Chapter 2: RSO/CSO Policies

Introduction

All student organizations must be officially recognized by the University in accordance with the “Policy for Recognition of Student Organizations.” Official recognition, however, does not commit the University to the proposed programs of any student organization. The University asserts that certain responsibilities accompany the rights associated with official recognition.

The members, officers, and advisors of all RSOs and CSOs must know, understand, and comply with the following guidelines. Failure to do so may result in immediate loss of recognition or other sanction as deemed appropriate by the Director of Campus Activities/University Center and the Vice President for Student Life.

Rights of Student Organizations

Upon receiving and maintaining recognition, the University grants RSOs and CSOs the following rights:

- To use University facilities, resources, and services.
- To use the University’s name in the RSOs or CSOs name or acronym.
- To recruit members from the student body.
- To register and to participate collectively in University events.
- To establish an account with the University for financial transactions.
- To establish dues, to conduct fundraising events with approval of the Director of Campus Activities/University Center or designee, and to request budget allocations from the Campus Activities Office.
- To appropriately use the University mailing address, phone system, e-mail system, website, seal, logo, and name.
- To be listed in relevant University publications.

Responsibilities of Student Organizations

Upon receiving and maintaining recognition, the University requires that RSOs and CSOs accept the following responsibilities:

- To comply with all local, state, and federal laws.
- To comply with all University policies and procedures, as well as those of local, state, national, and international affiliates (if applicable).
- To respect and to support its members’ rights in their academic pursuits.
- To respect the civil rights of University community members.
- To respect the dignity of the human person, including compliance with the University’s “Policy on Hazing.”
- To refrain from discrimination in membership on the basis of religion, creed, physical ability, gender, nationality, race, sexual orientation, or political affiliation.
- To respect normal University operations (e.g. class schedules, movement of traffic).
- To represent accurately and ethically the purpose and intent of the organization.
- To sponsor, to publicize, and to implement on- and off-campus events and programs that are consistent with the University’s mission, goals, values, and policies.
- To demonstrate responsible and ethical actions in all exchanges on- and off-campus.
- To respond promptly and ethically to all inquiries from University officials.
- To accept responsibility for members' behavior (1) whenever an event is held, officially or unofficially (unofficially is five or more members gathered), in the name of the organization, and (2) whenever the action of a member draws attention to the organization rather than to the member as an individual.
**Requirements for Student Organizations**

**Registration Renewal Process**
Each fall semester, the following requirements apply to all RSOs and CSOs in order to maintain recognition. Failure to do so will result in loss of official recognition.

1. Submit a “Registration Renewal Packet,” which includes the following credentials:
   a. A “Registration Renewal Form,” including a list of officers and advisors with contact information.
   b. A “Roster” of members with Student ID Numbers.
   c. A current constitution and by-laws (and local, state, national, or international constitution and by-laws, if applicable) if updated during the previous academic year for RSOs. CSOs must submit either a constitution or mission statement of the organization and the mission statement of the advising department.
   d. RSOs must submit a “Restricted Account Authorization Form.”
   e. A “SGA General Council Notification Form for Honor Societies, Graduate Student Organizations and Chartered Student Organizations in regards to participation in the Student Government Association’s General Council Meetings.”

2. Attend the Student Organizations Officer/Advisor Workshop to orient both new and returning RSO/CSO presidents, officers, and advisors on the policies, expectations, and services of the Campus Activities Office.

**General Requirements**
During the academic year, the following requirements apply:

1. Changes in officers and advisors after the deadline for “Registration Renewal Packets” must be submitted in writing to the Director of Campus Activities/University Center within one week of the change.

2. All RSO officers must maintain a minimum 2.3 cumulative grade point average throughout their terms. The RSO’s advisor is responsible for verifying academic eligibility of all officers with the Registrar’s Office.

3. All RSO members must maintain a minimum 2.0 cumulative grade point average throughout their membership. Failure to maintain the minimum grade point average requirement will result in probationary status or revocation of membership. The RSO’s advisor is responsible for verifying academic eligibility of all members with the Registrar’s Office.

4. All CSOs under the advising department are required to set grade point average requirements for both members and officers, not to be less than the requirements set for RSOs. The CSO’s advisor is responsible for verifying academic eligibility of all members with the Registrar’s Office. Failure to maintain the minimum grade point average requirement will result in probationary status or revocation of membership.

