

UC Davis Policy and Procedure Manual

Chapter 270, Properties Use and Extracurricular Activities

Section 07, Registered Student Organizations

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Responsible Department: Student Affairs—Student Programs and Activities Center

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

I. Purpose and Scope

- A. This section outlines policy applicable to registered student organizations and supplements general policy set forth in Section 270-05, Campus Organizations. This policy is intended to support students' rights of free association and the benefits that student organizations provide to the campus, while clarifying responsibilities of student organizations and individual student members of those organizations.
- B. The following organizations are not covered by this policy and are governed by other procedures:
 - 1. Organizations that are sponsored by or part of the University (e.g., intercollegiate athletic teams, sports clubs, constituent organizations [including ASUCD and GSA units or activities], University classes, or University departments or units), including those whose programs are generated, implemented, funded, directed, or controlled by the University; and groups whose sole purpose is to support/fund any of the above.
 - 2. Organizations that are agents for or controlled by an off-campus or on-campus organization; or any local, state, national, or international organization that retains decision-making authority and control over the student organization; or organizations whose sole purpose is to support or fund such an outside organization (e.g., the Yolo County Democratic Party, American Medical Association, Sierra Club).

II. Definitions

Additional definitions are listed in Section 270-05.

- A. Registered student organization (RSO)--a student organization registered with the Student Programs and Activities Center (SPAC) and formed to provide charitable, service, social, cultural, artistic, recreational, or educational activities consistent with the educational mission of the University. Examples are the Electrical Engineering Club, Davis Ballroom Dance Club, Delta Gamma Sorority, and Vietnamese Student Association.
- B. Student--an individual who is either (1) enrolled in or registered with an academic program of UC Davis, or (2) between academic terms and has completed the immediately preceding term and is eligible for reenrollment. For purposes of this policy, an individual on approved educational leave or other approved leave status is not a student.

III. Relationship of RSOs to the University

- A. RSOs are registered by the University and have access to certain privileges and University resources, contingent upon fulfilling their required responsibilities.
- B. Registration does not imply that the organization's activities are sanctioned or supported by the University, and does not create a supervisory relationship between the organization and the

University. A student organization shall not indicate or imply that it is acting on behalf of the University or with University approval or sponsorship.

IV. Privileges of RSOs

Registered student organizations are granted the following privileges (see Section 270-05).

A. Services of SPAC

SPAC is the primary resource for RSOs, providing services, information, and advising on leadership and event planning skills, policy clarification, advocacy, and referrals to other resources (see the Student Organization Handbook at <http://spac.ucdavis.edu>).

B. Use of University resources

1. Occasional use of reservable University properties for activities such as meetings, social events, fund raising, publicity, outreach, speakers, and conferences in accord with Section 270-20, Use and Reservation of University Properties and Event Arrangements.
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 Student Organization Handbook (<http://spac.ucdavis.edu>).
3. An on-campus mailbox and the use of campus mail for correspondence with members who have UCD addresses and for conducting the organization's business with UCD departments.
4. A listing in the directory of RSOs on the SPAC Web site (<http://spac.ucdavis.edu>).
5. Access to storage lockers on first-come, first-served reservation basis.
6. Use of UCD publications such as the California Aggie, Dateline UC Davis, and UC DMC 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 materials on campus in accord with Section 310-25, Distributing, Posting, and Exhibiting Information and Literature.
8. UCD unit heads may recognize other student organizations with purposes closely associated with that of the unit, including honor or professional societies or groups interested in a specific academic discipline. Any privileges to use the unit's resources are granted only at the discretion of and with prior approval of the unit. To use reservable University property not assigned to the unit, or campus services that are available to RSOs, the organization must register with SPAC.
9. Student Housing has separate policies for facility use and posting and distributing materials. Call Student Housing at (530)752-1736 for additional information.

C. Funding

1. Opportunities to sponsor fundraising activities on University properties consistent with Section 270-16, Fund Raising on University Property, and with approval from SPAC.

2. Financial services through an agency account in accord with Section 330-09, Agency Account Services. RSOs may also establish an off-campus bank account under IRS-compliant procedures set by SPAC.
3. Eligibility for undergraduate RSOs to apply for funds from the Club Finance Council. See the Student Organization Handbook at <http://spac.ucdavis.edu>.

