

Campus Interest Groups

I. Registration

- A. Conference and Event Services (CES) registers campus interest groups.
 - 1. The group must articulate its purpose clearly on the application.
 - 2. A minimum of ten active members is required to be eligible for registration.
- B. Increasing demands on campus resources and space require that the University not register groups that duplicate existing organizations. Such applicants must submit a clear, written description of the differences between their group and the organization already registered.
- C. A group that is associated with a local, state, national, or international organization will be registered only if the group, through its members, retains decision-making authority and control over its programs and finances. A group that is an agent for an off-campus or another on-campus organization whose sole purpose is to support or fund such organization will not be registered.
- D. Campus unit heads may recognize other groups comprised of employees, students, alumni, or spouses of employees or students, whose purpose is closely associated with that of the unit.
 - 1. Any privileges relating to use of the unit's resources are granted only at the discretion of and with prior approval of the unit head.
 - 2. Groups that wish to access reserveable University property not assigned to the unit must be registered with CES.

II. Responsibilities

- A. Only two active members may be authorized to represent the group and transact business with the University.
- B. The group is responsible for notifying CES of any change in the members authorized to represent the organization.
- C. Officers or members listed on the current registration application are responsible for payment in full of debts incurred by the organization to the University and may be held personally accountable for such debts.
- D. Events or activities sponsored by the group may not be advertised or promoted in such a way as to suggest the function is sponsored or endorsed by the University.

III. Privileges

- A. Occasional use of reservable University properties in accord with [Section 270-20](#).
 - 1. Use is restricted to weekly meetings no longer than 90 minutes in duration and one nonrecurring event per quarter.
 - 2. Groups whose purpose is closely associated with a campus unit may be granted additional use of property when CES and the unit head agree that such activity in support of the unit's program.
 - 3. Groups must adhere to all campus policies and procedures related to events on campus. See www.ces.ucdavis.edu for current event planning procedures at UC Davis.

- B. Use of campus mail for correspondence with members with campus addresses and for conducting group business with campus departments.
- C. Use of campus publications on a space available basis for announcements of public meetings.
- D. Right to post and exhibit material on campus in accord with [Section 310-27](#).
- E. Occasional fund raising on University property, with prior approval, provided the proceeds are to be donated to a tax-exempt organization, in accord with [Section 270-16](#).
- F. Financial services through an agency account (see [Section 330-09](#)).

IV. Chancellor Recognition

- A. A group satisfying the following conditions may apply for recognition by the Chancellor.
 - 1. All members are UC Davis employees.
 - 2. The group is organized to foster the job-related and professional development of its members through the exchange of job-related information among members or through the exchange of information with University officers.
 - 3. The group's purpose is consistent with and directly related to the University's mission in teaching, research, and public service.
- B. Groups recognized by the Chancellor may be granted the following additional privileges:
 - 1. Incidental use of release time, with the employee's department head approval, to pursue the goals of the group.
 - 2. Use of an individual member's departmental resources at the discretion of and with approval from the member's department head.
 - 3. Use of other campus resources (e.g., service departments) with approval from the Chancellor.
- C. A group may request recognition from the Chancellor in writing, setting forth to purpose of the group and the reasons for requesting recognition.
 - 1. The Council of Vice Chancellors reviews the request and advises the Chancellor on its merits.
 - 2. If recognition is granted, the Chancellor designates a University department to act as a liaison with the group.