



# **Stud Org Conditions and Procedures**

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## **Stud Org Conditions and Procedures**

At Bakersfield College (BC), Student Organizations serve a valuable and educational function offering students the opportunity to join in academic, professional, honor, political, service, social, cultural and/or spiritual groups. Student Organizations (Stud Orgs) allow students to assume various leadership roles that provide insight to further the mission of the group and contribute to the personal development and enjoyment of members within the context of the broader teaching, research, and service missions of BC. These opportunities offer students a chance to become more involved with their campus community, adding an experiential component to their educational co-curricular experience.

BCSGA has established a process to define the basis of the relationship between the Office of Student Life, the College, Kern Community College District (KCCD), and the respective Stud Orgs and the responsibilities and privileges afforded to registered Stud Orgs. The registration process serves many purposes. First, it offers structure by providing parameters in which organizations can function. It spells out responsibilities for groups that the College expects them to fulfill. Secondly, it establishes a communication pattern between organizations and the Office of Student Life and Bakersfield College Student Government Association (BCSGA) that may support and add stability to organizations. Finally, it outlines consequences for Stud Orgs that choose not to exist in accordance with these conditions.

The Office of Student Life and BCSGA are committed to the belief that students have the right and privilege to organize and participate in groups whose purposes center around the interests and goals of the individuals involved and contribute to co-curricular life on campus. Though Stud Orgs are able to function on campus and enhance campus life, neither the Office of Student Life, nor BCSGA, nor the College assumes responsibility for the organization. The Office of Student Life nor the College will assume any financial responsibility for any organization, nor extend insurance coverage to its members.

A registered Stud Org is responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of KCCD Board Policies, the College, the BC Student Code of Conduct, and these Stud Org conditions and procedures. Registered Stud Orgs will be held accountable for the action and behavior of their members and/or guests at their functions and travel.

**It is the responsibility of the Stud Org Membership to familiarize themselves with the contents of Stud Org conditions and procedures and related policies.** Officers and the Advisor should take responsibility to inform others in the organization about the conditions and procedures affecting the group. Any changes in officers, advisor, and/or constitution should be promptly submitted to the Office of Student Life.

### **Definitions**

#### **Student Organizations**

A Stud Org is an entity that is initiated and directed by a group of current Bakersfield College students who share a common vision in promoting a co-curricular mission that enriches campus or community life and personal development. Stud Orgs must be registered with BCSGA through the Office of Student Life in accordance with these conditions and procedures.

#### **Membership**

Active membership in registered Stud Orgs shall be limited to enrolled Bakersfield College students (includes the Delano center and rural sites). Active members may participate at all levels in the organization's activities (beyond membership registration and payment of financial obligations) as determined by the organization. Membership shall be on a completely volunteer basis and shall not be



the basis of academic credits nor shall any coercion be used forcefully to maintain membership. The designated Advisor(s) of the Stud Org are considered a part of the Stud Org membership.



### **Shared Responsibilities**

In addition to the rights assured to BC Students (as outlined in the KCCD Board Policies), Stud Orgs and its Officers, Members, and Advisors have the following responsibilities.

### **Student Organizations Responsibilities**

The following are responsibilities of a registered Student Organization. The Stud Org has the:

1. Freedom of speech and the right to peaceful assembly;
2. Right to organize and join groups;
3. Freedom of press and the right to publish;
4. Right to choose an advisor and the right to change their advisor;
5. Right to change their officers through elections;
6. Right to establish and amend the Stud Org constitution;
7. Will not host or sponsor events that incorporate the consumption or advertisement of alcohol (cash bar, bring your own beer/alcohol, or open bar).
8. Ability to establish and maintain a BC Club Account through the BC Business Services in consultation with the Office of Student Life;
9. Responsibility for all account activity, including overdrafts; and
10. Ability to be directed and controlled by students who are currently enrolled at BC.

