

ESCC POLICY
Student Clubs, Organizations and Activities

Effective Date:

Responsible Office: Vice President of Academic and Student Affairs

I. PURPOSE

To establish Eastern Shore Community College's (ESCC) policy regarding student clubs, organizations and activities. This policy should help enhance the students' educational experiences and develop life-long friendships. As a member or officer of a student club, the students' involvement will directly impact personal development and leadership skills.

II. AUTHORITY

The President has given the Vice President of Academic and Student Affairs (VPA&SA) the responsibility and authority to establish and enforce the college's Student Club Policy.

III. APPLICABILITY

This policy applies to the student activities coordinator, student club advisors and all students of the college.

IV. DEFINITIONS

Activities: Cultural events, cookouts, clubs, community and college service projects, performances, trips abroad and lectures are examples of extracurricular activities planned and coordinated by the student activities department. Events such as these are designed to enrich and enhance the students' academic experiences.

Clubs: Student groups designed to meet a specific interest of students. These may be academic, social or interest based. These clubs have an advisor, are initiated and led by students, are approved by Student Activities Coordinator, VPA&SA and the President and are overseen by the Student Activities Coordinator.

Organizations: Student groups designed to serve the entire campus community such as the Student Government Association (SGA) or groups tied to outside affiliations like Phi Theta Kappa (PTK). These organizations have an advisor, are initiated and led by students, are approved by the Student Activities Coordinator, VPA&SA and the President and are overseen by the Student Activities Coordinator.

V. POLICY

The Office of Student Services assists students and faculty in the planning of events and in developing new student organizations. Every student organization is subject to recommendation by the VPA&SA and the approval of the President before it can be chartered and recognized as an

official College activity. Until this process is complete, clubs and organizations may not begin fundraising. Each organization has membership open to the members of the student body unless otherwise stated.

VI.e ESTABLISHING NEW CLUBS AND ORGANIZATIONS

Establishing a club requires the following:

- e A written request to establish a club or organization, including a rationale for creating the club or organization and its goals, must be submitted to the Student Activities Coordinator. Private clubs or associations, social fraternities and sororities will not be authorized or recognized by the College.e
- e The Student Activities Coordinator will assist the student group in preparing the required constitution and by-laws, finding the required faculty/staff sponsor and in completing the Application for Student Club Recognition form.e
- e The Application for Student Club Recognition form, the rationale, the constitution and the by-laws will be submitted to the VPA&SA for review. When there is an affiliation with an outside organization such as a national society, the outside organization's constitution and by-laws must also be submitted.e
- e The VPA&SA recommends approval or disapproval of the request to the President.e
- e The President approves or denies the request for the establishment of the club or organization.e
- e If club or organization is approved, the VP submits paperwork to the Business Manager to begin the process of setting up a budget account. No fundraising can begin until the budget account number is in place in AIS.e
- e The VPA&SA notifies the club sponsor of outcome.e

VII. NONDISCRIMINATION

ESCC shall recognize and encourage honorary, scholastic, and service organizations and clubs that do not restrict membership based on race, color, gender, age, religion, disability, national origin, sexual orientation or other non-merit factors.

All student activity programs and recognized organizations must comply with the ESCC's nondiscrimination policy, except as follows:

Any recognized religious or political student organization shall be authorized to limit certain activities only to the members who are committed to furthering the mission of such organization. Such activities include ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes.

VIII.e DISSOLUTION OF EXISTING CLUBS

When a club has been inactive in the previous school year, the VPA&SA will notify the last sponsor and/or the organization's president by October 15 that the club is considered inactive.e

If the club has not been reactivated by December 1 of the following year, the money in the club's account will revert to the SGA vending fund.e

If a club decides to seek reactivation, the organization must notify in writing the VPA&SA. If the reactivation takes place before the money in the club's account has been reverted to the SGA Vending Fund, the money on balance in the club's account will be available.

IX.e CLUB ACCOUNTS AND BUDGETe

Student organizations are required to operate a budget setup from fund raising activities. All student organizations' funds are deposited and expended through accounts in the student organizations' names which are maintained in the College's Business Office. All withdrawals from individual club accounts must be made on a *Student Club Request for Disbursement* form, which requires signatures of both the club's president and the club's sponsor and **receipts attached**. No funds will be withdrawn without proper receipts or documentation. The *Student Club Request for Disbursement* form can be obtained in the Business Office.

At the end of each academic year, each club will check its financial records with those of the Business Office for verification.

X.e FUNDRAISING ACTIVITIESe

Student groups officially recognized by Eastern Shore Community College may conduct fund-raising activities using College facilities in accordance with the following guidelines:

- e All fund-raising activities must be conducted in accordance with all College policies and procedures as well as local, state, and federal laws and regulations.e
- e Activities conducted by student groups using College facilities must not inconvenience, harass, or annoy other members of the College community.e
- e All fund-raising activities conducted by student groups must be submitted for approval to the Student Activities Coordinator or the VPA&SA at least two weeks in advance of the event.e
- e To prevent similar events from coinciding with each other, scheduling of fund-raising activities is done on a first-come, first-served basis.e
- e Any facility, equipment or supplies provided by the College should be requested in advance with the appropriate College staff.e
- e Club or organization members are solely responsible for the set up and clean-up of any event including any fliers posted throughout the buildings.e
- e If any contracts are to be signed, they must be submitted to the VP of Finance and Administration for approval and signature.e
- e Selling of raffle tickets is allowed, if the amount collected is less than \$30,000 per year for ESCC.e
- e All proceeds should be brought to the business office along with a completed *Student Club Funds Transmittal Form* within one business day of the fund raising event.e
- e Funds should only be used for club or organization expenses.e
- e Students may not solicit vendors or alumni for donations or support without prior approval from the Development Office.e

XI.e GUIDANCE, CONSULTATION AND COMPLAINTSe

The Vice President of Academic and Student Affairs will provide policy and procedural information.e

XII. INTERPRETATION

The authority to interpret this policy rests with the President, and is generally delegated to the Vice-President of Academic and Student Affairs.

Approved:



Linda Thomas-Glover, President

7/22/14
Date



Jeff Holland, ESCC Board Chair

7/22/14
Date