

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: S 19.0
Procedure Title: Starting a Registered Student Organization
Relevant Board Policy: [F.5.1 Registered Student Organizations](#)
Originating Unit: Office of Student Engagement & Retention
Maintenance Unit: Vice President of Student Affairs

I. Purpose: Provide Palo Alto College students the opportunity to create and be recognized as an official “Registered” Student Organization in the following areas: honorary, professional, political, religious, social service, and special interest.

II. Procedure Statement:

Student groups requesting status as an official “Registered” Student Organization must complete the following requirements.

- A. Membership in a Student Organization must be open to all students and may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, marital status, national origin, and shall not violate state, local, or federal laws or the policies and procedures of the Alamo Colleges.
- B. The organization must have at least one campus Advisor who is a faculty member, administrator, or full-time staff member employed by the College. The advisor must be willing to assist in the development of the organization and serves as the primary contact after the president of the organization.
- C. Organizations must maintain at least five members to be recognized as an official Registered Student Organization. Without five members an organization may lose its official recognition.
- D. A representative of the prospective organization should make an appointment with the Director of the Office of Student Engagement & Retention (OSER) to discuss the application approval process.
- E. Director of OSER will provide the student representative with the following forms to be completed and returned:
 - 1. Student Organization Recognition/Renewal Application Form
 - 2. Sample outline for a student organization constitution
 - 3. Membership Roster – a minimum of five currently enrolled (part-time or full-time) students is required to start an organization.
 - 4. Advisor Contact Information (Signature Required)
 - 5. Approval Sheet

- F. The petitioning organization will be granted “**Pending**” status once the application is received in the OSER. While under pending status, the group will be granted a sixty-day (60) permit to use campus facilities for the purpose of holding organizational meetings and recruiting new members. This permit does not include the right to sponsor an all-campus event, to solicit (raise funds on campus), apply for organizational funding, or to use the name of the college.
- G. During “Pending Status,” the following is reviewed:
1. Confirm that student organization’s planned activities are consistent with Palo Alto College and Alamo Colleges policies and procedures.
 2. Confirm that there is no duplication of other student organization efforts on campus.
 3. Consider positive attributes the new organization may bring to the College.
 4. Review probability of growth for the new organization.
- H. The organization’s charter is binding from the day approval is granted and runs through August 31th of the following year. Charter renewal is required to maintain active status.

Issued: March 21, 2011

Approved: Ana M. Guzman
President