



Student Organizations Handbook

**Office of Student Services
164 Jones Student Center
(931) 540-2570**

http://www.columbiastate.edu/studentsvcs/student_orgs.htm

Student Organizations on campus, which can be found in the Student Organization Handbook.

15. Assist in outlining leadership skills or training the members, and plan to implement training or seek training for the members.
16. Attend workshops for advisors planned by the Office of Student Life.

Academic Guidance & Support

1. Serve as the “academic presence” within the organization.
2. Be certain that the members understand their “student” responsibilities and that the “group” responsibilities do not interfere their academic work.
3. Meet confidentially with any individual members who may seek or need guidance on academic issues.
4. Review the academic achievement of the organization and determine whether it meets college expectations.
5. Be prepared to offer strategies or suggestions if the group is struggling academically.

Campus Visibility

1. All groups should work to maximize their visibility on campus and/or in the community.
2. Encourage the group to develop at least one signature event per year. (i.e. Phi Theta Kappa - Project Graduation, Student Government Association - Angel Tree)
3. Encourage attendance at educational programming and sponsorship of programs, as appropriate.
4. Encourage the group to participate in campus programs and traditions to increase visibility. (i.e. Homecoming, Oktoberfest, etc.)
5. Assist the group in marketing themselves in a professional manner. PR is everything anyone sees you do.
6. Encourage diversity in the membership recruitment and selection process.

CONTENTS

Chapter IV. Faculty/Staff Advisor's Expectations

Introduction

Faculty/Staff Advisors provide a vital link between students, their organizations, and the college. Their relationship often bridges the between classroom and out of class activities. All Registered Student Organizations are required to have a faculty/staff advisor to serve as a link to the college and assist the student organization in completing their business within the regulations of the college. The specific duties of the advisor shall be determined and agreed upon by the individual advisor and the organization's leadership. As a general rule, advisors should be familiar with the student organization's program and should counsel the student organization in the exercise of responsibility.

Advisor's Responsibilities

Organization Operations

1. Meet at least once a month with the President. Discuss operations and any academic or other concerns.
2. Attend meetings as they fit into your schedule. If you cannot attend meetings, be sure to meet with the officers.
3. Be familiar with the organization's constitution, by-laws, and objectives.
4. Request minutes of every meeting.
5. Assist in seeing that the objectives justify the expenditure of students' efforts, abilities, energy, and finances.
6. Provide an appreciation of the history of the group and continuity to the organization.
7. Point them in the right direction for campus resources.
8. Attend lunches or dinners with the students to get to know them.
9. Intervene in conflicts between group members and/or officers.
10. Provide continuity and stability as student leadership changes.
11. Point out new perspectives and directions to the group and introduce new program ideas.
12. Encourage each student to accept the responsibility for the group and alert students to the valuable skills and experiences that will be learned.
13. Get to know the staff in the Office of Student Life who advise and work with all Student Organizations.
14. Become familiar with the policies and procedures regarding

Student Organization Handbook

Chapter I. Student Organizations 2

Student Organizations and Clubs Policy, 2
Criteria for Registration of Organizations, 3
Procedure for Registration of Organizations, 4
Conditions of Registration, 4
Fiscal Procedures, 4
Constitution, 5

Chapter II. College Policies 6

Bulletin Boards/Sign Posting Policy, 6
Solicitation Policy, 6
Student Travel, 6

Chapter III. Monetary Resources 9

Student Organization Assistance, 9

Chapter IV. Faculty/Staff Advisor's Expectations 10

Advisor's Responsibilities, 10

Chapter I. Student Organizations

Student Organizations and Clubs General Policy

PURPOSE

To provide minimum standards for the registration and conduct of student organizations at Columbia State Community College.

POLICY

Columbia State Community College adheres to Tennessee Board of Regents (TBR) policy number 03:01:01:00 relative to Student Organizations. The TBR policy is incorporated in this policy by reference herein.

http://www.tbr.state.tn.us/policies_guidelines/student_policies/3-01-01-00.htm

I. Policy Statement

- A. Columbia State Community College encourages the total development of the individual through the formation of student organizations. Officially registered campus student clubs and organizations must contribute to the social and academic development of the student.
- B. The college registers the following types of student organizations:
 - 1. Honors and leadership organizations and recognition societies.
 - 2. Departmental organizations and professional fraternities and sororities.
 - 3. Social fraternities and sororities (where applicable).
 - 4. Special interest groups (political, religious, athletic, etc.).

