

# TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Student Organizations	<b>NUMBER:</b> 10-06AP
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• <a href="#">Board Policy 10-06: Student Organizations</a></li> <li>• New Student Club Registration Form</li> <li>• Student Club Re-registration Form</li> <li>• Declaration of Candidacy - Elections</li> <li>• Declaration of Candidacy - SGA Senator</li> </ul>
<b>UPDATED:</b> 02/21/14	

## A. Requirements, Recognition and Registration

### Eligibility

Any person enrolled as a student and currently registered in a credit-bearing course and/or paying the Student Activity and Service fee at Tallahassee Community College may create and/or participate in a student organization. A student organization may be created for any educational purpose including the fostering of academic, social, recreational, religious, political, or other special interests.

Any student group wishing to organize at Tallahassee Community College and obtain funding through the College must be fully recognized and approved by the Student Organizations Council, and register with the Student Activities Office (SAO). All student organizations are required to renew their registration each year in order to maintain recognition, and receive or spend funds through Student Activity and Service Fees (A&S Fees).

### Organizational Types and Categories

At TCC, student organizations fall into one of the following classifications. The SAO Coordinator is ultimately responsible for deciding each organization's appropriate category:

- Academic
- Community Service
- Ethnic/Cultural
- Honors Societies
- Performing Arts
- Professional Organizations
- Recreational and Club Sports
- Religious/Spiritual
- Special Interest
- Student Media

### Membership Requirement

A student organization is defined as any group of ten (10) or more TCC students registered in a credit-bearing course and/or paying the Student Activity and Service fee, who have received recognition and is currently registered with the College through the Student Activities Office and Student Organizational Council.

Voting membership in a registered student organization must be open to any student member of the student organization.

### Recognition Procedure and Process for New Student Organizations

A new student organization cannot duplicate the goals or objectives of an existing organization. New student organizations must fulfill a need in either the student or College community that is not currently being addressed by an existing organization. In order to start and be recognized as a new student organization, the procedure and process are as follows:

- a. A student organization registration form, available at the Student Activities Office or online, must be completed and submitted to the Student Activities Office.
- b. An SAO official will review the form to verify student enrollment, compliance with College policy and Student Activities rules, and completion of form.
- c. After certification and verification by the SAO Coordinator, the form will be forwarded to the Student Organizations Council for review.
- d. Upon approval or denial by the SOC, the SOC chair will inform the SAO Coordinator regarding the status, and communication will be sent to the organization's president and faculty adviser regarding approval or denial.

- e. If denied, the SOC Chair will provide the rationale for denial, in writing, to the SAO Coordinator. The requesting student group may make the appropriate changes and resubmit the request for recognition as a student organization.

#### Re-Registration Procedure and Process for Current Student Organizations

All currently recognized student organizations must register their student organization on an annual basis with the Student Activities Office to maintain registration status and to obtain the benefits afforded to student organizations. In order to re-register a student organization the procedure and process are as follow:

- a. A student organization registration form for the current year, available at the Student Activities Office or online, must be completed and submitted to the Student Activities Office.
- b. An SAO official will review the form to verify student enrollment, compliance with College policy and Student Activities rules, and completion of form.
- c. After certification and verification by the SAO Coordinator, the SOC chair will be notified that the student organization has re-registered for the current year.
- d. The SAO Coordinator will also notify the student organization president and faculty adviser approval of re-registration status.

#### Legal Compliance

A student organization cannot discriminate or exclude from in its membership on the basis race, color, national origin, religious belief, age, political views, sexual orientation or disability.

Registered student organizations, their officers, members, and guest(s) must comply with federal laws, county codes and all laws of the State of Florida. These are including but not limited to, provisions of the Florida Statutes, Florida Administrative Code including the policies, rules and regulations Tallahassee Community College and any other applicable procedures and processes established by the College.

Registered student organizations are responsible for the activities of non-student members and guests while they are participating in an activity of the student organization.

