

## ***Student Policy - Establishment & Operation of Student Organizations, Societies, and Clubs***

### **Policy:**

It shall be the policy of Bismarck State College that student organizations, societies, and clubs must register with and officially be recognized by the Student and Residence Life Office.

### **Statement of General Principles:**

Student organizations, societies, and clubs are considered an integral part of the College's educational program. Involvement in student activities contributes significantly to the student's personal development, intellectual growth, and social responsibility. Consequently, any group of students who has a common bond of interest is encouraged to appropriately form a recognized student organization, society, or club under the guidance of the Student and Residence Life Office in conjunction with the Student Government Association (SGA).

Academic units (i.e., Choir, Band, Student Publications, Theatre) supported by SGA fees are recognized as such. The objectives of these groups are often outlined by a syllabus and academic requirements. If these groups seek to form objectives outside of classroom commitment that fall more in line with a campus organization, they should form a student organization, society, and/or club based on the outlined criteria. Student organizations, societies, and clubs are responsible for conducting their affairs in a manner that reflects favorably on themselves and the College. Responsibilities include:

- Compliance with federal and state laws.
- Compliance with State Board of Higher Education regulations.
- Taking responsible steps, as a group, to prevent violations of law, State Board of Higher Education policy, and Bismarck State College regulations.

### **Procedure for Annual Recognition and Establishment of New Organizations:**

1. Organizations, societies, and clubs must obtain recognition annually by the Student and Resident Life Office. The Student and Residence Life Office will send out an annual registration form to the current advisor prior to the beginning of the fall semester. This form must be completed with all officer contact information and agreement and acknowledgement of all policies contained in the student organization handbook, and returned to the Student and Residence Life Office by the beginning of the first Congress of Student Organizations (CSO) meeting following the fall SGA election.
2. Organizations, societies, and clubs must turn in the most recent and updated copy of the Constitution, Bylaws, or other governing documents with the annual registration form.

3. When the Student and Residence Life Office has determined that all submissions are acceptable, the office shall issue a letter of recognition to the advisor. If the submissions are not acceptable, the office will notify the organization, society, or club of the reasons why recognition was refused.
4. Recognized organizations, societies, and clubs are responsible for remaining in good standing under the requirements of the SGA Constitution CSO guidelines.

**Services provided to recognized organizations, societies, and clubs are:**

1. One voting Representative at CSO.
2. Use of College facilities and equipment.
3. A staff advisor.
4. Limited administrative assistance with club related business.
5. Banking and bookkeeping services.
6. Use of the College's mail service.
7. Listing in official college publications.

**History of This Policy:**

First policy draft August 29, 1985.

Revisions - August 11, 1987; July 18, 1990; August 1, 1992; August 24, 1993; June 24, 1998; January 13, 2004; April 23, 2008; reviewed by the Operations Council on July 24, 2013 and approved by the Executive Council on July 29, 2013; reviewed by the Operations Council on November 8, 2017 and approved by the Executive Council on November 16, 2017.