



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Student Organizations**  
**Number: 4.4.5.1**

Responsibility: Student Affairs  
Last Updated: November 1, 2023  
Related Policy: 4.4.5 – Student Organizations

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President

**Purpose:**

The purpose of this procedure is to provide guidelines for student organizations at the college.

**Procedure:**

**Club/Organization Requirements**

To operate as an official organization at the Technical College of the Lowcountry, an organization must meet the following requirements:

1. No organization may discriminate in policy or action on grounds of race/ethnicity, religion, culture, gender, sexual orientation, or national origin.
2. Principle officers and spokespersons must be currently registered TCL students in good academic and disciplinary standing.
3. The organization's constitution must be approved through the Vice President for Student Affairs Office.
4. All organizations are required to have a faculty or staff sponsor/advisor.
5. All organizations must abide by the Rules of Conduct and the Student Code.
6. According to the policies of the State Board for Technical and Comprehensive Education organizations whose objectives are strictly social in nature cannot be approved.

**Starting an Organization**

1. New organizations may be started at any time during the academic year. Only currently enrolled TCL students may establish an organization. Students desiring to form clubs or organizations on campus are requested to follow these steps:
  - a. Obtain a minimum of 10 prospective members

- b. Obtain a faculty or staff advisor with the approval of the School Dean and appropriate Vice President.
2. The registration process begins by composing a constitution/by-laws which must contain the following:
  - a. name and purpose of the organization
  - b. requirements for membership
  - c. definition of officers/governing body and process by which they are selected
  - d. statement of term of service
  - e. statement of who has authority to spend organization's money
  - f. method of selecting a faculty or staff sponsor
  - g. procedure for amending the constitution/by-laws. A TCL chapter of a national organization needs only to ensure the TCL portion of the constitution meets the above requirements.
3. The next step is to complete and submit the Organization Registration Form, Advisor/Sponsor, two copies of the constitution, and a Roster of Charter Members signed by the members to the Vice President for Student Affairs Office. D. The organization's principle contact and/or advisor/sponsor will be notified in writing of the organization's status within fifteen (15) business days of the receipt of the organization's registration form in the office of the Vice President for Student Affairs.
4. Only clubs and organizations chartered by and approved by the Vice President for Student Affairs will be permitted to function on campus.
5. All clubs and organizations must have a faculty or staff advisor approved by a member of the President's Cabinet.

### **Student Organization Activities**

1. All student organization activities must be approved by the advisor, appropriate School Dean, and the Vice President for Student Affairs. This approval is necessary before an organization may:
  - a. Put an item on the master calendar.
  - b. Reserve facilities for a meeting.
  - c. Publicize activities, events, meetings, etc.
  - d. Conduct fund raising projects.
2. Off-campus personnel, including speakers, entertainers, etc., must be approved by the Vice President for Student Affairs prior to issuing an invitation to such groups or persons.
3. Requests for use of campus facilities by students must be approved by both the Vice President for Student Affairs and the College Business Office.
4. Student organizations may establish organizational budgets through the Business Office. Each organization may disburse funds within the guidelines established in their constitution/bylaws.