



Policies and Procedures

TITLE: PARTICIPATION IN STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS

POLICY NO: 1-18

EFFECTIVE DATE: 02/17/09

VCCS POLICY NO: [6.4.5](#)

REVISED DATE: N/A

I. Purpose:

To provide guidance on student activities, clubs and organizations at the college.

II. Definitions:

Activity: Any educational, social, or other function sponsored by the college with the specific purpose of engaging students.

Student activity fees: Funds for student related activity collected as part of tuition payment.

Student activity funds: Monies collected from student activity events or student clubs (e.g., ticket sales, bake sales, etc).

Interest group: Any student organization recognized by the Office of Student Life and the college with the intention of functioning for no more than one academic year. Interest groups may be academic, social, or service-oriented.

Student club/Student organization: Any group of students that are officially recognized by the Office of Student Life and the college with the intent to function for more than one year. Student clubs/organizations may be academic, social, or service-oriented.

III. Policy:

In an effort to support the mission of the college and promote the academic, career, and personal enrichment of students, J. Sargeant Reynolds Community College invites students to participate in student activities, and/or form clubs and organizations that meet the educational, social, or other interests of a diverse student population. Students who are interested in participating in student activities, clubs, and organizations must comply with the following provisions.

- A. All registered J. Sargeant Reynolds Community College students are eligible to participate in student activities at the college.

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- B. Individuals who are not registered students at J. Sargeant Reynolds Community College may also participate in student activities at the college if resources permit. However, they are not eligible to participate in or form student clubs.
- C. Students interested in forming a new club or organization, or who are interested in participating in a recognized club or organization must be in good academic standing at the college. Good academic standing is defined as having a 2.0 cumulative grade point average or better.
- D. All students interested in developing a new organization must submit a [New Student Club Proposal](#) and club constitution to the Office of Student Life for review and approval. The Office of Student Life will respond within 10 business days to the request. No student organization may function without receiving a formal approval from the Office of Student Life.
- E. Recognized student organizations must be deemed eligible annually by the Office of Student Life before engaging in activities. Requirements of certification can be found in the Office of Student Life.
- F. Interest groups may be formed at the college and are entitled to the same rights and privileges as recognized student clubs and organizations. Interest groups are also subject to the same provisions as required of student organizations.
- G. All recognized clubs, organizations, and interest groups must have a faculty or staff advisor. In the event that an advisor cannot be located, the Office of Student Life will provide one, until the club can locate an advisor. If after one academic year an advisor is not located, the club or group may lose its recognition.
- H. All clubs and groups may use college resources and facilities, subject to college policies and procedures. Budgeted student activity fees are available for educational activities that are religious, political, cultural, or social in nature.
- I. Student clubs and groups must demonstrate fiscal responsibility. Monies collected from student activity events or student clubs (student activity funds) must be deposited at the college's Business Office within 24 hours of collection. Accounts will be established for each club or organization and balances will be reflected in a department ID designated for that student club. At no time should revenue be withheld to pay expenses. Reimbursement for expenses must follow college procedures. Student groups may use the student activity funds in accordance with the college's and the Commonwealth of Virginia's policies and procedures. Organizations that are inactive for more than one year may lose access to student activity funds to the Office of Student Life.
- J. All planned activities of a student club or group must be reviewed by the advisor and approved by the Office of Student Life. Planned activities shall include outside speakers, or other events that require the use of college resources. Clubs must submit the [Student Life Event Proposal](#). Within ten (10) business days of the receipt of the request for an activity, the Office of Student Life will review planned activities to ensure that both safety and budgetary requirements are met. In the event that an activity is not approved by the Office of Student

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Life, the club or group may appeal the decision through [JSRCC Policy No. 1-12](#), Student Grievance.

- K. In the event that a club or group wishes to protest or demonstrate as a form of expression, the club or group must comply with [JSRCC Policy No.1-38](#), Authorization and Regulations for Campus Demonstrations.
- L. All clubs and groups are open to any registered student who may be interested in participation, and shall not discriminate on the basis of race, color, creed, sex, religion, age, disability, or any other protected status.
- M. Private clubs and organizations, as well as social fraternities and sororities are prohibited.
- N. Any type of hazing of students as condition of membership is strictly prohibited and may be subject to legal action.
- O. Violation of college policies may subject the student club, interest group, and/or individual students to review under [JSRCC Policy No.1-35](#), Student Conduct, and/or loss of active status.

IV. Procedures:

- A. Any students interested in forming a group must contact the Office of Student Life.
- B. The Office of Student Life will meet with the interested students and provide an orientation regarding the procedures and paperwork required to form a group.
- C. The Office of Student Life will review the completed materials and consult with the associate vice president of student affairs. A decision regarding the eligibility of the club or group to participate as a recognized organization will be made within ten (10) business days.
- D. Appeals of decisions regarding eligibility must follow the institution's grievance policy ([JSRCC Policy No.1-12](#)).

V. Other Information:

- A. [Guidelines for Creating a Club](#)
- B. [New Student Club Proposal](#)
- C. [Sample Club Organization Constitution](#)
- D. [Guidelines for Planning an Event](#)
- E. [Student Life Event Proposal](#)
- F. [Guidelines for Requesting a Room/Facility](#)
- G. [Guidelines for Posting Flyers on Campus](#)
- H. [Guidelines for Requesting Funds](#)
- I. [Student Club Request for Funds](#)
- J. Reimbursement Procedures