

<b>Responsible Officer:</b>	Associate Vice President
<b>Responsible Office:</b>	Office of the Associate Vice President
<b>Issuance Date:</b>	09/03/2020
<b>Effective Date:</b>	09/03/2020
<b>Last Review Date:</b>	01/1991
<b>Scope:</b>	UC ANR Volunteer Organizations

<b>Contact:</b>	<a href="#">Mark Bell</a>
<b>Title:</b>	Vice Provost of Strategic Initiatives and Statewide Programs
<b>Email:</b>	<a href="mailto:mozbell@ucanr.edu">mozbell@ucanr.edu</a>
<b>Phone:</b>	(530) 750-1288

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## TABLE OF CONTENTS

I.	POLICY SUMMARY .....	2
II.	DEFINITIONS .....	2
III.	POLICY TEXT .....	3
IV.	COMPLIANCE / RESPONSIBILITIES .....	7
V.	PROCEDURES .....	7
VI.	RELATED INFORMATION .....	8
VII.	FREQUENTLY ASKED QUESTIONS.....	8
VIII.	REVISION HISTORY .....	8

**Note: For links to referenced documents  
see Section VI, *Related Information*, below.**

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## **I. POLICY SUMMARY**

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### **A. Purpose**

This section of the Policy and Procedure Manual (PPM) for the University of California (UC) Agriculture and Natural Resources (ANR) describes how the Regents Policy 5203: *Policy on Support Groups, Campus Foundations, and Alumni Associations*, and the UC Office of the President *Administrative Guidelines for Support Groups* are implemented in the UC ANR environment. Nothing contained in these implementing procedures should be read or interpreted to contradict the UC policy and guidelines. If any provision should contradict the UC policy and guidelines, the UC policy and guidelines shall prevail.

**B. In addition to this section of the PPM, certain UC ANR programs have Policy Manuals created specifically for their volunteer organizations (e.g., the UC 4-H Youth Development Program, the UC Master Gardener Program, etc.). Those Manuals should be consulted for program-specific information on volunteer organizations (see Section VI, *Related Information* below for links to those Manuals.)**

**C.** The information presented here is general, and cannot address all of the unique concerns that may arise regarding volunteer organizations within UC ANR. Questions regarding specific situations should be directed to the applicable Vice Provost whose contact information appears on Page 1 above.

**D.** UC ANR highly values volunteers and volunteer organizations for their assistance in public outreach, fundraising, and other aspects of support for UC ANR's mission. At the same time, as a public trust and as the beneficiary of these outreach and fundraising activities, UC ANR is obligated to assure that the activities conducted and the funds raised on its behalf meet the required legal and fiduciary standards, and exemplify prudent business practices. This section of the PPM is set forth to enlist the vitally important volunteer leadership of support groups in the implementation of the policy and in UC ANR's stewardship of activities conducted in its name.

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## **II. DEFINITIONS**

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**A. Support group (volunteer organization):** Any group, organization, foundation or association:

1. Whose primary purpose is to provide assistance through fundraising, public outreach, and other support for UC ANR's mission, or
2. Whose representatives or activities make the entity indistinguishable from UC ANR itself, or
3. That acts as an agent or intermediary for UC ANR.

Support groups must be affiliated with and endorsed by a UC ANR unit/program to raise gift funds or provide public support for the research and public service programs of UC ANR.

There are three types of support groups:

1. **Informal, Unincorporated Support Group:** A loosely organized group of individuals volunteering on a short-term basis to accomplish a single fundraising or other programmatic project.
2. **Formal, Unincorporated Support Group:** A formally organized group of individuals volunteering on an ongoing basis engaged in multiple fundraising and other programmatic projects.
3. **Formal, Separately Incorporated Support Group:** A formally organized group of individuals volunteering on an ongoing basis engaged in multiple fundraising and other programmatic projects that is separately incorporated and has tax-exempt status under the laws of California. Under UC policy, no support group may separately incorporate after April 1996.

**B. Unit heads:** UC Cooperative Extension County Directors, Research and Extension Center Directors and Statewide Program/Institute Directors.

**C. Volunteer:** Anyone 18 years of age or older who agrees to provide a service or conduct an activity, on a non-wage earning basis, that supports the goals of a UC ANR-sponsored program.

There are two types of volunteers:

1. **Casual volunteer:** One who offers, on an informal basis, to perform a specific task for a specific period, apart from an organized volunteer program.
2. **Formal volunteer:** One who is specifically recruited, oriented, trained, and certified (by annual acknowledgement letter of active volunteer status) as part of an organized volunteer program undertaken to achieve specific programmatic objectives.

