	Procedure Number	3.11.2P
Student Organizations Procedure	Effective Date	May 31, 2011

1.0 PURPOSE

In accordance with Board Policy 3.11 Student Activities, the purpose of this procedure is to establish criteria for LCCC student organizations and their operational standards.

2.0 REVISION HISTORY

Adopted on: 12/11/87

Revised on: 5/31/11, 11/10/21, renumbered from 3.12P to 3.11.2P 1/7/26 per Cabinet approval on 12/23/25

3.0 PERSONS AFFECTED

Students and Staff

4.0 DEFINITIONS

A. *Community Advisor* – Member of the community in the LCCC service area that is not employed or affiliated with the college that acts as a mentor for the student organization and assists the Employee Advisor. This advisor role is optional for student organizations.

B. *Employee Advisor* – Employee of the college that acts as an advisor for the organization. Employee must be classified as either professional, managerial, or full-time faculty. Exceptions could be made for "Classified" employees with supervisor justification and approval and HR approval.

C. *Fund Raising* - Considered to be any activity which generates revenues including, but not limited to, the sale of items, hosting events, fund-raising with tickets, or services provided.

D. *Instructional Services Organizations* – Are associated with or are extensions of a specific academic division, program or course. Membership is generally restricted to students in the respective division, program or course.

E. *Student Organization* – Organization comprised of members that are registered students of Laramie County Community College and that has an appointed Employee Advisor.

F. *Student Services Organizations* – Are generally not associated with an academic division, program or course and are open to any registered LCCC student. Membership should not exceed 75% from one instructional area.

5.0 PROCEDURES

A. Student organizations must be officially recognized by the College. Steps to gaining official recognition include:
1) Discuss the purpose and goals of the prospective student organization with the Coordinator of Student Engagement & Diversity.
2) Define the organization as "instructional services" or "student services".
3) Establish by-laws and a constitution for the organization.
4) Complete all required student organizations forms.
5) Identify an employee of the college classified as professional, managerial, or full-time faculty willing to act as an advisor and assume all responsibilities associated with the employee advisor role. Employee Advisors must have supervisor approval prior to serving in the role. Exceptions could be made for "classified" employees with supervisor justification and approval and HR approval.
6) Submit all student organization supporting documentation to the appropriate administrator for approval:
    a. Instructional student organizations submit documentation for approval to the appropriate instructional division dean.
    b. Student services organizations submit documentation for approval to the appropriate Dean or Director.
7) Student organizations may have a Community Advisor, as a secondary Advisor, but are not required to do so. Community Advisors must be approved through the Human Resources Office. The Community Advisor's role is limited in scope and must follow all campus policies and procedures.

B. Student organizations must renew their official status annually by submitting the approval documentation as follows:
1) Instructional student organizations submit renewal documentation to the appropriate instructional division dean for approval.
2) Student services organizations submit renewal documentation to the appropriate Dean or Director for approval.
3) All approvals must be filed with the Office of Student Engagement & Diversity by the established due date in order to be officially recognized as a LCCC student organization.

C. Student organizations will abide by the following operating procedures:
1) Conduct orderly events, activities and meetings. No event, activity or meeting shall conflict with the College mission. Employee advisors must be on campus and accessible for on campus events hosted by their organization that occur during business hours. Employee advisors must also be present for the duration of the event for any events that occur during non-business hours hosted by the organization, or any events tied to the organization that occur off campus.
2) Organize and participate in prior approved fund raising and service to the community and the College.

3) Organizations that wish to request funding from student activity fees must submit an annual budget as outlined in the Student Activity Fee Allocation Committee (SAFAC) procedures.
4) Adhere to all College policies and procedures
5) Maintain all financial accounting with the Administration & Finance Office to include but is not limited to:
   a. Travel requests
   b. Petty cash reimbursement
   c. Vouchers
   d. Purchase requisitions
   e. Service contracts
   f. Mileage reimbursements
   g. Use of College vehicles
   h. Use of College credit cards
   i. Fundraising
6) Provide an official student member roster through the registration process and maintain rosters throughout the year

D. Only student organizations that are officially recognized by the College will be eligible for College benefits in the form of access to and use of:
   1) Student Engagement & Diversity Office equipment for banners, tickets, fliers, posters, and newsletters
   2) College facilities when available
   3) College communication and marketing promotional tools
   4) Services offered by the Communication & Marketing Office
   5) Budget requests for consideration by the Student Activity Fee Allocation Committee (See Policy/Procedure No. 5956 Student Activity Fee Allocation Committee.)

E. For all financial matters, student organizations will report to their advisor and appropriate instructional dean (or the Coordinator for Student Engagement & Diversity) for guidance and approval.
   1) Student Organization Employee Advisors and their Deans or Directors are responsible for ensuring that fundraising activities are in accordance with college policies and procedures.
   2) Student organization Employee Advisors and their Deans or Directors are responsible for ensuring that expenditures at the end of the fiscal year do not exceed available funding as approved by the Student Activity Fee Allocation Committee (SAFAC).
   3) Any exceptions to over expenditures must be approved by the Coordinator of Student Engagement & Diversity and Dean of Students with consultation from Student Government.
   4) Non-approved expenditures and/or over-expenditures will be taken from the student organization's fundraising account. If there are insufficient funds in the fundraising account, the organization will be placed on probation until the over-expenditures are covered through fundraising.

F. Student Organization Travel
   1) All student organizations will be in compliance with Travel Policy 4.4 and Student Travel Policy and Procedure 4.42P & 4.4.2.1P for any travel tied to the student organization.
   2) Student Organization Employee Advisor must travel with students and accompany students for the duration of the trip when college transportation is provided.
   3) In the event students and the Student Organization Employee Advisor choose to provide their own transportation to an activity or event, an Employee Advisor must be present at the location of the event for the duration of the event.
   4) Student Organization and Student Organization Employee Advisor will complete all necessary documentation required for travel outlined in Student Travel Policy and Procedure 4.42P

G. Independent Web Sites for Student Organizations
   1) Laramie County Community College encourages official student organizations to utilize the official platforms currently in use to manage their organizations information online and linked to the official LCCC website and social media pages, and not start independent websites, blogs or social media pages. Student Organizations should contact the Communication and Marketing Department to establish official social media pages.
   2) If student groups wish to link independent social media sites from the official LCCC website, they must contact the LCCC webmaster to register an LCCC employee as an administrator who will supervise the site (such as an Employee Student Organization Advisor). The webmaster will determine the appropriate page on the LCCC website from which to link. The College reserves the right to remove the link if the site is not maintained.
   3) The LCCC webmaster will contact the registered student organization administrator before removing the link to attempt to address concerns about the site before removing the link.
   4) Student group websites will be in compliance with LCCC Policy/Procedure No. 7100 Social Media.