#### Maintaining Registration Student Organization Status

To maintain status as a student organization, the organization must:

- a. Renew the registration of the club each year no later October 1.
- b. Attend a financial planning workshop. At least two (2) representatives, preferably the president and individual responsible for the club finances must attend an A&S Budget Board Financial Workshop.
- c. Participate in both student club fairs (one held during Fall and Spring semesters).

- d. Submit a completed student membership roster form no later than Dec 1 and March 1.
- e. Adhere to other minimum requirements set forth by the SOC, or as outlined in the SOC Constitution, bylaws and Student Organizations Handbook.
- f. Adhere to any requirements as set forth by College policy, Budget Board rules, or regulations of the Student Activities Office.

#### Organizations Minimum Performance Standards

To ensure that registered organizations remain active and visible, Minimum Performance Standards shall be established by the Student Organizations Council for student organizations maintain registration status and to be eligible for requesting and/or spending A&S funds.

If at the end of a semester, a student organization has not achieved the minimum requirements as set forth by the Student Organizations Council, it will lose all privileges afforded to a recognized student organization as listed in Section 4.

Furthermore, the level of funding allocated to a student organization will be based in part on the level of activity an organization displayed the previous semester, which is reflected by achievement of the minimum performance standards.

## **B. Denial/Termination of Registration/Recognition**

#### Denial of Registration/Re-Registration

The SOC or SAO Coordinator will deny the request for registration or re-registration when the:

- a. Organization is not formed for an educational purpose, including the furtherance of academic, social, recreational, religious, political or other special interests.
- b. Request does not comply with the requirements as set forth by College Policy, or the rules of the SOC or SAO.
- c. Request is incomplete or contains false material or information required to be disclosed for registration.
- d. Request is to create an organization, which is a subsidiary of a currently registered student organization.
- e. Request involves an organization that is under sanction or disciplinary review by the Student Judicial Office.

- f. Charter, from a national or international affiliate, has been denied, revoked, terminated or suspended.
- g. Request is to register as an organization under a new name when a former organizational name is under sanction or disciplinary review by the Student Judicial Office.
- h. The organization has been previously registered and has delinquent debts, which the students requesting registration cannot show will be paid within a reasonable time.

#### Termination of Currently Registered Student Organization

A registered student organization may have its registration terminated upon:

- a. Request of the registered student organization.
- b. Failure to register annually with the Student Activities Office.
- c. Failure to comply with the rules, regulations and policies of TCC and the Student Activities Office, or rules, regulations or constitution of the Student Organizations Council.
- d. Request of the national or international affiliate chartering the TCC organization.
- e. Failure to achieve the Minimum Performance Standards as set forth by the SOC.

If the organization is terminated by the SOC, the student or group of students may appeal the termination to the, SOC Advisor first, and then finally to the Director of Campus Life.

#### Appeal of Denial/Termination Status

If recognition is denied or registration status terminated, the student group or organization may request an appeal, in writing, to the Director of Campus Life. The request for an appeal must detail the rationale for requesting the appeal. The decision of the Director for Campus Life is final.

### **C. Changes in Organization**

Student organizations must notify the Student Activities Office of any changes in the organization's Constitution and Bylaws, officers, advisor, and purpose. A copy of the changes must be provided to the SAO at least one week after the change by submitting the appropriate form to the SAO Coordinator.

## **D. Privileges of Recognized Student Organizations**

Once a student club registers and is recognized by the SGA and SAO they are entitled to many benefits and privileges including:

- leadership development programs
- use of the TCC name and logo for approved events and activities
- ability to program major events
- use of campus facilities and equipment (as available)
- posting and advertising privileges
- sponsoring vending sales and other fundraisers
- use of office space, copy machines, fax machine, and supplies for business related to operations of the student organization
- computer and printer access for organization business
- use of a centralized mailbox
- listing in various college publications and websites as a campus group
- advisor who provides assistance in managing your organization and planning programs
- program resource information and services
- tax exempt status on most purchases
- information and resources for purchase of goods and services
- access to student activity and service student fee funds
- fiscal advice about budgets, accounting and bookkeeping procedures