delta Phi Beta
Delta Sigma Phi
Delta Tau Delta
GAMMA
GASA
Interfraternity Council (IFC)
Phi Kappa Psi

Pi Kappa Alpha
Pi Kappa Phi
Sigma Alpha Epsilon
Sigma Alpha Mu
Sigma Chi
Sigma Nu
Sigma Phi Epsilon
Sigma Pi
Sigma Pi Beta
Theta Chi
Triangle
Zeta Beta Tau
Zeta Psi
Zeta Phi Rho

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Gamma Zeta Alpha
Lambda Theta Nu
Latino Greek Council (LGC)
Multi-Interest Greek Council (MIGC)

Nu Alpha Kappa
Phi Lambda Rho
Sigma Lambda Gamma

SERVICES PROVIDED BY FRATERNITY & SORORITY RELATIONS

Involvement in fraternity and sorority activities offers an opportunity to experience personal growth and provides an outlet for the practical application of classroom theories, concepts and principles to actual life situations. The UCLA Center for Student Programming, Fraternity & Sorority Relations both sponsors and advises the men's and women's Greek-letter social organizations, their representative councils, and affiliate organizations which are officially recognized by the University of California, Los Angeles.

Fraternity & Sorority Relations, as a unit of the Center for Student Programming, serves as the University liaison for affiliated member chapters and the collective Fraternity and Sorority Community. The office provides a central location for the dissemination of information and guidance to the approximately sixty (60) Greek-letter social organizations on campus and is a place for students to receive counseling, advice, and program assistance. Services provided to the Greek community by Fraternity & Sorority Relations include:

CHAPTER OPERATIONS AND PROGRAM ADVISEMENT

- Assisting, counseling, and providing referrals and resources in the areas of chapter development and programming, leadership, community outreach and service, risk management and personal safety, etc.
- Providing scholastic information and assistance to those fraternity and sorority chapters who request it.
- Providing access to new student admits for the purposes of membership outreach and recruitment.
- Assisting chapters with House Directors/Resident Advisors with information referrals, resources, and procedures regarding programming, safety, and University policies.
- Assisting with advisement of alumni Chapter Advisors, Corporation Board Members, etc., in the areas of University policies and providing effective strategies for chapter advisement.
- Providing advisement to each chapter in the areas of governance; judicial concerns; University policies; state and municipal law as they relate to membership activities; educational and social programming; general fiscal matters; fire and safety codes, etc.
- Providing electronic mail, web hosting services, comprehensive web-based communication, and assistance in identifying technical resources or services to fraternity and sorority chapters.
- Assisting in the ongoing interaction within and among the men's and women's Greek-letter social organizations, the University community, and the neighboring community.
- Providing access to University facilities for meetings and programs, and assisting with campus program funding resources and information.

CAMPUS RULES AND REGULATIONS

- Assistance to groups with interpretation of rules and regulations that apply to campus activities and chapter sponsored activities.
- Facilitating educational programming to assure compliance with University policies, state and municipal law when necessary.

COUNCIL AND SUB-GROUP ADVISEMENT

- Providing advisement to the established student-run governing councils as well as their Executive Boards, associated committees, and members in the areas of University procedures and policies, programming, judicial affairs, etc.
- Assistance and counsel to affiliated organizations such as UCLA's Chapter of GAMMA (Greeks Advocating the Mature Management of Alcohol), GASA (Greeks Against Sexual Assault), and the Order of Omega.

INDIVIDUAL COUNSELING

- Providing referrals, resources and counseling in areas of personal development, safety, alcohol and substance use and abuse, stress, eating disorders, etc.

UCLA FRATERNITY & SORORITY ORGANIZATIONS

Asian Greek Council (AGC) men's fraternities and women's sororities			
The AGC is comprised of four historically Asian-founded organizations. The council serves as the governing body, which carries on a tradition of serving Asian American students and the community. The organizations exist with the pursuit of encouraging and supporting members of Asian ancestry toward cultural fulfillment and exploration, as well as creating greater awareness and inclusion of the student body.			
Chi Alpha Delta <i>Sorority</i>	ΧΑΔ	Omega Sigma Tau <i>Fraternity</i>	ΩΣΤ
Lambda Phi Epsilon <i>Fraternity</i>	ΛΦΕ	Theta Kappa Phi <i>Sorority</i>	ΘΚΦ
Interfraternity Council (IFC) men's fraternities			
The IFC serves as the governing body of inter/national and local member fraternities. As an affiliate of the North-American Interfraternity Conference, the council is part of a nationwide network reaching over 800 universities. The IFC works to assist and strengthen fraternities individually and collectively, develops policy, promotes educational programming, coordinates community service efforts, and furthers intellectual accomplishment and scholarship.			
Alpha Epsilon Pi	ΑΕΠ	Sigma Alpha Epsilon	ΣΑΕ
Alpha Gamma Omega	ΑΓΩ	Sigma Alpha Mu	ΣΑΜ
Alpha Tau Omega	ΑΤΩ	Sigma Chi	ΣΧ
Beta Chi Theta	ΒΧΘ	Sigma Nu	ΣΝ
Beta Theta Pi	ΒΘΠ	Sigma Phi Epsilon	ΣΦΕ
Delta Kappa Epsilon	ΔΚΕ	Sigma Pi	ΣΠ
Delta Sigma Phi	ΔΣΦ	Theta Chi	ΘΧ
Delta Tau Delta	ΔΤΔ	Triangle	
Phi Kappa Psi	ΦΚΨ	Zeta Beta Tau	ZBT
Pi Kappa Alpha	ΠΚΑ	Zeta Psi	ZΨ
Pi Kappa Phi	ΠΚΦ		
Latino Greek Council (LGC) men's fraternities and women's sororities			
The LGC is the umbrella organization for Latino Greek-letter fraternities and sororities. The council is formed to promote positive interfraternal relations, communication and development of all member organizations through mutual respect, leadership, honesty, professionalism and education. Striving to make the campus conscious of Latino Greeks, while outreaching to and assisting the surrounding communities is a prominent goal of the LGC.			
Gamma Zeta Alpha <i>Fraternity</i>	ΓΖΑ	Phi Lambda Rho <i>Sorority</i>	ΦΛΡ
Lambda Theta Nu <i>Sorority</i>	ΛΘΝ	Sigma Lambda Gamma <i>Sorority</i>	ΣΛΓ
Nu Alpha Kappa <i>Fraternity</i>	ΝΑΚ		
Multicultural Greek Council (MGC) men's fraternities, women's sororities, and co-ed organizations			
The MGC is comprised of cultural-based and special-interest fraternity and sorority organizations. These Greek chapters are formed to develop a cultural support network, advance social action and service within their specific communities, and bring the concepts of friendship and camaraderie together with a particular ethnicity, interest, or academic focus. Chapters are formed on such principles as academic advancement, campus involvement, social and recreational involvement.			
Alpha Delta Chi <i>Sorority</i>	ΑΔΧ	Lambda Sigma Gamma <i>Sorority</i>	ΛΣΓ
Alpha Epsilon Omega <i>Fraternity</i>	ΑΕΩ	Phi Sigma Rho <i>Sorority</i>	ΦΣΡ
Alpha Gamma Epsilon <i>Co-ed Fraternity</i>	ΑΓΕ	Sigma Delta Sigma <i>Sorority</i>	ΣΔΣ
Alpha Phi Omega <i>Co-ed Fraternity</i>	ΑΦΩ	Sigma Pi Beta <i>Fraternity</i>	ΣΠΒ
Alpha Omega Alpha <i>Sorority</i>	ΑΩΑ	Tau Theta Pi <i>Sorority</i>	ΤΘΠ
Delta Phi Beta <i>Co-ed Fraternity</i>	ΔΦΒ	Zeta Phi Rho <i>Fraternity</i>	ZΦΡ
Kappa Psi Epsilon <i>Sorority</i>	ΚΨΕ		
National Pan-Hellenic Council (NPHC) men's fraternities and women's sororities			
The NPHC governs the historically African American national fraternities and sororities. The purpose of the NPHC is to maintain high positive standards for its member organizations and to ensure the perpetuation of the responsibility and privilege of engaging in appropriate service(s) to the African American community at UCLA as well as in the larger community.			
Alpha Kappa Alpha <i>Sorority</i>	ΑΚΑ	Kappa Alpha Psi <i>Fraternity</i>	ΚΑΨ
Alpha Phi Alpha <i>Fraternity</i>	ΑΦΑ	Sigma Gamma Rho <i>Sorority</i>	ΣΓΡ
Delta Sigma Theta <i>Sorority</i>	ΔΣΘ		
Panhellenic Council (PHC) women's sororities			
The Panhellenic Council is the governing body of inter/national sororities affiliated with the National Panhellenic Conference (NPC) as a nationwide network of women's sororities in North America. Panhellenic is established to further intellectual achievement and scholarship, promote intersorority relations, and to foster education and awareness of members.			
Alpha Delta Pi	ΑΔΠ	Gamma Phi Beta	ΓΦΒ
Alpha Epsilon Phi	ΑΕΦ	Kappa Alpha Theta	ΚΑΘ
Alpha Phi	ΑΦ	Kappa Delta	ΚΔ
Chi Omega	ΧΩ	Kappa Kappa Gamma	ΚΚΓ
Delta Delta Delta	ΔΔΔ	Pi Beta Phi	ΠΒΦ
Delta Gamma	ΔΓ		

**POLICY APPLYING TO OFFICIAL RECOGNITION OF MEN'S AND WOMEN'S
FRATERNITIES, AND OTHER SIMILAR ORGANIZATIONS
BY THE UNIVERSITY OF CALIFORNIA, LOS ANGELES
October 24, 2005**

I. GENERAL PROVISIONS

A. UCLA may officially recognize and assist men's and women's fraternities, and other similar organizations, hereinafter referred to as "fraternities," whose purposes and practices are, and remain, consistent with those of the University. University policy in respect to fraternities is in accord with Title IX of the Education Amendments of 1972, of the United States Civil Rights Act.

1. Official recognition of men's and women's fraternities may be conferred by the Center for Student Programming through Fraternity and Sorority Relations (CSP/FSR), which serves as the sponsoring University Unit for all recognized social fraternities.

a. Each fraternity is expected to maintain membership in one of the established governing councils, as applicable:

Asian Greek Council	Multi-Interest Greek Council
Interfraternity Council	Panhellenic Council
Latino Greek Council	UCLA Chapter of National Pan-Hellenic Council

b. Each fraternity seeking official recognition must be in good standing with its inter/national organization. All local and/or regional fraternities may be required, as a condition of recognition, to adopt standards equivalent to those of the appropriate inter/national organizations.

c. Ordinarily, the recognition process will occur on an annual basis at a time determined by CSP/FSR. In unusual circumstances, the University may review the status of an organization at any time prior to the annual recognition process. Unusual circumstances may include, but are not limited to: a recent history of repeated infractions of this Policy, or cases where a chapter is under sanction by its inter/national organization, governing council or the University.

2. Each fraternity seeking official University recognition must place a copy of its inter/national and local governing documents on file with CSP/FSR. These documents will be kept in confidence to the extent permitted by law. Groups previously identified to the University by their inter/national organizations as being strictly prohibited from filing their constitutive documents will provide them for review at the time of seeking Official Recognition, and will make them available to the University upon request at any future time. The governing documents shall include (if they exist):

Inter/National Constitution and Bylaws
Inter/National Standing Rules and Policies
Local chapter Bylaws, Operating Procedures, and Chapter Code of Conduct
Local Articles of Incorporation

Copies of the above documents, when revised, are to be promptly filed. Each fraternity must adhere to the provisions of its governing documents.

