

## **Augusta Technical College**

### **Augusta Campus**

3200 Augusta Tech Drive  
Augusta, GA 30906

### **Thomson/McDuffie Campus**

388 Tech Drive N.W.,  
Thomson, GA 30824

### **Waynesboro/Burke Campus**

216 Highway 24, North  
Waynesboro, GA 30830

## **AUGUSTA TECHNICAL COLLEGE**



### **Student Organization Handbook**

The policies and procedures presented in this handbook are subject to change.  
Any changes in policy will be forwarded to all active student organizations.

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## **Purpose**

This manual is not meant to serve as a definitive text on participating or running student clubs and organizations. It contains a series of suggestions and observations designed to make participation much more enjoyable and rewarding to students and organization advisors. However, it also contains rules and regulations that must be followed in order to adhere to Augusta Technical College and Technical College System of Georgia. The purpose of providing student activities is to facilitate individual growth and development of Augusta Technical College students through involvement in co-curricular activities that complement the traditional educational processes of the College.

Through participation in student organizations, students acquire invaluable practical knowledge in the areas of leadership, social, recreational, team building and community outreach that allow for personal and group growth experiences.

Students are encouraged to participate in local, regional, and national organizations related to their programs of study.

## **Regulations Governing Student Organizations**

Organizations may be established and operate within the College, however, it is the policy of Augusta Technical College that these guidelines be adhered to:

- All organizations functioning within any division of Augusta Technical College will operate under the sanction, knowledge, advisement, and approval of the President and Vice President of Student Affairs who **exercise jurisdiction over all student organizations.**
- No organization will be allowed to affect administrative or operational policies; however, they may function in an advisory capacity and their suggestions will be given due consideration.
- All organizations shall function under the direct supervision of a faculty or staff advisor approved by administration. The faculty or staff member assigned to the student organization/club must be identified by the organization club annually in writing to the President of the Technical College.

## **Requirements**

Each student organization shall furnish to the Vice President of Student Affairs at the beginning of each Fall Quarter the following:

- Meeting minutes
- List of officers and any members
- Planned projects
- Annual budget

Such information shall be kept current and accurate throughout the year by the organization and it shall be presumed that officers and members whose names appear on the list most recently filed are authorized to speak for and represent the organization in its relations with the college.

## **Membership**

Membership is governed by the constitution and by the laws of each organization subject to the following limitations:

1. Membership shall be confined to the students at Augusta Technical College and to persons connected with the College in an official capacity.
2. Students must be in good academic and financial standing to hold membership in clubs and organization.

## **Affirmative Action Statement**

Augusta Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender religion, disability, age, disabled veteran, veteran of the Vietnam era or citizenship status, (except in those special circumstances permitted or mandated by law.) This nondiscrimination policy encompasses the operation of all educational programs and activities including: admissions policies, scholarship and loan programs, athletic and other college-administered programs. It also encompasses the employment of personnel and contracting for goods and services. Augusta Technical College shall promote the realization of equal opportunity through a positive continuing education program of specific practices designed to ensure the full realization of equal opportunity.

Augusta Technical College strongly encourages full and fair participation of all students in all activities. Individuals, student organizations, and Augusta Technical College must continue to strive actively to build an institution of higher learning in which opportunities are realized and accessible to all.

## **General Responsibilities**

1. Student Organizations should conduct at least one meeting per quarter.
2. Student Organizations should keep on file a summary of all meetings and activities.
3. Student Organizations shall conduct all activities in compliance with their constitutions and the rules and regulations of the College.
4. A quarterly summative overview of the organization's activities/projects is due to the Vice President of Student Affairs at the end of each quarter.

## **Procedures for Forming a New Student Organization**

Students who desire to form a club or organization will proceed as follows:

1. Secure a full-time faculty member or administrator as a sponsor/advisor and request approval by the Vice President of Student Affairs.
2. Explain in writing why the organization is needed and how it will benefit students and work in the best interest of the College and the community.
3. Submit an application form to the Vice President of Student Affairs, giving all information requested, including a copy of the organization constitution and/or bylaws.

## **Procedures for Re-Instating a Student Organization**

If an organization is inactive for one year or three academic quarters, it must follow the same procedures for a new organization. If it is less than three academic quarters, it does not have to renew its application, unless the organization chooses to do so. An inactive organization means that the group has not been holding meeting or has not participated in any events.

## **Funding Requests**

The student organization advisor shall submit a budget to the Vice President of Administrative Services each year, preferable during the spring. Prior to this

action, the proposed budget should be reviewed by the Vice President of Student Affairs and organization advisors. It is the advisor's responsibility to complete a purchase requisition in order for monies to be paid. Approved expenditures shall be paid to the student organizations on an event-by-event basis. There shall be no funds issued unless the aforementioned budget has been endorsed and a financial report has been submitted to the Vice President of Administrative Services for the prior year.

## **Fund Raising Procedures**

These policies and procedures are applicable to all members of the college community.

1. There shall be no soliciting of funds, prizes, or awards for scholarships, loans, grants, equipment, supplies, or other purposes unless it is approved by and in cooperation with the President and Vice President of Administrative Services.
2. If approved, student organizations shall be permitted to use receipts from fund raising activities to support clearly specified projects or activities approved by their advisor and Vice President of Student Affairs.
3. Financial support is to be used for the purpose of the Augusta Technical College community or organization, but in no way for direct contribution to a political campaign of individuals.

### **a. On Campus Sales and Solicitation Procedures: Specific Procedures for Student Organizations**

- I. Sales or solicitations by a student organization must be conducted by a recognized student group.
- II. Student organizations must contact the Vice President of Student Affairs to request authorization for a sales or solicitation event. Funds raised by the student organizations on campus must be for the purpose of either (1) For the operating expenses for the organization or (2) As a financial donation to a charitable organization. This policy includes a request to sell food and/or beverages as a fundraiser. Augusta Technical College provides

funds for the majority of student organization functions; therefore, fundraising will be approved on a limited basis.

- III. No contributions are to be used for organizations or activities which discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status.

## **Financial Obligations**

All club funds shall be accounted for by the college business office and recorded in financial records of the college. Finances for student organizations with accounts maintained in the financial records of the college shall be governed by the following provisions:

- A. Funds of the student organization/club will only be used for the purpose for which the student organization/club was founded.
- B. Clubs must adhere to guidelines or minimum standards established by national or regional associations governing the organization.
- C. Funds must be held and maintained in an agency fund in the financial records of the technical college. If the student organization/club ceases to exist or becomes inactive for a period of six months or more, all remaining balances should be moved to the student activity fund source.
- D. Funds shall be approved, accounted for and monitored by the appropriate student officers and faculty members of the organization.
- E. Funds associated with student organizations should be used to support activities that are based in the student organizations.

## **Deposits/Requisitions/Receipts**

- 1. Student organizations are required to deposit funds into a special account as designated by the advisor.
- 2. The student organization advisor, or faculty designee, shall sign all purchase requisitions.

3. An accurate record of receipts and disbursements shall be kept by the organization advisor and submitted to the Vice President of Administrative Services on an annual basis.

## **Drug Free Campus Policy**

State and federal legislation places specific responsibilities on the College to promote a drug-free campus. Alcohol and drug information programs, which address the risks of drug and alcohol abuse, are publicized and available. Faculty, staff, and students with problems can be referred for appropriate assistance. Standard of conduct at Augusta Technical College prohibit the illicit possession, use or distribution of drugs and alcohol on campus or at college functions. Penalties for violations of these standards range from warnings and probation to expulsion, referral to the legal system for prosecution, and loss of employment.

## **Student Publication Deadlines**

1. The purpose of any student publication is to keep Augusta Technical College students informed of current issues, interests, and events.
2. Student organizations seeking to publish a newsletter must discuss the goals and purpose of the publication with the Vice President of Administrative Services, Vice President of Student Affairs, and the organization's advisor. The President shall have final approval of the publication.
3. Student publications may not necessarily reflect the view or opinions of the staff and faculty at the College, but must be fair and accurate.
4. All submissions must disclose the author's name, address, and telephone number.
5. Materials which defames or insults any individual or group cannot be published. Opinions, editorials, or viewpoints must be clearly labeled. Material that is obscene, libelous, insensitive, or disruptive will not be published.
6. The decision regarding what will be published rests with the editor of a given publication and must be in keeping with the aforementioned guidelines. If a situation arises when the aforementioned in #2 questions the editor's decision, an Editorial Review Board may be convened.
7. Student publications may not solicit advertisements.
8. All student publications must include a nondiscrimination statement.



## **Posting/Display Policies**

1. Departments and student organizations may post notices, non-commercial advertisements and posters on the bulletin boards located in all buildings.
2. Those desiring to place notices on bulletin boards must have them approved by the Vice President of Administrative Services. Those who wish to post a banner on campus must get approval from the Vice President of Administrative Services.
3. All materials must have the name of the sponsoring department/student organization clearly identified.
4. There is a two-week maximum posting time unless the Vice President of Administrative Services gives approval for an extension.

## **Policy For Advisors Of Student Organizations**

The policy of faculty and/or staff advisors of student organizations is based upon several premises. The most important of these is the meaningful educational relationships that will develop between student groups and their sponsors and that these relationships are beneficial to the students, to the sponsors, and to the college community as a whole. Other benefits to be derived from serving as advisors include the following:

1. Advisors can offer organizations experience to assist in the growth and development of leadership within the organization.
2. Advisors provide a degree of continuity to student organizations whose compositions must necessarily change from year to year as new students enter and others graduate.
3. An advisor's knowledge of the College's operations should enable them to assist organizations in facilitating organizational programs and the achievement of organizational goals.
4. As an employee of the college, the advisor is in a position to safeguard the College as well as the organization by working with groups to assure that organizational programs and activities are educational in nature, that they contribute to the total educational mission of the College, and the organization thus is worthy of continuing recognition and association.

All organizations, therefore, are required to have at least one advisor who is a full-time member of the faculty or administrative staff of Augusta Technical College.

It is the responsibility of each student organization to submit the names of advisors. Serving as an advisor is both beneficial and time consuming. Organizations should therefore, attempt to find advisors who are not already working with more than two other student groups. That will assure the group of receiving more attention from its advisor.

Since some organizations meet frequently, and at times inconvenient to a single advisor, it is recommended that organizations have more than one advisor. In accepting the position of advisor of a student organization, the faculty or staff member should agree to be present for all meetings and activities.

### **What does the college expect from advisors?**

1. Believe in the organization and manifest the enthusiasm necessary to help the organization reach its potential.
2. Understand the organization, be aware of its purposes, and assist in formulating goals.
3. Assist in the development of procedures and methods for maintaining an effective organization.
4. Assume the role of advisor as a volunteer, but uphold the best interests of the college.
5. Do all that is possible to assure that the organization will take reasonable precaution in its activities in order that policies and laws not be violated and the welfare of individuals not be endangered.
6. Participate in the organization to the fullest extent without actually making decisions or setting policies for the organization.

**Augusta Technical College  
Student Organization Registration Form**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Academic Year

Please list all officer names, addresses, and phone numbers below. (Use back of form for additional space.)

Name	Position	Local Address	Telephone #	E-mail


\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Organizer

\_\_\_\_\_  
Date

Return form to the Office of the Vice President of Student Affairs.

The form will be reviewed by the Vice President of Student Affairs. Organizations will be notified of their official status within two weeks of returning the form. Status will allow the organization to apply for the use of funds from student activities. For questions, please call (706) 771-4035.

\_\_\_\_\_ Disapproved. See below.

\_\_\_\_\_ Approved with condition(s). See below.

\_\_\_\_\_ Approved as is.

\_\_\_\_\_  
Vice President of Student Affairs

\_\_\_\_\_  
Date

### Student Organization Advisor Registration

I \_\_\_\_\_ agree to accept the responsibility of advisor to  
(individual volunteering to serve as advisor)

\_\_\_\_\_  
(Name of Organization)

I have reviewed the Student Organization Manual and agree to support and abide by the policies defined therein, particularly as they pertain to the duties of advisor. I have agreed to serve in the capacity of advisor for the \_\_\_\_\_ academic year.

Signed \_\_\_\_\_ Date \_\_\_\_\_