

CAMPUS ORGANIZATIONS

(Reference: UC Systemwide PACAOS 70.00)

200.00 Formation, Privileges and Responsibilities of Registered Campus Organizations

Definition; Registration and Membership Requirements

- A. A Registered Campus Organization (RCO) is an organization whose membership predominantly comprises students, faculty, and/or staff of UC Merced, and that attains recognition as a RCO by complying with the requirements and procedures set forth in these policies. Such regulations shall require that the organization furnish a written statement of its name and its purposes, signed by its officers or other authorized representatives, and that includes as well such other pertinent information as the campus may specify.
- B. Membership in a RCO shall be open to any student, consistent with [PACAOS 20.00](#) Nondiscrimination Policy and [PACAOS Appendix C: Nondiscrimination Policy Statement for University of California Publications Regarding Student-Related Matters](#), with the exception that membership in an officially recognized sorority or fraternity may be limited by gender. Membership in a RCO may be extended to individuals other than students, faculty and staff in accordance with current RCO Standard Practices and Procedures Guidelines.
- C. An authorized student government of UC Merced shall not be eligible for registration also as a RCO.

201.00 Initial Registration Procedures

Any group of University of California, Merced students, faculty and/or staff may obtain RCO status by filing a registration packet with the Office of Student Life, which includes:

1. A copy of an organizational constitution or an equivalent document which shall include
 - a) the name of organization, b) a clearly defined statement of purpose, c) all requirements for membership including dues or fees, d) qualifications for holding office, if applicable, e) methods of selecting and replacing officers, if applicable, and f) documents explaining the nature of any formal affiliations the campus organization has with external organizations/agencies.
2. The names of at least four UC Merced student officers/representatives, with their local addresses, email addresses and phone numbers.
3. The name of a RCO advisor.

- a. All RCOs are required to have an advisor who is a member of the faculty, staff, or an individual registered as a graduate student.
 - b. Groups that are unable to locate an advisor may have a member of the Office of Student Life staff serve as their "temporary" advisor.
4. Payment of annual fee to be determined by the Office of Student Life and approved by the University.
 5. A signed statement verifying that the RCO agrees to comply with the following:
 - a. Local, state and federal laws and University and campus policies and regulations applicable to such organizations.
 - b. A non-discrimination statement.
 - c. A non-hazing statement.
 - d. In the case of RCOs funded by compulsory campus based student fees, limitation of voting and office-holding privileges to University of California, Merced students.

202.00 Continuing Registration Procedures

In order to maintain registered status, every RCO must re-register with the Office of Student Life each fall semester. Registration includes a) delineating an advisor and at least four registered student officers/representatives who sign the statements of compliance with campus regulations/policies, and state and federal laws, b) reviewing, updating and approving the constitution on file with the Office of Student Life, c) paying the annual registration fee if one is required.

203.00 Use of University Name

A RCO shall not use the name of the University of California or abbreviations thereof as a part of its own name except in accordance with applicable law and University policy (including, but not limited to, State of California Education Code, Section 92000, and the Presidential Policy to Permit Use of the University's Name) as well as campus implementing regulations.

The geographical designation "at the University of California, Merced" may be used by any RCO as part of its name without obtaining special approval. Permission for any other use of the name "University of California, Merced" or "UCM" or any abbreviation thereof as part of a registered organization's name may be granted only by the Chancellor or his/her designee.

- C. .The name (including the granting of titles, insignia, seal or address) of the University may not be used in any manner, political, or otherwise, which implies that the University supports or agrees with any of the activities, positions, purposes, ideals, or goals of any individuals, groups, or organizations acting within these regulations. Permission to use the name may be made conditional upon appropriate disclaimer of University endorsement or sponsorship. RCOs using University property or services must avoid any unauthorized implication that they are sponsored, endorsed, or favored by the University.
- D. Permission to use the name of the University may be withdrawn by the chancellor at any time.
- E. RCO cannot use the same name as another already registered campus organization, department, or academic affiliated group.

204.00 Privileges and Responsibilities

A. Privileges

RCOs have access to the following resources:

1. Consultation services: program planning, publicity, fundraising, leadership training, advisement and facilities scheduling.
2. An assigned mailbox for organizational use.
3. Option to reserve campus facilities, the use of which must conform to applicable time, place and manner regulations.
4. Use of designated posting areas.
5. Use of tables to promote organizational activities/purposes.
6. Use of campus services/resources to support organizational activities on a direct-cost basis.
7. Option of applying for viewpoint neutral Associated Students of University of California Merced funding in accordance with currently approved financial by-laws.

