

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.2

PAGE: 1 OF 10

PROCEDURE TITLE: STUDENT ORGANIZATIONS

BASED ON POLICY: 4-1-417

REVISION NUMBER: 3

OFFICE OF RESPONSIBILITY: STUDENT SERVICES



PRESIDENT

July 11, 2006
DATE

PURPOSE

The purpose of this procedure is to provide guidelines for student organizations at the college.

PROCEDURE

1. Club/Organization Requirements:

To operate as an official organization at the Technical College of the Lowcountry, an organization must meet the following requirements:

- A. No organization may discriminate in policy or action on grounds of race/ethnicity, religion, culture, gender, sexual orientation, or national origin.
- B. Principle officers and spokespersons must be currently registered TCL students in good academic and disciplinary standing.
- C. The organization's constitution must be approved through the Vice President for Student Affairs Office.
- D. All organizations are required to have a faculty or staff sponsor/advisor.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.2

PAGE: 2 OF 10

E. All organizations must abide by the Rules of Conduct and the Student Code.

F. According to the policies of the State Board for Technical and Comprehensive Education organizations whose objectives are strictly social in nature cannot be approved.

2. Starting an Organization:

A. New organizations may be started at any time during the academic year. Only currently enrolled TCL students may establish an organization. Students desiring to form clubs or organizations on campus are requested to follow these steps:

1) Obtain a minimum of 10 prospective members.

2) Obtain a faculty or staff advisor with the approval of the Division Dean and appropriate Vice President.

B. The registration process begins by composing a constitution/by-laws which must contain the following:

1) name and purpose of the organization

2) requirements for membership

3) definition of officers/governing body and process by which they are selected

4) statement of term of service

5) statement of who has authority to spend organization's money

6) method of selecting a faculty or staff sponsor

7) procedure for amending the constitution/by-laws

A TCL chapter of a national organization needs only to ensure the TCL portion of the constitution meets the above requirements.

C. The next step is to complete and submit the Organization Registration Form, Advisor/Sponsor, two copies of the constitution, and a Roster of Charter Members signed by the members to the Vice President for Student Affairs Office.

D. The organization's principle contact and/or advisor/sponsor will be notified in writing of the organization's status within fifteen (15) business days of the receipt

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.2

PAGE: 3 OF 10

of the organization's registration form in the office of the Vice President for Student Affairs.

E. Only clubs and organizations chartered by and approved by the Vice President for Student Affairs will be permitted to function on campus.

F. All clubs and organizations must have a faculty or staff advisor approved by a member of the College's Executive Committee.

3. Student Organization Activities

A. All student organization activities must be approved by the advisor, appropriate Division Dean, and the Vice President for Student Affairs. This approval is necessary before an organization may:

- 1) Put an item on the master calendar.
- 2) Reserve facilities for a meeting.
- 3) Publicize activities, events, meetings, etc.
- 4) Conduct fund raising projects.

B. Off-campus personnel, including speakers, entertainers, etc., must be approved by the Vice President for Student Affairs prior to issuing an invitation to such groups or persons.

C. Requests for use of campus facilities by students must be approved by both the Vice President for Student Affairs and the College Business Office.

D. Student organizations may establish organizational budgets through the Business Office. Each organization may disburse funds within the guidelines established in their constitution/bylaws.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.2

PAGE: 4 OF 10



TCL Organization Registration Form

Please complete the following information to register your organization with the Technical College of the Lowcountry. This form in addition to the **Faculty/Staff Advisor/Sponsor Form** along with the organization's **Constitution** and **Roster of Charter Members** must be received by the Vice President for Student Affairs Office for the organization's registration to be complete.

Name of Organization: _____

President or Principle Student Contact: _____

Phone Number: _____ E-mail: _____

May we give out phone number and list on web page?: ___ Yes ___ No ___

***Vice President or 2nd Student Contact:** _____

Phone Number: _____ E-mail: _____

Secretary or 3rd Student Contact: _____

Advisor/Sponsor: _____

Phone Number: _____ E-mail: _____

Department: _____

Number of Active Members: _____

When and where does the organization meet?: _____

When does the organization plan to conduct officer elections?: _____

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.2

PAGE: 5 OF 10

All applicants are required to provide a one or two sentence description of its organization on its registration application. Please list here:

Signature: _____ **Date:** _____

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.2

PAGE: 6 OF 10



Faculty/Staff Advisor/Sponsor Form

Thank you for considering serving as advisor/sponsor for a TCL student organization. We realize that this responsibility is above and beyond your regular duties and sincerely appreciate your time and interest in the development of TCL's students.

