
Subject: Establishing and Maintaining an Extended Campus Student Organization

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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

An **Extended Campus Student Organization (ECSO)** is 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 SCA Office 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 proper 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 Centers and Activities (SCA) Office, on behalf of the university, shall grant registration to any ECSO which meets these 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 SCA Office will maintain copies of constitutions on file at the request of the organization.

2.4 Applicability of the Virginia Public Procurement Act (VPPA)

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. The VPPA 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 SCA Student Organization Accounting unless otherwise approved by the director of SCA. 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 be precluded from applying for funding from the Blacksburg Campus Student Budget Board.

2.6 Tax Identification and Status

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 the 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 expressed written consent of the university.

2.8 Adviser

1. The ECSO shall not be required to maintain a faculty/staff 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 the 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.

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 SCA Office in Squires Student Center. The documents must be received by the SCA Office no later than 5:00 p.m. on the Friday of the fourth week of classes in the fall semester. The SCA Office 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 the SCA Office for the proper forms.

4. Definitions

5. References

Policy 8010, "Classification of Student Organizations"

6. 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.