

**Cochise College
Administrative Policy**

**Category: Students
Policy Number: 4012
Title: Clubs and Organizations**

Each student organization must have a faculty or staff advisor approved by the Dean of Student Services.

**Procedure 4012.1
Forming Student Organizations**

College recognized clubs are chartered organizations. The clubs operate under their own constitution with the supervision of a faculty or staff advisor who must be present at all times during club activities and events.

How to organize a club:

Student organizations petitioning for a charter must show promise of serving the academic, professional, social or physical well-being of their members, and must reflect credibly on the College.

Student organizations must be open to qualified students:

1. "Qualified students" shall be defined as students at Cochise College who are not on disciplinary probation.
2. In the case of professional or honorary organizations, qualification may also include those stipulations of merit, achievement and student status of members as shall be defined in the constitutions of those organizations.
3. Memberships shall be terminated by the club for those members of a chartered organization who become disqualified because of academic standing or disciplinary action taken by the College.
4. Student organizations must adhere to all rules and regulations published by the College and constitution of the Student Government of Cochise College.
5. Student organizations shall submit through the AS/CC Vice President to the AS/CC Student Government, a proposed constitution and set of bylaws in which the following information shall be detailed.
 - a. Name of organization and sponsorship.
 - b. Purpose of organization.

- c. Acknowledgement of adherence to the jurisdiction of College regulations.
 - d. Membership qualifications, method of selection of members and method of termination of membership.
 - e. Officers, duties of officers, tenure, and method and time of election of officers.
 - f. Fees and duties, if any.
 - g. Insignia, if any.
 - h. Ceremonies, rituals and meetings (which shall be open).
 - i. Definition of a quorum.
 - j. Method of selection and duties of the advisor.
 - k. Standing committees and their purpose.
 - l. Publications, if any
6. The aforementioned constitution and bylaws must receive the approval of the Student Government and the Dean of Student Services before a charter shall be granted.
7. Each charter granted shall be for the duration of one academic year (from the first day of classes of the fall semester).

Each chartered organization must produce one all-campus activity during the year.