

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Student Organizations****EFFECTIVE DATE: July 1, 2000; Revised August 22, 2013; Revised December 15, 2022;****Revised April 25, 2023****I. Purpose**

The purpose of this policy is to provide minimum regulations for student organizations at Southwest Tennessee Community College (“Southwest” or “the College”). This policy applies to student clubs as well as other student groups that might not use the term “organization” in their titles.

**II. Scope**

This information is submitted for the benefit of groups seeking College registration as organizations. A group must first declare its intention to form an organization by petitioning for provisional registration with the Director of Student Development. A provisional registration status may be granted to a prospective group for four (4) weeks, allowing the group ample time to prepare the necessary documents and to comply with other requirements as stated below. An extension of provisional registration status may be granted (upon request) if a group is unable to complete the requirements during the initial four-week period. Requirements to be completed during the time of provisional registration are:

- A. Application for College registration, which should include the purpose of the organization and types of proposed activities.
- B. A proposed constitution and bylaws of the organization, which clearly contains the following: the name, purpose, proposed activities, rules of membership, officers, each officers’ term of service, methods of selecting officers, the proposed nature and frequency of meetings and activities, and the financial plans of the organization including proposed fees, dues, and assessments.
- C. Statement of assurance of compliance by the organization with all rules and regulations, policies and procedures of the Board and the College, and with all federal and state laws and regulations.
- D. A statement that provides for the distribution of all funds and assets in the event of dissolution.
- E. Signatures of at least five (5) proposed charter members and one faculty or staff advisor.

\* Spring of 2023, Student Organizations: Official Registration, 3:01:01:00/4 was merged with Student Organizations: Programs and Activities, 3:01:01:00/5. Policy number 3:01:01:00/4 was retained.

### **III. Provisional Registration**

The expressed purpose of provisional registration is to provide a prospective organization an opportunity to meet and fulfill the requirements set forth above. Provisionally registered organizations may not engage in activities normally approved for fully registered organizations such as fund-raising, social programs, engaging speakers, etc. When a prospective organization has fulfilled the requirements as set forth above, the appropriate material should be submitted to the Director of Student Development.

All new student organizations must be favorably recommended by the Director of Student Development who must, before making any recommendations to the Vice President of Student Affairs, review the constitution and/or bylaws of the petitioning organization. The Director of Student Development will consider Tennessee Board of Regents policy 3.01.01.00, Student Organizations, while making a determination. If the Director of Student Development finds that the constitution and/or bylaws are vague, poorly written, or incomplete, or otherwise unacceptable, the documents will be returned to the prospective organization for correction, improvement, or re-submission, if appropriate. After the Director of Student Development has given due consideration to a constitution and/or bylaws, a recommendation will be made to the Vice President of Student Affairs that registration be granted or denied.

### **IV. Requirements for College Organizations**

#### **A. Advisor**

Each organization shall be free to choose its faculty or professional staff advisor who, by accepting appointment, agrees to maintain contact with the organization so as to be familiar with its programs, financial status, and membership. The advisor shall be responsible for advising the organization as to its programs and activities, keeping in mind not only the objectives of the group but also the best interests of the College.

#### **1. Approved Advisors**

- a. A person with the rank of instructor or above; or
- b. A professional staff member of the College.

#### **2. Additional Responsibilities of Advisors**

- a. To advise and consult with the organization and its officers regarding financial affairs to insure proper budgeting formulation, fund disbursement and accountability, and payment of organizational debts; and
- b. To serve as a liaison between College departments and the officers of the organization.

### 3. Prohibition on External Bank Accounts

Neither advisors nor students may, under any circumstance, open, operate, or maintain an external bank account using student organization funds. The purpose of this prohibition is for internal controls and protocol. All deposits and disbursements must be made through an account maintained by the College's business office.

## B. Submission of Reports

### 1. Organization Information Reports

At the beginning of each fall semester, registered student organizations shall submit to the Director of Student Development a complete list of officers and advisors. Registration of the organization will be withdrawn if this requirement is not met at the appropriate time. Officers are expected to file corrected reports when necessary or appropriate.

### 2. Constitution and/or Bylaws Changes

Changes and additions in the constitution and/or bylaws of an organization must be submitted in writing to the Director of Student Development within seven (7) days after adoption.

### 3. Financial Reports

All College-approved student organizations must be prepared to submit a financial statement upon request of the Director of Student Development. The College reserves the right to place on probation or withdraw its approval from organizations that operate outside the bounds of sound financial procedures or show other evidence of financial irresponsibility. However, the College assumes no responsibility for indebtedness incurred by student organizations. Every College-approved organization must submit a statement of fees, dues, and assessments to the Director of Student Development upon request.

