

POLICY MEMORANDUM NO. 220

TO: All Faculty
FROM: Charles W. Steger
DATE: August 5, 2002
SUBJECT: Extended Campus Student Organization

Approved with revisions by the Commission on Student Affairs: November 15, 2001
Approved by University Council: February 4, 2002
Approved by the President: February 4, 2002
Effective: Immediately

The University Council, on recommendation of the Commission on Faculty Affairs, approved a resolution creating the extended campus student organization.

Following is the text of the resolution as adopted by University Council.

WHEREAS, Virginia Tech currently has fourteen extended campus centers and teaching sites across the Commonwealth of Virginia; and

WHEREAS, there is an ever-growing population of over 1800 students enrolled at these extended campus centers; and

WHEREAS, unlike at Virginia Tech's main campus, there exists no mechanism for these students to form organizations; and

WHEREAS, student organizations play a vital role in creating invaluable opportunities for a well-rounded education and fostering a sense of community and continuity at educational institutions; and

Whereas, the Student Activities Office offers resources, recognition, and services to registered organizations at Virginia Tech's main campus that are not currently available to groups at extended campuses which cannot register; and

WHEREAS, directors of the extended campus centers have indicated a willingness to formulate a registration process and accommodate organizations at their respective centers; and

WHEREAS, student organizations at extended campus centers would also have the potential to become involved in the university governance system, graduate student assembly, student government association, and related organizations at the main campus, thereby creating an important communicatory nexus between their respective centers and the main campus; and

WHEREAS, the aforementioned goals that this resolution would further are in pursuance of many aspects of Virginia Tech's strategic plan;

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THEREFORE LET IT BE RESOLVED, that the existing university policies 8000 and 8010 be replaced by the revised versions appended hereto and that policy 8014, Establishing and Maintaining an Extended Campus Student Organization, be created as enumerated below.

Policy 8000: Registration of Student Organizations

No. 8000

Subject: Registration of Student Organizations

Rev.: 5

Virginia Polytechnic Institute and State University*

Policy and Procedures

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1. Purpose

At the recommendation of the Commission on Student Affairs and with approval of the Commission on Faculty Affairs, University Council took action to abolish the Student Constitutional Affairs Board, a subcommittee of the Commission on Student Affairs, and replace it with a registration procedure for student organizations. The intent of the policy is to release smaller student organizations and interest groups from the requirement of having a formal constitution in order to use university facilities. The policy also provides a means of ensuring that appropriate faculty/staff advisers/coaches are protected from liability. *In 2001, at the recommendation of Commission on Student Affairs, University Council amended this policy to allow for the formation of organizations at Virginia Tech's extended campus centers.*

2. Policy

In order to become a Registered Student Organization, a student group must submit a registration document each fall to the Office of Student Activities. *In order to become an Extended Campus Student Organization, a student group must submit a registration document to their extended campus center in a manner to be established by each center. The extended campus center will forward the registration document to the Office of Student Activities upon completion and approval.* Registered Student Organizations will be afforded the privilege to conduct activities at Virginia Tech and to apply for funding *from the student budget board. Extended Campus Student Organizations will be afforded the privilege to conduct activities at their respective Virginia Tech extended campus in a manner consistent with policies established by those centers, but will be precluded from applying for funding from the student budget board.*

The university reserves the right to withdraw registration of a student organization due to violations of university policies, after appropriate due process.

3. Procedures

In order to become a Registered Student Organization, a student group must submit a registration document each fall to the office of Student Activities. *In order to become an Extended Campus Student Organization, a student group must submit a registration document to their extended campus center in a manner to be established by each center. The extended campus center will forward the registration document to the Office of Student Activities upon completion and approval.*

4. Definitions

5. References

1. Policy Memorandum No. 96, "Registration of Student Organizations," approved by University Council and the President May 2, 1988 and issued May 9, 1988.

