Student Organization Relationship Model

Overview

Development Team & Partners
Robin Ryan, Asst Director, Student Events & Activities, Student Leadership & Involvement
David Fehring, Asst. Director, Recreational Sports
Joyce Fred, Risk Management Officer, Office of Risk Management
Dante Holloway, Coordinator Student Organizations, Student Events & Activities
Office of Greek Life, UHDS, OSU Facilities Representatives, Office of Student Conduct & Standards, OSU General Council, Student Activities Committee, College of Ag Sciences and Vet Med.
Student Organization Policy and Procedures Initiative- Quick Glance

What: Transition relationship model of student organizations from bystander to facilitator to support intentional experiential learning opportunities for students and to establish an environment of risk reduction in relation to student organizations.

Why: Current practice found to be out of compliance with existing regulations and not in line with best practice for University support of student organizations.

When: July 1, 2010

Major Changes Indicated:

- Repeal Oregon Administrative Rule: Section 18 Student Organizations
- Formal relationship and classification established by annual reporting and department and event sponsorship agreements.
- Required base-line training modules for students and campus activities advisors
- Use of a centralized on-line data system for annual reporting and document submissions for all student organizations.
- Recognition status conferred by the sponsoring or administrative department

Target Segment of Community:

- All Oregon State University Student Organizations

Who is directly impacted by these changes?

- Students
- University Departmental and Recognized Student Organizations
- University Colleges and Departments
- Faculty Advisors
- Community agencies in relationship with OSU student organizations

What is the projected cost of these changes?

- Unknown at this time, however not expected to create budgetary hardships on any department or college as many will only continue to provide sponsorship (fund) current number of student organizations. The initial investment of time to achieve the required level of knowledge for campus activities advisors is also seen as minimal as it is intended that these resources will primarily be proved through on-line tutorials that will be able to be accessed as time permits.
Student Organization Policy & Procedure Initiative

Goal:

Establishment of a new relational model for student organizations at OSU which will:

- Replace the outdated model of recognition and relationship of student organizations listed in Oregon Administrative Rule Section 18: Student Organization
- Create a comprehensive understanding of the relationship of student organizations and the University with consideration of shared responsibility in the development, practices and outcomes of Recognized Student Organizations
- Provide a clarity of roles, benefits and expectations leading to a fair, balanced, safe and involved community
- Provide experiential learning opportunities for students through various methods including a living course focused on citizen/civic leadership, organization development and programming.
- Create a centralized system of reporting that will allow visibility of the good work of student organizations and an awareness of the numerous involvement/experiential learning opportunities that are available.
- Enhance the ability of the university and student organizations to positively influence the establishment of a global community and life-long learners as alumni.

Overview

2003: The Rights and Responsibilities of a Modern University: Robert D. Bickel and Peter F. Lake, 1999 introduced to community as an avenue to understand the transition of relationship that has occurred from in loco parentis in the 50-60’s to bystander (distant and disengaged) in the 70’s, 80, 90’s to the suggested facilitator mode for the new millennium. Predominantly driven by a reconsideration of the university status of privilege and partially due to the universities no-longer being insulated by legal protections, the change mandates that Universities partner with students to establish the proper balance of reasonable care and accountability; promoting partnerships to do the right, reasonable and safe thing.

2004-2008: The Student Organization Advisors Group (SOAG) convenes to answer the question: What systems and support need to be in place for the University and Student Organization relationships to transition from bystander to facilitator with participation from Dean of Students, Student Activities Committee, Student Involvement, Memorial Union, Recreational Sports, UHDS, all responsible for supporting recognized student organizations.

2009: The work of the SOAG leads to the suggestion of a new model of relationship with intention of complete repeal of OAR: Section 18, in July 2010

2010: January- Review of new model by OSU general council with identification of a plan to establish new internal policy and procedures in line with the time-line of repealing OAR: Section 18
**February-March**- Subgroups write new policy and procedures and add depth to the new relationship model

**April**- Campus Census of Student Organizations  
Key Stake Holders Meetings:  
- OSU Administration  
- ASOSU  
- SAC  
- Greek Life  
- Recreational Sports  
- Vet Med, Ag Exec, HHS  
- Head Advisors Group  
- Faculty Senate  
- ISS  
- Housing  
- Athletics  
- SALT  
- Facility Reps  
Public Forums