5. Any members of a student organization whose grade point average falls below a 2.0 will be mandated to meet with a specified academic advisor and will be placed on a probation status preventing them from joining organizations. This requirement is to allow the student to focus on academic priorities. The specified academic advisor may sanction mandated counseling; specific follow up meetings, career services, academic counseling, or counseling services to assist the student in their academic endeavors.

6. All RSOs must maintain a minimum of 10 members. RSOs with fewer members will be placed on numbers probation for one academic year. If membership does not reach a minimum of 10 after the probationary period, the RSO will lose its official recognition. Honor societies may be exempted from this requirement if so mandated by a national or international constitution and by-laws.

7. All RSOs and CSOs must submit a “Spring Semester Officer Update Form” by the applicable deadline. Failure to do so may result in loss of official recognition.

8. All RSOs and CSOs must submit a “Summer Contact Form” by the applicable deadline. Failure to do so may result in loss of official recognition.

9. All RSOs and CSOs may participate in Club Rush membership recruitment events held each fall semester. Reservations for display space must be submitted by the applicable deadline.

10. All RSOs and CSOs must secure authorization for fundraising projects from the Campus Activities Office. “Fundraising Project Authorization Forms” must be submitted no later than 14 days prior to the proposed
project for consideration. This is critical to not only be approved for the fundraiser, but also to reduce in fundraiser duplication. All RSOs and CSOs are responsible for reserving facility space and additional necessities through the appropriate offices no later than 14 days prior to the proposed project for consideration.

11. All RSOs must register service projects with the Center for Service-Learning and Volunteerism. Request for “Service Project Approval Forms” must be submitted no later than 14 days prior to the proposed project for consideration. For more information refer to the most recent “Organizing Volunteers with the OLLU Center for Service-Learning and Volunteerism” handbook. All CSOs are highly encouraged to register service projects with the Center for Service-Learning and Volunteerism.

12. All RSOs may request funds for specific events and programs from the Campus Activities Office. “Reserve Fund Petition Forms” must be submitted no later than 14 days prior to the proposed event or program for consideration.

13. All RSOs may request funds for the academic year from the Campus Activities Office. “Budget Allocation Packets” must be submitted to the Campus Activities Office by the applicable deadline for consideration. RSOs who failed to submit “Registration Renewal Packets” on time are ineligible to participate in the Budget Allocation process.

14. All RSOs may nominate themselves or other RSOs for Leadership Awards from the Campus Activities Office. RSO Leadership Award nominations must be submitted to the Campus Activities Office by the applicable deadline for consideration.

15. All RSOs, except honor societies whose sole function is the induction of members, Weekend College and Graduate Student Organizations must appoint representatives to serve on the General Council of the Student Government Association.

16. All RSOs conducting extended membership recruitment processes must submit an “Extended Membership Recruitment Packet” by the applicable deadline. Failure to do so will result in loss of recruitment privileges.

17. Per the ICUT Legislative Mandate #1 SB 1138 requires colleges and universities to design risk management programs for student organizations and compel certain officers and advisors of student organizations to attend those risk management programs.

Advisors
All RSOs and CSOs must have a faculty or staff advisor employed by the University on a full- or three-quarter-time basis. Confirmation of advisors is subject to approval of the Vice President of Student Life and, in cases of academic groups, the appropriate academic dean.

1. Responsibilities of Advisors: RSO and CSO advisors provide valuable support, guidance, encouragement, and motivation to organizations. While most advisor’s benefits are intangible, the University and the organizations maintain the right to expect advisors to fulfill the following:
   a. To model ethical leadership practices to RSO and CSO officers and members.
   b. To be cognizant of University and Student Organization policies and procedures.
   c. To ensure that the RSO and/or CSO complies with applicable University policies and civil law, including the University’s “Policy on Hazing.”
   d. To provide assistance to the RSO and/or CSO in organizational and personal development, recruitment of members, compliance with University requirements, administration of financial affairs, and planning and implementation of events and programs.
   e. To ensure all RSO and/or CSO officers and members meet minimum academic and disciplinary requirements.
   f. To attend RSO and CSO meetings and events as possible and be familiar with the organization’s activities.
   g. To attend the Student Organization Officer/Advisor Workshop and other information sessions.

2. Changes in Advisors: Should a change in status occur, the RSO’s or CSO’s president must notify the Director of Campus Activities/University Center in writing within one week of the change. A letter of resignation or notification is also required from the former advisor. While the Director of Campus Activities/University Center may assist in identifying a new advisor, the RSO is responsible ultimately for obtaining a new advisor. CSOs should receive a new advisor based on departmental staffing. No organization will be permitted to continue on...
active status for longer than four weeks without an approved advisor.

