

STUDENT ORGANIZATION PROCEDURES FOR COLLEGE RECOGNITION

Student organizations seeking college recognition shall make their request to the Student Activities Office as per the following procedures:

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).
2. 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 Community College. A copy of the charter template can be acquired on diskette from the Student Activities Office or on the NECC website.
3. 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 Code 5041.c. A copy of the constitution template can be acquired on diskette from the Student Activities Office or on the NECC website.
4. Student organization activities and fund raising events consistent with the organizational charter and the Student Organization Guidelines may be conducted subsequent to charter approval.
5. The prospective student organization must submit their constitution to the Student Activities Office, which then recommends it to the Student Services Standing Committee for consideration.
6. After the Student Services Standing Committee approves the constitution, it is recommended to the President's Council for consideration.
7. Upon approval, the President's Council recommends the constitution to the Board of Governors for their consideration and approval to be recognized for Active Status.
8. A copy of the approved constitution and any subsequent amendments must be kept on file in the Student Activities Office.
9. Student organizations may amend the approved constitution as described in Article 9 of the constitution.
10. Denial of approval of a proposed student organization charter or constitution may be appealed through the Student Grievance process identified in Policy Code 5060.
11. A student organization will be designated as Inactive if no student interest is shown or if the organization has not met the requirements of their constitution or the Student Organization Guidelines. The organization's financial account will be frozen.
12. A student organization will be dissolved if it remains inactive for three consecutive years or fails to meet the requirements of their Constitution or the Guidelines for two consecutive years. The organization's financial account will be closed and redistributed to the Student Services auxiliary budget.

Student organizations and individual members must adhere to the Standards of Conduct described in policy Code 5040 and are subject to sanctions outlined in the Northeast Community College Student Code of Conduct. The Administration reserves the right to withdraw recognition of any student organization for violation of college policies.

Student Organization Guidelines are available in the Student Activities Office, and will serve as an overview of general practices to be followed. A student organization in Good Standing will have met all Guidelines and Constitutional requirements.

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