Administrative Procedure

Number:	802
Effective:	1/08/2018
Supersedes:	6/19/2017
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Subject: UNIVERSITY RECOGNITION OF STUDENT ORGANIZATIONS

1.0. PURPOSE:

To establish the policies and procedures governing the recognition of student organizations.

2.0. ORGANIZATIONS AFFECTED:

2.1. Office of the Vice President for Student Life (VPSL).

2.2. Center for Student Involvement.

2.3. University Registrar.

2.4. Human Resources Management.

2.5. All on campus departments, including Auxiliary organizations that provide service or benefits to University recognized student organizations.

3.0. REFERENCES:

3.1. Associated Students, Inc. (ASI) Policy 204, Funding Policy.

3.2. California Code of Regulations, Title 5, Article 2, Section 41301, Standards for Student Conduct.

3.3. California Code of Regulations, Title 5, Article 4, Nondiscrimination in Student Organizations, Sections 41500 (Withholding of Recognition), 41501 (Definition of Recognition), 41503 (Filing Requisites), and 41504 (Penalties).

3.4. California State University (CSU) Alcohol Policies and Prevention Program (Board Resolution REP 07-16-03).

3.5. CSU Academic Affairs Coded Memorandum AA-2012-05, Subject: Minimum Qualifications for Student Office Holders.

3.6. Education Amendments of 1972, Title IX, Section 86.14.

Approved: _____ **Date:** _____

3.7. CSU Executive Order (EO) Number 1068, Subject: Student Activities.

3.8. Integrated CSU Administrative Manual (ICSUAM), Section 3141.01, Administration of Student Organization Funds.

4.0. POLICY:

Student organizations support student success through engaging students with each other, the campus community, and the greater Los Angeles region by fostering leadership development opportunities, an appreciation for diversity, community service outlets, and out of the classroom experiential learning. The University encourages students to create organizations that allow them to explore their professional goals and personal development. Organization procedures have been developed to streamline student access to creating organizations that suit their needs and enable a method to identify which groups should have the privilege of utilizing University facilities, funding, and association with California State University, Los Angeles (Cal State LA).

All student organizations shall abide by EO 1068.

5.0. DEFINITION:

5.1. Student Organization Petition for Recognition - A form that students use to seek input from other students that creating the organization identified on the form will benefit the University community. Support for the organization is demonstrated by the student(s) signatures on the form. Students do not agree to join the organization by signing the petition.

5.2. Student Organization Officer Information Form - A form that lists contact information for elected officers of the organization. Organizations are encouraged to list students who will frequently access campus departments and services on this form. Those listed on the form are allowed to do business with the University on behalf of the student organization and their names will be shared with appropriate campus officials.

5.3. Eligibility Verification for Student Officers - The Registrar's Office will verify that student organization officers meet academic and conduct requirements.

5.4. Organization Advisors - Each organization will have a University advisor who is either a faculty member or professional staff member. Training and orientation will be available for organization advisors.

5.5. Eligibility Verification for Advisors - Human Resources Management will verify that advisors are employed by the University and not auxiliary employees.

5.6. Organizational Development Conference - A meeting that is held each semester (except summer) to review organization procedures and opportunities with those groups who seek University recognition. At least two (2) members of the organization must attend this required conference and are responsible for sharing the information presented with the entire membership.

5.7. Off-Campus Student Activities - All off-campus student activities shall comply with Section 41301, *Standards for Student Conduct*, of Title 5 of the California Code of Regulations.

6.0. RESPONSIBILITIES:

6.1. The Vice President for Student Life (VPSL) or his/her designee will:

6.1.1. Oversee the procedures and practices that assist student organizations with achieving University recognition, maintaining recognition, and interacting with University departments that provide service to these groups.