II. Policy Criteria

- A. Columbia State Community College shall not register a student organization whose purposes or goals imply race, religion, disability, or national origin discrimination.
- B. Student organizations shall not deny membership to any individual on the basis of age, race, gender, religion, disability, or national origin (provided that social fraternities and sororities may have gender restricted membership).
- C. Student organizations shall not engage in any activity on college-owned or leased property unless the institution has completed official registration of the organization.
- D. The college shall not be responsible for personal injuries or damage to personal property that may result from the activities of student organizations, or for any debts or liabilities incurred by such organizations.

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Chapter III. Monetary Resources

Student Organization Assistance

Registered student organizations are eligible for monetary assistance for operations, travel, and programs. Request can be made by completing the Student Organization Assistance Application.

- G. For group travel associated with voluntary participation in an activity by students and/or guests of the institution, the student or guest before departure must execute a waiver/release agreement. Agreements are available in the offices of student and academic services.
- II. Athletic Travel
- A. The athletics department shall be charged for motor vehicle operation at the same rate as all other college departments.
- B. Multiple sports scheduling shall be arranged where possible and applicable.
- C. Meal Expense
1. Coaches and other employees shall be reimbursed in accordance with the guidelines stated in TBR Policy No. 4:03:03:00.
 2. Students/athletes shall receive and sign for meal expense monies in accordance with the most recently approved travel policies.
 3. Trips that extend beyond eight (8) hours may require more than one meal.
 4. Under unusual circumstances (i.e., team group meals or banquets), the meal expense allowance may exceed the per meal allowance provided in TBR Policy No. 4:03:03:00. When this occurs, the meal expense allowance may be increased upon approval by the vice president for student services and enrollment management.
- D. Lodging
1. On-site lodging is generally arranged based upon suggestions by the host institution. En route lodging may be negotiated by appropriate college officials or coaches where applicable, and with consideration of the following general guidelines:
 - a. selection of the lowest priced acceptable accommodations
 - b. location (when available) within reasonable proximity of the event
 - c. multiple occupancy (generally four to each room) to minimize rates
 2. Overnight travel shall generally be limited to tournaments and other times when events are scheduled with more than one institution in the same general area.
- E. Advancement of Funds
- Funds may be advanced to coaches or other officials, as appropriate, based on prepared and approved itineraries. Students shall sign for all monies received. Approved college forms shall be submitted and used for this purpose (Appendix C).

Revised: October 14, 1994; July 1, 1998; July 6, 2001 (new policy

- E. No student organization or individual shall engage in or condone any form of hazing as outlined in TBR Policy No. 03:01:01:00.
- F. Membership in organizations shall be limited to currently enrolled students who meet membership requirements; provided that the organization may include Columbia State employees and/or spouses of students and employees, and provided further that professional organizations may include members of the professional and business communities.
- G. No student who is under academic or social suspension from the institution shall be eligible to become, or maintain the status of, an officer of an organization.
- H. An organization may be placed on probation, be suspended or registration may be withdrawn for any violation of all applicable federal and state laws and regulations, policies and guidelines of the Tennessee Board of Regents, and rules and regulations of the college. The vice president for student services and enrollment management shall provide the organization with an opportunity for a hearing prior to taking such action.
- I. Each organization shall observe applicable rules and regulations regarding use of facilities, sponsorship of programs and speakers, and financial accountability.
- J. An organization may not use any symbol of the college without the prior written approval of the president or his or her designee.

PROCEDURES

I. Criteria for Registration of Organizations

- A. A proposed organization must represent the interests of the members and the control must be within the local group.
- B. The purposes, policies and objectives must not be in conflict or competition with the educational goals and functions of the institution.
- C. The organization must agree to comply with all policies, regulations and procedures established by the Tennessee Board of Regents and the college and with all federal, state and local laws.
- D. The organization must not:
 1. Have illegal aims and goals.
 2. Propose activities that would violate policies, regulations or laws.
 3. Advocate incitement of lawless action.
- E. The organization must have a minimum of ten (10) members.
- F. A Columbia State employee must sponsor the organization. The sponsor must be active in the organization.
- G. New organizations may not be registered where the purposes are

- within the scope of an existing organization.
- H. Student organizations may not use the same name or a name that is misleading and similar to the name of a currently recognized organization.
 - I. The organization must provide for the distribution of all funds and assets in the event of dissolution.

II. Procedures for Registration of Organizations

- A. To officially register as a student organization, a group must provide the Office of Student Services with the following:
 - 1. The proposed constitution and by-laws of the organization, containing appropriate explanatory data.
 - 2. The name(s) of the faculty/staff advisor(s).
 - 3. A completed application form provided by the college (Appendix A) is available in the office of student life.
 - 4. A statement of assurance of compliance with all applicable rules, regulations, policies and laws.
- B. Final application approval rests with the vice president for student services and enrollment management.

