

## APPLICATION FOR STUDENT ORGANIZATION

PLEASE READ PAGES TWO AND THREE OF THIS APPLICATION FOR MORE

NAME OF PROPOSED GROUP: \_\_\_\_\_

GOALS AND OBJECTIVES OF GROUP: \_\_\_\_\_

NAMES AND SIGNATURES OF SIX (6) INTERESTED STUDENTS:

	PRINT NAME:	SIGNATURE:
1.		
2.		
3.		
4.		
5.		
6.		

**CONTACT PERSON:** (MUST BE A CURRENT STUDENT AT JTCC)

NAME: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

ALTERNATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**FACULTY OR STAFF LEAD ADVISOR (MUST BE FULL-TIME):**

NAME: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

ALTERNATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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 LEAD ADVISOR

\_\_\_\_\_  
DATE

### OFFICE USE ONLY

RECEIVED BY STUDENT ACTIVITIES OFFICE ON: \_\_\_\_\_

BY: \_\_\_\_\_

OFFICIAL RECOGNITION CHECKLIST:  CONSTITUTION  UPDATED MEMBERSHIP LIST  LIST OF OFFICERS

LIST OF ADDITIONAL ADVISORS

OFFICIAL RECOGNITION APPROVED ON: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

APPROVED

DATE OF DECISION: \_\_\_\_\_

BY: \_\_\_\_\_

DISAPPROVED

EXPLANATION: \_\_\_\_\_

# 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 being approved by the Student Government Association. A Student Organization must have a written constitution, at least six active members, a student leadership team, and a full-time faculty or staff advisor. Student Organization leaders and the staff or faculty advisor should be familiar with College policies, the Office of Student Activities, and the Student Government Association.

## 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.

### *The forming 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. Six (6) current John Tyler Community College students are needed, and the organization must maintain a membership of at least six students after official recognition is granted.
3. Only a current John Tyler Community College student may start a student organization.
4. The organization will not be allowed to use the College name in its title and no College funds or services will be provided to the group until it is formally recognized and approved. The group may use campus locations for meetings.
5. The group may not sponsor revenue-producing activities until they have received official organization approval.

### *Official Recognition of Student Organizations:*

1. To receive official recognition the organization must submit its constitution, updated membership list, and a list of officers and advisors. (The advisor must be a full-time faculty or staff member.)
2. Once all documentation is complete the student organization leadership will present their organization at the next Student Government Association meeting where the student Senate, along with the Student Activities Coordinator, will make a final decision regarding the official recognition of the organization.
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 Student Government Association in conjunction with 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 Student Government Association.

1. An organization may be declared inactive by the SGA 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 SGA and 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 Student Government Association.
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 a later time would follow the guidelines for official 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 Student Government Association. Appeal of this action may be submitted in writing to the Office of Student Activities.

An organization may lose official College recognition by action of the SGA, the Coordinator of Student Activities and/or the Associate Vice President of Student Success.

Contact the Student Government Association and the Office of Student Activities directly with any questions regarding the policies set forth in this section at [StudentActivities@jtcc.edu](mailto:StudentActivities@jtcc.edu) or [SGA@jtcc.edu](mailto:SGA@jtcc.edu).

## ORGANIZATION MEMBERS LIST

NAMES AND SIGNATURES OF ORGANIZATION MEMBERS:

	PRINT NAME:	SIGNATURE:
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## FACULTY/STAFF ADVISORS

LEAD FACULTY/STAFF ADVISOR				
	PRINT NAME:	SIGNATURE:	PHONE #	EMAIL
NAMES AND SIGNATURES OF ADDITIONAL FACULTY/STAFF ADVISORS				
	PRINT NAME:	SIGNATURE:	PHONE #	EMAIL
1.				
2.				
3.				
4.				
5.				

## LIST OF OFFICERS

NAMES AND SIGNATURES OF ORGANIZATION OFFICERS:

PRINT NAME:	SIGNATURE:	PHONE #	EMAIL	Student ID#
President				
Vice President				
Treasurer				
Secretary				
Communication Coordinator				

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## OFFICER RESPONSIBILITIES

### **President:**

As your organization's president, you will be planning, organizing, and carrying out the responsibilities of your organization. The success of the organization rests on your shoulders and the responsibility should not be taken lightly. Most members of the organization will help you succeed if the tasks and expectations are clearly defined, realistic, and the members have the appropriate interest and skill. Planning and preparation are a key to success and your enthusiasm can be contagious to the organization.

