



LABETTE
COMMUNITY
COLLEGE

Student Organization Handbook



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LABETTE
COMMUNITY
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Student Organization Policies & Procedures

RECOGNITION AND REGISTRATION AS A STUDENT ORGANIZATION

The Student Life Office has been developed to provide opportunities for student involvement and participation through student organizations, student activities and campus programming. Students are encouraged to become involved in all aspects of campus life.

College-recognized organizations are afforded the following privileges:

- Campus facilities usage
- On-campus account setup
- SGA funds allocation
- Participation in Student Government Association and all campus activities
- Use of *Labette Community College* as part of the organization name

College recognition in no way implies that LCC condones or supports any activities of an organization. For an organization to be recognized on campus certain procedures must be followed.

Recognition Process

Prior to application for College recognition, the group should meet the following criteria:

- Organizations must have at least one advisor who is a current member of the faculty or professional staff at LCC.
- Members must be currently enrolled full-time or part-time students in good standing with the College.
- Organizations must maintain a membership of at least seven (7) qualified individuals.
- Each officer of the organization must have a cumulative GPA of 2.00, avoid academic or disciplinary probation, and have no enrollment hold.
- Organizations are to operate under a constitution approved by the College. A current copy must be kept on file in the Student Life Office.
- The organization's stated purpose must not be subversive to the United States of America, the State of Kansas, or LCC.
- The organization must comply with the nondiscrimination policy set forth by Title IX.

SGA will review the constitution of the petitioning organization and discuss its contents with the organization's representative and advisor. SGA will base its recognition upon the following criteria:

- Structure and content of the constitution and bylaws.
- Purpose of the group, specifically its perceived benefits and effects to the College community.
- Individuality and originality of the group's purpose and constitution.

Registration Process

After the group has been formed and meets the above criteria, the group shall adhere to the following procedures to achieve College recognition:

- At least one executive officer and the advisor must meet with the Student Life Specialist to review the constitution and any bylaws of the group.
- After reviews and recommendations, the Student Life Specialist refers the constitution to SGA.
- SGA reviews the constitution and bylaws and meets with the group representative and

the advisor.

- After this meeting, SGA decides whether to recommend the organization for recognition or to send recommendations back to the group for improvements. If SGA sends the constitution back to the group, the organization may then repeat the process.
- The recommendation of SGA is forwarded to the Vice President of Student Affairs for final approval.
- When a new organization receives recognition from the VPSA, it is placed on a year probationary period. During this period the organization, the officers, or responsible leaders must meet with the Student Life Specialist at least twice per semester, not including the Cardinal Organization's Rep Event (CORE) in the fall.

Suspension of Recognition

If administration deems it necessary, a student organization's recognition may be suspended for any of the following reasons:

- Failure to meet any one of the criteria required for recognition.
- Violation of the Code of Student Conduct or College policy.
- Failure to complete all steps for re-registration for one academic year.
 - Organization is placed on probation if it fails to re-register. The organization must take appropriate steps necessary to be placed back in good standing by the Student Life Office prior to the end of the second semester.
- Failure to show a reasonable amount of activity in promoting the ends and purposes specified in the organization's constitution as evidence by meetings and other activities.
- Failure to submit written activity reports upon request.
- Voluntary relinquishment of its recognition at any time.
 - A written notice stating reasons for disbandment must be signed by any remaining officers and the advisor and delivered to the Student Life Office.
- Adequate representation at the annual Student Organization Orientation Meetings.

If suspended, the organization immediately loses its privileges of being a College organization. At this point all organizational funds will be transferred to the Student Life Office account and may be expended. Funds are not subject to reimbursement. A group may reapply for recognition by following the recognition process required of any student organization. If an organization is suspended by the Student Life Office, the members may appeal to VPSA.

Continuation (Re-Registration) Process

After an organization has gone through the recognition process, they must re-register with the Student Life Office at the beginning of each fall semester. Continuation of registration requires the following steps be taken at the beginning of the fall semester:

- Complete an organization registration form.
- Return it to the Student Life Office before the deadline issued at the Cardinal Organization's Rep Event (CORE).
- Ensure a current and comprehensive membership roster is on file in the Student Life Office.
- Ensure a current list of officers' names, addresses and phone numbers is on file in the Student Life Office.