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### **III. POLICY TEXT**

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#### **A. Purpose, Authority, and Responsibility**

Support group volunteers are organized for the purpose of providing assistance to UC ANR in the furtherance of UC ANR's mission. Unit heads (and/or their designees) have authority over and will administer each of their support groups (volunteer organizations) in accordance with the best interests of UC ANR. Such support groups will organize and govern themselves according to UC policy and guidelines.

#### **B. Organization**

Organizations for UC ANR volunteers may be informal or formal depending upon need. These organizations are in addition to program advisory committees, whose

members may be casual volunteers. There are three kinds of volunteer organizations in UC ANR.

1. Informal, Unincorporated Organizations

Volunteer programs may be conducted by an informal organization. Such organizations may be used for short-term projects, development of new programs or in any other instance where a formal structure is unnecessary. Informal organizations are generally formed to carry out a specific task and then disbanded. Informal, unincorporated organizations shall instruct all donors to make charitable donations directly to The Regents solely for the benefit of the UC ANR unit/program for which funds are donated.

2. Formal Unincorporated Organizations

Volunteers participating in formal organizations must have an active volunteer status for the current program year. Formal organizations may be established to conduct ongoing programs, to provide opportunities for long-term volunteer participation and recognition, and to increase the capabilities for self-management. Formal, unincorporated organizations shall not hold external financial accounts and shall instruct all donors to make charitable donations directly to The Regents solely for the benefit of the UC ANR unit/program for which funds are donated. (Note: In this regard 4-H Clubs and Councils are subject to the terms and conditions of the UC ANR California 4-H Youth Development Program Policies; see Item VI, *Related Information* below for a link to those policies.)

At the discretion of the unit head, the following may apply.

a. Charter

- i. Volunteer organizations may be formally chartered by the unit head. At the discretion of the unit head, each volunteer program may require a separate charter, or several volunteer groups may be combined under one charter and organization, depending upon circumstances and need. Regional and statewide organizations are also possible. To qualify for the charter, the formal unincorporated volunteer organization may be required to have a Memorandum of Understanding (MOU), a constitution, and/or bylaws that are approved by the Administrative Policies and Business Contracts unit of the Controller's office.
- ii. All revisions of the MOU, the constitution and/or the bylaws must be submitted via the unit head to the Director, Administrative Policies and Business Contracts for review and approval before the final acceptance of the proposed changes.

b. Membership

- i. Membership categories shall be active, ex-officio, and honorary. Membership in a formal volunteer organization shall consist of all

volunteers with active volunteer status. Active membership shall continue in force until terminated by the volunteer or by UC ANR.

- ii. The unit head and involved staff shall be ex-officio members of the volunteer Board of Directors.
  - iii. A volunteer organization has the option of electing honorary members. Any person who is not an active or ex-officio member and who has made an outstanding contribution to the volunteer program may become an honorary member at the discretion of the voting members. Honorary membership shall be designated by the issuance of a certificate by the volunteer organization.
- c. Committees
- Chartered volunteer organizations may have an executive committee, a program committee, a finance committee, and other committees determined by the responsible staff and representatives of the volunteer organization as necessary for conducting organizational affairs.
- d. Reports
- Occasionally, formal, unincorporated volunteer organizations may be requested to provide reports that cover affirmative action data and financial or tax information.
- i. Attendance
- Attendance and hours devoted to volunteer program activities shall be reported to meet current planning and evaluation requirements.
- ii. Minutes
- The volunteer organization secretary should provide the unit head with a copy of the minutes soon after each meeting for retention by the responsible UC ANR office.
- iii. Finances
- An annual financial report should be made by the treasurer to the chartered volunteer organization and a copy sent to the UC ANR office at the close of the volunteer year.
3. Formal, Separately Incorporated Organizations
- a. Formal, separately incorporated organizations are allowable in accordance with the terms and conditions of Regents Policy 5203: *Policy on Support Groups, Campus Foundations, and Alumni Associations*, and the UC Office of the President *Administrative Guidelines for Support Groups*. Such groups are authorized to hold external financial accounts. In accordance with the Policy and the Guidelines, organizations may not separately incorporate after April 1996.

- b. As a public trust and the beneficiary of the funds raised, UC ANR is obligated to require that the funds raised by formal, separately incorporated support groups be adequately controlled and properly expended in the same manner as if the funds were raised by UC ANR itself. Therefore, the UC ANR Vice President has designated the Development Services office to act as liaison to support groups and to ensure compliance with UC ANR and systemwide policies and guidelines.
- c. Separately incorporated support groups must request and receive official and continued recognition from UC ANR's Development Services office subject to the terms of Regents Policy, the Guidelines, and this PPM Section.
  - i. A request for official recognition will be approved when an organization meets the required terms of recognition described in Regents policy and the Guidelines. When an organization does not meet the required terms of recognition or if an organization does not serve the best interests of UC ANR, the group will be prohibited from representing itself as raising funds or otherwise providing support on behalf of UC ANR or any unit thereof, or using the name of the University of California either expressly or by implication in connection with its activities.
  - ii. The assets of each formal, separately incorporated support group must be irrevocably dedicated for the benefit of UC ANR. In the event of a recognized and incorporated support group's dissolution, its assets must be transferred to The Regents for purposes consistent with the terms of the individual gifts and the purposes of the support group.
  - iii. Full compliance with the Policy and Guidelines will result in "official recognition" of the support group by UC ANR. Such groups may hold their funds in external accounts, subject to the limitations of the Guidelines.

