

have access to any of the benefits of recognition which are outlined in this Handbook. Questions about recognition removal should be directed to the Student Organizations & Leadership office.

Recognized Organization Categories

Types of student organizations recognized by the University include:

Academic: Organizations are centered within an academic department or program at Sacramento State. These groups are led by students and often sponsored by faculty members.

Cultural: Organizations facilitate the maintenance of and/or education relating to customary beliefs, social norms, and traits of a racial, ethnic, or social group.

Campus Program Clubs: Organizations focus on supporting campus programs. These clubs are led by students and sponsored by non-academic program departments.

Fraternities and Sororities: Greek letter social organizations, including both general and culturally-based organizations, create smaller communities within the larger University environment for the purposes of facilitating growth in the areas of scholarship, personal and leadership development, campus involvement and community service.

Political: Organizations based around organized political parties, or to advance political or social understanding.

Recreation Clubs: Organizations focusing on recreational activities that include: activities, games, sports, hobbies, and more.

Religious: Organizations serve as a support for students of a particular religious faith or denomination.

Service: Organizations providing experiential learning opportunities for students in the area of community service and civic engagement. This area includes Co-ed Service Fraternities.

Special Interest: Organizations that focus on a topic of interest that does not fit into another category are included under special interest. This diverse category includes activity organizations, social organizations, and more.

Sport Clubs: Organizations that compete against other universities in sport leagues, conferences, and tournaments at the local, regional, and national level.

University Sponsored Org/ Honorary: To recognize academic accomplishments and/or leadership contributions, and/or co-curricular achievement among Sacramento State students or to promote programs encouraging academic success.

Faculty or Staff Advisor

Organizations are required to have a part/full-time faculty or exempt professional staff member as an advisor. Selection of a particular person as advisor is the choice of the organization and is by mutual agreement of both parties. Faculty and staff often look forward to opportunities to work with students outside the traditional classroom and in areas of personal interests.

Officer Eligibility

Each officer, at a minimum President and Treasurer, wishing to transact business is required to attend Nuts and Bolts and complete an Officer Agreement Form, and meet the officer eligibility.

- **Grade Point Average:** Student organization officers must be currently enrolled or continuing Sacramento State students and in good standing at the University. Officers must also have a Sacramento State grade point average of 2.0 or higher for each term and cumulatively. Good academic standing will be confirmed by Student Organizations & Leadership each semester.
- **Incumbent Unit Load:** This requires undergraduate students to earn six semester units per term while holding office. Graduate and credential students must earn three units per term while holding office.
- **Incumbent Maximum Allowable Units:** Undergraduate students are allowed to earn a maximum of 150 semester units or 125% 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 units or 167% 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 office. More information on requirements can be found here <http://www.calstate.edu/AcadAff/codedMemos/AA-2012-05-attachment.pdf>

When completing the Officer Agreement Form, officers, through their electronic signature, provide consent to disclose student academic records. The statement listed on the form is as follows:

Under provisions of the Family Educational Rights and Privacy Act of 1974, and the Statement of Student Rights and Responsibilities of Sacramento State, my electronic signature gives permission to the Registrar's Office at Sacramento State to release academic information to the Director of Student Organizations & Leadership, regarding my G.P.A. and status as a currently enrolled or continuing student at Sacramento State. All academic information gathered on behalf of Student Organizations & Leadership will be used for enrollment and G.P.A. purposes only per the Student Organization Officer Eligibility Requirements listed in the Student Organization Handbook, and be kept in strict confidence. If you have any questions about this release of academic information, please contact Student Organizations & Leadership.

Organization Recognition Process

New Organizations

Only currently enrolled students of Sacramento State may start student organizations. Organizations wishing to be recognized for the first time or who have been inactive on campus for more than one year must follow this process to gain recognition. New organizations must complete the recognition process by October 15th to be recognized in the Fall semester and March 15th for the Spring semester. Previous to gaining recognition, an organization may not sponsor programs, seek funding in the name of the organization from the ASI Dollars for Organizations and Clubs (or any other source) or conduct fundraising activities in connection with membership recruitment. A major consideration for recognition is that the group adds to the mission of the University without duplication of existing organizations.

To begin a new organization, complete the following steps in this order:

STEP 1: The President, Treasurer and up to 3 other officers wishing to transact business from each new organization must attend a Nuts and Bolts workshop. Attendees must submit the Post Event/ Officer Agreement Form that was emailed to them following the workshop.

STEP 2: One of the individuals who has attended Nuts & Bolts (preferably the intended President or Treasurer) will need to schedule a meeting with a Student Organizations & Leadership Advisor to discuss their plans and submit an Intent to Organize form. Upon approval, the group is permitted to use University facilities on three occasions for organizational purposes over a 30-day period or until the semester recognition deadline (whichever comes first). During this time, the group should be able to ascertain if there are other interested students, warranting formation of an organization, and prepare the registration materials.

STEP 3: One of the officers will submit the Organization Profile through OrgSync.

STEP 4: Upon submitting the Organization Profile, the officers will be sent an email to review and verify they are officers. They must approve this review, agreeing to the Org Profile submission. The faculty/staff advisor will also be sent an email at this time, which they must follow to complete the Advisor Agreement.

STEP 5: Your Organization Profile will be reviewed by a SO&L advisor. The person who submitted the Organization Profile will be notified via email if there are errors and if the profile has been approved. Any errors must be addressed promptly.

STEP 6: *(Only for groups wishing to receive or spend money)* Once your Organization Profile has been approved, submit an ASI Club Agreement for a club account.

Existing Student Organizations- Fall Renewal Process

Every Fall semester, student organizations must renew their recognition by September 30th. To renew your recognition, complete the following steps in this order:

STEP 1: The President, Treasurer and up to 3 other officers wishing to transact business for the organization must attend a Nuts and Bolts workshop. Attendees must submit the Post Event/Officer Agreement Form that was emailed to them following the workshop.

STEP 2: One of the officers will submit the Organization Profile through OrgSync.

STEP 3: Upon submitting the Organization Profile, the officers will be sent an email to review and verify they are officers. They must approve this review, agreeing to the Org Profile submission. The faculty/staff advisor will also be sent an email at this time, which they must follow to complete the Advisor Agreement.

STEP 4: Your Organization Profile will be reviewed by a SO&L advisor. The person who submitted the Organization Profile will be notified via email if there are errors and if the profile has been approved. Any errors must be addressed promptly.

STEP 5: *(Only for groups wishing to receive or spend money)* Once your Organization Profile has been approved, submit an ASI Club Agreement for a club account.

Existing Student Organizations- Spring Renewal Process

All returning groups that did NOT renew during the Fall Semester or groups that have held new officer elections must renew their organization recognition before March 1st. To renew your recognition, complete the following steps in this order:

STEP 1: The President, Treasurer and up to 3 other officers wishing to transact business for the organization must attend a Nuts and Bolts workshop. Attendees must submit the Post Event/Officer Agreement Form that was emailed to them following the workshop.

STEP 2: One of the officers will submit the Organization Profile through OrgSync.

STEP 3: Upon submitting the Organization Profile, the officers will be sent an email to review and verify they are officers. They must approve this review, agreeing to the Org Profile submission. The faculty/staff advisor will also be sent an email at this time, which they must follow to complete the Advisor Agreement.

STEP 4: Your Organization Profile will be reviewed by a SO&L advisor. The person who submitted