



## Establishing and Maintaining a University Student Life Program (USLP)

### No. 8011

**Policy Effective Date:**  
8/12/1992

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9/27/2024

**Policy Owner:**  
Frances Keene

**Policy Author:** (*Contact Person*)  
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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 Engagement and Campus Life (SECL) Department for review.
2. The SECL Department 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 SECL Department.
2. The constitution shall contain provisions for its own amendment and for approval by the appropriate university governance body.
3. A USLP constitution is an internal operational document that must not contain clauses that conflict with university policies or procedures.
4. 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 University Purchasing Procedures

University purchasing procedures 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. USLPs are eligible to request funding from the student organization funding boards.
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 selected and appointed by the appropriate department head, dean, the Vice President for Student Affairs or Provost. 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 SECL department no later than the fourth Friday of classes in the fall semester. The SECL department 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 SECL department for the proper forms.

1. There will be regular contact by an assigned university staff member with the leaders of the organization, including those students directly involved in sponsoring particular programs. The assigned staff will conduct day-to-day mentoring activities.
2. Staff will provide planned skill training to the group.
3. The group will be required by SECL department to meet appropriate standards for advance program planning.
4. The university will sign major entertainment contracts on behalf of the organization. This, in turn, subjects the organization to staff involvement in the contracting process, as well as university review/approval of all contracts. Only the assigned staff member, or another qualified staff member assigned by SECL department, will be authorized to make formal offers in such contracting situations (including telephone offers).
5. The host department will administer the funds for organizations. (The assigned staff member and an officer of the organization will co-sign all vouchers.)



## 4.0 References

Policy 8010, Classification of Student Organizations

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

## 5.0 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.
- Revision 6
  - Eliminated references to Policy 8005, which was retired and add language from that policy to Section 3.0.
  - Updated organization and group titles.
  - Eliminated reference to the Virginia Public Procurement Act, which is no longer applicable due to the Restructuring Act, and changed to "university purchasing procedures".Approved September 27, 2024 by Vice President for Student Affairs, Frances Keene.