



Colorado Northwestern Community College
Recognized Student Organization Manual
2021-2022

Introduction to Recognized Student Organizations

What is a Recognized Student Organization?

A Registered Student Organization (RSO) at Colorado Northwestern Community College is any group consisting of students enrolled at CNCC, and contributes to the students' growth in their academics, and recreation, and/or personal development. Furthermore, a Registered Student Organization is registered with the Department of Campus Life and Student Engagement.

A Recognized Student Organization's Relationship to the Institution.

Registration of Student Organizations by CNCC shall not indicate sustenance for any student organization's purpose, philosophy or activities. Student organizations and clubs are independent of the College, which assumes no legal liability for any student organization's activities.

Prospective Student Organizations

Students interested in starting a new RSO must complete the Student Organization Registration Form, located at www.cncc.edu. Once the form is complete, an organization must meet with a staff member. Please email housing@cncc.com for more information.

Categories of Recognized Student Organizations

- **Academic** – an organization with a focus in an academic area , a specific profession or career
- **Faith Based** – an organization that offers spiritual and/or religious community for students.
- **Governing Bodies** –Student Government Association functions on behalf of all CNCC students. This organization provides programming that is social, educational & increases the extracurricular and student life involvement for all students.
- **Honor Societies** -National honor societies that provide leadership and service opportunities that recognizes student's achievement in academics.
- **Special Interest** – an organization that provides an opportunity for individuals to come together and discuss or partake in specific topics of interest.
- **Service** – an organization whose role is to serve the CNCC campus and/or community.

POLICIES RELATED TO RECOGNIZED STUDENT ORGANIZATIONS (RSO'S)

All members of Registered Student Organizations must follow all policies and procedures that are in place by Colorado Northwestern Community College. Handbooks that are enforced are the CNCC Student Handbook, and Code of Conduct, and is the responsibility of the students to abide by all policies and procedures.

CERTIFICATION

The certification process permits respectively student organization to maintain a registered status with the Office of Campus Life. Organizations must register each academic year by completing the certification process outlined below. This process recognizes the RSO's practice of membership and officer guidelines. RSO's also acknowledge the purpose and activities of the respective student organizations by following compliance with all policies and procedures set forth by Colorado Northwestern Community College, the organizations national affiliation, local, state, and federal laws.

The certification period takes place starting on September 8th, and ending on September 8th of the following year. Failure to certify by September 8th will result in status and privileges withdrawn until certification is complete.

If an organization fails to recertify for two consecutive years, they must follow the new prospective student organization procedures for certification.

RENEWING RSO'S CERTIFICATION PROCESS

Complete the online registration emailed to your student issued email, named Student Organization Registration Form, by September 15th.

Changes in advisor or membership must be updated within 10 days of any officer/advisory change.

Annual certification will include but is not limited to the following:

- Updated contact information for officers and faculty/staff advisor.
- Submission of a copy of the organizations updated constitution and bylaws.
- Changes to the organization's constitution & bylaws must be submitted to the Department of Campus Life and Student Engagement. Once submitted, the Director of Campus Life will notify RSO's when the next meeting will be held, with meeting information, etc.
 - RSO's wishing to reserve Weiss rooms, or any academic rooms on campus, please contact Lisa Kruger at lisa.kruger@cnc.edu.

CERTIFICATION PROCESS FOR PROSPECTIVE REGISTERED STUDENT ORGANIZATIONS

A group of students wishing to register an organization should consult with a member of the Campus Life staff.

The following steps should be completed for all Prospective Recognized Student Organizations:

- Meet with the Campus Life staff member, and will serve as the liaison. Prospective organizations may be denied registration if their purposes are within the scope of other currently recognized student organizations.
- Complete an online registration
- Advisor Approval: The prospective advisor will also have to accept their role as an advisor within the certification.
- Submit additional paperwork: The following must be submitted to the Department of Campus Life and Student Engagement in a digital format to housing@cncc.com. (Microsoft Word format preferred)
 - Proposed Constitution & Bylaws
- If affiliated with a National Organization, documentation regarding the national group is also required.
- Meet with the Campus Life staff: Campus Life will review the completed packet. This meeting is required and must be held before the packet can be forwarded to the Committee on Organizations.
- If necessary revisions should be made the updated packet should be turned in before the provided deadline. The deadline is contingent upon the Director of Campus Life's meeting schedule.
- Outcome of Director of Campus Life meeting may be as follows:
 - Organization is approved
 - Organization is approved with revisions
 - Organization is not approved

To maintain active status and continued registration, organizations must follow the process for certification detailed in the previous section. A group not maintaining active status will not be approved to conduct programs and activities.

