

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Student Organizations: Official Registration

EFFECTIVE DATE: July 1, 2000; Revised August 22, 2013

I. 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 Activities. A provisional registration status may be granted to a prospective group for four weeks, allowing the group ample time for developing 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 necessary requirements during the initial four-week period. Requirements to be completed during the time of provisional registration are:

- A. Application for college registration should include the purpose of the club and types of proposed activities (six copies).
- B. A proposed constitution and bylaws of the organization, which clearly contains the following: the name, purpose, proposed activities, and rules of membership, the officers, their terms and methods of selection, 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. Signature of the members (at least five) proposing charter membership and of the faculty or staff advisor (six copies).

II. Purpose

The express purpose of provisional registration is to provide the prospective organization an opportunity to meet and fulfill the requirements as set forth above. Provisionally registered organizations may not engage in activities normally approved for fully registered organizations such as fund-raising, social programs, speakers, etc.

When the prospective organization has fulfilled the requirements as set forth above, the appropriate materials should be submitted to the Director of Student Activities.

All new student organizations must be favorably recommended by the Director of Student Activities who must, before making any recommendations to the Vice President for Student Services and Enrollment Management, review the constitution and/or bylaws of the petitioning organization. If the Director of Student Activities thinks that the constitution and/or bylaws are vague, poorly written, or incomplete, the documents will be returned to the organization for correction, improvement, and re-submission. When the Director of Student Activities has given due consideration to a constitution and/or bylaws, a recommendation will be made to the Vice President for Student Services and Enrollment Management that registration be granted or denied.

III. Requirements for College Organization

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 particular 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. 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
- b. serve as a liaison between any institutional office and the officers of the organization

B. Submission of Reports

1. Organization Information Reports

At the beginning of each fall semester, registered student organizations shall furnish the Director of Student Activities 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 as necessary or appropriate.

2. Constitution and/or Bylaws Changes

Changes and additions in the constitution and/or bylaws of the organization must be submitted in writing to the Director of Student Activities 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 Activities. The college reserves the right to place on probation or withdraw its approval from organizations, which 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 Activities 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 three (3) copies of its financial report to the Director of Student Activities no later than last day of each spring semester. The financial report forms are distributed by the Director of Student Activities. The second copy is sent to the Business Office and the third to 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. Copies of this form will be provided by the Director of Student Activities and are required to 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 submitted to the Director of Student Activities. Submission date for these forms shall be no later than the last day of the spring semester.

IV. 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 Activities.

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 with rules and regulations enacted by the College or the Tennessee Board of Regents

B. Sanctions

1. Probation - An organization, which is placed on probation, may continue to hold meetings but may not sponsor any activity or program.
2. Suspension - An organization, which 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 Activities may be appealed to the Vice President of Student Services and Enrollment Management In the event of an allegation of misconduct in which any adverse finding toward the organization could result in suspension or revocation of official registration, the Director of Student Activities shall inform the organizations and advisors as follows:

1. In the event an organization is placed on probation or suspension or registration is withdrawn, the organization shall be afforded the opportunity for a hearing before the Student Disciplinary Committee or a hearing if 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.”