**May**- Final edit of documents  
Development of marketing, training tools ongoing  
May 25 Open Hearing of Policy Repeal

**June**- Final review of internal policy/procedures  
Development of marketing, training tools ongoing

**July**- Repeal of OARs and new internal policies and procedures take effect  
Development of marketing, training tools ongoing

**August**- Campus Activities Advisors training available

**September** – On-line registration begins and is ongoing  
Student organization base training modules available

**On-going**- development, assessment and evaluation
STUDENT ORGANIZATIONS at OREGON STATE UNIVERSITY

Student organizations are the living laboratories in which leadership skills are gained and honed. They give students an opportunity to pursue their interests, to succeed, to fail, and most importantly, to grow. Not all academic classrooms will give you the chance to take responsibility and have accountability at the level that involvement in a student organization will allow. Leadership is not merely a collection of skills; leaders must forge their style through experiences that allow them to build and apply organizational and individual capacities for the public good. Student organizations are one of the few opportunities that students have to gain hands-on experience working towards the public good.

Oregon State University recognizes the contributions of Student Organizations that create a compelling learning environment that prepares students to live in a multi-cultural society and work in a global community. The University recognizes that all students should have access to form and join organizations of their own choosing to enhance the educational experience, support holistic personal development and retention. In order to facilitate the development these opportunities for involvement, the following values serve as a compass in determining the classification and support for student organizations at OSU:

Alignment - As advisors, administrators, educators, students and student organizations we are aligned with the core mission and values of Oregon State University.

Access - We believe that a student’s ability to form and join organizations of their own choosing is a high priority. As a result, we are committed to having clear & visible, student-friendly resources and processes that facilitate ease of access. Access is inclusive of but not limited to a mentoring relationship, advising, assistance with recruitment, and access to meeting and activity space.

Engagement - We recognize the value of co-curricular and academic involvement throughout the student experience and are dedicated to facilitating partnerships with students that support shared accountability, responsibility and learning. Through engagement with student organizations, students develop leadership and organizational skills which enhance knowledge, holistic growth, community development and student retention.

Health & Community - We support clubs and organizations that enhance our community by providing opportunities for leadership, learning, diversity, and social responsibility. The health of the community will be one of purposeful, open, safe, just and celebrative outcomes that allow students and the campus to flourish in meeting institutional goals.

With intention the University is establishing a student organization recognition process that will create an environment that supports a facilitator model of relationship as defined in The Rights and Responsibilities of a Modern University. In this book, Bickel and Lake (1999) contend that “The vision of a facilitator model university illustrates what is reasonable and positive in the relationships among students, universities and the legal system…. A legal paradigm that asks colleges to exercise reasonable care…and asks students to be accountable….is fair, balanced and safer, and contributes to a sense of community.
In the new classification system the University and student organizations share the responsibility in the development, practices and outcomes of Recognized Student Organizations. With clarity of roles, benefits and expectations, this process will lead to a fair, balanced, safe and involved community.

Student Organization Classification

Oregon State University is committed to supporting student organizations through a process that serves the interests of both the University and student organizations. This process will result in the following classifications, defining the level of responsibility of student organizations and their relationship with the University while also helping to facilitate the allocation of resources.

University Departmental Student Organization (DSO)

A University Departmental Student Organizations (DSO) is a student organization that operates under the direct guidance of a Sponsoring Unit and is in closest relationship with the University. Sponsored status for a student organization is a statement of recognition by Oregon State University that the student organization is a key element in helping the University realize its mission. Sponsorship from a University department indicates two things

1. That the University views the organization, through its efforts, as worthwhile and vital, and therefore commits itself to provide support for the organization and its endeavors.
2. While recognizing the importance of the organization’s self-direction and student leadership, the organization represents the University; therefore, a high level of accountability from the organization is required.

University department that sponsors a student organization is committed to supporting that organization’s mission and activities. These organizations are inherently linked to the University because of their role in enhancing education, representing OSU and/or presenting events that are considered an integral part of the institution. As a result of this relationship, these organizations may receive added benefits from the sponsoring unit and are held to the same level of institutional scrutiny as the unit is held.

