

# V. P. STUDENT ORGANIZATIONS AND ACTIVITIES

---

The Technical College System of Georgia and Ogeechee Technical College shall facilitate leadership development and personal enrichment for students by providing them with the opportunity to participate in a variety of organizations which they may join and activities that they may participate.

## ***Organization***

A student organization is usually formed to advance a specific interest or need associated with higher education. Membership into these organizations must be open to all technical college students unless the nature of the organization is focused on certain criteria (i.e. honor society).

## ***Activities***

Any of a range of programs designed to serve the cultural, recreational, service, or social interests of students. Major events must be coordinated through the Office of Student Affairs. All activities must be approved in advance by the Vice President for Student Affairs.

## ***Charter***

The formal and official sanction granted to an organization by the College, thereby warranting its legitimacy as a student group. All organizations must achieve approval in advance by the Vice President for Student Affairs.

## ***Nondiscrimination***

Student organizations shall comply with the College's Policy on Equal Opportunity and Affirmative Action.

---

*Adopted: March 1991*

*Revised: April 23, 2001, October 21, 2003, June 1, 2006, May 26, 2011*

*Code: 05-06-01*

*Approved*

## **GUIDELINES FOR STUDENT ORGANIZATIONS AND ACTIVITIES**

Student organizations are subject to the authority and regulations of the College. Recognition and continuation of a student organization requires that the purpose and proposed activities are clearly related to the educational goals and mission of the College.

Eligibility for membership or active participation in student organizations is limited to currently enrolled students at Ogeechee Technical College. Eligibility to serve as an officer for a fiscal year or in an official capacity in a student organization is restricted to full time, currently registered students who are not on academic probation. Any questions concerning eligibility for membership or holding office in a student organization are subject to final determination by the Vice President for Student Affairs or designee.

All student organizations must have a College faculty advisor. Each group must renew its status annually by reporting any changes in its name or purpose, as well as the names of its members, officers, and advisor to the Vice President for Student Affairs or designee at the beginning of each summer quarter. Failure to comply with these provisions may result in the organization being declared inactive. An organization declared inactive or determined to be obsolete must reapply to the Vice President for Student Affairs for recognition to be reactivated.

## **RECOGNITION OF CAMPUS ORGANIZATIONS**

Recognized student organizations are organizations that serve a primary purpose and help to support the mission and goals of the College. These groups, by nature of their design, are essential to the fundamental purpose of student learning. Groups desiring to form a campus student organization must follow the process established by the Student Council. *An organization must be approved by the Student Council and by the College administration.* Generally, recognition of a new student organization requires typed by-laws that contain the following:

- A statement of purpose
- A list of members
- A list of officers
- An advisor.

Information and advice on the procedures and process are available from the Vice President for Student Affairs.

## **DISCIPLINE OF STUDENT ORGANIZATIONS**

Student organizations exist in a special relationship to the College. In the event that a student organization is accused of violating College rules and regulations, the organization will undergo a process similar to that for individual students and will be granted the rights of fundamental fairness and presumption of innocence. However, during the time prior to the review process, the Vice President for Student Affairs may suspend the activities of the organization.

The Vice President for Student Affairs may appoint a hearing panel composed of students, faculty, and administration to hear the case. After receiving all evidence, the hearing panel will give its written decision to the Vice President for Student Affairs. If the organization is found to be guilty of violating a College policy or procedure, the Vice President for Student Affairs will impose a sanction. The organization has the right to appeal the sanction in writing to the College President within five business days of the imposition of the sanction.

## **STUDENT ORGANIZATION CLUB ADVISORS**

### ***Club Advisor's Responsibilities***

Every student organization must have no more than two advisors. An advisor shall be defined as a faculty or staff member who shall offer support and advice to the organization. All advisors to student organizations must be approved by the Vice President for Academic Affairs and the Vice President for Student Affairs.

The amount of involvement expected of the advisor(s) will depend primarily on the level of activity of the organization. An individual should not accept the invitation to serve as an advisor if he/she is not prepared to fulfill the expectations of the role. The voluntary association between the advisor(s) and the organization should not exceed two fiscal years unless the organization is program specific. In this case, the advisor(s) can continue as long as both parties believe the relationship is productive and mutually satisfactory.

### ***Club Advisor's Responsibilities to the Organization***

The club advisor shall be responsible to the organization in the following ways:

- Be familiar with the organization's by-laws.
- Know and understand relevant College policies and procedures, and advise officers on adhering to them.
- Agree to be a College representative to the student group by explaining College policies and procedures.
- Attend all club meetings and club officer meetings to provide advice and guidance during discussions.
- Be aware of all plans and activities of the group, including programming, expenditures, etc.
- Be present at events or activities sponsored by the group.
- Authorize all purchase requests for expenditures (Code 07-05-01).
- Coordinate club assessment instruments to provide constructive feedback to the student leadership.

### ***Club Advisor's Responsibilities to Students***

The club advisor shall be responsible to the students in the following ways:

- Be available to the members of the club. At times, students will need advice, guidance, or just someone to listen to their ideas or suggestions.
- Meet with club officers on a consistent basis to gain an understanding of the club's progress toward its goals.
- Encourage active participants of all members.

