REGISTERED STUDENT ORGANIZATIONS

I. BACKGROUND and/or LEGAL REFERENCE


II. POLICY

A. Registered Organization

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Vice-President of Student Services.

B. Registration Required

1. A group composed of seven or more students is entitled to register as a student organization. Approval for registration of an organization on any one campus or center is effective College-wide.

2. Any student group seeking to use District facilities shall follow the procedure outlined in College Regulation 372, Facilities Usage by Student Groups.

3. Each registered student organization has the responsibility to abide by the policies and procedures of the District and local, state, and federal laws.

4. Registration does not imply approval by the district of the activities of the registered organization.

C. Eligibility

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.

2. It does not deny membership to anyone on the basis of sex, handicap, race, nationality, or religion.

3. It has an advisor who is a member of the faculty or the staff.

4. It is not under disciplinary penalty prohibiting registration.

5. It conducts its affairs in accordance with District policies, procedures, rules, and regulation; and with local, state, and federal laws.

6. Its membership is limited only to students, staff, and faculty of the District.

D. Application

1. A group shall apply for recognition as a registered student organization by completing official District form. The official District forms are available in the Office of Student Services and on the
college website (intranet). The completed form shall include:

a. The name and mailing address of the proposed organization.
b. The names and signatures of its officers, members, and its advisor.
c. A general description of its purposes.
d. Other information required by district policy, and local, state, and federal laws.

2. The Vice-President of Student Services may approve or reject the applications.

E. Rejection of Application

If the Vice-President of Student Services does not approve the application for registration, he or she shall provide the applicant with copy of the written statement of the reasons for refusal, and the applicant may appeal according to the provisions of Reg 591, Student Grievances.

F. Rights and Duties

1. A registered organization shall be entitled to sponsor or present a public performance on District property in accordance with the rules and regulations governing such use. [See Reg 372, Facilities Usage by Student Groups.]

2. A registered organization may not advertise or promote events or activities or other functions in a manner that suggests falsely that the event or activity is sponsored by the District or in a manner that violates the policy on use of District facilities and/or the policy on student discipline and penalties. [See Reg 592, Student Disciplinary Action.]

G. Fiscal Procedure

1. Each registered organization involved in fundraising activities shall open an account through the business office for funds collected. All financial transitions shall be processed through the business office.

2. No organization, whether registered or not, may use the facilities of the District as long as it owes a monetary debt to the District and the debt is considered delinquent by the District.

H. Loss of Registration

1. A registered student organization may have its registered status canceled by the Vice-President of Student Services if it:

a. No longer meets the eligibility requirements set forth herein.
b. Violates the rights and duties or organizations set forth herein.
c. Fails to comply with the fiscal procedure set forth herein.

2. A student organization whose registered status has been canceled may appeal according to the provisions of Reg 591.

3. A registered student organization whose registered status has been canceled may apply for re-
registration not less than four months following the date of such cancellation; the cancellation shall be effective District-wide.

I. Violations

1. Violations of District policy shall subject the student organization to disciplinary action or revocation of registration as a student organization.

2. Registered student organizations shall be required to furnish to the Office of Student Services at the beginning of each semester a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the District on behalf of the organization. The list shall be kept current and accurate by the organization.

3. At the beginning of each semester, each registered student organization or group must file with the Office of Student Services an affidavit stating that the organization or group does not, and will not accept any member who is not a student or a member of the faculty or staff of the District.

4. No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff of the institution.

5. A registered student organization whose registration has been revoked by the College President may apply for registration not less than six months following the date of such revocation.

(POLICY APPROVAL: 7-24-89, Board of Trustees, amended 6-24-14)