

UNIVERSITY POLICIES & EXPECTATIONS FOR STUDENT ORGANIZATIONS

San José State University • Division of Student Affairs • Student Involvement

Officers and members of student organizations have a responsibility to follow all university policies. In addition, organizations must comply with all federal, state, and local laws. The complete text of many of the policies (noted with an asterisk *) listed below are available on the Student Involvement website at <http://getinvolved.sjsu.edu>.

1. General Requirements

A student organization must be non-profit (see Section 9) and its purposes and activities must be consistent with the mission and goals of San José State University. Student organizations and individual members must not represent themselves as agents of the University and may not use the organization for the financial enrichment of any officer, member, or affiliate. In addition, the organization may not list its names "*San José State University Name of Club*" or "*Name of Club of San José State University*". It must be "*Name of Club at San José State University*".

2. Constitution/Bylaws

Each organization is required to submit and maintain a current organization constitution. This constitution will assist in the general operations, membership criteria and election procedures for each organization. Sample constitutions are available at Student Involvement and may also be downloaded from the web at <http://getinvolved.sjsu.edu>. The most current copy of the constitution should be on file with Student Involvement. Any revisions should be submitted to the office no later than two (2) weeks from the effective date of change.

3. Officers

All officers must be matriculated, currently enrolled students at SJSU (Open University or Professional Development units not included). (Per CSU Executive Order No. 969) Organization President or Lead Officer or its equivalent AND Treasurer or Finance Officer or its equivalent must maintain a 2.0 GPA; must be taking at least 6.0 units as an UNDERGRADUATE student OR 3.0 units as a CREDENTIAL/GRADUATE student; and not be on probation of any kind with the university. In addition, Organization President or Lead Officer or its equivalent AND Treasurer or Finance Officer or its equivalent can only accumulate a maximum of 150 semester units or 125% of the units required for his/her UNDERGRADUATE degree (whichever is greater) OR a maximum of 50 semester units or 167% of the units required for his/her CREDENTIAL/ GRADUATE degree (whichever is greater). If for any reason there is a change in officer and/or advisor information, it is the responsibility of each organization to submit an updated officer roster to Student Involvement within two (2) weeks of the change. Organizations failing to report changes in officer information may be subject to loss of University recognition. Two members (at least one officer) are required to attend the annual Student Organization Leadership Conference.

4. Advisors

Student organizations are required to secure a San José State University faculty/staff member to serve as an advisor (Per CSU Executive Order No. 969). An advisor can be any faculty or staff member at SJSU that holds at least a bachelors degree. Graduate students are subject to Student Involvement approval. If more than one advisor is desired, the main advisor should be a San José State University faculty /staff member. Advisors are an important campus resource and help with an organization's continuity from year to year. The presence of an advisor is often necessary in order to reserve certain university facilities, as well as utilize other university resources.

5. Membership

Organizations must maintain a membership of at least eight (8) matriculated, currently enrolled students at SJSU. Voting membership is restricted to matriculated currently enrolled students at San José State University. At least eighty percent (80%) of all members of the organization must be matriculated, currently enrolled students at San José State University (Open University or Professional Development units not included). Current membership lists may be requested by Student Involvement in order to determine compliance with this policy.

6. Membership of Non-Students (Associate Membership)

Faculty, staff, alumni, and non-University persons may participate in the meetings and activities of the organization but may not vote, hold office, or serve in any formal leadership positions other than to serve as an advisor (SJSU faculty and staff only).

7. Non-Discrimination

Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities or to other university living groups. (Title 5, California Code of Regulations, Section 41500).

8. Affiliation

Federal and state laws stipulate that copies of constitutions, bylaws, or articles of incorporation of off-campus affiliates must be on file in Student Involvement. An organization whose major purpose is to support an off-campus group's access to University facilities and equipment will not be granted recognized status.

