PSO
PROVISIONAL STUDENT ORGANIZATIONS

Santa Clara University

PROVISIONAL STATUS ORGANIZATION PACKET

"STARTING AN ORGANIZATION 101"

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Welcome Letter

Welcome Broncos!

Thank you for your interest in becoming a new RSO at Santa Clara University! We are excited for your interest and eager to support you along the way.

Enclosed in this packet you will find helpful resources and information to assist with your application process and success as a student organization. In addition to the information included, please visit our website at www.scu.edu/csi and view the "Student Organizations" section.

Be sure to review all the information included and all necessary steps for the completion of your application as a Provisional Student Organization. These steps are required in order to become a Registered Student Organization.

Should you have any questions please feel free to contact us and we will be more than happy to assist you.

Good luck with your application process and Go Broncos!

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What is an RSO?

An RSO, or a Registered Student Organization, is a student organization or club that has completed the process of being officially recognized by the Santa Clara University Center for Student Involvement (CSI) and the Associated Student Government (ASG). Undergraduate SCU students run and lead. RSOs and are advised by Victor Pineda, Assistant Director for Student Organizations.

RSOs at Santa Clara University can cover a wide range of interests, including academic, cultural, recreational, social, and community service-related topics. Examples of RSOs at SCU include student associations, cultural clubs, academic clubs, professional organizations, social justice groups, recreational clubs, and more. There are over 160 active RSOs at SCU each with a unique mission and interest.

What are the privileges and benefits of being recognized as an RSO?

There are many benefits of having your organization or club be recognized as an official RSO. Namely, organizations that are unaffiliated with and recognized by an academic college or university department cannot conduct business at SCU. If instead, your club is recognized as an RSO, then you automatically have access to resources and opportunities managed by CSI including the following:

- Organization support services (through CSI and Associated Students Government)
- Participation in the Student Involvement Fairs
- Opportunity to utilize meeting or event space in campus facilities.
- Ability to apply for Discretionary Funding through ASG
- Eligibility to obtain a student organization email. Requests can be submitted to csi@scu.edu
- Inclusion in the online *Directory of RSOs*
- Opportunity for recognition through the RSO Awards Banquet called the Bucky Awards
- Eligibility to advertise, register, and host events on campus (with proper approval)
- RSO workshops, informational brochures and resources
- Ability to use SCU branding for certain marketing uses.

What is a Provisional Student Organization (PSO)?

A PSO is a student group that is in the process of being formed and recognized as an official Registered Student Organization (RSO) by the university through the Center for Student Involvement and the Associated Student Government (ASG). The term "provisional" indicates that the organization is in a temporary or initial stage of establishment and is working towards meeting the requirements for full recognition.

The Associated Student Government (ASG) votes every spring quarter whether or not to approve the newest cohort of RSOs. All new clubs or organizations that complete the registration process prior to the deadline (Week 2 of the spring quarter, Monday, 5:00pm.) will become a Provisional Student Organizations (PSO). PSOs are eligible to receive temporary and limited access to privileges in order to have resources to recruit members and raise awareness about the club.

As a PSO, your organization will not have access to Discretionary Funds from ASG, is not permitted to host events, and cannot be reimbursed for incurred expenses until your club has been approved by ASG as an RSO.

Status as a PSO cannot last more than one academic year and must be voted on during the spring quarter.

What support or benefits are offered to Provisional Student Organizations (PSO)?

PSOs have the following privileges:

- The ability to post flyers around campus (cannot include SCU name or logo).
- The ability to reserve spaces on campus to host an information session per quarter *[room reservation opportunities may be limited to ach quarter availability and class schedules]*.
- The ability to reserve tables at Benson Memorial Center to promote your PSO *[tabling opportunities may be limited due to availability and safety regulations]*.

- RSO workshops, informational brochures and resources
- Opportunity for recognition through the RSO Awards Banquet called the Bucky Awards

*It is important to note that PSOs are still not permitted to host events or be reimbursed for incurred expenses until their clubs have been approved by ASG.