V. Responsibilities of RSOs

- A. An RSO must complete the SPAC registration process (see VI.C, below).
- B. The five officers or representatives whose signatures are on file with SPAC are responsible for any business on behalf of the RSO that is transacted with the University.
- C. Changes in information about an RSO (such as its name or the status of its five officers) must be reported and described to SPAC by completing a Registration Update form. Individuals who no longer serve as officers must notify SPAC to terminate their liability for the RSO's actions, debts, and obligations. If three or more of the five officers change, one of the new officers must attend an orientation (see VI.C.4, below).
- 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 any time.
 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. If debts are not paid, registration and/or transcripts of individual officers may be withheld until debts are paid. 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. RSOs shall assume full responsibility for abiding by all local, state, and federal laws and University and UCD regulations.
- F. University policy prohibits harassment and discrimination based on race, color, national origin, religion, sex, disability, medical condition, ancestry, age, marital status, citizenship, sexual orientation, or veteran status. All RSOs are governed by these policies.
- G. Activities of RSOs shall not interfere with traffic, regularly scheduled UCD 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 (see, for example, Section 380-12, Sexual Harassment).
- H. Events or activities sponsored by RSOs must be advertised/promoted to indicate that the function is sponsored by the RSO acting in a private capacity and not as a representative of the University.
- I. An RSO that violates this policy or other UCD or University policies and standards may have its

privileges and benefits of registration withdrawn by SPAC, and may be subject to disciplinary action through SPAC and/or Office of Student Judicial Affairs in accordance with the Administration of Student Discipline (<http://sja.ucdavis.edu/pdf/ASD.pdf>).

- J. An RSO that chooses to disband or formally terminate its status as an RSO must complete a Termination of Registration as a Student Organization form (available at SPAC).

VI. Criteria and Procedures for Registration

- A. RSOs must register with SPAC each academic year. An RSO that does not re-register for two consecutive years forfeits any money in its agency account to benefit other RSOs. The Director of SPAC shall determine the use of those funds.

- B. The following criteria shall be used to approve the registration of student organizations.

- 1. Stated purpose

Each student organization must describe clearly and specifically, in writing, the purpose of the organization. The applicants must show how the proposed organization differs from existing RSOs (which may include such components as purpose, programs, philosophy, or structure) and why it should be registered as a separate student organization.

- 2. Name

When choosing its name, a student organization may not use the name of the University of California or any abbreviation thereof (e.g., UC Davis, UCD, Cal Aggie) as part of its own name except to describe its location. For example, the name "UC Davis Social Club" would not be permitted, but "Social Club at UC Davis" would be permitted.

- 3. Membership

- a. Minimum membership. Each RSO must be comprised of at least five students and must provide to SPAC the names, signatures, phone numbers, addresses, student identification numbers, and email addresses of five students acting as officers or representatives of the RSO.
- b. Active members. Only UC Davis students can be active members, and active members must comprise at least three-fourths of the RSO's membership. Only active members may (1) vote; (2) hold office; (3) determine programs; (4) control RSO money; (5) represent the RSO to the University; and (6) register the RSO with the University.
- c. Associate members are individuals who are not students as defined in II.B, above. 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 organization.

- 4. Student control of the organization

A student organization may register only if it retains, through its active members, decision-making authority and control over its programs and finances. This means:

- 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 SPAC and/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 members.
5. Organization advisors (optional)
- a. RSOs may have an advisor. The advisor may be a UCD student, staff or faculty member, or someone from the community.
 - b. Advisors may (1) provide information/advice to the RSO; (2) participate in orienting and training new members and officers; (3) attend RSO meetings; and (4) participate in discussions.
 - c. Advisors may not (1) select members (but may participate in selection discussions); (2) determine or direct the RSO's programs, goals, or performances; (3) control the RSO's finances; (4) vote; (5) hold office; or (6) represent the RSO to the University or community.
- C. Registration process
1. Attend a SPAC registration orientation. The president/primary leader and the treasurer/financial officer who are listed on the registration application must attend an orientation.
 2. File application. Five officers or representatives must complete and file an Application for Registration. (Note: Residence hall groups must first have approval from the Residential Education Office to apply to become RSOs.)
 3. Have application approved by SPAC. Once the application is approved, the RSO is entitled to the privileges and must fulfill the obligations specified herein.
 4. Maintain accurate information on file with SPAC. The RSO must ensure that the names, contact information, and status of its five officers or representatives are up-to-date and accurate. If three or more of the five officers change, one of the new officers must attend an orientation.

VII. Further Information

- A. Further information on registered student organizations is available from the Student Programs and Activities Center Web site at <http://spac.ucdavis.edu>.
- B. References and related policies are available in Section 270-05, Campus Organizations.