

Randolph Community College New Club Application

RCC Policy on Student Clubs and Organizations:

The following policy can be found in the RCC Personnel Handbook here:
<http://bit.ly/RCCPersonnelHB>

To state the College's policy regarding student clubs and organizations:

Randolph Community College supports student participation in organizations (e.g., clubs and support groups). Groups wishing to form an organization should first submit a written request to the Vice President for Student Services or designee. Organizational goals should support the interest and goals of the institution. The vice president for student services will forward all approved club requests to the Student Government Association (SGA). The SGA must approve the club request before they will be allowed to hold meetings.

Organizations will not discriminate on the basis of race, color, religion, creed, political affiliation, gender, age, disability or medical condition, national origin, and veteran status, and all other categories protected by federal, state, and local antidiscrimination laws (VI A 1 – Equal Opportunity Policy).

Organizations must be self-supporting. The SGA may assist the formation of an organization with minimal seed money, but will not be responsible for activities and functions. Joint SGA and organization activities can, however, be requested.

All organizations must have an advisor who is an RCC employee willing to supervise and participate in activities.

Organizations may not enter into contracts for goods and services without the expressed permission of the RCC advisor and Vice President for Student Services or designee.

Organizations must maintain their financial account with the college business office. Accounts may not be maintained with external banks (NC GS 115D-58).

Organizations must conduct all fundraising activities in accordance with the college fundraising policy (IV D – Internal, External and Non-College-Related Fundraising Policy).

Organizations that do not hold formal meetings at least once per semester may be terminated by the Vice President for Student Services. Such organizations will then be required to request reorganization to begin holding meetings.

Any organization that allows illegal or otherwise improper activities or behaviors will be terminated by the Vice President for Student Services. Consequently, requests for reorganization would be required.

Organization activities to include but not limited to cook outs, forums and other supported activities must be sanctioned by (1) the SGA, (2), the specific RCC advisor, and (3) the Vice President for Student Services or designee.

All major activities will require an outline of events to include a budget, if appropriate, and be submitted to the Vice President for Student Services for approval no later than one month prior to the event. Activities that include community participation may require a detailed synopsis and budget to be submitted to Vice President for Student Services no later than one month prior to the event.

-END POLICY-

Creating A New Club/Organization:

When creating a new club/organization there are a few steps that *students* need to follow.

1. Meet with the SGA Advisor/Student Activities Coordinator about the proposed club.
2. Identify a faculty/staff member who will agree to be the advisor for the proposed club.
3. Complete all requirements of the new club application form. This form is to be submitted to the Student Activities Coordinator for review by both the Vice President for Student Services and the Coordinator. The application can be found here:
<http://bit.ly/RCCNewClubApp>
4. Once the completed application has been submitted, a meeting will be conducted between the Student Activities Coordinator, the faculty/staff advisor, and the applicant.
5. Present the proposed club to SGA for approval.

Once all requirements are met and SGA has approved a club/organization, the group will be a recognized club/organization on the RCC campus. Any group having not met these requirements will not be recognized and will not be allowed to hold meetings on RCC's campus.

Please complete the following:

Name of the proposed club/organization:

Individual requesting to establish the student club/organization:

Student Name: _____

Purpose and/or description of the proposed club/organization:

Possible activities and/or projects of the proposed club/organization:

Faculty/Staff advisor(s) of the proposed club/organization:

Name: _____

Position/Title: _____

Proposed club/organization's Representative to SGA:

Student Name: _____

Statement of acknowledgement:

I have read the requirements and guidelines for student clubs/organizations on RCC's campus and understand that failure to comply with these requirements may result in revocation of the club/organization's charter.

Student Signature: _____

Date: _____

Faculty/Staff Advisor Signature: _____

Date: _____

****Please include with application submission, a copy of your proposed club/organization's bylaws and a petition of interest with at least 20 signatures of current RCC students.***