6.1.2. Maintain files that contain required documents as referenced in section 7.1.

6.1.3. Provide direction and guidance to the Assistant Dean of Students, Wellness & Engagement (Assistant Dean of Students), a University employee who directs the Center for Student Involvement (CSI), as new procedures and directives need to be implemented to support the changing needs of student organizations.

6.1.4. Review the overall program evaluation guidelines and identify target areas to assess and document in the biennial report.

6.1.5. Approve disciplinary sanctions developed by the VPSL or designee (a University employee), prior to distribution to impacted student organizations.

6.2. The Vice President for Administration and Chief Financial Officer in consultation with the VPSL have determined that monies collected in the name of the student organizations, with the exception of those identified as a separate 501c3, will be maintained in a University-Student Union (USU) bank account.

6.3. The Assistant Dean of Students will:

6.3.1. Ensure student organization officers and advisors are eligible to serve through verification with the University Registrar's Office and Human Resources Management.

6.3.2. Provide a list of University recognized organizations to campus departments that provide services to these groups. The list shall be updated and distributed frequently throughout the academic term.

6.3.3. Consult with the Assistant Dean of Student Conduct when allegations of organization misconduct are reported and conduct investigations as warranted.

6.3.4. Draft the overall program evaluation and provide to the VPSL or designee for content review and direction.

7.0. PROCEDURES:

7.1. Formal Chartering and Recognition

7.1.1. Students interested in chartering, and maintaining recognition of their student organization will submit to the Assistant Dean of Students or designee:

a. A completed Student Organization Petition for Recognition containing the names, signatures, and CIN of at least thirty (30) currently enrolled California State University, Los Angeles students.

b. A completed Student Organization Roster with the names of at least five (5) currently enrolled Cal State LA students who are members of your organization.
c. A completed Student Organization Officer Information Form with the names and the contact information of at least five (5) student officers and a least one (1) faculty or staff advisor at least once per academic year.
    i. All Candidate (new) and Incumbent (returning) officers of the organization must meet the following minimum eligibility requirements:
        a. Must be matriculated and enrolled.
        b. Must be in good standing and not on probation of any kind.
        c. Undergraduate students must maintain a minimum overall 2.0 grade point average each semester.
        d. Graduate students must maintain a minimum 3.0 grade point average each term to be considered in good standing.
        e. Undergraduate students must earn six (6) semester units per term while holding office. Graduate and credential students must earn three (3) semester units per term while holding office.
        f. Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater.
        g. The VPSL or designee will conduct eligibility verification for president and treasurer positions each semester in collaboration with the University Registrar's office.
    ii. Organization presidents must acknowledge by signing the Standards for Student Conduct: Hazing and Non-Discrimination section that affirm that the organization members will not haze, or restrict membership on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identification, ancestry, marital status, citizenship, political affiliation, sexual orientation, physical or mental disability, medical condition, pregnancy, genetic information, covered veteran status, or any other classification that precludes a person from consideration as an individual. (Note: Social fraternities and sororities are exempt from membership practices based on gender under the provisions of Section 86.14 of Title IX, United States Code).
    iii. Organization officers acknowledge through signature that they have been directed to the electronic PDF format of the *Student Organization Handbook* on-line through the Dean of Students website and that it is the responsibility of its officers and group members to read, understand, and comply with the outlined procedures and any revisions made to the handbook.

iv. All student organization officers and advisors must also review and sign the Cal State LA Alcohol Procedures & Prevention Resources form.

d. Submit an organization constitution that meets University requirements.
e. Submit a copy of the constitution and by-laws of any parent organization with which the organization is affiliated.

7.1.2 Student organizations affiliated with a national scholastic honor society seeking recognition can do so under the category National Honor Society/University Sponsored Organizations.

i. Under this category these groups can invite members on the basis of scholastic achievement and may require skill-based, aptitude test requirements such as a minimum grade point average, academic discipline, unit requirements or classification (description as upper division, lower division, graduate student, etc.).

a. Membership may be defined by the affiliation with the national scholastic honor society; however, no students in National Honor Society/University Sponsored Organizations can be denied membership on the basis of age, disability, gender, genetic information, nationality, race or ethnicity, religion, sexual orientation or veteran status.

ii. National Honor Society/University Sponsored Organizations must comply with all CSU system wide policies, procedures and guidelines in accordance with EO1068.

