

Student Life Policies for Registered Student Organizations

I. Definition

The purpose of student organizations is to provide an opportunity for members of the campus community to connect with campus community members with similar interests. Student Organizations promote diverse opportunities for involvement that are reflective of the campus community.

A. Registered Student Organizations (RSO): Organizations composed of UCR students that are recognized by the campus via annual registration through the office of Student Life. The decision making power within these organizations rests in the hands of currently enrolled UCR students who are members of the organization.

B. Departmental Organizations for Students (DOS): Organizations composed of UCR staff, faculty, community members, and/or students that are not required to re-register annually. These organizations are overseen by a campus department or unit. These organizations are for students, but managed by a University unit/department.

C. Graduate Student Associations (GSA): Organizations composed entirely of UCR graduate students and are registered through the office of Student Life via an annual registration. These organizations must be connected with an academic department on-campus and may have additional requirements under the larger umbrella of the Graduate Student Association as a whole.

II. Registration and Membership Requirements

A. New Student Organization Registration

Campus Organizations must meet the following annual registration criteria in order to register as a new organization:

1. Participate in an annual registration process, and complete an assessment to demonstrate comprehension of registration requirements, campus policies, and other applicable information.
2. Provide an updated organization membership roster by the announced deadline. The roster should include a minimum five (5) currently enrolled undergraduate and/or graduate UCR students. UCR Extension students do not count in the five (5) member minimum requirement.
3. Sign the Policy Compliance Form
4. Update the student organization database by uploading a copy of the organization's current constitution and/or bylaws to be approved by Student Life. Additional operating documents may be required depending on individual organization circumstances and off

campus affiliations. Minimum requirements for an organization's constitution will be provided by Student Life upon request.

5. If the organization has an off-campus affiliation with a local, regional, state, national or international organization which requires adherence to guidelines or regulations, a copy of these requirements should be uploaded to the student organization database additional operating documents.

B. Maintaining Status as a Registered Student Organization

Currently registered student organizations must meet the following on-going registration criteria to maintain registration with the University through the office of Student Life:

1. Re-register annually with the office of Student Life
2. Maintain a minimum of ten (10) currently enrolled UCR students (undergraduate and/or graduate students). UC Extension students are not eligible for the ten member minimum. The President/Chair of the student organization must be a current registered UCR student. At least 50% of membership must be made up of currently enrolled UCR students (undergraduate and graduate). All student organization officials/officers must be in good social standing, and in good academic standing per the University General Catalog.
3. Update the student organization database roster with new officers within ten (10) business days of the change being made.
4. All registered student organizations must have an approved constitution on file with Student Life. Constitutions and other important student organization documents may be uploaded to the student organization database, and can be viewed by organization members listed on the student organization roster.
5. Update organization membership rosters by the announced deadline in winter and spring quarters, respectively. Fraternity and sorority organizations are additionally required to participate in a scholarship reporting system.
6. Complete an annual check-in meeting with your assigned Student Life Organization Advisor.
7. Participate in an assigned cluster meeting offered by Student Life in the Fall, Winter, or Spring quarters each academic year during weeks 2 and 3. Graduate Student Associations meet monthly with the larger GSA in lieu of quarterly cluster meetings.
8. A member of your registered student group must attend Organization Retreats offered annually during week zero of the Fall quarter. GSAs are exempt from this requirement. Groups composed of graduate students but don't meet the requirements to be a GSA will still need to attend the Retreats.
9. Comply with all policies.

III. Conduct and Discipline

A registered student organization is required to comply with University policies and campus regulations as well as applicable laws or it will be subject to revocation of registration, loss of privileges, or other sanctions. In denying or revoking registration or applying sanctions, campus regulations provide an opportunity for a hearing with basic standards of procedural due process through the Student Conduct and Academic Integrity Programs office (SCAIP).

A. The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex*, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

**With respect to fraternities and sororities there may be an exemption to Title IX of nondiscrimination on the basis of gender/sex, whereby membership may be limited to single sex members.*

B. No registered student organization may participate in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person. Hazing is also prohibited under the State Penal code, Section 24.6 also known as "Matt's Law."

IV. Use of the University Name

A registered student organization may not imply that it is sponsored by the University, and therefore shall not use the name of the University of California, or abbreviation thereof as a part of its own name other than as a location, i.e. "at UCR."

V. Fiscal Accountability

All student organizations must comply with the University regulations on fiscal accountability. Student organizations are encouraged to have a bank account through ASUCR or an approved banking institution. Only student organizations funded through ASUCR may use the University's Tax Identification Number. Organizations that have off campus accounts must apply for an Employee Identification Number (EIN) with the IRS. This EIN must be included in the organization's profile in the student organization database. The President/Chairperson is personally responsible and financially liable for the organization's fiscal matters.

VI. Hold Harmless Agreement

The registered student organization and its members agrees to indemnify, hold harmless, defend, release, and forever discharge the University, its officers, agents, employees, and any person or persons under its direction and control from, and waive any and all responsibility of same, for any and all liability, claims, demands, actions, loss or expense (including costs and attorney's fees), loss or damage of any kind whatsoever imposed by law upon the University for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising out of or in consequence of the performance of this agreement, provided such injury to persons or damage to property results from and is caused by the negligent or willful acts or omissions of the student organization, its officers, agents, employees, and any person or persons under its direct supervision and control.

VII. Highlander Welcome Policy

Highlander Welcome at the University of California, Riverside begins on the fall quarter move-in day at the residence halls through week 2 of the fall quarter.

Starting on move-in day through the Friday of week one of fall quarter, all registered student organization sponsored **social events that are held off campus** must comply with the following requirements (student organizations are encouraged to hold events on campus during this time):

A. All social gatherings must be "by invitation only" and a guest list must be present at the entry point of the event to insure that only invited guests are admitted. Risk management policies must be adhered to. Guest lists for all organization sponsored vents are due in the Student Life office, 229 HUB, at least two business days prior to the event date. This will allow Student Life to support the organization should an unforeseen incident occur at the event and concerns for the health and safety of guests are raised. Guest lists must include the name of the host organization, date and name of event, names of invited guests and any additional information required for the organization's risk management policy (if applicable).

B. No events are to admit new first-year students until 12:00am on Friday of week one.

C. The Office of Student Conduct & Academic Integrity Programs (SCAIP) may bring charges against individual students and student organizations for inappropriate conduct on or off campus, and for violations of the Welcome Week policy. Organizations must comply with all City of Riverside ordinances, event location policies, state and federal laws, and applicable safety.