

CPTC Procedure: Student Organizations

Student organizations may be established and operated within the College under the following guidelines:

- The purposes, principles, and procedure of the organization are consistent with the mission of Coastal Pines Technical College (CPTC).
- All organizations functioning within any division of CPTC will operate under the sanction, knowledge, advisement, and approval of the Vice President for Student Affairs and the President.
- All student organizations shall function under the direct supervision of a full-time employee. Student organizations related to occupational fields shall function under the direct supervision of a full-time faculty sponsor(s)/advisor(s) approved by the administration.
- Membership in the organization is open to all currently-enrolled college students in good standing without regard to race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status.
- No organization will be allowed to affect administrative or operational procedures; however, they may function in an advisory capacity and their suggestions will be given due consideration.
- Frequency and scheduling of meetings of approved organizations must be cleared through the faculty sponsor(s).

Establishing a Student Organization

Guidelines for establishing a student organization are considered to be under the jurisdiction of Student Affairs. Any advisor(s) interested in forming an organization should adhere to the following guidelines:

1. Contact the Vice President for Student Affairs regarding the required organizational documents.
2. Present organization proposal and documents to the Student Government Association (SGA) at a regular meeting.
3. Obtain recommendation for approval of the proposed organization from the SGA.
4. Transmit the organizational documents and documentation of SGA recommendation to the Vice President for Student Affairs for approval, who will forward the request to the President for final approval.
5. Upon final approval, submit a proposed budget to the Student Activities Fund Committee for approval and allocation of student activity funds.

Responsibility:

The Vice President for Student Affairs has the overall responsibility for ensuring this procedure is implemented.

Adopted: June 2, 2014

Reviewed: February 21, 2023