2. Policy Memorandum No. 100, "Revision of Policy Memorandum #96, Registration of Student Organizations," approved by University Council and the President December 5, 1988 and issued May 22, 1989.
3. Policy Memorandum 127, "Classification and Funding of Student Organizations," approved by University Council and the President April 20, 1992 and issued April 27, 1992
4. Policy 8010, "Classification of Student Organizations"
5. Policy 8011, "Establishing and Maintaining a University Student Life Program (USLP)"
6. Policy 8012, "Establishing and Maintaining a University Chartered Student Organization (UCSO)"
7. Policy 8013, "Establishing and Maintaining a Registered Student Organization (RSO)"

6. *Approval and Revisions*

- Revision 0
Recommended by the Commission on Student Affairs, approved by University Council and the President, May 2, 1988.
- Revision 1
Revised to remove Commission on Student Affairs approval for registration and approved by University Council and the President on December 5, 1988. Reviewed August 27, 1990, by the Office of the Vice President for Student Affairs. No changes at this time.
- Revision 2
Section 5. Updated references due to changes and additions to policy resulting from Policy Memorandum 127. Approved August 12, 1992, by the Vice President for Student Affairs, Thomas G. Goodale.
- Revision 3
Changed name from "Student Organizations" to "Leadership and Student Organization Programs (LSOP)."
- Revision 4
Section 2.0. Removed information about group registration; removed list of accepted organizations; removed registration information about the Virginia Tech Honor system and organization with representatives to the Commission on Student Affairs; removed role of Commission on Student Affairs; removed summer registration information; and added university's right to withdraw registration of an organization. Changed name from "Leadership and Student Organization Programs (LSOP)" to "Student Activities."
- *Revision 5*
Amended to allow for Extended Campus Student Organizations

Policy 8010: Classification of Student Organizations

No. 8010

Subject: Classification of Student Organizations

Rev.: 3

Virginia Polytechnic Institute and State University*

Policy and Procedures

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1. Purpose

In order to fully serve the needs of student organizations affiliated with the university; to ensure that the intent of earlier university actions to release smaller student organizations and interest groups from unnecessary administrative intrusion; and, to provide more clarity as to the relationships of the various types of student organizations affiliated with the university, this policy revises Policy 8000, "Registration of Student Organizations." Policy 8010 provides for more comprehensive definitions of student organizations while supporting the fundamental assertion of Policy 8000 that student organizations should not be hindered in their co-curricular missions by university administrative processes.

2. Policy

In order to be listed with the university as an active student organization, a student group must submit the proper documents to the office of Student Activities each fall in accordance with established procedures. Officially listed student organizations will be classified in the following manner:

1. University Student Life Program (USLP)
2. University Chartered Student Organization (UCSO)
3. Registered Student Organization (RSO)
4. *Extended Campus Student Organization (ECSO)*

Officially listed organizations shall have the privilege to conduct activities on the campus of Virginia Tech in accordance with established policies and procedures.

The office of Student Activities, in conjunction with the office of Judicial Affairs, will administer the judicial matters pertaining to student organizations in accordance with the university Judicial System. The university reserves the right to withdraw recognition of student organization status due to violations of university policies.

3. Procedures

Procedures for the establishment and maintenance of each classification of student organizations are recommended by the Commission on Student Affairs, approved by University Council, and administered by the *Office of Student Activities*.

4. Definitions

1. **Registered Student Organization:** a voluntary association of Virginia Tech students that has no direct relationship to the university but upon completion of registration documents is entitled to certain privileges to include operating, meeting, advertising, and participating in activities on the Virginia Tech campus.
2. **University Chartered Student Organization:** an organization comprised primarily of students but which, by constitutional design, has a specifically established direct relationship to the university. This relationship includes but is not limited to policy review, special programs, governance, and paid faculty/staff advisers/coaches.
3. **University Student Life Program:** an organization comprised primarily or exclusively of students whose activities, operations, and decision making processes

are directly governed by academic or administrative departments and for which the university is ultimately responsible.

4. ***Extended Campus Student Organization***: *a voluntary association of Virginia Tech students at an extended campus location that has no direct relationship to the university but upon completion of registration documents with its extended campus center and receipt of those documents by the Office of Student Activities is entitled, pursuant to policies established at its extended campus center, to certain privileges which may include operating, meeting, advertising, and participating in activities on its Virginia Tech extended campus.*

5. *References*

1. Policy Memorandum 127, "Classification and Funding of Student Organizations," approved by University Council and the President April 20, 1992 and issued April 27, 1992.
2. Policy 8000, "Registration of Student Organizations"
3. Policy 8011, "Establishing and Maintaining a University Student Life Program (USLP)"
4. Policy 8012, "Establishing and Maintaining a University Chartered Student Organization (UCSO)"
5. Policy 8013, "Establishing and Maintaining a Registered Student Organization (RSO)"

6. *Approval and Revisions*

- Revision 0
Approved August 12, 1992, by the Vice President for Student Affairs, Thomas G. Goodale.
- Revision 1
Changed name from "Student Organizations" to "Leadership and Student Organization Programs (LSOP)."
- Revision 2
Changed name from "Leadership and Student Organization Programs (LSOP)" to "Student Activities."
- Revision 3
Amended to add Extended Campus Student Organizations

