

**KANSAS STATE UNIVERSITY** Center for Student Involvement

## Departmental and Independent Student Organizations Update

September 11, 2017

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### Merger of the Office of Student Activities and Services and Fraternity and Sorority Life

*Office of Student Activities and Services (OSAS) and Fraternity and Sorority Life (FSL) was merged this summer and the NEW Center for Student Involvement was developed along with an updated student organization policy.*

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**Rationale for changes this summer...**

- 475+ Registered Student Clubs and Organizations
- Student interest is at an all-time high
- Important for the university to communicate with and connect all groups to resources in a consistent way and reorganizing and consolidating the offices will help achieve these goals
- The reorganization aims to clarify the university's role and obligations, including risk management, in overseeing Departmental Student Organizations, while respecting the independence and autonomy of the Independent Student Organizations, including their responsibility for their own risk management

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## Since school started...

- Liaisons meeting with organizations and college/departments/units.
- Following up on questions posed during meetings.
- Began registering organizations under new policy.




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## Types

- Departmental Student Organization (DSO)
- Independent Student Organization (ISO)

## Categories

- Academic (Ben)
- Academic Competition Team (Bill)
- Community Service (Ashley)
- Fraternity / Sorority (Jordan)
- General University (Bill)
- Honorary (Ben)
- Multicultural (Brandon)
- Religious (Jordan)
- Special Interest (Ashley)
- Sport Club (Bill)



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## Differences

DSOs	ISOs
<ul style="list-style-type: none"> <li>● A DSO is the University itself.</li> <li>● Designated employee[s] of the department will support, develop and direct the DSO as part of their University employment.</li> <li>● A department/unit has approval authority for DSOs.</li> <li>● DSO funds must be maintained in university accounts.</li> <li>● 100% of organization membership must be students.</li> <li>● Foundation accounts possible.</li> <li>● Motor pool use possible.</li> <li>● Use K-State's tax-exempt status, tax ID numbers and not-for-profit status.</li> <li>● Same use of K-State marks as department</li> </ul>	<ul style="list-style-type: none"> <li>● ISO retain autonomy and are not a part of the university.</li> <li>● University administrators are not involved in the day-to-day activities.</li> <li>● Service to an ISO is outside of University employee's job duties or description.</li> <li>● An ISO may co-sponsor official university events with a college/department/unit.</li> <li>● No funds of an ISO shall be maintained in a university account.</li> <li>● 50% or greater of organization membership must be students.</li> <li>● Limited use of K-State logos and marks.</li> </ul>



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**Updates and Clarifications (ISO)**

- Liability Insurance for an ISO
  - We have heard many concerns about advising an ISO outside of employment.
  - We are researching how other institutions provide liability insurance.
  - SGA is exploring cost and ability to provide.



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**Updates and Clarifications (ISO)**

- Advising an ISO
  - Service Credit for Tenure
    - Professional Service?
    - Service to university and/or students?
  - Departmental question outside of our policy



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**Updates and Clarifications (ISO)**

- Foundation Accounts
  - Ten ISOs have endowed funds for operations.
    - Foundation will work with donors to resolve
  - Foundation accounts for student scholarships will be allowed to remain.
  - Excellence funds that are not endowed, will be distributed to ISOs and accounts closed.



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### Updates and Clarifications (DSO)

- Financial Concerns
  - DSO funds must be in K-State accounts.
  - Time Frame
    - DSOs may transfer funds into K-State accounts immediately.
    - DSOs may use current fiscal year as transition.
      - Grant signature authority of checking account to department.
      - Observe transactions and needs of DSO throughout the year.
    - All DSOs complete transition before June 30, 2018



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### Updates and Clarifications (DSO)

- Financial Concerns
  - Types of Accounts for DSOs
    - Foundation Account
    - State Account
      - General use account(s) for DSO
      - Restricted use account(s) for DSO
      - "DSO Member account" (restricted use)



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### Updates and Clarifications (DSO)

- DSO Member Account
  - Requires special documentation
  - Can include member dues, member fund-raising, and volunteering-of-time
  - Can be used for more activities than regular accounts
    - Hospitality at events
    - Travel scholarships
    - Field trip costs
  - Still require receipts for reimbursements



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### Updates and Clarifications (DSO)

- DSO Member Account (cont)
  - Cards available
    - BPC cards for advisor
    - Declining balance credit card
  - Call backs
    - Deans can choose to protect money




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### Updates and Clarifications (DSO)

- Supervision of DSOs
  - The DEPARTMENT must designate (an) employee(s) of the DEPARTMENT, with experience relevant to the purpose of the DSO, to support, develop, and direct the organization as part of the employee's University (or KSAA or KSUF, as applicable) employment.
  - ...the DEPARTMENT has supervisory responsibility—through a designated departmental employee—over the officers, operations, and activities planned by the organization.
  - It is not necessary to attend all events.




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### Updates and Clarifications

- Sponsoring events and activities
  - If a group only sponsors one or two official events, it might make more sense for the group to become an ISO and for the department to exclusively sponsor the event as a departmental event open to all students in the department.
  - A department (and/or DSO) may co-sponsor an event(s) with an ISO.
    - If the department (and/or DSO) is involved the particular event would be university sponsored.
    - Only co-sponsor event through a contract where responsibilities clear – must be approved by Office of General Counsel (PPM 3070)




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