



Student Organizations

Campus Procedure 561.0

Student Affairs

I. Purpose and Scope

The College believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for students to enjoy social growth and for the development of values and insights. The Division of Student Affairs works with students and faculty to provide activity programs appropriate to students' needs and seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals.

Students have the opportunity to become members of UACCB clubs and organizations. They may take part in College-sponsored activities for which they are eligible. Hobby, social, or civic clubs may be organized by students. To establish a club, see the Vice Chancellor for Student Affairs for more information. All student organizations must have faculty and/or staff sponsors.

II. Definitions

III. Procedure

A. Formation of Student Organizations

Any group petitioning for recognition as a student organization must present a constitution, following a standard form to facilitate reference, to the Vice Chancellor for Student Affairs. One typewritten copy of the proposed constitution, together with the names of promoting students and faculty advisor(s), must be submitted to Office of the Vice Chancellor for Student Affairs who will seek review and approval from (1) the appropriate chartering body and (2) the Cabinet. The granting of final authorization to extend recognition will be determined by the Chancellor. During the time that its application for recognition is being considered, the group may not sponsor speakers or other activities in the name of the proposed organization.

B. Constitution

The Constitution must contain the following information:

- name of the organization
- purpose of the organization (see clarity points below)
- membership and officer eligibility requirements (see clarity points below)
- listing of officers by title, and any special functions of officers
- statement of the terms of the officers and the time and method of election
- frequency of meetings
- statement of any membership dues (amount and frequency of payment should be stated in the by-laws) and statement that provides provisions for disposition of any funds in the event of dissolution of the organization
 - provision for faculty advisors
 - any other provisions relating to the purpose and function of the particular organization
 - statement of nondiscrimination prohibiting discrimination on the basis of age, color, disability, national origin, race, religion, sex, or veteran status - However, a student organization formed to foster or affirm the sincerely held religious beliefs of its members may adopt a nondiscrimination statement that is consistent with those beliefs.
- In some instances, an organization's governing document will be known as "by-laws" instead of a "constitution" based on existing language.

C. Purpose of Organization

The statement of purpose shall be acceptable if:

- it is reasonably clear and specific as to the aims and activities of the organization
- it is in harmony with the United States constitutional form of government
- the stated aims and activities of the organization are compatible with the purpose of the College
- it is not a duplication of an existing organization
- and it complies with Federal Title IX requirements



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D. Size and Continuity

No maximum or minimum number of members shall be required for initial recognition. The group petitioning, however, and the anticipated membership as represented by the eligibility requirements, should be sufficient to give reasonable prospects of continuity for the organization and ability to carry out the purposes stated in the constitution. For the continuing recognition of an organization, a minimum of five members normally will be expected.

E. Membership and Officer Eligibility Requirements and Records

No campus organization may offer any type of membership to persons not meeting the eligibility requirements stated in this section.

1. Voting membership in recognized student organizations shall be limited to students enrolled in at least three credit hours. Accurate membership records must be maintained and available to the faculty advisor.
2. Officers must be regularly enrolled students. To be eligible to serve as an officer in a recognized student organization, a student must have a grade point average of 2.0 cumulatively, and not be on disciplinary or academic probation at the time the student petitions for office.
3. A student officer who is placed on academic or disciplinary probation during his or her term of office may be removed by the Vice Chancellor for Student Affairs.
4. A student officer who is not performing his or her duties may be removed from office on the recommendation of the Vice Chancellor for Student Affairs.
5. When an election is held in a recognized student organization, the names of the new officers must be transmitted to the Office of the Vice Chancellor for Student Affairs within one week.
6. Only associate, nonvoting memberships in a recognized student organization may be offered to UACCB faculty, professional administrative staff, and non-students.

F. Change or Withdrawal of Student Organization

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Vice Chancellor for Student Affairs, and an up-to-date copy of the constitution must be on file in the Office of the Vice Chancellor for Student Affairs.

