The College recognizes on-campus student organizations that exist to promote the social, moral, scholastic, physical, spiritual, cultural, and educational well-being of its students. Organizations seeking to be recognized and desiring to maintain recognition must fulfill registration procedures, methods, and standards established by the Student Government Association (SGA) Office of Student Activities. All student organizations are expected to adhere to all college policies, procedures under this policy, and city, state, and federal laws, and any other rules and regulations governing student organizations.

Student organizations must be comprised of TCC students who have paid the Student Activity & Service Fee for the current semester in which the student is a member or requests to become a member of the student organization.

All student organizations are required to register their organization with the Office of Student Activities on an annual basis to be recognized by TCC and to receive and/or use Student Activity and Service Fee funds.

Tallahassee Community College refrains from attempting to control or sway the personal opinions or beliefs of students or their organizations. Registration of groups does not mean that the College supports or adheres to the views held or positions taken by such groups.

The procedures, rules and regulations for establishing and maintaining registration status shall be developed by office responsible for the oversight of student organizations.

Chartering Procedures

Persons interested in forming a student organization at the College must obtain an application to become an approved student organization from the Student Programs Office. These are the requirements to become an approved student organization.
1. The constitution and bylaws of the organization shall be completed and shall include a statement of the organization’s purpose, membership requirements, and composition.

2. The organization must be classified under one of the following categories to be chartered and to remain an approved organization: academic, honorary, religious, service, special interest, or other.

3. A minimum of ten active and enrolled TCC student members are necessary to be chartered and to remain an approved organization.

4. The organization shall nominate a faculty member to serve as its advisor. The advisor must be willing to attend meetings and activities and perform such other duties as required of an advisor. The nomination shall be made to the Director of Student Programs. If approved, an advisor serves a two year term and may be reappointed.

The completed application is to be submitted to the SGA with a copy of the organization’s constitution. When the requirements have been met, the SGA will consider the application and vote to accept or reject the application. If accepted, the SGA will recommend to the Vice President for Student Affairs that the organization be chartered. Final decision regarding chartering rests with the Vice President for Student Affairs. If approved, the SGA will issue a charter to the organization. Each organization must submit a report of activities each semester.

Responsibilities of the Organization Advisor

1. The advisor must be aware of all meetings and activities of the organization and attend as many as possible.

2. The advisor is required to approve, before submission, all College forms such as the Approval of Event, Work Orders, Marquee Request, etc.

3. The advisor must keep the organization informed of College rules, regulations, and procedures and any changes in the aforementioned as they pertain to the organization.

4. The advisor is responsible for the supervision of the organization’s finances.

5. The advisor must be willing to accompany organization members to off-campus events such as district meetings, state meetings, and conferences.

6. The advisor must assure that all necessary approvals, forms, and procedures are obtained, understood, and completed prior to on-campus or off-campus activities by the organization.

7. The advisor is responsible for the use of the College name by the organization, and shall obtain approval in advance for the use of the name from the Vice President for
Student Affairs for each event.

8. The advisor must sign the semester report.

Approval of Events/Facilities

Student organizations and their advisors are responsible for keeping themselves informed about the current TCC policies and procedures for scheduling events and for utilizing campus facilities.

Marquee

College organizations may use the marquee by submitting a request to the Lifetime Sports office. The marquee will hold a message with a maximum of sixty (60) characters, counting spacing. Use of the marquee is based on availability. To ensure timely compliance, requests should be submitted at least one (1) week ahead of time.