

BLUE MOUNTAIN COLLEGE

POLICIES AND PROCEDURES

AREA: Student Affairs

NUMBER: Policy 4.08

SUBJECT: Establishment and Management of Student Organizations

All student organizations are authorized by and operate under the supervision of the Office of Student Services and operate under a charter agreement with Blue Mountain College. Any club organized at Blue Mountain College must be in keeping with the mission of the College.

1. Purposes of Student Organizations

Student organizations are expected to contribute to the student's development in five different ways:

- A. Complementing classroom instruction, or enhancing academic learning;
- B. Enhancing the development of leadership skills;
- C. Developing social interaction;
- D. Providing for a profitable use of leisure time; and
- E. Encouraging Christian values and higher standards of conduct.

Once chartered, all student organizations shall maintain accurate financial records of all income and disbursements. Funds must be maintained either in an account, in the name of the student organization, with the Office of Business Affairs of the College, or in the name of the student organization with a local bank which provides copies of all canceled checks returned to the student organization on a monthly basis, unless no banking activity took place within the month. This is critical to good record keeping and accountability and is essential for any student organization to remain chartered and to be allowed to operate on the Blue Mountain College campus.

2. Requirements for An Organization

To be approved at Blue Mountain College, an organization must fulfill one or more of the following requirements:

- A. Be closely related to an academic discipline.
- B. Be affiliated with a nationally recognized service club organization.
- C. Be a social club devoted primarily to promoting fellowship and social graces among Blue Mountain College students.
- D. Be affiliated with a nationally recognized (or Blue Mountain College) organization whose membership is based on high academic achievement at the College.

3. Prior Endorsement for Organization

The proposed organization should have prior endorsement as follows:

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- A. A club related to an academic discipline must have the approval of the faculty and the Department Chair of the academic department to which it is related and of the Vice President for Academic Affairs of the College.
- B. A service club must have the approval of the Vice President for Student Services.
- C. A religious organization must have the approval of the Vice President for Student Services.
- D. A social club must have the approval of the Vice President for Student Services.

4. **Charter of Organization**

Having gained the endorsement of the proper authority as indicated above, those proposing to form a new club shall present to the Vice President for Student Services a petition for a charter, submitting such pertinent information as the following:

- A. Name of organization and sponsoring group
- B. Nature and purpose of the organization
- C. Membership standards
- D. Costs of initiation and annual dues including data regarding requirements for participation in national conventions
- E. Probable maximum enrollment
- F. Data regarding regular meetings to be held during the school year
- G. Provisions for sponsor or sponsors to be named from active, currently employed faculty or staff persons willing to serve and who have expressly consented to being a joint signer on all checks, payments, or withdrawals from the off-campus financial institution where student organization funds may be deposited
- H. Each organization seeking a charter from and permission to operate on the Blue Mountain College campus shall also submit a copy of its proposed constitution with the petition discussed above

The Vice President for Student Services shall forward the petition and the proposed constitution of the organization seeking a charter to both the President's Cabinet and to the Student Body Association Council for approval. Approval from all groups will be required before a charter may be granted.

5. **Management of Accounts** [Cross reference with Policy 5.01.]

All clubs and organizations should carry their accounts through either the Office of Business Affairs or the local bank as stated above. Should the organization opt to use a bank account, the club president and treasurer will be responsible for supplying the Office of Student Services with the following: 1) the name of the institution, 2) the name of the account, 3) the account number, and 4) a copy of the executed signature card for check-writing privileges. The account must be opened in such a manner that any and all checks will require two signatures to be valid for payment and one of those signatures must be that of a faculty advisor/sponsor of the student organization.

No bill owed by a student organization should be paid in cash. Checks should be used to establish proof of payment. Canceled checks, when returned by the bank in the monthly bank statements, should be retained and used as proof of payment of the bill covered by the check. Each student organization is required to maintain financial records showing all income and disbursements of monies. At a minimum, this includes the current president, treasurer, or sponsor maintaining

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monthly bank statements, for at least the previous two years, in his/her possession. Maintaining petty cash funds on campus is strongly discouraged.

Each organization is required to maintain accurate records and to report monthly to the faculty advisor/sponsor of the organization providing a copy of the monthly bank statement on the account at the bank or Office of Business Affairs and a copy of the organization's records. Near the end of each spring semester, (or by a date announced by the Dean of Students) each student organization shall submit, over the signatures of the president and the treasurer and the faculty advisor/sponsor of the organization, a full report of all income and disbursements for the past year, with the balance on hand correctly indicated. Any failure to file the annual financial reports shall prevent the organization from continuing to function on the Blue Mountain College campus.

6. **Placement and Distribution of Posters, Notices, Etc.**

Student Posting: Placement and distribution of posters and notices by students and/or student organizations must be approved by the Assistant Dean of Students and are not to be placed on doors, walls, trees, light poles, etc. Posters and/or notices must be dated and removed after the event by the person/organization responsible for placement of the poster and/or notice. Any poster or notice placed on surfaces other than bulletin boards will be removed, and the removal cost will be charged to the organization sponsoring the function.

SOURCE: Board of Trustees: February 28, 2014; October 5, 2012; February 26, 2010; October 02, 2009; November 27, 2006; June 19, 2006; October 07, 2005; February 22, 2002
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