Revision Responsibility: Director of Student Engagement and Services
Responsible Executive Officer: Vice President for Student Affairs

Source/Reference: TBR Policy 3:01:01:00
TBR Policy 3:01:01:00 Exhibit 1
TBR Guideline S-030
Student Handbook
TBR Policy 1:06:00:05
Columbia State Policy 03:11:00

PURPOSE

To provide minimum standards for the registration and conduct of student organizations at Columbia State Community College.

POLICY

I. Columbia State Community College encourages the total development of the individual through the formation of student organizations. Officially registered campus student clubs and organizations must contribute to the social and academic development of the student.

II. The College registers the following types of student organizations:

A. Honors, leadership organizations, and recognition societies
B. Departmental organizations and professional fraternities and sororities
C. Social fraternities and sororities (where applicable)
D. Special interest groups (political, religious, athletic, etc.)

III. Registration Policies

A. Columbia State Community College shall not register a student organization that has for itself, or with affiliation to an outside organization, any illegal intentions or goals.

B. Student organizations shall not deny membership to any individual on the basis of race, ,religion, ethnic or national origin, sex, age, disability status, or status (provided that social fraternities and sororities may have a sex- restricted membership).

1. Columbia State Community College shall not discriminate against nor deny recognition as a student organization, nor deny to a student organization access to programs, funding, or facilities otherwise available to another student organization, on the basis of:

a. The religious content of the organization's speech including, but not limited to, worship; or

b. The organization's exercise of its rights pursuant to subsection 2.

2. A religious student organization may determine that the organization's religious mission requires that only persons professing the faith of the group and comporting themselves in conformity with it qualify to serve as members or leaders.

C. No student organization or individual shall engage in or condone any form of hazing.

1. Hazing means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
2. Allegations, information, or concerns of hazing should be reported to the vice president of student affairs, chief of police, or dean of students.
3. Reports of hazing will be investigated and resolved in accordance with 3.02.00.01, General Policy on Student Conduct & Disciplinary Sanctions and Columbia State Community College 03.11.00.
4. Prevention and awareness programs are identified on Exhibit 1.

D. Student organizations shall be vicariously 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.

The organization must agree to comply with all policies, regulations and procedures established by the Tennessee Board of Regents, the College, and with all federal, state and local laws.

E. Student organizations shall not engage in any activity on College-owned or leased property unless the Institution has completed official registration of the organization.

F. The College shall not be responsible for personal injuries or damage to personal property that may result from the activities of student organizations, or for any debts or liabilities incurred by such organizations.

G. Membership in organizations shall be limited to currently enrolled students who meet membership requirements, provided that the organization may include Columbia State employees, and/or spouses of students and employees, and provided further that professional organizations may include members of the professional and business communities.

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

I. Each organization shall observe applicable rules and regulations regarding the use of College facilities, sponsorship of programs and speakers, and financial accountability.

J. An organization may not use any symbol or the name of the College without the prior written approval of the President or his/her designee.

K. An organization could receive probation, suspension, or a withdrawal of their registration for any violation of all applicable federal and state laws and regulations, policies and guidelines of the Tennessee Board of Regents, and rules and regulations of the College. Student organizations subject to any disciplinary sanction are entitled to a due process hearing in accordance with Columbia State Policy 03:11:00, TBR Policy 03.02.00.01 and TBR Policy 1:06:00:05 and standards established by the constitutions of the State of Tennessee and the United States, unless that right is waived after receiving written notice of the available procedures. Procedures for appeals and grievances are outlined in the Columbia State Community College *Catalog and Student Handbook.*

PROCEDURES

I. General Registration

A. The organization must register with the College. A completed Student Organization Application for Registration form and documentation for the appropriate organizational level must be submitted to the Student Engagement Office. A proposed organization must represent the interests of the members and the responsibilities of governance must be within the local group.

1. Classification of Organizations

a. Level I
The Level I organization is a group that can receive funding from the College and must have at least one of the following characteristics:

i. Academic discipline-specific interests

ii. Honors or recognition society

iii. Leadership and/or service focus

iv. Professional association

v. National affiliation, if available

The Level I organization must submit the following documents:

i. A completed application form provided by the College. This also serves as a statement of assurance of compliance with all applicable rules, regulations, policies, and laws.

ii. A minimum of ten (10) members.

iii. A list of organization officers and contact information. Each organization must have a presiding officer (president, chair, etc.) and a treasurer. Other suggested positions are vice president and secretary.

iv. The proposed constitution and by-laws of the organization, containing appropriate explanatory data.

v. An Advisory Support form completed by faculty/staff advisor(s).

b. Level II

The Level II organization is a special interest group that is student-created and does not receive funding from the College. Level II organization must submit the following documents:

i. A completed application form provided by the College is available in the Student Affairs Office.

ii. A minimum of five (5) members.

iii. Rationale that declares the group's mission and activity, and how they will add value to the Columbia State community

iv. Name (s) and contact information of the presiding officer (president, chair, coordinator, facilitator, etc.) and other officers, if any.

v. The name(s) of the faculty/staff advisor(s).

vi. A statement of assurance of compliance with all applicable rules, regulations, policies and laws.

