



Cooperative Organizations

I. Definitions

An organization is a cooperative organization if it:

- 1) Is organized or operated primarily:
 - a) for the purpose of soliciting gifts or assisting Albany State University (ASU) in soliciting gifts from third persons in the name of ASU or any of its programs; or,
 - b) for soliciting grants and contracts or accepting grants or entering into contracts for research or services to be performed by or in conjunction with ASU or using the ASU's facilities;
- 2) Bills or collects professional fees in the name of or on behalf of an ASU employee who provides professional services within the scope of their employment by the University;
- 3) Includes officials, faculty, staff, or employees of ASU as ex officio members of the organization's board of directors or other governing structure; or
- 4) Is formally designated as a cooperative organization by the Board of Regents, the Chancellor, or by the President of ASU. The Board of Regents (BOR), the Chancellor, or the President of ASU may designate certain cooperative organizations that are required to follow the Regents' Guiding Principles for Cooperative Organizations.

II. Policy

Relationship between cooperative organizations and the USG and its Institutions

A relationship, whether formal or informal, between ASU and a cooperative organization may be maintained only if:

- 1) The relationship is in the best interest of ASU as determined by the Board of Regents and the President of ASU in consultation with the Chancellor;
- 2) The financial records of the cooperative organization, including any audits, are available for inspection by the Chancellor and the President of ASU or the President's designee;
- 3) Any use by the cooperative organization of the name of the University System of Georgia (USG) or ASU, or of a symbol or trademark of the USG or ASU, is approved in advance by the Chancellor, the President of ASU, or the President's designee;
- 4) The cooperative organization annually presents evidence satisfactory to the President or the President's designee that the cooperative organization is adequately capitalized for any activities undertaken in the name of, for the benefit of, or in conjunction with ASU;
- 5) The cooperative organization annually presents evidence satisfactory to the President or the President's designee of insurance or self-insurance adequate in form and amounts to cover foreseeable liability arising from activities undertaken in the name of, for the benefit of, or in conjunction with ASU;

- 6) There is a written general agreement or memorandum of understanding between ASU and the cooperative organization describing each party's responsibilities so that it is clear to third parties dealing with the cooperative organization that the organization is acting as a legal entity separate from ASU;
- 7) Actions of the ASU officials, faculty, staff, or employees pursuant to the relationship are consistent with policies established by the Board of Regents and ASU regarding conflicts of interest, outside activities, and other matters; and
- 8) Not less than every two years, the President documents that he or she has reviewed the relationship between the institution and the cooperative organization and that all provisions of this policy are met to the President's satisfaction.

In the event that any information contained within this policy conflicts with any BOR policy, the BOR policy controls.

III. Exceptions

None unless otherwise officially directed.

IV. Applicability

Albany State University

V. Accountability

Albany State University Office of the President
Albany State University Division of Institutional Advancement
Albany State University Office of Legal Affairs

VI. Contacts

Albany State University Vice President for Institutional Advancement
Albany State University Chief Legal Affairs Officer

VII. References

[BOR Policy 6.17](#)

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