

A. VCCS POLICY

The following has been taken from the *Virginia Community College Policy Manual*.

6.4.5 Requirements for Student Activities

The State Board encourages the development of a student activities program designed for educational and cultural experiences. The State Board shall recognize and encourage honorary and scholastic fraternities, sororities, and service clubs. Private clubs, private associations, social fraternities, and social sororities shall **not** be authorized or recognized by the VCCS. The following regulations and procedures apply to all student activity programs in the community colleges of the VCCS:

- a. The entire program of student activities shall be under college supervision.
- b. There shall be a faculty or staff sponsor for each student organization.
- c. All student activity funds shall be deposited with and expended through the college business office, subject to State Board policies, procedures, and regulations pertaining to such funds.
- d. Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.
- e. All student activity programs and organizations must comply with the VCCS's non-discrimination policy.

B. PROCEDURES FOR NEW CLUB FORMATION

If a student would like to start a club or organization on campus, the following procedures need to be followed:

1. **Club Constitution** (Appendix A) needs to be written and submitted to the Activities Counselor for approval. In cases where clubs will be associated with a national or state affiliate, a copy of the club's adaption of the national organization's charter/constitution needs to be submitted to the Activities Counselor.
2. **Club Registration Form** needs to be completed and on file in the Activities Office. A copy of this form is on page 4 of this section. Blank registration forms for completion can be obtained in the Activities Office.
3. **List of Members** needs to be on file in the Activities Office if members pay dues.

Community members and alumni are welcome and encouraged to be part of New River Community College Student Organizations, if allowed by the club's constitution. If a club receives and/or request funds from the Student Activities Budget, the majority of members needs to be currently enrolled students and, definitely, club officers must consist of NRCC students.

C. ORGANIZING THE FIRST MEETING

1. **Scheduling an Initial Meeting** is suggested to get an idea of how many NRCC students would be interested in being involved with that specific club. The advisor and involved students need to decide the date and time of the meeting and then advertise the time to prospective members.

For more information on club meetings turn to SECTION TWO: CLUB MANAGEMENT.

2. **Advertising** the initial meeting could be done in the following ways:
 - NRCC Campus TV Network
 - Student Activities Weekly Announcements
 - Posters
 - Announcement in classes (with instructor's approval)
 - Word of mouth

For more information on advertising, turn to SECTION THREE: ADVERTISING.

3. **Reserving a Room** for your meeting will need to be done when the date and time are decided. Contact Peggy Dalton at ext. 3611 or the Activities Counselor at ext. 4431 to accomplish this action. For more information concerning room reservation, turn to SECTION TWO: CLUB MANAGEMENT

D. CLUB BUDGET

For a club to be considered a sanctioned NRCC student organization, budget maintenance and financial transactions **must** be done through the College Business Office. Outside accounts, such as a checking account at a local bank, are **not** permitted. If a club chooses to maintain an account outside the College, the group will not be considered a "sanctioned" New River Community College Student Organization and will need to refrain from using New River's name. This is a VCCS policy (Section 6.4.5.c) that would prevent the College from being held accountable for delinquent accounts.

For a detailed explanation of what is expected if a club chooses to work with the College Business Office, turn to SECTION FIVE: MANAGING FINANCES.

E. SANCTIONING OF A STUDENT ORGANIZATION

Once a club has a **constitution/charter** and a **Club Registration Form** on file and the Activities Counselor has approved what has been submitted, a **Recommendation for Sanctioning of a Student Organization Form**, page 6 of this section, will be completed and appropriate signatures will be obtained. After this form has been completed, the Activities Counselor will send a copy to the club and keep a copy on file in the Activities Office.

F. INACTIVITY OF A CLUB

If a student organization remains inactive for a period of two academic years, the club will be taken off of the Student Activities roster of New River Community College Student Organizations. The club advisor and/or interested group of students can make a special appeal to the Activities Counselor and the Director of Student Services to avoid this action.

G. STUDENT CONDUCT

Always keep in mind that while forming a club, conducting club meetings, and implementing special club activities, our NRCC students are to adhere to the New River Community College rules for conduct whenever they are representing the College or the sanctioned student organization. The Student Code of Conduct applies to the organization whether it meets on or off campus. **Refer to the current edition of the *NRCC Student Handbook for the Student Code of Conduct.***

H. Athletic Clubs interested in being affiliated with NRCC Student Activities should use the suggestions outlined below as a guide.

1. Meet with the Activities Counselor.
2. Schedule an organizational meeting to assess interest.
3. Elect club officers.
4. Select a faculty advisor.
5. Write and submit for approval from the Activities Counselor a constitution or statement of purpose for your organization. Samples of these are available in the Student Activities Office. The constitution and statement of purpose for a sports team should address the following issues:
 - a. Club Leadership and Coaching Requirements
 - b. Player Standards and Qualification Requirements
 - c. Competition
 - d. Officials
 - e. Travels
 - f. Meals and Lodging During Team Trips
 - g. Uniforms
 - h. Equipment
6. Complete procedures required by Student Activities listed for all clubs in the NRCC Student Organization Manual.
7. Submit an application to the Activities Counselor to include:
 - a. A copy of the approved Constitution and Statement of Purpose of the team.
 - b. A roster of prospective club members.
 - c. A copy of proposed budget items that the team will need for the current academic year. (This does not mean that you will receive a budget for these items, but Student Activities will attempt to aid the team as much as conveniently possible. The team will also have to do fund raising for much of its budget items.)
 - d. A tentative schedule of the club's activities (practice and competition) for the coming year.

8. Finally, all participants of the sports team must have medical waiver forms on file both in the team's possession during all activities and in the Student Activities Office.

**New River Community College
Student Activities
STUDENT ORGANIZATION REGISTRATION FORM**

Organization's Name _____

Faculty/Staff Advisor _____

Location of Advisor's office _____

Advisor's extension _____

Circle which best describes organization type of your club:

Honorary

Scholastic

Service

Purpose/goal of organization _____

Organizing Officers:

President _____ Phone Number _____

Vice-President _____ Phone Number _____

Secretary _____ Phone Number _____

Treasurer _____ Phone Number _____

Parliamentarian _____ Phone Number _____

Historian _____ Phone Number _____

Other _____ Phone Number _____

Other _____ Phone Number _____

NEW RIVER COMMUNITY COLLEGE
Recommendation for Sanctioning
of a
Student Organization

I, _____, New River Community College
Activities Counselor, make the recommendation on this _____ day in the month of
_____ in the year of _____ to the Director of Student Services, the Vice President
for Instruction and Student Services, and the President of the College that
_____ be considered a sanctioned student organization of
New River Community College.

As Activities Counselor, I can verify that this prospective organization has submitted
the necessary forms to the Student Activities Office.

I make this recommendation without reservation, for I have witnessed strong
leadership among the founders of this organization and am confident that this group of
individuals understands the great responsibility that accompanies the honor of being considered a
sanctioned student organization of New River Community College.

I accept the recommendation of sanctioning of _____
by signing below.

Director of Student Services Date

Vice President for Instruction and Student Services Date

President of New River Community College Date