Section 1: Student Organization Policies

All members of the student organizations, which includes the Student Bar Association (the “SBA”), are expected to read, understand, and comply with the policies contained in this document, as well as all other University and School of Law policies, including the Non-Academic Student Conduct Code. A violation of any of these written policies may result in sanctions.

The events and activities that student organizations host on or off campus are extensions of the University and the School of Law and are thus subject to the policies governing University events and activities.

To be recognized as a student organization at the University of San Francisco School of Law, student organizations must register their student organization with the Office of Student Affairs, receive confirmation from the Office of Student Affairs, and attend the mandatory student organization leadership retreat.

The members and officers of student organizations and the SBA must be affiliated with USF in the following ways:

- **Student Organization Members:** must be enrolled at the School of Law or a dual degree program at USF.
- **Elected or Appointed Student Organization Officers:** must be matriculating and currently enrolled at the School of Law or a dual degree program at USF.
- **Presidents, Co-Presidents, Vice Presidents, Co-Vice Presidents, and Similarly Situated Student Organization Officers:** must be matriculating, currently enrolled at the School of Law, and in good academic standing.
- **SBA Elected Officers:** must be matriculating, currently enrolled at the School of Law, and in good academic standing.
- **Student Representatives on Standing Faculty Committees:** must be matriculating, currently enrolled at the School of Law, in good academic standing, and approved by the Faculty Committee Chairs.

The Office of Student Affairs will review student academic records regularly throughout the academic year. If a student does not meet the affiliation or academic standard requirements, the Assistant Dean for Student Affairs will notify that student and ask him or her to step down from the position.

Student organization officers are responsible for the success of their student organization and must meet the following expectations:

- Have knowledge of all organizational activities;
- Be accountable for all financial situations that pertain to their organization;
- Make efforts to recruit and retain members of the organization;
Communicate regularly with the Office of Student Affairs and notify the Office of any changes in organizational leadership; and
Abide by the bylaws and terms outlined in the organization’s constitution.

If a student organization intends to spend funds from its University account (see Section 5), at least two elected or appointed officers must agree to do so, e.g., president and treasurer.

The University of San Francisco is a 501(c)(3) nonprofit organization. Under the Internal Revenue Code, all section 501(c)(3) organizations are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. As a result, student organizations are subject to the same prohibitions.