As a result of this relationship, DSOs must be approved by an executive officer, dean, director or designee of a University Department. Sponsoring units must provide a professional staff member to act as the primary Campus Activity Advisor to the DSO. In addition to formal advising, department support may take any of the following forms: financial support, administrative, equipment and/or University space allocation, etc.

The activities and events of these organizations are considered to involve a higher level of complexity because of their scope and perceived association with and representation of the University. DSOs have access to certain University-controlled benefits and resources and are accountable to the Sponsoring Unit for legal compliance, fiscal responsibility, risk management and adherence to established community standards.
In order to be recognized as a University Departmental Student Organization, the organization must be in formal relationship with a University Department and:

- Complete recognition process on an annual basis that includes:
  a. Submit an annual Organization Information Form.
  b. Complete/review a sponsorship agreement detailing the nature of the relationship the Sponsoring Unit.
  c. Submit club constitution/governing documents and any revisions.
  d. Agree to comply with Standards of Conduct for Recognized Student Organizations and maintain accountability to the University for Institutional Policies and procedures.

- Maintain 100% OSU student membership and submit roster of currently active OSU student members through the online data system.

- Maintain a minimum of 4 currently enrolled OSU student.

- Have a professional staff member from the sponsoring unit appointed/assigned as primary campus activity advisor.

- Maintain financial accountability to the University for all University funds received. These funds must be maintained in a Sponsoring Department, MU Funds In Trust or Foundation Account.

- Maintain good standing with the University, all governing boards within the University to which the organization belongs and all chartering, sponsoring or governing organizations with whom the organization affiliates.

- Officers must annually complete University base-line training in addition to any articulated in the sponsorship agreement.

- Register all “official” organization events - including travel - through the online data system.

**Voluntary Student Organization (VSO)**

A Voluntary Student Organization is a student organization composed of 100% Oregon State University students that contributes to the mission and culture of the University. These organizations are recognized as OSU Voluntary Student Organizations by the Student Events & Activities Center (a University Department may be approved as a designee). The activities and events of these organizations primarily do not represent the University unless sponsored by a University Department through an Event Sponsorship Agreement. VSOs have access to or may apply for certain University-controlled benefits and resources. VSOs are accountable to the University for legal compliance, fiscal responsibility, risk management and adherence to established community standards.

In order to be Recognized as a Voluntary Student Organization, the organization must be under the direction and control of OSU students, meet Oregon State University standards for risk management and:

- Complete recognition process on an annual basis that includes:
  a) Submit an annual Organization Information Form.
  b) Submit club constitution/governing documents and any revisions.
c) Agree to comply with Standards of Conduct for Recognized Student Organizations and maintain accountability to the University for Institutional Policies and procedures.

d) Complete Risk Assessment

- Maintain 100% OSU student membership and roster of currently active OSU student members through the online data system.

- Maintain a minimum of four (4) Oregon State student members.

- Maintain good standing with the University, all governing boards within the University to which the organization belongs and all chartering, sponsoring or governing organizations with whom the organization affiliates.

- Officers must annually complete University base-line training.

- Register all on-campus organization events through the online data system.

Non-Affiliated Student Organization (NSO)

A Non-Affiliated Student Organization is one that is not affiliated with the University in a formal way and has no formal benefit with the exception of a listing on the annual organization list. NSOs will be treated the same as any non-OSU organization or person(s) who seek to access University-controlled benefits and resources.

In order to be identified as a Non-Affiliated Student Organization, organizations must meet Oregon State University standards for risk management for all activity/events held on the Oregon State Campus and:

- Submit an annual Organization Information Form.

- Maintain a majority (fifty-one percent) of OSU Student members.

- Operate within established business practices for all on-campus activities.

