

# Student Interest Group Recognition & Activity Procedures

Policy Number: 02-90-001

Applies to: Students

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## 1. University recognition entitles a student interest group to:

- a. The use of some institution owned or controlled facilities without charge;
- b. Request the use of OHSU funds from school or the Vice President for Student Affairs;
- c. Request to serve alcohol under OHSU Policy 07-90-025, where applicable, with approval by the Vice President for Student Affairs;
- d. Request representation on the Student Interest Group web page hosted by the Office of Student Life;
- e. Post activity/event notices to the OHSU Student Portal.

## 2. Procedures for obtaining and maintaining OHSU recognition:

- a. Submit annually an electronic registration form provided by the Office of Student Life by October 1 of each academic year;
- b. Secure a faculty advisor for the academic year:
- c. As a general rule, the advisor to a recognized student organization shall be a member of the OHSU faculty. A student organization may request in writing that a OHSU-employed staff member serve as their advisor. Request for exceptions for non-faculty to serve as an advisor must be approved by the Office of Student Life.
- d. Maintain a current and relevant mission statement;
- e. Additional registration requirements may include, but are not limited to:
  - i. Showing evidence that the interest group does not duplicate existing groups;
  - ii. Showing evidence that the interest group does not conflict with local, state or federal statutes.

## 3. Activity requirements:

- a. Officers of recognized student interest group shall:
  - i. Register school-specific events two weeks in advance with the Office of Student Life or primary school in which the interest group resides;
  - ii. Register campus-wide events with the Office of Student Life and include a detailed plan for that event, (i.e., scheduling, ticket sales, policing, set-up/clean up, and evidence of financial stability of the sponsoring group.) In cases of co-sponsorship, the plan shall delineate which group is responsible for given aspects of the event.
  - iii. Register community or off-campus events with Risk Management to ensure liability coverage is available;
  - iv. Communicate student conduct regulations and OHSU policies with group members;
- b. During events, workshops or other activities, group officers of recognized student interest groups shall:
  - i. Monitor all activities and events to be sure they are within the law and do not infringe, disrupt or damage the rights of others;

- ii. Ensure that the event chairperson and/or faculty advisor be present during the entire period that the event is in progress;
  - iii. Ensure that all OHSU policies and Oregon State laws, including those regarding alcohol use and distribution (policy #07-09-025) are observed and enforced;
  - iv. Work directly with school administrators, faculty advisors and/or OHSU officials to maintain communication and report activity concerns;
- c. Events and activities co-sponsored by student interest groups and academic departments shall be the responsibility of the academic department;
  - d. Interest groups sponsoring or co-sponsoring events shall share in the financial profit or loss if finances are involved

**4. Financial practices and requirements:**

- a. Student Interest groups must maintain financial stability;
- b. Student Interest groups may assess membership dues or fees to support group activities;
- c. Interest groups with large earnings from fundraising events and/or dues or fees (\$10,000 or more annually) must work with the OHSU Foundation to establish accounts to ensure that proper process and auditable controls are adhered to and funds are better protected from fraudulent practices and loss;
- d. Interest groups with smaller earnings from fundraising events and/or dues or fees (under \$10,000 annually) may open external accounts as long as:
  - i. The accounts are not affiliated with OHSU;
  - ii. No OHSU or Foundation employees are involved with opening the account;
  - iii. The student interest group leaders are fully responsible for the account.
- e. No OHSU funds may be used by a student interest group to support the following activities:
  - i. Appropriations in furtherance of a political campaign or activity by any candidate or candidate's staff or political office;
  - ii. Appropriations to a legislative lobby or to a recognized student interest group whose primary purpose is to influence legislation;
- f. Fundraising:
  - i. Funds raised by recognized student interest groups may be expended consistent with the stated purpose of the groups;
  - ii. Such funds are subject to local, state, and federal laws, and to financial accountability.

**5. Additional considerations:**

- a. Student Interest groups shall consider maintaining bylaws and meeting minutes to help guide the group's officers and members.