

## **Student Organization Policy**

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### **Student Organization Policy Statement**

HCC is a state- and county-supported comprehensive community college. Its central purpose is to offer a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, general and continuing education, as well as student and community service.

HCC's vision is to be a learner-centered, accessible, lifelong learning institution dedicated to student and community success. The college maintains a wide spectrum of college programs and services, with a special emphasis on teaching excellence as measured by verifiable student academic achievement.

The college believes in and teaches the ideals and values of cultural and racial diversity and an openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education and lifelong learning. These ideas and values form the basis of the college's Institutional Learning Goals, which are:

- A. Demonstrate personal and social responsibility by practicing responsible citizenship, being open to new ideas, and understanding the value of moral sensitivity and cultural diversity.
- B. Practice intellectual skills such as critical and independent thinking, effective communication, and knowledge acquisition and application.
- C. Demonstrate self-direction, persistence and lifelong learning.

HCC supports students' rights to join, form, and participate in Student Organizations as a critical component of student growth and development. The student experience is enhanced by active engagement in activities that promote leadership and learning. The purpose of this policy is to assure that Active Students and Student Organizations have reasonable access to college resources, without undue disruption to college operations, violation of protected speech activity of others, and endangerment of others or risk to college property. Informal, spontaneous student gatherings are encouraged as long as they are honoring the provisions of the Student Code of Conduct, and the provisions of the HCC policy on Expressive Activity. The college administration is expected to establish and update as needed guidelines for Student Organizations and related procedures to implement all the provisions of this policy.

### **Levels of Engagement:**

To represent these values, the college has organized Student Organizations into the following levels of engagement:

- A. **Registered Student Group (RSG)** – This is a group of two or more Active Students at HCC which is registered in the Dean of Students' Office, and is not affiliated with or

sponsored by the college. No college funding is granted in the form of a group budget, but use of college space is permitted for group activity, in accordance with this policy, the Student Code of Conduct, and other related student policies and administrative procedures. RSGs may petition the Dean of Students Office for funding to support special projects and activities, such as printed handouts or refreshments for student gatherings or presentations.

- B. **Registered Student Funded Organization (RSFO)** – This is an organization of five or more Active Students at HCC which is recognized and registered in the Dean of Students Office as an active Student Organization. Use of college space for organization activities is granted and, once approved as an RSFO, the organization will receive, at the beginning of each fall and spring semester, funds for that semester, to conduct its activities, based on the criteria listed in the Student Organization Administrative Procedures. The RSFO must have a Faculty/Exempt Staff Advisor and be in compliance with all administrative procedures. RSFOs are permitted to raise additional funds into a college-issued account, with prior approval for the designated fundraising activity by the Faculty/Exempt Staff Advisor and the Office of the Dean of Students.

#### **Definitions:**

For the purposes of this policy and related procedures and guidelines, the following definitions apply:

- A. **Active Student** – An Active Student is defined as a currently registered HCC credit student who is not on academic or disciplinary probation or a currently registered HCC non-credit student who has satisfactorily completed a course. First-time HCC students may join Student Organizations and be counted as Active Students on a temporary status until a grade point average (GPA) or satisfactory course completion is established. The GPA requirements may be higher for academic or honorary groups or to serve as a Student Government Association officer.
- B. **Faculty/Exempt Staff Advisor** – Full-time faculty, full-time exempt-status college employees, and adjunct faculty and part-time exempt staff who have worked at the college for four years or more are eligible to serve in an advisory capacity to a student organization. A Faculty/Exempt Staff Advisor is required for all RSFOs. Faculty and exempt staff may serve as advisor to more than one Student Organization.
- C. In regard to this policy, **Student Organization** means Registered Student Group (RSG), and Registered Student Funded Organization (RSFO). Use of the term “Student Organization” in this policy does include student group terminology frequently used in higher education such as chapters, clubs, and all other similar entities, funded and / or not funded. This definition excludes student academic program memberships and related fees, supplies, equipment, and apparel that are funded through the instructional budget of the college.

## **Administrative Procedures for Student Organizations**

### **A. Scope**

1. These procedures apply to all Active Students. Only Active Students may be members of Student Organizations.
2. Registration of a Student Organization does not mean that the college endorses the student group, its purposes, values, and/or viewpoint.
3. Student Organizations must not be connected to a commercial enterprise, and must not be for a commercial purpose.
4. Student Organizations can have no violations of the HCC Student Code of Conduct or other published HCC rules or regulations to remain in good standing.

### **B. Registered Student Group (RSG)**

1. To become a Registered Student Group, these criteria must be submitted to, and confirmed by the Office of the Dean of Students:
  - a. Membership must be open to all Active Students.
  - b. Membership must maintain at least two (2) Active Students. The Office of the Dean of Students will verify membership each semester.
  - c. The group must have a designated leader who meets the criteria as an Active Student and whose name is registered with the Office of the Dean of Students. Any change in the leader of a Registered Student Group must be updated within one week of the change with the Office of the Dean of Students.
  - d. The Registered Student Group must maintain a current membership list of Active Students and an up-to-date purpose statement.
  - e. The group may petition the Office of the Dean of Students for funding of special projects and activities, such as refreshments for student gatherings or presentations related to the group's purpose, in accordance with the criteria referenced in Section D of these administrative procedures.
  - f. The Student Activities Coordinator will serve as an advisor to RSGs, as needed, especially when a financial allocation has been granted by the Dean of Students, unless the group prefers, and has identified, a Faculty/Exempt Staff Advisor.

