

UC Davis Policy and Procedure Manual

Chapter 270, Properties Use and Extracurricular Activities

Section 08, Campus Interest Groups

Date: 4/28/05

Supersedes: 6/19/91

Responsible Department: Campus Events and Visitor Services

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

I. Purpose

This section outlines policy applicable to campus interest groups. This policy supplements general policy described in Section 270-05, Campus Organizations.

II. Definition

Campus interest group--an organization registered with Campus Events and Visitor Services (CEVS) to establish the organization's eligibility for the occasional use of campus facilities. CEVS will register organizations (a) whose members are associated with the University through employment, student, or alumni status, or as spouses of employees or students; and (b) that have organized to provide charitable, service, social, artistic, recreational, or educational activities (exclusive of commercial activities) not in conflict with those of the University. Examples are Hispanic Staff Association, Administrative Management Group, Al Anon, and Phi Kappa Phi Honor Society.

III. Policy

A. Membership

Only employees, students, alumni, and spouses of employees or students may be active members. Other persons may participate as associate members, but active members must comprise a clear majority of the organization's membership.

B. Registration

1. CEVS registers campus interest groups.
 - a. Each campus interest group is required to articulate its purpose clearly on the registration application (for which there is a fee).
 - b. A minimum of ten active members is required to be eligible for registration.
 - c. Campus interest groups must renew their registration annually.
 - d. Increasing demands on campus resources and space require that the University not register groups that duplicate existing organizations. Such applicants will be required to submit a clear, written description of the differences between their group and the organization already registered.
 - e. 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 or whose sole purpose is to support or fund such organization will not be registered.

2. Campus unit heads may recognize other groups comprised of employees, students, alumni, and spouses of employees and students whose purpose is closely associated with that of the unit. Such groups may include honor or professional societies, service groups, groups with an interest in a specific administrative area (e.g., personnel administration, electronic computing), or groups with an interest in a specific academic discipline. 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. Groups that wish access to reservable University property not assigned to the unit must register with CEVS.

C. Responsibilities of organizations

1. Only active members may represent the organization to the University (e.g., register the organization, schedule campus facilities). CEVS limits the number of persons authorized to represent the group (transact business) with the University to two active members.
2. Each campus interest group is responsible for notifying CEVS of any change in the members authorized to represent the organization.
3. 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.
4. Events or activities sponsored by campus interest groups may not be advertised or promoted in such a way to suggest the function is sponsored or endorsed by the University.

D. Privileges of registration

Campus interest groups are granted the following privileges:

1. Occasional use of reservable University properties (one nonrecurring event per quarter, and weekly meetings no longer than 1-1/2 hours in duration) in accord with Section 270-20.

Note: Campus interest groups whose purpose is closely associated with a campus unit (see B.2, above) may be granted additional use of property when CEVS and the unit head concur such activity is in support of the unit's program.

2. Use of the campus mail for correspondence with members with campus addresses and for conducting the organization's business with campus departments.
3. Use of campus publications (e.g., Dateline and UCDCM Update), on a space available basis, for announcements of public meetings.
4. Right to post and exhibit materials on campus in accord with Section 310-25.
5. Occasional fund raising on University property, with prior approval, provided the proceeds are to be donated to a tax-exempt organization (see Section 270-16).
6. Financial services through an agency account, with appropriate approvals (see Section 330-09).

E. Recognition by the Chancellor

1. A campus interest group satisfying all the following conditions may apply for recognition by the Chancellor:
 - a. All members of the group are UCD employees.
 - b. The group is organized primarily to foster the job-related and professional development of its members through an exchange of job-related information among members and/or through an exchange of information with University officers.
 - c. The group's purpose is entirely consistent with and directly related to the University's teaching, research, and public service mission.
2. To request recognition, a group applies to the Chancellor in writing, setting forth the purpose of the group and the reasons for requesting recognition. The Council of Vice Chancellors will review requests for recognition and advise the Chancellor on the merits.
3. If recognition is granted, the Chancellor will designate a University department to act as liaison with the group. The group, the designated department, and CEVS will be notified of this approval in writing.
4. Members of a campus interest group recognized by the Chancellor may be granted the following additional privileges:
 - a. Incidental use of release time to pursue the goals of the group, with prior approval of the employee's unit head.
 - b. Use of an individual member's departmental resources, at the discretion of and with prior approval of the member's unit head.
 - c. Use of campus resources (e.g., service departments), with prior approval of the Chancellor.

IV. Further Information

- A. Further information on campus interest groups is available from Campus Events and Visitor Services, (530)752-2813.
- B. References and related policies are available in Section 270-05, Campus Organizations.