



## PROCESS FOR ESTABLISHING A NEW STUDENT CLUB OR ORGANIZATION

### **Organization Procedure**

1. Only currently enrolled students of Southern State Community College may initiate the establishment of a new student organization.
2. A student club or organization application must be completed and submitted to the Director of Admissions and Student Activities for approval.
3. Must supply a current list of officers and advisors on file in the Office of Admissions and Student Activities.
4. Submit a list of goals, objectives, and major service projects.
5. Submit a constitution to the VP of Student Affairs to be taken to President's Council for approval.

### **Criteria**

1. Any organization should have a minimum of ten members.
2. Every student organization must have an advisor and that individual must be employed as a faculty, staff, or administrative member of the College.
3. Elect Officers, which will include at minimum a president, treasurer and one other officer of your choice (secretary, vice president, etc.).
4. The club is subject to evaluations from the Student Action staff.
5. Become knowledgeable about College policies, guidelines, and procedures that relate to student organizations and their activities.
6. Do not act on behalf of the College, which includes signing contracts or acting as a spokesperson for the College.
7. Abide by all applicable federal, state, and local laws as well as College policies and procedures.
8. Maintain open and honest communication channels with members, advisors, and College officials.
9. Treat all persons without discrimination or prejudice, regardless of race, religion, national origin, gender, age, sexual orientation, handicap or identity as a veteran.