Reasons why a PSO may not be approved by ASG:

There are instances when ASG does not grant a PSO status as an RSO. The most common reasons why this occurs include the following:

- Any organization who restricts membership, except for the case of honorary organizations.
- Any organization that is in violation of any rules and regulations of Santa Clara University.
- Any organization that does not receive approval by the Risk Management Office for engaging in activities that have varying levels of risk to students' physical and mental health.

Please note this is not a complete list and each organization will be handled on a case-by-case basis. PSOs that are denied approval by ASG will no longer be a PSO. PSOs that are denied, will have the opportunity to reapply as a PSO the following academic year.

Registration Process

Questions to consider before starting a new RSO:

1. Does this organization, or something similar, already exist at SCU?
2. Is your organization sustainable? Does the mission and interest of the organization withstand past one academic year?
3. Does the organization align with the mission and values of Santa Clara University?

In order to start a new Provisional student organization (PSO), your student organization (club) must first meet the following minimum requirements:

- Have at least 2 undergraduate students serve as club officers, particularly president and treasurer.
- All club officers must be undergraduate students.
- Have at least 15 self-selecting members, which may include club officers.
- Have a majority of members be undergraduate students.
- Identify an advisor that is a full-time faculty and/staff member. By default, your club is automatically assigned an advisor through the Center for Student Involvement, specifically Victor Pineda, the Assistant Director for Student Organizations. Although not required, you may have an additional faculty/staff advisor.
- Create a club constitution that meets the required guidelines found in our constitution template.

In addition, you must complete the following steps by the registration deadline:

1. Review the RSO Directory to ensure that no current group exists or was formed with the same name and/or mission/vision.
2. Meet with Victor Pineda, the Assistant Director for Student Organizations in the Center for Student Involvement, to describe your RSO and see if there are any additional requirements that need to be fulfilled or any issues (i.e., risk and safety, overlap with an existing RSO, etc.) that need to be addressed before you move on to the subsequent steps. Once you have had this initial meeting, Victor will walk you through steps 3-5.
3. Review the Student Organization Handbook *https://www.scu.edu/csi/organizations/rso/handbook/* and the SCU Student Handbook *https://www.scu.edu/osl/student-handbook/*
4. Submit the Provisional Student Organization Application *https://bit.ly/NewPSOForm*
5. Attend one Provisional Student Organization Workshop. Dates will be announced each quarter.

How to Start a Club
in 5 Easy Steps

1 Review the RSO Directory

Review the RSO Directory to ensure that no current group exists or was formed with the same name and/or mission/vision.

2 Meet with Victor Pineda

Meet with Victor Pineda, the Assistant Director for Student Organizations in the Center for Student Involvement, to describe your RSO and see if there are any additional requirements that need to be fulfilled or any issues (i.e. risk and safety, overlap with an existing RSO, etc) that need to be addressed before you move on to the subsequent steps.

3 Review Handbooks

Review the Student Organization Handbook and the SCU Studnet Handbook

4 Submit PSO Application

Submit the Provisional Student Organization Application. The link will be shared with you after you have had your meeting with Victor Pineda.
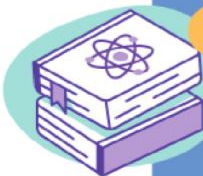
5 Attend a PSO Workshop

Attend one Provisional Student Organization Workshop. Dates will be announced each quarter. Could also be done on a 1on1 format.

Once your club has submitted all required material as part of the provisional registration process, the Center for Student Involvement will notify you of your official PSO status.

After you become a PSO, the Associated Student Government (ASG) will grant final approval to become a Registered Student Organization. PSOs will present during the Week 3 Student Senate meeting of spring quarter. The Student Senate will then vote during the Week 4 Student Senate meeting of spring quarter. Voting cannot occur during the fall or winter quarter.

After ASG has made a decision about your club, you will be contacted to formally announce the status of your organization.

Club Categories

- **Academic & Professional**: At Santa Clara University, Academic & Professional clubs are designed to enhance students' understanding of their academic disciplines and provide opportunities for professional development. These clubs might include organizations related to specific majors, pre-professional groups, and honor societies. They offer activities such as panel discussions, workshops, guest speaker events, and networking opportunities to help students connect their studies to real-world applications and career paths.