3. All officially recognized organizations are required to abide by all applicable University and governing council rules and regulations, including, but not limited to, the UCLA REGULATIONS ON ACTIVITIES, REGISTERED CAMPUS ORGANIZATIONS, AND USE OF PROPERTIES; UNIVERSITY OF CALIFORNIA POLICIES APPLYING TO CAMPUS ACTIVITIES, ORGANIZATIONS, AND STUDENTS; UCLA STUDENT ALCOHOL POLICY; UNIVERSITY POLICY ON THEME-BASED SOCIAL ACTIVITY; UCLA POLICY ON SEXUAL HARASSMENT.
4. Each fraternity shall comply with all applicable federal, state and local laws and ordinances. Particular areas in which compliance is expected include:

The use, service, and abuse of alcohol	Hazing
The use and abuse of narcotics or drugs	Noise control
Sexual harassment, assault, and abuse	
5. Each fraternity must conduct all recruitment programs and activities as alcohol-free events and may not include, in any form, the use, service, or consumption of alcohol.
6. Each fraternity must annually file a current certificate of liability insurance coverage with CSP/FSR. Organizations which do not have continuous year round coverage must file a certificate of insurance showing proof of liability coverage on an event-by-event basis.
7. A fraternity may use the name of the University only while it is officially recognized and only in connection with actions, activities, and programs which have the express prior approval of CSP/FSR.
8. Each fraternity shall undertake programs consistent with the organization's resources and primary goals, which contribute to: responsible social interaction, community relations, and service to the University and local community.
9. Each fraternity is expected to conduct its business practices in a lawful and ethical manner, maintaining fair personnel practices and conducting its fiscal affairs in accordance with generally accepted practices.
10. Each fraternity shall establish, maintain, and comply with a well-defined code of conduct, and shall ensure that all of its members have a working understanding of the code of conduct. The fraternity shall have an internal judicial system to enforce this code. The University must receive an annual copy of this code of conduct if it is not clearly included in the organization's constitution/bylaws.
11. Each fraternity shall establish and maintain a program for the academic advancement of each of its members and shall designate a person to maintain accurate membership rosters, receive chapter grade reports, and act as a liaison to CSP/FSR.
12. Each fraternity is required to have appropriate officers, representatives, or chapter membership attend educational programs, activities, and initiatives sponsored and coordinated by CSP/FSR. Fraternities may also be required to meet periodically with CSP/FSR.
13. Each fraternity shall be required to have and maintain an active Alumnus(a) Advisor and/or Advisory Board to assist with general chapter management and operations and act as a liaison to CSP/FSR.

14. The fraternity's facility (chapter house, residence, chapter room, lodge, or meeting area), if any, must be safe and provide a healthy living environment, including, but not limited to, adequate refuse collection, property upkeep and maintenance, and satisfaction of building and safety codes as required by local fire, health, and governmental agencies. This provision includes, but is not limited to, the requirement that appropriate government agencies (e.g., Fire Department, Department of Health Services) are asked to perform regular inspections on an annual basis and certify that each facility complies with applicable laws and regulations under their respective jurisdictions.
 15. The University may periodically require fraternities to demonstrate that the provisions of this policy have been met. However, the University assumes no responsibility or liability for enforcing compliance and such compliance is and remains the sole responsibility of each fraternity.
- B. Fraternities which agree to and abide by the aforementioned provisions and regulations for official recognition, and are in good standing (i.e., not subject to any sanction imposed by their inter/national organization, governing council or CSP/FSR which restricts eligibility), are eligible to receive the following services from the University:
1. An officially recognized fraternity may use the name of the University in connection with actions, programs, and activities which have the express prior approval of CSP/FSR. (See State of California Educational Code, Section 92000 and Presidential Policy to Permit Use of the University's Name.)
 2. Officially recognized fraternities may participate in all University sponsored programs and activities (e.g., Welcome Week, Recruitment Programs, Intramurals, Homecoming, Blue and Gold Week, Spring Sing, etc.) in the same manner as other registered organizations.
 3. Programs may be developed for assistance to fraternities in a variety of areas as requested (e.g., community relations, assistance in training and assessing Resident Advisor/House Director candidates, Chapter Advisor education workshops, House Corporation Board and other house employee related assistance).
 4. Educational programs may be developed to meet the needs and interests of fraternities, including: new member forums, risk management and social programming, leadership training and education, social issue awareness workshops, internal chapter operations and management, etc.
 5. Advice and counsel, as well as referrals and resources, will be offered in the areas of chapter development and programming, leadership development, personal safety and risk management, alcohol and substance use and abuse, sexual assault and abuse, stress management, eating disorders, etc.
 6. Additional assistance and counsel may be available in the areas of chapter governance; judicial concerns; interpreting University policies, procedures and regulations; providing information on state and municipal law as they relate to membership activities (e.g., hazing); educational and social programming; general fiscal matters; emergency preparedness, etc.
 7. Advice will be provided in the areas of University policy, procedures, and regulations as well as approvals in areas of policy, programming, and judicial affairs to officially recognized governing councils and such councils' executive boards/councils, associated committees, and affiliated sub-groups.

8. The University will provide access to campus facilities for meetings and programs and assist with campus program funding information and resources.
9. The University will provide electronic mail, web hosting services, comprehensive web-based communication, and offer assistance in identifying technical resources or services.
10. The University will provide, upon written request and approval and within applicable University policy and law, access to lists of new student admittees for the purposes of membership outreach and recruitment.
11. The University will provide, upon request and within applicable University policy and law, such services as maintaining membership records and computing fraternity grade point averages and standings.
12. Officially recognized governing councils may be eligible to share in the use of office space within CSP/FSR. Access to and use of other University facilities and/or services will be made available on the same basis and conditions as for other officially recognized organizations.

II. DISCIPLINARY PROCEDURES

- A. Discipline may be imposed upon a recognized fraternity in accordance with these procedures and following the filing of written charges with CSP/FSR alleging that the fraternity does not meet, or has violated, one or more of the applicable regulations set forth in this policy and/or the following University policies: UCLA REGULATIONS ON ACTIVITIES, REGISTERED CAMPUS ORGANIZATIONS, AND USE OF PROPERTIES; UNIVERSITY OF CALIFORNIA POLICIES APPLYING TO CAMPUS ACTIVITIES, ORGANIZATIONS, AND STUDENTS; UCLA STUDENT ALCOHOL POLICY; UNIVERSITY POLICY ON THEME BASED SOCIAL ACTIVITY; UCLA POLICY ON SEXUAL HARASSMENT.
- B. CSP/FSR is responsible for the administration of the discipline process. The University recognizes two formal disciplinary procedures: 1) Peer Review and 2) Administrative Review. Peer Review is conducted by the appropriate Council's Judicial Board as delineated in the council's governing documents. Judgments issued by the appropriate Council's Judicial Board will be reviewed and approved by CSP/FSR. Administrative Review is conducted by the Senior Associate Director, CSP, or designee. Further, CSP/FSR may conduct mediation or issue warnings in an effort to resolve complaints informally without resort to a formal adjudication process.
 1. ADMINISTRATIVE PROCESS:
 - a. Following the receipt of written charges, CSP/FSR will notify the President and Alumnus(a) Advisor (and, when appropriate, the inter/national executive office) of the accused organization that a complaint has been received. The President may be requested to meet with the Senior Associate Director to determine the next course of action.
 - b. In the event of a serious allegation which affects the health, safety, or security of the organization and/or the campus community, the University, preferably in conjunction with the inter/national fraternity, may impose suspension of all chapter activity, pending investigation. The governing Council having jurisdiction for the member organization(s) will be notified of any such suspension.
 - c. If further investigation into the complaint is needed, CSP/FSR may direct the appropriate Council's President to appoint a fact-finding board, according to the

internal appointment mechanisms of that Council. At the discretion of CSP/FSR, designated University official(s) and/or a third party may participate in or conduct the fact-finding process.

- d. The fact-finding board will gather information and evidence, and will produce a written report which details the information gathered, sets forth its findings of fact and recommended disposition of each allegation of the complaint. The fact-finding process will be conducted within a reasonable time frame established by CSP/FSR.
 - e. When a charge is sustained through fact-finding or admission of guilt, CSP/FSR has the authority to determine whether adjudication of the charge(s) will be heard by the appropriate Council's Judicial Board or conducted through an administrative review hearing under basic procedural standards of due process. Further, CSP/FSR, as the sponsoring unit, has the authority to advance a case into administrative review when a fraternity has a history of previous violations or consistently demonstrates a lack of substantial rehabilitative behavior.
 - f. CSP/FSR will notify, in writing, the President and Alumnus(a) Advisor of the accused organization with notice of the suspected violation, a general description of the facts, and its determination of whether the matter will advance through peer review or administrative review.
 - g. For administrative review, the President shall within ten (10) working days schedule and attend an administrative review hearing for adjudication of the matter. Peer review through a Council's Judicial Board will occur as delineated in the council's governing documents.
 - h. CSP/FSR will provide written notification of the disposition of the charges and any resulting sanction(s) imposed at the conclusion of the administrative review process to the President, the Alumnus(a) Advisor, and the inter/national executive office within ten (10) working days.
2. **SANCTIONS:** If it is determined that a fraternity does not meet, or has violated, one or more of the aforementioned standards and/or regulations, one or more of the following sanctions may be imposed:
- a. **WARNING:** Written notice to the fraternity that continued or repeated violations may be cause for further disciplinary action. Additionally, the warning will suggest a reasonable time frame for corrective action. If that action is not taken in the time frame by the fraternity, further sanctions may be invoked.
 - b. **PROBATION:** Probation will be for a specific period of time. It may include terms and conditions, including a time frame for corrective action by the fraternity. If any term or condition is not met in a timely fashion, further sanctions may be invoked.
 - c. **SUSPENSION OF OFFICIAL RECOGNITION:** The suspension shall be for a specific period of time during which all actions and activities of the chapter previously sponsored by the University may be suspended, and all University rights and privileges pertaining to official recognition may be revoked.

The undergraduate chapter, working with the local Alumni(ae) Advisory and/or Corporation Board, will be required to submit a written plan for corrective action to

be taken by the chapter in order to meet the standards established. Conditions may be placed upon the suspension.

- d. RESIDENT ADVISOR/HOUSE DIRECTOR: A fraternity which owns, rents, or leases a physical plant (chapter house) may be directed to employ a Resident Advisor/House Director following repeated behavior or incidents which are found to be in violation of this policy. Appointment of a Resident Advisor/House Director shall be for a minimum of one academic year, but implementation may be required at any time during the year. A review of the chapter's compliance with the provisions of this policy will be held within one academic year following such appointment. Resident Advisors/House Directors shall be in residence in the chapter house, residence, or lodge at any time when the facility is open and/or occupied. This includes the summer months and the quarter breaks when the chapter house, residence, or lodge is occupied by one or more persons. Resident Advisors/House Directors shall be the employees of each Chapter or Corporation Board. This sanction may be combined with any of those numerated above.
- e. WITHDRAWAL OF OFFICIAL RECOGNITION: (In the case of withdrawal of Official Recognition, such sanction must be specifically approved by the Assistant Vice Chancellor, Student & Campus Life.) Upon withdrawal of official recognition, the fraternity will lose all rights and privileges pertaining to such status including, without limitation, the right to participate in any University sponsored event as a fraternity.