9. Student Organizations Should Not be Run for profit

Student organizations **are not** Federally Tax-Exempt Nonprofit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c) (3) status) is a lengthy legal procedure which then commits your organization to the rigorous annual reporting procedures required by the IRS. Because of the annual reporting requirements and the frequent turnover of student leadership, we do not encourage student organizations to file for charitable status. Student organizations **may** apply for a Tax Identification Number (Employer Identification Number/EIN) at www.irs.gov.

10. Student Rights and Responsibilities*

This University policy describes students' and student organizations' rights on campus and in the classroom and their responsibilities as members of the campus community, including freedom of access to higher education, and freedom of association and expression.

11. Student Organization Code of Conduct*

Student organizations are expected to adhere to a certain level of conduct. The Student Conduct Officer or his/her designee investigates reported cases of inappropriate conduct by student organizations. Disciplinary sanctions may be imposed when its members or guests violate the Student Organization Code of Conduct. The Code is available online at <http://getinvolved.sjsu.edu>

12. Probation, Suspension, and Revocation

Student organizations that do not comply with campus policies, direction, federal, state, or local laws are subject to disciplinary sanctions that include probation, suspension, or revocation. Probation consists of loss of privileges, suspension removes a student organization's recognized status for a period of time, and revocation removes the organization's recognized status permanently. In addition, individual members and/or officers may be held individually responsible and subject to the student judicial process. Consequences can consist of sanctions up to and including suspension or expulsion from campus or the CSU system.

13. Alcohol*

San José State University's alcohol policy was developed to ensure a responsible approach to the use of alcohol within the university community. The University's goals, with respect to alcohol consumption, are based on its commitment to the development of individual responsibility and respect for others. All members of the University community have a stake in ensuring that state law is followed and that alcohol is only used in a responsible manner. In addition, all officers and advisors are required to complete an Alcohol Education Training offered by Student Life and Leadership (Per CSU Executive Order No. 969).

14. Hazing*

No member of any organization shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Education Code, Article 8, Sections 10851-10853). Any individual found sponsoring or in any way engaging in hazing activities may be subject to university disciplinary action and/or criminal prosecution. Any SJSU recognized student organization found sponsoring or in any way engaging in hazing activities is subject to suspension or permanent revocation of university registration and the accompanying privileges.

15. Time, Place, and Manner Regulations*

This Presidential Directive includes regulations that are designed to ensure that the mission of the university, which requires appropriate conditions for teaching, learning, and research, are carried out effectively. Some of the regulations involve the use of university facilities and the activities in which student organizations may be involved. Sound amplification, the selling of any items, and distributing materials are just three of the regulations that student organizations should adhere to.

16. Student Union*

The Student Union and the Event Services Office have strict policies regarding room, table, or banner space reservations. Please call 408-924-6300 or go to <http://www.union.sjsu.edu> for more information. The complete Student Union policy may be found at: www.union.sjsu.edu/su/SU_Event_Services/su_event_services.html.

17. Student Organization On-Campus Events Policy*

This SJSU policy assists student organizations in planning on-campus events. It includes policies and procedures regarding scheduling, publicity, admission, tickets, insurance, security, fees, and contracts.

18. Posting*

Posting policies allow for signs and flyers to be posted on designated bulletin boards and kiosks only. Do not post on windows, building walls, telephone poles, sidewalks, air conditioners, or light poles. When posting information on bulletin boards in buildings, please request permission from the appropriate office or department. In some cases, the signs or flyers may need to be approved with a stamp or a signature. Placing signs or flyers on cars in the parking areas is NOT permitted.

19. Liability and Special Event Insurance

University guidelines describe the process by which recognized student organizations can obtain insurance for events held in San José State University (SJSU) facilities or on the SJSU campus. The Special Event Liability Insurance Program provides student organizations that do not have other sources of insurance with access to the required special event insurance requirements of the university. Insurance can be purchased for a specific event, and the premium is based on the nature of the event, the number of attendees, and the length of the event. For more information on Special Event Insurance, contact Safety and Risk Services at (408) 924-2151.