

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: S 19.0
Procedure Title: Approved Student Organizations and Designations
Relevant Board Policy: [F.5.1 Registered Student Organizations](#)
Originating Unit: Office of Student Life
Maintenance Unit: Vice President of Student Success

- I. Purpose: Provide Palo Alto College students the opportunity to create and be recognized as an official “Registered” Student Organization in the following areas: honorary, professional, political, religious, social service, and special interest.
- II. Procedure Statement: Student Organization Participation Criteria:
- A. Membership in a Student Organization must be open to all students and may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, marital status, national origin, and shall not violate state, local, or federal laws or the policies and procedures of the Alamo Colleges.
 - B. Members of the student organization must: a) be currently enrolled at the College with a minimum of three (3) credit hours; b) maintain a cumulative 2.0 grade point average (GPA); c) be in good standing with the college (not on administrative hold, scholastic or progress probation or under suspension for disciplinary reasons); and d) must not have a participation requirement as part of a course of instruction, curriculum, or academic discipline. The club advisor will be responsible for checking the student’s GPA and notify student of status.
 - C. Dual Credit and Early College High School (ECHS), student membership in a student organization and/or Intramural sports is welcomed and encouraged. Refer to the program Memorandum of Understanding (MOU) and the High School policy and code of conduct for additional criteria.
- III. Procedure Statement: Starting a New Registered Student Organization: The organization must have at least one campus Advisor who is a faculty member, administrator, or full-time staff member employed by the College. The advisor must be willing to assist in the development of the organization and serves as the primary contact after the president of the organization.
- A. Organizations must maintain at least ten members to be recognized as an official Registered Student Organization.
 - B. The student representative(s) and Student Organization Advisor(s) will need to complete a Student Organization Recognition Application.

- C. The Student Organization Advisor(s) must also complete a Student Advisor Agreement form.
- D. All Advisors, Presidents, and Treasurers must complete the student organization training each semester to remain active. Student groups may apply for recognition as an official Registered Student Organization at any time during the academic year; however, in order for the organization to be eligible to receive a Student Activities Fee allocation, the student group must apply by deadline designated by the Office of Student Life each academic year. The Student Activities Fee allocation is granted to Registered Student Organizations on an annual basis, and the allocation is based on the number of student organizations recognized by the Office of Student Life and the available funds.
- E. The petitioning organization will be granted “**Pending**” status once the application is received by the Office of Student Life. While under pending status, the group will be granted a sixty-day (60) permit to use campus facilities for the purpose of holding organizational meetings and recruiting new members. This permit does not include the right to sponsor an all-campus event, to solicit (raise funds on campus), apply for organizational funding, or to use the name of the college.
- F. During “Pending Status,” the following is reviewed:
 - i. Confirm that student organization’s planned activities are consistent with Palo Alto College and Alamo Colleges policies and procedures.
 - ii. Confirm that there is no duplication of other student organization efforts on campus.
 - iii. Consider positive attributes the new organization may bring to the College.
 - iv. Review probability of growth for the new organization.
- G. The organization’s charter is binding from the day approval is granted and runs through August 31st of the following year. Charter renewal is required to maintain active status.

IV. Procedure Statement: Renewing a Registered Student Organization

- A. The following is required to renew a Registered Student Organization:
 - i. A completed Student Organization Renewal Application
 - ii. Participation in Club Rush or an equivalent activity in the event of class scheduling conflicts.
- B. Student groups may apply for renewal at any time during the academic year; however, in order for the organization to be eligible to receive a Student Activities Fee allocation, the student group must apply by deadline designated by Student Life each academic year. The Student Activities Fee allocation is granted to Registered Student Organizations on an annual

basis, and the allocation is based on the number of student organizations recognized by the Office of Student Life and the available funds.

C. Authority

- i. All student organizations are sanctioned by the college. Recognition of a campus organization does not constitute endorsement of its program or purpose by the college. Recognition is an agreement to exist on campus and may be withdrawn if the organization becomes inactive, or violates any federal, state, local, or Alamo Colleges policies and procedures. The College will notify the organization in writing about the status change. A student group may appeal, in writing, to the next level/s of leadership. Final appeal authority rests with the Vice President of Student Success in conjunction with legal.
- ii. All student organizations, their officers and members must comply with the Student Code of Conduct and are expressly forbidden to engage in any kind of hazing or bullying action or situation on or off campus which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in the organization. Refer to Board Policy H.1.2 Civil Rights Discrimination, Harassment, and Retaliation and F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process for definitions, expectations and consequences.

Date Created: November 18, 2019

Date Updated/Approved: May 5, 2020

Approved: (signed: Gilbert Becerra)
Vice President of Student Success

Approved: (signed: Dr. Robert Garza)
President