3. APPEALS PROCESS:

- a. Judgments issued after administrative review may be appealed in writing to the Assistant Vice Chancellor, Student & Campus Life, within five (5) working days, with a copy to CSP/FSR. Where the recommended sanction is Withdrawal of Official Recognition, appeals may be directed to the Vice Chancellor, Student Affairs.
- b. Judgments issued by the appropriate Council's Judicial Board may be appealed to the President's Council or delegate members of that appropriate body within five (5) working days by presenting a letter of intent to the President of the appropriate council with a copy to CSP/FSR. The appeals process will be conducted in a timely manner and in accordance with the provisions outlined within the appropriate Council's governing documents.
- c. Should an appeal be denied, appropriate notification shall take place within 48 hours to the appealing organization and the reasons therefore, and provide clarification of the sanction. Written notification to the Chapter President, Alumnus(a) Advisor, and inter/national executive office will be made in a timely manner.

**STATEMENT OF UNDERSTANDING BETWEEN FRATERNITIES
AND THE UNIVERSITY OF CALIFORNIA, LOS ANGELES
(EXECUTED ANNUALLY)**

I. OFFICIAL RECOGNITION:

Having thoroughly read and being in full understanding, agreement and support of the attached POLICY APPLYING TO OFFICIAL RECOGNITION OF MEN'S AND WOMEN'S FRATERNITIES, AND OTHER SIMILAR ORGANIZATIONS BY THE UNIVERSITY OF CALIFORNIA, LOS ANGELES, Chapter of _____ fraternity seeks Official Recognition from the University of California, Los Angeles, as affirmed by the below signature of the collegiate Chapter President.

BY: _____ BY: _____
CHAPTER PRESIDENT UNIVERSITY OF CALIFORNIA, LOS ANGELES

DATE: _____ DATE: _____

II. REGISTRATION:

For the purposes of REGISTRATION, the President and two additional students listed below are authorized signatories representing this fraternity for the purposes of University business.

PRESIDENT:

UCLA ID	PRINT NAME	EMAIL	SIGNATURE
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AUTHORIZED REPRESENTATIVE:

UCLA ID	PRINT NAME	EMAIL	SIGNATURE
---------	------------	-------	-----------

AUTHORIZED REPRESENTATIVE:

UCLA ID	PRINT NAME	EMAIL	SIGNATURE
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III. ORGANIZATION DATA:

ADDRESS: _____ PHONE: _____

EMAIL: _____ WEBSITE: _____

ORGANIZATION'S STATEMENT OF PURPOSE:

SPONSORING DEPARTMENT: The below signature(s) affirm the Center for Student Programming, Fraternity & Sorority Relation's full acceptance of the responsibilities of sponsorship and advisement.

DR. BERKY NELSON: _____
DIRECTOR, CENTER FOR STUDENT PROGRAMMING SIGNATURE

CAMPUS ADDRESS: 105 Kerckhoff Hall (160706)

CSP/FSR ADVISOR: _____
PRINT NAME SIGNATURE

CAMPUS ADDRESS: 105 Kerckhoff Hall (137606)

USE OF UNIVERSITY'S NAME

California Education Code, Section 92000

The name "University of California" is the property of the state. No person shall, without the permission of the Regents of the University of California, use this name, or any abbreviation of it or any name of which these words are a part in any of the following ways:

- (1) To designate any business, social, political, religious, or other organization, including but not limited to, any corporation, firm, partnership, association, group, activity or enterprise; or
- (2) To imply, indicate or otherwise suggest that any such organization is connected or affiliated with, or is endorsed, favored or supported by, or is opposed by the University of California; or
- (3) To display, advertise, or announce this name publicly at or in connection with any meeting, assembly, or demonstration, or any propaganda, advertising or promotional activity of any kind which has for its purpose or any part of its purpose the support, endorsement, advancement, opposition or defeat of any strike, lockout, or boycott or of any political, religious, sociological, or economic movement, activity or program.

Provided, that nothing in this section shall interfere with or restrict the right of any person to make a true and accurate statement of his present or former relationship or connection with, his employment by, or his employment in, the University of California in the course of stating his experience or qualifications for any academic, governmental, business, or professional credit or enrollment, or in connection with any academic, governmental, professional or other employment whatsoever.

Every person violating the provisions of this section is guilty of a misdemeanor.

USE OF UNIVERSITY PROPERTIES (UNIVERSITY OF CALIFORNIA, LOS ANGELES)

UCLA Activity Guidelines, Section IV, A, 9, p. 13

The name, initials, insignia, seal or address of the University or any of its offices or units shall not be used except for official or authorized University purposes.

Officially Recognized Organizations may use the name "University of California, Los Angeles," "UCLA," "Bruins," the campus seal, or any other UCLA logo to identify their organization as part of the informal UCLA family on material for their own use such as stationery, posters, signs and banners dealing with the on-campus activities of their organization, provided such use does not diminish or demean the reputation of the University. The UCLA name and logo may be used in conjunction with their organization's name, but only on products limited for use by their members. All other uses must have the specific approval of the ASUCLA.

Pursuant to campus policy, ASUCLA has the authority to control all commercial use of the UCLA name. If an Officially Recognized Organization wishes to produce or purchase a product bearing the UCLA name or logo for general distribution, as opposed to limited on-campus use, the organization must obtain the product from a UCLA licensed manufacturer. Such products must carry both the UCLA logo and the name of the Registered Organization. Registered Organizations may not authorize any third party to produce merchandise bearing only the UCLA name or logo, or authorize or produce items that combine the UCLA name with any third party name or logo.

STUDENT CONDUCT POLICIES: JURISDICTION

Excerpts from the UCLA Student Conduct Code pertaining to off-campus jurisdiction; entire document available at <http://www.saonet.ucla.edu/dos/SCC98.htm>

II. Student Conduct Policies

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law, University policies, and campus regulations.

A. Jurisdiction

The University shall have jurisdiction over student conduct that occurs on University property, or in connection with official University functions whether on or off University property. Although the University will not routinely invoke its disciplinary processes over student conduct that occurs off campus except in connection with an official University function, the University shall have discretion to exercise jurisdiction over conduct that occurs off campus and that would violate student conduct and discipline policies or regulations if the conduct had occurred on campus when:

- (1) The alleged misconduct indicates the student poses a threat to the safety or security of any member(s) of the University community; or
- (2) The alleged misconduct involves academic work or the forgery, alteration, misuse of any University document, record, key, electronic device or identification.

Specifically, the University may choose to exercise jurisdiction over off-campus incidents under section (1) above where the alleged misconduct involves:

- (a) Physical abuse, including but not limited to, rape, sexual assault, sex offenses, other physical assault; threats of violence; or conduct that threatens the health or safety of any person;
- (b) Stalking (as defined in Section 102.10 of the University of California Policies Applying to Campus Activities, Organizations, and Students);
- (c) Sexual harassment (as defined in Section 102.09 of the University of California Policies Applying to Campus Activities, Organizations, and Students);
- (d) Hazing or any method of initiation or pre-initiation into a campus organization or any activity engaged in by the organization or members of the 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.

In determining whether or not to exercise off-campus jurisdiction in cases under section (1) above, the University will consider the seriousness of the alleged misconduct; whether the alleged victim is a member of the campus community; the ability of the University to gather evidence, including the testimony of witnesses; or whether the off-campus conduct is part of a series of actions that occurred both on and off campus.

This section is intended only to provide guidance for the exercise of discretion by the University in invoking its jurisdiction over conduct that occurs off campus. It may not be relied upon by any student charged under this section to create any rights, substantive or procedural, or as a basis for a challenge to the exercise of the University's jurisdiction.

GUIDELINES FOR CAMPUS SIGNBOARDS

The Center for Student Programming has developed the following guidelines for campus signboards in an effort to support registered organizations and departments with the promotion of programs and activities. These guidelines are designed to insure campus safety and access (handicap access, fire and building safety, etc). CSP will actively monitor organization/department signboards for proper compliance.

Only registered campus organizations and campus departments may display signboards on designated University property.

SIZE/NUMBER:

- a. Signboards may be up to four feet (4') high and up to three feet (3') wide.
- b. An organization may have up to three (3) signboards out on campus at any one time.

INFORMATION:

- a. Each signboard must have the full name of the sponsoring organization visible at all times. If you use an acronym, you must also include the organization name in full.
- b. If information is written in any language other than English, please include an English translation on the signboard.
- c. All signboards must display contact information for the sponsoring organization. This can be a phone number, a campus address, an e-mail address, or a website.

PLACEMENT:

- a. Signboards must be placed along the sides of walkways. They may not be in the middle of walkway intersections. Signboards cannot be placed in front of entrances or exits to buildings and cannot obstruct the flow of traffic in and out of buildings, or along walkways. Signboards may not be placed inside of buildings.
- b. Signboards may not be placed in Bruin Plaza, Royce Quad, Dickson Plaza, or the Franklin D. Murphy Sculpture Garden.
- c. Signboards may be left out for duration of the ten-week quarter. Signboards must be removed before 5 pm on the Friday of 10th week or at the conclusion of a program/event.
- d. All signboards left out after 10th Week or more than a week following a program/event will be discarded.

UPKEEP & TIMELINESS:

- a. All organizations will be responsible for keeping the material on their signboards current and legible.
- b. Signboards should be kept in good repair at all times. Be mindful of weather conditions such as rain and wind that can damage your board and or materials attached to it.

Signboards that are not in compliance with these stated guidelines are subject to removal and will be discarded. Registered Campus Organizations and University Units are solely responsible for their signboards and the University accepts no responsibility for theft or damage.

USE OF BRUIN WALK

TABLING

Bruin Walk is an ideal place to advertise your organization or event. Campus organizations may use the permanent tables on Bruin Walk on a first come, first served basis. During periods of high usage, priority will be given to UCLA campus organizations. **Please note:** Due to the limited space available on Bruin Walk, table usage will be limited to one table per organization.

ASUCLA now has tables available for organization use. Any organization signatory may drop by the Student Union Information Window (A Level) and pick up a table and two chairs. Tables and chairs may only be used on the Bruin Walk area between Meyerhoff and the Bruin Walk banner poles. Students will be asked to leave a photo ID in exchange for the equipment. Tables will be distributed on a first-come, first-served basis. Tables will be available every quarter from Monday of Zero Week until the demand ceases. In the event that no tables are available, you may provide your own table (1 only) and chairs. The table may be no larger than 3 feet by 6 feet.

Tables and chairs are not to be removed from the Kerckhoff/Ackerman patios. The Center for Student Programming will take action against those organizations refusing to respect University property.

Keep in mind that tables and other display materials may not block any entrance or walkways, or otherwise restrict the free flow of traffic, and their placement is limited to the sides of walkways.

SIGNS, BANNERS, & DISPLAYS

When promoting your organization on Bruin Walk, the following must be adhered to:

1. The name of the sponsoring organization must be visible.
2. When using a table, your display area must be limited to your table and the area immediately behind it.
3. Signs, Banners, and Displays may not be larger than four (4') feet wide by six (6') feet high, and may not extend more than eight (8') feet in the air.
4. Displays on Bruin Walk must be staffed at all times.
5. No tents, canopies, or structures other than signboards may be placed on Bruin Walk.
6. Any other types of display, or those larger than noted here, must be approved by the Director of the Center for Student Programming or his/her designate.

