

## **Student Organizations**

NWCCD student organizations are groups of students that join together for a common purpose. There are two types of organizations recognized by the Division of Student Affairs.

1. **Student Club:** A club is a group of 3 or more current students who have joined together for a common social, educational, social justice, religious or cultural purpose. A student club requires a charter granted by the Student Government and reviewed by the Division of Student Affairs. Clubs select a faculty or staff advisor(s) who are fulltime employees of the District. Club members elect their own leadership to and produce the activities of the club within the guidelines set by the campus student governance and the District. Clubs are eligible for student government funding through the annual budget allocation process. Clubs are also given access to resources and facilities, through Campus Services. Clubs must remain in good standing as outlined in this procedure. Recognition of student clubs shall not be construed as agreement, support, or approval by the District, but only as acknowledgement of the rights of the organization to exist at the District, subject to the conditions enumerated herein.
2. **District-Affiliated Organization:** A District-Affiliated Organization (DAO) is an organization of students whose function is very similar to a Club, differentiated by the fact that a DAO has a coach, advisor, or supervisor whose District role or job description directly includes the advising of this group. They have access to facilities and often an office; and they serve a purpose that is aligned with the core function of NWCCD. DAOs include current students who join together for a common purpose and as part of the Division of Student or Academic Affairs. In some instances, DAOs may have elected leadership to plan and conduct their own activities within the guidelines set by the Student Governance and the District. In other instances, their function is led by a coach or instructor. District-Affiliated Organizations are eligible for any resources granted to Clubs including funds allocated by the Student Fee Allocation Committee or the Student Governance process.

### **Benefits of Student Organization Recognition**

- Use of Sheridan College as part of their name designation.
- Use of college facilities, equipment, and services, as available and according to prescribed policies and procedures.
- Application for funding from the Student Fee Allocation Committee or the campus student government under the policies and procedures set forth in Procedure 5060.6 or the respective campus student government constitution and bylaws.
- Professional advising and support from Campus Services.

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- Collection of reasonable dues and/or fees for service, sponsorship of fund-raising events, and solicitation of funds according to NWCCD policy.
- Awards or honors presented by the colleges to organizations and/or members.
- Listing in NWCCD/student publications.
- Participation in NWCCD/student activities.
- Distribution of literature and organizational materials according to established NWCCD policies and procedures.
- Utilization of the NWCCD mail service including a mailbox.
- NWCCD Business Office account and support upon request of the services of other NWCCD departments.
- Posting of materials on designated NWCCD bulletin boards and digital signage within the parameters of existing guidelines.

### **Conditions for Recognition of Student Organizations**

- Student governments have the authority to revoke a recognition in accordance with this procedure. This process is separate from action NWCCD may take under the Student Code of Conduct.
- Adherence to NWCCD regulations and policies (i.e. Student Code of Conduct). This includes refraining from hazing, disruption of the educational process, misuse of funds, and other items outlined there in. Violations of the Student Code of Conduct may result in removal of recognition status through the conduct process.
- For initial recognition, submit the appropriate recognition application to the Director of Campus Services and the appropriate campus student governance.
- For continued recognition, submit an updated recognition form annually and within two weeks of any changes in officers and/or the advisor.
- Accurately disclose the purpose of the organization and operate in accordance with its stated purpose.
- Constitution and bylaws according to prescribed standards must be on file for student clubs and some DAOs.
- Constitution and bylaws changes must be submitted within two weeks of any action taken.
- Adherence to student government guidelines with respect to organization officers and membership.
- Adherence to local, state, and federal laws.
- Compliance with the NWCCD nondiscrimination policy.
- Avoidance of the inappropriate financial enrichment of any officer, member, or affiliate.
- Dues and other membership fees must be used for the express and direct benefit of the organization and in fulfillment of its purpose.
- NWCCD retains contractual authority. Organizations cannot enter or attempt to enter into contracts which obligate NWCCD without prior written authorization by the appropriate NWCCD official.

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- NWCCD funds, including, but not limited to student activity fee monies, cannot be used to finance administrative claims, or litigation of any kind against NWCCD, or any of its trustees, officers, employees or agents.
- A current NWCCD employee must serve as the primary advisor to the organization. An organization that cannot find an advisor should contact the Campus Services Office for assistance.

### **Recommended Advisor Functions**

- Meet at least monthly with the executive board or officer group and inform them of institutional matters.
- Attend full organization meetings periodically at least once a semester.
- Advise delegations regarding trips to conferences, business meetings, and inform organization of the Student Travel Procedures.
- Respond to concerns from the members about officer elections, transition, and group development.
- Provide background history and institutional insight as appropriate.

### **Inactive Student Organizations**

- Student organizations will be considered inactive when one of the following conditions occur:
  - Lack of advisor
  - Recognition paperwork was not submitted
  - Constitution and by-laws were not submitted or updated (where applicable)
  - Membership drops below requirements
  - Failure to meet specifications set forth by the student governance
  - Account balances will be redistributed as outlined in *Procedure 5060.3: Student Club & Organization Finances*.
- Clubs may return to active status once conditions have been met and the charter has been updated.