### 4. Year End Financial Report

In keeping with the requirements of the State Comptroller's Office, all College-registered organizations are required to submit their financial report to the Director of Student Development no later than the last day of each spring semester. Organization leaders may contact the Director of Student Development to obtain the form. A copy of the financial report will be shared with the Business Office and a copy maintained by the organization.

#### 5. Annual Report of Self-Evaluation

All recognized student organizations at institutions under the governance of the State University and Community College System of Tennessee are required to submit an annual written report of self-evaluation. A copy of this form will be provided by the Director of Student Development. The completed version must be submitted no later than the last day of the spring semester.

#### 6. Statement of Assurance

To comply with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, each College-registered organization is required to submit annually a written assurance of non-discriminatory membership policy. These forms will be distributed by and returned to the Director of Student Development. Submission date for these forms shall be no later than the last day of the spring semester.

### V. **Withdrawal of Registration**

An organization shall cease to exist when registration is withdrawn.

#### A. Reasons

The Registration of a student organization may be withdrawal by the Director of Student Development for:

1. Failure to submit required reports;
2. Ceasing to operate without benefit of formal dissolution;
3. Requesting withdrawal as a student organization; or
4. Operating in conflict with city, county, state, or federal laws or in conflict with rules and regulations enacted by the College or the Tennessee Board of Regents.

#### B. Sanctions

1. Probation - An organization that is placed on probation may continue to hold meetings but may not sponsor any activity or program.
2. Suspension - An organization is placed under suspension may not engage in or sponsor any activity or program and may not hold meetings.

#### C. Appeal

Decisions of the Director of Student Development may be appealed to the Vice President of Student Affairs. In the event of an allegation of misconduct in which an adverse finding toward the organization could result in suspension or revocation of official registration, the Director of Student Development shall inform the organizations and its advisors as follows:

1. In the event an organization is placed on probation, suspension, or registration is withdrawn, the organization shall be afforded the opportunity for a hearing before the Student Disciplinary Committee or a hearing in accordance with the procedures contained in the Tennessee Uniform Procedures Act (TUAPA).
2. The organization shall be given the opportunity to elect to have the charges against it disposed of in accordance with established procedures, or to have such charges disposed of in accordance with the procedures provided in the provision of the TUAPA applicable to “contested cases.”

## **VI. Programs and Activities**

- A. The use of campus property or buildings by a student organization shall be subject to the rules and regulations of the College and TBR concerning use of property and facilities. See Southwest policy [3:02:02:00/12](#), Use of Campus Property and Facilities.
- B. All organizations registered pursuant to this policy are “affiliated organizations” for purposes of any College policies concerning the use of campus property and facilities.
- C. Except for routine meetings of a student organization, no on-campus program or activity shall be engaged in unless approved by Director of Student Development. To request approval one must file the appropriate form. All activities sponsored by an organization shall be approved by the Director of Student Development ten (10) days prior to the date of the activity.
- D. Organizations may not schedule a function or event so far in advance as to deny others the opportunity to utilize campus facilities.
- E. The College may require prior approval for off-campus programs and activities.
- F. Prior to approval, the College may require a specified number of officials or security officers for an event, activity, or program.
- G. All on-campus fund-raising activities shall be for the benefit of the organization as a whole or a charity. Organizations may not have more than two (2) fundraising functions per month. No funds shall be distributed to the officers or members of an organization for personal profit or gain.
- H. No guest speakers shall be invited to the campus except pursuant to College or TBR policies concerning guest or off-campus speakers. See Southwest policy [3:02:02:00/12](#), Use of Campus Property and Facilities.

- I. No student organization may use the name of the College to publicize any activity unless the activity has been approved by the Director of Student Development. Once the activity is approved, the organization may advertise the activity using the name of the College followed by the name of the organization. No student organization may use the seal or any symbol of the College without written approval of the Director of Student Development.
- J. Students may not post signs on campus without the approval of the Director of Student Affairs. This includes signs announcing student organization meetings and student events.

Source of Policy:     N/A     Responsible Administrator:     VP of Student Affairs    

Related Policy:     3:02:01:00/9     TBR Policy Reference:     1.03.02.50; 3.03.00.00      
    3:02:02:00/12; 3:01:02:00/20         3.01.01.00; 4.01.08.00    

\_\_\_\_\_  
President Date:     April 25, 2023