



Title: Student Organizations	Policy No.: ADM 3.19	Date: 8/28/09 Rev.: 8/13, 8/14, 8/1/2017
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Areas Affected: All BSMCON Faculty & Students Page 1 of 2

### Procedure for Establishment of a New Student Organization

Students interested in developing a student organization will submit the following information to the Dean of Student Services.



1. Validate that the purpose of the proposed student organization correlates with the mission and vision of Bon Secours Memorial College of Nursing and that no current group duplicates the proposed organization's purpose.
2. Complete the "Request to Form New Student Organization" form requiring the following information:
  - a. Official name of organization
  - b. Purpose statement(s)
  - c. Requirements for membership
  - d. Proposed bylaws
  - e. Leadership which must include a faculty/staff advisor and student officers
3. The Dean of Student Services determines whether to approve or reject the request. If approved, the Dean will forward the request to the Vice President/Provost for final review and approval. If rejected, the Dean will communicate this in writing to the student leadership of the proposed organization.
4. The Vice President/Provost determines whether to ultimately approve or reject the request. If approved, the Vice President/Provost will forward the request to the SGO President for ratification by the SGO. If rejected, the Vice President/Provost will communicate this in writing to the student leadership of the proposed organization.

### Template for Development of Organizational Bylaws

Organizational bylaws should follow this template to include the following:

- a. Organization's name
- b. Purpose
- c. Functions
- d. Membership
- e. Dues
- f. Executive board and its duties

Reference Policy # \_\_\_\_\_

<b>Approved by:</b>   Signature	Dean of Student Services Provost/VP Title	4/17/17 4.24.17 Date
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**Approval History:**  
 Committees and Dates:  
 Student Affairs Committee – 5/09, 11/13/12  
 Dean of Student Services – 12/6/13, 8/14, 11/14/16  
 Faculty Forum – 6/15/09  
 Faculty Organization – 8/28/09  
 Policy Committee-11/19/12, 12/6/13, 11/21/16

## Maintenance of Good Standing

For a Student Organization to remain in **good standing** it may not discriminate on the basis of race, color, religion, sex, national origin, age, mental status, or physical disability in the administration and operation of any/all its activities/programs and must adhere to the following:

- a. The Secretary of the organization must keep minutes of each meeting and distribute a copy to the organization Advisor **within one week of each monthly meeting**. This can be done electronically.
- b. The Treasurer of the organization is responsible for keeping accurate records of all receipts and expenditures. The organization must adhere to the proper college fiscal procedures. All deposits from the organizations must be timely made through the office of the Dean, Student Services. The Treasurer of the organization will be responsible for securing the monthly balance from the SGO Treasurer – said balance sheet to be made available at each regularly scheduled monthly SGO meeting. The Dean of Finance and Administration and the Dean of Student Services have shared responsibility for oversight of SGO funds/budget.
- c. Organization activities must be cleared and approved by using the “Bon Secours Memorial College of Nursing Student Organization Activity Form” and must be completed and returned to the Dean of Student Services a minimum of **14 days** in advance of the planned activity. **Events must be approved before promotion**. Funding for activities involving an established Charity cannot be funded and will not be approved.
- d. Organization presidents/advisors must both complete and sign an **End of the Year Report** required by the BSMCON SGO. These must be completed prior to the third week of April each year.