

POLICY & PROCEDURES MEMORANDUM

TITLE:	STUDENT ORGANIZATIONS
EFFECTIVE DATE:	December 16, 2009
CANCELLATION:	SA-1470.1B (11/16/99)
OFFICE:	Student Affairs (SA)

POLICY STATEMENT

Official student organizations are those groups of Delgado Community College students which operate under the auspices of the College, with the exception of the Student Government Association (SGA), and are organized for the purpose of furthering academic, vocational, or professional goals or other self-improvement or social endeavors.

Delgado is a public facility entrusted to the Louisiana Community and Technical College System Board of Supervisors and to College officials for the purpose of conducting the process of education. In support of [Louisiana Community and Technical College System Policy #2.005, *Student Organizations*](#), activities of student organizations which are incompatible with this purpose are prohibited.

Specific guidelines for forming, operating, and disbanding official student organizations of the College are outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish policies and procedures governing the formation and operation of student organizations at Delgado Community College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all Delgado Community College student groups, with the exception of the [Student Government Association \(SGA\)](#), seeking official recognition and approval for their organizations to operate at any campus/site of the College.

3. **General Provisions**

The impetus for the formation of new student organizations at any campus/site is expected to come from the students. A minimum of ten (10) students should indicate their desire to join the proposed student organization before application for College recognition can be made. Groups with fewer than 10 students may appeal to the Director of Student Life for a final decision on recognition. In order to operate on campus, all student organizations must have a Faculty/Staff Advisor and a charter.

All student organizations must have a copy of their charter on file in the campus/site Student Life Office or equivalent. This charter will provide, among other things, for an election of officers and the maintenance of minutes of all official organization meetings. If money is collected, the officers of the organization and the Faculty/Staff Advisor hold the responsibility of dispersing and accounting for organization funds in accordance with College policy.

4. **Responsibilities**

- A. The Chancellor approves charters of all student organizations operating under the auspices of Delgado Community College.
- B. The Director of Student Life maintains charters and current membership lists of all student organizations operating at the College.
- C. Faculty/Staff Advisors will be approved by the Director of Student Life to serve as a liaison between the student organization and the Director of Student Life. The Faculty/Staff Advisor is responsible for the organization's meetings and activities. The Faculty/Staff Advisor ensures that the Director of Student Life is furnished with the organization's schedule of activities for the academic year and the current roster of officers, including names, addresses and telephone numbers. The Faculty/Staff Advisor will also share responsibility for dispersing and accounting for organization funds. The Faculty/Staff Advisors serve as agents of the College acting within the course and scope of their employment. Advisors have a duty to ensure that their student organization is functioning according to the organization's charter and in accordance with the College's policies and procedures.
- D. In order to operate at any facility of the College, student organizations must assure equal opportunity for all students to participate.
- E. Students attending or participating in student organization functions or traveling with student organizations are expected to uphold the student responsibilities as outlined in the [Student Judicial Code](#). Students violating the [Student Judicial Code](#) are subject to disciplinary proceedings.

5. **Classifications**

According to [Louisiana Community and Technical College System Policy #2.005, Student Organizations](#), student organizations are classified as follows:

- Honor, Leadership, and Recognition Societies
- Divisional Organizations and Recognition Societies
- Political Organizations
- Governmental Organizations
- Specialty Organizations (service, religious, military, etc.)

6. **Procedures and Responsibilities for Establishing a Student Organization**

A. Students interested in forming a student organization are to:

(1) Prepare a [Request to Organize \(Charter Approval for Proposed Student Organization\)](#), Form 1470/001 (Attachment A), and submit it to the Director of Student Life. This request is to include the following:

- Proposed name of the student organization
- Purpose and/or goals of proposed group
- Signatures of prospective members
- Proposed meeting dates, times, and location
- Recommended faculty/staff advisor

(2) Meet with the Director of Student Life and obtain initial permission to proceed

B. The Director of Student Life is to:

(1) Confirm the Faculty/Staff Advisor for the proposed student organization

(2) Provide overall guidance and direction in organizing the student organization, coordinating activities, and obtaining required support

(3) Oversee and maintain student organization information included on the Office of Student Life's [Student Organizations Guide](#) web page.