SCHEDULING AND USE OF BRUIN PLAZA

- 1) Bruin Plaza may be reserved by any registered campus organization through the Center for Student Programming. To inquire and make reservations contact Melissa Veluz-Abraham by email at mveluz@saonet.ucla.edu.
- 2) There are time restrictions for the use of amplified sound in Bruin Plaza due to the offices in adjacent buildings and classes which take place in the surrounding area daily. Absolutely no amplified sound is allowed in Westwood Plaza during the tenth week of classes and finals week.
- 3) Use of the area itself is free, but there may be fees for set-up and equipment.
- 4) Registered campus organizations can reserve up to two non-consecutive days each quarter. To reserve two or more consecutive dates, at least three registered student organizations must co-program and organize the event(s) taking place on the Bruin Plaza.
- 5) As with any programming area on campus, your organization must meet with your Center for Student Programming Advisor regarding your event and a completed EOL Application must be submitted at least 10 (ten) days prior to your event to be approved by your CSP Advisor.

SCHEDULING AND USE OF MEYERHOFF PARK

- 1) Meyerhoff Park has been designated as a *FREE SPEECH AREA*. Therefore, organized programs and special events are *not appropriate* for Meyerhoff Park.
- 2) Campus organizations, individual students, faculty or staff may reserve the area between 12 and 1 pm for use of amplified sound.
- 3) Reservations may only be scheduled one week in advance of use.
- 4) To arrange for use of Meyerhoff Park, contact the UCLA Center for Student Programming at (310) 825-7041 to check on availability.
- 5) Once your date has been confirmed a Meyerhoff reservation form must be completed and kept on file at the Center for Student Programming.

CSP/FSR POSTING PROCEDURES AND POLICIES

The UCLA Center for Student Programming provides literature posting services (CSP Display Cases). Policies governing on-campus posting must conform to the *UCLA Regulations on Activities, Registered Campus Organizations, and Use of Properties*.

CSP Display Boards

Once the below conditions are met, the flyers (15 copies) can be submitted to the Center for Student Programming in 105 Kerckhoff Hall before 5:00 pm on Thursdays and the Center for Student Programming will post them for you. They will be posted the following week and remain up for two weeks.

1. Postings are limited to 8-1/2" x 11" in size.
2. All materials posted including signs and banners shall clearly indicate the name of the sponsoring University Unit, Student Government, or Registered Organization. Materials for posting shall bear the following statement: "(name of fraternity/sorority) is sponsored by the CSP, Fraternity & Sorority Relations."
3. Postings, signs or banners that use any language other than English must also include a full translation in English.
4. Posted materials shall not contain direct or indirect references to alcoholic beverages. University property cannot be used to promote parties, events, or activities that have alcoholic beverages by groups that are identified as being composed primarily of undergraduates.
5. Posters, signs, or banners advertising any on-campus event or program (or University-sponsored event) for which a donation is requested must make it clear that such a donation is not required as a condition of admission nor may a specific amount of donation be indicated.
6. Posted materials may not be presented in any manner which tends to promote demeaning social stereotypes based on race, ethnicity, culture, gender, or sexual orientation (Policy Applying to Theme Based Social Activity).
7. Posted materials must be approved for posting by Fraternity & Sorority Relations and must bear a signed, stamped approval on each (NOTE: approval stamp must appear on the original, prior to copying or reproducing).
8. **Please Note: Legal posting of materials is limited on campus and must be done through CSP. Do not post any materials on areas that are not designated for posting (i.e. trees, lamp posts, walls, walkways, newspaper racks, trash receptacles, etc.).**

Residence Halls Display Boards

Once the above conditions are met, the flyers should go directly from CSP/Fraternity & Sorority Relations to the Office of Residential Life (40 copies). If the flyers have an approval stamp from CSP/Fraternity & Sorority Relations, they will be distributed and ORL will post the flyers for you. **Note: Additional posting procedures may vary within Residence Halls. Consult the Resident Director of each Hall or the Office of Residential Life (ORL) prior to posting for the appropriate policies and procedures.**

RESERVING ROOMS & CAMPUS FACILITIES (EOL)



UCLA Events Online (EOL) is the way to complete an application for rooms and facilities on campus. General instructions for using the system and information on facilities can be found at www.eol.ucla.edu.

Process & Procedures:

1. To reserve space on campus, one of the three signatories (*Applicant*) for an organization calls the appropriate venue scheduler (see Campus Venues and Contacts list in this handbook).
2. After the tentative reservation is made, the *Applicant* will be emailed an online application and instructions for completing it.
3. Once the online application is complete, the *Applicant* electronically submits it to Events Online. An advisory notification will go out to:
 - a. Your group's CSP Advisor.
 - b. Your Sponsoring Department Advisor (if Officially Recognized).

Note: If your CSP Advisor or Departmental Advisor has any questions or concerns about your event they will contact you at this point.

4. Other University officials may review your application if their services are required for your event (e.g. Parking, Central Ticket Office, Fire Marshall, UCPD, etc.) and may add stipulations to your application that you will be notified about via email.
5. Your CSP Advisor will receive an email copy of the completed application for his/her approval and may also add notes to the application.

The *Applicant* will receive notification via email on whether or not the application is approved.

www.eol.ucla.edu

SELECTED CALIFORNIA STATUTES; HAZING

California Education Code, Revised September 1981, effective January 1, 1988.

Section 32050. Hazing Defined

As used in this article, "hazing" includes any method of initiation or preinitiation 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 or 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.

Section 32051. Hazing Prohibited

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100.00), nor more than five thousand dollars (\$5000.00), or imprisonment in the county jail, for not more than one year, or both.

Section 32052. Penalty for Hazing

Any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to public funds, scholarships, or awards which are enjoyed by him, by her, or by it, and shall be deprived of any sanction or approval granted by any public educational institution or agency.

The governing board of any public school, public college, public university, or other public educational institution or agency shall adopt rules and regulations to implement this section.

If the Attorney General or the district attorney of any county or city and county has reason to believe forfeiture should be declared under this section, he or she may institute a special proceeding in the superior court to establish such forfeiture. Any funds so forfeited shall be deposited in the State Treasury and credited to the State School Fund.

THE FRATERNITY EXECUTIVES ASSOCIATION
STATEMENT OF POSITION ON HAZING AND PRE-INITIATION ACTIVITIES

The Fraternity Executives Association has stated its position, periodically, in support of constructive educational and inspirational programs and has asserted unequivocally its opposition to hazing and pre-initiation activities, which do not contribute to the positive development and welfare of pledges and members.

Because hazing and other pseudo-initiation practices have not been rejected and eradicated completely in undergraduate activities and therefore remain a menace to the well-being of the College Fraternity System, the Fraternity Executives Association reaffirms and reasserts its position on this question.

* The Association believes that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of high education.

* The Association further believes that while social behavior cannot be legislated, a fraternity without morally sound precepts and practices is not a constructive influence upon college men.

* The Association further believes that a fraternity has a solemn obligation in the development of its pledges and members and that this responsibility extends alike to the institution where it is represented; to parents and others who make possible the education of pledges and members; to the communities where chapters are accountable for good citizenship; and to the college fraternity system of which it is a part.

* The Association further believes, despite the fact that much progress has been made, that one of the most damaging instruments to the

fraternity system is the employment of a program of education, which includes hazing, and that this unproductive, ridiculous and hazardous custom has no rightful place in the fraternity system.

* The Association defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situation include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

UCLA STUDENT ALCOHOL POLICY

I. INTRODUCTION

Social activities are an important part of the life and atmosphere of UCLA's multifaceted campus community. It is recognized that these activities at times involve both the attendance of a substantial number of students under 21 years of age and the presence of alcoholic beverages. The Student Alcohol Policy (hereinafter, the Policy) was developed with careful consideration to individual and community health and welfare issues as well as the realities of implementation.

The Policy is intended to apply to:

- A. University-sponsored on-campus programs and events at which attendance consists predominantly of students under 21 years of age and at which alcoholic beverages will be present, and
- B. Programs and events—both on campus and off—that are organized and sponsored by Registered Campus Organizations, at which attendance consists predominantly of students under 21 years of age and at which alcoholic beverages will be present.

The Policy is not intended to apply to:

- A. University-sponsored programs or events that take place off campus; or
- B. Programs or events at which attendance is not expected to consist predominantly of students under 21 years of age.

The Policy is to be applied in conjunction with local, state, and federal laws, codes, and ordinances (see Appendix A).

Additionally, it is to be interpreted and applied in concert with other campus policies and regulations (see Appendix B), including the *UCLA Student Conduct Code*.

II. POLICY STATEMENT

A. ALCOHOL SALES, SERVICE, AND CONSUMPTION

1. Statement of Principles:

The University requires that individuals and groups choosing to offer alcoholic beverages at their programs and events operate within state and local laws (see Appendix A) and within University policies and regulations, and comply with responsible hosting guidelines, as outlined in this Policy.

In accordance with the Policy, alcoholic beverages may be present at events where attendance is likely to consist predominantly of students under 21 years of age only in regulated settings that give the highest priority to standards for student health, safety, and responsibility that apply across entire populations.

2. Standards for Student Health, Safety, and Responsibility:

The following standards are designed to promote student health, safety, and responsibility. Subject to the facility use and scheduling policies and constraints of the venue involved, alcoholic beverages may be served at programs and events where attendance is likely to consist predominantly of students under 21 years of age only under the following general provisions and specific conditions:

- a. The service and/or consumption of alcoholic beverages is to be complementary to the event; under no circumstances should an event have the consumption of alcohol as its primary purpose.
 - b. All events at which alcohol is served must also include the provision of alternate non-alcoholic beverages and free or reasonably priced snacks throughout the duration of the event. If alcoholic beverages are sold, alternate non-alcoholic beverages may be reasonably priced; if alcohol is served free of charge, the alternate non-alcoholic beverages must also be complimentary.
 - c. No one under 21 years of age may be served, or possess, alcoholic beverages. Staff or bartenders must ask for proof of age.
 - d. The event sponsor is responsible for ensuring that all activities at which alcohol is to be present are planned and conducted in a manner that assures compliance with this Policy, state and local laws, and all other applicable University policies and regulations.
 - e. The event sponsor is responsible for ensuring that all activities at which alcohol is to be present are planned and conducted in a manner that minimizes any risk to the health and safety of attendees. Drinking contests or games are strictly prohibited.
 - f. Programs and events at which alcohol is present and where attendance is likely to consist predominantly of students under 21 years of age shall not be open to the public. Attendance shall be by invitation to selected members of the campus community (and their guests) who can be readily identified by procedures or mechanisms typically used to determine membership in the campus community (e.g., BruinCards).
 - g. For all events at which alcohol is present and where anticipated attendance will exceed 150 people, the event sponsor shall have the responsibility to complete and submit a party notification form to the University of California Police Department at least five days in advance of the event.
3. Additional Policies Applying to On-Campus Events:
- a. Without prior written approval, alcohol may not be served and/or consumed at events taking place on the University campus at which attendance is expected to consist predominantly of students under 21 years of age. Such approval shall be based on this Policy, and may be granted at the reasonable discretion of the following:
 - i. For University-sponsored events, the Dean, Chair, Director, or Executive Director of the sponsoring University Unit.
 - ii. For events organized by Registered Campus Organizations, the Director of the Center for Student Programming.
 - b. A copy of the written approval will be retained by both the approving unit and the event sponsor/organizer.
 - c. Alcoholic beverages may not be charged to state funds.
 - d. For events organized by Registered Campus Organizations, the following additional restrictions apply to the purchase of alcoholic beverages:

- i. Alcoholic beverages may not be charged to registered campus organizations' funds.
- ii. No registered campus organization may co-sponsor or co-finance an event at which alcoholic beverages are purchased by any of the sponsoring organizations.
- iii. The purchase of alcoholic beverages may not be coordinated by any one person on behalf of a registered campus organization.
- iv. Provided all the conditions included in this Policy are met, alcoholic beverages may be provided on a "bring your own" basis.
- e. Additional regulations apply to events that take place within, or on grounds immediately adjacent to, the University undergraduate residence halls and residential suites, whether planned by individuals, organizations sponsored by or affiliated with the Office of Residential Life, or other organizations.