7.1.3. In compliance with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4, Nondiscrimination in Student Organizations, Sections 41500 (Withholding of Recognition), 41501 (Definition of Recognition), 41503 (Filing Requisites), and 41504 (Penalties), the Assistant Dean of Students will keep copies of all constitutions, charters, or other documents relating to student organization recognition.

7.1.4. Students interested in chartering and maintaining recognition of their student organization will attend an Organizational Development Conference each semester.

7.2. <u>Withholding and Withdrawing Official Recognition</u>

7.2.1. Student organization recognition will be withheld should organizations:

a. Fail to abide by the open membership policy or discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identification, ancestry, marital status, citizenship, political affiliation, sexual orientation, physical or mental disability, medical condition, pregnancy, genetic information, covered veteran status, or any other classification that precludes a person from consideration as an individual.

i. Student organization presidents are notified if their constitution or other documents do not meet the requirements. They are given an opportunity to correct them. Recognition for new groups is withheld until the requirement is met/appropriate documents are submitted.

b. Be found to be hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, Standards for Student Conduct, Section 41301(b)(8).

   i. When an allegation of hazing or other serious misconduct is made about an organization, the Director, CSI, consults with the Judicial Affairs Officer on the matter. A plan for how to proceed with the investigation is developed. The organization president and advisor are notified in writing of the misconduct that has been alleged and given instructions on whether they are to refrain from any activities until the investigation concludes. Often, an organization president is asked to meet with the Director, CSI, and Judicial Affairs Officer to give preliminary information on the organization and its practices. Additional students are interviewed as determined by the nature of the allegation. At times, the allegation is so severe that in the interest of student safety, university recognition is revoked pending the results of the investigation.

c. Fail to submit at least once an academic year a completed Student Organization Officer Information Form.
   i. They are removed from the list of university recognized organizations that is shared with campus departments and they are denied access to services and benefits provided to recognized groups. Organizations may meet the requirement they have missed and obtain recognition again at their own pace and based on when required trainings are repeated.

d. Fail to meet student organization officer eligibility requirements.
   i. Officers who are ineligible are provided notice and given an opportunity to resign. The officers are given a timeline to resign and ensure another officer is elected to the position. If an updated Officer Information form with the newly elected officer's information is not presented by the deadline additional notifications are made based on a prescribed schedule. University recognition will be revoked if the matter is ignored.

e. Fail to submit an organization constitution that meets university requirements.
   i. Student organization presidents are notified and are given an opportunity to correct them. Recognition is withheld until the requirement is met.

f. Fail to attend any or all of the Organizational Development Conferences.
   i. They are removed from the list of university recognized organizations that is shared with campus departments and they are denied access to services and benefits provided to recognized groups. Organizations may meet the requirement they have missed and obtain recognition again at their own pace and based on when required trainings are repeated.

g. Fail to secure an eligible faculty or staff student organization advisor.
   i. Organizations who have difficulty securing an advisor are invited to discuss the situation with CSI staff. Questions are asked of the group to help them identify faculty or staff who they may have a rapport with and who would support their organization endeavors. Students usually leave these consultations with a better understanding of who they can ask to consider serving as an advisor.

h. Fail to follow university procedures including but not limited to those outlined in the online Cal State LA *Student Organization Handbook.*
   i. Minor infractions are handled directly—a fee assessed for damage to a meeting room. Allegations of serious misconduct are investigated with the Assistant Dean for Student Conduct.

