

**NORTHEAST COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE NUMBER: AP-5610.0
FOR POLICY NUMBER: BP – 5610
STUDENT ORGANIZATION PROCEDURES FOR COLLEGE RECOGNITION**

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for recognizing student organizations.

2. DEFINITIONS

N/A

3. PROCEDURE

- 3.1 Student organizations and individual members must adhere to the Standards of Conduct described in policy BP-5220 and are subject to sanctions outlined in the Northeast Community College (Northeast) Student Code of Conduct. The Administration reserves the right to withdraw recognition of any student organization for violation of College policies. A student organization in good standing will have met all Student Organizations Policy and constitutional requirements.
- 3.2 Student organizations seeking college recognition shall make their request to the Student Activities Office as per the following procedures:
 - 3.2.1 Prospective student organization members must inform the Student Activities Office of their intent to organize and identify a faculty/staff member(s) who is willing to serve as Advisor(s).
 - 3.2.2 Student Activities Office will notify the Student Services Standing Committee of the organizations intent to form and keep the committee updated on the organization's progress.
 - 3.2.3 The prospective student organization must submit to the Student Activities Office a charter that defines the purpose of the organization, consistent with the mission of Northeast. A copy of the charter template can be acquired electronically from the Student Activities Office or on the Northeast website.
 - 3.2.4 Upon receipt and conditional approval of the organizational charter by the Student Activities Office, prospective organization members, with the help of their advisor(s), will develop a constitution following the constitution template found in AP-5610.2. A copy of the constitution template can be acquired electronically from the Student Activities Office or on the Northeast website.

- 3.2.5 Student organization activities and fund raising events consistent with the organizational charter, the Student Organization Policy and in accordance with the Fundraising and Solicitation Policy (BP-6170), may be conducted subsequent to charter approval.
- 3.2.6 The prospective student organization must submit their constitution to the Student Activities Office, which then submits it to the Organization Constitution Review Workgroup. The Organization Constitution Review Workgroup recommends it to the Student Services Standing Committee for consideration.
- 3.2.7 After the Student Services Standing Committee approves the constitution, it is recommended to the President's Council for approval to be recognized for active status. .
- 3.2.8 Student organizations must have constitutions approved within the same academic year the charter is submitted. Charters may be effective for a period of one year or less. Organizations may request an extension through the Student Services Standing Committee.
- 3.2.9 A copy of the approved constitution and any subsequent amendments must be kept on file in the Student Activities Office.
- 3.2.10 Minutes of student organizations' meetings must use the Northeast organization template and must be submitted to the Student Activities Office following each meeting. A minimum of six (6) meetings per academic year are required.
- 3.2.11 A current list of student organizations' members and officers must be submitted to the Student Activities Office within one month of the start of each semester.
- 3.2.12 Each student organization should complete at least one (1) service project each school year. These can benefit the campus, community, or 20-county region.
- 3.2.13 Student organizations must submit an Activity Planning form(available in the mailroom and Student Activities Office) for all scheduled activities. The Student Activities Office must receive the planning form at least one week prior to the event in order to approve proposed activities one week in advance.
- 3.2.14 Distribution of posters or other signage must be consistent with policy BP-3020 and procedures AP-3020.0.

- 3.2.15 The Student Activities Office must be notified of any cancellations or postponements prior to public announcement.
- 3.2.16 Student organizations may amend the approved constitution as described in Article 9 of the constitution.
- 3.2.17 Denial of approval of a proposed student organization charter or constitution may be appealed through the Student Grievance process identified in policy BP-5230.
- 3.2.18 A student organization will be designated inactive if no student interest is shown or if the organization has not met the requirements of its constitution or the Student Organization Procedures. The organization's financial account will be frozen.
- 3.2.19 A student organization will be dissolved if it remains inactive for three consecutive years or fails to meet the requirements of its constitution or the Student Organization Procedures for two consecutive years. The organization's financial account will be closed and redistributed to the Student Services auxiliary budget. Once an organization has been dissolved, it cannot be consolidated or reorganized under the original charter and constitution.

4. APPLICABILITY

N/A

ISSUE DATE: 05/01/2014

EFFECTIVE DATE: 05/27/2015

REVISION DATE(S): 06/11/1998 (item #8318); 07/11/2002 (item #9142); 02/19/2009 (item #10399); 01/12/2012 (item #10990); 05/01/2014; 05/27/2015

PRIOR POLICY/PROCEDURE NUMBER: 5041.a

SCHEDULE FOR REVIEW: 2020

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RELATED PROCEDURES/ REFERENCE: AP-5610.1; AP-5610.2

PROCEDURE KEY WORDS: student organizations; constitution