### ***Club Advisor's Responsibilities to the College***

The club advisor shall be responsible to the College in the following ways:

- Meet with Student Affairs staff members as needed.
- Review monthly account statements.
- Know and understand relevant College policies and procedures and advise officers on adhering to them.

### ***College's Responsibility to the Club Advisor(s)***

The College shall be responsible to the Club Advisor(s) in the following ways:

- Support advisor's commitment to the Club while attending club meetings and events or activities sponsored by the Club.
- Support advisor's commitment to the Club while attending state or national conferences and competitions.
- Provide an Advisor Honorarium of \$350 per semester upon fulfilling all responsibilities to the College and students as stated in this document, and upon all requirements being met for the Club to receive Student Council Club funds.

## **RECOGNITION OF ORGANIZATIONS**

In order for a student group to become recognized on Ogeechee Technical College's campus, the organization's purpose and proposed activities must be clearly related to the educational goals and mission of the College. Recognition shall be denied if the evidence shows that the organization will conflict with the educational process of the College; the regular and orderly operation of the College; or the statutes and regulations of the College and the policies of the Department of Technical and Adult Education.

### ***Procedures for Student Organization Recognition***

The following are procedural steps which must be followed in order to achieve student organization recognition:

1. Hold informal meetings to discover potential members and to discuss purpose of organization.
2. Secure and complete an *Application for OTC Student Organization Recognition* form from the Vice President for Student Affairs or designee.
3. Develop club organization by-laws (a sample is available). This should be submitted before the deadline established by the Vice President for Student Affairs or designee.

4. Present to the Vice President for Student Affairs the following:
  - Student Organization Recognition Application
  - By-laws
  - Membership list (minimum of ten members excluding officers)
5. The Vice President for Student Affairs or designee will submit a copy of the above to the president of the Student Council.
6. A prospective officer of the student organization seeking recognition will contact a student council member for sponsorship in the form of a letter of recommendation.
7. The Student Council officers will place the request on its agenda and will ask a member of the prospective organization to be present at the meeting to answer any questions. The Student Council officers will then take action on the request.
8. The request is then forwarded to the Vice President for Student Affairs for further action. The Student Council President will then inform the prospective group of its status.

## **FINANCIAL RESPONSIBILITY**

Organizations should carry on business transactions and contractual obligations in a professional manner. Each student organization is required to have an annual budget which contains projected receipts and expenditures for the next fiscal year beginning with summer quarter and including fall, winter, and spring quarter activities. Any student organization receiving monies from Student Council must conform to the practices approved by the Student Council Activities Budget Committee. All budget payment requests should be submitted with proper documentation and authorization.

### ***Procedures for Obtaining Club Funds from Student Council***

Each club will be responsible for meeting the requirements each term in order to receive the \$500. The requirements are detailed below. No club will receive more than \$1,500 from Student Council in any fiscal year. Funds will be transferred to your club's account the last week of each term providing all required documentation has been received.

#### ***Fall Term***

1. A copy of the club's budget for the upcoming fiscal year (2011 – 2012).
2. Application for Student Club Recognition.
3. A schedule of meetings for the coming year.
4. Minutes from three meetings.
5. Club representatives have 80% attendance at Student Council meetings.
6. Documentation of one service project either College or community.
7. Documentation of one club promotion project (for example: bulletin board, recruitment activity, flyer, or other activity promoting program area).
8. Documentation showing club has reviewed by-laws and copy of new by-laws or a memo stating the by-laws were reviewed and will not change.

#### ***Spring Term***

1. Documentation of a second service project either College or community.
2. Minutes from three meetings.
3. Club representatives have 80% attendance at Student Council meetings.

#### ***Summer Term***

1. Documentation of a second club promotion project (e.g. bulletin board, recruitment activity, flyer, or other activity promoting program area).
2. Minutes from three meetings.
3. Club representatives have 80% attendance at Student Council meetings.

## **FUND-RAISING PROJECTS**

Recognized student organizations may supplement their budgets by raising money through special projects, events, or activities. The Vice President for Student Affairs must approve all fund-raising projects to ensure that no conflict of interest exists.

To obtain approval for all fund-raising events, a *Request to Hold Fund Raising Event* form must be completed and submitted to the Vice President for Student Affairs or designee at least two weeks prior to the date of the desired fund-raising activity.

Any flyers, brochures, emails, or any other form of announcement of the desired fund-raising activity must also be approved by the Vice President for Student Affairs or designee in advance of the activity. Additionally, announcements may be placed on the bulletin board in each of the student centers on campus *only*. Under no circumstances shall any of these forms of media be placed at any other locations on campus, including on doors, windows, or walls. Violation of this policy may result in the canceling of the event or activity in question.

## **IMPLEMENTATION OF REGULATIONS**

Charges of violations by a student organization shall be submitted to the Vice President for Student Affairs or designee. The Vice President may impose the following sanctions if deemed necessary:

1. Cancellation of recognized status.
2. Withholding or withdrawal of allocated student activities funds.
3. Removal of any of the organization's officers or members from participation in the organization of its activities.
4. Restriction of any of the privileges or rights enjoyed by organizations.

An organization may appeal the imposition of any sanctions by the Vice President for Student Affairs to the President of the College.