

Policy Statement

Terra State Community College (TSCC) has established the following policy to govern the creation, registration, and operation of student organizations for the benefit of all students in the college community. Recognized student organizations are the bridge for co-curricular activities in the college. This should provide an opportunity for personal development and enjoyment for members and the broader college community.

Policy Details

1. All student organizations must abide by all federal, state, and local laws as well as college regulations.
2. No organization with restrictive membership clauses discriminating on the basis of race, creed, ethnic identity, national origin, gender, sexual orientation, age, or disability, as defined by law, shall obtain or maintain registration status.
3. All student organizations must document through a constitution and/or bylaws, the name of the organization, the organizations purpose, membership criteria, meeting procedures, and role/function or electing officers, duties of officers, and role/function of the organizations advisor.
4. Only current registered students may hold office and solicit funds on campus on behalf of a registered student organization.
5. Other persons may be admitted to non-voting membership if the organization's constitution permits.
6. A minimum of five (5) currently registered student members shall be required as a condition of registration. Certain organizations may seek exemption from this requirement through a formal request to the Senior Vice President for Innovation and Strategic Planning.
7. The purpose(s) of a student organization must not conflict with the mission or established policies of the college.
8. No student organization may use the name of any other student organization for any purpose.
9. Student organizations must have faculty and/or staff advisors and provide for such advisors in the organizations constitution and/or bylaws.
10. Advisors must be full or part-time faculty, staff, or administrators.
11. Additionally, organizations may use community members as co-advisors.
12. No registered student organization may expend any of its funds for any political purpose or in the support of any political candidates or issues whether federal, state, local, or college level.
13. Registration of a student organization does not constitute endorsement, approval, or ratification by the college of any doctrine, act, or omission by the student organization.

Procedures

1. Procedures for Registering a Student Organization

- a. Students desiring to create a student organization should meet with the Dean of Student Success to review the process to gaining recognized status, including an application packet with required forms and sample constitution/bylaws.
- b. An organization is required to produce evidence, by submitting a roster, that membership consist of a minimum of five (5) currently registered students at the time registration is sought and in order that registration be maintained.
- c. One (1) typed copy of the proposed constitution and/or bylaws and a list of officers are to be submitted to the Dean of Student Success.
- d. If there are no major corrections needed, the constitution is forwarded to Student Government for consideration. Registration is considered final after approval by Student Government.

- e. The approved constitution is kept on file in the Senior Vice President for Innovation and Strategic Planning's Office. A copy is to be kept on file with the Dean of Student Success.
 - f. Inactive organizations with no change in constitutions may petition Student Government for reinstatement. Any changes in a constitution and/or bylaws must be approved by Student Government.
 - g. Objection to registered status for any student organization may be filed with the Senior Vice President for Innovation and Strategic Planning.
 - h. Appeal of a decision against registration of a student organization may be made by that organization to the Senior Vice President for Innovation and Strategic Planning.
2. **Privileges of Registered Student Organizations**
Registered student organizations are afforded the following privileges:
- a. Use of the name of the College and its titles. Use of the College's symbols and logo must conform to College policy.
 - b. Use of College facilities subject to the established written policies and procedures governing such use.
 - c. Petition for the use of College funds by submitting requests to the appropriate College officials.
 - d. Petition for the use of student organizations funds by submitting requests to and receiving approval from Student Government.
 - e. Services of The Office of the Senior Vice President for Innovation and Strategic Planning, including consultation and assignment of a mailbox.
 - f. The opportunity to use College facilities for fund-raising activities. Those student organizations registered by the College must deposit all proceeds from such activities into their College accounts. Organizations not complying with those requirements will not be permitted to use College facilities for fund-raising activities.
3. **Procedures for Inactivation and Deactivation of Student Organizations**
- a. An organization that has not completed the Student Organization Renewal Application for one academic year will be considered an inactive student organization.
 - b. Student Organizations placed on inactive status will lose college privileges, including loss of funding privileges. Existing funds shall remain in the organization's college account but will be frozen till reactivation.
 - c. If no student reactivates the Student Organization within two academic years, student government will vote to officially terminate the organization. If terminated, the organization shall cease to exist and no longer receive recognition or college privileges.
 - d. If the organization is terminated, the organization's financial accounts will be closed, and the balance will be transferred to the Student Government Associations college account, where it can be used to support future student programming and engagement initiatives.
4. **Procedure for Reactivation of Student Organizations**
- a. Student Organizations placed on inactive status may apply for reactivation within two academic years.
 - b. Reactivation requires submission of the Student Organization Renewal Application.
 - c. If reactivation occurs within two academic years, frozen funds will be reinstated.

Resources

- 1. **College Catalog** - http://www.terra.edu/degrees_programs/academic_calendar.php
- 2. **Student Code of Conduct** – https://www.terra.edu/about_us/institutional_policies/student_code_of_conduct.php
- 3. **Institutional Info & Policies** - https://www.terra.edu/about_us/institutional_policies/index.php
- 4. **Ohio Revised Code** - <https://codes.ohio.gov/ohio-revised-code>

5. **Terra State Logo and Brand Guidelines -**

https://www.terra.edu/about_us/governance_administration/marketing_communications.php

Definitions -NA

Term Definition

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
8/28/2008	Entire Document	Issued	Unknown
3/18/2009	Entire Document	Revised	Unknown
12/11/2022	Updated Template Policy Statement	Updated to new template Add a policy statement	Tim Shaal
2/23/2023	Policy	Approved by CASA with edits	William Taylor, CASA Co-Chair
2/24/2026	Policy Reviewed	3. Procedure for Deactivation Added 4. Procedure for Reactivation Added	Tim Shaal, Dean of Student Success & Mackenzie Pena, Student Engagement Coordinator
2/26/2026	Policy	CASA Approval	Dr. Doug Mead, VPAA

**Full name of CASA Committee Chair, signatory, or designee

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