

Policies and Procedures for Student Organization Operations

Policy

- I. To be an officially recognized Student Organization at Columbia College all **chartering paperwork must be filled out completely** and approved by the Associated Student of Columbia College which includes:
 - a. Advisor Responsibility Form
 - b. Name and Officer Form
 - c. Member Sign-up Form
 - d. Statement of Purpose or Constitution
- II. All Student Organizations, their activities and events must be advised by a member of Columbia College Staff or Faculty
- III. Student Organizations must abide by college wide policies or be subject to termination of Charter
- IV. **Student Organizations must be made entirely of current students**
- V. Student Organizations must use a democratic plan for selection of Executive Officers **without** regard to race, religion, nation origin, gender identity, and/or sexual orientation
- VI. Student Organizations must hold their regular meetings at Columbia College during business hours
- VII. To maintain active status at Columbia College there must be at least 3 active members of which at least one must be an executive officer

Procedure

- I. Each Student Organization must have at least one college-wide project per semester
- II. Meeting minutes will be submitted either electronically or physically to the Director of Student Organization Affairs within 10 business days of meeting
- III. Attend at least one ASCC Student Senate meetings or give a written report
- IV. When hosting a meeting your Advisor must reserve your space on E.M.S. or contact the Facilities/Events & Duplicating Technician