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TITLE: Student Organizations – Official Registration

EFFECTIVE DATE: October 1, 2014

LAST REVISION: October 16, 2014

Policy No. 5.593

Policy Statement

Purpose

This policy establishes guidelines for the benefit of groups seeking college registration as organizations. The express purpose of the registration is to provide the prospective organization and opportunity to meet and fulfill the requirements set forth. When the prospective organization has fulfilled the requirements as set forth in this policy, the appropriate materials should be submitted to the Office of Student Programs and Resources (SPAR).

Scope

This policy applies to students, faculty, and staff.

Definition

A group must first declare its intention to form an organization by completing registration with the Office of Student Programs and Resources (SPAR). Registration status may be granted to a prospective group once all necessary documentation is submitted and reviewed and shall comply with other requirements as stated below. Requirements to be completed during the time of registration:

- A. Application for registration should include the purpose of the club and types of proposed activities.
- B. Signature of at least (4) members and the faculty or staff advisor.

Policy

The policy of BRCC is to ensure student clubs/organizations are official representatives of the College.

Procedure

Each organization must be free to choose its faculty or professional staff advisor who, by accepting appointment, agrees to maintain contact with the organization so as to be familiar with its programs, financial status, and membership. The advisor shall be responsible for advising the organization as to its programs and activities, keeping in mind only the objectives of the particular group but also the best interests of the college.



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1. Approved Advisors
 - a. Full time faculty
 - b. Professional staff member of the college

2. Additional responsibilities of Advisors
 - a. Advise and consult with the organization and its officers regarding financial affairs to insure proper budgeting information and accountability
 - b. Serve as a liaison between the Office of Student Programs and Resources and officers and members of the organization.

At the beginning of each semester, registered student organizations shall have elections and furnish the Office of Student Programs and Resources a complete list of officers, members, and advisors. Registration of the organization will be withdrawn if this requirement is not met at the appropriate time, which is two weeks after the approval has been granted to the prospective organization.

Source of Policy: Office of Student Programs and Resources (SPAR)

Related Policy: _____

Approved by: 
 Chancellor Andrea Lewis Miller

Responsible Administrator: Assistant Director of SPAR

LCTCS Policy Reference: _____

LCTCS Guideline Reference: _____

Date: 10/16/14