Policy 8014: Establishing and Maintaining an Extended Campus Student Organization (ECSO)

No. 8014

Subject: Establishing and Maintaining an Extended Campus Student Organization (ECSO)

Rev.: 0

Virginia Polytechnic Institute and State University

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1. Purpose

This policy exists to provide students at Virginia Tech extended campus locations with a routine and manageable way to form organizations and to provide the university community with accurate information about the various organizations affiliated with Virginia Tech. This policy recognizes the role of organizations in fostering the sense of community that Virginia Tech wishes to build at its extended campus locations.

2. Policy

2.1 Documentation

Associations of Virginia Tech students must file registration documents and agree to abide by the Standards of Registration that are established by the university and their respective extended campus center.

2.2 Approval

1. Associations of Virginia Tech students must file registration documents and agree to abide by the Standards of Registration that are established by the university and their respective extended campus center.
2. The office of Student Activities, on behalf of the university, shall grant registration to any association which meets these standards of registration and is registered at its extended campus center.

2.3 Annual Registration

The Extended Campus Student Organization (ECSO) shall be required to annually register with their extended campus center prior to the end of the fourth week of fall semester and in a manner to be prescribed by their extended campus center. Registration information shall be forwarded to the Office of Student Activities. Based on membership totals listed on the registration form, the office of Student Activities will classify the organization as graduate or undergraduate.

2.4 Constitution

1. The ECSO shall not be required to maintain a constitution.
2. If an organization maintains a constitution, the university shall not require knowledge or approval of amendment procedures.
3. The office of Student Activities will maintain copies of constitutions on file at the request of the organization.

2.5 Applicability of the Virginia Public Procurement Act (VPPA)

1. The university shall not enter into contracts on behalf of an Extended Campus Student Organization and shall not allow ECSOs to represent themselves as agents of the university.
2. The VPPA shall not apply to the contracts or purchases of ECSOs.

2.6 Sources of Funding and Location of Accounts

The ECSO shall maintain all financial accounts at a financial institution of its choice and shall not maintain accounts in University Unions and Student Activities (UUSA) Student Organization Accounting unless otherwise approved by the director of UUSA.

2.7 Tax Identification

1. It is the responsibility of each ECSO to establish its Internal Revenue Service tax identification number and classification.
2. The ECSO shall not use the university tax identification number at any time.
3. The university does not require filing for tax status or classification with the IRS but will assist organization by providing forms and information.

2.8 Use of University Name

The ECSO shall not represent itself as an agent of the university or use names, logos, symbols or seals of the university without the expressed written consent of the university.

2.9 Adviser

1. The ECSO shall not be required to maintain a faculty adviser.
2. Should a faculty/staff member agree to serve as an adviser/coach to a student organization, that person is protected by the university liability insurance only if the appointment is approved by the adviser's department head, dean, the Vice President for Student Affairs or Provost and is verified on the registration form.
3. ECSO advisers who are not employees of Virginia Tech are not covered by university liability insurance.

2.10 Judicial Policy

The university reserves the right to remove Extended Campus Student Organization status (withdraw registration) due to violations of university policies. Due process will be afforded before such a decision would be made.

3. Procedures

The ECSO is required to file the registration documents with their extended campus center in a manner prescribed by that center. After registration, the documents will be forwarded to the office of Student Activities in Squires Student Center. The documents must be received by the Office of Student Activities no later than 5:00p.m. on the Friday of the fourth week of classes in the fall semester. The Office of Student Activities will review and record all completed registrations for inclusion in the student organizations database and Directory of Student Organizations.

Organizations that need to update or change registration information should contact the Office of Student Activities for the proper forms.

4. Definitions

Extended Campus Student Organization: a voluntary association of Virginia Tech students at an extended campus location that has no direct relationship to the university but upon completion of registration documents with its extended campus center and receipt of those documents by the Office of Student Activities is entitled, pursuant to policies established at its extended campus center, to certain privileges which may include operating, meeting, advertising, and participating in activities on its Virginia Tech extended campus.

5. References

1. Policy 8000, Registration of Student Organizations
2. Policy 8010, Classification of Student Organizations
3. Policy 8013, "Establishing and Maintaining a Registered Student Organization (RSO)"

6. Approval and Revisions

Revision 0

CWS:tew