

Roxbury Community College

New – Renewal Student Organization Application and Guidelines

STEPS FOR ESTABLISHING STUDENT ORGANIZATION OR RENEWAL OF STUDENT ORGANIZATION

IMPORTANT NOTE: New Student Organization must follow the process outlined below in order to be recognized as an official Roxbury Community College (RCC) student organization. In order to be eligible for SGA funding the deadlines are: fall semester October 15th and spring semester February 15th.

1. Gather at least 5 student members willing to participate in student organization activities. Members must have a valid student ID card with a student ID number and be enrolled in classes.
2. Obtain an advisor.
 - a. Advisors must be employees of RCC.
 - b. Advisor must be willing to attend annual advisor training meetings.
 - c. Advisors must be consulted on the activities of the student organization, attend official meetings and events, and approve student organization expenditures.
 - d. Advisor approval is necessary before any event may be scheduled on campus.
3. Attend the next Student Government Association (SGA) meeting following submission of New Student Organization Application form in order to present proposed charter.
4. Schedule a meeting room through the Student Life Office no less than one week after becoming an official student organization. Advertise the first student organization meeting upon approval of the room through Student Life Office.
5. Hold a campus student organization meeting with new members and advisor within two weeks of approval.
6. When submitting an application, your student organization constitution must be included. (Attached are examples of constitutions)
7. If a student organization is requesting funding from SGA, they must submit the request in person at a SGA meeting.
8. Mandatory participate in Student Involvement Days. This is an opportunity of each Student Organization to showcase their organization and encourage students to join. Student Involvement Day will take place the first full week of classes during the fall and spring semester.

Student organization leaders are responsible for upholding the RCC student code of conduct and polices related to student clubs and cannot act on behalf of RCC to authorize any campus activities or sign any contracts.

ACTIVE STUDENT ORGANIZATIONS AT RCC

Once recognized as an official student organization by the Office of Student Life, student organization have the following responsibilities, privileges, and services available.

Responsibilities of an Active Club:

*****Each student organization must:**

1. Have an RCC faculty or staff advisor.
2. Follow policies and procedures of RCC as described by RCC Policies and Procedures, Office of Student Life rule, State and Federal Laws, and the RCC handbook.
3. Have and follow a student organization constitution.
4. Be non-discriminatory in membership.
5. Make ALL financial transactions through the SGA student organization account held in the RCC Business Office.
6. File a Renewal Contract form with the Office of Student Life

Privileges of an Active Student Organization:

1. Use of the RCC's name when appropriate.
2. Schedule use of available rooms and/or equipment for free.
3. ALL mailings/emailing's in and outside of the college approved by the Office of Student Life.
4. Ability to apply to hold fundraisers on campus.
5. Participation in college activities, contests, and events.
6. Opportunity to apply for funding from SGA.

Reasons for Losing Active Student Organization Status:

1. Organizing without a recognized advisor. Advisors must be RCC employees and attend advisor training.
2. Failure to charter student organization by deadline of fall semester October 15th and spring semester February 15th may not be eligible for SGA funding.
3. Failure to follow policies, rules, and regulations of RCC, SGA and the student organization constitution at any student organization activity or event on campus.
4. Failure to adhere to membership guidelines of SGA.

NEW - RENEWAL STUDENT ORGANIZATION APPLICATION CONTRACT FORM

Please be advised of the following Approval Process (approximately 2 weeks):

- 1) Submit this form to the Office of Student Life no later than October 15th (fall semester) and February 15th (spring semester).
- 2) Student Organization Constitution must be submitted with renewal application.

NEW or RENEWAL STUDENT ORGANIZATION APPLICATION/CONTRACT FOR:

FALL_____ **SPRING**_____

Student Organization Name:

Student Organization President (If known at time of application):

Email: _____ **Phone:** _____

Mission /Purpose of Student Organization:

Anticipated student organization activities for fall and spring semester:

Student Organization Members Section:

We know that we are responsible for ensuring that our student organization knows and adheres to RCC policies and procedures that are outline in the RCC handbook and Student Leadership Guide.

Please print: NAME, STUDENT ID#, EMAIL, and then add your SIGNATURE*

#	Name	Student ID#	Email	Signature
1				
2				
3				
4				
5				

*Signature indicates agreement to allow phone number and email to be given to RCC Faculty, Staff and Students.

Student Organization / Representative Section:

On behalf of the student organization members, I apply for recognition for our student organization. As Student Organization President, I agree to attend all RCC meetings or designate a permanent, alternative representative to attend the meetings.

Student Organization President/Representative (signature): _____ **Date:** _____

Student Organization Advisor Section:

I am an employee of RCC agree to serve as advisor to this Student Organization. As a student organization advisor I agree to attend and be present at all meetings, excursions and events created by this student organization and to abide by the RCC policies and procedures.

Student Organization Advisor (print name):

Please check one of the following:

Faculty Staff Administration

E-Mail: _____ Phone Number/Extension: _____

Signature, Advisor: _____

Student Life Department Section:

I certify that RCC and SGA have recognized this new - existing Student organization and have granted them recognition on said date.

Approved, Student Life Office

Date: