

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Student Organizations: Programs and Activities

EFFECTIVE DATE: July 1, 2000

The use of property or buildings of Southwest Tennessee Community College by a student or organization shall be subject to the rules and regulations of Tennessee Board of Regents (TBR) and the college's policy concerning use of property and facilities. All organizations registered pursuant to this policy shall be "affiliated organizations" for the purpose of TBR policy concerning use of campus property and facilities (reference TBR Policy No. 3:02:02:00).

Except for routine meetings of the organization, no on-campus or off-campus program or activity shall be engaged in unless prior approval has been given by the Director of Student Development. To request approval one must file the appropriate form with the Director of Student Development. All activities sponsored by an organization shall be approved by the Director of Student Development ten (10) days prior to the date of the activity. Organizations may not schedule a function or event so far in advance as to deny others the opportunity to utilize campus facilities. Organizations may not have more than two (2) fundraising functions per month.

No student organization may use the name of the college to publicize any activity unless the activity has been approved by the Director of Student Development. Once the activity is approved, the organization may advertise the activity using the name of the college followed by the name of the organization. No student organization may use the seal or any symbol of the college without written approval of the Director of Student Development.

Any student who finds it necessary to put signs on campus advertising club or organizational activities should observe the following rules and regulations for signs on bulletin boards and for posting in buildings:

1. Signs must not to be placed on official administrative bulletin boards unless permission is secured from the Director of Student Development.

Source of Policy: Transition Team IV: Responsible Provost/Ex. V.P. for Student Affairs Administrator: Academic/Student Affairs

Related Policy: STCC:3:01:01:00/4 TBR Policy Reference:3:01:01:00/3:02:02:00
TBR Guideline Reference: N/A

Approved: _____ **Date:** July 1, 2000

2. Signs must not be glued or taped to painted surfaces and should not be placed on doors or windows so that they impair visibility.
3. Signs must signify the date of the function or event and must be removed immediately thereafter.

Any fund-raising activity on campus shall be for the benefit of the organization as a whole or charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain. Any fund-raising activity or project must be requested and approved by the Director of Student Development using the appropriate form.