REGULATIONS GOVERNING RSO'S

Colorado Northwestern Community College recognizes the right of groups to freely assemble, but also accepts the responsibility to protect the rights of members of the campus community from organizations which infringe upon the purposes of Colorado Northwestern Community.

- Any organization shall be open to all students of Colorado Northwestern Community College who otherwise meet membership requirements. An organization may not deny membership on the basis of race, national origin, gender*, age, religion, sexual orientation, disability, or status as a veteran (*exclusion based on gender is applicable based on Title IX Education Amendments).
- Membership in student organizations shall be limited to currently enrolled CNCC students. CNCC students can be members of RSO's unless the organization has national standards that are different from what is listed here.

- The Colorado Northwestern Community College Division of Student Services shall exercise jurisdiction over all recognized student organizations at Colorado Northwestern Community College.
- The following academic requirements must be followed by each organization and verified by the organization's on-campus advisor: Any member falling below this minimum standard will be placed on probation for the next semester until sufficient academic progress is made and verified by the advisor.
 - a. **Officers:** To be eligible for election to or to serve as an officer of an organization, or in any elected or appointed position, a member must be a full-time CNCC student in good standing with the College and maintain both a cumulative and previous semester 2.0 grade point average. Any member serving in an elected or appointed position falling below the minimum standard to hold office shall be removed from his or her position upon posting of final grades.
 - b. **Members:** To be eligible to be a member of a CNCC RSO, regular members must have & maintain a minimum of a 2.0 accumulative grade point average.
- Individuals and groups are responsible for conducting activities in accordance with the rules, regulations, and standards of the College and the Colorado Northwestern Community College Code of Student Conduct.
- Organizations shall not require of its members any activity incompatible with scholastic attainment or acceptable general development of the individual.
- Organizations must maintain one faculty/staff advisor. Persons who hold the rank of Professor, Instructor or Staff Member shall be considered eligible to serve as advisors of organizations. The advisor must be notified of meetings and invited to attend meetings and functions of the organization. Advisors should be encouraged by the membership to participate in activities and be fully involved in the RSO's operations. Advisors must attend a minimum of one meeting per semester.

PRIVILEGES OF RECOGNIZED STUDENT ORGANIZATIONS

A recognized student organization is entitled to the following, if the organization has complied with the policies and procedures listed in the RSO manual, student code of conduct, etc:

- to use the name of Colorado Northwestern Community College in connection with organizational activities;
- to be listed as a Registered Student Organization by the Department of Campus Life and Student Engagement;
- to the use of College facilities and to promote events on campus in accordance with College policies pertaining to these activities;
- to post signs and distribute literature in accordance with College regulations;

- to request advertising and news coverage in campus publications normally open to organizational interests;
- to host a web page on the College website in accordance with the policies set forth by CNCC;
- to solicit membership on campus;
- to apply for organizational grants through the Student Government Association;
- to sponsor or present public performances on College property;
- to raise funds or make other permissible solicitations on College property under the guidelines of Advertising,

ADVISOR EXPECTATIONS

It is the responsibility of the advisor and the president of the organization to ensure that the policies described in this manual are enforced. Failure of the advisor or the president to enforce policy does not negate any sanctions which may be imposed on the organization or the members for failure to enforce policy. An advisor of the Recognized Student Organization must be present at large events sponsored by the RSO. In addition to this, the Department of Campus Life and Student Engagement requires advisors of RSOs to focus on the following identified advising goals & policies:

- to enable the student to learn to assume control and take responsibility for tasks at hand;
- to be visible and involved with the organization and be accessible to student members;
- to meet with the new officers early in the academic year and to continue to do so throughout the year;
- to monitor & forward Colorado Northwestern Community College email messages regarding Registered Student Organizations
- To check grades of all members of their organization to ensure they meet the minimum academic standards set by the College for RSO members and leaders.