Refer to the *On-Campus Housing Handbook* for the specific policy and regulations.

- f. Additional regulations apply to events hosted by officially recognized men's and women's fraternities and other similar organizations that take place in Westwood-area privately-owned housing.

Refer to the *Policy Applying to Official Recognition of Men's and Women's Fraternities, and Other Similar Organizations by the University of California*, and the *UCLA IFC/Panhellenic Social Programming Policies and Procedure* for the specific policy and regulations.

B. CONTINUING SALE OR SERVICE OF ALCOHOL IN UNIVERSITY FACILITIES:

In addition to complying with state laws that regulate the sale or provision of alcoholic beverages, University Facilities which sell and serve alcohol should:

- 1. Provide an environment that models safe and responsible alcohol consumption;
- 2. Train staff about responsible alcohol sales and service to ensure that alcohol is consumed legally and sensibly by patrons;
- 3. Adopt pricing policies that discourage excessive alcohol consumption; and
- 4. Promote advertising that integrates the message of social norms and harm reduction, and not those that encourage alcohol consumption.

C. ALCOHOL-RELATED ADVERTISEMENT

This section of the Policy is intended to be used in conjunction with the *UCLA Regulations on Activities, Registered Organizations and Use of Properties*. Exceptions to the Policy may be made by the Chancellor when it is deemed in the best interest of the University.

This section is intended to apply to advertisements for programs and events; it is not intended to apply to advertising in campus publications by alcoholic beverage manufacturers or distributors.

- 1. Advertisements that reference alcoholic beverages, in any form (e.g., print ads, e-mail or website announcements, banners, signs, flyers, t-shirts, etc.), may not portray drinking as a means to academic or social success, associate alcohol with the performance of tasks that require skilled reactions such as

the driving of an automobile, suggest that drinking is the sole purpose or dominant theme of an event, or promote alcohol consumption as an expectation during the event or activity.

2. Print advertisements that incorporate an alcoholic beverage trademark or logo must display the trademark/logo as clearly subordinate to the message concerning the event itself. The name of an alcoholic beverage manufacturer or distributor may not be connected to the name of the event itself, but may be listed as a sponsor of a specific event.
3. Distribution of products that utilize a University trademark or logo, including promotional clothing, specialty items, and other consumer items, is subject to the University's trademarks and licensing policies and procedures. University units and registered organizations may not distribute promotional items that utilize an alcoholic beverage trademark or logo in combination with a University trademark or logo.

D. VIOLATION OF STUDENT ALCOHOL POLICY

The University will provide education, assessment, counseling and referral services for students addressing alcohol-related issues.

Discipline may be imposed upon organizations or individual students in accordance with basic standards of procedural due process following the alleged violation of the Policy and the filing of written charges with:

1. Office of Residential Life for allegations involving students residing in on-campus housing.
2. Center for Student Programming for allegations involving Registered Campus Organizations, including those affiliated with the Office of Residential Life.
3. Office of the Dean of Students for allegations involving students:
 - a. for their behavior while attending an on-campus event at which alcoholic beverages are present; or
 - b. for failure to comply with the Policy in the planning and presentation of a program or event at which attendance consists predominantly of students under 21 years of age and at which alcoholic beverages are present.

III. ATTACHMENTS

Appendix A: SUMMARY OF STATE AND LOCAL LAWS

The following listing is not intended to be exhaustive of all the laws, codes, and ordinances governing the consumption, distribution, or sale of alcoholic beverages. Rather, it is a summary of some of the more pertinent legal restrictions, and should be used to guide the planning and implementation of programs and events at which attendance is likely to consist predominantly of students under 21 years of age and at which alcoholic beverages will be present.

1. *Business & Professions (B&P) Code* Section 25658: It is not permissible to provide alcohol to anyone under the age of 21.
2. *B&P Code* Section 25658: The purchase of any alcoholic beverage by any person under the age of 21 is prohibited.

3. *B&P Code* Section 25661; *Vehicle Code*, Section 13004: The manufacture, use, possession, or provision of a false state identification card, driver's license, or certificate of birth is prohibited.
4. *B&P Code* Section 25662: The possession or consumption of any alcoholic beverage by one under 21 on any street or in any public place or in any place open to the public is prohibited.
5. *Penal Code* Section 647(f): Being drunk in public and unable to exercise care for oneself or others or blocking sidewalks or streets is prohibited.
6. *Vehicle Code* Section 13202.5: Anyone under the age of 21 years who is convicted of any of the offenses listed in sections 1-5 above will have his or her California driver's license suspended for one year. (This is true even if the offense does not involve a motor vehicle in any way.)
7. *Vehicle Code* Sections 21200, 23140, 23220, 23221, 23152, and 23153: Driving a motor vehicle or bicycle while under the influence of alcohol is prohibited.
8. *Vehicle Code* Sections 23220 et seq: Possessing an alcoholic beverage in an open container in a motor vehicle or on a bicycle is prohibited, regardless of who is driving or whether one is intoxicated.
9. *Vehicle Code* Section 23224: No person under the age of 21 years shall knowingly drive a motor vehicle carrying any alcoholic beverage unless accompanied by a parent, guardian, or responsible adult relative.
10. *B&P Code* Section 23399.1: Unless ALL three of the following conditions are met, a license to serve or dispose of alcohol is required:
 - a. There is no sale;
 - b. The premises are not open to the public during the time alcoholic beverages are being served, consumed, or otherwise disposed; and
 - c. The premises are not maintained for the purposes of keeping, serving, consuming, or disposing of alcoholic beverages.

If any of the above conditions are NOT met, a license must be secured from the Alcoholic Beverage Control Department (available online at www.abc.ca.gov).

11. *B&P Code* Section 25602: Serving alcohol to an intoxicated person is prohibited.
12. *B&P Code* Section 25604: Selling, either directly or indirectly, any alcoholic beverages except under the authority of a California Alcoholic Beverage Control License is prohibited. This includes selling glasses, mixes, ice, tickets for admission, etc.
13. *L.A. Municipal Code* Section 41.27(c): Consumption of alcoholic beverages in a public place (unless licensed for consumption of alcohol on premises) is prohibited.

Appendix B: REFERENCES TO OTHER UCLA POLICIES AND REGULATIONS

1. *UCLA Regulations on Activities, Registered Organizations and Use of Properties*, available online at: www.saonet.ucla.edu/campus_regs/
2. *University of California Policies Applying to Campus Activities, Organizations, and Students*, Section 100 et seq, "Policy on Student Conduct and Discipline," 5/17/02, available online at: www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html

3. *UC Business & Finance Bulletin BUS-79*, "Entertainment," 4/1/99, available online at: www.ucop.edu/ucophome/policies/bfb/bus79.html
4. *DA 0554*, "Delegation of Authority--University Approval of Liquor Licenses for Campus Facilities", 1/10/77, available online at: www.ucop.edu/ucophome/coordrev/da/da0554.html
5. *Policy Applying to Official Recognition of Men's and Women's Fraternities, and Other Similar Organizations by the University of California, Los Angeles*, 4/7/97, available online at: www.greeklife.ucla.edu/officialpolicies/recognition.htm
6. *UCLA Greek Handbook*, available online at: <http://www.greeklife.ucla.edu/officialpolicies/index.htm>
7. *On-Campus Housing Handbook*, available online at: www.orl.ucla.edu/handbook/index.cfm
8. *UCLA Student Conduct Code*, available online at: www.deanofstudents.ucla.edu/studentconductcode.pdf
9. *Party Notification Form*, available online at: www.ucpd.ucla.edu/ucpd/zippdf/partyform.pdf
10. *Policy on Alcohol Use at UCLA Home Football Games*, available online at: www.deanofstudents.ucla.edu/game%20alcohol%20policy.htm
11. *UCLA Trademark Use Guidelines*, available online at: www.asucla.ucla.edu/licensing/trademarkuse.asp
12. *UCLA Policy 110*, "Use of the University's Names, Seals, and Trademarks," 7/1/98, available online at: www.adminvc.ucla.edu/appm/public/app_0110_0.html
13. *UCLA IFC/Panhellenic Risk Management & Social Conduct Policy*, 11/15/00, available online at: www.ifc.ucla.edu/documents/RiskManagementPolicyfinal.doc
14. *UCLA Intramural Sports Handbook*, available online at: www.recreation.ucla.edu/site_pdfs/mkelly/imhandbook03.pdf
15. *UCLA Recreation Guide to Membership*, available online at: www.recreation.ucla.edu/recreate/membership.aspx?main=1&sub=184&mymenu=3

UCLA Student Alcohol Policy
Issuing Officer: Vice Chancellor Janina Montero
Responsible Department: Student Affairs
Effective Date: August 11, 2004
Supersedes: February 2, 1996

SELECTED CALIFORNIA STATUTES, ALCOHOLIC BEVERAGES

The following California statutes regulate the use, sale, or distribution of alcoholic beverages:

(1) Civil code:

Section 1714(a)

No social host who furnishes an alcoholic beverage to any person shall be liable for injuries suffered by such a person or for injuries to a third person resulting from the consumption of such beverages. But where the social host knows that his guest is someone who "can't handle alcohol" the host may be liable for injuries suffered by the guest or third party.

(2) Business and Professions Code:

Section 23399.9:

No license is required for serving or disposing of alcohol if all three conditions are met:

- (1) There is no sale;
- (2) Premises are not open to the public during the time alcoholic beverages are being served, consumed or otherwise disposed and
- (3) The premises are not maintained for the purposes of keeping, serving, consuming or disposing of alcoholic beverages.

If all three conditions are met, then no license is required. For the purposes of the statute, a "sale" has been defined as the purchase of a "drink" or the purchase of a "ticket" entitling the purchaser to an alcoholic drink. Furthermore, if "guests" are allowed to walk in from the streets then the premises will be considered "open to the public" for the purposes of the statute, and a license may be required.

Section 23301:

Any person serving or disposing of alcoholic beverages without a license, when a license is required, is guilty of a misdemeanor. The term "person" includes any individual, firm, co-partnership, association, corporation or any other group or combination acting as a unit.

Section 25602:

This section was recently amended to reflect prior judicial interpretation finding the consumption of alcoholic beverages rather than the serving of alcoholic beverages as the proximate cause of injuries inflicted upon another by an intoxicated person.

Section 25602.1:

Notwithstanding the provisions of Section 25602, above, a person who is required to obtain a license (see Section 23399.9) may be sued for injuries suffered as the result of furnishing alcohol to any obviously intoxicated minor.

Section 25658(a):

Every person who sells, furnishes, gives or causes to be sold, furnished or given away any alcoholic beverage to any person under 21, is guilty of a misdemeanor.

Section 25658(b):

Any person under the age of 21 years who purchases any alcoholic beverages, or any person under the age of 21 years who consumes any alcoholic beverage in any on-sale premises is guilty of a misdemeanor and shall be punished by a fine of not less than \$100 dollars.

Section 25658(c):

Any on-sale licensee who knowingly permits a person under 21 years of age to consume any alcoholic beverage in the on-sale premises, whether or not the licensee has knowledge that the person is under 21, is guilty of a misdemeanor. "Licensee" means any person holding a license. The term "on-sale" means that the license privilege is for alcoholic beverages sold on the premises, to be consumed on the premises.

