

INSTITUTIONAL DIRECTIVE 8-24

January 3, 2005

Title: Student Organizations and Activities

I. Purpose

This directive defines the policies and procedures for officially chartering student organizations and for operating an ongoing program of student co-curricular activities.

II. Policy

It is the policy of Piedmont Technical College to facilitate leadership development and personal enrichment for students by providing them a variety of organizations which they may join and activities in which they may participate.

III. Definitions

A. I.C.C.

Inter-Club Council: Students have a voice in campus affairs through the Inter-Club Council. The I.C.C. is composed of one representative from each active and approved student club and organization. The purpose of I.C.C. is threefold: to provide input to the administration and give students a voice in the governance of the college; to coordinate and publicize the scheduling of events planned by various organizations; and to provide leadership opportunities for members and other students. The Leadership Team of the Inter-Club Council serve on the President's Advisory Committee.

B. Organization: A group of students formed, generally, to advance a specific interest area or meet a particular need; affiliation to an organization may be voluntary, or by qualification (as with academic honor societies).

C. Activities: Any of a range of programs designed to serve the cultural, recreational, service, or social interests of students. Major events must be coordinated through the Office of Student Activities. All club and organization activities must be approved in advance by the Director of Student Activities and, when appropriate, by Institutional Officers.

D. Charter: The formal and official sanction granted to an organization by the Inter-Club Council, thereby warranting its legitimacy as a Piedmont Technical College student group. All organizations must be approved by the Associate Vice President of Student Development.

Office of Responsibility: Associate Vice President for Student Development

IV. Responsibilities

- A. Overall responsibility for student organizations and activities is assigned to the Student Development Division and, specifically, to the Office of Student Activities.
- B. Faculty and staff advisors to student organizations are also responsible for assuring that the organizations observe all rules and regulations of the college and that they hold to the purposes for which they were chartered.
- C. Student leaders and members of organizations also have responsibilities identical to those outlined in "B" above.

V. Procedures

- A. Procedures for chartering a new campus/organization are outlined in the "Handbook for Student Organizations" (revised 1/97) as follows:
 - 1. Recruit at least 10 members for your organization.
 - 2. Find a faculty or staff member willing to serve as your advisor.
 - 3. Fill out a Request for Charter for a New Organization (Attachment A). To complete this you must include:
 - a. Name of organization
 - b. Purpose and goals of organization
 - c. Membership criteria
 - d. Name of advisor(s)
 - 4. Submit the form to the Director of Student Activities. Requests for new organizations must be approved by:
 - a. The Inter-Club Council Membership
 - b. The Director of Student Activities.
 - c. The Dean of Students
 - d. The Vice President of Student Development.
 - 5. New organizations must be significantly different from any existing organization. Charter is generally contingent upon fulfilling a curricular, academic honor, service or other educational purpose. No group seeking strictly social purposes will be considered.
 - 6. An organization may, at its discretion, surrender a charter or a charter may be revoked by the Inter-Club Council when an organization:
 - a. Deviates from its approved purposes
 - b. Violates, through its membership, any college rule or regulation or any civil ordinance.
- B. Student activities will be designed and operated in such a way as to be accessible to students with disabilities. The Director of Student Activities will coordinate with the Office of Student Disability Services to provide necessary accommodations.
- C. Student activities are conducted under sponsorship of the Office of Student Activities or any chartered organization.
 - 1. Activities, however, must be consistent with organizational purposes and must be conducted in harmony with the interests of the broader campus community. A daily student activity period is provided within the established master class schedule for activities other than special events.
 - 2. Athletics at the college will be limited to intramural competition.

- D. Student leadership positions, such as Inter-Club Council officers, may carry a partial tuition scholarship, as deemed appropriate, and approved by the Vice President for Student Development.
- E. It is expected that all student leadership positions, whether campus-wide or at the club/organization level, be held by student, in good academic standing, and without serious discipline records.
- F. County Centers: All county center students may participate in any activities or events held at the Lex Walters Campus. County Centers may also plan and carry out activities at their respective locations with the approval of the Office of Student Activities. The planning of county center activities will be coordinated between the Center Coordinator and the Director of Student Activities.

<u>Original signature on file</u>	<u>1/3/05</u>
Approved for Publication	Date

**REQUEST FOR RECOGNITION OF A NEW STUDENT ORGANIZATION
PIEDMONT TECHNICAL COLLEGE**

Please complete and return to the Office of Student Activities.

Name of proposed club _____

Today's date _____

Club Type (check all that apply):

_____ Curriculum related (list: _____) _____ Nationally affiliated

_____ Honor Society (minimum G.P.A required: _____)

_____ Other (please describe: _____)

Briefly describe the purpose of the organization: _____

Advisor(s): _____

Approval:

The Club Advisor(s) will be notified when the approval process has been completed.

Director of Student Activities

Date

Club President or Inter-Club Council Representative

Date

Vice President for Student Development

Date