

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Formation and Recognition of Student Organizations	<u>Number</u> 305
Related Policy:	Student Activities, Clubs, and Organizations – 6Hx20-3.011	<u>Page</u> Page 1 of 1

I. Purpose

To certify the legitimacy of groups requesting recognition and rights.

II. Procedure

- A. The student groups consult with the Student Activities Coordinator on each campus and provide him or her with the following:
1. A statement of purpose;
 2. Five (5) copies of proposed constitution;
 3. A list of bylaws incorporating the Pensacola State College Anti-Hazing policy, the College Equal Access/Equal Opportunity policy, and the 2.0 Minimum GPA policy (outlined in the Student Handbook);
 4. The name of an approved full-time employee advisor who has been informed of his or her responsibilities and liabilities; and
 5. A list of prospective (College student) members.
- B. A charter request is then submitted to the Vice President, Academic and Student Services or designee, for review and signature.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017
	