### C. Registered Student Funded Organization (RSFO)

1. To become a Registered Student Funded Organization (RSFO), the following criteria must be met:
  - a. Membership must be open to all Active Students.
  - b. Must have and maintain a membership of at least five (5) Active Students.
  - c. Must have a Faculty/Exempt Staff Advisor. Any change in the Advisor for an RSFO must be updated within one week of the change, with written notification to the Office of the Dean of Students.
  - d. The Student Organization must maintain an up-to-date membership list and a one or two page prospectus including the names of Active Students officers or leaders and a purpose statement. Any change in the student officers or leader of an RSFO student group must be updated within one week of the change and written notification sent to the Office of the Dean of Students.
  - e. Each RSFO will get an equal share of the Student Organization funds to conduct its activities, which will be the lesser of \$200 a year (\$100 in the fall semester and \$100 in the spring semester) or an amount equal to the quotient of the total funds available for Student Organizations divided by the number of RSFOs. This amount will be reviewed annually as part of the HCC's budget development processes. The Office of the Dean of Students will verify membership numbers, as submitted by each RSFO, prior to the funding allocations each fall and spring semester. Additional funds may be requested, in accordance with the criteria referenced in Section D of these administrative procedures. RSFOs are permitted to raise additional funds into a college-issued account, with prior approval for all designated fundraising activity by the Faculty/Exempt Staff Advisor and the Office of the Dean of Students. As part of the Board of Trustees approved annual college budget, funds are designated to cover the cost of all student activities, including student organizations. No student activity fee is charged and budgets for student activities and student groups are allocated from the college's general fund revenue.
  - f. Must deposit all organizational funds into restricted accounts established by HCC's Financial Services Office. This includes their allocated equal, proportional share of the Student Organization funds, additional funds approved beyond the annual allocation, and any additional raised funds. All funds must be utilized according to college policies.
  - g. If an RSFO fails to maintain all of these requirements, its funding will be dropped and its status will be reclassified as an RSG, depending on active membership numbers.

#### D. Criteria for Requesting Additional Funds

1. Student Organizations may request additional funding, which may or may not be granted, based on budget availability and adherence to the following criteria, which will be applied in a viewpoint neutral manner.
  - a. The Student Organization must have shown fiscal responsibility with any funding it received in the past.
  - b. The activity levels of the Student Organization will be assessed, with consideration given to the number and frequency of meetings held, the number and frequency of activities and events planned, and the number and frequency of communications about their activities and events.
  - c. There must be evidence of research, planning, and detailed budgeting for all the activities for which funding is being requested.
  - d. For events or activities where attendance will affect the amount of money being requested, the Student Organization must show the number of attendees at any similar past event and the number of proposed attendees for the planned event.
  - e. Student Organization funding will not be allocated for equipment, supplies, or programs whose primary function is for classroom or instructional use.
  - f. Advisors, coaches, or full-time employees of the college will not be paid from Student Organization funding or contracted services rendered to Student Organizations. A Student Organization may use fundraising income for this purpose.
  - g. Student Organization funding may not be used to purchase self-promotional items (t-shirts, mugs, pens, etc.). Only fundraising income may be used for this purpose.
  - h. All requests must be submitted to the Dean of Students no later than three weeks after the start of the fall semester for activities during the fall semester and the period of time prior to the start of the subsequent spring semester, and no later than three weeks after the start of the spring semester for activities during the spring semester and the period of time prior to the start of the subsequent fall semester.
2. Any Student Organization or student aggrieved by any decision under this Policy shall have a right to appeal to the Vice President of Academic Affairs and Student Services if they have not able to resolve the matter up through the level of the Dean of Students.

E. Registered Student Groups (RSG) and Registered Student Funded Organizations (RSFO) Benefits

1. The benefits for Registered Student Groups include:
  - a. permission to post fliers on bulletin boards;
  - b. free promotional space on the college website;
  - c. reserving rooms on campus for meetings free of charge;
  - d. being listed on the Student Organization directory;
  - e. being provided assistance from the Dean of Students and his or her staff;
  - f. participating in the Student Organization fair, the annual open house, and other student recruitment events;
  - g. bulk mailings for a fee; and
  - h. copy services for a fee.
  
2. Registered Student Funded Organizations (RSFO) receive the following benefits:
  - a. permission to post fliers on bulletin board;
  - b. free promotional space on the college website;
  - c. reserving rooms on campus for meetings free of charge;
  - d. being listed on the Student Organization directory;
  - e. being provided with free organizational email;
  - f. being provided assistance from the Dean of Students and his or her staff;
  - g. being listed in recruiting publications;
  - h. participating in the Student Organization fair, the annual open house, and other student recruitment events;
  - i. receiving a budget allotment for the organization;
  - j. consultation meetings monthly with the Coordinator of Student Activities;

- k. college vehicles at the paid mileage rate (.51 cents per mile) for approved trips;
- l. bulk mailings for a fee; and
- m. copy services for a fee.

F. Expectations for ALL Student Organizations (RSGs and RSFOs)

1. Must complete the annual registration process by submitting all required information, and participate in available training opportunities, and make timely changes to information;
2. Must update membership and other pertinent information when they change;
3. Must maintain the minimum membership required for registration category and have a registered Faculty/Exempt Staff Advisor if required;
4. Must follow and abide by all applicable federal, state, and local laws and regulations, and all policies and procedures of the college including the Student Code of Conduct; and
5. Must meet all fiscal obligations incurred by the Student Organization.