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**Subject: Establishing and Maintaining a University Chartered Student Organization (UCSO)**

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## **1. Purpose**

This policy exists to provide students on the Virginia Tech campus 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.

## **2. Policy**

A **University Chartered Student Organization (UCSO)** is 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. These organizations would be affiliated “with” or “of” Virginia Tech, such as Student Government Association of Virginia Tech.

### **2.1 Documentation**

Associations of Virginia Tech students requesting permission to become and remain a University Chartered Student Organization (UCSO) shall be required to file proper documents and agree to abide by all procedures and policies that are established by the university regarding University Chartered Student Organizations.

### **2.2 Approval**

1. The organization shall submit appropriate documentation to the Student Centers and Activities (SCA) Office for review.
2. The SCA Office reviews the petition for basic requirements and forwards it to the appropriate governance body or the Division of Student Affairs for approval.
3. The governance body or Division of Student Affairs reviews petitions and verifies approval within one month.

4. An organization must meet the following criteria to be considered for UCSO status:
  - a. It performs major functions directly related to the university, including policy review or the provision of some special service that complements the function of the university. The major function could be, but does not necessarily include, serving as a governance body over other student organizations as in a council, federation, or association or serving as a significant resource and having some responsibility towards a specific community.
  - b. It has officers who are currently enrolled students and has a membership of at least 51 percent students.
  - c. It receives direction, support, and services from a professional faculty/staff adviser/coach specifically compensated to provide it.

## 2.3 Constitution

1. The UCSO shall be required to maintain a current constitution, including purposes, 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.

## 2.4 Applicability of the Virginia Public Procurement Act (VPPA)

1. The university shall only enter into contracts on behalf of a UCSO in specified circumstances agreed to in advance by the UCSO, Procurement and Surplus Property Department, and those university officials who have authority to enter into a contract on behalf of the university.
2. VPPA will apply at all times when the university is entering into a contract, purchase or agreement on behalf of a UCSO.
3. VPPA will not apply to the routine purchases and contracts of the UCSO that do not involve the university.

## 2.5 Sources of Funding and Location of Accounts

1. UCSO funding should come from multiple sources including student activity fees allocation, generated revenue, and other non-university funding.
2. A UCSO is eligible for student activity fee allocations only through the Student Budget Board or its successor.
3. The UCSO shall maintain all financial accounts through SCA Student Organization Accounting. UCSO financial data shall be available to appropriate university officials, student organization officers, and advisers.

## 2.6 Tax Identification and Status

1. The UCSO shall establish its own Internal Revenue Service tax identification number and status for use with SCA Student Organization Accounting Office.
2. The UCSO shall not use the university tax identification number at any time.

## 2.7 Use of University Name

The UCSO 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.

## 2.8 Adviser

1. The UCSO and the "host" department or Vice President of Student Affairs or Provost will mutually agree upon a faculty/staff member to be appointed to serve as adviser/coach.
2. 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. Procedures

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

The Student Centers and Activities Office will review and record all completed information for inclusion in the student organizations database. Organizations that need to update or change officer information during the year should contact the SCA Office for the proper forms.

### 3.1 "Staff Support" Services

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

## 4. Definitions

1. **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. References

Policy Memorandum 127, "Classification and Funding of Student Organizations," approved by University Council and the President April 20, 1992 and issued April 27, 1992.

Policy 8010, "Classification of Student Organizations"

## 6. Approval and Revisions

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

Added Section 2.10, Judicial Policy.

Changed name from "Leadership and Student Organization Programs (LSOP)" to "Student Activities."

Changed name from "Central Accounting" to "Student Organization Accounting."

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

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 6

Clarification of general content to correlate with policies 8000 and 8005.

Approved February 11, 2015 by Vice President for Student Affairs, Patricia A. Perillo.