



# Establishing and Maintaining an Extended Campus Student Organization

## No. 8014

**Policy Effective Date:**  
4/10/2003

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9/27/2024

**Policy Owner:**  
Frances Keene

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**Affected Parties:**  
Undergraduate  
Graduate

- 1.0 Purpose
- 2.0 Policy
- 3.0 Procedures
- 4.0 Definitions
- 5.0 References
- 6.0 Approval and Revisions

## 1.0 Purpose

This policy exists to provide students at Virginia Tech extended campus locations with a consistent and manageable process to establish 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.

## 2.0 Policy

An Extended Campus Student Organization (ECSO) is a voluntary association of Virginia Tech students at an extended campus location as determined by the Registrar's Office that has no direct relationship to the university. Upon completion of registration documents with its extended campus center and submission of those documents to Student Engagement and Campus Life, the ECSO 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.

## 2.1 Documentation

Associations of Virginia Tech students shall be required to file appropriate documents and agree to abide by all procedures and policies that are established by the university and their respective extended campus center.

## 2.2 Approval

1. ECSOs of Virginia Tech students must annually 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 Student Engagement and Campus Life (SECL) Department, on behalf of the university, shall grant registration to any ECSO that meets the standards of registration and is registered at its extended campus center.

## 2.3 Constitution

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



## 2.4 Applicability of the University Purchasing Policies

1. The university shall not enter into contracts on behalf of an ECSO and shall not allow ECSOs to represent themselves as agents of the university.
2. University purchasing policies shall not apply to the contracts or purchases of ECSOs.

## 2.5 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 SECL Student Organization Accounting unless otherwise approved by the director of SECL. ESCOs 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 not be eligible to apply for funding from the Blacksburg Campus student organization funding boards.

## 2.6 Tax Identification and Status

The ECSO shall not use the university tax identification number at any time. Should the ECSO need a tax identification number and classification, it must establish its own tax identification number and classification with the Internal Revenue Service.

The university does not require filing for tax status or classification with the IRS but will assist organization by providing forms and information.

## 2.7 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 express written consent of the university official responsible for Policy 12000, Policy on the Usage of the University Name (<http://www.policies.vt.edu/12000.pdf>).

## 2.8 Adviser

1. The ECSO shall not be required to maintain a faculty/staff adviser or faculty/staff coach.
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 coverage only if the appointment is assigned as a part of their duties and responsibilities as an employee of the university by the adviser's department head or senior manager and is verified on the registration form.
3. ECSO advisers who are not employees of Virginia Tech do not have university liability coverage.

## 3.0 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 SECL Department. The documents must be received by SECL no later than the date established by that department. The SECL Department will review and record all completed registrations for inclusion in the student organizations database and Directory of Student Organizations. ESCOs that need to update or change registration information should contact SECL for the appropriate forms.



## 4.0 Definitions

## 5.0 References

Policy 8010, Classification of Student Organizations

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

Policy 12000, Policy on the Usage of the University Name

<http://www.policies.vt.edu/12000.pdf>

## 6.0 Approval and Revisions

Approved April 10, 2003 by Vice President for Student Affairs, Landrum L. Cross.

- Revision 1  
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 2  
Changed name from “University Unions and Student Activities,” to “Student Centers and Activities.”  
Approved July 27, 2013, by Vice President for Student Affairs, Patricia A. Perillo.
- Revision 3  
General policy update to clarify definition of Extended Campus Student Organization, annual registration process, and sources of funding.  
Approved February 11, 2015 by Vice President for Student Affairs, Patricia A. Perillo.
- Revision 4  
Changed name from “Student Centers and Activities” to “Student Engagement and Campus Life”. General policy update to clarify definition of what is an extended campus, advisers, and procedures.  
Approved January 25, 2018 by Vice President for Student Affairs, Patricia A. Perillo.
- Revision 5
  - Reference to the Virginia Public Procurement Act (VPPA) in Section 2.4 was changed to university purchasing procedures, because VPPA is no longer applicable due to the Restructuring Act.
  - Technical changes to update organization titles.Approved September 27, 2024 by Vice President for Student Affairs, Frances Keene.