Sample Constitution for CNCC Student Organizations

Article I Name

The name of this organization shall be...

Article II Purpose

The purpose of this organization shall be.....

- 1) 2) 3) 4) 5) etc.

Article III Membership

- 1) The membership of this organization shall consist of...
- 2) This organization shall not discriminate on the basis of race, creed,
 color, sex, age, or religion.

Article IV Officers

- 1) The officers of this organization shall consist of... (President, chair, secretary, etc.)
- 2) Officers shall be elected by... (What method?)

Article V Duties

The duties of this organization's officers shall be:

- 1) Officer #1
- 2) Officer #2
- 3) Officer #3, etc.

Article VI Meetings

- 1) Meetings shall be held... (how often?)
- 2) Special meetings may be called by... (what method?)

Article VII Quorum

- 1) The minimum number of members needed to conduct business shall be _____ officers and _____
 general members.

Article VIII Election of Officers

- 1) Nominations of officers shall be submitted by... (whom?)
- 2) Nominations shall be due by...
- 3) Elections shall be held on...
- 4) If any position becomes vacant, vacancies shall be filled by... (what method?)
- 5) All elected candidates and elected officers must be in good academic standing with CNCC (2.0 GPA). All Club Presidents must carry at least 6 credit hours and other officers at least 3 credit hours. Student Clubs may set higher standards for themselves as defined in their constitution.

Article IX Constitution and Amendments

- 1) This constitution may be amended by... (what portion of membership?)
- 2) This constitution shall be ratified by... (what method?)
- 3) This constitution and/or amendments shall not become valid until a copy of said constitution and/or amendment(s) has been placed on file in the Student Activities Office.

Article X Removal of Officer *See Impeachment Language.

Impeachment Language

Paragraph form with 2/3 vote required:

Section ** - Recall of Officers: Any member of the Executive Board may be impeached for failure to carry out his/her constitutional duties. An impeachment must be in writing, and enumerate the specific charges. A two-thirds majority vote of the membership is needed to sustain an impeachment. If a two-thirds vote is obtained, the impeachment stands and the impeached officer is removed from office.

Numbered form with simple majority required:

Section ** - Recall of Officers

1. Officers are subject to recall for malfeasance or failure to perform duties as required in office.
2. Recall procedures will be initiated at the request of five active members.
3. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
4. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any officer.
5. All recall request must be submitted and approved by the organization's advisor with proper and supporting documentation.

Student Organization Advisor Registration Form

I, _____ agree to accept the responsibility
(Person Volunteering to Serve as Faculty Advisor)

of Advisor to _____.
(Name of Club/Organization)

I have reviewed the Student Organization Manual and agree to support the policies defined therein, particularly as they pertain to the duties of advisor. I have agreed to serve in the capacity of advisor for the _____ academic year.

Signed: _____

CNCC Address: _____

CNCC Ext.: _____

The leadership of _____ for the _____ academic year is:
(Name of Club/Organization)

Name of Student & Phone Number:

President: _____

Vice
President: _____

Secretary: _____

Treasurer: _____

Activity Registration Form

This form must be completed and submitted to the Department of Campus Life and Student Engagement a minimum of two (2) weeks prior to the date of the scheduled event. *All events must be approved before any purchases can be made.*

Name of Activity: _____ Date Submitted: _____

Organization or Group Leader responsible for this activity: _____

Date of Activity: _____ Time of Activity: _____

Location: _____

Expected Number in Attendance: _____

Description of Activity: _____

Purpose of Activity: _____

Outside Speaker(s): _____

NOTE: All formal contracts must be submitted to the Student Activities Coordinator for approval to be considered official. Approval is not granted until signed copy is received by requestor.

Organization Advisor Signature

Date

CAMPUS LIFE AND STUDENT ENGAGEMENT APPROVAL SECTION

Requested Granted: ____ Requested Denied: ____ By:

Reason for Denial:
