

How to Form a Student Organization

Student Organizations are defined as a group of at least 10 members. All members must be currently enrolled in credited classes at JCCC and in good standing at the time of recognition.

In order to gain recognition as a student organization at JCCC, the following requirements must be met:

1. Provide the college with the student organization's name and statement of purpose.
2. Be not-for-profit in nature.
3. Provide a copy, if applicable, of the student organization constitution, by-laws or charter, including those of a state or national affiliation, upon request.
4. Acquire at least one advisor from JCCC faculty or professional staff who is willing to take on the responsibility of the student organization on a volunteer basis.
 - a. Advisors are strongly encouraged to attend all meetings.
 - b. Attend all scheduled functions/events planned by the student organization.
 - c. Assist the student organization in developing sound accounting procedures in keeping with college policies.
 - d. Communicate regularly with members, and as needed, with the Center for Student Involvement office personnel.
 - e. Offer constructive criticism, guidance, and remind the student organization of JCCC's policies and procedures. Please notify the Center for Student Involvement immediately if the student organization's action or behavior of members is contrary to its general statement of purpose, violates the JCCC Student Code of Conduct, or a program is planned that is not approved by you.
 - f. Assist the student organization in fulfilling its statement of purpose and goals.
 - g. Work with the officers to uphold the policies of JCCC.
 - h. Encourage the members to operate within the framework approved by the Student Senate.
 - i. Act in consulting and advising capacity with final decisions made by the majority vote of the student organization members.
 - j. Keep an organization membership roster and provide member and officer updates to the Center for Student Involvement as requested.
5. It is highly recommended that students interested in forming a student organization meet with the Manager of Student Life and Leadership Development to discuss details of their application.

All components of the application must be complete upon submission to the Center for Student Involvement. Applications that are incomplete or do not contain original signatures will be returned to the proposed organization so that the missing information can be corrected. Once a completed application has been accepted, it will be forwarded to Student Senate for processing.

Student Senate will contact the organization's president and advisor to attend a Student Senate meeting to discuss the organization and its purpose. During that meeting, Student Senate will vote whether to approve the organization.

Johnson County Community College (JCCC) Student Organization Registration Form

Please fill out this form completely. All information is required. Return to the Center for Student Involvement, COM 309 Attn: Mindy Kinnaman, Manager of Student Life & Leadership Development. A member of Student Senate will then be in contact with you shortly.

Name of Proposed Organization

Organization Affiliations

Does this organization have affiliations with any organization outside of JCCC?

Yes No

If yes, please give full name of external group.

Membership

Number of members in the organization _____ (Do not include your advisor)

Officer	Print Name	Phone Number	Email

Statement of Purpose (state the objectives/purpose and potential activities of the organization)

Proposed day of the week _____ and time _____ for regular meetings.

Faculty/Staff Advisor

Print Name _____
Signature _____
Phone # _____
Email _____
Box # _____

Add advisor to the Student Organization email distribution list? Yes No

Petition to Seek Recognition

We, the undersigned Johnson County Community College students, in order that the student organization known as-

may seek recognition from the Student Senate do lend our names and signatures to this petition.

	Print Name	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Notice of Non-Discrimination

Johnson County Community College is a place where freedom of expression and civility are encouraged. In valuing diversity, the college recognizes the individual differences based on unique ethnic, cultural, gender and political backgrounds, and the differences represented by staff in age, education and physical ability. In a diverse environment, it becomes the responsibility of each employee to respect these individual differences and to refrain from imposing personal viewpoints on other staff or students. All personnel policies of the Johnson County Community College shall be applied without regard to a person's race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which can not be lawfully considered, to the extent specified by applicable federal and state laws.

<p>Center for Student Involvement Use Only Vote of Student Senate Yes _____ No _____ Abstention _____ Student Senate President _____ Mgr of Student Life & Leadership Development _____</p>
--