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| Title: Student Organizations | Policy No.: ADM 3.19 | Date: 8/28/09 Rev.: 8/13, 8/14, 11/14/16, 8/1/18 |
| Areas Affected: All BSMCON Faculty & Students | | Page 1 of 2 |

Procedure for Establishment of a New Student Organization

Student organizations at BSMCON enrich student life and contribute to the College mission.

A student organization seeking recognition must be non-discriminatory and must adhere to the values and mission of Bon Secours Memorial College of Nursing. Evaluation and approval for new student organizations include review of several factors, including but not limited to, the number of similar organizations, interest and sustainability, use of campus/college resources, appropriateness and cultural fit.

Students must identify at least one faculty/staff advisor to work with the group before they begin this process. The process to establish a new student organization is located in the student and the faculty portal. The process outlines the steps a student group must go through to become formally recognized by the College of Nursing as an official student organization.

Questions to consider before getting started

Does your organization’s mission overlap with any existing organizations?

If so, what does your organization give/do for BSMCON that no other organization does?


Is this group sustainable and congruent with student interests and needs now and in the future?

Maintenance of Good Standing

For a Student Organization to remain in **good standing** it must adhere to the following:

- a. The Secretary of the organization must keep minutes of each meeting and distribute a copy to the organization Advisor within one week of each monthly meeting.
- b. The Treasurer of the organization is responsible for keeping accurate records of all receipts and expenditures. The organization must adhere to the proper college fiscal procedures. All deposits from the organizations must be timely made through the office of the Dean, Student Services. The Treasurer of the organization will be responsible for following the appropriate

Reference Policy # _____

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| Approved by:  Signature | Dean of Student Services Provost/VP Title | 8-1-18 8-1-18 Date |
| Approval History: Committees and Dates: Student Affairs Committee – 5/09, 11/13/12 Dean of Student Services – 12/6/13, 8/14, 11/14/16, 7/18 Faculty Forum – 6/15/09 Faculty Organization – 8/28/09 Policy Committee-11/19/12, 12/6/13, 11/16, 7/20/18 | | |
| Key words: Student Organizations, New Organizations | | |

procedure for regularly balancing and reconciling the organization's account. The Dean of Finance and the Dean of Student Services have shared responsibility for oversight of SGO funds/budget.

- c. Organization activities must be cleared and approved by using a documented approval process as dictated by the organization and accessible to College administration as needed. **Events must be approved before promotion.** Funding for activities involving an established Charity cannot be funded and will not be approved.
- d. Regular review/revision of organization by-laws
- e. Providing updated by-laws and officer list electronically to the Dean of Student Services and Marketing Coordinator.
- f. Keeping organization agendas, minutes and other appropriate records, including detailed financial records of spending permissions, costs, expenditures, revenue, etc. through the organization's treasurer.
- g. Completing an annual year-end executive summary to the Dean of Student Services and Dean of Finance during the month of April. This information should include a highlight summary of what the organization accomplished over the academic year and a budget summary (no more than two pages in length). A copy must also be provided to the SGO leadership.