c. Sports Clubs

Student organizations formed with the intent to engage in team sports, must abide by the following rules and regulations in addition to all other Columbia State policies and the policies of the Tennessee Board of Regents. According to

the guidelines outlined above, Sports organizations must be classified as either Level I or Level II.

i. Members of a sports club must be currently enrolled students at Columbia State Community College.

ii. Each player-member of a sports club must file an Insurance Report with the Student Affairs Office, or designee, each year and prior to his/her participation in a practice or game.

iii. The issuance of invitations to off-campus or outside individuals or groups for engaging in a practice or game shall be limited in the following particulars:

1. A written request to invite an outside player(s) must be submitted to the Student Affairs Office no later than ten (10) days prior to the date of the proposed game or practice. The request must contain the name of the sponsoring organization, the proposed date, time, and location of the game/practice, the name of the outside coach or acting coach who will be present at the proposed game/practice with the outside player(s), and the signature of the advisor to the sponsoring organization.

2. No invitation shall be issued to an outside player without the prior written approval of the Vice President of Student Affairs, or designee.

iv. Travel expenses to participate in sports events will be assumed by the sports club or individuals.

v. Special equipment and/or uniforms will be purchased by the sports club or individuals.

vi. The group must have a Columbia State faculty or staff sponsor.

vii. Before September 30th of any Fall semester, or February 15th of any Spring semester, a roster of the sports club members must be submitted to the Student Engagement Office.

B. The purposes, policies, and objectives must not be in conflict or competition with the educational goals and functions of the Institution.

C. A Columbia State employee must sponsor the organization. The sponsor must be active in the organization.

D. New organizations may not register where their purposes are within the scope of an existing organization.

E. Student organizations may not use the same name, or a name that is misleading, and similar to the name of a currently recognized organization.

F. The organization must provide for the distribution of all funds and assets in the event of dissolution.

G. After submitting the application for registration of a club/organization, the group may schedule up to three (3) on-campus organizational meetings prior to official recognition of the group, if the group obtains written permission from the Student Engagement Office.

1. The presiding officer will provide the Student Engagement Office with the time, date, and location of the meetings.

2. No official activities may be sponsored during this interval.

3. The group may not use the Columbia State name or logo until it becomes officially recognized.

4. Level I organizations may be authorized to raise funds in accordance with College advancement procedures. Level II organizations are not normally authorized to raise funds. In special cases, the Dean of Students, or designee, may give approved authorization in accordance with advancement procedures. Level I and Level II must have a completed Fundraising form prior to proceeding.

H. The Executive Council of the Student Government Association shall provide recommendations on Student Organization applications to the Director of Student Engagement, or designee. Appeals can be made to the Vice President for Student Affairs, with final appeal to the President.

I. Organizations are registered on an academic-year basis.

J. Renewal of the registration is dependent upon timely submission of both an annual (end-of-year) report and a new application and demonstrated compliance with the published list of regulations, as listed in the registration packet. The organization may change its level during the registration renewal process.

K. All events and large-scale gatherings must be registered through the Student Affairs Office or Student Engagement Office, as outlined in the Registration Policies above.

L. All individuals participating in group-sanctioned travel should complete a Waiver/Release of Liability Form, which should be retained by the club or

organization's sponsor, and should reference and abide by the Student Travel Policy (Columbia State Policy 03:02:00).

II. Fiscal Procedures

A. Each organization must submit an annual report, which includes a brief financial statement, to the Student Engagement Office.

B. The Dean of Students or Vice President for Student Affairs must approve all fundraising activities.

C. All deposits and disbursements must be made through an account maintained by the Business Services Office.

D. Organizations requesting financial assistance may do so by completing a Request for Funding.

E. Student clubs or organizations that are inactive for an academic year and have funds in a College account have the following options:

1. Sponsors or advisors may request in writing or email to the Student Engagement Office that funds be held for re-establishment of the organization by the end of the academic year.
2. Funds not held will be used by Student Engagement for active student clubs and organizations. Active groups will need to complete a Request for Funding to access funds.

III. Probation, Suspension, and Withdrawal of Registration

A. An organization may be placed on probation, be suspended, or registration may be withdrawn by the designated authority of Columbia State Community College 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 request 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.

C. An organization which is placed under suspension may not engage in or sponsor any activity or program, and may not hold meetings.

D. Where registration of an organization is withdrawn, it shall cease to exist as an organization.

E. In the event an organization is placed on probation or suspended, or registration is withdrawn on the basis of section III.A.4., the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.

IV. Programs and Activities

A. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of Columbia State Community College concerning use of property and facilities.

B. All organizations registered pursuant to this policy shall be "affiliated organizations" for the purposes of any Columbia State Community College policies concerning use of campus property and facilities. (Reference Columbia State Policy 07:25:00)

C. Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by officials of Columbia State Community College and may require prior approval for off-campus programs and activities.

D. Prior to approval, Columbia State Community College may require a specified number of officials or security officers for any event, activity or program.

E. Any fund-raising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain.

F. No guest speakers shall be invited to the campus except pursuant to policies of Columbia State Community College concerning guests or off-campus speakers. (Reference Columbia State Policies 03:04:00 and 07:11:00)

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