### *Duties and responsibilities*

- Goal setting for results – Goals must be clear and attainable. Your organization should have clear goals of what it wants to accomplish during the year.
- Monitoring – Continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers.
- Motivating – Establish a climate of enthusiasm and openness. Listen, follow up, and coach your members and officers on a job well done.
- Attending – You are a significant role model within the organization. Your attendance at organization meetings and events is crucial. The encouragement you offer towards fellow officers and members to attend events is critical in your organizations success.
- Recruiting and Retaining – Make sure all members are active and involved throughout the year. New membership is the lifeblood of the organization. Have an aggressive, yearlong membership campaign with monthly goals to be achieved. Make sure new members understand the mission of the organization and immediately active in the club.
- Delegating – After delegating members or officers to perform tasks, it is your responsibility to ensure that the task is done correctly and completely.
- Evaluating – On going analysis of club meetings and operations lead to continuous improvement in the club. Take feedback from your faculty/staff advisors, members, and officers to develop way to improve meetings, projects, attendance, events, and activities.
- Succession – Prepare next year's president for your duties. Try to encourage members to run for positions. Be very observant of those that you think can do well with certain officer positions for next year.

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## OFFICER RESPONSIBILITIES

### **Vice President:**

Your role as vice-president is an important one. Sometimes it happens that the organization president is prevented from carrying out the duties of his/her office for various reasons. The vice-president needs to be prepared and trained to take on these responsibilities in the absence of the president. The vice-president may also need to step-in on an interim basis into other roles if an absence were to occur. It is suggested that the Vice-President of an organization have less than 15 credits and will be a student at John Tyler one year in addition to their year serving as vice-president.

#### *Duties and responsibilities*

- Preside over club meetings in the absence of the president
- Attend all club meetings
- Make sure that attendance is taken at every meeting
- Assist the president
- Become acquainted with the other officers duties to ensure continuation of responsibilities in the event of their absence or dismissal

### **Communications Coordinator:**

The Community Coordinator is a vital role to the student organization as he/she is responsible for all printed material the club distributes, all social media content, and website content. This role requires time and knowledge of all club events and happenings in order to properly promote and document the events. This role is similar to a public relations officer in that the Communication Coordinator makes sure the organization/club, student body, staff and faculty, and the public stay informed of all club activities and events.

#### *Duties and responsibilities*

- Create printed materials (such as newsletters, brochures, and fliers, etc.) for club events and club promotion
- Coordinate with the Office of Student Activities to manage social media Facebook group page
- Ensure JTCC social media guidelines are being followed
- Ensure all printed materials meet JTCC branding guidelines
- Ensure all club content (printed/website/social media) is current
- Take pictures during events and meetings
- Evaluate club/organization social media presence
- Save all previously used materials for future club reference
- Create press releases for student body, staff/faculty, and the public to be submitted to the Office of Student Activities
- Coordinate with John Tyler's Public Relations Manager for any large events
- Coordinate with the Office of Student Activities and Creative Services on club/organization website



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## OFFICER RESPONSIBILITIES

### **Treasurer:**

The Treasurer is an important role because the Treasurer is in control of the club's money, its collection and disbursement. The Treasurer is responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. The Treasurer should do his/her best to see that everything is done meticulously so there are no doubts about his/her or the club/organizations integrity. In some instances the club may be permitted by the school to keep an independent club account. If your club does not have an independent account, the treasurer is still responsible for keeping records of money used/spent.

#### *Duties and responsibilities*

- Prepares an annual budget
- College member dues (if permitted)
- Understand John Tyler policies regarding financial accounts
- Prepares all budget requests for funds or requisition requests to the Office of Student Activities
- Prepares and submits monthly financial reports to the club/organization leaders, staff/faculty advisors, the Office of Student Activities, and its members
- Maintains a financial history of the organization
- Provides faculty/staff advisor, club/organization leadership, and the Office of Student Activities with summary of financial records at the end of the academic year
- Prepares request for expenditure and deposit forms
- Advises members on financial matters (i.e. vendors, ticket selling procedures)
- Coordinates fundraising drive
- Coordinates solicitations
- Track and provide a balance and activity report monthly to club/organizations secretary
- Collect and properly deposit fundraising funds into club/organizations account. Process includes submitting student activities deposit form, turning in form and monies to Office of Student Activities

### **Secretary:**

A good Secretary is essential for any club/organization to function well. The Secretary is one of the more demanding positions because the Secretary manages all of the club's records, files, and details.

#### *Duties and responsibilities*

- Keeps a record of all members of the organization
- Keeps a detailed record of all organization meetings, activities, and events
- Collaborates with club/organization leadership to prepare a calendar of events
- Keeps and distributes minutes of each meeting of the organization
- Prepares monthly email to Office of Student Activities regarding meeting and events
- Coordinates with Treasurer for information to put in monthly email to Office of Student Activities