

<b>Student Organizations Procedure</b>	Procedure Number	3.12P
	Effective Date	May 31, 2011

## 1.0 PURPOSE

In accordance with Board Policy 3.12 Student Organizations, the purpose of this procedure is to establish criteria for LCCC student organizations and their operational standards.

## 2.0 REVISION HISTORY

Adopted on: 12/11/87

Revised on: 5/31/11

## 3.0 PERSONS AFFECTED

Students and Staff

## 4.0 DEFINITIONS

- A. *Instructional Services Organizations* – Are associated with or are extensions of a specific academic division, program or course. Membership is generally restricted to students in the respective division, program or course.
- B. *Student Services Organizations* – Are generally not associated with an academic division, program or course and are open to any registered LCCC student. Membership should not exceed 75% from one instructional area.
- C. *Fund Raising* - Considered to be any activity which generates revenues including, but not limited to, the sale of items, hosting events, fund-raising with tickets, or services provided.

## 5.0 PROCEDURES


- A. Student organizations must be officially recognized by the College. Steps to gaining official recognition include:
  - 1) Discuss the purpose and goals of the prospective student organization with the Student Leadership and Involvement Specialist.
  - 2) Define the organization as “instructional services” or “student services”.
  - 3) Establish by-laws and a constitution for the organization.
  - 4) Complete all required student organizations forms.
  - 5) Identify an individual willing to act as an advisor.
  - 6) Submit all student organization supporting documentation to the appropriate administrator for approval:
    - a. Instructional student organizations submit documentation to the appropriate instructional division dean.
    - b. Student services organizations submit documentation to the Student Leadership and Involvement Specialist.

- B. Student organizations must renew their official status annually by submitting the approval documentation as follows:
  - 1) Instructional student organizations submit renewal documentation to the appropriate instructional division dean.
  - 2) Student services organizations submit renewal documentation to the Student Leadership and Involvement Specialist.
  - 3) All approvals must be filed with the Student Leadership and Involvement Specialist by the established due date in order to be officially recognized as a LCCC student organization.
  
- C. Student organizations will abide by the following operating procedures:
  - 1) Conduct orderly events, activities and meetings. No event, activity or meeting shall conflict with the College mission.
  - 2) Organize and participate in prior approved fund raising and service to the community and the College.
  - 3) Submit an annual budget as outlined in the Student Fee Allocation Committee (SFAC) procedures.
  - 4) Adhere to all College policies and procedures
  - 5) Maintain all financial accounting with the LCCC Business Services Office to include but is not limited to:
    - a. Travel requests
    - b. Petty cash reimbursement
    - c. Limited purchase orders (LPO)
    - d. Purchase requisitions
    - e. Service contracts
    - f. Mileage reimbursements
    - g. Use of College vehicles
    - h. Use of College credit cards
    - i. Fundraising
  - 6) Submit a written report at the end of each academic year to the Dean of Campus Living and Learning describing accomplishments and outcomes of the student organization for the year.
  
- D. Only student organizations that are officially recognized by the College will be eligible for College benefits in the form of access to and use of:
  - 1) Campus Living and Learning office equipment for banners, tickets, fliers and newsletters
  - 2) College facilities when available
  - 3) College cable station
  - 4) Services offered by the Public Relations and campus printing
  - 5) Budget requests for consideration by the Student Fee Allocation Committee (See Policy/Procedure No. 5956 Student Fee Allocation Committee.)
  
- E. For all financial matters, student organizations will report to their advisor and appropriate instructional dean (or the Student Leadership and Involvement Specialist for student services organizations.)
  - 1) Student organizations, advisor and dean are responsible for ensuring that fundraising activities are in accordance with college policies and procedures.
  - 2) Student organizations, advisor and dean are responsible for ensuring that expenditures at the end of the fiscal year do not exceed available funding as approved by the Student Fee Allocation Committee (SFAC).

- 3) Any exceptions to over expenditures must be approved by the student organization advisor, appropriate dean and SFAC Chair.
- 4) Non-approved expenditures and/or over-expenditures will be taken from the student organization's fundraising account. If there are insufficient funds in the fundraising account, the organization will be placed on probation until the over-expenditures are covered through fundraising.

F. Independent Web Sites for Student Organizations

- 1) Laramie County Community College encourages official student organizations to utilize the official LCCC website and social media pages, and not start independent websites, blogs or social media pages.
- 2) If student groups wish to link independent social media sites from the official LCCC website, they must contact the LCCC webmaster to register an LCCC employee as an administrator who will supervise the site (such as a student club advisor). The webmaster will determine the appropriate page on the LCCC website from which to link. The College reserves the right to remove the link if the site is not maintained.
- 3) The LCCC webmaster will contact the registered student organization administrator before removing the link to attempt to address concerns about the site before removing the link.
- 4) Student group websites will be in compliance with LCCC Policy/Procedure No. 7100 Social Media.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Diane Drebin, Vice President Student Services	4/19/11
Approval by President's Cabinet		5/31/11
Approval by President (Signature)		6/1/11