Registered Student Organizations (RSO)

I. Registration

A. Procedure

1. Five officers or representatives must complete and file an Application for Registration. Residence hall groups must first have approval from the Residential Education Office.

2. The president/primary leader and the treasurer/financial officer who are listed on the registration application must attend an orientation.

3. Submit the application to the Center for Student Involvement.

B. The following criteria shall be used to approve registration:

1. Stated purpose

   Each organization must describe clearly and specifically, in writing, the purpose of the organization. Applicants must show how the proposed organization differs from existing RSOs and why it should be registered as a separate student organization.

2. Membership

   a. Each RSO must be comprised of at least five students and must provide the names, signatures, phone numbers, addresses, student identification numbers, and email addresses of five students acting as officers or representatives.

   b. Only UC Davis students can be active members, and active members must comprise at least three-fourths of the RSO’s membership.

      1) A student is an individual who is either enrolled in or registered with an academic program (not including a degree program offered jointly through University Extension) or is between academic terms, has completed the immediately preceding term, and is eligible for reenrollment (not including individuals on approved leave).

      2) Only active members may vote, hold office, determine programs, control RSO money, represent the RSO to the University, or register the RSO with the University.

   c. Associate members may attend the RSO meetings and events, teach, participate in discussions, serve as guest speakers on an occasional basis, and perform incidental tasks for the University.

3. Student control of the organization

   Active members must retain decision-making authority and control over its programs and finances as follows:

   a. The organization has authority to make all final decisions.

   b. The organization does not have to obtain permission or approval for its activities from any associated organization except as approved in writing by the Center or Student Judicial Affairs as a term of disciplinary sanction.

   c. The organization determines the use of funds it generates or receives.

   d. The organization conducts its own financial recordkeeping and bookkeeping.
e. The officers are selected by the active student membership.

4. Organization advisors (optional)
   a. Advisors may provide information and advice to the RSO, participate in orienting and training new members and officers, attend RSO meetings, and participate in discussions.
   b. Advisors may not select members (but may participate in selection discussions); determine or direct the RSO’s programs, goals, or performances; control RSO finances; vote; hold office; or represent the RSO to the University or the community.

II. Responsibilities

A. RSOs must register with the Center for Student Involvement each academic year.

B. The five officers or representatives whose signatures are on file with the Center are responsible for any business on behalf of the RSO that is transacted with the University.

C. Changes in information about an RSO (e.g., name; status of its officers) must be reported by completing a Registration Update form.
   1. Individuals who no longer serve as officers must notify the Center to terminate their liability for the RSO’s actions, debts, and obligations.
   2. If three or more of the five officers change, one of the new officers must attend an orientation.

D. Financial responsibilities
   1. RSOs must keep complete and accurate records of income and expenditures showing how funds were raised, amounts spent, and how funds have been or will be used. These records must be kept current and available for inspection or audit by University officials at all times.
   2. The five officers who sign the Registration Application are responsible (and may be held personally liable) for all debts or obligations incurred by the RSO.
      a. If debts are not paid, registration or transcripts of individual officers may be withheld until debts are paid.
      b. The University is not liable and cannot be held responsible for any debts or obligations incurred by the RSO to a non-University agency.

E. Activities shall not interfere with traffic, regularly scheduled campus activities, or the orderly administration of the University. Persons on campus are protected against practices that would make them an involuntary audience, which may place them in reasonable fear for their personal safety or may create a hostile, intimidating, or offensive environment.

F. Advertisements or promotions of RSO sponsored events must be clear that the RSO is acting in a private capacity and not as a representative of the University.

G. An RSO that chooses to disband or formally terminates its status as an RSO must complete a Termination of Registration as a Student Organization form.

H. An RSO that violates this or any other campus or University policy or standard may have its privileges and benefits of registration withdrawn, and may be subject to disciplinary action through Student Judicial Affairs in accordance with the Administration of Student Discipline.

III. Privileges
A. Services of the Center for Student Involvement (see the Student Organization Sourcebook (SOS) at [http://spac.ucdavis.edu](http://spac.ucdavis.edu)).

B. Use of University Resources

1. Occasional use of reserveable University properties for activities such as meetings, social events, or conferences in accord with Section 270-20.

2. Occasional use of reservable display boards and outdoor table space at the Memorial Union and outdoor table space at the Silo, in accord with policies stated in the SOS.

3. An on-campus mailbox and use of campus mail for correspondence with members who have campus addresses and for conducting the organization’s business with campus departments.

4. A listing in the directory of RSOs on the Center’s Web site ([http://spac.ucdavis.edu](http://spac.ucdavis.edu)).

5. Access to storage lockers on a first-come, first-served basis.

6. Use of campus publications (e.g., the California Aggie, Dateline UC Davis, UCDMC Update) on a space-available basis, and subject to editorial discretion, for announcements of public meetings of general interest.

7. Access to post and distribute material on campus in accord with Sections 310-25 and 310-27.

8. Use of University email address to conduct business related to the RSO.

9. Use of an affiliate logo (see Section 310-65).

C. Funding

1. Opportunities to sponsor fundraising activities on University properties consistent with Section 270-16 and approval from the Center.

2. Financial services through an agency account in accord with Section 330-09.

   RSOs may also establish an off-campus bank account under IRS-compliant procedures set by the Center.

3. Eligibility for undergraduate RSOs to apply for funds from the Club Finance Council.