- **Business**: Business clubs at Santa Clara University cater to students interested in various aspects of business, including entrepreneurship, finance, marketing, and management. These clubs provide a platform for students to learn about the business world, gain practical skills, and connect with industry professionals. Events might include panel discussions, workshops, guest speaker events, and networking opportunities, case competitions, workshops on leadership and innovation, and interactions with local businesses.

- **Cultural**: Cultural clubs celebrate diversity and inclusivity at Santa Clara University. These clubs focus on promoting cross-cultural understanding and awareness of different traditions, backgrounds, and perspectives. They often organize cultural events, festivals, and discussions that allow students to learn about and appreciate various cultures.

- **Engineering**: Engineering clubs provide a space for students studying engineering disciplines at Santa Clara University to collaborate, learn, and apply their knowledge. These clubs often involve hands-on projects, design challenges, and workshops that complement classroom learning with practical experiences. Students might work on projects related to robotics, sustainable engineering, and more.

- **Faith-based**: Faith-based clubs at Santa Clara University cater to students looking to connect their spiritual beliefs with their college experience. These clubs foster a supportive community where students of similar faiths can gather for worship, discussions, community service, and events that reflect their religious values.

- **Performance Arts**: Performance arts clubs offer students at Santa Clara University a creative outlet for expressing themselves through theater, dance, music, and other forms of artistic expression. These clubs provide opportunities for students to showcase their talents, participate in performances, and collaborate on artistic projects.

- **Recreational**: Recreational clubs promote active lifestyles and leisure activities at Santa Clara University. These clubs offer students opportunities to engage in outdoor adventures, sports, and other recreational pursuits. Members can bond over shared hobbies and interests while building friendships.

- **Social Justice**: Social justice clubs at Santa Clara University focus on advocating for equality, human rights, and positive societal change. These clubs create a space for students to engage in meaningful discussions, raise awareness about important issues, and organize events and initiatives that promote social justice and community service.

- **Special Interest**: Special interest clubs encompass a wide range of unique and niche interests at Santa Clara University. These clubs provide students with a platform to explore hobbies, passions, and interests that might not fall into other categories. Examples might include clubs related to specific fandoms, hobbies, or causes.

Santa Clara University's diverse range of club categories reflects its commitment to providing students with opportunities to explore their interests, engage in meaningful activities, and contribute to a vibrant campus community. Each category contributes to the holistic development and well-rounded college experience of our students.

Registration Deadline

The RSO registration deadline occurs once an academic year: Week 2 of the spring quarter, Monday, 5:00pm.

New organizations can apply to become a PSO starting week 1 of the fall quarter. Approvals for PSOs will be processed on a rolling basis.

How To Create a Constitution for Registered Student Organizations (RSOs) Guide
Note: All student organizations need to have at minimum the following sections (articles). The titles and order of articles is up to you; the titles and order below are just suggestions. Find a template here

How To Create a Constitution Guide

Article I: Name of Student Organization

- State the name of your student organization.

Article II: Mission Statement

- State the mission of your student organization.

Article III: Membership

- Define who is eligible to be a member (at least undergraduate students must be eligible, but graduate students, faculty, and staff may be eligible as well)
- Define who is considered an active member (i.e., has to pay dues or has to attend a certain number of events per quarter or year)
- Describe membership dues (only if applicable to your student organization)

Article IV: Officer Titles and Responsibilities

- List the title of each officer (be sure to note if any officer is a shared position, i.e., co-chairs)
- List the general responsibilities of each officer.

Article V: Officer Election or Selection Process

- Describe the process to elect or select officers each term.
- Describe the general date when election or selection must be completed (i.e., by Week 5 of Spring Quarter)
- Describe the general start and end dates for officer terms (i.e., starts Week 5 of Spring Quarter and ends Week 4 the following Spring Quarter)

Article VI: Voting Eligibility, Quorum, and Majority

- Define who from your membership is eligible to vote.
- Define the eligibility requirements to be an eligible voter.
- Define what constitutes a quorum in order to vote (what percentage or fraction of your eligible members need to be present to vote)
- Define what constitutes a voting majority (i.e., simple majority, 2/3, or 3/4)

Article VII: Amendments

- Describe the process to propose any changes to the constitution specifically or to the student organization in general.
- Describe the process to ratify (approve) any proposed changes.
- Describe the general date when ratified changes will go into effect (i.e., the day after ratification is complete)

Article VIII: Officer Removal, Appeal, and Replacement Processes

- Describe the process to remove an officer from position.
- Describe the appeal process that the officer in question can invoke if being removed.
- Describe the process to elect or select a new officer for the one removed.

