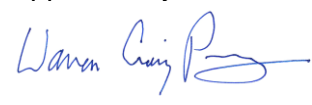


<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b>Student Clubs and Organizations</b>		Approved by:
Insert:	05.05	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



**POLICY / PURPOSE:**

It is the policy of Coastal Alabama Community College to provide opportunities for students, regardless of campus, to participate in clubs, organizations, and activities.

**SCOPE:**

This policy applies to all Coastal Alabama Community College students.

**DEFINITIONS:**

There are no definitions applicable to this policy.

**DETAILS:**

**1. Organization Membership:**

- a. The membership of a student organization must consist of enrolled students.
- b. College organizations shall be open to all students in compliance with the College's discrimination policies.

**2. Organization Requirements:**

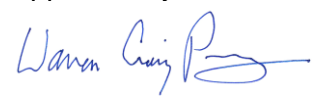
- a. All clubs and organizations must conform to the laws and policies of the State of Alabama.
- b. The sponsors are generally required to attend most meetings or events of the organization. Sponsors are approved by the Dean of Student Services or Designee.
- c. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging nonattendance at classes or college activities without prior consent of the Dean of Students in collaboration with the appropriate Instructional Officer.

**3. Tenure of Student Organizations:** A student organization must submit a request to continue a club annually to the Dean of Student Services.

**4. Establishing New Organizations:**

- a. Any club wishing to sponsor a project of any nature must secure approval by the Dean of Student Services or Designee a minimum of two weeks in advance of the project date.

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- b. Student organizations are required to submit a statement of purpose, criteria for membership, a copy of the constitution and by-laws, and a current list of officers. Meetings of student clubs and organizations may be submitted to the Marketing and Communications Office (MARCO) for insertion to the College calendar.

**PROCEDURE(S):**

**Establishing New Clubs/Organization Procedures**

1. Request recognition by the Dean of Student Services or Designee by submitting a completed New Organization Form located at <https://www.coastalalabama.edu/campus-life/organizations/new-student-organization-form/>. This form must be signed by the faculty or staff sponsor. Included with this should be a copy of the proposed constitution and by-laws.

Each organization must have a full-time faculty or staff member as a sponsor.

**ADDITIONAL PROVISIONS/INFORMATION:**

There are no additional provisions/information applicable to this policy.