



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Student Organizations	FKC - I	1	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F – Students	Student Activities: Registered Student Organizations	FKC	8/26/2025

PROCEDURE

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

- I. Membership will be defined within each organization's approved constitution.
- II. One or more faculty/staff members agree to serve as advisor(s).
- III. Meetings held on campus and during the regular college day. (Exceptions should be approved in writing by the Coordinator of Student Life well in advance of the anticipated date.)
- IV. 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.
- V. Goals are educational and compatible with the interests of the College.
- VI. A constitution must be developed by the organization and approved by the following:
 - a. The proposed organization
 - b. The Coordinator, Student Life
 - c. The Vice President, Instruction and Student Engagement

Upon verification of conformity to the criteria for establishment, official authorization will be issued by the Coordinator Student Life 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.