- C. The Faculty/Staff Advisor is to:
- (1) Provide guidance to students in the preparation of the organization's charter (See Attachment B - Sample Charter)
 - (2) Submit the proposed charter to the Director of Student Life and request that the approvals, in the following order, be obtained:
 - Director of Student Life
 - Assistant Vice Chancellor for Student Affairs
 - Campus Provost
 - Vice Chancellor for Learning and Student Development
 - Chancellor

7. **Procedures for Maintaining a Student Organization**

A. **Annual Registration of Organization**

Each student organization must register the organization on the Office of Student Life's [Annual Student Organization Registration](#) web page by the close of each Spring Semester in order for a student organization to remain active for the following academic year. Those organizations who do not comply will become *inactive* for the following academic year. However, at any time of a current academic year, the student organization can be granted *active* status by registering their organization on the Office of Student Life's [Annual Student Organization Registration](#) web page.

After a student organization carries an *inactive* status for three (3) consecutive years, its status will be moved to *dormant*. At that time any funds that remain in an on-campus or off-campus account for the organization will be distributed based on population to the respective Student Government Associations. Faculty/staff advisors may request an extension for the student organization through an email to the Director of Student Life.

B. **Operating Procedures**

Each student organization must operate within the guidelines established by the organization's charter and in accordance with all College policies and procedures, including the requirements and information published on the Office of Student Life's [Student Organizations Guide](#) web page.

8. **Use of College Facilities for Student Organization Functions**

Reasonable control must be exercised by College officials to ensure efficient use of College facilities for student organization functions. Functions must be compatible with Delgado's mission.

Recognized student organizations will, upon request, be assigned space on campus to conduct meetings. If a student organization function requires use of additional College facilities, the normal procedure for requesting an official college function will apply. Specifically, at least two (2) weeks prior to the planned function, an [Internal Event/Function Request](#), Form 4310/001, must be submitted by the Faculty/Staff Advisor to the Director of Student Life.

9. **Schedule of Student Organization Activities**

To eliminate or reduce the incidence of conflicting student activities and to provide broader publicity for student organization activities, activities of each student organization are included in the College's master Student Event Calendar, which is published on the College's website. To ensure that the student organization's schedule is included in this master listing, the Faculty/Staff Advisor is to assure that the student organization prepares a schedule of major functions proposed for the following year. The Faculty/Staff Advisor is responsible for providing the Director of Student Life with this list of major functions before the end of each summer semester.

10. **Procedures for Disbanding Student Organizations**

A student organization may be disbanded either (1) by three-fourths majority vote of the members or (2) at the direction of the College administration for cause.

If the members of a student organization wish to disband the organization, a meeting for that purpose must be held. Notification of the meeting and its purpose must be mailed to each current member of the organization two weeks prior to the meeting. This notification must state the date, time, place and purpose of the meeting. The decision to disband must be approved by three-fourths of the members present at the meeting. Any funds remaining in the treasury of an organization so disbanded will be placed in the Student Government Association's activities account or donated (by a vote of the three-fourths of the members present at the meeting to disband the group) to a non-profit organization whose purpose is similar to that of the student organization.

The College Administration may revoke the charter of any student organization which it finds has failed to adhere to the standards of conduct of the College. Student members may contest the action through the [Student Grievance Procedure](#). Any funds in the treasury of the organization at the time it is disbanded will be moved to the Student Government Activities Fund account.

11. **Cancellation**

This policy and procedures memorandum cancels SA-1470.1B, *Student Organizations* dated November 16, 1999.

Policy Reference:

[Louisiana Community and Technical College System Policy #2.005, Student Organizations](#)

Delgado Policy and Procedures Memorandum [Student Government Associations](#)

Delgado Policy and Procedures Memorandum [Student Judicial Code \(Rights, Responsibilities, and Disciplinary Procedures\)](#)

Delgado Policy and Procedures Memorandum [On-Campus Events and Functions](#)

Review Process:

Student Organizations, Activities and Intramurals Committee 10/9/09

Student Affairs Directors 11/24/09

Student Affairs Council 11/30/09

College Council 12/16/09

Distribution:

Distributed Electronically Via College's Intranet and E-Mail System

Attachments:

Attachment A- [Request to Organize \(Charter Approval for Proposed Student Organization\)](#) (Form 1470/001)

Attachment B- Sample Charter



REQUEST TO ORGANIZE
(Charter Approval for Proposed Student Organization)

Name of Proposed Student Organization:

Location - On Campus:

Location - Off Campus:

Meeting Date: Time: Place:

President:

Name:

Address:

Phone: (cell) (email)

Vice President:

Name:

Address:

Phone: (cell) (email)

Secretary:

Name:

Address:

Phone: (cell) (email)

Treasurer:

Name:

Address:

Phone: (cell) (email)

Faculty/Staff Advisor:

Name:

Office:

Phone: (cell) (email)

(Continued)

Projects/Activities Planned for the Current Year:

This Organization Currently Consists of Members*.