### **Membership Responsibilities**

The following are responsibilities of Stud Orgs' Officers and Members. The Membership:

1. Right to present dissenting views, and to promote discussion and demonstrate against issues, policies, and world events so long as these are held in an orderly manner and do not disrupt the College's academic functions;
2. Shall abide by KCCD and BC policies and procedures, as well as federal, state, and local laws;
3. Must abide by all Office of Student Life processes, conditions, and requirements;
4. Is not permitted to use, sale, possession, or being under the influence of alcohol or any other controlled substance prohibited by law, on campus, at any function sponsored, or supervised by the College;
5. Should encourage to improve the Stud Org leadership skills through attendance at available workshops and other opportunities; and
6. Must have an up-to-date Stud Org Facebook Page.

### **Advisor Responsibilities**

The following are responsibilities of the designed Stud Org Advisor. The Stud Org Advisor:

1. Acts as a consultant to an organization and assists the Stud Org in its growth and development by working closely with the Stud Org Membership;
- 2.
3. Serves as a liaison between the College and its resources and the Stud Org;
- 4.
5. Assists the organization in planning and implementing its programs and events;
- 6.
7. Attends Stud Org all meetings;
8. Attends an Advisor training hosted by the Office of Student Life at least once a semester;
9. Assists the organization in the management of its general and financial operations;
- 10.
11. Carries out the duties assigned by the Stud Org's ratified constitution;
- 12.
- 13.
- 14.
15. Incorporate classroom learning with co-curricular activities into Stud Orgs activities and/or events;



16. Interpret College, KCCD, and state policies and procedures and add continuity to the Stud Org by exploring regulations, rules, and responsibilities with Stud Org Officers and Members;
- 17.
- 18.
- 19.
20. Stays up to date on what is occurring within the organization as well as in the campus community;
21. Chaperones any Stud Org function or event that meets one of the following criteria:
  - a. Admission is charged at the door;
  - b. The event takes place "after hours";
  - c. The event is a dance, party, or concert;
  - d. The event is a fundraising event; and
  - e. When asked to be in attendance either by the Stud Org Membership or the Dean of Students;
22. Consults periodically with the Dean of Students or designated staff concerning the Stud Orgs direction, programs, and functions;
23. Notifies the Office of Student Life in the event the Stud Org has decided to or has ceased to function; and

### **Procedure for Advisor Resignation**

If the advisor chooses or is asked to resign, it is the responsibility of the Stud Org Advisor to notify the Office of Student Life. The Stud Org Membership has thirty (30) days to find a new advisor. The outgoing advisor must serve until a successor has been appointed. If, for any reason, it becomes impossible to continue the advisor must notify the Dean of Students immediately. If the outgoing advisor cannot carry out the duties of the position, the Stud Org may exist without the advisor until a suitable replacement is found within thirty (30) days. In this case, the Dean of Students, or designee, will serve as the advisor. If an advisor is not found after thirty (30) days, the Stud Org will be placed on inactive status until a new advisor is appointed.

### **Non Discrimination Policy**

BC complies with all federal laws, executive orders, and state regulations pertaining thereto and does not discriminate based on disability, race, color, religion, national origin, age, sex, sexual orientation, or veteran status, except in the case of designated organizations which are exempted by federal law from Title IX Regulations concerning discrimination on the basis of sex.

Stud Orgs should make a reasonable effort to inform the College community of their membership criteria and processes, including membership application deadlines. Outreach efforts to groups typically underrepresented in Stud Orgs should be made. Officer selection criteria may be specific to the goals and objectives of the organization. Many of these items must be stated in the Stud Org Constitution.

### **Anti-Hazing Policy**

In keeping with the commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within Stud Orgs is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin. Hazing is a Student Code of Conduct violation and a crime in California.

Hazing is defined as any action taken or situation created intentionally, whether on or off College property, by individual students or student groups, to produce physical or emotional discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule.

Hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. Hazing can



also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, any Stud Org.

The Stud Org Officers and Memberships may be charged with a violation of these hazing prevention conditions. If hazing is confirmed, then the student(s) may be dismissed. The Stud Org may also lose privileges and/or recognition status. Stud Orgs are strongly encouraged to have their pre-initiation and other activities reviewed by their advisor and the Dean of Students, to determine if they promote positive character development. Stud Orgs may develop additional conditions that are more specific in order to prevent incidents of hazing within their membership. Engaging in the above activities may result in sanctions imposed by the Office of Student Life. Questions concerning these conditions should be referred to the Dean of Students.

