California State University Chico
Office of the President

Executive Memorandum 24-026

June 24, 2024

From: Stephen Perez, President

Subject: Policy on Student Organizations

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the policy for Student Organizations.

Policy Title:	EM 24-026 Policy on Student Organizations
Contact:	Student Affairs
Supersedes:	EM 10-020
Revision:	
Enabling Legislation or Executive Order:	

Student Organizations

It is the goal of California State University, Chico to support the existence and activities of student organizations that are consistent with the mission of the university. This mission includes academic/career, cultural, religious, social, special interest, social justice/political, recreation, and professional pursuits of students. Such activities also help support our mission to serve the needs of the campus community.

Related Documents

Students and student organizations must adhere to a variety of laws and policies, including those listed here. To assist the reader, navigational guides are provided from the linked page to specific sections related to the content of this Executive Memorandum and all policies that supersede or replace these policies:

- Chico State Code of Student Rights and Responsibilities (EM 08-40)
- Chico State Time, Place, and Manner of Expression Policy (EM 20-006)
- CSU Executive Order 1068 – Student Activities
- CSU Executive Order 1041 – Student Travel

- Title 5 of the California Code of Regulations, Select "Title 5. Education," then "Division 5. Board Of Trustees Of The California State Universities," then "Subchapter 4. Student Affairs."
- The California Education Code
- Standing Orders of the CSU Board of Trustees
- The Campus-Recognized Sorority and Fraternity Transparency Act (AB 524; Sections 66310-66312 of California Education Code)

A. STRUCTURES REQUIRED OF STUDENT ORGANIZATIONS

To ensure that student organizations support the University's mission, while meeting its other commitments to be accountable and fiscally responsible, the following structures are required of student organizations and must be communicated to the Student Life and Leadership (SLL) Department at least annually, and whenever a change occurs. Student Life and Leadership is a resource for information on each of these provisions.

1. A Faculty or Staff Advisor. Each organization will have a statement describing the selection process, expectations, and role of the Faculty or Staff Advisor. The name and contact information of the Advisor will be submitted to the Student Life and Leadership Department annually and when any changes occur.

2. A Statement of Affiliations (if any). A California State University, Chico recognized organization, choosing to affiliate with a national, state, or regional organization must maintain active control over the operation and activities of the local chapter. A student organization will not be recognized if, in fact, it is an agent for an off-campus group and its major or sole purpose is to support the off-campus group's access to University facilities and equipment. Federal and state statutes stipulate that copies of constitutions, bylaws, or articles of incorporation of off-campus affiliates must be placed on file in the Student Life and Leadership Department. Title 5 of the California Code of Regulations may limit the ability of student organizations to affiliate.

3. A Non-Discrimination Statement consistent with the University policies. (See EM: 12-043, https://www.csuchico.edu/pres/em/2012/12-043.shtml, EO 1068, https://calstate.policystat.com/policy/10170470/latest/, and EO 1096, https://calstate.policystat.com/policy/12891658/latest).

4. An Anti-Hazing Statement. No individual student or recognized student organization may engage in or plan any hazing activity.

The California Penal Code SEC. 3 Section 245.6 defines hazing.

Section 245.6(a)

(a) It shall be unlawful to engage in hazing, as defined in this section.
(b) "Hazing" means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

5. An Alcohol Statement. Each organization will clearly state the organization's expectations and guidelines concerning alcohol usage at organization events or gatherings.

6. An up-to-date Student Organization Registration Form that includes contact information and identifies a **Contact Person**. Each organization is required to follow EO 1068 when it comes to officers and minimum number of student membership. (See EO 1068, https://calstate.policystat.com/policy/10170470/latest/, for specific requirements)

7. A Constitution describing (at a minimum) the:

- Name of the student organization
- Purpose, mission, values, and goals of the organization
- Membership and voting criteria (Note that EO 1068 requires a minimum student membership of five and limits voting rights of non-CSU participants in most cases)
- Officers with establishment of officer positions, their duties, and authority
- Procedures for selection and removal of officers
- An alcohol statement
- An advisor statement
- An anti-hazing statement
- Processes for amending or revising the organization's constitution and required statements
- Dissolution process/procedure (including asset allocation) should it become necessary

8. A Statement on Academic Performance expected of organization members that is consistent with the purpose of the organization. This statement can address GPA expectations for members of the organization, and procedures for supporting academic performance and correcting deficiencies.

