

REGULATION VI

RECOGNITION AND REGISTRATION FOR STUDENT ORGANIZATIONS

The Office of Student Life and Development oversees the recognition and registration of student organizations. Student organizations refer to clubs and student organizations, club sports, student departmental organizations, fraternities, sororities, honor societies, and coordinating councils.

A. Annual Registration for Recognized Student Organizations

1. All student organizations must be registered and in “good standing” with the University for the following privileges:
 - To maintain University recognition
 - To use the University name as permitted
 - To use campus services, facilities, and grounds
 - To travel as a recognized Club Sports organization
 - To apply for ASI grants
 - To have a representative vote on a coordinating council (if applicable)
 - To receive advising and support from an SLD advisor.
2. The registration process with the Office of Student Life and Development is as follows:
 - Maintain an up-to-date BeachSync Organization Registration of the organization with a President, a Treasurer, and one member or another officer listed for a total of three on the Registration Profile
 - All officers must complete and pass the Officer Compliance and Event Planning Quiz, which includes the Alcohol Regulation Compliance Agreement (ARCA)
 - Faculty & Staff Advisors must submit a Faculty & Staff Advisor Agreement form
 - Fraternity and Sorority chapters must maintain a complete roster in BeachSync
 - Any organization that elects new officers must submit an updated Registration Profile within three weeks of the election to remain in “good standing”
 - Club Sports Teams must register on “Do Sports Easy”; and All of the above, Section A. 2, must be completed no later than October 1 for the academic year. If a student organization fails to register by October 1, they are considered “not in good standing” and will lose privileges as listed in Sections A. 1. above. Student organizations “not in good standing” may register between October 2-March 1 in order to obtain privileges as listed in A. 1. above for spring semester participation (January 1-July 31).

B. Club Sports Organizations

Procedures for the establishment of forming a new club sports team or recreation organization, which is an activity within our Club Sports and Recreation Department, shall be as follows:

1. The process shall be initiated by meeting with the Club Sports and Recreation staff. After consulting with Club Sports and Recreation staff, the student initiating the new organization will receive the “Forming a New Sport Club” form which must be completed as part of the student organization intake process.
2. After completing the form, another meeting shall be scheduled with the Club Sports and Recreation staff to review the application.

University partners (Facilities Management, Risk Management, Athletics, and Campus Events Office) will be consulted to determine the impact on facilities, current usage trends and potential space allocation. The director of Student Life and Development will grant final approval of all new applications.

Reasons for denying approval to establish a new club activity may include but are not limited to the following: high risk, inability to secure a University-approved secondary medical insurance policy, lack of on-or off-campus facilities, duplicate club team, expense of club, and for competitive clubs the absence of a National Governing Body or other University teams to compete against.

The Club Sports and Recreation staff will make a recommendation to the director of Student Life and Development regarding the recognition of a proposed club sport activity.

Associated Students, Incorporated provides funding directly to Club Sports and Recreation for distribution to the organizations to enhance campus life and student engagement. Post season travel is funded in part by ASI Board of Control. Club Sports and Recreation Organizations must register on BeachSync and Do Sports Easy.

C. Student Academic Associations

Procedures for the establishment of student academic associations shall be as follows:

1. A student academic association may be established by the consent of the academic department if the academic department offers a major, minor, or certificate in the subject. Exceptions must be agreed upon by the dean of the college and the dean of students.
2. A student academic association must have a properly ratified constitution and bylaws on file in the Office of Student Life and Development.
3. A student academic association shall be established for the purposes of University recognition and use of University name and use of campus services, facilities and grounds for programming.

When these conditions have been met, the group shall be recognized as the student association of that department and college. The student academic association shall also be considered a voting member of the college's student organizations council. In case of disagreement in matters of recognition, the issue shall be decided by the dean of students.