Section 25662:

Any person under the age of 21 who has any alcoholic beverage in his possession on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor.

(3) Vehicle Code

Section 21200:

Anyone who rides a bicycle upon a road while under the influence of intoxicating liquor or drugs shall be punished by a fine of not more than \$250.

Section 23152:

It is unlawful for any person to drive a motor vehicle while under the influence of intoxicating liquor, or under the combined influence of intoxicating liquor and any drug.

Section 23220:

It is unlawful for any person to drink any alcoholic beverage in any motor vehicle when such a vehicle is on the road.

Section 23222:

It is unlawful for any person to have in his possession on his person, while in a motor vehicle upon a highway, any bottle, can or other receptacle, containing any alcoholic beverage which has been opened, or a seal broken, or the contents of which has been partially removed.

Section 23225:

It is unlawful for any person to keep in a motor vehicle, when such a vehicle is upon any highway, any "open container" unless such container is kept in the trunk of the vehicle, or kept in some other area not normally occupied by the driver or passengers. A utility compartment or glove compartment shall be considered to be within the area occupied by the driver and passenger.

Section 23224:

It is unlawful for any one under the age of 21 to possess or carry alcoholic beverages while a passenger in a motor vehicle. It is also unlawful for any one under the age of 21 to drive any motor vehicle carrying any alcoholic beverage. This section does not apply if the minor driver or passenger is accompanied by a parent or legal guardian. If the vehicle used in violation of this section is registered to the minor driver or passenger, the vehicle may be impounded at the owner's expense for not less than one day nor more than 20 days for each violation. Also, any person under 21 found guilty under this section shall have his driver's license suspended for not less than 15 days nor more than 30 days.

(4) Penal Code

Section 307:

It is a misdemeanor to furnish, sell or provide candy, cake, cookies or gum with an alcohol content in excess of 2% by weight.

Section 529.a:

It is a misdemeanor to produce, manufacture, offer, sell or transfer a false or counterfeit certificate of birth or certificate of baptism.

Section 529.5

It is a misdemeanor to produce, manufacture, sell offer or transfer a false State Identification Card or State Driver's License.

AN IMPORTANT MESSAGE ABOUT ACQUAINTANCE RAPE

To All Members of the Campus Community:

Sexual assault upon students is an area of increasing concern for colleges and universities throughout the country. Date rape in particular has gained recognition as a serious problem among college-age students. Rape, including date rape, is a violation of both university codes of conduct and California criminal statutes. Such acts are completely unacceptable and are inimical to the values of a preeminent institution such as ours.

The University of California, Los Angeles is committed to doing all within its power to prevent rapes from occurring, to apprehend and discipline assailants when such crimes do occur, and to provide prompt and compassionate support services to students who are raped. We are all responsible for creating and maintaining an environment, which promotes the safety and mutual respect of all members of the campus community. To this end, we urge you to review the following information with care.

What is acquaintance rape?

Acquaintance or date rape is sexual intercourse which is forced on a woman against her will by means of threats, physical restraint, or physical force by someone she knows. Recent studies report that over two-thirds of the women in the United States who have been sexually assaulted were acquainted with the man who raped them.

As defined under law rape is an act of sexual intercourse accomplished against a person's will by means of force, violence, or fear of immediate and unlawful bodily injury or under a variety of other circumstances including: when the person is prevented from resisting by the use of drugs or alcohol; when the person is incapable of giving legal consent because she is 17 or younger; or when the woman is at the time unconscious of the nature of the act.

The code of student conduct prohibits rape and other types of sexual assault or battery under Section 102.08 (a) and (b), [UCLA Student Conduct Code](#) (page 12):

Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.

Actions against alleged rapists.

The University of California, Los Angeles will not tolerate sexual assault in any form, including acquaintance or date rape. Where there is probable cause to believe that the Campus' regulations prohibiting sexual assault have been violated, the campus will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the University.

A student charged with sexual assault can be prosecuted under California criminal statutes and disciplined under the Campus' code of student conduct. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action.

Helpful tips for students:

Men:

- **Avoid excessive use of alcohol and drugs.** Alcohol and drugs interfere with clear thinking and effective communication. Be aware that alcohol is involved in over 90% of reported sexual assaults.
- **Understand your sexual desires and limits.** You are responsible for your actions as an individual and as a member of a group. Be aware of and resist social pressure.
- **Being turned down when you ask for sexual relations is not a rejection of you personally.** A woman who says "no" to sexual relations is not necessarily rejecting you; she is expressing her unwillingness to participate in a specific act at a specific time.
- **Accept the woman's decision.** "No" means "no." Don't read into other meanings. Don't continue after the woman says "no", or if her actions indicate she is unwilling or unsure of consenting to sex.
- **Don't assume that just because a woman flirts or dresses in a manner which you consider sexy that she wants to engage in sexual activity.**
- **Be aware of drugs like Rohypnol and GHB.** If you see or hear that someone is "dosing" a drink, intervene. Confront the person, warn potential victims, discard the drink, and/or get help.
- **Don't assume that previous permission for sexual activity applies to the current situation.**

Women:

- **Avoid excessive use of alcohol and drugs.** Alcohol and drugs interfere with clear thinking, effective communication, and your ability to respond in your own best interest. Be aware that alcohol is involved in over 90% of sexual assaults.
- **Understand your sexual desires and limits.** Believe in your right to set those limits. If you are not sure, stop.
- **Communicate your limits clearly.** If someone starts to offend you, tell him so, firmly and promptly. Polite approaches might be misunderstood or ignored. Say "no" when you mean "no."
- **Be assertive:** Passivity might be interpreted as permission. Be direct and firm with someone who is pressuring you sexually.
- **Pay attention to what is happening around you.** If you feel threatened, don't be embarrassed to ask for help or to leave.
- **Be aware of drugs like Rohypnol and GHB.** If you see or hear that someone is "dosing" a drink, intervene. Confront the person, warn potential victims, discard the drink, and/or get help.
- **Trust your intuition.** If you feel you are being pressured into unwanted sexual relations, don't hesitate to express your unwillingness, even if it might appear rude.
- **Avoid isolated locations such as your room or someone else's room.**

If you've been sexually assaulted.

Sexual assault can be terrifying and traumatic. After a rape, it's not uncommon to feel fearful, confused, guilty, ashamed, or isolated. You do not have to deal with these feelings alone. There are many concerned people at UCLA and in the community to help you.

For Immediate Help:

1. Get to a safe place.
2. Call a friend or family member for support.
3. Call the Police Department who will transport you to the Rape Treatment Center in Santa Monica (310/319-4000 chose option #2) whether or not you choose to report the incident. (For an on-campus assault, call UC Police Department at 825-1491 or 911. For an off-campus assault call your local police department at 911.) You may request a female officer if that is your preference.
4. Try to fight the urge to shower, bathe, douche, change clothes, or straighten up the area. You will destroy evidence you may need.

Campus and Community Support Services:

Center for Women & Men, Rape Service Consultants: There are individuals at UCLA called Rape Services Consultants (RSC's) located in the Center for Women & Men, B44 Student Activities Center, (825-3945) who provide services to men and women. RSC's can discuss options and alternatives, help identify and assist you in contacting the most appropriate support services (including those listed below), and answer your initial questions.

The Santa Monica - UCLA Medical Center, Rape Treatment Center is a nationally recognized program serving survivors of sexual assault and their families. A highly trained staff is available 24 hours a day to provide you free of charge with emergency medical care, evidence collection, crisis intervention, and legal assistance. The Santa Monica – UCLA Medical Center, Rape Treatment Center is located at 1250 Sixteenth Street, Santa Monica, and can be easily reached by car, bus or transport by the UCLA Police Department. For more information call (310) 319-4000 - chose option #2.

Student Psychological Services
(310) 825-0768 / (310) 825-7985

Office of the Campus Ombudsman
(310) 825-7627

Arthur Ashe Student Health & Wellness Center
(310) 825-4073

UCLA Sexual Violence Prevention & Education Services
(310) 825-3945

Dean of Students' Office
(310) 825-3871

UCLA Escort Service (from dusk to 1 a.m.)
(310) 825-1493

CALIFORNIA PENAL CODE 261. (1995)

Rape Defined

- (a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under the following circumstances:
- (1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.
 - (2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.
 - (3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, *** and this condition was known, or reasonably should have been known by the accused.
 - (4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets of the following conditions:
 - (A) Was unconscious or asleep.
 - (B) Was not aware, knowing, perceiving, or cognizant that the act occurred.
 - (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.
 - (5) Where a person submits under the belief that the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.
 - (6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.
 - (7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.
- (b) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in any act to which one otherwise would not have been submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.
- (c) As used in this section, "menace" means any threat, declaration, or act, which shows an intention to inflict an injury upon another.

**STREET USE INSPECTION DIVISION
DEPARTMENT OF PUBLIC WORKS
CITY OF LOS ANGELES**

Your cooperation is expected in complying with the requirements as stated in the Los Angeles Municipal Code. Ord. No. 77,000.

Section 41.46. Sidewalks - Cleaning Of

No person shall fail, refuse or neglect to keep the sidewalk in front of his house, place of business or premises in a clean and wholesome condition.

Section 56.08 (d). Sidewalks - Streets - Obstructions

No person having charge or control of any lot, building, or premises, shall clean or sweep any dirt, rubbish, or refuse, from any sidewalk into the street, between the hours of 3:00 a.m. and 6:00 p.m.; provided, that nothing contained in this Section shall prevent such person from cleaning or sweeping any dirt, rubbish, or refuse from any sidewalk and disposing of the same on or in said lot, building, or premises, where such disposition does not create a nuisance and is not prohibited by any other law or ordinance.

Section 56.08 (e). Sidewalks - Streets - Obstructions

No person having charge or control of any lot or premises, either as owner, lessee, tenant, builder, contractor, housemover or otherwise, shall construct, deposit or maintain any structure, building, rock, brick, broken concrete, stepping stones, sprinkler heads or any obstacle of any nature whatsoever, in or upon any street, sidewalk or parkway abutting on or adjacent to such lot or premises or which will interfere with the free passage of pedestrians or vehicles along such street, sidewalk or parkway.

Section 66.25. Rubbish - Garbage, Dumping Of

No person shall deposit any non-combustible rubbish or any refuse of any kind whatsoever upon or in any street, or upon any private premises in this City, or in the Los Angeles River, or in the bed thereof.

Section 66.00.1 Section 9. Garbage Receptacles - Time For Setting Out And Removal Of - Rules and Regulations

No person occupying or in possession of any premises in a district where refuse is scheduled to be collected between the hours of 6:00 a.m. and 6:00 p.m. shall place any container containing refuse, or any refuse not in a container, at the place of collection before 6:00 p.m. of the day preceding the scheduled collection of said refuse, nor leave any such container at the place of collection after 8:00 p.m. of the day of actual collection. No person occupying or in possession of any premises in a district where refuse is scheduled to be collected between the hours of 6:00 p.m. and 6:00 a.m., shall place any container containing refuse, or any refuse not in a container, at the place of collection before 5:00 p.m. of the scheduled night of collection of said refuse, nor leave any such container at the place of collection after 8:00 a.m. of the day following the night of actual collection.

Section 28.04. (a). Handbills, Signs - Public Places And Objects

No person shall paint, mark or write on, or post or otherwise affix, any handbill or sign to or upon any sidewalk, crosswalk, curb, curbstone, street lamp post, hydrant, tree, shrub, tree stake or guard, railroad trestle, electric light or power or telephone or telegraph or trolley wire pole, or wire appurtenance thereof or upon any fixture of the fire alarm or police telegraph system or upon any lighting system, public bridge, drinking fountain, life buoy, life preserver, life boat or other life saving equipment, street sign or traffic sign.

