



TITLE: Student Activities and Organizations

PROCEDURE NUMBER: 3-2-3020.1

RELATED POLICY AND PROCEDURES: 3-2-2030 Student Activities and Organizations

DIVISION OF RESPONSIBILITY: Student Affairs

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July 11, 2013
Approved by Area Commission

October 29, 2024
Date of Last Review

October 24, 2018
Date of Last Revised

Administrative Responsibilities

It is the overall responsibility of the Vice President of Student Affairs and Communications with specific areas of responsibility assigned to the Associate Dean of Students and/or the Student Life Coordinator to review and update the Student Activities and Organizations procedure.

Procedure

A. College Sponsored Activities

1. Activities must be consistent with organizational purposes and must be conducted in harmony with the interests of the broader campus community.
2. Activities must be approved using the [Activity Approval Form](#) found in Pathway and the [Handbook for Student Clubs and Organizations](#).
3. Food, prizes, equipment, awards, etc. must be procured according to College and State procurement procedures

4. College-wide events, programs and activities must be planned well in advance to ensure adequate time for multiple methods of communication to publicize and promote the activity, preventing unnecessary waste of financial and human resources.
5. A daily student activity period is provided within the established master class schedule for activities other than special events.
6. Athletics at the college will be limited to intramural competition.

B. County Campuses

1. All County Campus students may participate in activities or events held at the Lex Walters Campus-Greenwood.
2. County Campus students and staff may also plan and carry out activities at their respective locations by initiating an Activity Approval Form.
3. Students participating in distance learning may plan and create opportunities for online activities by finding an online instructor and/or a Student Affairs representative to work with them and initiating an Activity Approval Form.

C. Student Clubs and Organizations

1. Student clubs and organizations must be chartered and procedures for this process are outlined in the Handbook for Student Clubs and Organizations.
2. Faculty and staff advisors to student organizations are responsible for ensuring that the organization observes all rules and regulations of the College and that they hold to the purposes for which they were chartered.
3. Faculty and staff advisors are responsible for the fiscal management of all club or organization funds. External fund raiding activities must be approved by the PTC Foundation.
4. Student leaders and members of organizations also have responsibilities identical to those outlined above with the exception of fiscal responsibilities.

D. Student Leadership Positions

1. It is expected that all student leadership positions, whether campus-wide or at the club/organization level, be held by students in good academic standing.
2. Students in leadership positions should be without serious discipline records.