Recognition of New Student Organizations

The privilege to organize student organizations is provided through the Office of Student Life. Registered Student Organizations cannot discriminate on the basis of sex, race, religion or other protected classes. A new organization packet is available in the Office of Student Life on the Floyd and Cartersville campuses, or online, and the student life staff can answer any questions you may have. The following information must be submitted to the Office of Student Life before the recognition process can take place:

- Name of organization
- Local or national organization status
- Proposed Constitution
- Purpose of organization
- Qualification of membership with non-discrimination statement
- Membership fee/dues if any
- Time and location of meetings
- Faculty sponsor/advisor
- Time and election of officers
- Membership list of interested students/officers

The completed application must be reviewed and approved by the SEC, the Student Affairs Committee, the Faculty of the college, and the President of the college. Once all levels of approval have been given, the organization will be listed as a recognized student organization of Georgia Highlands College.

During the time between submission of the application and the completion of the approval process, the applicant organization may hold interest/recruitment meetings in order to solicit additional student interest and/or organizational planning meetings with the interested students to begin discussion about what the group would like to achieve.

Upon receiving college recognition, new organizations will be eligible to:

- Use the phrase “Georgia Highlands College” when referring to its chapter/club
- Use/reserve college facilities and certain equipment
- Sponsor or host events both on an off campus as an organization
- Request for funding from the student activity fee budget committee

Policy for Dissolution of Existing Student Organization or Club

When a student organization or club has been inactive (i.e. has not held any events, meetings or activities; nor has it reported any members) in the previous academic year, the Director of Student Life will notify the last known faculty advisor and/or the organization’s president by October 1 that the club is considered silent and will be removed from the current list of active student organizations.

Any group that is deemed silent must follow these recommended steps in the process of dissolution:

- Contact any remaining members to alert them of the intention to dissolve.
- Pay any and all debt obligations held in the group's name.
- Close any and all utilities, subscriptions, or other recurring expenses held in the group's name.
- Close any and all off-campus financial accounts held in the student group's name.
- Close any and all email, internet, and phone accounts held in the group's name.
• Shut down any webpage held in the group’s name.
• Return any materials or other assets to the Office of Student Life.

If the club has not been reactivated by March 1 of the following semester, any money in the club’s on-campus account will revert to the student activity fee budget account as determined by the Director of Student Life.

If a club decides to seek reactivation, the organization must notify in writing the Director of Student Life. The group’s Constitution and other records will be kept on file in the Office of Student Life for future reference.

If the reactivation takes place before the money in the club's account has been reverted to the student activity fee budget, the money on balance in the club’s account will be available; however, any club reactivating after its balance has been removed from its old account will be required to request new funding from the student activities budget through the Student Engagement Council.