

**Policy Name:** Student Organizations - BSMCON  
**Policy Number:** ADM 3.06  
**Title of Policy Owner:** Chief Financial Officer  
**Policy Type:**  RHEI/Shared Services  BSMCON  SCHS  SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2023  
**Version:** 2.0  
**Policy Status:** Approved

## I. Policy

Student Organizations

## II. Purpose

The purpose of this policy is to provide structure and expectations for student organizations at BSMCON.

## III. Scope

All BSMCON Faculty, Staff, Students and Student Organizations

## IV. Definitions

**Student Organization:** A student organization is a group of students that has met the minimum standards established in this policy that acts to support members of the student body in furtherance of the mission and values of BSMCON.

**Student Organization Advisor:** A Student Organization Advisor (SOA) is an approved faculty or staff member that provides support, guidance and mentoring to a student organization.

**Good Standing:** A student organization in good standing is an officially recognized student organization that is compliant with all policies, processes, and procedures of BSMCON.

**Probation:** A student organization on probation is an officially recognized student organization that has been placed on probationary status by the Director of Student and Alumni Affairs **or** a student organization that has been initially approved by the Student Services Coordinator to begin the process of becoming officially recognized.

Additional descriptions, expectations, and definitions of roles, terms, and procedures may be found in the Student Organization Advisory Handbook.

## V. Policy Details

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Original Date:	4/26/2011	Last Reviewed Date:	6/23/2023
Last Modified Date:	7/13/2023		

It is the policy of the Bon Secours Memorial College of Nursing (BSMCON) that all students should have access to extra- and co-curricular opportunities to grow professionally, provide service, practice leadership, and engage with the campus community. Student Organizations are key providers of such opportunities.

#### General Guidelines

All student organizations are expected to adhere to the following general guidelines in order to maintain good standing:

- i. All members of student organizations, to include student leaders, are expected to adhere to all relevant BSMCON policies, processes, and procedures while engaged in official student organization activities to include off-campus activities. Additionally, BSMCON has a zero-tolerance policy for all forms of hazing. Please refer to ADM 9.15 Anti-Hazing for more information related to hazing.
- ii. While student organizations may act as unofficial brand ambassadors when engaging in activities, no member of a student organization is an official representative of BSMCON and may not act in this capacity.
- iii. Donations from student organizations to third-party charitable organizations must be raised through specific, approved fundraising activities.
- iv. Any activities or initiatives undertaken or notices posted by a student organization must be approved following the protocols established in the Student Organization Advisory Handbook or in the guidance provided in the BSMCON – Student Activities organization in the Learning Management System (LMS). This applies to any student groups, official or unofficial.
- v. All student organizations are expected to maintain Bylaws and a Constitution as well as to adhere to these documents. Updated copies of these documents need to be ratified by the Student Government Organization (SGO) annually by June 1.
- vi. Students must be actively enrolled in coursework in order to engage in student organization activities.

#### Student Organization Leadership

Every prospective or official student organization must have, at a minimum, the following officers as key members of its leadership team: President, Vice President, Secretary, and Treasurer. More information on specific duties can be found in the Student Organization Advisory Handbook.

All officers and other leadership positions for student organizations must be in good academic standing and free of conduct violations.

All student leaders and the structure of the student organization leadership should be in compliance with national, regional, and state regulations for the organization as appropriate. All student leaders are required to participate in BSMCON committees as determined by the VP/Provost each academic year.

#### The Student Government Organization (SGO)

The Student Government Organization (SGO) is the foremost student organization on campus whose membership consists of all active students enrolled with BSMCON. Students enrolled with the Bon Secours St. Mary's Hospital School of Medical Imaging are considered guest members and do not have voting privileges.

The SGO acts as a leader and supporter of other student organizations by:

- i. Participating in the new student organization approval process as outlined.
- ii. Reviewing and ratifying student organization bylaws annually.
- iii. Providing financial support to student organization and students groups as approved by the SGO student leadership, advisors, and the Dean of Student Services.

#### Student Organization Advisory Handbook

The Student Organization Advisory Handbook provides operational and procedural guidance to all student organizations and advisors.

#### Conduct

Should any of the above statements not be met by a student organization; should a student organization or its membership, in whole or in part, violate BSMCON policies or procedures while engaged in student organization activities; or in other circumstances deemed appropriate by the Director of Student and Alumni Affairs and/or Dean of Student Affairs, that student organization may be placed on probationary status or may be disbanded. These reasons include but are not limited to:

- i. Engaging in hazing of any kind. See ADM 9.15 Anti-Hazing for more information on hazing.
- ii. Failing to comply with BSMCON policies or procedures.
- iii. Failing to have all required officer positions filled in a timely manner.
- iv. Failure of the Student Organization Advisors to comply with BSMCON policies or procedures.
- v. Any action taken deemed sanctionable by the Director of Student and Alumni Affairs and/or Dean of Student Affairs.

Any conduct described above, at the discretion of the Director of Student and Alumni Affairs, in conjunction with the Dean of Student Affairs may result in the probation or disbandment of a student organization.

#### Probation

Student organizations placed on a probation status will be issued a statement of probation from the Director of Student and Alumni Affairs. This statement will include the duration of the probation if a specific time is set and/or any requirements identified by the Director of Student and Alumni Affairs as being sufficient for the reinstatement of good standing. These requirements may include but are not limited to:

- i. Regular meetings of the SAOs, student leaders, and/or organization membership with the Director of Student and Alumni Affairs and/or Dean of Student Affairs.
- ii. The completion of service hours or trainings as deemed appropriate.
- iii. Financial restitution as deemed appropriate.

Student organizations on a probation status may not do the following:

- i. Make any expenses from the organization account or on behalf of the organization.
- ii. Collect any dues or membership fees or conduct any fundraisers.
- iii. Hold any activities other than officer or general-membership business meetings.

#### Disbandment

Any student organization on a probation status that does not meet the terms of its probation outlined in the statement of probation or any organization complicit in activities deemed severe by the Director of Student and Alumni Affairs and/or Dean of Student Affairs may be immediately disbanded and forbidden from continuing organizational activities. Students may seek to reinstate the organization after a calendar year has passed by following the new student organization process.

## **VI. Attachments**

## **VII. Related Policies**

ADM 3.05 Student Conduct - Rights and Responsibilities

ADM 9.15 Anti-Hazing

## **VIII. Disclaimers**

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole

discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	5/11/2020	Revisions and new template	Dean of Student Services
2.0	4/26/2023	Revisions	Dean of Student Affairs