

PROCEDURES FOR  
ESTABLISHING  
STUDENT  
ORGANIZATIONS  
ON CAMPUS,  
REGULATIONS FOR  
OPERATING , AND  
CLASSIFICATION  
PROCEDURES

The constitution of the District's student body in Article IV, B, states: "College groups wishing to become chartered as organizations will conform to the procedures for establishing new college organizations as prescribed by the college officials. These procedures are available in the office of the associate dean of students. In an effort to fulfill this obligation the following procedures have been prepared and adopted:

Procedures for organizing campus organizations shall be as follows [please note that the reference to an associate dean within this policy is referring to the associate dean of students]:

PROCEDURES  
FOR ORGANIZING  
CAMPUS  
ORGANIZATIONS

1. Any group desiring to start a club or organization will initiate proceedings by conferring with the associate dean for exact procedures.
2. Representatives of the prospective organizations will file a list of prospective members which indicates sufficient interest in establishing the organization and the name of a faculty or staff member who will serve as the group sponsor prior to being considered for approval. The sponsor or sponsors of an organization shall be full-time professional employees of the college. Associate or assistant sponsors may be selected by the organization and approved by the dean.
3. The list of no fewer than ten of the prospective members and approved sponsor(s) shall be accompanied by the objectives and philosophy of the proposed organization. The organizational philosophy shall be clearly stated. The list should be submitted to the dean. If recommended, the dean will submit a request to recognize the organization at Brazosport College to the president for approval. By October 1 of each fall semester and February 15 of each spring semester each campus club will file with the dean a list of current members.
4. Upon validation of sufficient membership and an approved sponsor(s), and acceptance of objectives by the associate dean, the prospective organization shall be directed to prepare a constitution and a set of bylaws under which the organization will function. A copy of the constitution and bylaws is to be provided the associate dean.
5. When the constitution and bylaws have been accepted by the associate dean, who will notify the organization and will present

them, along with other pertinent information, to the executive committee of the student senate for acceptance.

STUDENT ACTIVITIES:  
REGISTERED STUDENT ORGANIZATIONS

FKC-R  
(LOCAL)

6. Upon recommendation of the executive committee of the student senate and approval of the associate dean, the organization will be notified of its approval and instructed to elect a representative to serve on the student senate. Each campus club will furnish the associate dean a copy of the minutes of each club meeting within five class days after each meeting.
7. The president shall be informed in writing, by the associate dean the name of the organization, its sponsor, purposes and objectives. The associate dean shall certify that terms of this policy have been provided the sponsor and student officers and that the organization is in adherence with the policy.

CLASSIFICATIONS  
OF STUDENT  
ORGANIZATIONS

All student organizations will be classified by the associate dean as on of the following:

1. College-sponsored organizations operating for the general good of the college and open to all students properly qualifying for membership. These organizations normally will be organizations such as the student senate, scholastic honor societies, etc. Normally, sufficient funds will be allocated to college-sponsored organizations from college service fees and/or other college sources to take care of expenses involved in the normal operation of college-sponsored organizations.
2. College-affiliated organizations connected directly with subjects taught in the District or of a curricular program leading to a college certificate or degree program. The amount of assistance provided normally is for expenses involved in getting the organization organized.
3. College-approved organizations usually of a religious or political affiliation and also including sports groups or hobby groups. These organizations are not eligible for financial assistance from college funds. These organizations, however, are permitted, upon request, to use college facilities for meetings, programs, etc., as long as they conform to college regulations.

The regulations for operating shall be as follows:

1. All meetings and activities of college-sponsored, college-approved, and college-affiliated organizations must be scheduled through the office of the associate dean. Social activities on or off campus where the name of the college is used or inferred will also be scheduled through the associate dean.
2. Student organizations may be dissolved by the associate dean if they fail to comply with the policies and regulations of the college or the constitution and bylaws of the student body. Prior to dissolution, the associate dean shall provide members of the organization an opportunity to present information concerning the organization and reasons for not dissolving. The individuals are to be informed that they may appeal the dissolution to the college president.

Meetings or activities of student organizations shall not be held unless a sponsor or associate sponsor is to be in attendance or has approved the meeting to be held in his/her absence. Exceptions to this rule may be approved by the dean.

3. The associate dean shall notify the president, in writing, at the time of dissolution, with an explanation of his action.
4. A sponsor, associate sponsor, or assistant sponsor of a student organization may be removed at the request of the college organization. The request for removal must be submitted, in writing, to the associate dean for approval.
5. Student organizations that qualify for funding shall be allocated funds based on recommendations by the Student Activities Fee Advisory Committee and approved by the college president.

The associate dean may remove a sponsor, associate sponsor, or assistant sponsor of a student organization for cause. The action of the associate dean in removing a sponsor, associate sponsor, or assistant sponsor may be appealed to the college president.

