APPLICATION FOR STUDENT ORGANIZATION

Please read pages two and three of this application for more information.

NAME OF PROPOSED GROUP:

GOALS AND OBJECTIVES OF GROUP:

NAMES AND SIGNATURES OF SIX (6) INTERESTED STUDENTS:

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<th>Print Name</th>
<th>Signature</th>
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CONTACT PERSON: (Must be a current student at JTCC)  FACULTY OR STAFF SPONSOR/ADVISOR (Must be full-time):

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<td>Email Address:</td>
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Please sign below to verify the accuracy of the information above, understanding of the regulations and procedures located on side two of application, and to confirm your intent to form a student organization at John Tyler Community College.

Signature of Contact Person Date ___________________ Signature of Sponsor/Advisor Date ___________________

Office Use Only

Received by Student Activities Office on: ___________________ By: ___________________

☐ Approved Date of Decision: ___________________ By: ___________________

☐ Disapproved

Explanation:

Interim Recognition Period to Begin on: ___/___/___

Official Recognition Checklist: ☐ Constitution ☐ Updated Membership List ☐ List of Officers

Official Recognition approved on: ___/___/___ By: ___________________
STARTING A NEW STUDENT GROUP: STUDENT ORGANIZATION

The following policies and procedures regarding the development of student groups are established to provide an orderly and timely process for official recognition. It is recognized that some groups of students may wish to meet on an informal basis and, therefore, development of a constitution and formal structure are not necessary. Such a group, called a student interest group, may be formed. A student group anticipating a more permanent function and seeking College funding will go through a process of recognition as a College-recognized student organization, including a period of interim recognition representing one academic semester or three months of development during which time the constitution is written, membership is solicited, and leaders of the group become familiar with the College policies and the Office of Student Activities functioning.

Recognition of Student Organizations:

Student organizations may be established within the College for any legal purpose as provided for in the JTCC Student Handbook. Specific policies related to the establishment of student organizations are listed below.

Interim Recognition of Student Organizations:

1. Any group of students wishing to form a College-recognized student organization should submit the Application for Student Organization form to the Office of Student Activities.
2. Notice of approval or disapproval of interim recognition will be made by the Coordinator of Student Activities within ten business days of receipt of an application in the Office of Student Activities.
3. Six (6) current John Tyler Community College students are needed to achieve interim recognition, and the organization must maintain a membership of at least six students after official recognition is granted.
4. Only a current John Tyler Community College student may start a student organization.
5. The group will not be allowed to use the College name in its title. No College funds or services will be provided to the group during the interim recognition period. The group may use campus locations for meetings and activities.
6. The group may sponsor revenue-producing activities during the interim recognition period. Funds collected must be accounted for according to College and State fiscal policies.

Official Recognition of Student Organizations:

1. The group must satisfactorily complete an interim recognition period of one academic semester (or the equivalent). During this period, the organization must submit its constitution, and updated membership list and a list of officers and advisors. (The advisor must be a full-time faculty or staff member.)
2. At the completion of the interim recognition period, the Coordinator of Student Activities will make a final decision regarding the official recognition of the organization. The Coordinator is authorized by the College President to periodically review and make changes in the bylaws and/or constitution of student organizations that are in the best interest of the institution.
3. A decision on recognition will be based on criteria set forth in the Student Rights and Responsibilities section of the JTCC College Catalog and Student Handbook (http://www.jtcc.edu/downloads/academics/AcademicCatalog1415.pdf).
**Inactive Status of Student Organizations:**
Prior to being declared inactive, the student organization’s advisor will be so advised by the Office of Student Activities and given an opportunity to present relevant information on behalf of the organization. Such a hearing will be with the Coordinator of Student Activities.

1. An organization may be declared inactive by the Coordinator of Student Activities if any one of the following conditions exists:
   a. Failure to maintain the required number of members in the organization (six).
   b. Failure to provide lists of officers, members, or constitutional changes to the Office of Student Activities when requested.
   c. Failure to comply with audit requirements of accounts when required.
   d. Failure to provide or engage in campus service activities.

2. An organization may declare itself inactive for a given semester or semesters by submitting a written request to the Office of Student Activities, which will be presented for approval by the Coordinator of Student Activities.

3. Until the organization corrects all deficiencies which caused a declaration of inactive status, the following conditions will be observed:
   a. The organization is not eligible for any financial support from the College.
   b. The organization’s name will not appear in campus publications.
   c. The organization is ineligible for awards or honors available to recognized organizations.
   d. Funds accrued in the student organization account is placed on inactive status and reverted to the Student Activities Fund.

**Loss of Recognition of Student Organizations:**
Possible reasons for loss of recognition include, but are not limited to:

1. Evidence of failure to comply with College, local or state policies and regulations.
2. Evidence of failure to abide by its own constitution and bylaws.
3. Inactivity for a period of two academic semesters, excluding summer term.

Procedure following loss of recognition:

1. Students interested in establishing a similar organization at some later time would follow the guidelines for interim recognition.
2. Funds accrued in the student organization’s account for which recognition is revoked is reverted to the Student Activities Fund.
3. The organization’s name will not appear in any College publications.

**Implementation of these policies:**
An organization may be declared inactive by the Coordinator of Student Activities. Appeal of this action may be submitted in writing to the Office of the Vice President of Student Affairs.

An organization may lose official College recognition by action of the Coordinator of Student Activities and the Vice President of Student Affairs.

Contact the Office of Student Activities directly with any questions regarding the policies set forth in this section.