Employee Organizations, Registration of

Last Updated: 11/09/1983

Effective Date: 11/09/1983

Policy Number: 01.00.07

Policy Statement:
The University of Oregon will make its facilities and services available as permitted by law and Oregon Administrative Rules to groups or organizations made up of University employees (classified, Officers of Administration, faculty or any combination thereof) upon registration of the group with the Director of the Erb Memorial Union. (Student employee groups register under Student Group registration guidelines.)

Registration is accomplished by writing a memorandum addressed to the EMU Director requesting group registration. The memorandum should include a statement of the organization's purpose and the name(s) of the official contact person(s) for the group. The group's registration must be updated annually at the beginning of fall term (or the fall semester) or its registration lapses automatically. The Director of EMU issues a renewal information form each fall term to the contact person of record. (See reverse side for facsimile.)

Registered employee groups must comply with applicable Oregon State Board of Higher Education Administrative Rules (Chapter 580, Division 22) regarding political activities, use of facilities for private purposes (IMD 7.155) as well as University Administrative Rules (Chapter 571, Division 11) governing use of facilities and fund raising and University Policy Statement: Campus Mail and Delivery Service.

Reason for Policy:
To describe procedure to register employee groups to entitle them to use of University facilities and services.

Reviewed and Approved By:
President's Staff
Date: 11/09/1983
Issued by:
Vice President for Administration
Date: 11/09/1983

Revision History:
11/09/1983 Approved by President's Staff and Issued by Vice-President for Administration
02/08/2010 Policy number revised from 1.000 to 01.00.07
11/4/2010 Repealed – New policy, Facilities Scheduling, replaces need for this one. See emails listed below

From: Kathie Stanley
Sent: Wednesday, November 03, 2010 3:32 PM
To: Kathy Warden
Subject: FW: facilities policy questions
Thanks for looking into this.
From: Randy Geller  
Sent: Wednesday, November 03, 2010 2:41 PM  
To: Kathie Stanley  
Cc: Deb Donning  
Subject: RE: facilities policy questions  

Kathie,
Below I provide some thoughts in CAPS. Let me know if you have any questions.

Randy Geller  
General Counsel  
University of Oregon

From: Kathie Stanley  
Sent: Wednesday, November 03, 2010 9:44 AM  
To: Randy Geller  
Cc: Deb Donning  
Subject: FW: facilities policy questions  

I found another related policy that needs review as well. Employee Organizations, Registration of 01.00.07. Is this covered by the university entity designation? THIS WILL NEED TO BE REPEALED.

From: Kathie Stanley  
Sent: Monday, November 01, 2010 2:02 PM  
To: Randy Geller  
Cc: Deb Donning  
Subject: FW: facilities policy questions  

Just putting this back on your radar. Jessi and I are working on a report of issues related to the new policy and hope to have that report to her by Monday the 8th. 

Thanks

From: Kathie Stanley  
Sent: Monday, October 18, 2010 4:09 PM  
To: Randy Geller  
Subject: facilities policy questions  

Hi Randy,
Sorry we haven’t connected.
My questions:

1. How are the “Facilities Use by Non-University Organizations” (04.00.07) and “Temporary Use of Outdoor Campus Space” (04.00.08) policies affected by the newly revised Facilities Scheduling policy (04.00.05)? I can’t recall if there is any impact and they still appear in the Policy Library. THESE TWO POLICIES WILL BE REPEALED.

2. Regarding the newly revised Facilities Scheduling policy (04.00.05), the definitions section states:
   - University Entity: refers to groups, not individuals, and includes colleges, schools, departments, and other university organizational units; and recognized student groups. Individuals, including UO faculty, administrators, staff and students, are considered a university entity only through direct affiliation and authorization of a UO group. 

Do we still need to define a new process by which we recognize student groups, or do all student groups, for inclusion as a university entity, need to become recognized by the ASUO, though it’s existing Program Recognition Review Committee. The ASUO Program Rules currently state:
   - The ASUO Executive shall use the Program Recognition Review Committee to review and recognize new student groups. The ASUO Executive shall implement the PRRC as outlined in the PRRC Program Bylaws below:

Statement of Program Purpose, Goals Purpose:
The name of the program is ASUO Program Recognition Review Committee (hereinafter PRRC). The PRRC derives its power from OAR 571-011-0015. The ASUO Executive has the authority to recognize and review ASUO groups, and this authority is delegated to the PRRC.

I DON'T SEE A NEED TO DEVISE A NEW PROCESS BY WHICH WE RECOGNIZE STUDENT GROUPS. THAT WILL CONTINUE TO BE THE PROVINCE OF THE ASUO THROUGH THE OAR YOU HAVE CITED.

Please advise,

Kathie
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