D. Fraternities, Sororities, Honor Societies, Coordinating Councils, Student Academic Association Councils

Fraternities, sororities, honor societies, coordinating councils, and student academic association councils request approval of their constitutions and bylaws from the Office of Student Life and Development following the recognition procedure available from the Office of Student Life and Development. Fraternities and sororities receive recognition through the Fraternity & Sorority Life (FSL). The University in consultation with the FSL Council(s), determines when FSL expansion may occur. For a copy of the FSL Expansion Process documents or to inquire about possible expansion, contact the Office of Student Life and Development, USU-215 or studentlife@csulb.edu.

E. New Clubs and Organizations

Students seeking recognition for a new student organization shall follow the procedures as outlined in the document Procedures for Recognition of New Student Organizations.

Forms are available online via BeachSync: <https://csulb.campuslabs.com/engage/submitter/form/start/335390>. The recognition process includes approval by the director of Student Life and Development for the purposes of:

- University recognition and use of the University name (this does not include the university logo)
- Use of campus services, facilities and grounds for programming.

F. Updating Constitutions and Bylaws

All student organizations must update their constitutions and bylaws every five years from the last date of recognition or update. Updated documents must be submitted for all necessary approvals to the Office of Student Life and Development, USU-215. Student organizations must re-file constitutions and bylaws within 90 days after any substantive change or amendment.

G. Name Change for Student Organizations

Recognized clubs, organizations, or student departmental associations wishing to change their names must contact the Office of Student Life and Development, USU-215, studentlife@csulb.edu, for the necessary procedures.

H. Discrimination

No campus shall recognize any fraternity, sorority, living group, honor

society, or other student organization which discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other University living groups. Our campus shall not recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at CSULB, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Title 5, Sections 41500.

I. Hazing

Student organizations may not engage in hazing or commit any act that injures, degrades, or disgraces any fellow student. For the definition of hazing, see Regulation XVI, Standards for Student Conduct.

J. Disciplinary Procedures for Recognized Clubs or Organizations

Each officially recognized club or organization is responsible for the conduct of its members and for its knowledge of, and compliance with, all University policies and regulations and applicable laws when engaging in club or organization activities or events, or when identified with or affiliated with such club or organizations. Copies of disciplinary procedures are available online at http://web.csulb.edu/divisions/students/judicial_affairs/disciplinary_procedures.html.

K. Donations to Student Organizations

The solicitation of donations by student organizations is governed by the CSULB Administrative Guidelines, Donations-Solicitation of Gifts: www.csulb.edu/misc/adminguidelines/pdf/urd_vp_office/donations.pdf. Contributions (cash, checks) must be deposited at the 49er Foundation to ensure gift acknowledgment for the donor for possible tax deduction purposes.

For assistance in properly accepting ANY contribution (cash, check, gift-in-kind), contact the development associate, Associated Students, USU-229, or the director of development, Division of Student Affairs, BH-270.

The Center for Scholarship Information, <https://www.csulb.edu/student-affairs/financial-aid-and-scholarships-office>, has established procedures for administering scholarships and monetary awards by student organizations. Information is available from the Office of Student Life and Development, USU-215. Donations under \$3,000 are processed by the ASI Business Office.

L. Off-Campus Bank Accounts

- All monies collected in the name of a student organization for its

activities must be used exclusively for the purpose of furthering the organization's goals and objectives

- Monies must be maintained in an ASI agency account. An exception to this policy may be granted for student organizations that provide the University with documented permission to use the federal tax identification number of their parent organizations
- All revenues generated through activities sponsored by the use of ASI funds must be deposited in the ASI Business Office
- Student organizations may not conduct business of any kind through an off-campus bank account
- The authorized officers who sign for expenditures from an ASI agency account expressly represent that the funds are being used to further their organizations' goals and objectives
- Student organization officers are held personally responsible for the solvency of the club.

M. Financial Obligations to University and/or University Auxiliary

If a student organization has a valid financial obligation to the University and/or to a University auxiliary which is not paid within 60 days of the due date, the University and/or its auxiliary may place a hold on providing further services to that organization until such debt is paid.

In addition, said organization will be considered to be not in "good standing" with the University. All access to the organization's fiscal accounts may be suspended until the amount due is paid in full.