Article IX: Meetings

- State the frequency of officer meetings.
- State the frequency of membership meetings (i.e., general meetings)

Article X: Committees (only if applicable to your student organization)

- List the name of each committee.
- List the general responsibilities of each committee.
- Describe the process to join each committee.

Constitution Template for Registered Student Organizations (RSOs)
Note: All student organizations need to have at minimum the following sections (articles). The titles and order of articles is up to you; the titles and order below are just suggestions. Find a template here

[Club Name] Constitution/By-Laws

ARTICLE I: NAME

Section A: Name – The name of this club shall be [Club Name] (Club Name Abbreviation).

ARTICLE II: MISSION STATEMENT

Section A: Purpose – The purpose of this club shall be:

To foster community among students with an interest in [Club's category/interest] on Santa Clara University's campus through [future club events examples]. To educate the Santa Clara campus about [Club's goal]. To establish a greater and more inclusive sense of community by collaborating with other student organizations.

ARTICLE III: MEMBERSHIP

Section A: Eligibility – Currently registered undergraduates, graduate students, faculty, staff, as well as community members may be active members of the [Club Name] (Club Name Abbreviation). We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, the performance of service, application for service, or obligation for service in the uniformed services).

Section B: Code of Conduct – All members of the organization are required to uphold local, state, and federal laws, Santa Clara University rules, and the organization's constitution. Members must also abide by the Santa Clara University Student Handbook, and all Santa Clara University Policies. Any members that violate these policies may be expelled from the organization, at the discretion of the club officers and advisor. The ASA complies with anti-discrimination policies Santa Clara University, titled Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct, which can be found in the Student Handbook. We will not haze.

Section C: Expectations – Only SCU student members may vote or hold office. Members are expected to attend events and meetings planned by the organization and participate in annual elections.

Section D: Removal – Removal of members may be considered on the grounds of a blatant violation of SCU's current anti-discrimination policies, outlined previously, and the campus code of conduct. Removal requires a unanimous vote of the presiding Executive Board.

ARTICLE IV: OFFICER TITLES AND RESPONSIBILITIES

Section A: Officers – The officers shall be the President, (or cochair), Vice President, Treasurer, VP of [name position], VP of [name position], VP of [name position], and Secretary. If all positions cannot be filled in any given year, the number of officers must be 3 with a President, a Vice President, and Treasurer.

Section B: President
- Represent the club to the general Santa Clara community (faculty, staff, students, other student organizations) and to outside communities and individuals.
- Appoint E-Board members for each school year if there are no self-nominated E-Board candidates to fill any vacant positions.
- Ensure the E-Board members have access to the resources needed to perform their duties.
- Preside over meetings and overlook work of other officers to ensure timely and correct completion (e.g., quarter budgets, registration forms, event posts, emails).
- Organize agendas for general-body and E-board meetings.
- Perform such other duties as ordinarily pertain to this office.
- Organize meetings for new Executive Board members to plan new events in the summer prior to the academic school year for funding eligibility.

Section C: Vice President
- Represent the club to the general Santa Clara community (faculty, staff, students, other student organizations) and to outside communities and individuals.
- Appoint E-Board members for each school year if there are no self-nominated E-Board candidates to fill any vacant positions.
- Ensure the E-Board members have access to the resources needed to perform their duties.
- Preside over meetings and overlook work of other officers to ensure timely and correct completion (e.g., quarter budgets, registration forms, event posts, emails).
- Organize agendas for general-body and E-board meetings.
- Perform such other duties as ordinarily pertain to this office.
- Organize meetings for new Executive Board members to plan new events in the summer prior to the academic school year for funding eligibility.