TIPS ON BEING A BETTER NEIGHBOR

The following helpful tips are provided to assist UCLA's housed fraternities and sororities in building better relations with those that are impacted by the close proximity of Greek housing.

- ❶ Introduce yourself to and get to know your neighbors. Let them know that you are interested in being a good neighbor. (This applies to property owners, apartment tenants/managers, and University Housing/Residence Halls).
- ❷ **Remember the negative power of noise!** Your neighbors may have an exam the next day or have to work. Be mindful that during high profile times when your chapter is together at the chapter house (i.e. recruitment, Monday meetings, pinnings, parties, etc) your impact on neighbors escalates. Keep sound down after midnight, every night.
- ❸ If it's a party or large-scale activity at your chapter house:
 - ☑ The event chairperson(s) should be prepared to answer the phone and deal with complaints or difficult situations.
 - ☑ Let your neighbors know *in advance* of your event so they can plan accordingly.
 - ☑ When the event is over, your guests should leave rather than linger outside for a period of time. Many disturbances arise during the time people are leaving.
 - ☑ Set up the sound so that music and/or speakers face away from neighbors.
 - ☑ The morning after, make sure the yard and sidewalks are clean and free from debris.
- ❹ Be sure all garbage, trash, glass, etc. make it into the dumpster and keep the lid/doors closed. Trash enclosures should be cleaned on a regular basis. If you regularly produce more refuse than your dumpster holds, consider an additional dumpster or more frequent pick-ups. (See large item pick-up info.)
- ❺ The City of Los Angeles requires property owners to maintain sidewalks and parkways that are adjacent to their property. This includes trimming grass, cleaning debris, removing illegally posted signs and flyers on trees and poles, etc. Include these areas in your clean up.
- ❻ Observe posted no parking signs for street cleaning. You won't get a ticket and Street Maintenance can more effectively sweep the gutters.
- ❼ Remember that persons in wheelchairs and parents with baby strollers need to use the sidewalk. Do not block the sidewalks if your property has a driveway or stack parking.
- ❽ Do not leave large discarded items in front of your facility. Utilize the City of Los Angeles Collection Services Hotline at 1-800-773-2489 to remove heavy or bulky items. Call at least one day prior to regular city trash collection (Wednesday in Westwood) and schedule your pick up. Make sure items are easy to see and access from the street.
- ❾ Support regularly sponsored neighborhood clean-ups (Operation Clean Sweep) or sponsor a beautification project in conjunction with the North Village Improvement Committee, neighbors and the local community. This is an excellent way to work with and get to know those around you.

If you have any questions about city services or requirements, contact **UCLA Local Government and Community Relations at 794-6819**. Their insight and knowledge is a great resource to you in building better community relations.

UCLA CAMPUS VENUES AND CONTACTS

ACKERMAN UNION & KERCKHOFF HALL FACILITIES

No charge for venue rentals. Waiver pool available to defray costs for labor and equipment needs. Miscellaneous facility/labor costs. Capacities of 15 - 1,500 for meetings, dances, films, stage shows, seated dinners, and concerts.

• **ACKERMAN & KERCKHOFF MEETING ROOMS**

Contact: ASUCLA STUDENT UNION OPERATIONS, A Level Ackerman Union (310) 206-0832

Each quarter, 7th week, Student Union Operations conducts a lottery for room reservations for the following quarter.

• **ACKERMAN GRAND BALLROOM, 2ND FLOOR LOUNGE, GRAND SALON, STATE ROOMS, ETC.**

Contact: Scott Craighead (310) 206-0839, ASUCLA EVENT SERVICES, A Level Ackerman Union

• **KERCKHOFF HALL ART GALLERY**

Contact: Shantanu Bhuiyan (310) 825-6564, Reservations through the Cultural Affairs Commission

An intimate setting for art exhibits, receptions, meetings, lectures and speakers. (capacity 50-70)

• **BRUIN PLAZA**

Contact: Melissa Veluz-Abraham mveluz@saonet.ucla.edu (Requests via e-mail only)

Festivals, concerts, stage shows, rallies and fairs; amplified sound 12pm-1pm only. (capacity 1,000)

• **MEYERHOFF PARK**

Contact: CSP (310) 825-7041

Free speech area; amplified sound allowed between 12pm and 1pm ONLY. Not for event programming.

GENERAL ASSIGNMENT CLASSROOMS, LECTURE HALLS, & OUTDOOR VENUES

Contact: (310) 825-8989 (Reservations accepted M-F, 2pm - 5 pm from authorized group signatories)

Various capacities for meetings, lectures, seminars, concerts. Charge for opening rooms on the weekends and after hours.

No charge for room rental. Also responsible for reserving the following:

Schoenberg Quad

Court of Sciences

Perloff Quad

Sculpture Garden

Janss Terrace

Wight Art Gallery Plaza

Coral Tree Walk

Wilson Plaza

JAMES WEST ALUMNI CENTER

Contact: Burke Anderson (310) 206-0537

Available rooms include the Alumni Conference Center, Founders Room, Founder's Patio, and JWAC patio. Students advised to make reservations three months in advance and may use facilities once per quarter. Miscellaneous costs.

OFFICE OF RESIDENTIAL LIFE

Requires co-sponsorship with On-Campus Housing programmers. No charge for venue rental with co-sponsorship.

• **FIRESIDE LOUNGES, COVEL COMMONS, DENEVE AUDITORIUM AND MEETING ROOMS**

Contact: Cheryl Sims (310) 825-4536

Capacities of 20 - 500 for various programs

FACILITIES SCHEDULED BY UCLA CATERING (No charge for venue rental with ORL co-sponsorship.)

Contact: (310) 825-7021

• **SUNSET VILLAGE/COVELL COMMONS**

Multi-purpose facility/conferencing venue with a large conference room, meeting space, patios and accommodations.

Various miscellaneous facility costs will be assessed to events not associated with the Residential Councils, On-Campus Housing Council, and /or Office of Residential Life.

• **TOM BRADLEY INTERNATIONAL HALL**

Various facilities including the International Room (Capacity 320 - 600), Multicultural room with kitchen (Capacity 48 100), Global Communications Room (Capacity 72-105), Group Study Rooms/Study Lounges (Capacity 24-80)

• **DENEVE PLAZA**

Features a Lecture Auditorium (capacity 430) and a large meeting room, divisible into two smaller salons.

• **NORTHWEST CAMPUS AUDITORIUM**

Theater-style seating with small stage (capacity 350).

JAMES BRIDGES THEATER

Contact: Cynthia Labarre (310) 206-8422

Equipped to show 35mm movies. (capacity 276)

FOWLER MUSEUM

Contact: Emry Thomas: (310) 206-7750

UCLA Art Council Amphitheater (cap. 200-300); Lenart Auditorium (cap. 320); Fowler Museum Terrace (cap. 200-300)

SCHOENBERG HALL FACILITIES

Contact: CSP Advisor (310) 825-7041

Fully equipped theatrical venues; Schoenberg 1100 (capacity 528); Jan Popper Theater (capacity 133)

ROYCE HALL

Contact: CSP Advisor (310) 825-7041

Fully equipped theatrical venue with capacity of 1,800.

MAC GOWAN HALL

Contact: Dan Ionazzi: (310) 206-7951

Little Theater (capacity 178-200); Freud Playhouse (capacity 497- 586)

NPI AUDITORIUM

Contact: Your CSP Advisor (310) 825-7041

Flat fee for venue rental. (capacity of 238)

CULTURAL AND RECREATIONAL AFFAIRS (UCLA RECREATION)

Contact: Your CSP Advisor (unless otherwise noted) for all CRA facility scheduling (310) 825-7041

All CRA facilities have miscellaneous facility/ labor charges. No charge for venue rentals.

• **LOS ANGELES TENNIS CENTER**

Tennis courts, tennis stadium (capacity ranges from 5,500 to 8,100); LATC Clubhouse (seats 110)

• **PAULEY PAVILION**

Concert capacity 13,000; Sporting event capacity 12,507; Trade show capacity: 120 8'x10' booths;

Dinner/Speaker/Seminar/Meeting (capacity: 1,150)

• **DRAKE STADIUM**

Sporting events, festivals, concerts and stage shows.

• **INTRAMURAL FIELD, NORTH ATHLETIC FIELD**

Various sporting events, festivals, rallies.

• **WOODEN CENTER – COLLINS COURT**

Sporting events, fairs, large-scale events (seating capacity ranges from 1800 to 2000)

• **SUNSET CANYON RECREATION CENTER**

Contact: Dion Veloz (310) 206-1787

Buenos Aires Room (capacity 125), Conference Room (capacity 30), Vista Room (capacity 91), Outside Amphitheater (capacity 1200), and a reservable picnic area.

• **UCLA MARINA AQUATIC CENTER IN MARINA DEL REY (OUTDOOR ADVENTURES)**

Contact: Outdoor Adventures (310) 206-1252

Conferences, barbecues, water recreation and team-building events. (capacity 12-150)

CAMPUS RESOURCE FUNDING DIRECTORY

PROGRAM ACTIVITIES BOARD

Source: *Campus Programs Committee Regular Fund*
Type: Programming open to UCLA students
Who: Officially Recognized Organizations
Range: \$1,001 – \$8,500
Notes: Student Government and Residence Halls are not eligible
Contact: Pam Cysner, CSP
Address: 105 Kerckhoff Hall
Phone: 206-5523
Email: pcysner@saonet.ucla.edu
Web: <http://www.studentgroups.ucla.edu/pab>
Deadline: Six funding cycles per year

Source: *Campus Programs Committee Mini-Fund*
Type: Programming open to UCLA students
Who: Officially Recognized Organizations
Range: Up to \$1,000
Notes: Student Government and Residence Halls are not eligible; Mini-fund allocation may not be used to augment other funding.
Contact: Pam Cysner, CSP
Address: 105 Kerckhoff Hall
Phone: 206-5523
Email: pcysner@saonet.ucla.edu
Web: <http://www.studentgroups.ucla.edu/pab>
Deadline: Weekly deadline / 2nd – 8th Weeks

Source: *Community Activities Committee*
Type: Year-long community service projects
Who: Officially Recognized Organizations
Range: Up to \$8,500
Notes: Site visits will be conducted by the CAC to ensure proper use of allocations
Contact: Pam Cysner, CSP
Address: 105 Kerckhoff Hall
Phone: 206-5523
Email: pcysner@saonet.ucla.edu
Web: <http://www.studentgroups.ucla.edu/pab>
Deadline: Annually in August

UNDERGRADUATE STUDENT ASSOCIATION (USAC) <http://students.asucla.ucla.edu/>

Source: *Academic Affairs Mini-Grants Fund*
Type: Educational Programming

Who: All UCLA registered organizations that have a signed statement of non-discrimination with CSP; Any individual with the support of an academic advisor and/or department
Range: Up to \$500
Notes: Organizations/Individuals can only apply once a year
Contact: Michelle Sassounian, Commissioner
Address: 310 Kerckhoff Hall
Phone: 825-2815
Email: usaaac@asucla.ucla.edu
Web: None
Deadline: 14 days prior to event