B. Responsibilities

1. The officers/representatives of a campus organization lending its name, membership, property or support to a function shall be held responsible for the conduct of its members or guests attending that function. At least one officer/representative and one other responsible member must be in attendance at all functions sponsored or co-sponsored by the organization.
2. Organizational officers/representatives are responsible for ensuring that the name, insignia, seal or address of the University of California, Merced, is not used without approval from the chancellor or her/his designee, or in any manner that implies UC Merced support or agreement with any of the activities, positions, purposes, ideals or goals of any individual, group or organization acting within these regulations. Campus organizations are encouraged to design their own letterhead for use in correspondence.
3. Organizational officers/representatives are responsible for the financial obligations to the University incurred by their organization, and may be responsible for such obligations to others.
4. The chancellor or designee may investigate through audits or other means and take action to ensure that fiscal activities of campus organizations occurring on University properties comply with applicable laws and University policies and procedures.
5. Organizational officers/representatives are financially responsible for any damage that occurs to University facilities as a result of use by their organizations.
6. Organizational officers/representatives may not commit the University to any contractual arrangements or make any representations that might be construed in any way as a commitment without prior written approval of the University. Organizational officers/representatives who sign contracts with off-campus vendors or University agencies in return for services or goods are financially responsible for fulfilling the terms of those contracts. The University is in no way responsible for "making good" on such agreements.
7. Organizational officers/representatives are financially responsible for providing reasonable disability accommodations upon request.
8. Organizational officers/representatives are responsible for complying with University policies, campus regulations, and current RCO Standard Practices and Procedures Guidelines.

205.00

Conduct and Discipline

- A. A Registered Campus 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 shall provide an opportunity for a hearing with basic standards of procedural due process.

- B. Whether on or off campus, Registered Campus Organizations members are expected to comply with University policies and campus regulations. Violations may result in the revocation of registration, loss of privileges, or other sanctions as listed in policies 700.00-705.11a. Situations or incidents involving alleged violations will be referred to the proper conduct officer or body for review and/or action. See 703.00 for Student Discipline Procedures.

206.00 Requirements for Funding from Compulsory Campus-Based Student Fees

A Registered Campus Organization that is preponderantly or exclusively funded by a student government or other campus entity from compulsory campus-based student fees shall primarily have University of California students as its members. Particular programs and activities of a Registered Campus Organization funded from compulsory campus-based student fees shall be open to participation by the entire campus community. In addition, all expenditures relating to particular programs and activities of a Registered Campus Organization (whether the program or activity takes place on- or off-campus) that are funded from such fees must be under the direct control of University of California students.

207.00 Support

A Registered Campus Organization or Registered Campus Organization-related program or activity may be supported from compulsory campus-based student fees and/or from voluntary contributions.

A registered student organization may fundraise to support their activities but must follow the fundraising guidelines available in the Office of Student Life and as outlined in policy 312.00 of the Student Policies.

The referendum process shall not be accessible to a Registered Campus Organization or any student group other than a student government. The foregoing is not intended to preclude access to the referendum process by any administrative unit of the University, subject to appropriate student consultation. Support for a Registered Campus Organization or any student group other than a student government from compulsory campus-based student fees must be in the form of a reallocation from student government or other appropriate campus entity to the Registered Campus Organization or other student group. All such reallocations must be made consistent with the requirements for viewpoint-neutral funding.

Any process adopted by a student government or other campus entity to provide support to a Registered Campus Organization or Registered Campus Organization-related program or activity from compulsory campus-based student fees must employ solely viewpoint-neutral criteria.

A student government in consultation with the campus, or a campus with the

concurrence of the student government, may at its discretion establish and administer a mechanism providing for a pro rata refund to any student of that portion of his or her compulsory campus-based student fees that has been allocated by a student government or other campus entity to support a particular Registered Campus Organization or Registered Campus Organization-related program or activity. Establishment of such a refund mechanism is not required either as a matter of University policy or the law.

208.00

Transfer of Compulsory Campus-Based Student Fees to Non-University Entities

Compulsory campus-based student fees may be expended by a Registered Campus Organization to cover the expenses of direct participation by University students in a particular non-University-sponsored educational program or activity. Such fees may also be expended for the payment of applicable dues necessary to sustain membership by a Registered Campus Organization in national and other regional non-university associations at the basic level established by such associations, so long as the level of any such assessment is in line with what is assessed similar student organizations at other institutions comparable in size and nature to the University as a requirement of basic membership. Except as provided immediately below, memberships at a preferential level that require the payment of higher periodic dues than what is required to sustain basic membership, or the assessment by such non-university associations of supplemental contributions from their members as an expectation but not a requirement of continued membership, may not be supported from compulsory campus-based student fees.

Other than for considerations of basic membership as set forth above, additional transfers of funds from compulsory campus-based student fees by a Registered Campus Organization to such non-university associations may be made only when they can be justified, in advance of the transfer, to the chancellor (or other campus official designated by the chancellor with administrative oversight over Registered Campus Organizations) as providing a direct educational benefit to University of California students commensurate with the proposed expenditure.

Compulsory campus-based fees may not otherwise be expended by a Registered Campus Organization in support of, or be otherwise transferred to, a non-university organization, program, or activity, except in payment for goods and services directly necessary to the operation of the Registered Campus Organization, its programs or activities.

The referendum process set forth in these Policies shall not be available either to establish a new compulsory campus-based student fee, or to lock in an increase to an existing such fee, for the purpose of supporting any non-university organization, program, or activity.

