

CP 4.8.1

Student Organizations

Related Board of Trustee Policy: BP 4.8

Responsible Official *VP of Learning and Student Services*
Approvals *11/12/87*
Revision

Procedure

1. Obtain at least 10 members who are interested in forming a club.
2. Obtain an individual interested in serving as an advisor from faculty or staff.
3. A representative of the organization will present a written request to the Vice President for Learning. The written request should include the following:
 - a. Name of Advisor
 - b. Purpose of Organization
 - c. Proposed constitution identifying structure, offices, membership criterion and by-laws.
4. After review by the Vice President for Learning for possible revision and clarification, the request will be forwarded to the College administration for approval.
5. The organization cannot be recognized until approved by the College administration.
6. After approval has been made, a finalized constitution and a list of officers and members must be submitted to the Vice President for Learning.
7. Organizations which are strictly social in nature will not be approved.

General Provisions for Student Organizations:

1. Each organization to be a recognized campus organization must have a charter. The charter will be granted upon the recommendation of the Vice President for Learning, and approval of the college administration, following compliance with established procedures for organizing a campus organization.
2. Each organization must have a constitution on file with the Vice President for Learning, which states its purpose, its rules for operation, and other pertinent principles. Revisions must be submitted to the Vice President for Learning for consideration.
3. The policies and objectives of any student organization must be consistent with those of the College.
4. Each organization must maintain a membership of at least 10 currently enrolled students. A membership list should be kept on file with the Vice President for Learning.
5. The organization must select, from among the faculty and staff, an individual who agrees to assume the capacity of advisor.
6. The organization must maintain an active program and fulfill its stated purposes.

7. No person may be excluded from membership of any organization based on color, race, sex, creed, handicap or national origin.