

STUDENT CLUBS AND ORGANIZATIONS

FKC
(LOCAL)

STUDENT
GOVERNMENT

The purpose of an authorized student government organization shall be to further coordinate student activities with the programs of the faculty and administration, to develop among the student body a greater and more enlightened interest in those matters affecting students and the College, to provide a means of discovering opinion, to provide a means of making known to the College administration the thinking and feelings of the students, and to encourage a more responsible participation in the governance functions and student activities.

STUDENT ACTIVITIES;
CLUBS AND
ORGANIZATIONS

Galveston College encourages student activities and the formation of student clubs and organizations in order to promote and encourage social interactions, social development, develop and promote leadership, provide recreational opportunities, and enhance the educational/learning environment. Student activity funds may be used to implement such programs and activities.

As a prerequisite to operation on campus, all clubs must be recognized by the College and must agree to abide by Board policy, College regulations, and club rules as developed and issued by the administration. No club, organization, or activity shall be established or allowed to operate on or off campus that discriminates against staff members or students in violation of federal, state, or local law, Board policy, or College rules and regulations.

REGISTRATION
REQUIRED

Any club or organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Vice President of Student Services.

All registered student clubs and organizations must have a full-time faculty or college employee sponsor nominated by the Vice President of Student Services or designee and approved by the President. In addition, to be recognized the group seeking recognition must be composed of ten or more

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students. Approval for registration of an organization on any one campus or center is effective college-wide.

Any student group seeking to use District facilities shall have the approval of the Vice President for Administration or designee. The District may require payment for use of District facilities in accordance with Board policy. [See GF]

Each registered student organization has the responsibility to abide by the policies and procedures of the District and local, state, and federal laws.

Registration does not imply approval by the District of the activities of the registered organization.

ELIGIBILITY

A group shall be eligible for registration if:

1. Its membership consists of ten or more students.
2. It has two approved sponsors/advisors who are members of the faculty or the staff.
3. It is not under disciplinary penalty prohibiting registration.
4. It conducts its affairs in accordance with District policies, procedures, rules, and regulations; and in accordance with local, state, and federal laws.
5. Its membership is limited only to students, staff, and faculty of the District.

APPLICATION

A group shall apply for recognition as a registered student organization on an official District form. The completed form shall include:

1. The name and mailing address of the proposed organization.

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2. The names and signatures of its officers, members, and its sponsors / advisors.
3. A general description of its purposes.
4. Other information reasonably required by the appropriate Vice President.

The Vice President of Student Services shall recommend approval or rejection of the application to the College President. The College President may approve or reject the application.

REJECTION OF APPLICATION

If the College President does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal. The College President's decision may be appealed to the Board.

RIGHTS AND DUTIES

A registered organization shall be entitled to sponsor or present a public performance on District property in accordance with the rules and regulations governing such use.

A registered organization may not advertise or promote events or activities or other functions in a manner that suggests falsely that the event or activity is sponsored by the District or in a manner that violates the policy on use of District facilities and/or the policy on student discipline and penalties.

CASHIERING AND PURCHASING FOR CLUBS AND ORGANIZATIONS

All funds collected for any reason by any club or organization recognized by Galveston College must be accounted for in the Business Office of Galveston College. A separate account will be maintained for each club or organization revealing both receipts and disbursements. Periodic financial reports will be made.

Purchases for a club or organization will follow the same requisition/purchase order system as used for other college purchases. In no case will a student's signature be acceptable for payment from these funds.

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FISCAL PROCEDURE No organization, whether registered or not, may use the facilities of the District as long as it owes a monetary debt to the District and the debt is considered delinquent by the District.

LOSS OF REGISTRATION A registered student organization may have its registered status cancelled by the Vice President of Student Services if it:

1. No longer meets the eligibility requirements set forth herein.
2. Violates the rights and duties of organizations set forth herein.
3. Fails to comply with the fiscal procedure set forth herein.

A student organization whose registered status has been cancelled may appeal to the College President, who may take appropriate action regarding the issue.

A registered student organization whose registered status has been cancelled may re-apply for registration not less than four months following the date of such cancellation; the cancellation shall be effective Districtwide.

VIOLATIONS Violations of District policy shall subject the student organization to disciplinary action or revocation of registration as a student organization.

The College President shall require registered student organizations to furnish to the Vice President of Student Services or designee at the beginning of each semester a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the District on behalf of the organization. The list shall be kept current and accurate by the organization.

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At the beginning of each semester, each registered student organization or group must file with the Vice President of Student Services an affidavit stating that the organization or group does not, and will not accept any member who is not a student or a member of the faculty or staff of the District.

No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff of the institution.

A registered student organization whose registration has been revoked by the College President may re-apply for registration not less than four months following the date of such revocation.

RISK MANAGEMENT FOR STUDENT ORGANIZATIONS

The College shall provide a risk management program for student organizations and shall require representation from each student club or organization to participate in the risk management program at least once each academic year. Representatives required to attend the risk management program shall report on the program's contents at a meeting of the full membership of the club or organization.

The risk management program content at a minimum must address the following:

1. Possession and use of alcoholic beverages and illegal drugs, including the penalties that may be imposed for possession and use;
2. Hazing;
3. Sexual abuse and harassment;
4. Fire and other safety issues;
5. Travel;
6. Behavior at parties and other events held by the student club or organization; and,
7. Adoption by a student club or organization of a risk management policy.