Student Organizations Community Standards

As a member of any student organization at the University, you are expected to maintain alignment with the University Mission and exemplify the principles of honesty and integrity. As a member of the OSU community, you are expected to uphold University policies and procedures, always acting in good faith when conducting your organizational business. Further, you are expected not to misrepresent the mission, purpose or goals of your organization nor the influence (direction and control) by non-members on your organization or its activities. By upholding the OSU Student Conduct Regulations (OAR Division 15) and upholding all sponsorship agreements, you will further a positive reputation for your student organization, and student organizations in general, and continue to be recognized as a student organization in good standing with and of great value to Oregon State University.
Glossary

Campus Activity Advisor
- Faculty, staff or personnel responsible for maintaining relationship with a student organization that allows for education and development as well as administration of University policies, procedures and data collection.
- *Faculty, staff or personnel responsible for maintaining relationship with a Recognized University Departmental Student Organization. The Campus Activity Advisor agrees and accepts the responsibility to serve in the capacity as administrator of University policy and procedures on behalf of the sponsoring University department to the D.S.O.*

Event
- Any activity undertaken in the name of a student organization, i.e.; meetings, performances, conference attendance, travel, retreat, sporting event, cultural nights, speakers, competitions, etc.
- An “Official” event is one that is representative of the student organization’s mission, registered through the online data system and approved by a Campus Activity Advisor.
- Any activity done outside of the approval of a Campus Activity Advisor is considered personal activity and is not seen as University activity for any purpose.

Event Sponsorship Agreement
- An agreement between a Student Organization and a University Department for the purpose of recognizing an event that is in line with and compliments the Sponsoring Unit’s Mission. Sponsorship may entail access to University controlled resources specifically for the period of the event. This agreement does not indicate ongoing sponsorship of the VSO.

Member/Membership
- OSU students that hold voting rights and/or leadership positions.

Oregon State University Student
- An individual that is currently enrolled through any Oregon State University or degree partnership program and not employed by Oregon State in a position that is half-time equivalence (0.5 FTE) or higher. May also be referred to as “OSU Student.”

Participant Agreement

Recognized Student Organization (RSO)
- A University Departmental Student Organization (see detailed description above)
- Voluntary Student Organization (see detailed description above)
- A Non-Affiliated Student Organization is not a Recognized Student Organization.

Sponsorship Agreement
- An agreement between a Student Organization and a University Department for the purpose of establishing a formal relationship.

Sponsoring University Department
- An Academic, Student Affairs or Auxiliary unit of the Oregon State University through which a University Departmental Student Organization is sponsored. This is also the home unit of the DSO's official Campus Activity advisor. May also be referred to as “Sponsoring Unit.”
Student Event & Activities Center (SEAC)
- The department responsible for providing administrative oversight of student organization online processes and development of and access to baseline trainings for students and Campus Activities Advisors. Additionally, the SEAC is focused on creating visibility of and access to student involvement opportunities.

University Student Led Program
- An on-going student led program which provides employment opportunities to students for leadership roles which are components of specific university departments/colleges. Currently University Student Led Programs include: Memorial Union Program Council, Community Service Center, International Students of OSU, Team Liberation, Cultural Resource Centers, SOL- LGBT Multicultural Support Network. These programs are not considered student organizations and therefore are not included in the classification system of student organizations.
Sponsorship Proposal
Overview

The purpose of the sponsoring relationship is to support the potential of student organizations from within University units, while strengthening the mission of the University. Faculty, staff, and students offer each other invaluable opportunities for interaction, learning, and development through commitment to common goals. Through sponsorship the University gives its units the chance to align with student organizations in order to actively contribute to the cultural, social, and academic life on campus and enhance student life at the University. The University also offers the student organization its resources in order to allow the organization to fulfill its mission and attain its goals. Through the sponsoring relationship the sponsoring unit and student organization are, together, making the OSU experience real and meaningful.

Sponsored status for a student organization is a statement of recognition by Oregon State University that the student organization is a key element in helping the University realize its mission. Student organizations that receive a proposal of sponsorship from an academic or operational unit of the University should be aware of two things:

1. That the University views the organization, through its efforts, as worthwhile and vital, and therefore commits itself to provide support for the organization and its endeavors.

2. The organization would be a representative of the University; therefore, a high level of accountability from the organization will be required, while recognizing the importance of the organization’s self-direction and student leadership.

Academic or Operational units that wish to sponsor a student organization must be committed to the support of that organization’s mission and activities. In addition to formal advising, unit support may take any of the following forms: financial, administrative, office and/or operational space.

If you have any questions about Sponsorship or Sponsored Student Organizations, please contact the Student Events & Activities Center.

103 Memorial Union
Corvallis, OR 97331
541.737.1562
Sponsorship Proposal

To be filled out by the petitioner (the Sponsoring Unit or the Student Organization).

