

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR

BAKERSFIELD

January 30, 2006

CHANNEL ISLANDS

MEMORANDUM

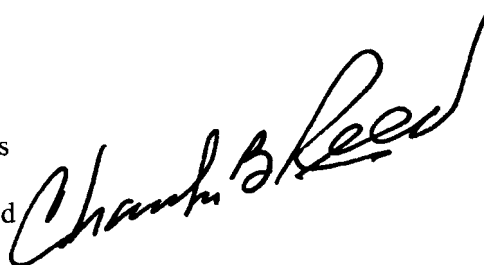
CHICO

DOMINGUEZ HILLS

TO: CSU Presidents

EAST BAY

FROM: Charles B. Reed
Chancellor



FRESNO

SUBJECT: Student Activities - Executive Order No. 969

FULLERTON

Attached is a copy of Executive Order No. 969, Student Activities, which develops and communicates systemwide policies, procedures, and/or guidelines for student organizations and activities.

HUMBOLDT

LONG BEACH

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.

LOS ANGELES

MARITIME ACADEMY

Questions regarding this executive order may be addressed to Mr. Allison G. Jones, Assistant Vice Chancellor, Academic Affairs, Student Academic Support, at (562) 951-4744 or ajones@calstate.edu.

MONTEREY BAY

NORTHRIDGE

POMONA

CBR:lem

SACRAMENTO

Attachment

SAN BERNARDINO

Distribution: CSU Provosts/Vice Presidents for Academic Affairs
CSU Vice Presidents for Administration
CSU Vice Presidents for Student Affairs
Executive Staff, CSU Office of the Chancellor

SAN DIEGO

SAN FRANCISCO

SAN JOSÉ

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4744

Executive Order: 969
Effective Date: January 30, 2006
Supersedes: No Prior Executive Order
Title: Student Activities

This executive order develops and communicates systemwide policies, procedures, and/or guidelines for student organizations and activities.

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 first report for the period of 2005-06 shall be submitted to the Office of the Chancellor, Student Academic Support, by August 15, 2006. Thereafter, biennial reports shall be submitted to the Office of the Chancellor by August 15 every even-numbered 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 to 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, sex, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually.

The CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting (REP 07-01-03) requires campuses to provide orientation programs for student organization advisers 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 as revised in Title 5, California Code of Regulations by the CSU Board of Trustees at its November 2005 meeting (REP 11-05-07).

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 any fraternity, sorority, living group, honor society, religious, political, special interest, professional/academic related, 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 shall be withdrawn. The prohibition on membership policies that discriminate on the basis of gender does not apply to athletic groups/clubs, social fraternities or sororities, or to other university living groups.

In addition, official recognition of a student organization may be withdrawn for hazing as defined in Education Code Sections 32050 and 32051. A description of hazing may be found in California Code of Regulations, Title 5, Article 2, *Student Discipline*, 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 (5) CSU students who are currently enrolled in at least one class. Up to a maximum of 20 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 20 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. These are minimum requirements, and campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting.

The president and treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers.

Minimum Academic Qualifications

Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average each term. The student must be in good standing and must not be on probation of any kind.

Incumbent Unit Load

This requires undergraduate students to earn six semester (nine quarter) units per term while holding office. Graduate and credential students must earn three semester (four quarter) units per term while holding office. Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

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 as advisors, in addition to full-time. The California Code of Regulations, Title 5, Article 2, *Functions of Auxiliary Organizations and Requirement for Written Agreements*, Section 42500 does not list club advisement as an appropriate function for auxiliary organizations. Therefore, advisors should not be selected from such organizations.

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

The CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting requires campuses to provide orientation programs for student organization advisers and for student officers that outline policies, expectations, and information on alcohol use/abuse.

Role of auxiliary organizations in recognizing student organizations

Campuses may not delegate the process of approving or managing student organizations or their activities. California Code of Regulations, Title 5, Article 2, *Functions of Auxiliary Organizations and Requirement for Written Agreements*, Section 42500 lists the functions that have been determined appropriate for auxiliary organizations to perform. This section does not specifically state that auxiliary organizations may engage in managing student organizations and approving 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.

Minor Representative Student Officers

CSU's Minimum Academic Qualifications for Student Office Holders permits campuses to define minor student representative officers. As a result of the University Auditor Recommendation that the Chancellor's Office update and clarify existing systemwide policy for minor representative officers, CSU student presidents and treasurers of campus-approved student organizations and clubs shall be defined as minor representative student officers. Campuses retain the authority to define additional minor representative officers as appropriate.

Off-Campus Student Activities

Campuses shall comply with Section 41301, *Student Conduct*, of Title 5 of the California Code of Regulations adopted by the CSU Board of Trustees at its November 8-9, 2005 meeting. 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.

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. The insurance coverage will depend upon the level of risk. 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 General Funds 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, but not be limited to, 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."

Student Judiciary

Academic dishonesty cases that occur in the classroom shall be handled by faculty members. However, after action has been taken by the faculty member, the faculty member shall complete a form that identifies the student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not additional action should be considered by the campus judicial affairs office. The completed form should be sent by the faculty member either to the provost or to the vice president for student affairs whenever academic dishonesty cases are handled by the faculty member.

This process provides an opportunity to hold students accountable for multiple academic dishonesty situations that may occur with several departments but never be known because there is no central location to gather the information. By having a central location for all academic dishonesty cases, there is a better understanding of the trends in academic dishonesty and the opportunity for academic affairs and student affairs to address any problem trends in a formal way, e.g., Honor Code, more academic dishonesty education/information.

Consistent with California State University student conduct procedures, campuses shall record probation on the student's academic record during the term of the probation. Suspension is entered on the student's transcript with its beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. This requirement cannot be waived in a written agreement with a student or by any other means.



Charles B. Reed, Chancellor

Dated: January 30, 2006