III. Conditions of Registration

- A. Organizations are registered on an academic-year basis.
- B. Renewal of the registration is dependent upon a new application and demonstrated compliance with the published list of regulations.

IV. Fiscal Procedures

- A. Each organization must submit an annual report, which includes a brief financial statement, to the Office of Student Services.
- B. The Office of Student Services must approve all fundraising activities.
- C. All deposits and disbursements must be made through an account maintained by the office of business services.

Revised: December 6, 1994; October 25, 1995; July 19, 2001 (new policy format); June 1, 2004 (updated titles).

- I. The president of the college has delegated approval responsibility for student academic travel to the vice president for academic services and approval responsibility for student activity travel to the vice president for student services and enrollment management. Final authority for all student travel rests with the president of the college.
- II. Academic student travel shall be defined as class tours or field trips and/or other officially sanctioned academically related travel. Funds for such travel will normally be provided from budgets of departments requesting travel approval.
- III. Student activity travel shall be defined as that travel associated with athletics, the student government, and other non-class related activities. Funds for such travel will normally be provided from budgets for these activities.
- IV. Institution officials, guests, and students who are non-members of the academic group and/or student activity group must have approval of the appropriate vice president to travel on college-provided transportation.

PROCEDURES

- I. Student Academic and/or Activity Travel
 - A. The Columbia State employee initiating the student academic and/or activity travel completes a Request and Approval for Travel form (Appendix A). A roster of all students participating on the trip must be attached to the travel request form along with the itinerary. The form is submitted to the appropriate vice president for approval.
 - B. Reimbursement for student travel expenses shall not exceed those amounts specified in TBR Policy 4:03:03:00.
 - C. Reimbursement for travel expenses will be made after an approved Claim for Travel Expenses form (Appendix B) with required receipts attached has been submitted to the college business office.
 - D. Preferred transportation for student travel shall be college-owned or furnished vehicles. Students may NOT be assigned to drive state-owned vehicles. When such vehicles are unavailable and/or the trip is optional, college officials may approve reimbursement for use of a private-owned vehicle.
 - E. The department or sponsoring group shall be charged for motor vehicle operation at the same rate as all other college departments.
 - F. Students who are employed under the College Work-Study or Institutional Work programs may be authorized to drive personal vehicles. Each authorized student will be paid an hourly rate of not less than minimum wage and a negotiated mileage amount not to exceed that specified by TBR Policy No. 4:03:03:00.

Chapter II. College Policies

Bulletin Boards/Sign Posting Policy

Posters

Posters to be distributed on campus must be approved by the Office of Student Life (Jones Student Center 164), or by the campus director on all extended campuses. Posters must include the name of the sponsoring organization, time, date, and location of the event.

All notices should be on bulletin boards; not on doors, windows, or walls. It is the responsibility of the person or group to take down posters after the event has taken place.

Bulletin Boards

The use of campus bulletin boards is limited to affiliated individuals and groups and to official use by the institution.

Bulletin boards may be designated for use by specific individuals or groups, such as faculty, students, student organizations, etc. Persons authorized to use a bulletin board, the types of materials which may be posted on a board, the maximum size and duration of any notice, and any other special conditions on use should be approved prior to the use of the board.

Approval for bulletin board use is obtained in the Office of Student Life (Jones Student Center 164), or in the director's office at all extended campuses.

Solicitation Policy

No solicitation and/or sales related to or affecting students are permitted on the campus without securing prior approval from the vice president for student services and enrollment management or his/her designee.

Student Travel Policy

PURPOSE

To establish guidelines for Columbia State Community College student academic and activity travel.

POLICY

Constitution

Each organization is required to produce a constitution and submit one copy to the Student Life office. The following are standard considerations when compiling a constitution:

A statement of purpose and mission.

A statement of qualifications for membership.

A listing of offices which the organization will have and duties inherent in each of these.

A statement that the organization will provide for "due process" in disciplinary or expulsionary procedures with its membership.

A statement as to how the organization will be financed.

A statement that two authorized signatures are required for every financial transaction (protects the organization and the individual).

A statement that includes a provision for the disposition of funds remaining in the event of the dissolution of the group.

A statement that the organization is not organized for the purpose of furthering the private financial gain of an individual and/or select number of individuals.

A statement that the organization does not subscribe to discrimination as to race, sex, or creed, sexual orientation, age, veteran status, or national origin, except when the expressed and legitimate purposes of the organization require limitation as to sex or religious affiliation or belief.

A statement that addresses the means to approve amendments and the required vote for amending the constitution (recommend 2/3 vote).

If the organization has national affiliation, a copy of the national constitution should be included in the registration packet for the Student Life office along with the national headquarters.