7.2.2. Decisions made by the Assistant Dean of Students may be appealed to the VPSL.

7.3. Minimum Number of Students

7.3.1. Student organizations seeking to charter or maintain recognition must maintain a minimum of five (5) Cal State LA student organization members/officers. A maximum of twenty percent (20%) of the members of a student organization may be individuals who are not CSU students, e.g., community members, students at other colleges.

7.4. Club Advisors

7.4.1. Student organizations seeking to charter or maintain recognition must maintain at least one faculty or professional staff advisor.

7.4.2. Student organization faculty or staff advisors must be Cal State LA employees and may not be Auxiliary employees. Part-time faculty and professional staff may serve as advisors.

7.4.3. Student organizations may have an advisory board composed of community members or alumni however at least one (1) advisor must be a faculty or staff member of Cal State LA.

7.4.4. The Assistant Dean of Students will conduct advisor eligibility checks each semester in conjunction with the Cal State LA Human Resources Management department.

7.5. Training and Orientation Programs

7.5.1. The VPSL or designee will provide annual student organization advisor trainings and communications each semester regarding advisor resources to all faculty and staff student organization advisors.

7.5.2. Student organization officers and advisors must sign and acknowledge the Cal State LA Alcohol Procedures & Prevention Resources page of the Student Organization Officer Information Form.

7.5.3. Student organization officers and advisors are advised to read, review, and reference the *Cal State LA Student Organization Handbook* which contains California State University Student Conduct Code in Title 5, California Code of Regulations, Section 41301.

7.6. Role of Auxiliary Organizations in Recognizing Student Organizations

7.6.1. Per EO 1068, campuses may not delegate the process of approving or managing student organizations or their activities. Auxiliary organizations may not manage student organizations or approve student activities. Auxiliary organizations may not provide auxiliary funds or facilities to student organizations that are not currently recognized by the campus. Funding and use of facilities are available only to student organizations that are currently recognized by the campus.

7.7. Off-Campus Student Activities

7.7.1. Recognized student organizations will be held to the standards of expected behavior set by Section 41301, *Standards for Student Conduct*, of Title 5 of the California Code of Regulations.

7.7.2. Recognized student organizations will purchase Special Event Insurance as needed if determined by the Office of Risk Management, Environmental Health and Safety (RM/EHS).

7.8. Overall Program Evaluations

7.8.1. The VPSL or designee will assess student organizations and activities programs biennially. The review shall include the assessment of such factors as risk management, program quality, student satisfaction, student participation growth, and how the student organizations and activities support the goals of the University. The biennial reports shall be submitted to the Office of the Chancellor in August of every even-numbered year.

7.9. Club Sports Insurance

7.9.1. EO 1068 states that all officially recognized student club sports must carry adequate liability and secondary medical insurance as determined in collaboration with campus risk managers or the CSU Office of Risk Management for all participants and coaches, including non-students and volunteers. The insurance shall cover travel, practices, and competition. State appropriations cannot be used to pay for club sports insurance. No student, non-student, or volunteer may participate in a club sport without approved insurance, and no club may be recognized or organized to participate in practices, competition, or travel without approved insurance.

Insurance documents should include appropriate hold harmless provisions as follows: “Insured shall hold harmless, indemnify, and defend the state of California, the Trustees of the CSU, Cal State LA and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the insured of said property or participation in said activity.”

7.10. Administration of Student Organization Funds

7.10.1. Student organizations generate funds through a variety of methods including, but not limited to, dues, prizes/awards from competitions, and fund raising. Monies collected in the name of the student organization for its activities must be used exclusively for the purpose of furthering the student organization’s goals and objectives, and must be maintained in a bank account administered by the USU. Student organizations will adhere to the established written policies and procedures within the USU governing the administration of student organization funds.

8.0. APPENDICES:

8.1. Student Organization Officer Information Form.

8.2. Student Organization Petition for Recognition.

8.3. Student Organization Roster.

8.4. Sample Constitution.

8.5. Student Organization Handbook.