



PROCEDURES FOR SJCL STUDENT ORGANIZATIONS

Recognition as a Student Organization is a privilege granted to certain groups by San Joaquin College of Law (SJCL). Student Organizations are afforded access to campus resources and email lists and in turn agree to comply with certain governance regulations and procedures. SJCL supports the formation and maintenance of organizations with purposes and activities intended to enhance the social, cultural, and academic interests of the school and our students. Such organizations play a vital role in fostering an inclusive, vibrant, and engaging environment and a sense of belonging at the school. Student organizations complement the formal curriculum and provide wide opportunities for enhancing leadership skills, developing networking opportunities, and contributing to the community.

SJCL is committed to maintaining a safe and inclusive learning environment for students, faculty, and staff. Student Organizations should choose activities that contribute to this goal. SJCL may hold a Student Organization responsible for the actions of its members for behavior or activity related to the Student Organization, whether such conduct occurs on campus or not.

Forming Student Organizations

A group of SJCL students may become a Student Organization upon formal recognition by the Dean of Students or Academic Dean on behalf of SJCL. Recognition by SJCL does not imply endorsement of a group, its goals, or activities by SJCL. Such recognition is contingent upon the following considerations:

- Approval of the mission statement, constitution, bylaws or other “Governance Documents” of the proposed Student Organization. [**NOTE:** Student Organizations must have a published mission statement and are encouraged to adopt constitution and bylaws.]
- Submission of the **Application to Form a SJCL Student Organization**.

Maintaining Student Organizations

To maintain status as a recognized Student Organization, the following conditions must be met:

- Within five (5) days of the Student Organization’s annual election, filing a list of eligible officers with the Law Coordinator.
- Within ten (10) days of accepting office, submission of the **SJCL Student Organization Officer Acknowledgement Form** from each newly appointed director, officer, or elected leader.
- The President, Vice President, and Treasurer of the organization must attend an annual Student Organization Orientation, held each summer.
- Any new or revised Governance Documents or amendments must be submitted to the Dean of Students for approval and must be published on the school’s website.

- Members of Student Organizations are required to adhere to local, state, and federal laws as well as SJCL regulations and policies.

The Law Coordinator or Dean of Students will notify any recognized Student Organization that has failed to meet the conditions for maintaining active status. In such event, the Student Organization shall be deemed “deactivated.” The organization may request to be returned to active status once it has met the necessary qualifications. If a recognized Student Organization is in a state of deactivation for a period of at least two years, the DOS will withdraw recognition from that organization. An organization may request to have recognition withdrawn at any time for any reason.

Requirements for Members, Officers, and Advisors

General Membership

- The control and operation of a Student Organization must remain with the student members. Full voting privileges may be granted only to SJCL students who are members of the organization.
- Membership and participation in Student Organizations must not discriminate based on race, religion, color, sex, gender identity, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a disabled veteran, status as a veteran, or any other class protected by state or federal law.
- Students must be free to join or leave an organization without being subjected to pressure, harassment, or intimidation.

Requirements for Holding Office

- Each Student Organization or director of an activity shall be expected to define the requirements for eligibility of its own officers and participants. The officers of each Student Organization shall be responsible for confirming the eligibility of the members, officers, and advisors of the organization.
- Regardless of further requirements that may be established by a Student Organization, an officer or candidate for office of an organization must be in good academic standing as defined in the Student Handbook.
- Within ten (10) days of accepting office, each elected board member must submit a signed copy of the SJCL Student Organization Officer Acknowledgement form.

Events and Activities

Business Meetings/Tabling

- Business meetings and tabling events do not require an Event Application. To schedule a business meeting or tabling event, please contact the Law Coordinator at least two weeks prior to the event, with the proposed date, beginning and ending time, technology requests, and approximate number of attendees. The Law Coordinator will confirm whether facility space is available.
- A business meeting is defined as any meeting attended by the Student Organization’s members to conduct business to carry out the purposes of the organization.
- A tabling event is any event where the organization has a manned or unmanned table in the hall for the purposes of recruitment, promotion, ticket sales, information distribution, etc.

