

Please refer to Tennessee Board of Regents [Policy No. 3:01:01:00](#)

The following policy provides minimum standards for the registration and conduct of student organizations at Pellissippi State Community College. Student organizations may be either organizations sponsored by Pellissippi State, such as student government organizations, associated student body organizations, and professional and honor societies, or organizations officially registered by Pellissippi State. Organizations which may be registered to operate on campus include the following:

- A. honors and leadership organizations and recognition societies;
- B. departmental organizations and professional fraternities and sororities; and
- C. special interest groups (political, religious, etc.).

Registration of a student organization by Pellissippi State will neither constitute nor be construed as approval or endorsement by Pellissippi State of the purposes or objectives of the organization.

I. General Provisions

- A. No student organization may carry on any activity at Pellissippi State unless the organization has been officially registered. All registration of student organizations will be through the Director of Student Engagement and Leadership.
- B. Pellissippi State will not be responsible for injuries or damages to persons or property resulting from the activities or student organizations, or for any debts or liabilities incurred by such organizations.
- C. No student organization will neither exclude nor subject any student to discrimination or harassment under any educational program on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, or genetic information
- D. No student organization or individual will engage in or condone any form of hazing. Hazing will include, but is not limited to the following: any action taken, or situation created intentionally, to produce mental or physical discomfort, embarrassment or ridicule, any form of verbal or physical harassment or abuse, and engaging in public stunts, morally degrading or humiliating behavior or games, whether on or off campus. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing violations also is prohibited.
- E. Student organizations will be vicariously responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participation in any activity of the organization.
- F. No person, group, or student organization may use the name of Pellissippi State without proper registration. All officially recognized student organizations with a social media presence are required to use Pellissippi State Community College as a display name before the organizations title (i.e. Pellissippi State Community College Student Activities Board.) The username may include PSCC and club name.
- G. No person, group, or student organization may use the seal or any symbol of the College without the prior written approval of the Director of Marketing and Communications.

## II. Criteria For Registration of Organizations

- A. Any proposed student organization will be open to all students of Pellissippi State who otherwise meet membership requirements. Membership in the organization will be limited to currently enrolled students; provided that organizations may include faculty and staff of the College, and/or spouses of students, faculty and staff, and provided further that professional organizations may include members of the professional and business communities as members.
- B. Student organizations and their membership will be notified of and are required to complete any training deemed necessary by the Director of Student Engagement and Leadership.
- C. A proposed organization must represent the interests of the members, and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.
- D. The proposed organization must agree to comply with all policies, regulations and procedures established by the Tennessee Board of Regents (TBR) and Pellissippi State, and with all federal and state laws and regulations.
- E. The proposed organization must not: (a) have illegal aims and goals; (b) propose activities which would violate regulations of the TBR or Pellissippi State, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the College; or (c) advocate incitement of imminent lawless action which is likely to produce such action.
- F. The proposed organization must have the minimum of seven (7) charter members designated by Pellissippi State, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis. In the event there is not sufficient interest to warrant long-term registration, the College may grant temporary registration to an organization for a limited period of time.
- G. New organizations may be denied registration where the purposes are within the scope of a currently registered organization. No organization may use the same name, or a name which is misleading and similar to the name, of a currently registered organization.
- H. The organization must provide for the distribution of all funds and assets in the event of dissolution.

## III. Procedure For Registration of Organizations

- A. To become officially registered as a student organization, a group must meet the criteria set forth in the previous section, and must provide Pellissippi State a minimum of the following:
  - 1. An application or request to form the organization. Applications are available in the Student Engagement and Leadership Office or by going to myPellissippi under Student Engagement and Leadership tab and clicking on Student Engagement and Leadership's website.
  - 2. The proposed constitution and bylaws of the organization, which must clearly contain the following: The name, purpose, proposed activities, and rules of membership of the organization, the officers, their terms and methods of selection and removal, the proposed nature and frequency of meetings and activities, definition of a quorum for making decisions, and the financial plans of the organization, including any proposed fees, dues and assessments.
  - 3. The names and signatures of the charter members of the organization.

4. The names of the faculty advisor(s) or staff advisor(s) who will sponsor the organization. All student organizations will have a faculty member or staff member as advisor. The advisor must be approved by the Director of Student Engagement and Leadership.
  5. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the TBR and Pellissippi State and with all federal and state laws and regulations.
- B. The foregoing documents must be presented to the Director of Student Engagement and Leadership for review and recommendation to the Dean of Students. The Dean of Students will review the documents and, in turn, make recommendations to the Vice President of Student Affairs. Registration by the Vice President of Student Affairs is necessary before the organization is officially recognized.
  - C. An organization may be required to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or meet with the Director of Student Engagement and Leadership, or designee(s) to provide additional information concerning the purposes, aims, or proposed activities of the organization.

#### IV. Nature and Conditions of Registration

- A. Registration of a student organization for other than temporary period will be on an annual basis only, effective until the beginning of the next fall term, and will be subject to annual renewal for each ensuing year.
- B. Annual renewal of registration of an organization will be dependent upon the organization's demonstration of compliance with the following:
  1. adherence to the purposes, aims and activities as stated in the approved constitution and bylaws;
  2. it must continue to meet all of the requirements for initial registration;
  3. it must have remained in compliance with all rules and regulations of Pellissippi State and all federal and state laws;
  4. it must submit all changes in the constitution and bylaws to the Director of Student Engagement and Leadership for approval;
  5. it must maintain a current list of officers and advisors on file with Pellissippi State; and
  6. it must have submitted all required financial and other reports to the Director of Student Engagement and Leadership.

#### V. Probation, Suspension, and Withdrawal of Registration

- A. An organization or member may be placed on probation, be suspended, or registration may be withdrawn by the Director of Student Engagement and Leadership for any of the following reasons:
  1. the organization fails to maintain compliance with the initial requirements for registration;
  2. the organization ceases to operate as an active organization;
  3. the organization requests withdrawal of registration with approval from 2/3 of active members;
  4. the organization operates or engages in any activity in violation of rules and regulations of Pellissippi State, or federal or state laws; or
  5. the organization fails to submit any required reports.
- B. An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization which is placed under suspension may not engage in or sponsor any activity or program, and may not hold meetings. When registration

of an organization is withdrawn, it will cease to exist as a recognized student organization. In the event an organization is placed on probation, suspended, or registration is withdrawn, the organization will be afforded the opportunity for a hearing before the Dean of Students, a Student Government Association officer, and an appointed member of the faculty.

A memorandum regarding the outcome will be submitted to the club advisor, club president, the Director of Student Engagement and Leadership and the Vice President of Student Affairs.

#### VI. Officers of Student Organizations

No student who is under academic or disciplinary suspension from Pellissippi State will be eligible to become, or maintain the status of, an officer of an organization.

#### VII. Fiscal Procedures

- A. Each organization will maintain a sound financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. An organization may be subject to audit by Pellissippi State Business Office at any time, and appropriate financial records will be maintained for the purposes of audit.
- B. The College does not recognize off-campus bank accounts for student clubs. All business related to club funding must be done through the Pellissippi State Business Office
- C. Each organization will designate an officer of the organization who is responsible for the collection and disbursements of funds and the maintenance of books and records.

#### VIII. Programs and Activities

- A. The use of any college property or buildings by an organization will be subject to the rules and regulations of the TBR and Pellissippi State concerning use of property and facilities. (Reference TBR Policy No. 1:03:02:50 and Pellissippi State Policy No. 08:03:00.) All organizations registered pursuant to this policy will be "affiliated organizations" for the purpose of college and TBR policies concerning use of campus property and facilities.
- B. Except for routine meetings of the organization, no on-campus program or activity will be engaged in unless approved by the Director of Student Engagement and Leadership and Dean of Students. Prior approval must be secured for off-campus activities of an organization. For off-campus activities it must be demonstrated that adequate security will be provided and that an adequate number of college personnel will be present.
- C. Any fundraising activity on campus will be for the benefit of the organization as a whole or a charity, and no funds will be distributed to the officers or members of an organization for personal profit or gain. All fund raising activities must be approved by the appropriate administrator(s) before any fund raising activity begins. This includes Club Advisor, Director of Student Engagement and Leadership, Dean of Students, and the Executive Director of the Foundation. In addition, solicitation of contributions or donations from local businesses, organizations or individuals must be approved by the Executive Director of the Foundation before asking for donations. In-Kind Gift forms must be completed and returned to the Foundation Office.
- D. No guest speakers will be invited to the campus except pursuant to TBR and college policies on off-campus speakers. (Reference TBR Policies No. 3:01:10:00 and No. 1:03:02:50 and Pellissippi State Policy No. 08:03:00)

Source: Tennessee Board of Regents, Policy Nos. 3:02:02:00 and 03:01:01:00  
Mississippi State Policy Nos. 08:03:00 and 03:06:00  
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