



Establishing and Maintaining a University Student Life Program (USLP)

No. 8011

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Affected Parties:
Undergraduate
Graduate

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1.0 Purpose

These procedures exist to provide associations of Virginia Tech students and academic and administrative departments with a routine and manageable way to create and maintain student programs that have purposes similar to that of a student organization.

2.0 Policy

A **University Student Life Program (USLP)**: 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. Examples of USLPs include the Virginia Tech Corps of Cadets, Hokie Ambassadors, and Club Sports.

2.1 Documentation

Associations of Virginia Tech students shall be required to file proper documents and agree to abide by all procedures and policies that are established by the university regarding University Student Life Programs (USLP).

2.2 Approval

1. The organization shall submit appropriate documentation to the Student Centers and Activities Office (SCA) for review.
2. The SCA Office reviews the petition for basic requirements and forwards it to the Division of Student Affairs.

2.3 Constitution

1. The USLP shall be required to maintain a constitution, including purposes, primary officers, and primary functions of the organization with the SCA Office.
2. The constitution shall contain provisions for its own amendment and for approval by the appropriate university governance body.
3. A USLP established by the Board of Visitors does not need to maintain a constitution under authority of the Board.

2.4 Applicability of the Virginia Public Procurement Act (VPPA)

VPPA guidelines will apply to all contracts and purchases made by USLP whether they use regular budgeted funds or generated revenue.



2.5 Source of Funding and Location of Accounts

1. USLP funding from student activity fees will be made through the Student Budget Board or its successor.
2. The USLP shall be maintained in each host department's accounting system with separate accounts to allow the USLP funds to be tracked separately from department funds.

2.6 Tax Identification and Status

The USLP shall be permitted to use the university tax identification number and tax status in accordance with policies and procedures established by the office of Business Affairs and Treasurer.

2.7 Use of University Name

The USLP shall be permitted to represent itself as an agent of the university and use names, logos, symbols, or seals of the university. Any use of logos, seals, names, etc. shall be in accordance with policies established by the university.

2.8 Adviser

The USLP shall be required to maintain a faculty/staff adviser/coach who is mutually agreed upon between the organization leadership and the appropriate department head, dean, the Vice President for Student Affairs or Provost and is appointed to that position through that agreement. All appointed faculty/staff advisers/coaches act on behalf of the university as part of their duties and are therefore protected through the university liability coverage.

3.0 Procedures

The USLP is required to annually submit registration forms to the Student Centers and Activities Office no later than the fourth Friday of classes in the fall semester.

The SCA Office will review and record all completed information for inclusion in the student organizations database.

Organizations that need to update or change officer information should contact the SCA Office for the proper forms.

3.1 "Staff Support" Services

All USLPs are subject to Policy 8005, University Staff Support for Organizations with Significant University Interest.

4.0 Definitions

1. Constitution for a USLP is defined as an internal operational document that may not contain clauses that supersede university policies or procedures.
2. **Staff support:** This term denotes a relationship in which the university, in cooperation with a student



organization's leaders, assigns a sole faculty/staff advisor who will provide continual education, advising, and direction to the group. This support will apply to both large and small programs, and will include responsibility for approving/disapproving all expenditures of the group, as well as approval of all contracts entered into by the group.

5.0 References

Policy 8010, Classification of Student Organizations

<http://www.policies.vt.edu/8010.pdf>

6.0 Approval and Revisions

Approved August 12, 1992, by the Vice President for Student Affairs, Thomas G. Goodale.

- Revision 1
Changed name from "Office of Student Organizations" to "Office of Leadership and Student Organization Programs (LSOP)."
- Revision 2
Added Section 2.10, Judicial Policy.
Changed name from "Leadership and Student organization Programs (LSOP)" to "Student Activities."
Approved February 26, 1999, by Vice President for Student Affairs, Landrum L. Cross.
- Revision 3
Changed name from "Office of Student Activities" to "Student Activities Office."
Approved April 19, 2002 by Vice President for Student Affairs, Landrum L. Cross.
- Revision 4
Section 2.10: Student Conduct Policy – Revised to clarify process a student organization which loses university recognition through student conduct action must complete before recognition can be restored by the university.
Approved November 28, 2011 by Vice President for Student Affairs, Edward F. D. Spencer.
- Revision 5
Clarification of general content to correlate with policies 8000 and 8005.
Approved February 11, 2015 by Vice President for Student Affairs, Patricia A. Perillo.