

## POLICIES AND PROCEDURES

Subject: Clubs and Organizations Reference: G-IV

Source: Vice President, Student Success Eff. Date: November 21, 2017

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated July 8, 2013

Date: November 21, 2017

Students wishing to form a new organization must contact the Director of Student Engagement for advice and assistance. The following is a list of criteria for the establishment of campus organizations:

1. Membership will be defined within each organization's approved constitution.
2. One or more faculty/staff members agree to serve as advisor(s).
3. Meetings held on campus and during the regular college day. (Exceptions should be approved in writing by the Director of Student Engagement well in advance of the anticipated date.)
4. A plan must be in place for the selection of members, without regard to race, religion, national origin, sex, physical handicap, age, or other basis prohibited by law.
5. Goals are educational and compatible with the interests of the college.
6. A constitution must be developed by the organization and approved by the following:
  - a. The proposed organization
  - b. The Director, Student Engagement
  - c. The Vice President, Student Success

Upon verification of conformity to the criteria for establishment, official authorization will be issued by the Director of Student Engagement for the establishment of an organization. All organizations are subject to a one-year probationary period. Organizations must demonstrate an understanding and observance of all rules and regulations and show evidence of an effort to achieve organizational objectives.

Only those organizations which have received official recognition by the college shall have the privilege of using the college name when publicizing their activities.