



FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy # 2.005

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**STUDENT ORGANIZATIONS POLICY AND PROCEDURE**

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**Title: Student Organizations**

Authority: Board Action

Original Adoption: November 14, 2012

Effective Date: November 14, 2012

Last Revision: April 28, 2022

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**PURPOSE:**

It is our intention that the out-of-class activities and programs lend themselves to the total educational environment of the College and the "holistic" development of the individual. Additionally, it is our intention to provide a wide range of activities and programs to meet the needs and interests of all students.

**POLICY STATEMENT:**

Student organizations on campus become recognized upon application of the interested group and the approval of the Student Affairs Coordinator in consultation with College administration.

**POLICY/PROCEDURE:**

Organizations Seeking and Retaining Official College Recognition

The following must be presented to the Student Affairs Coordinator to apply for College recognition:

- A. A typed alphabetical list of at least ten (10) members including their names, addresses, and telephone numbers;
- B. A typed constitution and by-laws;
- C. A proposed slate of officers;
- D. A completed club application form;
- E. If affiliation with an outside group is contemplated, a copy of the purpose and constitution of the group;
- F. Compliance with any additional guidelines set forth by the College;
- G. A proposed schedule of activities and budget for the academic year.

The Student Affairs Coordinator will review the materials submitted and notify the group of the action taken. Any organization seeking recognition from the college must show activity for one (1) academic year before applying for official college recognition. When an organization is approved for recognition, a letter will be written to the advisor and the organization. The organization is then considered an official student organization and is entitled to function as a regular part of the College community. In addition, the constitutions of all organizations must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations

of Fletcher Technical Community College. The constitutions of organizations must also include a statement requiring students selected as officers to maintain at least a 2.0 GPA.

### **Funding Official Organizations**

1. Student organizations with official College recognition will receive a budget of \$500.00 per academic year from the College.
2. Student organizations with official College recognition must plan at least one program or event per semester:
  - a. A community services event
  - b. A social event
  - c. An educational event
3. The Student Affairs Coordinator reserves the right to conduct periodic audits of organizations to determine compliance with all regulations set forth in this policy.

### **Lines of Authority for Clubs and Organizations**

The President and the faculty/staff advisor of each organization serve as the official representatives of that organization. These two individuals are responsible for ensuring that all College guidelines and regulations are followed. Members of an organization should channel their concerns through the President and advisor of the organization.

### **Organization Advisors**

Each organization must have an advisor who is a member of the College faculty or professional staff. Organizations select their advisor and should make certain that prospective advisors are sincerely interested in the goals and objectives of the organization. The advisor must be present at the majority of meetings and events. Advisors acts as a liaison between the College and the organization as needed. The advisor should also be aware of planned activities and all financial matters involving the organization. Additionally, the advisor of each organization shall be responsible for motivating the respective organization to function effectively in keeping with its own constitution and with the philosophy of the College.

### **Conduct at Activities**

The sponsoring organization is responsible for the conduct of those attending its activities. Organizations may be suspended for misconduct. Therefore, activities must be supervised by your organization's advisor and/or other College officials. Whenever a student organization violates any provision of its constitution or by-laws or the regulations of the College, the Student Affairs Coordinator will recommend disciplinary action.

**Reference:** LCTCS Policy 2.005 Student Organizations and SGA

**Distribution:** Distributed Electronically via College's Internet.

### **Approval:**

Reviewing Council/Entity	Approval Date
Governance Council	04/28/2022
Chancellor's Leadership	10/17/2022