Examples of activities, including but not limited to, the following lists are defined as hazing and are strictly forbidden. This list is by no means comprehensive. Each activity can be measured against the definition for each category. General rules:

1. If you have to ask if it is hazing, it is.
2. If still in doubt, contact your Advisor or the Dean of Students.
3. If you allow hazing to occur, you are a 'hazing enabler'.
4. Failure to prevent hazing could result in serious injury or death.

### **Subtle Hazing**

Subtle Hazing actions are against accepted standards of conduct, behavior, and good tastes. An activity or attitude directed toward a member or an act that ridicules, humiliates or embarrasses. Examples include (but are not limited to) the following:

- Neglecting new member(s)
  - Calling new members "pledgie" or any other demeaning name
  - Silence periods for certain members
  - Any form of demerits
  - Initiating writing progress reports on new members
  - Requiring certain members to address officers as Mr, Miss, etc.
  - Scavenger hunts for meaningless objects
  - Tasks or privileges only assigned to certain members
  - Requiring new members to carry items everywhere they travel
4. Scaring new members with what may happen at initiation
  5. Deprivation of privileges

### **Harassment Hazing**

Harassment Hazing is defined as anything that can cause mental anguish or physical discomfort to a member that might confuse, frustrate, or cause undue stress on them. Examples include (but are not limited to) the following:

- Verbal abuse
- Paddling
- Forced calisthenics
- Coerced physical activity causing excessive fatigue
- Forced consumption of food, alcohol, or drugs
- Physical or psychological shock
- Exposure to extreme weather conditions
- Any form of questioning under pressure or in an uncomfortable position
- Stunt or skit nights/events with demeaning and/or crude skits and/or poems
- Requiring new members to perform personal service to activities such as carrying books, running errands, performing maid duties, etc.



- Participating in morally degrading/humiliating games, activities, or public stunts
- Publicly wearing apparel and/or partaking in stunts not normally considered being in good taste
- Activities that engage in discrimination of any form
- Stranding members far from campus
- Confinement in any room or compartment
- Acts of vandalism or acts that aid and abet vandalism or the destruction of property
- Engaging in behavior that is in violation of the Student Code of Conduct or state and federal laws
- Activities that interfere with the conditions and processes of the Office of Student Life

### **Failure to Adhere**

The Office of Student Life will periodically review Stud Org registration status and conduct to ensure compliance with these conditions and procedures. The Office of Student Life reserves the right to impose sanctions against any Stud Org, officer, and/or its membership. Concerns regarding student conduct may be referred to the Office of Student Life for further review.

### **Sanctions**

The Dean of Students may determine if a sanction is warranted via a review. Moreover, depending on the severity of the violation impose any of the following sanctions may be deemed appropriate:

1. Place the Stud Org on probation with full privileges
2. Place the Stud Org on probation with restricted privileges
3. Suspend the Stud Org of registration without privileges
4. Revoke the Stud Org of registration

### **Authority**

The Dean of Students makes the final decision regarding the registration of a Stud Org in accordance with these conditions and may grant certain exceptions or make additional necessities on a case-by-case basis. The Office of Student Life is also the College department that oversees all Stud Org operations, programs, and travel, but is not responsible for Stud Org actions. The Dean of Students has the authority in the interpretation of these Stud Org conditions and procedures, including but not limited to exemptions and exceptions.

The official Stud Org website is [www.bakersfieldcollege.edu/Stud\\_Orgs](http://www.bakersfieldcollege.edu/Stud_Orgs).

### **Appeals**

Letters of appeal for sanctions may be submitted to the Vice President of Student Affairs within seven (7) days of notice of sanctions that has been deliberated. The Vice President of Student Affairs has the final authority over all issues involving Stud Orgs.

