

Division of Student Engagement

Student Organization Manual

Clubs and Organizations:

Student organizations provide an opportunity to discover and develop leadership skills, to make a positive contribution to co-curricular campus life, and to develop socialization skills with fellow students. The student organizations at Coahoma Community College are as diverse as the student enrollment and were developed to create avenues for increoll7F1 8(ve)7()JTJETQq0.00000912 0 612 792 reW* r

Club & Organization

Advisor

Email

Phone

Divisional Dean/Director

**Coahoma Community College
Student Organizational Manual**

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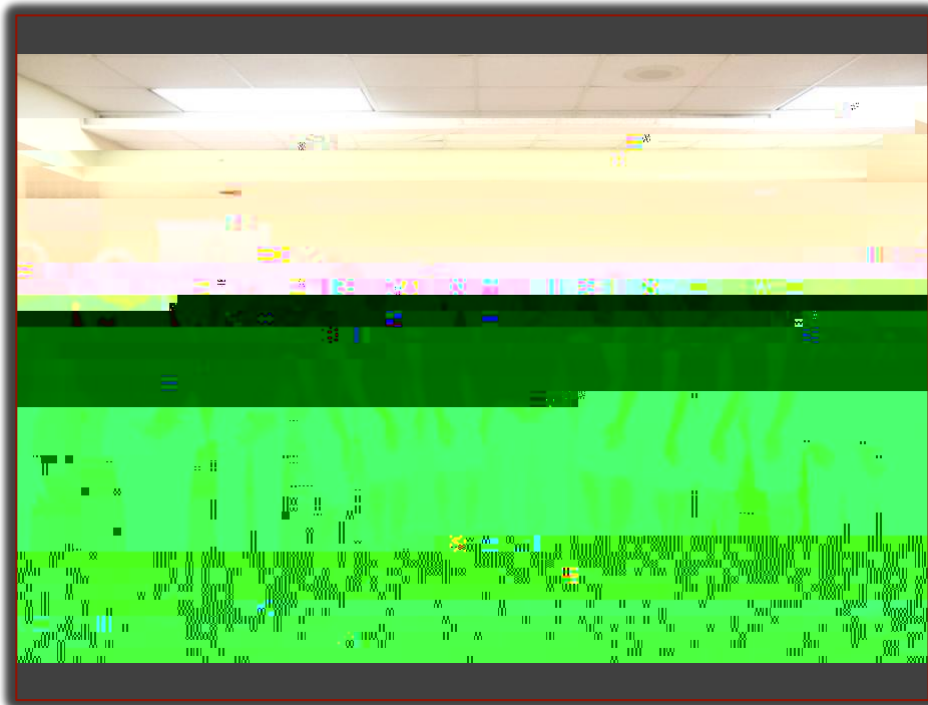
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Preface

Student Organizations

Involvement in student organizations provides an opportunity to discover and develop leadership skills, to make a positive contribution to co-curricular life, and to develop special friendships with fellow students. The student organizations at Coahoma Community College are as diverse as the student enrollment and were developed to create avenues for increased learning and community spirit. All organizations must comply with the Student Organization Manual. The manual contains pertinent information regarding policies and procedures for which all student organizations are responsible.

If you have questions or comments concerning the operations of the Clubs and Organizations, please contact Nicole Ross Assistant Director of Student Engagement in the Zee A. Barron Student Union 2nd Floor Office of Student Engagement, or call 621-4146, or email nmoore@coahomacc.edu.



GENERAL REGULATIONS FOR STUDENT ACTIVITIES AND ORGANIZATIONS

ALL CLUBS/ORGANIZATIONS ARE REQUIRED TO SPONSOR AT LEAST 2(TWO) ACTIVITIES PER SEMESTER.

ALL CLUBS/ ORGANIZATIONS MUST HOLD AT LEAST 3 MEETINGS PER SEMESTER IN ORDER TO OBTAIN AN ACTIVE STATUS. CLUBS/ ORGANIZATIONS WHO ARE NOT ACTIVE WILL NOT BE ALLOWED TO SPONSOR ANY STUDENT ACTIVITY FOR THE SEMESTER.

ALL CLUBS/ORGANIZATIONS MUST ATTEND AT LEAST 2 EVENTS HOSTED BY THE DIVISION OF STUDENT ENGAGEMENT

ALL CLUBS/ORGANIZATIONS MUST COMPLETE AT LEAST ONE COMMUNITY SERVICE PROJECT/ACTIVITY WITHIN OUR 5 DISTRICTS

Recognition will be denied to any organization that selects its members on the basis of race, color, religion, disability, sex, age, sexual preferences, or national origin. **Only officially college registered (includes part time students) students shall be eligible for active membership status in the student organizations.**

Academic Standard for Leadership

To hold offices in the Students Government Association or in student clubs/organizations, students must have a minimum 2.5 GPA for the preceding session and a minimum cumulative 2.5 GPA and complete a minimum of six (6) semester classroom credits hours. Holders of major office positions (SGA President, Vice President, and Chief of Staff; and Mr. and Miss CCC must maintain a 3.0 Grade Point Average (GPA) for the current and subsequent semesters during their appointment.

Scheduling Meeting, Activities

All clubs and student organizations must create a meeting calendar for the Office of Student Engagement. This calendar should have specified dates, times, and location assignments. The Student Engagement Office is requesting minutes from all meetings held. The Assistant Director of Student Engagement must receive updated meeting times within the first 6 weeks of each academic year.