The role played by the advisor/sponsor varies from organization to organization and from year to year. At times the advisor/sponsor may need to be extremely active, while at other times the advisor/sponsor will be a passive observer. The Office of the Vice President for Student Affairs expects advisors/sponsors to:

- **Keep Abreast of the Organization's Activities** – The advisor/sponsor can only offer advice and guidance for the organization if you are aware of its happenings. This does not mean that you are required to attend every meeting or organization activity. Reviewing the minutes and personally meeting with the officers throughout the academic year can keep you aware of what the organization has been doing and what their plans are for the future.
- **Provide Continuity** – The advisor/sponsor can help facilitate the transition of the organization and its new officers from year to year, as well as give the organization a sense of history and direction.
- **Provide Financial Management** – For student organizations wishing to engage in fund raising activities, an organizational bank account must be established. The advisor/sponsor must act as the financial officer of the organization, which includes requesting establishment of the organization's bank account, monitoring all cash received and disbursed, and reconciliation of the monthly bank statement. Advisor/sponsors have the responsibility to:
 1. Provide the College's Accounting Manager with the organization's approved charter and registration form from the Vice President for Student Affairs,
 2. Complete the ***Request for Establishment of College Club Treasury Account*** form.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.2

PAGE: 7 OF 10

3. Safeguard all cash received by the organization. The advisor/sponsor is responsible for ensuring all funds collected and paid out of the account are in compliance with the objectives and goals of the student organization.

The role of the advisor/sponsor can be very rewarding; your presence is an essential part of a successful student organization at TCL.

Organization: _____

Name: _____

Department: _____

Phone Number: _____ **E-mail:** _____

I agree to be the faculty/staff advisor/sponsor for the above organization during the current academic year.

Signature: _____ **Date:** _____

Sample Constitution

The "You Fill in the Blank Student Association" at TCL

1. The name of this organization is "You Fill in the Blank" student organization at TCL.
2. The purpose of this organization shall be as follows:
 - To provide _____ for _____ students at TCL
 - To promote _____
 - To establish _____
3. Members of this organization shall be as follows:
 - regular members: _____ students at TCL
 - honorary members: _____

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.2

PAGE: 8 OF 10

4. All decisions will be voted on by the regular members. In order to make a decision, 51% of the organization's regular members must be present. In order to pass a decision, at least 51% of the present members must vote in the affirmative.
5. The executive committee shall consist of the following:
 - The President – list duties/responsibilities
 - The Vice-President – list duties/responsibilities
 - Secretary/Treasurer – list duties/responsibilities
 - The presence of all members of the executive committee is mandatory for all regular meetings.
6. Members of the executive committee shall be selected by general vote from a pool of candidates each year according to the measures described in article 5.
7. The term of service for each of the executive committee is_____.
8. When necessary, special tasks can be assigned to members by vote according to measures described in article 5.
9. The selection of the faculty sponsor for the organization must be voted on according to the measures described in article 5.
10. Amendments to the organization's constitution can only be made by vote according to article 5.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.2

PAGE: 9 OF 10



**Technical College of the Lowcountry
Request for Establishment of College Club Treasury Account**

The advisor/sponsor of a College student organization that has established a need for a College Club treasury checking account must request the establishment of a bank account for the student organization. The advisor/sponsor must complete this form and submit a copy of the organization's charter and registration forms, which have been approved by the Vice President for Student Affairs. Upon receipt of the completed forms, the College's Accounting Manager will contact the College's bank representative to request the establishment of a no service fee, college club treasury checking account.

Please complete the following:

Name of Organization: _____

Advisor/Sponsor: _____

Requested Account Name: _____

(Note: Account name may not include Technical College of the Lowcountry)

Authorized Signers (dual signatures are required)

Name/Title (please print):

Signatures:

1) _____

2) _____

By signing below, I understand and agree –

- This account is being established solely for the purpose of fundraising activities for the above referenced organization.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.2

PAGE: 10 OF 10

- I am responsible for ensuring all deposits and disbursements made on the account are in compliance with the objectives and goals of the organization, and in compliance with State regulations.
- The Technical College of the Lowcountry will not be held responsible for reimbursement of losses on the account as a result of overdrafts, insufficient fund charges, or costs of check stock.
- To maintain an adequate balance in the account to cover checks disbursed.
- To reconcile the account monthly.

Signed: _____

Date: _____