Any changes in officers, advisors or constitutional bylaws shall be reported in written form to the Student Life Office within 10 days of the change(s). All constitutional changes are subject to approval by SGA. Failure to meet this deadline is cause for probation; failure to comply within two semesters is cause for suspension. Either status may include revocation of part or all of organizational funds.

ADVISOR QUALIFICATIONS

Advisors for student organizations must meet the following qualifications:

- Faculty must teach at least nine hours or be a professional staff member at LCC.
- Adjunct faculty and full-time classified staff wishing to advise an organization must receive prior approval from the Dean of Instruction or Student Life Specialist.
- An individual should not serve as advisor to more than two organizations.

Advisors play a vital role in the extracurricular experience. It is their guidance and participation in the organization that assists and encourages the students to become involved.

The advisor's primary function is to preserve the existence of the organization. Other important duties include the following:

- Advise the group on college policy, educating the members and assisting them within the College structure.
- Provide direction and planning for managing the organization's budget and approve all expenditures.
- Assist with planning and implementation of organizational programs and the use of College facilities for said programs.
- Attend meetings and activities involving the organization.
- Assist the organization in annually setting realistic goals and objectives that in turn serve the purpose of the organization.
- Keep members focused on the inherent goals and objectives of the organization.

Secondary functions of the advisor include providing continuity, facilitating growth and serving as a teacher. If any assistance is needed regarding the above duties, please contact the Student Life Office by phone at x1178.

APPLICATION FOR REGISTRATION AS A STUDENT ORGANIZATION

LABETTE COMMUNITY COLLEGE
OFFICE OF STUDENT LIFE
OFFICAL ROSTER



Date Submitted _____ For Academic Year _____

Reapplication? _____ New Application? _____

Official Name of Organization: _____

Requirements for Membership (attach additional information if necessary):

List your organization's purpose (attach additional information if necessary):

Does the Club/Organization Have Required Member Dues or Fees? YES or NO

Annual \$ _____ Quarter \$ _____ Monthly \$ _____ Other \$ _____

Other Sources of Funding (attach extra information as deemed necessary)

ANNUAL BUDGET (estimate):

Attach extra budgetary information (trips, convention fees, etc.) as deemed necessary

Is this a chapter of a nationally affiliated organization? (If so please attach additional information on the requirements to become an active chapter): YES or NO

Adviser's or Co-Adviser's Name: _____

Title/Department: _____
 Phone Number: _____
 Email Address: _____

Adviser's or Co-Adviser's Name: _____
 Title/Department: _____
 Phone Number: _____
 Email Address: _____

Adviser's or Co-Adviser's Name: _____
 Title/Department: _____
 Phone Number: _____
 Email Address: _____

Attach Additional Co-Adviser's Names as Necessary

In signing and submitting this application, the leadership of said organization warrants that:

- A) The organization's purpose and activities are lawful and consistent with College objectives.
- B) Membership is open to all regardless of race, creed, color, or national origin and does not discriminate membership on the basis of sex.
- C) The organization will comply with the College's policy on hazing practices.
- D) The affairs of the organization will be conducted in accordance with its constitution and the College Regulations.
- E) The financial affairs will be conducted in accordance with sound business procedures and appropriate college requirements.
- F) The organization will recruit and actively work with a faculty/staff advisor.

Submitted By:

_____ Date: _____
 (Student Club/Organization President)

_____ Date: _____
 (Student Club/Organization Adviser)

_____ Date: _____
 (Student Club/Organization Adviser)

_____ Date: _____
 (Student Club/Organization Adviser)

_____ Date: _____
 (Student Club/Organization Adviser)

_____ Date: _____
 (Student Club/Organization Adviser)

Attach additional signatures as deemed necessary by your club/organization rules

OFFICE OF STUDENT LIFE ROSTER
MEMBERSHIP ROSTER

ORGANIZATION: _____

YEAR: _____

NAMES

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