----- *(To Be Completed by the Student Life Office)* -----

Checklist of Completed Procedures for Charter Approval:

	Check:
Proposed Name of the Student Organization	_____
Purpose and/or Goals of Proposed Group	_____
List of Prospective Members (names, student I.D. #s)	_____
Proposed Meeting Date, Times and Location	_____
Met with Director of Student Life for Initial Permission to Proceed	_____

Signature Approval of Charter:

Director of Student Life _____
Date

Assistant Vice Chancellor for Student Affairs _____
Date

Campus Provost _____
Date

Vice Chancellor for Learning and Student Development _____
Date

Chancellor _____
Date

Date Effective: _____

*** List of Prospective Members (names, student #s) must be attached to this form.**



**SAMPLE CHARTER
By-Laws of the Delgado Campus Organization**

Article I – Purpose

Section 1. The name of the organization shall be the Delgado Campus Organization.

Section 2. The principle office of this organization shall be located at Delgado Community College.

Section 3. This organization shall operate for the benefit of all students in the _____ on any Delgado Community College campus or site.

Article II- Goals

Section 1. The goal of this chapter shall be:

- (a) To maintain high academic standards among its members.
- (b) To participate for mutual benefits in an exchange of information and experience.
- (c) To begin habits of lifelong professional development among its members with the professional organizations and their local and state affiliates.
- (d) To operate without profit and no part of the income of the organization shall benefit of any individual members.

Article III- Membership

Section 1. Membership in this organization shall be open to any students at Delgado Community College who are interested in _____.

Section 2. A member may be censured, suspended or expelled from the organization by a two-thirds vote of the entire membership if found to be in the best interests of the organization and the member has been afforded a reasonable opportunity to be heard.

Section 3. (A) Meetings of the membership shall be held during the third week of each month during the fall and spring semester or such other time as may be selected.
(B) Special meetings of the membership may be called at anytime by the President upon reasonable advance notice.

Article IV- Dues

Section 1. The dues of this chapter shall be annually in advance at the first meeting of the fall term at the rate of \$_____.

Article V- Officers

Section 1. The following officers shall be elected from the membership at a meeting designed for this purpose and shall hold office for a term of one (1) year from the date of election or until their successors are elected and duly qualified:

- (a) A President, who shall be the chief officer of this organization and shall preside at meetings. He/she shall appoint all committees, shall be an ex-officio member of all committees and shall perform all other duties usual to such office.
- (b) A Vice-president, who shall perform the duties assigned to him by the President and in the absence of the President, perform the duties usual to such office.
- (c) A Treasurer, who shall be responsible to the Association for an accounting of all monies collected and disbursed by the organization. She shall render periodic records to the membership during her term of office.
- (d) A Secretary, who shall keep a record of all the official proceedings of this organization, including the reports of special committees.

Article VI- Voting

Section 1. At meetings of the membership only members in good standing shall have the right to vote.

Section 2. A motion will be carried by a majority vote of the members present, provided a quorum is in attendance, unless otherwise provided for by these by-laws.

Section 3. A quorum of the membership shall consist of not less than one-third (1/3) of the members in good standing.

Section 4. Elections shall be conducted under the rules and procedures approved by the membership in advance of the meeting at which an election is to be conducted.

Article VII- Committees

Section 1. There shall be such committees as may be designed by the President during his/her term of office. The terms of the chairperson and the members of the committee shall correspond to the term of the President.

Article VIII- Finance

Section 1. Dues and other monies collected by this organization shall be placed in a depository-in accordance with Delgado policies and payments from the funds of this organization shall be made in the signature of the Treasurer and/or the President and Faculty/Staff advisor. Monies collected will be handled in accordance to Delgado Community College policies.

Article IX- Notices

Section 1. Members shall furnish the organization with their addresses and the mailing of any notice to such address shall be deemed service of such notice upon them as of the date of mailing of the same.