

Procedure 3.2537

Student Clubs and Organizations / Bank Accounts Procedure

Student Clubs and Organizations Procedures

Campus organizations shall be open to all students meeting membership criteria without respect to race, creed, national origin, sex, or disability. All clubs and organizations must conform to local, state and federal laws. No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance or classes or campus activities without prior consent of proper college officials.

Students are encouraged to take an active role in clubs on campus and to establish other clubs and organizations that fulfill the objectives of Beaufort County Community College. To charter a club or organization, the following must be filed with the Vice President of Student Services.

- Purpose of the club or organization
- Name of the faculty / staff advisor (faculty or staff member of BCCC- full time)
- Names of charter members (minimum of 10 charter members required)
- A constitution and/or a written statement which includes the following statements:
-Only students registered at Beaufort County Community College will be officers and/or voting members of the organization. No discrimination on the basis of race, creed, gender, handicap, or national origin shall exist within the organization (please specify all criteria for membership)

A charter will be issued to the organization upon approval of the Vice President of Student Services. Any student organization found guilty of violating State or Federal law or the policies of Beaufort County Community College shall be disbanded by the College.

Chartered organizations must submit the following information to the Student Activities Coordinator:

- Dates, times, and locations of regularly scheduled meetings
- Name, addresses, and phone numbers of officers
- Information on regional, state, and national affiliations

Adopted and Approved by Senior Staff 9/15/14

Student Clubs and Organizations Bank Accounts Procedure

Clubs and organizations are responsible for establishing and maintaining their own bank accounts. Club advisors and officers have oversight responsibility for student club/organization bank accounts. According to the Audit Manager, the Office of the State

Procedure

Auditors does not have oversight responsibility relating to these accounts since these funds do not belong to the College. These bank accounts SHOULD NOT have the College's federal ID number since they are not College funds. As far as bank account names, there are no regulations that address the issue of the College's name being on the account (i.e. Beaufort County Community College Automotive Club).

The club advisor(s) and officers should develop guidelines specific to their club/organization regarding bank accounts and include this information in their constitution/policies & procedures. To protect both the club advisor(s) and officers, more than one person should have oversight responsibilities and a regular report on account activities should be included in business meetings. Clubs should review the bank signature cards annually. If only staff and faculty members sign the signature cards, this may not be necessary. However, if students are also signing signature cards, their names should come off of the signature card if they are no longer attending Beaufort County Community College or their term of office expires. The club advisor(s) will provide the Student Activities Coordinator a list of signature authorities annually.

The treasurer should represent the Club to assure the proper receipt and expenditure of funds in accordance with the directives established by the club membership. The club advisor(s) and officers have the responsibility to determine the disbursement of funds to meet the Club's expenses. **Adopted 4/1/14**

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Academic Support Services Policy](#)

History

Senior Staff Review/Approval Dates: 9/15/2014, 7/25/2016

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: [Implementation Dates]