Social Activities and Events

- The following procedures apply to all events not defined in the Business Meetings/Tabling section.

- No later than **forty-five (45) days** before the event, Student Organizations must submit an Event Application to the Director of Institutional Assessment, Access, Diversity, Equity, and Inclusion. Instructions for submitting the Event Application are on the form. The form can be found [here](#).
- Officers of Student Organizations carry responsibility for the conduct of their groups at social functions. In all matters related to the discipline of a Student Organization, the officers shall act on behalf of the organization and shall be responsible for notifying all members of the status of the organization.

Facility Use

- Student Organizations may use the Law Review room upstairs as a space for storing club materials. Please be sure to discard all trash immediately when utilizing this room.
- If a meeting, event, or activity is cancelled, please notify the Law Coordinator and the DOS as early as possible.
- Anytime an Organization is permitted to use space in the facilities, the Organization is responsible to leave space as it was found. This includes the organization of tables and chairs and the removal of food and trash.

Insurance

- For certain events, Student Organizations may need event liability insurance. This insurance provides protection if a Student Organization, its officers, or members are sued as the result of an injury or other loss at an event.
- The school's insurance policies may at times be extended to cover certain events; however, **coverage is subject to certain policy limitations and restrictions**, including restrictions related to the nature of the event and consumption or sale of alcohol.
- Student Organizations seeking insurance coverage for an event must contact the Chief Financial Officer at least forty-five (45) days prior to the event. While SJCL will attempt to help secure coverage, coverage is not guaranteed. If event insurance coverage is not provided through the school's insurance, the Student Organization is responsible for purchasing it separately.

Publicity and Communication

Website

Student Organizations must timely provide the Law Coordinator and Senior Designer & Helpdesk Manager with all information, documents, and photos to maintain a page on SJCL's website.

Social Media and Logos

Student Organizations may adopt their own insignia, logos, and social media accounts. The Senior Designer & Helpdesk Manager may be available to help design organization logos and insignia at an organization's request. Student Organizations must receive written approval to use the school's logo from the DOS or Academic Dean and the IT Department's Senior Designer & Helpdesk Manager.

Email Use

Student Organizations may use the student email directory provided by SJCL each fall and spring semester to create their own email lists. Student Organizations may not use the ALLSTUDENTS email list or any other list created by SJCL. Please contact the Chief Information Officer for access to your organization's existing email account(s) and/or to create email account(s).

Event Publicity

All publicity related to a Student Organization activity must clearly identify the Student Organization sponsoring the activity. SJCL does not endorse the message of any Student Organization. Publicity about a social event or other activity cannot be released until the Event Application has been approved.

The small bulletin boards outside the classrooms are specifically for student group information and elections. There are two bulletin boards in the student lounge for students to post information. Postings relating to events must be removed within seven days after the event subject to the posting has occurred. At the end of each semester, all postings will be removed, except for those relating to events that are to occur the following semester.

Sponsoring Scholarships

Organizations are invited to create scholarships for students. **Scholarship information** is posted on the school website under the tab Financial Aid > Scholarships tab. Recipients are anonymously selected by the SJCL Scholarship Committee based on personal statements and eligibility criteria. Scholarships are awarded and presented at the annual spring banquet.

Each organization sets the criteria for their scholarship(s) (e.g., awarded to a member of the student org or a board member of the org, a 2nd-5th year law student or graduating student, based on financial need, academic achievement, improvements in GPA, demonstrated commitment to work in public service, etc.). If an organization limits scholarships to members or board members only, it must provide a list of eligible students to the Director of Student Services at the beginning of the application period.

Policy Against Hazing

All forms of hazing are prohibited by SJCL both on and off campus. Certain forms of hazing may be criminal offenses. Hazing is defined as forcing or requiring another person, regardless of that person's consent, to perform an act that:

- Creates a substantial risk of physical harm;
- Substantially or seriously demeans or degrades any person; or
- Interferes with any person's scholastic activities.