Section C: Treasurer

- Submit required forms for funding based on events planned by the E-Board by the announced deadlines.
- Manage [Club Name]'s quarter budgets throughout the quarter.
- Help acquire new streams of funding as needed.
- Fill out relevant paperwork (budget and reimbursement forms) with the help of [Club Name] President.

Section F: Advisor

- Be available to advise E-board on all matters pertaining to the activities of the organization.

ARTICLE V: OFFICER ELECTION OR SELECTION PROCESS

Section A: Eligibility – Officers must be full-time Santa Clara University students with demonstrated interest and some degree of prior involvement with [Club Name].

Section B: Elections – Candidates who wish to run for office may self-nominate at the final meeting of the Academic year. Candidates describe their interest, qualifications, and eligibility for the role. Closed voting takes place by ballot at the final meeting of the academic year. Candidates with the majority vote may fill the positions. In the event where there is a tie, tie-breaker elections will be held until a candidate wins by majority. Elections must take place in May and a new E-Board must be appointed by the last day of May.

Section C: Term – The officers shall serve for one academic year (1 Academic Year). The term of a newly elected E-board begins at the end of the previous academic year. From June to June.

Section D: Vacancy – If a vacancy occurs in any of the offices, an interest form may be distributed to find a replacement candidate. The candidate with the majority vote of the E-Board may fill the position. In the case that vacancy remains, the President may appoint a member to fill the position.

ARTICLE VI: VOTING ELIGIBILITY, QUORUM, AND MAJORITY

Section A: Voting Eligibility – Only SCU student members may vote.

Section B: Quorum – In order for E-Board voting to take place, ¾ of all SCU [Club Name] members must be present at the final General Meeting. Calling in may count towards quorum, but the individual calling in may not take part in the voting.

Section C: Majority – Majority by one percent is the minimum threshold in electing a new E-Board.

ARTICLE VII: AMENDMENTS

Section A: Changes – All constitutional amendments, additions, or deletions may be requested through a Google Form. Suggestions must be approved by a majority vote of E-board. Once approved by E-board, amendments may be approved by a two-thirds (2/3) majority vote of the chapter membership through an online polling method. Ratified amendments go into effect immediately following its ratification.

ARTICLE VIII: OFFICER REMOVAL, APPEAL, AND REPLACEMENT PROCESSES

Section A: Removal – Removal of an officer may be considered on the grounds of a blatant violation of SCU's campus code of conduct. Removal requires a unanimous vote of the presiding E-Board. In the event of dissatisfaction from the organization, a vote of no confidence can be called by any member of the organization. A call for a vote of no confidence must be seconded and must get 2/3 majority vote. Following the successful vote of no confidence, an immediate election will take place in choosing an E-Board to finish off the academic year.

Section B: Appeal – An officer may appeal the decision of removal by having a meeting with the Executive Board. CSI may be requested to support with the appealing process as an intermediary.

Section C: Replacement – Once an officer is removed, the Executive Board may choose a new member to take the officer's position. In the case of a cot of no confidence, as mentioned in Section A, a new Executive Board will be elected and finish off the academic year.

ARTICLE IX: MEETINGS

Section A: Meetings – General meetings shall be held monthly during the regular school year. At minimum, there must be 1-2 general meetings per quarter. Attendance and minutes must be recorded at each meeting. Majority of the executive board's attendance is required to hold a meeting.

Section B: Special Meeting – Special meetings may be called by the Presidents with the agreement of the Executive Body.

ARTICLE X: COMMITTEES

Section A: Special Committees – The Executive Board may create special committees that serve year-long terms. Members interested in joining a particular committee may express interest in doing so through a Google Form. The President shall have the authority to appoint any special committees, with the approval of the Executive Board. All special committees should present their progress updates at the general body meetings that are held at least once a quarter. Any activities or events planned by special committees must be approved by Executive board (majority vote) before being announced to the general membership.

Registered Student Organization Handbook

The Center for Student Involvement has created a registered student organization handbook that includes resources and guidelines for our RSOs to follow. It is required that all you review this handbook prior to becoming a Provisional Student Organization.

The full RSO handbook can be found here: https://www.scu.edu/csi/organizations/rso/handbook/

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