

ADMINISTRATIVE POLICY

Effective: July 1, 2004

- TITLE:** ACTC Student Organizations Policy
- POLICY NO:** 006
- TYPE:** Student
- RATIONALE:** To establish a mission for encouraging opportunities outside the classroom that will enhance academic learning and encourage personal and professional growth.
- POLICY:** It shall be the Policy of Ashland Community & Technical College to establish the following Mission Statement for Student Activities.

The mission of the Ashland Community & Technical College Student Activities program is to provide opportunities for students outside the classroom that will enhance academic learning and encourage personal and professional growth. We provide a broad program of activities including educational, cultural, social, and community service events.

Other Policy Provisions

Registration

All student organizations must be registered through the Student Activities office. A copy of a student organization's registration form and by-laws will be kept on file in the Student Activities office. Registration is renewable each year by submitting in writing the intention of the organization to be active and names of officers and advisers.

Classification

Student organizations are classified as affiliated and unaffiliated. Affiliated organizations are generally defined as a chapter or unit of a recognized national or state organization. Unaffiliated organizations are generally defined as a local club. Inactive organizations are generally defined as those clubs that have not met for at least one year and/or are not in compliance with college procedures and guidelines.

All new student organizations and clubs, regardless of national and/or state affiliation, will be classified as unaffiliated for a period of two years. After a two-year probationary period, a student organization may apply for affiliated status by making its request in

writing through the Student Activities Coordinator. Written documentation of meetings and activities will be required to be considered for affiliated status.

Political and religious student organizations will not be eligible for affiliated status at any time.

Advisors

Every student organization is required to have an advisor. Advisors can be a member of the full-time college faculty, professional staff, or administration.

Advisors are expected to abide by all rules set forth in the KCTCS policies regarding student organizations (see KCTCS Student Code of Conduct Article 4.5).

Student Organizations Funding

Only those clubs classified as affiliated are eligible for college funding. College funding is limited to a designated amount per organization per year and all college funds are considered matching funds (i.e., requests for college funds will be matched according to the organization's contribution toward a particular expense).

Every student organization, affiliated and unaffiliated, must submit an annual financial statement to the college chief student affairs officer by July 31st of each year (see KCTCS Business Procedure 7.11.5 for financial statement contents).

Inactive clubs are not eligible for funding.

Minimum Membership

Each club must maintain an active membership of ten members, schedule at least two meetings per semester wherein a program or agenda is presented, and maintain a roster of attendees for each meeting including the advisor.

MONITORING: Dean of Student Services

Approved by the College President this 1st day of July, in the year 2004

by: _____

Gregory D. Adkins, President & CEO
Ashland Community & Technical College

ADMINISTRATIVE PROCEDURE

Effective: July 1, 2004

TITLE: ACTC Student Organizations Procedures

PROCEDURE NO: 006

TYPE: Student

RATIONALE: To establish a mission for encouraging opportunities outside the classroom that will enhance academic learning and encourage personal and professional growth.

PROCEDURE:

Recognition

The Director of Student Activities will prepare at the beginning of each academic year and before September 30th a packet of all information submitted by the organization requesting annual membership approval to the Chief Student Affairs Officer for action.

Scheduling Procedures for Student Activities

1. Only officially registered and approved Ashland Community and Technical College organizations are eligible to schedule student activities.
2. The advisor or president of the student organization must complete the "Student Activity Request form." Copies of the form are available in room 222C.
3. The completed form must be submitted to the Student Activities Coordinator in room 222C for approval of the activity so that over-booking is avoided.
4. Once approval has been received, the organization may book the event. ***If an agreement or contract is required, it must be reviewed by the Student Activities Coordinator or the Dean of Student Affairs, and then forwarded to the Dean of Business Affairs for final review and signature. Contracts are subject to review by KCTCS Purchasing for final approval.***
5. Organizations are encouraged to schedule activities as far in advance as possible, but at least two weeks before the event is scheduled.
6. A completed "Student Activity Request Form" is required for each event or activity, including fundraisers and off-campus events. The one exception is regularly scheduled meetings which may be included on one request form at the beginning of each semester.

MONITORING: Dean of Student Services

Approved by the College President this 1st day of July, in the year 2004

by: _____

Gregory D. Adkins, President & CEO
Ashland Community & Technical College