

## Registered Student Organizations (RSO)

### I. Registration

#### A. Procedure

1. Groups must submit a registration form and the five officers or representatives must complete the terms and conditions. Fraternities and sororities must receive approval from the Office of Sorority & Fraternity Life prior to submitting a registration request.
2. The president/primary leader or the treasurer/financial officer listed on the registration submission must complete the student organization orientation.

#### B. The following criteria are requirements used to approve registration:

##### 1. Stated purpose

- a. Each organization must describe clearly and specifically, in writing, the purpose of the organization. Increasing demands on campus resources and space require that the University not register groups that duplicate or serve as sub-groups of existing organizations. Applicants must show how the proposed organization differs from existing RSOs and why it should be registered as a separate student organization.
- b. A group whose sole purpose is to conduct a single event will not be registered.
- c. A group that is associated with a campus department, 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 and whose sole purpose is to support or fund such organization will not be registered.

##### 2. Membership

- a. Each RSO must be comprised of at least five currently enrolled 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. Each RSO must comply with the University non-discrimination policy (see [Section 400-15](#)).
- c. 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, select members, represent the RSO to the University, or register the RSO with the University.
- d. Associate members may attend RSO meetings and events, teach, participate in discussions, serve as guest speakers on an occasional basis, and perform incidental tasks for the organization.

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 Support and 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.
5. Liability Insurance

Liability insurance is provided by the University of California to RSOs for most on campus activities, unless the group has its own liability insurance policy. Such groups will not be able to register until they provide Center for Student Involvement with a current Certificate of Insurance that meets the following UC requirements:

- a. The RSO must be listed as the Insured or Additional Insured.
- b. The Regents of the University of California must be listed as Additional Insured.
- c. The Insurer/Producer name and contact information must be on the certificate.
- d. The policy start and end date must encompass the entire length of the event.
- e. The policy must include General Liability coverage of at least \$1,000,000.
- f. The Certificate of Insurance must provide 30 days advance written notice to the University of any modification, or cancellation of any component of the insurance coverage.

## 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 of Student Involvement 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 updating the information in the registration request form.

1. Individuals who no longer serve as officers or are not eligible to serve, must notify the remaining officers and Center for Student Involvement to enable the group to maintain registration and to terminate their liability for the RSO's actions, debts, and obligations.
2. If the President or Treasurer who completed the orientation change, the President or Treasurer listed on the new submission must complete the 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 listed on the registration submission are responsible (and may be held personally liable) for all debts or obligations incurred by the RSO.
  - a. If debts are not paid, the group may be placed on hold and prevented from conducting University business, registration or transcripts of individual officers may be withheld until debts are paid, and the organization may be require to pay a \$25 hold release fee.
  - 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 must 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 Support and 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 \(SOS\)](#)).

B. Use of University Resources

1. Occasional use of reservable University properties for activities such as meetings, social events, or conferences in accord with [Section 270-20](#).
2. Occasional use of outdoor table space at the Memorial and Silo Unions, 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](#).

5. Access to available storage lockers on a first-come, first-served basis.
6. Use of campus publications (e.g., the California Aggie, Dateline UC Davis, UCDCM 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](#), [310-27](#) and [Posting Guidelines](#).
8. Use of University email address to conduct business related to the RSO.

C. Funding

1. Opportunities to sponsor fundraising activities on University properties consistent with [Section 270-16](#) and approval from the Center for Student Involvement.
2. Financial services through an agency account upon payment of annual agency account fee in accord with [Section 330-09](#).  
  
RSOs may also establish an off-campus bank account under IRS-compliant procedures.
3. Eligibility to apply for funds from Club Finance Council (undergraduate groups only), Beyond Tolerance and other campus grants.