

# UC Davis Policy and Procedure Manual

## Chapter 270, Properties Use and Extracurricular Activities

### Section 06, Constituent Organizations and Student Governments

Date: 3/13/07

Supersedes: 6/29/90

Responsible Department: Student Affairs

Source Document: UC Policies Applying to Campus Activities, Organizations, and Students

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#### I. Purpose

This section sets forth policy governing constituent organizations and student governments. This policy supplements general policy described in Section 270-05, Campus Organizations.

#### II. Definition

- A. Constituent Organization--an organization recognized by the Chancellor as responsible for representing one of the major constituencies of the campus community, i.e., employees and students. Existing constituent organizations are the Academic Senate, Academic Federation, Associated Students of UCD, Graduate Student Association, and UCD Staff Assembly.
- B. Student Government--An organization recognized by the Chancellor as an official unit of the University, responsible for representing a student constituency comprising either the student body as a whole or a particular segment of it. Student governments are not considered constituent organizations, as defined above, unless specifically recognized as such. Existing student governments are Associated Students of UCD, Graduate Student Association, and Law Students Association.

#### III. Policy

##### A. Recognition

The Chancellor holds authority to authorize or discontinue recognition of constituent organizations or student governments.

##### B. Privileges of Recognition

Constituent organizations and student governments are generally afforded privileges on the same basis as campus departments. These privileges include:

1. Use of the name of the University of California, Davis, or an abbreviation thereof, as part of the organization's name, with the approval of the Chancellor. (See Section 310-65.)
2. Access to reservable University properties in accordance with Section 270-20.
3. Use of the campus mail.
4. Use of Dateline UC Davis and UC DMC Update, on a space available basis, for announcements relating to the organization.
5. Right to post and exhibit materials on campus in accordance with Sections 310-25 and 310-27.
6. Fund-raising activities, with approval of the Chancellor. (See Section 260-20.)
7. Use of University service departments.
8. Staff and operational support.
9. Accounting Office financial services.
10. Space assignment in University facilities.
11. Funding allocations.

C. Financial Operations

1. The financial activities of a constituent organization or student government shall be conducted in accordance with prudent business practices and generally accepted accounting principles. All financial activities and records are subject to audit by the University or its agents at reasonable times and under reasonable conditions.
2. A department or program University account will be used for all financial transactions of constituent organizations or student governments. However, a campus Accounting Office agency account may be used for activities which are predominantly social, such as dinners, parties, and tours. Should the account accumulate extra income as a result of a particular social event, the excess is to be transferred to the University account (see Section 330-09).
3. Financial commitments and expenditures of a constituent organization or student government shall be in accordance with the policies and the budgets approved by the group's governing body.

D. Fund Raising

Fund-raising campaigns and projects are subject to the conditions and approval outlined in Section 260-20.

**IV. Student Governments**

- A. Student governments may be supported by either compulsory or voluntary fees. The Chancellor must approve any fee established to support a student government. Compulsory fees become effective only upon approval of the President (see Section 280-15).
- B. Student governments shall have the right to address and take positions on public issues. Positions on issues taken by student governments shall not be represented as or deemed to be official positions of the University. Compulsory student fees shall not be expended in support of such positions except for University-related purposes.
  1. A student who objects to a specific lobbying activity supported by a compulsory student fee may request a refund of that portion of the fees paid in support of the activity. Contact the ASUCD Student Services Office for additional information.
  2. Any communications by student governments or units thereof to Federal, State, or local government officials or bodies on public issues must avoid any implication that the positions taken are sponsored, endorsed, or favored by the University. This does not affect the right of any student, as an individual, to petition governmental officials or bodies.
  3. When a student publication, student government publication, or the radio station take positions on public issues, they must be clear that the position expressed does not represent the official views of the University, faculty, staff, or student body as a whole
- C. Expenditure and allocation of funds
  1. Allocations and expenditures from student government funds shall be in accordance with all applicable University policies and procedures and legal requirements.
  2. The Chancellor, who is responsible for the fiscal soundness of student governments and for maintaining fiscal accountability over compulsory campus-based student fees and voluntary contributions collected from students to support student governments, has the following authorities:
    - a. To call for an audit of student government finances.
    - b. May exercise control over expenditures to maintain financial solvency.

- c. May take action to ensure that any financial or business activity is operated in accordance with sound business practices.
3. Student governments shall maintain procedures to assure reallocation of compulsory campus-based student funds to registered student organizations is based upon objective considerations and do not take into account the viewpoint of the organization.

**V. Further Information**

Information regarding recognition as a constituent organization or student government is available from the Associate Chancellor. Specific questions regarding such matters as fund raising, financial operations, or property use should be directed to the office indicated in the applicable policy.

**VI. Reference**

- A. Office of the President: UC Policies Applying to Campus Activities, Organizations, and Students.
- B. UCD Policy and Procedure Manual:
  1. Section 260-20, Fund Raising for the University.
  2. Section 270-05, Campus Organizations.
  3. Section 270-20, Use and Reservation of University Properties and Event Arrangements.
  4. Section 280-15, Campus-Based Student Fees.
  5. Section 310-25, Distribution of Information and Literature.
  5. Section 310-27, Posting of Information.
  6. Section 310-65, Use of the University's Name, Seal, and Other Trademarks.
  7. Section 330-09, Agency Account Services.