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May 1, 2020

Regarding Case Number: 2019233901

Dear Computer Science Club Leadership, Members & Advisors,

On April 16, 2020, Student Involvement and Student Conduct & Ethical Development received a complaint about the potential mismanagement of student organization funds specifically around purchasing of equipment and charging of dues for items not used by general members. Student Involvement and Student Conduct & Ethical Development initiated a joint investigation.

Findings

- Constitution
 - The current constitution of file with Student Involvement is not being followed. New organization rules were added to the Google sign up form for membership and are the current operating procedures for the organization. Changes to the constitution, such as charging dues and elections requirements, were not voted on by membership and were executive decisions from leadership.
- Club Funding
 - The club uses three different platforms for money collection: venmo, cash, and the Associate Students (AS) bank account. Leadership would make decisions on purchases for the organization and would refund based on type of purchase. Smaller purchases would be refunded through venmo or cash while larger ones were through AS. There was limited financial tracking.
- Elections
 - Elections were changed this year to have additional requirements. The articulated requirements and process are not contained in the constitution.
- Club Room
 - Expectations of space usage were limited.

As student organization membership and leadership is intended to be an educational process to foster development and growth for all involved. To attempt to have a restorative outcome, Student Involvement and Student Conduct & Ethical Development make the following recommendations that should be followed to ensure adherence to university policy and procedure. Should the student organization fail to implement these restorative measures, Student Conduct & Ethical Development may initiate the formal Student Organization Code of Conduct violation process.

Recommendations

- Constitution

- The student organization should adhere to the original constitution on file with Student Involvement. Leadership should work with Student Involvement to update the constitution, ensure there is a proper vote of membership before implementing any updated items and organizational operations.
- Club Funding
 - The student organization should create and implement a financial transparency plan. The student organization should cease using any non-university approved methods for fund collection.
- Elections
 - The current election process should be halted. The election process will restart in accordance with the updated constitution in Fall 2020. No election results will be official until this occurs.
- Club Room
 - Formal guidelines and expectations should be formed between the student organization and department to ensure adherence to university policies and procedures and an inclusive club space.

If you have any questions or concerns please contact Nancy Nguyen, Associate Director in Student Involvement or I.

Please be in contact with Jordan Webb at Jordan.Webb@sjsu.edu to work on the above recommendations.

Sincerely,

Alexandra D. Froehlich
Director of Student Conduct and Ethical Development

CC: Henderson Hill, Director, Student Involvement
Nancy T. Nguyen, Associate Director for Student Involvement
Gisi Thompson, Associate Director, Student Conduct and Ethical Development
Jennifer Angel, Administrative Assistant, Student Conduct & Ethical Development
Jordan Webb, Student Engagement Coordinator, Recognized Student Organizations
Dylan Mazelis, Leadership Development Coordinator