

POLICY & PROCEDURES MEMORANDUM

TITLE:	STUDENT ORGANIZATIONS
EFFECTIVE DATE:	December 16, 2009* <i>(*Procedural Update 3/16/18; Title Updates and LCTCS Policy Update 7/19/12)</i>
CANCELLATION:	SA-1470.1B (11/16/99)
CATEGORY:	Student (SA)

POLICY STATEMENT

Official student organizations are those groups of Delgado Community College students that 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 and the SGA*](#), activities of student organizations that 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 and the SGA](#), 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, 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 [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
 - Vice Chancellor for Student Affairs

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

A. **Annual Registration of Organization**

Each student organization must register the organization with the Office of Student Life 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 with the Office of Student Life.

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. In accordance with [LCTCS Policy #4.005 Use of LCTCS Facilities and Premises](#), functions must be compatible with Delgado's mission and organized in accordance with the requirements and information published on the Office of Student Life's [Student Organizations Guide](#) web page.

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, a reservation request through the College's [Event Management System](#) (or an [Internal Event/Function Request Form 4310/001](#) (for facilities NOT included on the College's Event Management System) 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 that 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:

[Delgado Student Organizations Guide](#)

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

[Louisiana Community and Technical College System Policy #4.005, *Use of LCTCS Facilities and Premises*](#)

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

Title and LCTCS Policy Update – Vice Chancellor for Student Affairs Approval 7/19/12

Procedural Update – Vice Chancellor for Student Affairs Approval 3/16/18

Distribution:

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

Attachments:

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

[Sample Charter](#)