Withdrawal of recognition may be initiated by the Office of the Vice Chancellor for Student Affairs pending a review of the actions of the organization within a reasonable period of time:

1. When election of officers, as specified in the constitution, is passed twice without any action having been reported to the Office of the Vice Chancellor for Student Affairs.
2. When the organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution as evidenced by membership meetings and other activities. (Recognized student organizations are expected to comply when requested by the Vice Chancellor for Student Affairs to provide a brief report on their year's activities.)
3. When a recognized student organization fails to conduct its activities in accordance with its constitution and with the procedures and limits set forth by the College for student organizations.
4. When a recognized student organization fails to reregister with the Office of the Vice Chancellor for Student Affairs on a yearly basis.

Following the review, the final decision to continue recognition, impose censure, place on temporary probation with conditional recommendations, or place on temporary or permanent suspension of recognition will be made by the Vice Chancellor for Student Affairs, subject to appeal to the Chancellor of the College.

Any organization suspended through inactivity may be reactivated by application to Vice Chancellor for Student Affairs for activities by a group reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Recognition shall be withdrawn from any organization maintaining inactive status for two years.



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G. Student Organization Advisors

An advisor is the faculty or staff member(s) selected by an organization to officially advise the group. At least one advisor should attend all organizational meetings and activities occurring on campus. All student organizations must have one or more qualified advisors. When the membership exceeds 25, organizations are urged to obtain an additional advisor.

Any full-time faculty or staff member at UACCB may serve as an advisor to a student organization. The Vice Chancellor for Student Affairs should be notified of any change in advisors.

A faculty or staff member who meets the qualifications for an advisor and who agrees to the request of a student organization to serve as its advisor should encourage that organization in its purposes and activity within the limits of College policy. Advisors should be familiar with:

- the policy and other College regulations pertaining to student organizations
- the constitution and purposes of the student organization they are advising
- the activities and projects of their organization

Speakers and special programs sponsored by student organizations must be made known to the advisor and be in accordance with standards set forth by UACCB.

H. Student Organizations Funds and Fundraising (Solicitation)

All registered student organizations are required to keep all organization funds in a UACCB agency account maintained by the College. All funds raised must be deposited into a student organization account which must be set up through the UACCB Business Office. Student organizations have one business day following a fundraising activity to deposit the funds raised into the agency account.

Each registered student organization is allotted \$500 per academic year. Organizations must submit a UACCB Student Organization Activity Expense Approval Request form to either the Vice Chancellor for Student Affairs or the Assistant to the Vice Chancellor for Student Affairs two weeks prior to the proposed event date. If approved, the expense will be taken from the student activities account. If this is a club fundraising activity, the Student Organization Fund-Raising Request Form associated with UACCB On- and Off-Campus Solicitation Procedure 240.0 should be used.

Student organizations who have expended all \$500 allotted for the academic year can request additional funds, up to \$500, through the Vice Chancellor for Student Affairs office in conjunction with either the SGA president or treasurer if funding is available.

In order to protect the privacy of individual students as well as to maintain harmony and good will within the UACCB service area, the following policy for solicitation has been adopted:

Organizations desiring to sell or solicit on or off campus must obtain permission from the Director of Development. Student organizations may be permitted to hold fundraising events on campus under the following conditions:

1. Student organizations may hold fundraising activities (solicitations) that are reasonable and appropriate given the organization's purpose. Fund-raising activities (solicitations) shall be defined as (1) requesting donations, without products or services being rendered or (2) activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of UACCB or for the selected philanthropic project of the organization. Off campus solicitations are not to occur more once per year for each requesting organization.

2. A Student Organization Fundraising Request Form must be completed (this includes receiving all of the appropriate signatures) prior to any fundraising activity being held. This form can be found with UACCB Operating Procedure 240.0 On and Off-Campus Solicitation. The director of Development will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization).



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3. Promotional materials, posters, signs, etc. should be in compliance with the established policies stated in the UACCB Student Handbook. These policies, among other things, prohibit posting of signage on building surfaces. Clean up would also include removal of posting materials, posters, signs, etc. Signs, banners, posters, promotional material etc. posted by the organizations should not directly or indirectly promote commercial enterprises not having existing contracts with the College.

4. The sale of food items may be restricted by the Chief Financial Officer and must have prior approval. The sale or distribution of alcoholic items is prohibited.

5. All events are subject to general College policies contained in the Student Handbook. Failure to comply with College policies may preclude an organization from having additional fundraising events.

IV. Related Information

Campus Procedure 240.0

V. Revision History

Effective Date: June 21, 2023

Revised Date:

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