

Student Organization Recognition Process

New and continuing student organizations seeking official recognition need to be officially recognized on an annual basis. Upon recognition, the organization becomes an official member of the university community and enjoys all benefits.

Process for Obtaining Official Recognition

1. Obtain an application for recognition from the Centers for Student Involvement or online.
Application Packet includes:
 - Application
 - Group membership roster
 - A list of officers
 - Primary officer contact information
 - Contact information for an advisor who is a current SDSU faculty or staff member
 - Organization's constitution and/or bylaws updated every year
2. Make a copy of the completed application and retain for your records.
3. One organization officer must attend a mandatory student organization orientation.
4. Organization advisor must attend a mandatory advisor orientation.
5. Submit the completed application in person to Centers for Student Involvement for review. **Incomplete applications will not be accepted.**
6. Student organizations are not recognized until the Centers for Student Involvement approves the paperwork.
7. Organizations approved for official recognition will be notified via email.
8. Organizations not approved for official recognition by the Centers for Student Involvement can appeal to the Dean of

Students.

9. Social fraternities and sororities are required to submit an Information Form by the end of the fourth week of each semester.
10. Residential organizations are required to submit proof of having passed a fire inspection by the end of the fourth week of the fall semester.
11. Social fraternities and sororities are required to submit a current certificate of liability insurance, naming the University as an additional insured.

Changes or Updates to your Student Organization Application

If an organization wishes to change their name, advisor, or has minor updates to their constitution and/or bylaws, simply make an appointment with the Centers for Student Involvement to note the change. If the organization's mission statement or purpose changes, a new recognition application needs to be submitted, and the organization will need to go through the proper approval process.

Withholding/Withdrawing of 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 sex, 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. All new and continuing student organizations must

include this non-discrimination provision in their bylaws.

Official recognition of a student organization may be withdrawn for hazing as defined in Education Code Sections 32050 and 32051. Individuals students may be disciplined for hazing under Section 41301 (b) (8).

Responsibilities of Recognized Student Organizations

Organization Rights and Responsibilities

- All organizations may apply for official recognition at any time. If your organization applies near the end of the spring semester, you will have to complete a renewal application for the following fall semester. Recognition is good from the date of your approval until the end of the upcoming summer.
- Please review the complete list of existing campus organizations in order to avoid duplicate organizations and to strengthen existing organizations that may have similar missions and goals.
- All organizations affiliated with national, state, and/or local groups must keep on file in the Centers for Student Involvement, the constitution or other governing document(s) of its affiliated group.
- Each organization will report all changes to its constitution, bylaws, or officers to the Centers for Student Involvement within **two** weeks after the changes are adopted. Every organization must keep a current copy of its constitution and/or bylaws on file with the Centers for Student Involvement.
- Each organization will operate in accordance with federal and state laws, local ordinances, university and CSU regulations, policies of AS, and the

constitution and/or bylaws of the organization itself, including those of any national affiliate.

Membership

Membership Lists

Membership lists are used only for verification of requirements and reporting statistical information. They will be kept in the Centers for Student Involvement.

Presiding Officers

Officers are expected to act on behalf of the organization. Officers are the only people allowed to make room reservations and alter information about the organization. All officers of officially recognized organizations must be regularly-enrolled students of the University.

Undergraduate students must earn 6 units per semester while holding office and are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater.

Graduate and credential students must earn 3 units per semester while holding office and are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number will no longer be eligible for office.

The president **and** the treasurer must maintain cumulative SDSU and total grade point averages of at least 2.0.

The chief executive officer/president/coordinator/chairperson **and** the treasurer must be in good standing and must not be on probation of any kind, including academic or disciplinary probation. If the chief executive officer/president/coordinator/chairperson or the treasurer is placed on probation, they can not continue to be an officer of the officially recognized student organization.