

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>STUDENT CLUBS AND ORGANIZATIONS OFFICIAL RECOGNITION</b>	Procedure 6.04.05.01
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## I. Benefits

Student clubs and organizations must apply for and receive official College recognition. The benefits derived from official recognition are:

1. Access to the College's facilities at no or low cost for club activities and events;
2. Permission to conduct events to solicit funds on campus; and
3. Defined financial support from the Student Life Committee

## II. Requirements

In return for official recognition, the clubs are required to meet the following obligations:

1. Abide by all rules and regulations published by the College including the Standards of Student Conduct (See Policy 6.03.02 – Standards of Student Conduct);
2. Must have an active faculty or staff member as advisor; and
3. Must meet the requirements for receiving official recognition from the College.

Also, to be eligible for official recognition, a student club or organization must abide by the following:

1. Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
2. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or, unless exempt under Title IX, gender.

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### **III. Forming a Club for Official Recognition**

Students seeking to form clubs that are officially recognized by the College **MUST** complete the following items and **MUST** complete an annual update of officers. Forms for both processes are available on line or through the Office of Student Services. All students must be actively enrolled.

1. The club's purpose and objectives.
2. List of five or more students (with contact information) who are members.
3. List of the primary officers (e.g., President, VP, Secretary, Treasurer) and their contact information.
4. Identify the faculty/staff member who has agreed to serve as advisor with his/her contact information.
5. The club's annual activities.
6. A description of how club members are admitted and how officers are selected.
7. A statement signed by the officers on behalf of the club agreeing to abide by all College rules and regulations and agreeing to participate in Club Council meetings and programs.

Once all items are submitted to the Dean of Students, clubs will receive official recognition.

### **IV. Use of Facilities by Clubs and Organizations**

Clubs with official College recognition may reserve campus facilities for activities and events. To reserve the use of non-instructional rooms/facilities and classrooms, see the Student Handbook or contact the Dean of Students. (See Policy 3.02.06 – Facility Use Fees)

### **V. Solicitation and Fund Raising**

Clubs with official College recognition may conduct fundraisers on campuses with the Dean of Students' prior approval. Club officers and advisors must review the following limitations before engaging in any fund raising activity.

1. Raffles - The NC General Statutes consider raffles as a form of gambling and are generally unlawful in the state of North Carolina. However, there is an exception that allows two (2) raffles per year for each tax exempt non-profit organization. The total cash prizes offered or paid by any exempt non-profit organization may not exceed ten thousand dollars (\$10,000) in any calendar year.

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2. Textbooks or Instructional Materials – Prohibited by Policy 3.03.02 – Solicitation on Campus unless approved in advance. See the Dean of Students for details.
3. Food – Based upon NC Health Department Sanitation requirements, clubs and organizations may sell ONLY pre-packaged food items, professionally prepared, pre-wrapped items and beverages in sealed containers and must comply with all local Health Department regulations. Examples of these items include bottled/canned soft drinks, pre-wrapped sub sandwiches, wrapped/packageged desserts, etc. Muffins or cookies must be pre-packaged. The sale of food prepared or assembled at point of sale, such items as tacos, hot dogs, chili, sandwiches, etc. is prohibited. The sale of potentially hazardous foods as described in 15A NCAC 18A .2635(9) shall not be allowed.

Clubs and organizations are encouraged to use alternate methods of fund raising for their activities. For advice on sales, contact the Dean of Students.

Legal Reference: G.S. § 14-309.15; 15A NCAC 18A .2635(9)

Cross Reference: 3.03.02 – Solicitation on Campus;  
3.02.06 – Facility Use Fees;  
6.03.02 – Standards of Student Conduct;  
6.03.03 – Discrimination and Unlawful Harassment;  
6.04.05 – Student Clubs and Organizations

Adopted: April 2010

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