Sponsoring Unit: ______________________________________________

Student Organization Name: _____________________________________

Sponsoring Unit **must** provide an advisor who will act as a liaison between the unit and the organization as well as a resource for the student organization. The advisor is responsible for supporting the sponsorship agreement and ensuring the group’s good standing with the University.

- Name of Advisor: _____________________   Position:_________________________

- It is recommended that the student organization delineate the rights and responsibilities of the advisor in their constitution and/or by-laws.

- If a negative relationship between the advisor and the student organization arises, the unit and student organization must agree on conditions and procedure for mediation, redress and, if need be, replacement of the advisor.

- The campus activity advisor provides administrative oversight of the “Title of the Student organization” (define the key elements that focus on realizing the University’s mission). The Campus Activities Advisor will be aware of “Title of the Student organization” events, sponsorship agreements, membership, and provide administrative oversight of affiliated students. In the performance of this responsibility, the Campus Activities Advisor will ensure that all online processes and development opportunities are made available to the “Student Organization” and provide access to baseline trainings for students. The Campus Activities Advisor ensures “Title of the Student organization” compliance with University policies, procedures, and applicable regulations.

**The sponsoring unit is requested/offers to provide:**

(*Two of three should be present to establish the sponsorship relationship*)

- **Office Space:** ______________________
  
  *(Room # or Location)*

- **Administrative Support**
  
  *(e.g. access of office equipment, dedication of X % of staff member’s time, mailboxes, etc.)*
Description of support: ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
(Attach any relevant documents)

• Financial Support (direct allocation from the unit): $ ____________________________
Additional Provisions of Sponsored Student Organization Status:

• The mission of the student organization must be aligned with both the Sponsoring Unit’s mission and that of the University.

• Both parties must be aware of the student organization’s and unit’s role in the student organization judicial process afforded each by becoming a Sponsored Student Organization.

• Both parties must agree to and carry out a negotiation meeting for this proposal. At the successful end of such a meeting both parties must sign a sponsorship agreement and submit a copy it to the SEAC.

• Both parties must understand and agree to the procedure for joint operations such as accepting tax deductible gifts and entering into contracts.

• Sponsorship agreements must be renewed annually with the unit and the student organization reviewing and initialing the agreement each year. If a party wishes to modify the agreement, it should begin negotiations before the beginning of the next school year. In addition to keeping record of the agreement with the Sponsoring unit, copies of the new or modified agreements should be provided to the SEAC. In the event of a new unit signatory in the unit, a new agreement must be submitted.

• The sponsorship agreement must contain the above provisions and have the signature of the sponsoring Executive Officer, Dean, or Director.

• Please attach any other documents pertinent to the sponsorship agreement.
Sponsorship Agreement

The Office/School of _________________________________ agrees to sponsor the student organization ___________________________________________ on ____________________________.  

(Date of Agreement)

The sponsoring unit will provide:

SU | SO initials

___ | ___ A direct financial allocation in the amount of: $ __________________________

___ | ___ The following administrative support: __________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

(if needed please continue on an attached sheet)

___ | ___ The office or operational space is located: _________________________________

___ | ___ The designated advisor for the student organization is: __________________________

The student organization:

___ | ___ Has a mission aligned with the University’s and the sponsoring unit’s mission

___ | ___ Agrees to adhere to all University Policies

Both parties:

___ | ___ Understand the potential role of the student organization and the sponsoring unit in the student organization judicial process.

___ | ___ Understand and agree to the nature of negotiations associated with this agreement

___ | ___ Understand and agree to the procedure for accepting tax-deductible gifts for the SSO

___ | ___ Understand and agree to the procedure for entering into contracts for the SSO

___ | ___ Understand and agree to the modification process for Sponsorship agreements

___ | ___ The details of this agreement should be renewed every year.

___ | ___ A copy of the agreement must be on file with the SEAC each year

_________________________________________________________  ___________________________________________________________

Signature of Sponsor       Signature of Student Organization Representative

(Executive Officer, Dean, Director, or his/her designee)       (Authorized Signer)

_________________________    ________________________________

Printed Name of Sponsor    Printed Name of Student Organization Representative

_________________________

Date