



Category
STUDENT ORGANIZATION HANDBOOK – 3:00:00:11
Approval
Leadership Council Approved: February 3, 2017
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Responsible Party: Dean of Students

I. PURPOSE

Motlow State Community College is dedicated to holistic student development and the opportunity for a wide variety of co-curricular experiences. There are many opportunities for involvement, including membership in a variety of clubs and organizations.

Officially registered on-campus student clubs and organizations must contribute to the social and academic development of the student. Any group of students who desire to register as an approved student organization must [submit an application](#) to the Dean of Students. All student organizations are open to students of this institution who otherwise qualify for membership. No student(s) may be denied membership to any student organization by reason of race, religion, or national origin. No organization will be given official recognition whose purpose, goals, etc. imply race, religion, or national origin discrimination.

Recognition may be revoked under established procedures administered by the Vice President for Student Affairs and explained in another section of this handbook.

II. SCOPE

The following policy of the Board of Regents, applicable to all institutions in the State University and Community College System of Tennessee, provides minimum standards for the registration and conduct of student organizations at Motlow State Community College. Motlow is authorized to establish additional requirements, regulations, policies and procedures affecting student organizations, subject to the approval of the Board.

III. TYPES OF STUDENT ORGANIZATIONS

Student organizations may be either organizations sponsored by the institution, such as the student government association, professional and honor societies, and organizations officially recognized by the college. Organizations which may be recognized to operate on the campus include the following:

- A. honors and leadership organizations and recognition societies;
- B. departmental organizations; and
- C. special interest groups (political, religious, athletic, etc.).

IV. GENERAL POLICIES ON STUDENT ORGANIZATIONS

- A. No student organization may carry on any activity on the campus unless official registration has been completed at the institution, except as otherwise expressly provided herein.
- B. The college is not responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
- C. No student organization shall deny membership to any person on the basis of age, race, sex, religion, handicap or national origin.
- D. No student organization shall engage in or condone any form of hazing, including but not limited to harassment of any person by exacting unnecessary, disagreeable or difficult work, by banter, ridicule or criticism, or by abusive or humiliating acts.
- E. Student organizations shall be responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
- F. No lease or other agreements affecting real property shall be entered into between an institution and an organization without the approval of the Chancellor of the Board of Regents.
- G. No person, group or organization may use the name of the institution in any manner, provided that registered student organizations may use the name of the institution following the name of the organization. No person, group or organization may use the seal or any symbol of the institution without the prior written approval of the president of the institution or his designee.

V. CRITERIA FOR REGISTRATION OF ORGANIZATIONS

- A. Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students; provided that organizations may include faculty and staff in the institution, and/or spouses of students, faculty and staff, and provided further that professional organizations may include members of the professional and business communities as members.
- B. A proposed organization must represent the interests of the members, and the control of the organization must be with the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.
- C. The purposes, policies and objectives of a proposed organization must not be in conflict or competition with the educational goals and functions of the institution.
- D. The proposed organization must agree to comply with all policies, regulations and procedures established by the Board and the institution, and with all federal and state laws and regulations.

- E. The proposed organization must not:
 - 1. have illegal aims and goals;
 - 2. propose activities which would violate regulations of the Board institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution;
 - 3. or advocate incitement of imminent lawless action which is likely to produce such action.
- F. The proposed organization must have a minimum of five charter members, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis. In the event there is not sufficient interest to warrant long-term existence, the college may grant a temporary status to an organization for a limited period of time.
- G. New organizations may be denied recognition where the purposes are within the scope of a currently recognized organization. No organization may use the same name, or a name which is misleading and similar to the name, of a currently recognized organization.
- H. The organization must provide for the distribution of all funds and assets in the event of dissolution.

VI. PROCEDURE FOR REGISTRATION OF ORGANIZATIONS

- A. In order to register as a student organization, a group must meet the criteria set forth in section IV and provide a minimum of the following:
 - 1. An [online application](#) must be submitted to the Dean of Students.
 - 2. The proposed constitution and bylaws of the organization, which must clearly contain the following: the name, purpose, proposed activities, and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues and assessments.
 - 3. The names and signatures of the five charter members of the organization.
 - 4. The names of the faculty advisor and/or the administrative officers of the institution who will sponsor the organization.
 - 5. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Board and the institution and with all federal and state laws and regulations.
- B. One copy of the foregoing documents and information must be submitted to the office of the Dean of Students. The proposed organization must be recommended for recognition by the Dean of Students must be recognized by the President of the institution or authorized designee before it can be an officially recognized organization.
- C. Any official or body responsible for reviewing or recommending registration of proposed organizations may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organization.

