



Mountain Empire Community College

2015-16 MECC Student Handbook Addendum

- Amended Policy Adopted 11/15/2015

MECC POLICY STATEMENT ON STUDENT ORGANIZATIONS

- A. Membership:** Each organization will be free to establish its own membership criteria so long as they do not discriminate on the basis of race, religion, sex or national origin. Title IV of the Civil Rights Act of 1964 must not be violated by the organization's membership policy. Membership must consist of at least ten (10) members.
- B. Money:** Each organization will name a treasurer having responsibility for all collections and expenditures. Procedures for Transmittal of Funds and Purchasing are available from the Office of Student Services. Deposits and expenditures will be made through this office by the organization's treasurer.
- C. Advisor:** Each organization will have at least one (1) advisor, which must be approved by the Dean of Student Services. That advisor does not have to be a member of the teaching staff, but must be an employee of the College.
- D. Eligibility:** Any currently enrolled student not on disciplinary probation can participate as a member. Officers must maintain at least a 2.00 GPA.
- E. Procedure for Establishing an Organization:**
1. The organization must obtain the following documents from the Office of Student Services:
 - a) MECC Policy Statement on Student Organizations
 - b) MECC Handbook (Only available online)
 - c) Petition for Official Recognition
 2. The organization must submit the following to the Dean of Student Services:
 - a) A constitution or statement of purpose
 - b) Name of advisor(s)

- c) A list of officers and at least ten (10) members
- d) Time, date, and location of meetings
- e) Completed Petition for Official Recognition

3. The Dean of Student Services approves for the next level of review or returns the petition to the proposed club president for revision. If approved, the petition is forwarded to the Student Government Association (SGA).
4. The Student Government Association reviews the petition. If recommended, the petition is submitted to the Vice President of Academic and Student Services.
5. The Vice-President of Academic and Student Services reviews the petition for potential approval and submits the petition to the Dean of Student Services.
6. The Dean of Student Services will notify the proposed organization or club of the disposition of the Petition for Official Recognition. If approval is granted, the organization or club is apprised of the privilege of using College facilities and Mountain Empire Community College in its name.

Any appeal in the process of recognition will be forwarded to the next level of procedure with the President of the College and the local board having the final authority.

No group shall hold meetings on campus property, other than the organizational meeting until the Petition for Official Recognition form requesting College recognition has been filed.

7. All activities which are publicized on the College campus, discussed in organizational meetings, financed from organizational funds, arranged in the name of the College, or use college facilities, services, or grounds are considered organizational activities and are subject to the College policies and regulations.
8. Each organization will operate within the guidelines established in the College Handbook, Catalog, and other written regulations.
9. Any organization which engages in disruptive and illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institutional recognition for a period not to exceed one year.
10. In the event that further interpretation of any material pertaining to student organizations is necessary, the Dean of Student Services should be contacted.

F. Definition of Organizational Activities: All activities which are publicized on the College campus, discussed in organizational meetings, financed from organizational funds, arranged in the name of a student organization or in the name of the College, or use College facilities, services and grounds, are considered organizational

activities and are subject to College policies and subject to College policies and regulations.

- G. Compliance with College Regulations:** Each organization will operate within the guidelines established by the College Handbook and other written regulations. Particular attention should be given to the current statement of Student Rights and Responsibilities.
- H. Clarification:** In the event that further interpretation of any of these procedures is necessary, please see the Dean of Student Services.

Clarifying Statement: Normally club funds are to be used for the benefit of the club membership and the college. However, there may be occasions where it is appropriate for non-club members to participate in club activities. In the event this should occur, the following procedures must be exercised.

Non-member participation in any club activity must have prior approval of the club membership, the club sponsor(s), the Dean of Student Services and the Vice President of Academic and Student Services.