STUDENT LIFE
CAMPUS INVOLVEMENT

# Sponsored Student Organization Agreement Instructions

Attached to these instructions is the Sponsored Student Organization (SSO) Agreement. These instructions are being provided for informational purposes and to instruct you on what we request from you in order to obtain sponsored student organization status. The SSO Agreement contains the terms of the relationship between your student organization, the University of Michigan department sponsoring your organization and the University of Michigan. In order to complete the SSO Agreement, please follow the instructions below:

1. Please carefully review the SSO Agreement in its entirety.
2. Please review and complete (by answering each question on) the Mission Alignment form set forth on Exhibit A to the SSO Agreement.
3. Please review and complete (by answering each question on) the Sponsoring Unit Advisor form set forth on Exhibit B to the SSO Agreement.
4. Please review and complete (by answering each question on) the Fiscal Accountability, Management and Contracts form set forth on Exhibit C to the SSO Agreement.
5. Please review and complete (by answering each question on) the Risk Management, Insurance and Travel form set forth on Exhibit D to the SSO Agreement.
6. Please review and complete (by answering each question on) the Branding, Logos and Communication form set forth on Exhibit E to the SSO Agreement.
7. Please review and complete (by answering each question on) the Student Organization Standards of Conduct & Judicial Process form set forth on Exhibit F to the SSO Agreement.
8. Once all exhibits have been completed, please execute the SSO Agreement and return it as indicated below:

   a. Re-registering sponsored student organizations: Upload the completed document in Maize Pages during registration.

   b. New sponsored student organization: Submit the completed document to the Center for Campus Involvement at uminvolvement@umich.edu.

Please note that the exhibits will be incorporated into and be a part of the Sponsored Student Organization Agreement. If you have any questions regarding the Sponsored Student Organization Agreement or corresponding exhibits, please contact the Center for Campus Involvement at uminvolvement@umich.edu or 734.763.5900.

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# Sponsored Student Organization Agreement

## INTRODUCTION

A. Through sponsorship, the University of Michigan (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 the student life at the University. Through the sponsoring relationship, the sponsoring unit and student organization are, together, making the Michigan experience real and meaningful.

B. Sponsored status for an organization is a statement of recognition by the University that the student organization is a key element in helping the University realize its mission. The sponsored student organization (the "SSO") acknowledges that it is a representative of the University. Correspondingly, both the University and the SSO (i) require that the SSO conduct itself with a high level of accountability, transparency, integrity, and responsibility and (ii) recognize the importance of the SSO's self-direction and student leadership. Pursuant to this Sponsorship Agreement (this "Agreement"), the University will make available to the SSO certain resources in order to allow the SSO to fulfill its mission and obtain its goals in conjunction with the University's principles.

C. This Agreement sets forth (a) the rights and obligations of the University, the SSO and the sponsoring unit (the "Sponsoring Unit"), (b) the University's expectations for each of the Sponsoring Unit and the SSO and (c) the Sponsoring Unit's and the SSO's expectations of each other.

## AGREEMENT

In order to establish the rights and obligations of the University, the organization seeking sponsorship and the Sponsoring Unit, the parties to this Agreement agree as follows:

Section 1. Overview of Sponsorship; Mission Alignment. In order to align the mission of the SSO and the Sponsoring Unit, the SSO and Sponsoring Unit have set forth their respective mission goals in Exhibit A attached to this Agreement.

Section 2. Sponsoring Unit Advisor. The Sponsoring Unit will designate a faculty member of the Sponsoring Unit to be an advisor of the SSO (the "Sponsoring Unit Advisor"). The Sponsoring Unit Advisor will be responsible for coaching, supporting, mentoring, overseeing and challenging the SSO. The advisor of the SSO will not be responsible for the day-to-day management, delegation and decision-making of the SSO. Exhibit B attached to this Agreement sets forth the name and various other details of the Sponsoring Unit Advisor.

Section 3. Fiscal Accountability, Management and Contracts. Each of the Sponsoring Unit and the SSO will be responsible for all financial obligations taken on by the SSO. The Sponsoring Unit will (a) maintain oversight of the SSO's financial processes and procedures and (b) observe and abide by the University's policies regarding contracts. The SSO is not entitled to and will not sign any contracts on behalf of the SSO, the Sponsoring Unit or the University. The Sponsoring Unit will adhere to its own departmental procedures and University procedures when working with contracts. The Sponsoring Unit will be responsible for accepting tax-deductible gifts on behalf of the SSO. Exhibit C attached to this Agreement outlines how the Sponsoring Unit and the SSO will maintain appropriate policies and procedures regarding the financial management of, and acceptance of tax-deductible gifts on behalf of, the SSO.

Section 4. Risk Management, Insurance and Travel. The Sponsoring Unit will be responsible for all activities hosted by the SSO, including, but not limited to, events (both on and off campus), SSO travel, and any other hosting or promoting done by the SSO. The SSO will be entitled to certain insurance protections under the University's insurance policies for sanctioned organization activities. Exhibit D attached to this Agreement sets forth the SSO's risk management, insurance and travel policies and procedures.

