Officers, members, and advisors of recognized student organizations have a responsibility to follow all university policies, as well as all federal, state, and local laws.

1. General Requirements

A recognized student organization (RSO) 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 name as “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. A constitution template may be downloaded from the Student Involvement website. Student elections and organization procedures are required to include mandatory language (as described in the constitution template) in their constitutions. This language must be included verbatim and may not be altered in any way. Organizations that do not include the required mandatory language in their constitutions will be derecognized. The provisions of an approved student organization constitution supersede any other governing documents of the organization or any of its affiliates. The most current copy of the constitution should be on file with Student Involvement. Any revisions should be submitted to Student Involvement 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 are not included (CSU Executive Order No. 1068). The Organization President/Lead Officer and Treasurer/Finance Officer must maintain a 2.00 GPA, must take at least 6.0 units as an undergraduate student OR 3.0 units as a credential/graduate student, and cannot be on probation of any kind with the university. The roles of President and Treasurer cannot be held by the same person.

In addition, the Organization President/Lead Officer and Treasurer/Finance Officer 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 update the organization’s officer roster on SpartaNet within two (2) weeks of the change.

Students have the sole right to elect or select the officers of student organizations. Advisors (whether faculty, staff, or community) and alumni may not select, nominate, or participate in voting for student organization officers.

Organizations failing to report changes in officer information may be subject to loss of University recognition.

**Please Note: The names and email addresses of presidents, treasurers, vice presidents, and advisors will be made public on the online student organization directory.

4. Advisors

Student organizations are required to secure a San José State University faculty/staff member to serve as an advisor (CSU Executive Order No. 1068). An advisor can be any SJSU faculty or staff member who holds at least a bachelor’s degree. Graduate students employed by the university are subject to Student Involvement approval. If more than one advisor is desired, the primary advisor must 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. Appointment of the advisor role is a mutual selection decision between the student organization and prospective advisor. However, the final decision rests with the student organization. Student Involvement reserves the right to remove a student organization’s advisor(s) if s/he is in violation of campus policies, direction, federal, state, or local laws.

Under no circumstances can an advisor select, nominate, or participate in voting for a student organization officer. Advisors may assist in the facilitation of a selection or election process, but they may not participate directly in those processes.

**Please Note: Advisors’ names and email addresses will be made public on the online student organization directory.

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. Student Involvement reserves the right to nullify any election or voting process that is not conducted in accordance with the student organization’s constitution or in which individuals who are not matriculated, currently enrolled students participate. 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). Student organizations must maintain a current roster of at least eight (8) students on SpartaNet. Organizations that do not maintain a minimum of eight (8) student members will be derecognized.

6. Membership of Non-Students (Associate Membership)

Faculty, staff, alumni, and non-University individuals 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 and leadership positions in the organization will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. All organization leadership selection processes must comply the provisions of this section. 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). Organizations that do not comply with non-discrimination policies will be derecognized.
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. In addition, groups whose main purpose is to back a singular political candidate may be granted recognition status with the University. However, those groups may not have access to the following state resources: land, facilities, equipment, supplies, telephones, computers, vehicles, employee time and funds. (As stated by the California State University System, Office of General Counsel, Handbook of Election Issues, Revised October 2007).

9. Student Organizations Must 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. Individuals and organizations seeking to donate to recognized student organizations may do so through the SJSU Tower Foundation, which will provide a receipt to the donor.

10. Student Rights and Responsibilities
This SJSU 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 Administrator or his/her designee investigates reported cases of inappropriate conduct by student organizations. Disciplinary sanctions against a student organization may be imposed when its members or guests violate the SJSU Student Organization Code of Conduct. The Student Organization Code of Conduct, Student Code of Conduct, and other SJSU policies and procedures apply to all student organization activities, whether on campus or off campus.

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 student organization presidents, treasurers, and advisors are required to complete an Alcohol Education Training offered by Student Involvement and/or their designee (CSU Executive Order No. 1068).

14. Sexual Discrimination, Sexual Harassment, Sexual Violence
Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence. All members of the university community are responsible for being aware of and complying with policies and procedures related to Title IX (including CSU Executive Order No. 1096). Additionally, all student organization presidents and treasurers are required to complete a training related to Sexual Violence prevention offered by Student Involvement and/or their designee.

15. 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 10851-1085; California Penal Code 245.6; Student Code of Conduct; Student Organization Code of Conduct). 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 recognition and the accompanying privileges.

16. Association with Unrecognized (or “Underground”) Organizations
Recognized student organizations and their members are prohibited from associating with unrecognized groups that claim to be student organizations, including unrecognized fraternity and sorority chapters and any group that has lost recognition (Student Organization Code of Conduct). Organizations that associate with unrecognized groups are subject to sanction, up to and including derecognition.

17. 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 to which student organizations must adhere.

18. Use of Facilities and Spaces
The Student Union, Academic Scheduling, Facilities Development and Operations, and the Event Services Office have strict policies regarding room, table, or banner space reservations. Violation of these policies may result in the cancellation of the student organization event and loss of privileges. Please contact Event Services for more information.

19. 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.
20. 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 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 event length. Information on Special Event Insurance can be discussed with Event Services when planning an event.

21. Banking
   Recognized Student Organizations may have an on-campus bank account. Student organizations may not have off-campus bank accounts. University policy requires that all student organizations utilize the banking services of A.S. General Services.

22. Financial Responsibility
   An organization which fails to meet its financial obligations or has a deficit balance with the university will be informed as to the situation. If prompt corrective action is not taken, the organization will lose the privilege of utilizing university facilities and services. Loss of recognition may be the eventual result of continued nonpayment of bills.

24. Property
   As student organizations are not departments or agents of the university, any property of the student organization (including, but not limited to, costumes, uniforms, equipment, and apparel) is not considered property of San José State University or its auxiliaries.

25. Blood Drives
   Per SJSU campus policy, recognized student organizations may not host, sponsor, or co-sponsor blood drives, either on campus or off campus.

26. Student Organization Governance
   Student organizations at San José State University are self-governed. Their actions, activities, and interests are determined by the membership of the organization. Student organization advisors are responsible for providing advising and guidance for the organization. Advisors or other University officials should intervene only to prevent the violation of SJSU policy, Student Code of Conduct, or Student Organization Code of Conduct. If questions or concerns arise, please contact Student Involvement at 408-924-5950.