



FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy 2.005

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**Student Organizations Policies and Procedures**

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Authority: LCTCS Policy 2.005

Effective Date: 08/20/2019

Last Revision: 06/25/2020

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**PURPOSE:**

It is our intention that the out-of-class activities and programs lend themselves to the total educational environment of the College and the “holistic” development of the individual. Additionally, it is our intention to provide a wide range of activities and programs to meet the needs and interests of all students.

**POLICY STATEMENT:**

Student organizations on campus become recognized upon application of the interested group and the approval of the Director of Student Affairs in consultation with College administration.

**POLICY/PROCEDURE:**

*Organizations Seeking and Retaining Official College Recognition*

The following must be presented to the Director of Student Affairs to apply for College recognition:

- A. A typed alphabetical list of at least five members including their names, addresses, and telephone numbers;
- B. A typed constitution and by-laws;
- C. A proposed slate of officers;
- D. A completed faculty advisor form;
- E. If affiliation with an outside group is contemplated, a copy of the purpose and constitution of the group;
- F. Compliance with any additional guidelines set forth by the Office of Student Affairs;
- G. A proposed budget for the semester.

The Director of Student Affairs will review the materials submitted and notify the group of the action taken. When an organization is approved for recognition, a letter will be written to the advisor and the organization. The organization is then considered an official student organization and is entitled to function as a regular part of the College community. In addition, the constitutions of all organizations must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations of Fletcher Technical Community College. The constitutions of organizations must also include a statement requiring students selected as officers to maintain at least a 2.0 GPA.

### Funding Official Organizations

1. Student organizations with official College recognition will receive a budget of \$300.00 per academic year from the College.
2. Student organizations with official College recognition must plan at least one of the following per academic year:
  - a. A fund-raising event
  - b. A social event
  - c. An educational event
3. It is the responsibility of the President of a new organization to inform the Director of Student Affairs that the organization will be requesting funds for the next academic year. This notification must be in writing and must be received on or before February 28.
4. Required paperwork must be submitted to the Director of Student Affairs within the first three weeks of each semester to receive funding for that semester.
5. The Office of Student Affairs reserves the right to conduct periodic audits of organizations to determine compliance with all regulations set forth in this handbook.

### Lines of Authority for Clubs and Organizations

The President and the faculty/staff advisor of each organization serve as the official representatives of that organization. These two individuals are responsible for ensuring that all College guidelines and regulations are followed and serving as representatives of the organization before the College administration. Members of an organization should channel their concerns through the President and advisor of the organization.

### Organization Advisors

Each organization must have an advisor who is a member of the College faculty or professional staff. Organizations select their advisor and should make certain that prospective advisors are sincerely interested in the goals and objectives of the organization. The advisor must be present at the majority of meetings, and events (educational, social, and fund-raising), and acts as a liaison between the College and the organization as needed. The advisor should also be aware of planned activities and all financial matters involving the organization. Additionally, the advisor of each organization shall be responsible for motivating the respective organization to function effectively in keeping with its own constitution and with the philosophy of the College.

### Conduct at Activities

The sponsoring organization is responsible for the conduct of those attending its activities. Organizations may be suspended for misconduct. Therefore, activities must be supervised by your organization's advisor and/or other College officials. Whenever a student organization violates any provision of its constitution or by-laws or the regulations of the College, the Director of Student Affairs will recommend disciplinary action.

### Officially Recognized Organizations

#### **Student Organizations**

- Black Student Union (BSU)

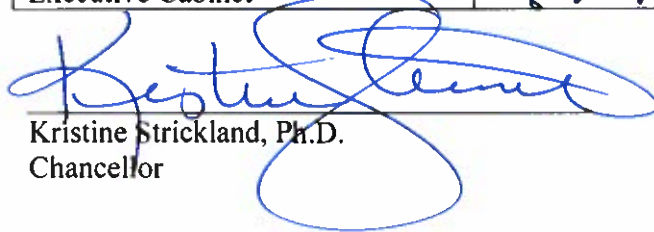
- Creative Writing Club
- Fletcher's Allied Health and Nursing Club (FAHN Club)
- Fletcher Gay-Straight Alliance (FGSA)
- Fletcher Service Alliance
- Fox Hole Veteran's Organization
- Phi Theta Kappa (PTK)
- Psychology Club (Psi Beta)
- SkillsUSA
- Student Government Association (SGA)
- TheOne College Campus Outreach
- Women Honoring and Empowering Women (WHEW!)

**Reference:** LCTCS Policy 2.005 Student Organizations and SGA

**Distribution:** Distributed Electronically via College's Internet.

**APPROVAL:**

Reviewing Council/Entity	Approval Date
Other (if applicable)	8-20-19
College Council	8-20-19
Executive Cabinet	8-20-19



Kristine Strickland, Ph.D.  
Chancellor

6/30/20  
Date