Section 5. Branding, Logos and Communication. The Sponsoring Unit and SSO acknowledge that the University has valuable trademarks and has a duty to protect the use of such marks, whether in publicity, promotions, imprints, giveaways or any other use. As a result, Exhibit E attached to this Agreement sets forth the SSO's policies and procedures regarding the protection of University marks, brands and logos and other publication regarding the University.

Section 6. Student Organization Standards of Conduct and Judicial Process. The SSO acknowledges that all University recognized student organizations must adhere to the Standards of Conduct for Recognized Student Organizations set forth at https://campusinvolvement.umich.edu/content/standards-conduct-accountability. When applicable, the SSO will comply with the Policy on Minors Involved in University Sponsored Programs or Programs Held in University Facilities set forth at http://spg.umich.edu/policy/601.34. The SSO will abide by all University regulations and policies (including the Standards of Conduct for Recognized Student Organizations). All complaints filed against the SSO as a violation of these standards will be managed entirely by the Student Organization Accountability Process, which is administered by Student Life through its Center for Campus Involvement. However, all complaints regarding the Sponsorship Agreement or the relationship between the SSO and the Sponsoring Unit will by managed by the Sponsoring Unit. Exhibit F attached to this Agreement sets forth the process that has been developed by the SSO and Sponsoring Unit to address any complaints regarding the sponsorship.

Section 7. Entire Agreement. This Agreement, together with the exhibits attached to this Agreement, constitute the full and entire understanding and agreement among the parties with regard to the subjects contained in this Agreement and no party will be liable or bound to any other party in any

manner by any oral or written representations, warranties, covenants and agreements except as specifically set forth in this Agreement.

Section 8. Amendments and Waivers. Any term or provision of this Agreement may be amended or waived, either retroactively or prospectively and either generally or in a particular instance, only with the written consent of the parties to this Agreement.

**ACKNOWLEDGEMENT**

**By signing the agreement below I understand and agree to all University policies and Student Organization Sponsorship guidelines as outlined in this Agreement.**

**Organization Name: University of Michigan Amateur Radio Club**

**Department/Unit Sponsoring: Department of Electrical Engineering and Computer Science (EECS)**

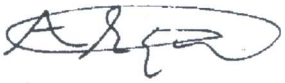
| | | |
|---|---|---|
|  | Lisa Armstrong, EECS/ECE Department Administrator | 7/30/2018 |
| Signature of Sponsoring Unit Authority (Executive Officer, Dean, Director or their designee) | Printed Name & Title of Sponsoring Unit Authority (Executive Officer, Dean, Director or their designee) | Date |
|  | | |
| Signature of Sponsoring Unit Advisor | Amir Mortazawi<br>Printed Name of Sponsoring Unit Advisor | 7/30/2018<br>Date |
|  | Donald Winsor | 7/30/2018 |
| Signature of Sponsored Student Organization Representative (Authorized Signer) | Printed Name of Sponsored Student Organization Representative (Authorized Signer) | Date |

**Exhibit A Mission Alignment**

1. Please describe how the mission of the student organization and the mission of the sponsoring unit align.

The W8UM Amateur Radio Club, first established during 1913 as 8XA, was one of the original wireless communication stations in the country.
UMARC continues to promote the growth and success of amateur radio at the University of Michigan and to contribute to the fraternal unity traditional to the amateur service.

At the same time, it educates students and community members about basic electronic and radio principles—whether Morse code, slow scan, or satellite— and gives students a offers students an opportunity to see some of the classroom math utilized, perfectly in line with the educational goals of the EECS department.

2. Please set forth the various benefits to the campus community from this sponsorship.

Amateur radio classes were taught at the University in 1907 as part of a collective American effort for World War I. Amateur radio operators at the University have helped in Michigan and Ohio natural disasters during the twentieth century.

A part of the University since at least 1913, UMARC has served as a club by which professors, students, and hobbyists can disseminate general knowledge about physics and electrical engineering.

Through monthly meetings with scheduled presentations, club members will learn about various facets of communications and engineering.

Students can engage in projects (i.e. weather radar for 2018-2019) that can benefit the campus community.

3. Please provide three to six goals for which both the Sponsoring Unit and the SSO will reach/complete this year.

1. Assisting at least three other University organizations in wireless communication (Mars Rover team, Space Research, Balloon Launch, etc.).

2. Increase the number of students holding amateur radio operator licenses.

3. Provide emergency preparation and volunteer services to the greater Ann Arbor area (local ARRL chapters, ARES, community events).

4. Please set forth the learning outcomes that the Sponsoring Unit will provide to the SSO and the students' development?

EECS will provide faculty—both current and emeritus—to present lectures on topics related to electrical engineering, physics, and amateur radio. These same faculty will help guide students in passing licensing exams.

5. Please set forth the learning opportunities that the Sponsoring Unit will receive from the SSO.

UMARC assists students in getting their amateur radio license, which allows them to participate fully (and legally) in certain coursework. Monthly meetings which are open to all interested students. A committed community of alumni mentors also continue to assist and mentor students with their radio related projects.

**Exhibit B Sponsoring Unit**

1. Please provide the following:

a. Sponsoring Unit Advisor Name: Amir Mortazawi

b. Title: Professor of Electrical Engineering and Computer Science

c. Email: amirm@umich.edu

d. Phone: 734-936-2597

e. Campus Address: 3242 EECS

f. Space, if provided: W8UM radio room, EECS building room 4436

g. Administrative support (other than advising) provided: (access to copy/fax machine, office supplies, access to lab, etc.)

EECS department will provide basic access to departmental facilities such as copy/fax machines. EECS department will manage M-card access to W8UM radio room for affiliated persons who have completed mandatory training and provided proof of an appropriate FCC issued amateur radio license.

2. Please outline the role the Sponsoring Unit Advisor will have when working with the SSO.

Sponsoring Unit Advisor will represent the EECS department and the College of Engineering in interactions with this SSO.

3. Please set forth the frequency with which the Sponsoring Unit Advisor and the SSO will meet.

Sponsoring Unit Advisor will meet with the SSO student leaders monthly during the academic year.

4. If the Sponsoring Unit Advisor changes during the year, the Center for Campus Involvement must be notified of the change.

So noted. A change in advisor seems very unlikely at this time.

**Exhibit C Resources: Fiscal Accountability, Management and Contracts**

1. Please outline how the Sponsoring Unit and the SSO will maintain appropriate policies and procedures regarding the financial management of the SSO.

The financial accounts of the organization will be managed and monitored by the Electrical and Computer Engineering division senior financial specialist, Jean Policht, jean@umich.edu, a permanent staff member of the EECS department, ECE division.

2. Please outline the process the Sponsoring Unit has established for the SSO to accept the tax-deductible gifts. If necessary, please consult with the Sponsoring Unit's development office on establishing this procedure.

The organization will accept unrestricted gifts via direct payment by check or via the online donation system provided by the College of Engineering.

3. Please set forth the amount of financial support provided by the Sponsoring Unit.

Financial support for this organization is via gifts (principally from UM alumni with an interest in amateur radio). There is no expectation of financial support from the sponsoring unit.

4. Please set forth the budget review process of the SSO and how will the Sponsoring Unit and the SSO maintain the budget of the SSO.

The budget and financial accounts of this organization will be available at all times to the faculty advisor, the senior financial specialist, and the unit administrator for the EECS department, ECE division.

5. Please set forth the contract review and approval process.

In the unlikely event that this SSO must become a party to any contract or contracts, the standard review and approval mechanisms in place for the EECS Department, ECE division shall be followed in full.

**Exhibit D Resources: Risk Management, Insurance and Travel**

1. Please set forth the processes created to minimize the risk of the SSO's activities and

Events.

In general, this is a very low risk organization. Prior to getting access to the organization's radio facilities, all persons shall be required to provide proof of their federal FCC issued amateur radio license and all persons must complete mandatory training from the W8UM station manager.

2. Please set forth the procedures the Sponsoring Unit and SSO have established

regarding SSO travel.

This organization does not generally travel, but should the situation ever arise, all procedures and policies of the EECS department, ECE division for travel shall be applicable.

3. Please set forth the procedure for contacting Risk Management in the event the SSO

needs to file a claim.

Should the need ever arise to file a claim, this organization will immediately notify both the faculty advisor and the unit administrator for the EECS department, ECE division. All EECS/ECE procedures shall be following in filing the claim.

**Exhibit E Resources: Branding, Logos and Communication**

1. Please set forth how the Sponsoring Unit and the SSO will ensure that the SSO complies with the guidelines outlined by the Office of Global Communications in the University Logos and Trademarks Policies.

Although logos and trademarks rarely come up in the context of this organization, if the occasion should arise for this SSO to purchase any materials that include logos or trademarks, all such arrangement shall be done through the formal process set in place by the EECS department, ECE division for review and approval of all purchases.

2. Please set forth the guidelines for the SSO regarding use of University departmental

logos.

Although logos and trademarks rarely come up in the context of this organization, if the occasion should arise for this SSO to purchase any materials that include logos or trademarks, all such arrangement shall be done through the formal process set in place by the EECS department, ECE division for review and approval of all purchases.

**Exhibit F Resources: Student Organization Standards of Conduct & Judicial Process**

After reviewing the Standards of Conduct and understanding the Sponsoring Unit's role in the SSO's accountability, please set forth the process that has been developed to address any complaints regarding the sponsorship relationship.

Any complaints or concerns regarding the sponsorship relationship may be addressed through the management structure of the ECE division of the EECS department:

(1) Faculty advisor: Professor Amir Mortazawi
(2) EECS/ECE unit administrator: Lisa Armstrong
(3) EECS/ECE chair: Professor Mingyan Liu (effective September 1, 2018)