

Revision Responsibility: Associate Vice President for Student Services
Responsible Executive Officer: Executive Vice President - Provost

Source/Reference: [TBR Policy 03:01:01:00](#)
[TBR Guideline S-030](#)
[Student Handbook](#)

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 No. 03:01:01:00](#) relative to Student Organizations. The TBR policy is incorporated in this policy by reference herein:

<http://www.tbr.edu/policies/default.aspx?id=1508>

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 that has for itself, or with affiliation to an outside organization, any illegal aims and goals.
- B. Student organizations shall not deny membership to any individual on the basis of race, color, gender, sexual orientation/gender identity, religion, ethnic or national

- origin, sex, age, disability status, or status (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.
 - E. No student organization or individual shall engage in or condone any form of hazing as outlined in [TBR Policy 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. Each organization shall observe applicable rules and regulations regarding use of facilities, sponsorship of programs and speakers, and financial accountability.
 - I. An organization may not use any symbol of the College without the prior written approval of the president or his or her designee.
 - J. 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 associate vice president for student services shall provide the organization with an opportunity for a hearing prior to taking such action.

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 for Level I status and five (5) members for Level II status.
 - 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. Nature and Conditions of Registration of Organizations
- A. To officially register as a student organization, a group must provide the associate vice president for student services with a registration application and documentation appropriate for the organizational level for which it is seeking.
 - B. Classifications of Organizations
 - 1. A Level I organization must have at least one of the following characteristics:
 - a. Academic discipline-specific interests
 - b. Honors or recognition society
 - c. Leadership and/or service focus
 - d. Professional association
 - e. national affiliation, if available

2. A Level I organization must submit the following documents:
 - a. A completed application form provided by the College (Appendix A) is available in the office of student services
 - b. A minimum of ten (10) members
 - c. A list of organization officers and contact information. Each organization must have a presiding officer (President, Chair, etc.) and a treasurer. Other suggested positions are vice president and secretary.
 - d. The proposed constitution and by-laws of the organization, containing appropriate explanatory data.
 - e. The name(s) of the faculty/staff advisor(s).
 - f. A statement of assurance of compliance with all applicable rules, regulations, policies and laws.
 3. A Level II organization is a special interest group that is student-created and does not receive funding from the College. Level II organization must submit the following documents:
 - a. A completed application form provided by the College (Appendix A) is available in the office of student services
 - b. A minimum of five (5) members
 - c. Rationale that declares the group's mission and activity and how they will add value to the Columbia State community
 - d. Name (s) and contact information of the presiding officer (president, chair, coordinator, facilitator, etc.) and other officers, if any
 - e. The name(s) of the faculty/staff advisor(s)
 - f. A statement of assurance of compliance with all applicable rules, regulations, policies and laws
- C. After submitting the application for registration of a club/organization, the group may schedule up to three (3) on-campus organizational meetings before the group is officially recognized if the group obtains written permission from the office of student services.
1. The presiding officer will provide the office of student services with the time, date, and location of the meetings.

2. During this interval, no activities may be sponsored.
 3. The group may not use the Columbia State name or logo until it becomes officially recognized.
 4. Level I organizations may be authorized to raise funds in accordance with college advancement procedures. Level II organizations will not normally be authorized to raise funds. In special cases the associate vice president of student services may give approved authorization.
- D. The president of the student government association shall appoint a Student Organizations Committee comprised of at least three (3) SGA senators and/or currently enrolled students to review the registration application and accompanying documents and recommend approval or disapproval. Final application approval rests with the associate vice president for student services.
- E. Organizations are registered on an academic-year basis.
- F. Renewal of the registration is dependent upon a new application and demonstrated compliance with the published list of regulations. The organization may change its level during the registration renewal process.
- G. Sports Organizations

Student organizations which are formed with the intent to engage in team sports must abide by the following rules and regulations in addition to all other Columbia State policies and the policies of the Tennessee Board of Regents. According to the guidelines outlined above, Sports organizations must be classified as Level I or Level II.

1. Members of a sports club must be currently enrolled students at Columbia State Community College.
2. Each player-member of a sports club must file an Insurance Report with the office of student services or designee each year and prior to his/her participation in a practice or game.
3. The issuance of invitations to off-campus or outside individuals or groups for the purpose of engaging in a practice or game shall be limited in the following particulars:
 - a. A written request to invite an outside player(s) must be submitted to the associate vice president for student services or designee not later than ten (10) days prior to the date of the proposed game or practice. The request must contain the name of the sponsoring organization, the

proposed date, time and location of the game/practice, the name of the outside coach or acting coach who will be present at the proposed game/practice with the outside player(s) and the signature of the advisor to the sponsoring organization.

b. No invitation shall be issued to an outside player without the prior written approval of the associate vice president for student services or designee.

4. The expense of travel to participate in sports events must be assumed by the sports club or individuals.
5. Special equipment and/or uniforms needed to engage in a practice or game must be purchased by the sports club or individuals or individuals.
6. The group must have a Columbia State faculty or staff sponsor.
7. Before September 30 of any fall semester or January 30 of any spring semester, a roster of the members of a sports club must be submitted to the associate vice president for student services or designee.

H. Fiscal Procedures

1. Each organization must submit an annual report, which includes a brief financial statement, to the associate vice president for student services.
2. The associate vice president for student services must approve all fundraising activities.
3. All deposits and disbursements must be made through an account maintained by the office of business services.