

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-5610.0

FOR POLICY NUMBER: BP – 5610

RECOGNIZED STUDENT ORGANIZATIONS

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for college recognized student organizations.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 Student organizations and individual members must adhere to the Northeast Community College (Northeast) Student Code of Conduct, as well as all college policies and procedures. The Administration reserves the right to withdraw recognition of any student organization for violation of college policies. A student organization in good standing will have met all items outlined below, as well as their constitutional requirements.

3.2 Student organizations seeking college recognition shall make their request to the Student Activities Office as follows:

3.2.1 Prospective student organization members must inform the Student Activities Office of their intent to organize and identify a faculty or staff member(s) who is willing to serve as Advisor(s).

3.2.2 The prospective student organization must submit to the Student Activities Office a charter that defines the purpose of the organization, consistent with the mission of Northeast. A copy of the charter template can be acquired electronically from the Student Activities Office.

3.2.3 Upon receipt and conditional approval of the organizational charter by the Student Activities Office, prospective organization members, with the help of their Advisor(s), will develop a constitution following the constitution template. A copy of the constitution template can be acquired from the Student Activities Office.

3.2.4 Student organization activities and fund raising events may be conducted subsequent to charter approval, as long as they are consistent with the organizational charter and in accordance with college policies and procedures.

- 3.2.5 The prospective student organization must submit their constitution to the Student Activities Office, which then submits it to the Organization Constitution Review Workgroup. The Organization Constitution Review Workgroup recommends it to the Student Services Standing Committee for approval to be recognized for active status.
- 3.2.6 Student organizations must have constitutions approved within the same academic year the charter is submitted. Charters without an approved constitution may be effective for a period of one (1) year or less. Organizations may request an extension through the Student Activities Office.
- 3.2.7 A copy of the approved constitution and any subsequent amendments must be kept on file in the Student Activities Office.
- 3.2.8 Minutes of student organizations' meetings must use the Northeast organization template and must be submitted to the Student Activities Office following each meeting. A minimum of three (3) meetings per semester (fall and spring) are required.
- 3.2.9 A current list of student organizations' members and officers must be submitted to the Student Activities Office within one (1) month of the start of each semester.
- 3.2.10 Each student organization should complete at least one (1) service project each school year. The project must benefit the campus, community, or twenty (20)-county region.
- 3.2.11 Student organizations must submit an Activity Planning form (available in the Student Activities Office and at northeast.edu) for all scheduled activities. The Student Activities Office must receive the planning form at least one (1) week prior to the event in order to approve proposed activities.
- 3.2.12 Distribution of posters or other signage must be consistent with college policies and procedures.
- 3.2.13 The Student Activities Office must be notified of any cancellations or postponements prior to public announcement.
- 3.2.14 Student organizations may amend the approved constitution as described in Article 9 of the constitution.
- 3.2.15 Denial of approval of a proposed student organization charter or constitution may be appealed through the Student Grievance process outlined in the Student Code of Conduct.
- 3.2.16 A student organization will be designated inactive if no student interest is shown or if the organization has not met the requirements of its' constitution or

the Recognized Student Organizations procedure. Once designated as inactive, the organization's financial account will be frozen.

- 3.2.17 A student organization will be dissolved if it remains inactive for three consecutive years or fails to meet the requirements of its' constitution or the Recognized Student Organizations procedure for two consecutive years. The organization's financial account will be closed and redistributed to the Student Services auxiliary budget. Once an organization has been dissolved, it cannot be consolidated or reorganized under the original charter and constitution.

4. APPLICABILITY

N/A

ISSUE DATE: 05/22/2019

EFFECTIVE DATE: 05/22/2019

REVISION DATE(S): 06/11/1998 (item #8318); 07/11/2002 (item #9142); 02/19/2009 (item #10399); 01/12/2012 (item #10990); 05/01/2014; 05/27/2015; 05/22/2019

PRIOR POLICY/PROCEDURE NUMBER: 5041.a

SCHEDULE FOR REVIEW: 2024

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RELATED PROCEDURES/ REFERENCE: AP-5610.1; AP-5610.2

PROCEDURE KEY WORDS: student organizations; constitution