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Revision Responsibility: Director of Student Engagement and Services  
Responsible Executive Officer: Vice President for Student Affairs

Source/Reference: [TBR Policy 3:01:01:00](#)  
[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**

- I. 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.
- II. The College registers the following types of student organizations:
  - A. Honors and leadership organizations and recognition societies.
  - B. Departmental organizations and professional fraternities and sororities.
  - C. Social fraternities and sororities (where applicable).
  - D. Special interest groups (political, religious, athletic, etc.).
- III. Registration Policies
  - 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. 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. Student organizations shall not engage in any activity on College-owned or leased property unless the Institution has completed official registration of the organization.

- E. 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.
- F. No student organization or individual shall engage in or condone any form of hazing as outlined in [TBR Policy 3:01:01:00](#).
- G. 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.
- H. 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.
- 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.
- K. 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 director of student engagement or designee shall provide the organization with an opportunity for a hearing prior to taking such action.

## **PROCEDURES**

### **I. General Registration**

- A. To officially register as a student organization, a group must provide the Student Engagement office with the Student Organization Application for Registration form and documentation appropriate for the organizational level for which it is seeking. A proposed organization must represent the interests of the members and the responsibilities of governance must be within the local group.

#### **1. Classification of Organizations**

##### **a. Level I**

A Level I organization is a group that can receive funding from the College and must have at least one of the following characteristics:

- i. Academic discipline-specific interests
- ii. Honors or recognition society
- iii. Leadership and/or service focus
- iv. Professional association
- v. National affiliation, if available

A Level I organization must submit the following documents:

- i. A completed application form provided by the College. This also serves as a statement of assurance of compliance with all applicable rules, regulations, policies, and laws.
- ii. A minimum of ten (10) members.
- iii. 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.
- iv. The proposed constitution and by-laws of the organization, containing appropriate explanatory data.
- v. An Advisory Support form completed by faculty/staff advisor(s).

b. Level II

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:

- i. A completed application form provided by the College is available in the Student Affairs office.
- ii. A minimum of five (5) members.
- iii. Rationale that declares the group's mission and activity and how they will add value to the Columbia State community
- iv. Name (s) and contact information of the presiding officer (president, chair, coordinator, facilitator, etc.) and other officers, if any.

- v. The name(s) of the faculty/staff advisor(s).
- vi. A statement of assurance of compliance with all applicable rules, regulations, policies and laws.

c. Sports Clubs

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.

- i. Members of a sports club must be currently enrolled students at Columbia State Community College.
- ii. Each player-member of a sports club must file an Insurance Report with the Student Affairs office or designee each year and prior to his/her participation in a practice or game.
- iii. 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:
  - 1. A written request to invite an outside player(s) must be submitted to the Student Affairs office no 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.
  - 2. No invitation shall be issued to an outside player without the prior written approval of the vice president of student affairs or designee.
- iv. The expense of travel to participate in sports events must be assumed by the sports club or individuals.
- v. Special equipment and/or uniforms needed must be purchased by the sports club or individuals.

- vi. The group must have a Columbia State faculty or staff sponsor.
  - vii. Before September 30 of any fall semester or February 15 of any spring semester, a roster of the members of a sports club must be submitted to the Student Engagement office.
- B. The purposes, policies and objectives must not be in conflict or competition with the educational goals and functions of the Institution.
  - C. A Columbia State employee must sponsor the organization. The sponsor must be active in the organization.
  - D. New organizations may not be registered where the purposes are within the scope of an existing organization.
  - E. Student organizations may not use the same name or a name that is misleading and similar to the name of a currently recognized organization.
  - F. The organization must provide for the distribution of all funds and assets in the event of dissolution.
  - G. 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 Student Engagement office.
    - 1. The presiding officer will provide the Student Engagement office 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 director of student engagement or designee may give approved authorization in accordance with advancement procedures. Level I and Level II must have a completed Fundraising form prior to proceeding.
  - H. The executive council of the Student Government Association shall provide recommendations on Student Organization applications to the director of student engagement or designee. Appeals can be made to the vice president for student affairs with final appeal to the president.

- I. Organizations are registered on an academic-year basis.
  - J. Renewal of the registration is dependent upon timely submission of both an annual (end-of-year) report and a new application and demonstrated compliance with the published list of regulations as listed in the registration packet. The organization may change its level during the registration renewal process.
  - K. All events and large-scale gatherings must be registered through the Student Affairs office or Student Engagement office as outlined in the Registration Policies above.
  - L. All individuals participating in group-sanctioned travel should complete a Waiver/Release of Liability Form, which should be retained by the club or organization's sponsor, and should reference and abide by the Student Travel Policy ([Columbia State Policy 03:02:00](#)).
- II. Fiscal Procedures
- A. Each organization must submit an annual report, which includes a brief financial statement, to the Student Engagement office.
  - B. The director of student engagement or vice president for student affairs must approve all fundraising activities.
  - C. All deposits and disbursements must be made through an account maintained by the Business Services office.
  - D. Organizations requesting financial assistance may do so by completing the Student Organization Supplemental Funding Application.

*Revised February 2019*