### **Stud Org Categories**

Each year a list of current Stud Orgs is published according to the following categories:

1. Academic Organizations have an academic interest which promotes development in a particular academic area or discipline.
2. Cultural Organizations have a diversity or multicultural interest that encourages and supports the various cultural and diverse interests of students including race, background, personal identity, sexual orientation, gender, etc.
3. Campus-Life Organizations have an entertainment, social, or media interest that provides social and media outlets for on campus projects and membership requirements generally include a commitment to work for and/or an interest in a particular cause or project
4. Honor Societies have an affiliation with a national professional or academic society that recognizes high level of academic achievement and generally require a demonstrated interest in



a particular career or academic discipline and membership requirements may include a certain grade point average, leadership and involvement experience, credit hours, or academic discipline



5. Specific Interest Organizations have a religious, political, or social action interest with a focus on any general area of interest, topic, or special issue including social, political, or serve as a support for students of a particular religious or spiritual denomination
6. Limited Membership Organizations have a process for membership selection which is not academically based or exempted by Title IX

### **Limited Membership Organizations**

Limited Membership Stud Orgs whose memberships are restricted for non-academic purposes must also follow all guidelines and procedures established and have all the privileges and responsibilities of regularly registered organizations with the following exceptions:

1. Restricted from the use or reference to the BC name and logos. Chapters may indicate affiliation by use of “\_name of organization\_ at BC.”
2. May not apply for any SOF Grants for chapter initiatives

All Limited Membership Stud Orgs must submit a membership roster of all members at the time of registration and at the end of each new member recruitment process. Limited Membership Stud Orgs must have an on-campus Club Account that is subject to review by the Office of Student Life. All funds collected from fundraisers held by Limited Membership Stud Orgs must be deposited into the Stud Org's Club Account and must be spent in accordance to KCCD procurement and financial guidelines.

### **Registration Process**

Involvement in a registered Stud Org gives each student the opportunity to create a holistic experience by incorporating classroom knowledge with the development of leadership skills, and engagement with the BC and Bakersfield communities. Every student organization should register with Office of Student Life on an annual base.

Stud Orgs must be unique and substantially different entities. The extent of such uniqueness shall be demonstrated through differences in members, officers, advisors, and/or the mission statement of the Stud Org. The Dean of Students will have the authority to decide if a Stud Org is a duplicate and/or similar to any other registered Stud Org.

### **Registration Requirements**

The following are minimum requirements for registration:

1. Submittal of the Stud Org Registration Form online.
2. Identification of Stud Org Leadership of three (3) currently enrolled Bakersfield College students, willing to serve as officers of the organization. These officers must:
  - a. Have and maintain a minimum cumulative G.P.A. of 2.00;
  - b. Be enrolled in a minimum of five (5) credit hours each semester (Fall/Spring only); and
  - c. Be in good standing with the College.
3. Maintain a current Stud Org Constitution on file with the Office of Student Life.
4. Have at least one BC faculty or staff member willing to serve as an advisor.

### **Affiliation**

If the Stud Org is affiliated with a local, regional, national, or international organization(s), the Stud Org may be asked to submit an official letter of affiliation or proof of affiliation. All requirements must be met in order to receive registered status and privileges. Stud Orgs must register each academic year to maintain active status. Registration does not imply either College approval or disapproval of the Stud Org's purpose, function, or activities.

### **Additional Privileges**

Any and all Bakersfield College students have the freedom to assemble. When a group chooses to



register with BCSGA and Office of Student Life, the registered Stud Org is extended Additional Privileges beyond the recognition of being a registered organization. A full list of additional privileges shall be listed on the, including but not limited to:



1. Use of the Bakersfield College name and logos indicating affiliation with BC and BCSGA
2. Access to Stud Org Funding Grant (upon approval through BCSGA)
3. Use of college facilities and spaces for meeting or event purposes at no cost or reduced cost
4. Use of tables, chairs, and canopies for tabling purposes.
5. Use of BCSGA board room and technology for meetings, webinars, guest speakers, etc.
6. Use of basic office supplies, equipment, or technologies
7. Assistance in planning of Stud Org events, activities, programs and operations
8. Inclusion on the college student organizations website
9. Access to apply for Student Leadership and Involvement awards
10. Free photocopies per event or meeting
11. Eligible for Stud Org travel and help with completing required paperwork
12. Creation of BC Club bank account
13. Eligible to conduct approved fundraisers

### **Registration Term**

Active registered status shall commence when a Stud Org has completed the registration requirements. Active status continues until Labor Day (First Monday of September) of the following academic year. For continued privileges after this date, new registration forms must be submitted to the Office of Student Life. The renewal process begins on April 1 of the each academic for the following academic year. Stud Orgs are encouraged to hold meetings over the summer break to ensure continuity of their organization.

