



## **AP 3600 Auxiliary Organizations**

### **References:**

NWCCU 2020 Standards 2.E.2, 2.E.3

### **Recognition and Establishment of Auxiliary Organizations**

The College President shall submit a recommendation to the Board of Education to establish an auxiliary organization when the organization will serve the Rogue Community College in accordance with BP3600.

The process of recognition shall be as follows:

- Formal proposal is made in writing to the College President which includes a Memorandum of Understanding.
- Review and recommendations are made by the Executive Team
- Final review and decision to recognize the auxiliary organization is made by the Board of Education.

### **Recognized Services, Programs and Functions**

The Rogue Community College Foundation is currently the only recognized auxiliary organization established by the Board of Education to perform services, programs and functions which are an integral part of the community college educational programs. The following supportive services and specified programs are detailed in the Memorandum of Understanding.

### **Authority and Responsibility**

All services, programs and activities undertaken by the auxiliary organization shall be maintained for the general benefit of the educational programs of Rogue Community College. The reporting structure for the auxiliary organization will be detailed in the Memorandum of Understanding.

### **Composition of Boards of Directors**

The board of director membership and composition will be detailed in the Memorandum of Understanding.

### **Conduct of Boards of Directors**

No member of the board of directors of an RCC auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which they are a member. Any contract or transaction entered into in violation of this section is void.

No person may utilize any information, not a matter of public record, which is received by the person by reason of their membership on the board of directors of an auxiliary organization, for personal pecuniary gain, regardless of whether they are or are not a member of the board at the time such gain is realized.



## **Bylaws**

The bylaws of the auxiliary organization shall include, but not be limited to:

- Membership and term of office of Board of Directors
- Election of officers
- Duties of officers
- Structure of meetings and committees
- Amending by-laws
- Execution of contracts, disbursements and distribution of assets
- Indemnification

The by-laws are included in the auxiliary organization handbook.

## **Master Agreement between Rogue Community College and the Auxiliary Organization**

In the recognition and establishment of the auxiliary organization, there shall be a written agreement between the College and the auxiliary organization which sets forth the purposes of the auxiliary organization.

The auxiliary organization shall provide only those services, programs or functions authorized by a written agreement. No other service, program or function shall be permitted or performed unless a written agreement between the Rogue Community College and the auxiliary organization is amended to provide otherwise.

The master agreement is filed with the auxiliary organization and the RCC President's Office.

## **Personnel**

All auxiliary organization employees rights and responsibilities are detailed in the Memorandum of Understanding.

## **Accounting and Reporting for Auxiliary Organizations**

The fiscal year of the auxiliary organization shall coincide with that of Rogue Community College.

The auxiliary organization shall develop an accounting system that is in accordance with generally accepted accounting principles.

The auxiliary organization shall implement financial practices that will assure its fiscal viability. Such standards shall include professional management, adequate working capital, adequate reserve funds for current operations, capital replacements, contingencies and adequate provisions for new business requirements.



The auxiliary organization shall submit its programs and budgets for review at a time and in a manner specified by the auxiliary organization College President.

**Records and Annual Report**

Personnel and payroll records shall be maintained as permanent records by the auxiliary organization.

**Annual Audit**

The auxiliary organization shall have an annual fiscal audit of any and all funds. The audit shall be performed by a certified public accountant.

**Insurance**

The auxiliary organization shall secure and maintain insurance adequate to protect its operations from catastrophic losses and as required by law.

In any insurance policy secured by the auxiliary organization, Rogue Community College shall be named as additional insured.

**Use of Facilities**

Facilities may be made available by Rogue Community College to the auxiliary organization as specified in the Memorandum of Understanding.

If the auxiliary organization is dissolved or ceases operations for not maintaining good standing, its net assets and liabilities shall be distributed according to the terms of the written agreement between the organization and Rogue Community College.

**Rescinds Procedure Number: None**

**Approved: June 4, 2019**

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