

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR



BAKERSFIELD

December 21, 2011

CHANNEL ISLANDS

CHICO

**MEMORANDUM**

DOMINGUEZ HILLS

**TO:** CSU Presidents

EAST BAY

**FROM:** Charles B. Reed  
Chancellor

FRESNO

**SUBJECT:** Student Activities – Executive Order 1068

FULLERTON

HUMBOLDT

Attached is a copy of Executive Order 1068, Student Activities, which supersedes Executive Order 1006.

LONG BEACH

This executive order includes the following changes:

LOS ANGELES

- Revision of the formal chartering and recognition policies for student organizations to include an open membership requirement in addition to the nondiscrimination in student organizations requirement
- Transfer of the Minor Representative Student Officers section into the CSU policy on minimum academic qualifications for student office holders
- Transfer of the Student Judiciary section into the executive order on student conduct procedures

MARITIME ACADEMY

MONTEREY BAY

NORTHRIDGE

POMONA

SACRAMENTO

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

SAN BERNARDINO

SAN DIEGO

If you have questions regarding this executive order, please contact the Associate Director of Student Programs at (562) 951-4707 or the Assistant Director of Student Programs at (562) 951-4693.

SAN FRANCISCO

SAN JOSÉ

CBR/rm

SAN LUIS OBISPO

Attachment

SAN MARCOS

c: Provosts/Vice Presidents for Academic Affairs  
Vice Presidents for Administration and Finance  
Vice Presidents for Student Affairs  
Executive Staff, Office of the Chancellor

SONOMA

STANISLAUS

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4707**

**Executive Order:** 1068  
**Effective Date:** December 21, 2011  
**Supersedes:** Executive Order 1006  
**Title:** Student Activities

This executive order establishes systemwide policies, procedures, and guidelines for student organizations and activities. All provisions in this executive order are expected to be implemented by the 2012-2013 academic year.

**Student Organizations**

Campuses shall establish and publish procedures for formal chartering and recognition of student organizations in compliance with the following policies:

***Formal Chartering and Recognition Policies***

Campuses shall comply with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4, Nondiscrimination in Student Organizations, Sections 41500 (*Withholding of Recognition*), 41501 (*Definition of Recognition*), 41503 (*Filing Requisites*), and 41504 (*Penalties*). These sections require each student organization to deposit with the vice president of student affairs or his/her designee copies of all constitutions, charters, or other documents relating to its policies. Documents shall be refiled within 90 days after any substantive change or amendment.

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that 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 other university living groups. Student organizations shall deliver to the vice president for student affairs or his/her designee a statement signed by the president or similar officer of the local student organization attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually.

No campus shall 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

that campus, 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, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership.

In recognizing student organizations, campuses are encouraged to consider such factors as the mix of students who reside on campus, students who commute, part-time and full-time students, students who are working while attending college, and other factors that will provide opportunities that meet the diverse needs of students seeking to affiliate with student organizations.

### ***Withholding and Withdrawing Official Recognition***

Official recognition of student organizations that fail to abide by the open membership policy or that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn.

In addition, official recognition of a student organization may be withdrawn for hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, *Standards for Student Conduct*, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

Campuses may establish codes of conduct for student organizations and procedures for sanctions against the organizations. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

### ***Minimum Number of Students***

Official recognition of a student organization requires a minimum of five CSU students who are currently enrolled in at least one class. A maximum of twenty percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, students at other colleges. Only students enrolled at the CSU campus may vote on issues that come before the student organization. The vice president of student affairs or designee may waive the twenty percent and voting provisions for fraternities and sororities to accommodate such organizations as the National Panhellenic Council that includes representatives from non-CSU campuses. Documentation for this waiver shall include copies of national charters or other appropriate documentation, and these documents shall be submitted to the vice president of student affairs or designee. Campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting.

### ***Club Advisors***

Each officially recognized student organization must have a university advisor who is either a faculty member or professional member. Campuses may permit part-time faculty and professional staff to serve as advisors. Advisors should not be selected from auxiliary

organizations. Campuses should develop a training and orientation program for university advisors to student organizations.

### ***Training/Orientation Programs***

The CSU Alcohol Policies and Prevention Program (Board Resolution REP 07-01-03) requires campuses to provide orientation programs for student organization advisors and for student officers that outline policies, expectations, and information on alcohol use/abuse. This orientation may be provided to officers of student organizations in writing or electronically, and an acknowledgement of completion of this orientation that includes the name of the student organization and student officer(s) shall be retained by the vice president of student affairs or designee.

In addition, campuses shall advise student organizations and student officers about the California State University Student Conduct Code in Title 5, California Code of Regulations, Section 41301.

### ***Role of Auxiliary Organizations in Recognizing Student Organizations***

Campuses may not delegate the process of approving or managing student organizations or their activities. Auxiliary organizations may not manage student organizations or approve student activities. Auxiliary organizations may not provide auxiliary funds or facilities to student organizations that are not currently recognized by the campus. Funding and use of facilities are available only to student organizations that are currently recognized by the campus.

### **Off-Campus Student Activities**

Campuses shall comply with Section 41301, *Standards for Student Conduct*, of Title 5 of the California Code of Regulations. This section clarifies the university's authority for off-campus behavior that includes students who are members of clubs and organizations. The Student Conduct Code sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the university's disciplinary process.

### **Overall Program Evaluations**

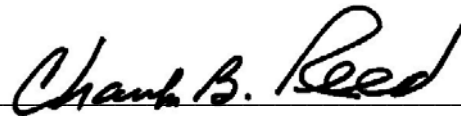
Campuses shall assess student organizations and activities programs biennially. The review shall include the assessment of such factors as risk management, program quality, student satisfaction, student participation growth, and how the student organizations and activities support the goals of the university. Campuses may develop an individual assessment instrument or select an existing assessment instrument, e.g., The Council for the Advancement of Standards in Higher Education (CAS) or CSU Quality Improvement (QI). The biennial reports shall be submitted to the Office of the Chancellor in August of every even-numbered year.

### **Club Sports Insurance**

Officially recognized student club sports at all CSU campuses must carry adequate liability and secondary medical insurance as determined in collaboration with the campus risk managers or the Office of Risk Management in the Chancellor's Office for all participants and coaches,

including non-students and volunteers. The insurance shall cover travel, practices, and competition. Each campus may develop its own method for insurance coverage requiring participants to pay or other fiscally sound approaches as authorized by the campus vice president for student affairs or his/her designee. In no case may a campus use state appropriations to pay for club sports insurance. No student, non-student, or volunteer may participate in a club sport without approved insurance, and no club may be recognized or organized to participate in practices, competition, or travel without approved insurance.

Insurance documents should include appropriate hold harmless provisions as follows: "Insured shall hold harmless, indemnify, and defend the state of California, the Trustees of the California State University, the (*campus*) and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the insured of said property or participation in said activity."

  
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Charles B. Reed, Chancellor

Dated: December 21, 2011