If registration expires or has not been renewed for the year, all privileges are forfeited. This may involve cancellation of College reservations and freezing of the Club Account. Registration extensions may be given to Stud Orgs on extenuating circumstances by the Dean of Students.

### **Change in Officers**

To update changes in officers due to appointments or vacancies, an officer update form is needed to be completed with the Office of Student Life. All minimum requirements for Stud Org Registration are still in effect.

### **Online Registration**

The online Stud Org Registration form expedites the Stud Org registration process for the convenience of the membership. The Officer that completes the online Stud Org registration form will need information from all officers and the advisor. It is preferred that completing the registration form occurs at a scheduled Stud Org meeting.

1. Stud Org Information
2. Full and Abbreviated Names of the Stud Org
3. Social Media Information
4. General Email Account
5. Governing Items
6. Mission Statement
7. When the next elections are held
8. Date time and Location of Stud Org Meetings
9. Organization affiliation (if applicable)
10. Stud Org Annual Budget
11. Stud Orgs will need to submit a projected budget and current balance sheet for the FY17 fiscal year. Refer to the Finance Workshop presentation and Budget Template in the Finance section of the "Resources" tab to create your projected budget
12. Officer Information



13. The following Information for the President, Treasurer, ICC Rep, and Advisor
14. First, Middle Initial, and Last Name
15. BC @ Number
16. Email for Communication with (will be made public)
17. Phone Number (Cell phone preferred –Internal use only)



19. If the Stud Org has a Community Advisor (An advisor who is not employed by BC, but actively involved with Stud Org activities, Stud Org may include that member as well (optional).
20. Stud Org Agreement
21. This agreement specifies that your Stud Org leadership and its membership agrees to the Stud Org Conditions and Procedures that entails operations and management of Stud Orgs at BC. Note that the Stud Org Leadership is agreeing to the Agreement on behalf of the full student organization and its members.

### **Constitution Requirements**

The Stud Org Constitution shall be submitted and the content thereof must be in compliance with the Stud Org Conditions and Procedures established by the Office of Student Life. A model constitution is supplied at the time of registration. The following elements must be incorporated into each Stud Org Constitution:

1. Stud Org must have a unique mission that explains the nature of the organization and its purpose
2. Description of responsibilities for General Membership and the difference from Active Membership
3. Non-Discrimination Clause  
*[Name of Stud Org] complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.*
4. Anti-Bullying and Harassment Statement  
*[Name of Stud Org] will not tolerate any form of bullying or hazing. Bullying and/or hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. It can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, any Stud Org. In keeping with the commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within registered Stud Org is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.*
5. List of Officers and their Responsibilities
6. Advisor Responsibilities
7. Process of Officer Elections and Removal
8. Process of finance and business operations

### **Inter-Club Council Meetings**

All registered Stud Orgs must have an Inter-Club Council (ICC) representative for the Stud Org and must attend the ICC Meetings held on the first and the third Fridays of each month. The meetings provide an opportunity for current Stud Org leaders to learn updates to important conditions and procedures concerning their organization, as well as a chance to interact and collaborate with other Stud Org leaders.



## **Technology Agreement**

### TECHNOLOGY USAGE POLICY

[www.bakersfieldcollege.edu/is](http://www.bakersfieldcollege.edu/is)

[www.kccd.edu/aup](http://www.kccd.edu/aup)

Library 177 | (661) 395-4899

Bakersfield College recognizes that technology is a vehicle to access the most current and extensive sources of information throughout the campus. The use of technology prepares students for 21st Century careers. Bakersfield College provides technology for a limited educational purpose. This means students may use these resources for classroom activities and other school related work. Students may not use District technology for commercial purposes; students may not offer, provide, or purchase products or services using District technology. Students may use District technology only for class assignments or for 60 personal research on subjects similar to what they might study in a class or in the school library. Use for entertainment purposes or personal communication, such as personal blogging, instant messaging, online shopping, or gaming is not allowed. The District may place reasonable restrictions on the material that student's access through the system and may revoke students' access to District technology if they violate the law, District policies or regulations. Violations of the law or this policy may be reported to the Office of Student Life. In addition, violations of the law or this policy may result in disciplinary actions. Use of the instructional computers by students at Bakersfield College is encouraged. Access to academic computing services is a privilege enjoyed by all students. The Computer Commons, located in the library, is an open lab. Computers are also available in the Student Services Academic Use Area adjacent to EOPS. Student workers are available to assist students in the use of these computers. Unauthorized access or use of academic computing facilities is in violation of Section 502.b-c of the California Penal Code. Offenders will be disciplined and/or prosecuted in accordance with existing college policy and California Law.