The president of each Student Organization is responsible for informing members and guests of this policy. Any hazing activity must be reported to the DOS and/or the Director of Human Resources and Compliance. In addition to action taken against a Student Organization, SJCL may take action against individual students for conduct that violates the Student Honor Code. Disciplinary action may be assessed without regard to any civil or criminal liability.

Additional Policies

The following Student Handbook Policies & Statements are incorporated by reference: Non-Discrimination Policy, Anti-Harassment, Anti-Sexual Harassment, Regarding Sexual Assault and Sexual Misconduct, and the following provisions of the section on Student Conduct: Moral Character, Student Honor Code, and Student Conduct.

Violation of Rules and Regulations

Members of Student Organizations are required to abide by the Policies of the Student Handbook, the laws of the state of California, the United States, or the community and the state or country in which the organization's activities occur. In addition to a violation of the above-mentioned laws, a violation of any SJCL rules and regulations by any member of a Student Organization may subject that organization and/or its members to disciplinary action.

In the event of a report of violation by the organization or its members, the Dean or the Dean's designee will investigate the reported conduct and determine whether an appropriate disciplinary action, if any, is necessary. Discipline under this section is in addition to any discipline a student may face according to the policies of the Student Handbook. If action is necessary, it may take the following forms:

- A verbal or written warning to the officers of the Student Organization;
- A limitation of privileges;
- Probation that may include a restriction of privileges;
- Suspension of the Student Organization for a prescribed period of time; and/or
- Withdrawal of recognition of the Student Organization.

Please see the Student Handbook for additional information on disciplinary proceedings.

Collection of Money and Non-Profit Status

SJCL's status as a non-profit organization is not imputed to Student Organizations. In other words, Student Organizations do not gain a non-profit or tax-exempt status simply via their association with SJCL. Student Organizations are responsible for obtaining and maintaining tax-exempt status with all necessary agencies.

Student organizations may charge admission to events, provided that the primary purpose of sales is to raise money for the benefit of the organization, or for the benefit of a charitable group, and not for the benefit of individual members of the organization.

Before engaging in any fundraising or the collection of any money, Student Organizations should carefully review the law and may consult with SJCL's Accounting Department (CFO and/or Assistant to CFO) to ensure compliance with all laws, regulations, and filing requirements.

Best Practices

- Organizations are encouraged to adopt a constitution and bylaws.
- To establish a long-term organization that will continue over the years, it is important to create transition processes and documents that can be shared with the new officers each year. This should cover topics such as budget maintenance, fundraising, meeting notes, event records, etc.
- Student Organizations are encouraged to select a faculty advisor to provide experiential support, community engagement, and educational and career development. Faculty advisors will not have oversight in areas such as financial responsibilities, logistical operations, and other administrative responsibilities.

- For all events, please select experienced vendors who reflect high standards of professionalism, customer service, and appropriateness. Student Organizations are encouraged to use SJCL's list of approved vendors. Please contact the Director of Institutional Assessment, Access, & DEI for a copy of this list.
- It is strongly recommended that no extracurricular activity requiring student participation be scheduled during or immediately prior to final examinations. Any student who feels compelled to participate in an extracurricular activity at the expense of time needed for study and preparation for an exam is encouraged to carry the concern to the Dean of Students.

Student Organization Resource Directory

Janice Pearson
Dean
jpearson@sjcl.edu

Justin Atkinson
Academic Dean
jatkinson@sjcl.edu

Logan Tennerelli
Dean of Students
ltennerelli@sjcl.edu

Mark Enns
Senior Designer &
Helpdesk Manager
menns@sjcl.edu

Francisco "Javier" Rosas
Director of Institutional
Assessment, & Engagement
frosas@sjcl.edu

Rick Rodriguez
Facilities Manager
rrodriguez@sjcl.edu

Pat Smith
Law Coordinator
psmith@sjcl.edu

Jill Waller-Randles
Chief Financial Officer
jrandles@sjcl.edu

Kiera White
Senior Accountant & Financial Specialist
kwhite@sjcl.edu

Derron Wilkinson
Chief Information Officer
dwilkinson@sjcl.edu