Students Organization Standards

The college requires that all organizations seeking status on campus undergo a formal recognition process, which includes the following procedures:

- A. Register with the Office of Student Engagement as a group seeking college recognition (using the application form which can be obtained in the Student Engagement Office).
- B. Submit a list of all current members and the proposed faculty /staff advisor of the organization to the Office of Student Engagement.

C. Submit a copy of the organ= Ó

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comply with the following:

A. A. Register as active or inactive within one month of the beginning of classes in both the fall and spring semesters with the Assistant Dir. of Student Engagement, completed at the annual advisors meeting.

B. B. Maintain at least five (5) active members. **Notify Office of Student Engagement when below (5) members.**

C. C. At all times, operate in compliance with college policy and regulations, with all federal, state, and local laws, and with parent organizations as applicable.

D.

STUDENT ORGANIZATION ADVISORS

Duties as Advisor of a Club/Organization:

The advisor, officers and members need to ensure that the goals and objectives align with the college's goals and objectives, to evaluate those goals and objectives by semester for the better of a strengthened program for the oncoming year, and to discuss expectations for club/organizations initially. The agreed-upon expectations should be written and distributed so that all participants are aware that they are accountable for the guidelines. The advisor serves as a resource person and an overseer of administrative details.

- A. **Resource:** Advisors have organizational and community knowledge. Often, they have been advisors of the club/organization in length and can share experiences that have occurred over the years. An advisor's professional and business associates, as well as friends in the local community are additional resources for clubs/organizations. With the assistance of a club advisor, outside resources can be used as speakers, financial contributions, and general support.
- B. **Administrative Details:** Advisors are employees of the college and therefore have critical information regarding college staff, operations, regulations etc. This can be of great benefit to clubs/organizations, especially when dealing with detail-oriented tasks with parliamentary procedures, Robert's Rules of Order, minutes and bookkeeping.
- C. **Rights and Responsibilities:** Advisors of clubs/organizations at Coahoma are afforded the rights and responsibilities of all students at the c

**** The Director or Assistant Director of Student Engagement must approve all Fundraising events****

A. No organization shall have the right to disturb or infringe upon the privacy of residents of the college residence halls, study, lounges, dining hall, etc. (except with prior approval). Disturbing or interrupting the conduct of classes for purposes of raising funds is considered inappropriate.

B. The advisor of each organization must approve all fundraising

Please note: If a faculty/staff member of the college wishes to start a new club/organization, then please follow all applicable guidelines.

(ALL ORGANIZATIONS) The application packet is given to the Student Government Association for their review and recommendation during a scheduled meeting. All remarks will be noted on the inside of the folder.

1. The packet is given to the Student Activities Committees for their review and recommendation during a scheduled meeting. All remarks will be noted on the inside of the folder.
2. The application is presented to the President of the college for review and recommendation. The President of the college has the authority to accept or deny approval of an organization. The President also has the right to stipulate conditions on approval of a club/organization.
3. The application is returned to the Student Engagement Office where it is kept on file.
 - A. Elections for officers should be held at this time. If the officers listed in the

E. Club/Organization meeting times, dates, and location are excluded from receiving the “approved stamp”

Club Procedure for Recognition Checklist

Attain approval from Divisional Dean or Director.

Choose a club or organization name.

Select an advisor (must be a full time CCC faculty or staff).

Have five or more CCC students interested as



Coahoma Community

Coahoma Community College
Division of Student Engagement

Student Activities Form

PLEASE NOTE:

The college reserves the right to cancel a reservation for special and/or unforeseen circumstances, although every effort will be made to honor scheduling.

A permit will be issued when approval for the event is granted.

To avoid any delays in processing and receiving approval for your program, complete each line as indicated.

Incomplete forms will not be processed.

All forms must be submitted to the Division of Student Engagement at least two weeks prior to the event. Any forms submitted after this time may not be scheduled due to improper notice.

ACTIVITIES ARE NOT TO BE HELD DURING THE LAST TWO WEEKS OF A SEMESTER!

Requestor Information

Name of Organization requesting space/activity

Name of person requesting space/activity

Requestor's phone number

email address

Advisor's Name

extension

email address

Name of facility requested (1st Choice)

(2nd Choice)

Any room reservation that exceeds the normal business or operating hours of the facility will require Coahoma Community College Campus Police presence.

Date of event/ activity/solicitation (1st choice)

(2nd choice)

Event starting time
The event start

Event ending time

DIVISION OF STUDENT ENGAGEMENT FACILITY REQUEST FORM

Please submit at least **ONE WEEK** in advance. Type or print clearly in ink. See instructions on reverse side.

Name of Group, Department, or Individual _____

_____ Home Phone _____

Contact Information _____ Bldg. & Dept or _____
Home Address _____ Work Phone _____

Room(s) Requested	Dates	Times
<u>Magnolia Room</u>	-	_____ a.m./p.m. to _____ a.m./p.m.
Capacity 180-250	-	_____ a.m./p.m. to _____ a.m./p.m.
<u>Career Center</u>	-	_____ a.m./p.m. to _____ a.m./p.m.
Capacity 10-20	-	_____ a.m./p.m. to _____ a.m./p.m.
<u>Ebony Room 1</u>	-	_____ a.m./p.m. to _____ a.m./p.m.
Capacity 10-25	-	_____ a.m./p.m. to _____ a.m./p.m.
<u>Aerobics Room</u>	-	_____ a.m./p.m. to _____ a.m./p.m.
Fitness Center	-	_____ a.m./p.m. to _____ a.m./p.m.
<u>Marion Reid Gym</u>	-	_____ a.m./p.m. to _____ a.m./p.m.

Organization Representative

Date

Director of Campus Safety

Date

SIGNED:

Director or Assistant Director of Student Engagement

Date