9. Information regarding Risk Management and Safety expectations. While the University does not encourage nor condone illegal or dangerous activities, individuals involving themselves in student organizations do so at their own risk. Members of student organizations are encouraged to make plans to protect the health and safety of members and participants in activities of the student organization. For some student organizations, insurance coverage may be required. (See CSU Executive Order 1068 – Student Activities, and CSU Executive Order 1041 – Student Travel Policy.)

California State University, Chico recognized student organizations are expected to adhere to the provisions of this policy document, all other policies of the University, all Trustee policies, as well as all Federal, state, and local laws. In addition, student organizations must conduct their activities in keeping with the mission of the University.

B. UNIVERSITY SUPPORT FOR STUDENT ORGANIZATIONS

The University will officially recognize and support student organizations that are consistent with the University's mission and that adhere to the referenced requirements by:

- Maintaining an office to provide information, assistance, advice, education, and training for student leaders.

- Authorizing the use of University facilities, services, and resources through policies and procedures established for this purpose.
- Encouraging the participation of student organizations in University programs and activities.
- Creating opportunities for obtaining certain funds designated for these purposes (e.g. Associated Students Activity Fee funds.)
- Allowing the use of the University name for identification purposes, except in the establishment of off campus bank accounts.
- Maintaining organization conduct policies and due process review procedures.
- Maintaining policies for individual student conduct and due process review procedures.
- Providing education and training for leadership development in student organizations.
- Providing education and training for advisors.

C. ADDITIONAL REQUIREMENTS FOR SOCIAL FRATERNITY AND SORORITY ORGANIZATIONS

University recognized fraternities and sororities must also comply with the following:

1. All members must be enrolled in at least 12 units and maintain a 2.5 cumulative GPA, at California State University, Chico.
2. All chapter houses and chapter events shall be alcohol and drug free; unless events are hosted at a third-party vendor who is licensed by the state to serve alcohol.
3. Alcohol is not allowed before, during or after recruitment events.
4. Organizations must complete a pre-event planning form, and submit it to Fraternity and Sorority Affairs, minimally five business days prior to any event.
5. All chapters with chapter houses must file with Fraternity and Sorority Affairs, within Student Life and Leadership, each fall semester the name and contact information for their landlord, property manager, and/or alumni corporation board.
6. All chapters must have a faculty advisor, a chapter advisor, and an active alumni board, and register each of these annually with Fraternity and Sorority Affairs.
7. All councils must annually submit a recruitment plan to Fraternity and Sorority Affairs that reflects the national standard of values-based recruiting.
8. All chapters must belong to a university-sanctioned council.
9. Chapter members must sign an academic release form allowing the university to compile their academic record and submit it to the chapter advisor. The chapter advisor will submit the forms for all members to Fraternity and Sorority Affairs by the fifth week of each semester.
10. Chapters must have their new members attend the new member education workshops available throughout each semester.
11. Recruitment Policy: In order to be authorized by the university to recruit new members, the organization must be in compliance with the policies above and must:
    - Obtain university recognition (see above)
    - Only recruit new members who are full-time (at least 12 units) Chico State students, and have a cumulative grade point average (GPA) of 2.5
    - All returning members must be enrolled in at least 12 units at California State University, Chico, and maintain a cumulative campus grade point average (GPA) of 2.0
    - Each chapter must maintain a chapter average grade point average (GPA) of 2.5 each semester

- Only recruit seniors, juniors, sophomores, and second-semester freshmen
- Begin recruitment after the third week of classes
- Require attendance at the FSA Potential New Member (PNM) Informational Session that occurs during recruitment week
- Complete new member programs by the end of the eleventh week of the semester
- Initiate new members by the end of the twelfth week of the semester (Extensions may be approved by the VPSA for extraordinary purposes)
- Require new members to complete an application including: Name, Student ID, and Signature authorizing the university to release their academic standing and GPA to the FSA chapter and/or council for scholarship evaluation purposes.

12. First-time, first-semester to college students are not eligible to join a social Fraternity or Sorority organization.
    - Transfer students that have taken 12 units and have a cumulative GPA of a 2.5 are eligible

D. ADDITIONAL REQUIREMENTS FOR SPORT CLUBS

University recognized Sport Clubs must also comply with the following:

1. Obtain university recognition (see above)
2. Begin practices after the second week of classes. Unless a special exception has been made based on league start dates
3. All members must be enrolled in at least 6 units and maintain a 2.0 cumulative and Chico State GPA
4. All members must complete the necessary documents and processes through the Recreational Sports Department in order to be on the club roster and eligible to practice, compete, and travel.
5. Individual league or national rules may apply. In addition to the Chico State Recreational Sports membership guidelines for sport clubs, all members must meet their team, league, and respective sport governing body's eligibility requirements.