Source: *Academic Affairs Programming Fund (Academic Success Referendum Fund)*
Type: Educational Reform and Academic Support
Who: All UCLA registered organizations that have a signed statement of non-discrimination with CSP; Any individual with the support of an academic advisor and/or department
Range: Up to \$1,500
Notes: Organizations/Individuals can only apply once a year
Contact: Michelle Sassounian, Commissioner
Address: 310 Kerckhoff Hall
Phone: 825-2815
Email: usaac@asucla.ucla.edu
Web: None
Deadline: 14 days prior to program

Source: *Community Service Mini-Fund*
Type: Community Service Programming
Who: All UCLA registered organizations that have a signed statement of non-discrimination with CSP
Range: Up to \$1500 per org/per cycle
Notes: Programs must contribute to the elimination of poverty and social problems and/or provide services such as the improvement of education and health for disadvantaged groups
Contact: Marie Imwinkelreid, Chairperson
Address: 300B Kerckhoff Hall
Phone: 206-2422 or 206-0700
Email: csmi@asucla.ucla.edu
Web: <http://students.asucla.ucla.edu>
Deadline: Bi-Quarterly; fall through spring

Source: *Student Organizations Operational Fund (SOOF)*
Type: Limited funds for operational needs
Who: All UCLA registered organizations that have a signed statement of non-discrimination with CSP
Range: Determined by Budget Review Committee
Notes: SOOF does not fund programs or programming expenses.
Contact: Diem Tran, Budget Review Director
Address: 300B Kerckhoff Hall
Phone: 206-2422
Email: usabud@asucla.ucla.edu
Web: <http://students.asucla.ucla.edu>
Deadline: Quarterly - TBA

Source: *USA (BOD) Programming Fund*
Type: Programming (large-scale)
Who: All UCLA registered organizations that have a signed statement of non-discrimination with CSP
Range: Determined by Budget Review Committee
Notes: Programs should provide opportunities for the educational benefits, persona, and social enrichment that derive from participation in extracurricular activities and stimulate on-campus discussion and debate on varied issues.
Contact: Diem Tran, Budget Review Director
Address: 300B Kerckhoff Hall
Phone: 206-2422
Email: usabud@asucla.ucla.edu
Web: <http://students.asucla.ucla.edu>
Deadline: F: Oct 15; W: Jan 7; S: Feb 25

Source: *USA Capital/Surplus*
Type: Purchase of Capitol Items
Who: All UCLA registered organizations that have a signed statement of non-discrimination with CSP
Range: Determined by USA Finance Committee
Notes: Capitol items not covered in an annual budget such as computer and office equipment
Contact: Hazel Villasin, Fi-Committee Chair
Address: 300B Kerckhoff Hall
Phone: 825-5017
Email: usaficom@asucla.ucla.edu
Web: <http://students.asucla.ucla.edu>
Deadline: Determined by USA Finance Comm

Source: *USA Contingency Fund*
Type: Auxiliary Funding for Unanticipated Programming Expenses
Who: All UCLA registered organizations that have a signed statement of non-discrimination with CSP
Range: Determined by USA Finance Committee
Notes: This source is not designed to cover entire program expenses rather it is to provide supplemental programming funds
Contact: Helen Villasin, Fi-Com Chair
Address: 300B Kerckhoff Hall
Phone: 825-5017
Email: usaficom@asucla.ucla.edu
Web: <http://students.asucla.ucla.edu>
Deadline: Mondays by 4:00pm, two weeks prior to event

Source: *Cultural Programming Fund*
Type: Cultural Programming Auxiliary Fund
Who: All UCLA registered organizations that have a signed statement of non-discrimination with CSP
Range: Determined by Cultural Affairs Commission
Notes: This source is not designed to cover entire program expenses rather it is to provide supplemental programming funds
Contact: Todd Hawkins, Commissioner
Address: 311 Kerckhoff Hall
Phone: 825-6564
Email: usacac@asucla.ucla.edu
Web: None
Deadline: 2 weeks prior to program

Source: *USA External VP Travel Grant*
Type: Travel for educational conferences, seminars, workshops, etc.
Who: All UCLA registered organizations that have a signed statement of non-discrimination with CSP
Range: Up to \$500
Notes: Only one person per organization/per quarter may obtain a travel grant; organization must submit a written report about educational experience upon return
Contact: Jeanie Biniak, USA EVP Chief of Staff
Address: 411 Kerckhoff Hall
Phone: 825-2158

Email: usaevp@asucla.ucla.edu
Web: None
Deadline: TBD by USA EVP

GRADUATE STUDENT ASSOCIATION

Source: *GSA Programs Discretionary Fund*
Type: Graduate Programming
Who: UCLA registered organizations that have a signed statement of non-discrimination with CSP
Range: Up to \$750 per quarter
Notes: Program must relate to **graduate** programming and/or students; will fund food
Contact: Arpi Siyahian, Director
Address: 316 Kerckhoff Hall
Phone: 206-8512
Email: funding@gsa.asucla.ucla.edu
Web: None
Deadline: Quarterly - 3 weeks in advance

OFFICE OF RESIDENTAL LIFE (ORL)

Source: *Educational Programs Committee*
Type: Educational Programming that enhance and/or enrich the educational life of students in on-campus housing
Who: All residents and staff of UCLA Residential Life
Range: Determined by Committee
Notes: Programs must fall within one or more of the following: academic assistance programs, course enrichment activities, campus and community resource programs, personal development, student/faculty contact, theme housing; Must contact Educational Program Committee (EPC) Rep from specific association in advance of appearing and presenting a proposal; Fund will not typically fund recreational, social, or cultural programs
Contact: ORL
Address: 370 DeNeve Drive
Phone: 206-8090
Email: programservices@orl.ucla.edu
Web: <http://www.orl.ucla.edu>
Deadline: On-going – see notes section

Source: *On Campus Housing Commission*
Type: Programming in ORL facilities and/or campus activities that target and involve hall residents

Who: Registered Student Organizations that obtain sponsorship through an ORL staff member
Range: Determined by OCHC
Notes: Program must benefit on-campus housing residents
Contact: OCHC
Address: 370 DeNeve Drive
Phone: None
Email: ochc@hillcouncil.com
Web: www.hillcouncil.com
Deadline: Monday at 5 pm – 2 weeks prior to event

Source: *Building/Floor/House Residence Association Funding*
Type: Programs conducted/sponsored in ORL facilities and/or that target and involve hall residents on campus
Who: Registered Student Organizations that obtain sponsorship through an ORL staff member
Range: Determined by each Hall
Notes: A presentation must be made to individual building/floor/house at weekly government meeting
Contact: Specific to Hall Government
Address: Specific to Hall Government
Phone: Specific to Hall Government
Email: Specific to Hall Government
Web: None
Deadline: Determined by each Hall

Source: *Sub 5*
Type: Programming in ORL facilities and/or campus activities that target and involve hall residents
Who: All residents and staff of UCLA Residential Life
Range: Determined by Committee
Notes: Program must fall into one of the following: safety/security, civic awareness, intercultural programming, arts, environment/recycling, health education, transfer student programs, explore LA programs, RA intervention
Contact: ORL
Address: 370 DeNeve Drive
Phone: 206-8090
Email: programservices@orl.ucla.edu
Web: <http://www.orl.ucla.edu>
Deadline: On-going, at least 21 days before event

**ADDITIONAL CAMPUS-BASED
FUNDING SOURCES**

Source: *ASUCLA Waiver Pool*
Type: ASUCLA Facilities Use
Who: Registered Student Organizations
Range: Determined by type of facility/equipment
Notes: Funding to assist with programming costs in ASUCLA Facilities & Bruin Plaza
Contact: Events Manager
Address: A-262 Ackerman Union
Phone: 206-0832
Email: events@asucla.ucla.edu
Web: http://www.asucla.ucla.edu/eventservice/stu_funding.asp
Deadline: Limited; 1st come/1st served basis

Source: *Student Initiated Outreach Committee Mini-Fund*
Type: Student-run, student-initiated community service projects and student organizations who conduct outreach
Who: All UCLA registered organizations that have a signed statement of non-discrimination with CSP
Range: Up to \$750 per cycle
Notes: Programs must serve K-14 education; Program/service must be directly correlated to increasing academic competitiveness of socio-economically/educationally disadvantaged students and underrepresented communities toward eligibility or attendance to the University of California or other institutions; projects funded by the CAC, USAC, and the SIOC are eligible; eligibility determined on a case-by-case basis; evidence must exist on the project's ability to complete funding objectives
Contact: Jerry Gonzales
Address: 100C Student Activities Center
Phone: 267-4349
Email: hgonzale@saonet.ucla.edu
Web: http://students.asucla.ucla.edu/funding/apps_siocminifund.doc
Deadline: Quarterly – Tuesday of 3rd Week

Source: *UCLA Performing Arts Student Committee*
Type: Co-promotion opportunities for live performing arts events
Who: Officially Recognized Organizations

Range: Determined by committee
Notes:
Contact: Charlene Hecker, SCA Advisor
Address: B100 Royce Hall
Phone: 825-3253 or 825-5562
Email: ckellett@ucla.edu
Web: <http://www.sca.ucla.edu>
Deadline: Determined by Committee

Source: *Assistant Vice Chancellor's Student Activities Fund – Student & Campus Life*
Type: Student Group Programs and Individual Student Academic Projects
Who: Registered Student Organizations and individual students
Notes: Groups: must provide a direct benefit to the UCLA community, involve a significant number of students, incorporate balanced educational perspective, and be reviewed by CSP Advisor; Students: directly support the student's declared major and include written support from advising faculty
Contact: Debra F Geller, Student & Campus Life
Address: 1104 Murphy Hall
Phone: 825-4876
Email: dgeller@saonet.ucla.edu
Web: None
Deadline: 14 days prior to event (flexible)



Funding Information compiled annually by the UCLA Center for Student Programming

Consult you CSP Advisor located in 105 Kerckhoff Hall for more information and advisement on available funding options.

SELECTED CAMPUS RESOURCES

Academic Advancement Program (AAP)	1232 Campbell Hall	825-1481
African-American Studies Center	160 Haines	825-3776
Alumni Center	James West Center	825-2586
Asian American Studies Center	3230 Campbell Hall	825-2974
ASK Peer Counselors	A-316 Murphy Hall	206-1661
Career Center	Strathmore Building	825-2981
Center for Women & Men	B44 Student Activities Center	825-3945
Center for Student Programming	105 Kerckhoff Hall	825-7041
College of Letters & Science Counseling	A316 Murphy Hall	825-3382
College Tutorials: (English Com/ESL/Math/Science)	228 Covell Commons	206-1491
Community Programs Office	105 Student Activities Center	825-5969
Dean of Students Office	1206 Murphy Hall	825-3871
EXPO Center	200 Strathmore Building	825-0831
Fraternity & Sorority Relations	105 Kerckhoff Hall	825-6322
Helpline	5 pm – 12:00 am / 7 days a week	825-HELP (4357)
International Students & Scholars/ISC	106 Bradley Hall	825-1681
LGBT Resource Center	B36 Student Activities Center	206-3628
Office for Students with Disabilities	A-255 Murphy Hall	825-1501
Office of Residential Life	Residential Life Building	825-3401
Ombudsman	105 Strathmore Building	825-7627
Rape Treatment Center; Santa Monica – UCLA Medical Center		319-4000
Scholarship Resource Center	233 Covell Commons	206-2875
Student Health Education	128 Pauley Pavilion	825-6385
Student Health Services	Arthur Ashe Center	825-4073
Student Legal Services	70 Dodd Hall	825-9894
Student Psychological Services	John Wooden Center West	825-0768
Undergraduate Student Government (USAC)	317 Kerckhoff	825-7068
University Police (UCPD)	601 Westwood Plaza	825-1491