VII. NATURE & CONDITIONS OF REGISTRATION

- A. Registration of a student organization for other than a temporary period will be on an annual bases only, effective until the beginning of the next fall term of the institution, and shall be subject to annual renewal by the institution for each ensuing year.

- B. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:
 - 1. it must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws;
 - 2. it must continue to meet all of the requirements for initial recognition;
 - 3. it must have remained in compliance with all rules and regulations of the institution and all federal and state laws;
 - 4. it must submit all changes in the constitution and bylaws to the institution;
 - 5. it must maintain a current list of officers, faculty advisers and sponsors on file with the institution; and
 - 6. it must have submitted all required financial and other reports to the institution.

VIII. PROBATION, SUSPENSION & WITHDRAWAL OF REGISTRATION

- A. An organization may be placed on probation, or be suspended, on a permanent or interim by the Dean of Students for any of the following reasons:
 - 1. the organization fails to maintain compliance with the initial requirements for registration;
 - 2. the organization ceases to operate as an active organization;
 - 3. the organization requests withdrawal of registration;
 - 4. the organization operates or engages in any activity in violation of rules and regulations of the institution or federal or state laws; or
 - 5. the organization fails to submit any required reports.
- B. An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization which is placed under interim suspension may not engage in or sponsor any activity or program, and may not hold meetings. Where suspension of an organization is permanent, it shall cease to exist as an organization.
- C. In the event an organization is placed on probation or suspended, the organization may appeal their suspension or probation to the Student Affairs Committee.
- D. The Student Affairs Committee will make their recommendation to the Vice President for Student Affairs, who will make the final determination.

IX. OFFICERS OF STUDENT ORGANIZATIONS

No student who is under academic or social probation from the institution shall be eligible to become, or maintain the status of, an officer of an organization.

X. FISCAL PROCEDURES

- A. All financial operations of clubs and organizations are coordinated by Dean of Student's office. All fiscal arrangements (fund raising, tickets sales, etc.) must be approved by the Dean of Student's office two weeks in advance of planned event.
- B. Each organization shall maintain a sound financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. All organizations are subject to audit by representatives of the institution or the state at any time, and appropriate financial records shall be maintained for the purposes of audit.
- C. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

XI. SCHEDULING PROGRAMS & ACTIVITIES

- A. Except for routine meetings of the organization, all events sponsored by student organizations must receive prior approval by the Dean of Student's office. Dean of Student's office The Event Request Form serves as approval when signed by the appropriate college officials and should be submitted to the Dean of Students at least one week prior to the date of the planned event. Events requiring special arrangements for space should be made as far in advance as possible.
 - 1. Refer to the MSCC calendar online to see if the facility is available on the desired date.
 - 2. If the facility is available, complete the Event Request Form.
 - 3. Should the event be disapproved, the Dean of Students will notify the organizations within five days of receiving the form.

- B. No guest speakers shall be invited to the campus without prior approval of the Dean of Students.

- C. Any fund-raising project to be conducted by an organization must be approved through the office of the Dean of Students and coordinated by the Dean of Students.

- D. The use of any campus property or building by an organization shall be subject to the rules and regulations of the TBR and Motlow State Community College concerning use of property and facilities. All organizations registered pursuant to this policy shall be "affiliated organizations" for the purposes of any TBR or Motlow State Community College policies concerning use of campus property and facilities.
 - 1. Depending upon the nature of the event, special attention should be given to avoid conflicts with exam dates, holidays, and athletic schedules.
 - 2. The college calendar of student events and the Dean of Student's office will assist in promoting any event where applicable.
 - 3. Signs may be placed on bulletin boards with approval by the Dean of Student's office.
 - 4. Signs must not be placed to painted surfaces or doors and should not be placed on windows so that they impair visibility.