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Policy Name: Student Organizations  
Policy Number: ADM 3.06  
Title of Policy Owner: Dean of Student Services  
Approved by: Policy Committee/Administrative Cabinet  
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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 Dean of Student Services or the Student Services Coordinator **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

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, all instances of hazing, whether as part of an official or unofficial activity of the student organization, will be subject to disciplinary action as outlined in ADM 3.05 Student Conduct Rights and Responsibilities.
- 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. Funds raised by student organizations may not be donated to a third-party charitable organization.
- 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 Student Organization Resources section of the Student Portal. 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 both honor code and code 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. The handbook

is reviewed and approved on a regular schedule by the Administrative Cabinet of the College.

### 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 Dean of Student Services or Student Services Coordinator, that student organization may be placed on probationary status or may be disbanded. These reasons include but are not limited to:

- i. Conducting or supporting hazing activities on behalf of the student organization in whole or in part or for violations of the ADM 3.13 Honor Code System or ADM 3.05 Student Conduct Rights and Responsibilities policies.
- 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 Dean of Student Services or the Student Services Coordinator.

Any conduct described above, at the discretion of the Dean of Student Services, in conjunction with the Student Services Coordinator 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 Dean of Student Services or the Student Services Coordinator. This statement will include the duration of the probation if a specific time is set and/or any requirements identified by the Dean of Student Services or the Student Services Coordinator 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 Student Services Coordinator and/or Dean of Student Services.
- 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 Dean of Student Services 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 3.13 Honor Code System

ADM 3.05 Student Conduct - Rights and Responsibilities

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