### **C. Research Projects**

Contracts, grants, or specific research projects funded by external sponsors must be entered into directly by UC ANR and the research sponsor, and not through a support group, whether it be formal or informal, or unincorporated or incorporated. Gifts designated for a specific research project or a specific researcher, or otherwise intended to support research activities may be made only to The Regents and must conform to applicable UC ANR policies and procedures.

### **D. Endowments, and Planned and Deferred Gifts**

Endowments may be held only by The Regents; therefore, a support group may not hold and invest endowment funds for the benefit of UC ANR. Additionally, support groups shall not solicit or accept planned gifts (e.g., gifts of trusts or life insurance), or deferred gifts (e.g., estates, bequests, or real tangible property).

### **E. Conflict of Interest**

In compliance with the University's *Conflict of Interest Code*, volunteers of organizations shall disqualify themselves from making, or in any way attempting to use their positions to influence a decision in which they have or would have a financial interest.

### **F. Nondiscrimination, Harassment and Affirmative Action**

Volunteers shall comply with the University's policy on *Discrimination, Harassment, and Affirmative Action in the Workplace*.

### **G. UC ANR Principles of Community**

Volunteers shall comply with UC ANR's *Principles of Community*.

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## **IV. COMPLIANCE / RESPONSIBILITIES**

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### **A. UC ANR Vice President (Vice President)**

The Vice President is responsible for the overall implementation of this policy and the decision of the Vice President regarding matters of this policy is final.

### **B. UC ANR Associate Vice President (Associate Vice President)**

The Vice President has re-delegated the overall responsibility for implementation of this policy to the Associate Vice President. The Associate Vice President is responsible to oversight the work of the Vice Provosts as necessary in their implementation of the policy.

### **C. UC ANR Vice Provosts (Vice Provost)**

The Vice Provosts are responsible, in collaboration with the unit heads, for the resolution of exceptional issues that may arise in the implementation of this policy.

### **D. Unit Heads**

Unit heads (e.g., Cooperative Extension County Directors, Research and Extension Center Directors and Statewide Program/Institute Directors) are responsible for the day-to-day implementation of this policy in their local environments.

### **E. Staff**

In all instances, staff are responsible for ensuring that volunteer organizations in UC ANR are conducted in accordance with stated missions and objectives of UC ANR as well as in accordance with all appropriate laws, policies, and regulations.

### **F. Advisors**

Advisors are responsible for the academic integrity of the training and utilization of formal volunteers.

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## **V. PROCEDURES**

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### **A. Informal and Formal Unincorporated Organizations**

Such organizations will follow the local procedures established by the unit head or their designee.

## **B. Formal, Separately Incorporated Organizations**

Those requesting official recognition or identified by the Development Services office as requiring official support group status shall submit an official support group application and all required documents annually. An on-line application is available; see the link to the Development Services office in Item VI, *Related Information* below, and contact the Development Services Director of Advancement. Groups providing all required documentation and demonstrating their compliance with Regents policy and the associated Guidelines will receive written acknowledgment officially recognizing them as a UC ANR support group.

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## **VI. RELATED INFORMATION**

- [Regents Policy 5203: Policy on Support Groups, Campus Foundations, and Alumni Associations](#)
- [UC Office of the President Administrative Guidelines for Support Groups](#)
- [UC Office of the President Policy on Discrimination, Harassment and Affirmative Action in the Workplace](#)
- [UC Office of the President Compendium of Conflict of Interest and Integrity Policies - Guidance](#)
- [UC ANR California 4-H Youth Development Program Policies](#)
- [UC ANR Master Gardener Program Policy Manual](#)
- [UC ANR Development Services](#)
- [UC ANR Administrative Policies and Business Contracts](#)
- [UC ANR Principles of Community](#)
- [UC ANR Volunteer Complaint Resolution Manual](#)
- [UC ANR Adult Volunteer Code of Conduct](#)

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## **VII. FREQUENTLY ASKED QUESTIONS**

Not used.

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## **VIII. REVISION HISTORY**

### **November 2017:**

Format updated.

### **September 2020:**

Content updated and expanded, titles corrected, and links added.