

Revision Responsibility: Director of Student Life  
Responsible Executive Officer: Vice President for Student Services & Enrollment Mgt. Page 1 of 4

Source/Reference: TBR Policy 03:01:01:00; TBR Guideline S-030  
Student Handbook

## **PURPOSE**

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

## **POLICY**

Columbia State Community College adheres to Tennessee Board of Regents (TBR) policy number 03:01:01:00 relative to Student Organizations. The TBR policy is incorporated in this policy by reference herein.

[http://www.tbr.state.tn.us/policies\\_guidelines/student\\_policies/3-01-01-00.htm](http://www.tbr.state.tn.us/policies_guidelines/student_policies/3-01-01-00.htm)

### **I. Policy Statement**

- A. 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.
- B. The college registers the following types of student organizations:
  - 1. Honors and leadership organizations and recognition societies.
  - 2. Departmental organizations and professional fraternities and sororities.
  - 3. Social fraternities and sororities (where applicable).
  - 4. Special interest groups (political, religious, athletic, etc.).

### **II. Policy Criteria**

- A. Columbia State Community College shall not register a student organization whose purposes or goals imply race, religion, disability, or national origin discrimination.

- B. Student organizations shall not deny membership to any individual on the basis of age, race, gender, religion, disability, or national origin (provided that social fraternities and sororities may have gender restricted membership).
- C. Student organizations shall not engage in any activity on college-owned or leased property unless the institution has completed official registration of the organization.
- D. 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.
- E. No student organization or individual shall engage in or condone any form of hazing as outlined in TBR Policy No. 03:01:01:00.
- F. 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.
- G. 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.
- H. An organization may be placed on probation, be suspended or registration may be withdrawn 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. The vice president for student services and enrollment management shall provide the organization with an opportunity for a hearing prior to taking such action.
- I. Each organization shall observe applicable rules and regulations regarding use of facilities, sponsorship of programs and speakers, and financial accountability.
- J. An organization may not use any symbol of the college without the prior written approval of the president or his or her designee.

## PROCEDURES

- I. Criteria for Registration of Organizations
  - A. A proposed organization must represent the interests of the members and the control must be within the local group.
  - B. The purposes, policies and objectives must not be in conflict or competition with the educational goals and functions of the institution.
  - C. The organization must agree to comply with all policies, regulations and procedures established by the Tennessee Board of Regents and the college and with all federal, state and local laws.
  - D. The organization must not:
    1. Have illegal aims and goals.
    2. Propose activities that would violate policies, regulations or laws.
    3. Advocate incitement of lawless action.
  - E. The organization must have a minimum of ten (10) members.
  - F. A Columbia State employee must sponsor the organization. The sponsor must be active in the organization.
  - G. New organizations may not be registered where the purposes are within the scope of an existing organization.
  - H. Student organizations may not use the same name or a name that is misleading and similar to the name of a currently recognized organization.
  - I. The organization must provide for the distribution of all funds and assets in the event of dissolution.
- II. Procedures for Registration of Organizations
  - A. To officially register as a student organization, a group must provide the director of student life with the following:

1. The proposed constitution and by-laws of the organization, containing appropriate explanatory data.
  2. The name(s) of the faculty/staff advisor(s).
  3. A completed application form provided by the college (Appendix A) is available in the office of student life.
  4. A statement of assurance of compliance with all applicable rules, regulations, policies and laws.
- B. Final application approval rests with the vice president for student services and enrollment management.

III. Conditions of Registration

- A. Organizations are registered on an academic-year basis.
- B. Renewal of the registration is dependent upon a new application and demonstrated compliance with the published list of regulations.

IV. Fiscal Procedures

- A. Each organization must submit an annual report, which includes a brief financial statement, to the director of student life.
- B. The director of student life must approve all fundraising activities.
- C. All deposits and disbursements must be made through an account maintained by the office of business services.

**Columbia State Community College**  
**STUDENT ORGANIZATION APPLICATION FOR REGISTRATION**

To: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President for Student Services & Enrollment Management

RE: Application for Registration

Registration Period: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

*(NOTE: Applicants must attach a copy of proposed constitution and by laws. See the director of student life for information.)*

**STATEMENT OF CERTIFICATION**

“In seeking registration, the above named organization certifies that it will comply with all applicable rules, policies, regulations, and procedures of the Tennessee Board of Regents and Columbia State Community College and with all federal, state, and local laws and regulations.”

Signature of Charter Members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Columbia State Employee Sponsor(s):

\_\_\_\_\_

***For Office Use Only***  
Registration: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
Signed: \_\_\_\_\_

\_\_\_\_\_

Vice President for Student Services & Enrollment Management

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Rev. 6/1/04