

STUDENT ACTIVITIES: REGISTERED STUDENT ORGANIZATIONS



Vice President Student Affairs

FKC Regulation

Effective Date: 6.9.2026

1. PURPOSE

To establish student organization procedures the College District shall use to recognize and maintain student clubs.

2. DEFINITIONS

- A. Registered Student Organization - umbrella term referring to the three categories of student organizations recognized by COM and defined below.
- B. Sponsored Organization – Student club not affiliated with a national governing body. Organization originated by COM students, faculty, or staff.
- C. Affiliated Organization – Student club governed by both COM policy, regulations, and practices AND a state or national governing organization.
- D. Institutional Organization – Student organization required to report updates to COM Board of Trustees for which COM shall employ full-time staff to serve as an advisor and may/may not have a national governing organization.

3. STUDENT ACTIVITIES BOARD

The Student Government Association (SGA) serves two primary functions. SGA shall approve or disapprove of funding requests made by clubs and will address issues of concern initiated either by the student body or by the College President.

The Director of Student Life will serve in an assistance role to the clubs.

4. STUDENT CLUB RECOGNITION

A student group that seeks to become a Registered Student Organization must meet all of the following criteria:

- 1. It does not deny membership to anyone based on sex, disability, race, national origin, religion, or other class of individuals protected against discrimination under the law and/or COM policy.
- 2. Its membership consists of seven or more credit earning students. However, it's membership is not limited to credit earning students.
- 3. It has an advisor who is a member of the faculty or staff.
- 4. It conducts its affairs in accordance with college policies, procedures, rules, and regulations; and with local, state, and federal laws.
- 5. Has submitted a Organization Recognition Form to the Director of Student Life who will refer it to the Vice President of Student Affairs (VPSA) for approval.

5. GUIDELINES FOR STUDENT ORGANIZATIONS/CLUBS

The responsibilities of student organizations/clubs are as follows:

1. Name & Category Overview:

- Registered Student Organization (RSO) - will be an umbrella term, used internally at COM.
- The word "organization" will replace the word club when defining or differentiating types.
- An organization can have the word “club” in its name.

2. The three organization categories are Sponsored Organization, Affiliated Organization and Institutional Organization:

A. Sponsored Organization (Example: Sickle Club, Gamers Club)

- Organization originated by COM students, faculty or staff, or academic department.
- The sponsored organization can request funding from the COM Student Government Association.
- Supports student interest and hobbies.
- Must have a full-time COM employee serving as the Advisor.
- Must maintain seven (7) currently enrolled credit earning students in good standing.
- A sponsored organization can conduct fundraising activities.
- The organization cannot use COM branding, and when the name of the organization is written the words “club, organization or association” shall appear next to the COM name which should be spelled out.

B. Affiliated Organization (Example: Student Nursing Association)

- Organization is governed by both COM policy, regulations and practices AND a state or national governing body.
- Organization exists at COM as a chapter of the state or national governing body.
- Every student is responsible for paying the individual membership dues to the state or national governing body.
- Charter dues may be associated with the establishment of the chapter/organization.
- The Organization will have a cap on funding support allocated by COM for chapter dues not to exceed \$300.00.
- Must have a full-time COM employee serving as the Advisor.
- Must maintain seven (7) currently enrolled credit earning students in good standing.
- An affiliated organization can request funding from the Student Government Association.

- An affiliated organization can conduct fundraising activities.
- The organization cannot use COM branding, and when the name of the organization is written the words “club, organization or association” shall appear next to the COM name which should be spelled out.

C. Institutional Organization (Example: PTK and SGA)

- Organization is required to report updates COM Board of Trustees.
- Advisors shall be full-time COM employees who serve with the approval of their supervisor.
- The Advisors are paid a stipend by COM.
- Funding is allocated from the Student Life budget.
- Reports to a state or national board.
- Existence is institutionalized through the COM Board of Trustees approval and is affiliated with the Student Life
- The VPSA or designee will recognize the existence of the organization. The club will complete the Organization Recognition Form, and the form is routed to the VPSA through the Dean of Students.
- Organization is a chapter at COM governed by both COM policy, regulations and practices and the state or national board.
- Must maintain seven (7) currently enrolled credit earning students in good standing.
- An affiliated organization can conduct fundraising activities.
- The organization cannot use COM branding, and when the name of the organization is written the words “club, organization or association” shall appear next to the COM name which should be spelled out.

3. Request For Funding.

- To request funding, the club must obtain a Proposal for Club Funding Form from the Student Life. The form should be completed and returned prior to the next Student Government Association (SGA) meeting.
- Once the SGA approves the funding request, all expenditures for speakers, equipment, promotional materials, or other activities must be requested through the Director of Student Life.
- A report describing the club’s activities, meetings, attendance, membership is required every month the club meets. Student Life will provide a form, to be completed and shared at the SGA Meeting. This report is shared during the SGA meeting by any designated club representative selected by the club. A budget report can be obtained from Student Life if requested by SGA. The budget report will include expenses, revenue generated and account balances.

4. Each club is expected to promote its club meetings and events in a manner that allows all interested students the opportunity to participate.

5. Club advisors are required to assist students in booking rooms, reserving nonprint media supplies, and writing maintenance work orders for campus equipment.

6. The club's promotional materials may be sent to Student Life for display on campus bulletin boards which are located throughout various campus buildings. Clubs posting their own promotional materials such as flyers/posters may not post on glass doors, windows, or on the walls, including brick walls. Desired materials can be Emailed to Student Life or posting approval at studentact@com.edu.

6. INVITED SPEAKERS

Students are free to invite speakers to the campus with prior approval of VPSA or designee. To request approval clubs must complete the Student Life Activities Approval Form. The following procedures apply shall be followed when inviting speaker(s):

1. To invite speakers who are candidates for political office, good faith efforts must be made to invite all candidates running for that office.
2. Speakers should be informed in advance that the College, as an institution, is nonpartisan.
3. Speakers should be encouraged in advance to answer questions from the floor relating to the substance of their presentations.
4. "The campus" means any place or occasion where a guest is speaking at the invitation of a Registered Student Organization.

7. STUDENT OFF-CAMPUS REPRESENTATION

Student(s) shall not represent COM at off-campus activities unless they are accompanied by an approved sponsor or have received prior written authorization from the Dean of Student Services or designee. An approved sponsor is any full-time employee with authorization to travel with student. Approval shall be given only to students in good standing with the College and only for activities that are deemed appropriate to the College's missions and in accordance with its policies and regulations.

Written authorization shall include:

1. Name(s) of student(s)
2. Nature of activity
3. Location of activity
4. Start and end time of the activity
5. Reason for student participation

8. REGULATION OWNER

Vice President for Student Affairs and Enrollment Management.

9. FORMS/REFERENCE/EXHIBITS

[Organization Recognition Form](#)
[Student Life Activities Approval Form](#)
[Proposal for Organization Funding Form](#)
[Monthly Organization Summary](#)