Service Organizations
The Associate Director of the Center for Service-Learning and Volunteerism will assist Recognized Student Organizations (RSOs) through monitoring the activities of these organizations. To facilitate this relationship and to ensure that service organizations are addressing community needs, service organizations are required to work directly with the Center for Service-Learning and Volunteerism. You will also be given a copy of the most recent “Organizing Volunteers with the OLLU Center for Service-Learning and Volunteerism” handbook.

Service Based RSO Requirements:

1. **RSO Meetings:** The organization’s president and service chair will schedule and keep three appointments per semester with the Associate Director of the Center for Service-Learning and Volunteerism (CSLV). The RSO must turn in the Collaboration Form to the CSLV along with a list of active members.

2. **Service Records:** The organization’s service chair, or equivalent position, will maintain records of service work completed by each active member of the organization. These records will be submitted monthly to the Center for Service-Learning and Volunteerism.

3. **Hours:** Regardless of national or international chapter requirements, the University requires that each of the organization’s active members participate in a minimum of 30 service hours to the community each semester. This requirement must be met or exceeded by 90% of the organization’s members. The organization’s active members will complete at least 12 of these service hours in a long-term service commitment (one year minimum). This requirement must be met or exceeded by 80% of the organization’s members.

4. **Projects:** The organization will organize for its active members three group service projects per semester. These projects can be just for active members or open to other OLLU volunteers.

5. **Charitable Donations:** The CSLV will grant service hours for fundraising activities resulting in cash or in-kind donations in support of non-profit or public agencies. For the current academic year, one service hour will be granted for every $18.04 donated to an agency. Hours will not be given unless a Donation Form is submitted. This form requires a signature and contact information from an agency representative who receives the donation. Organizations will not receive credit for hours spent working on a fundraiser, only the donation equivalent.

The amount of $18.04 has been determined from figures taken from a report released by the Independent Sector estimating that an hour of volunteer time is worth $18.04. The Independent Sector states that, “the hourly value, updated yearly, is based on the average hourly earnings of all nonagricultural workers as determined by the U.S. Bureau of Labor Statistics. Independent Sector takes this figure and increases it by 12 percent to estimate for fringe benefits” (http://www.independentsector.org/programs/research/volunteer_time.html).

6. **Service Chair:** The organization will identify an active member to serve in a leadership position on the vOLLUnteer Unity Council (we suggest appointing a Service Chair). This person must attend at least 4 VUC general meetings each semester. Service Chairs are expected to present information about their organization and its activities at each meeting and may be asked to lead some meetings. This person must also attend an orientation at the beginning of the year to orient both new and returning RSO chairs on policies, expectations, and services of the CSLV. Advisors may attend.

7. **Chairing:** The organization will chair at least one VUC service project per semester. Chairing an event includes working with other members of the VUC to plan a service project according to the PARE method, including promotion, recruitment, orientation, reflection, and evaluation.

8. **vOLLUnteer IMPACT:** The organization will organize a team of active members to participate in vOLLUnteer IMPACT, which occurs once each semester during the national service holidays: Make a Difference Day and National Youth Service Day.

General Guidelines:

**Service Project Approval:** All RSOs must register their community service projects with the Center for Service-Learning and Volunteerism (CSLV), all CSOs are encouraged to register their community service projects using the Request for Service Project Approval Form. It is recommended that this form is turned in at least two weeks before the project date. Forms will be considered on a case-by-case basis after this time; however, Approval Forms must be turned in within two weeks of the project or
they will not be considered. All service projects should partner with a non-profit or public agency. We strongly encourage relationships with agencies serving San Antonio’s West Side. It is important for organizations to obtain service project approval from the CSLV. Campus Activities only accepts hours approved through the CSLV to apply towards their organization’s 30-hour requirement. To be eligible for service awards, RSO’s service projects must be approved by the CSLV.

**Service Project Sign-in Sheet:** The CSLV maintains records of service activities for all active members of each student organization as well as all active volunteers on campus. The Service Project Timesheet is to be used to document group and individual projects. This form requires contact information and a signature from an agency representative. If no agency representative is present (for organization-planned events or hours for planning) the organization’s advisor must sign this sheet. When used for one-time projects, this form must be submitted to the CSLV within two weeks of the project date. Forms for long-term service hours must be submitted according to deadlines set at the beginning of each academic year.

**Philanthropy:** All student organizations must register their on-campus collection and fundraising activities with Campus Activities. In addition, if the fundraising or collection is charitable, a Request for Service Project Approval Form must be completed and turned into the Center for Service-Learning and Volunteerism (CSLV) at least two weeks before the first collection date. All collections should benefit a non-profit or public agency. We strongly encourage relationships with agencies serving San Antonio’s Westside.

**Project planning hours:** RSOs and CSOs planning unique service projects independent of an agency can receive service hours for the planning required. The project must be approved by the CSLV at least one month before the project (or before planning hours begin). A timesheet must be filled out documenting the planning hours and what activities took place. The sheet must be signed by the organization’s advisor before submission. There is a limit of 5 planning hours per project, per member. Any exceptions to this must be submitted in writing to the Associate Director of the CSLV and will be considered on a case-by-case basis.

**Winter and Summer Break Extension Policy:** The 30 hour per semester requirement for Service-Based Recognized Student Organizations must be completed during their respective semesters. 

**Exceptions:** With written application for an extension, students may plan out a course of action to finish service hours during the winter or summer break. Exceptions will be looked at on a case-by-case basis. Please apply for extensions by the Mid Semester Deadline announced at the beginning of the academic year.

**Note:** The Center for Service-Learning and Volunteerism encourages individuals to volunteer over the summer. Remember to record and submit summer hours to the CSLV. These records will document volunteer hours for possible scholarships and awards that use volunteer hours as criteria.

**Risk Assessment Forms:** Any volunteer new to working with the CSLV and volunteering through the University must fill out a Risk Assessment Form for the CSLV records. Service Chairs should copy the form and have each member fill it out and sign it by the set deadline.

**Service-Learning hours:** Hours required for service-learning courses through OLLU can count towards RSO member’s one-time project hours. However, only up to 8 hours per semester can come from service-learning. Documentation of the hours must be submitted by the end-of-semester deadline.

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**Student Organization Conduct Code**

Whether on or off campus, RSO and CSO members are representatives of the University and are expected to act in a mature and responsible manner. As such, individual members, advisors, or organizations as a whole may be subject to sanction by the Campus Activities Office for inappropriate behavior. Additionally, any damages caused by an organization or its members will be charged to the organization and the members’ own pockets, as applicable. The sanctions available to the Campus Activities Office are indicated in the most recent edition of the University’s “Student Handbook.” Copies are available by contacting the Campus Activities Office or on the University webpage.

While it is not possible to list all behavior inconsistent with membership in a scholarly community, judicial procedures may be implemented when violations, including, but not limited to, the following occur.

1. **Normal University Operations:** Disruption of normal University operations (e.g. classes, movement of traffic, special events).

2. **Rights of Organization Members:** Actions that interfere with the rights of organization members in their academic pursuits or within the organization itself without due process.
3. **Representation of Organization**
   a. Misrepresentation of the purpose and intent of the organization.
   b. Unethical representation of the purpose and intent of the organization.
   c. Failure to act within recognized norms or within the context of the constitution and by-laws or mission statement of the organization.
   d. Interference with proper representation within any organization recognized by the University.

4. **University Policies and Regulations**: Non-compliance with applicable University policies and regulations.

5. **Civil Laws**: Non-compliance with applicable civil laws.

6. **Rights of Members or Others**
   a. Denial and interference with the rights of members or others.
   b. Failure to respect the dignity of the human person.

7. **Responsible and Ethical Actions**
   a. Failure to display responsible and ethical actions on and off campus as members and representatives of the University community.
   b. Failure to conduct personal or organization business in a responsible manner.

8. **Discrimination**
   a. Actions that result in discrimination in membership on the basis of race, religion, creed, physical ability, gender, national origin, color, or political affiliation.
   b. Actions that result in discrimination toward non-members on the basis of race, religion, creed, physical ability, gender, national origin, color, or political affiliation.

9. **Authorized and Consistent Functions**: Actions that sponsor, advertise, implement, or otherwise endorse functions that are unauthorized and inconsistent with the University’s mission, goals, values, and policies.

10. **Advisor**: Failure to have an advisor who is a faculty or staff member employed by the University on a full- or three-quarter-time basis and approved by the Director of Campus Activities/University Center and, in cases of academic groups, the appropriate academic dean.

11. **Current and Approved Constitution**
    a. Failure to maintain a current, approved constitution and by-laws (and local, state, national, or international constitution and by-laws, if applicable) on file in the Campus Activities Office.
    b. Failure to comply with, uphold, or enforce applicable rules, regulations, policies, and procedures of an organization’s approved constitution and by-laws or other legislative actions.

12. **Respond Promptly and Ethically**: Failure to respond promptly and ethically to all inquiries and policies outlined by the University and local, state, national, or international affiliates, if applicable.

13. **Mailing Address, Phone System, E-mail System, Website, Seal, Logo, and Name**: Inappropriate or unauthorized use of the University’s mailing address, phone system, e-mail system, website, seal, logo, and name.

14. **Use of Facilities**
    a. Unauthorized use of University facilities and equipment.
    b. Use of University facilities and equipment that is not related to the goals of the organization and University.
    c. Failure to assume responsibility for setup, cleanup, and monitoring of facilities, as appropriate.
    d. Misappropriation of University facilities.

15. **Fundraising**
    a. Fundraising activities for purposes not directly related to the organization.
    b. Fundraising activities that are not approved by the University through the Campus Activities Office.

16. **Guest Speakers**
    a. Extending invitations to speakers and other guests who are inconsistent with the University’s mission, goals, values, and policies.
    b. Extending invitations to speakers or other guests without authorization from the Director of Campus Activities/University Center or relevant University official.

17. **Advertising and Publicity**
    a. The use of obscenity, profanity, vulgarity, racially- or culturally-insensitive, or otherwise inappropriate language and drawings in any printed, electronic, or verbal publicity or other forms of advertising or marketing (e.g. t-shirts, stickers, other objects that form a public display).
b. Advertising or actions that are inconsistent with the University’s mission, goals, values, and policies.

18. Membership Recruitment: Actions that are in violation of the University’s membership recruitment policies, procedures, and guidelines.

19. Requirements for Student Organizations: Failure to fulfill all requirements applicable to Student Organizations.

20. Real Estate: Ownership, leasing, or rental of real estate.

21. Financial: Utilizing a finance system off campus under an organization title or personal name of a current officer, member, or advisor.

Temporary Suspension of Recognition:

The Vice President of Student Life may temporarily suspend recognition of a student organization pending formal disciplinary procedures. Such action may occur when the continued presence of the organization on campus poses a threat to the physical or emotional well-being of an individual student, a group of students, or members of the faculty and staff, or when the presence of the organization would seriously disrupt the University’s normal operations.

Sanctions for Student Organizations

Student Organizations must comply with all local, state, and federal laws, as well as all University policies and procedures. Officers and advisors of student organizations are held responsible for the RSOs and CSOs activities in the event that the organization violates University policies and civil laws. Any student, faculty or staff member, or other student organization may file charges against an RSO or CSO.

The following sanctions may be imposed upon RSOs and CSOs by the Director of Campus Activities/University Center, or a designate, for failure to comply with applicable policies, procedures, and guidelines. These sanctions apply to administrative policies only. For discipline violations, similar sanctions may be imposed through the “Student Code of Conduct.”

1. Warning: Written notice for a specified length of time, usually no less than the remainder of the semester, which additional incidents may result in more severe sanction.

2. Probation: Restrictions of specified privileges for a specified length of time, usually no less than the remainder of the semester. Additional conditions may be imposed before the probation period is lifted at the discretion of the Director of Campus Activities/University Center, or a designate.

3. Numbers Probation: Restrictions of specified privileges for a specified length of time, usually no less than one academic year, imposed when membership numbers are below the minimum of 10 members for RSOs. If membership does not reach a minimum of 10 after the probation period, the RSO will lose its official recognition. CSOs do not have a specific numbers requirement.

4. Withdrawal of Privileges: Privileges that may be withdrawn include facility usage, advertising and posting, financial transactions, fundraising, participation in University events, usage of the University’s phone and e-mail systems, and usage of other support services.

5. Mandated Counseling: Probation status of a member by the advisor for a specified length of time, usually no less than one semester. Recommended counseling services may be the following: Career Services, Counseling Services, Center for Academic Achievement, CSLV, Campus Ministry, Academic Advisement, or other specified meetings.

6. Suspension: Suspension of all privileges for a specified length of time, usually no less than the remainder of the semester. Additional conditions may be imposed before the suspension is lifted at the discretion of the Director of Campus Activities/University Center, or a designate.

7. Withdrawal of Recognition: Complete revocation of recognition and all privileges thereof. The Director of Campus Activities/University Center will secure the approval of the Vice President of Student Life when imposing this sanction.