### **Social Media Connections**

Stud Orgs may have social media accounts on any platforms that suits the needs of the organization's mission. It is recommended that StudOrgs do not create or open social media platforms without reason and approval from the Office of Student Life. All social media platforms, content, and messages can be screened and subject to removal by the Stud Org Advisor or the Dean of Students. All social media platforms login information and password must be submitted to the Stud Org Advisor and the Office of Student Life.

### **Communication**

Stud Org Officers and Advisors agree to maintain open communication with the Office of Student Life and abide by all Stud Org and College conditions and processes. Officers' and Advisors' Deny information may be released to the public given at the time of registration. If information is not to be released, please notify the Dean of Students in writing.

*The official means of communication between the Office of Student Life, BCSGA, and the Stud Orgs is through the email addresses given at the time of registration.*

### **Publicity Agreement**

By registering, the full Stud Org membership hereby gives BC consent to the use of all digital images, photographs, videotapes, or film, taken of the Stud Orgs and/or recordings made of their voices and/or written extractions, in whole or in part, of such recordings or musical performance representing BC and/or others with its consent, for the purposes of illustration, advertising, creating derivative works, or publications in any manner. If the stated information is not to be released, please notify the Dean of Students in writing.

### **Stud Org Financial Agreement**

Stud Org Officers and Advisor must contact the Office of Student Life before obligating Club or College funds (including initiating, purchasing, or committing funds) and adhere to the policies and procedures established by KCCD. Stud Orgs may NOT obtain a bank account outside the College. The Stud Org President, Treasurer, and Advisor must agree to attend financial workshops as needed. Stud Orgs must maintain a detailed budget and can be liable for overdrafts. If there are insufficient funds to cover bills accrued on the Stud Org's behalf, the Stud Org Officers and Advisor becomes responsible at the time of incurring these costs, and must agree to pay such expenses.



All financial transactions (including fundraising, purchases, and other activities) must be conducted through the use of the Stud Org's Club Account. Hence, the Office of Student Life is responsible for setting up the Stud Org's Club Account. The Stud Org Advisor and the Dean of Students are authorized to complete financial transactions.

Each Stud Org must complete and submit an annual projected budget for the next previous fiscal year during the registration process. Contact the Office of Student Life if you have questions about developing budgets or fundraising strategies that comply with the College policies and procedures prior to developing, soliciting, or receiving.

Any remaining balance in a Stud Org Account after the student organization has not registered with the Office of Student Life or has been inactive for at least three (3) consecutive instructional years, will revert to the Association fund.

### **Notification of Recognition**

Upon completion of all registration requirements, Stud Orgs will be listed as active on the Stud Org website and receive an email provided at the time of registration. This will serve as the official notice of recognition and eligibility to receive additional privileges.

### **Organization Responsibility Reminders**

1. ICC Rep will attend ICC meetings on the first and third Fridays of each month
2. Update the Stud Org Leadership Roster with the Office of Student Life (especially during new officer transitions, as not to lose communication).
3. Have at least three (3) different student members in the organization to serve as the President, Treasurer, and ICC Rep.
4. Have a College faculty or staff member serving as the Stud Org Advisor who attends Advisor trainings r.
5. President and Treasurer must attend a Financial Workshop (Advisors are also highly encouraged).
6. Maintain a current copy of the Stud Org's constitution with the Office of Student Life.
7. Stud Org must hold proper business meetings to conduct business to maintain agendas and minutes of all meetings.
8. Stud Org Officers and Advisors must ensure continuity from year to year by training new leaders and keeping good records.

*(Adapted from Metropolitan State College of Denver's Student Organization Handbook, 2003;  
Colorado State University-Pueblo Student Organization Survival Guide Manual, 2012)*

