

Club/Organization Registration Policy

Clubs or organizations recognized by Abraham Baldwin Agricultural College are entitled to use the college name in all publicity, to use college facilities free of charge, and to request funds from the Student Activities Fee Committee as may be needed. To obtain recognition, a club must follow these established procedures:

1. Must be comprised solely of students currently registered at Abraham Baldwin Agricultural College. Non-students may participate in club activities as guests but may not vote, hold office, nor pay dues. Non-students may be called "associate members," or, if they are graduates of ABAC, they may be called "alumni members," but they may not vote, hold office, nor pay dues.
2. Must have a minimum of eight (8) students to form a club.
3. Must have on file a Club Constitution approved by the Dean of Students.
4. Must have a faculty/staff advisor. Advisor responsibilities are outlined, in detail, within the *ABAC ICC Advisor Handbook*. An Advisor Agreement Form must be completed and on file.
5. Must register with the Dean of Student's Office by completing a Club Registration Package at the beginning of each academic year. A Club Registration Package will include a list of active members, club officers, and current club advisor. Package must be updated at the beginning of each semester to account for any changes within the organization. Deadline for filing this information is not more than one month after the start of the semester.
6. Must agree to send a club, Executive Board representative (President, V. President, etc.) to Inter-Club Council meetings throughout the academic year. Please review the *Inter-Club Council Constitution* for additional information.
7. Members and officers must agree to accept ABAC and campus regulations including, but not limited to, the Student Code of Conduct, as outlined in the *Abraham Baldwin Agricultural College Student Handbook*.
8. The requirements for registration do not apply to existing, or future, Greek organizations as there are specific guidelines for governance of existing Greek organizations and for colonization and charter of new, Greek organizations.
9. Any organization which uses the ABAC names or operates in any official capacity as a student organization at ABAC must register as an office ABAC club with the Inter-Club Council through the ABAC Club Registration package.
10. Students seeking to become a new club should meet with the Dean of Students or Assistant Dean of Students to begin the process. Once the process has been started, and advisor must be found from the faculty or staff of ABAC. The Club Registration Package should be completed and a constitution should be filed. Once this paperwork has been completed, the group will be

recognized as an interest group and should start attending ICC meeting. Once the registration package and constitution has been approved, the interest group will be recognized as a club.

11. Registered clubs will be granted the right to use the ABAC name within the college guidelines. Recognized clubs will also have the right to travel, host events, fundraise, utilize campus facilities, and post advertisements on campus. Upon the start of the next academic year, the group will be placed with a student activities fee group and will be eligible to request funds from the student activities fee allocation.
12. A student group may be removed from the registry of clubs for misuse of the college name, violations of laws and the student code of conduct, or failure to register with the College.
13. Students may appeal to the Vice President of Academic Affairs if denied registration or removed from the registry.