



College of The Albemarle Policy

Policy Number: 5.4.6

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Title: Student Clubs and Organizations

Related Policy and Procedures:

Division of Responsibility: Student Success and Enrollment Management

I. OVERVIEW

College of The Albemarle (College) attempts to provide extracurricular activities for students since the College believes that such activities contribute to the overall growth and educational development of an individual. Students are expected to exhibit high standards of responsible citizenship during all College functions whether on or off campus. The Division of Student Success and Enrollment Management encourages and helps conduct a program of student activities. The student activity program is a part of the educational experience available to all students. Admission for all student activities shall be non-discriminatory.

II. DEFINITIONS

- A. **Clubs** - A club is a group of students with a designated purpose who are not specifically regulated by a department other than the Student Government Association ("SGA"). Clubs are open to all College students.
- B. **Organizations** - An organization is a group that is closely tied to a department on campus, and has the oversight of that department rather than oversight by SGA. Some organizations may have additional membership requirements specific to the department and/or program of study.
- C. **Societies** - A society may be a club or organization that recognizes the academic and/or civic achievement of students. Some societies may have additional membership requirements.

III. STUDENT GOVERNMENT ASSOCIATION

- A. The SGA is made up of representatives from the student body. The SGA coordinates and regulates student activities and serves as the student body's official voice. The president of the SGA is a non-voting member of the College's Board of Trustees. Members of the Student Government Association may be asked to serve on standing or ad hoc committees.
- B. The SGA's organizational documents shall be updated and shall be on file with the



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College's Coordinator of Student Life and Leadership Coordinator). Any revisions to the SGA's organizational documents shall be reviewed and approved by the vice president of student success and enrollment management (vice president), and/or designee.

- C. State funds cannot be used for athletics or other extracurricular activities; therefore, almost all student activities are established and maintained by SGA funds. SGA funds are derived from a portion of student activity fees. The SGA budget will be approved by the SGA and submitted for approval by the vice president and chief financial officer as early in the school year as possible. Once approved, no further approvals for expenditure of funds will be required by the SGA unless changes to the budget are adopted. All expenditures of funds must still be approved by the Coordinator. Final allocation of funds is distributed on a viewpoint neutral basis.

IV. OTHER STUDENT CLUBS AND ORGANIZATIONS

- A. The College maintains that extracurricular activities complement the academic programs. Students are encouraged to participate in all phases of the student activities program as long as such participation is consistent with sound educational practices.
- B. The following criteria must be considered by clubs who seek recognition as an official College student organization:
 - 1. The organization must serve an area of student activity need;
 - 2. The membership provisions must not exclude anyone because of race, color, religion, sex, gender, national origin, age, disability or sexual orientation;
 - 3. The organization must have at least five (5) members.
 - 4. The organization must agree to abide by the College's policies and administrative procedures;
 - 5. The organization's purpose must be compatible with the College's philosophy and educational objectives;
 - 6. The organization must have a faculty or staff advisor who is approved by the vice president; and,
 - 7. Such other reasonable rules and regulations required by the president, or designee.
- C. Recognized Student Clubs and Organizations



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Only officially recognized student clubs and organizations shall be allowed to function on the College's campuses. In order to achieve recognition, the applying club or organization must complete an official application, on file with the Coordinator, and receive approval by the coordinator, the SGA and the vice president. Once approved, the clubs and organizations shall select temporary officers who will help develop the constitution and by-laws for the proposed group. The constitution and by-laws shall be submitted to the Coordinator.

The procedures for allocation of funds to student clubs and organizations are outlined in the SGA Constitution. Advisors are responsible for assisting club officers in the preparation of financial reports. Appropriate forms and assistance in preparing the reports are available from the Coordinator. Whenever an advisor deems it necessary to resign as an advisor, they shall notify the Coordinator who will assist in identifying a new advisor.

V. FUNDRAISING

The vice president, in consultation with the executive director of the College of The Albemarle Foundation - and the coordinator, shall establish rules and regulations regarding student clubs and organizations' fundraising activities. All fundraising efforts by student organizations shall be approved in advance by the vice president in consultation with the executive director. In addition to such rules and regulations, student clubs and organizations are limited as follows:

- A. **Raffles** – Any non-profit, student organization may conduct up to four (4) raffles per year. The total cash prizes offered or paid by any exempt non-profit organization may not exceed one hundred twenty-five thousand dollars (\$125,000) per raffle and may not exceed two hundred fifty thousand (\$250,000) in any calendar year.

Student clubs and organizations are encouraged to use alternative methods of fundraising aside from raffles.

- B. **Food** – Unless clubs and organizations have prior, written permission from the vice president, or designee, clubs and organizations may only sell pre-packaged food items, professionally prepared food items prepared by a permitted entity, pre-wrapped items and beverages in sealed containers and must comply with all local Health Department regulations. Examples of these items include bottled/canned soft drinks, pre-wrapped sub sandwiches, wrapped/package desserts, etc. Muffins or cookies must be pre-packaged. The sale of food prepared or assembled at point of sale, such items as tacos, hot dogs, chili, sandwiches, etc. is prohibited unless prior authorization by the vice president, or designee. The sale of potentially hazardous foods as described in 15A NCAC 18A .2635(9) shall not be allowed.



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Pursuant to N.C.G.S. § 130A-250(7), the College, as a tax-exempt entity, is exempted from temporary food establishment permitting requirements for preparing or serving food or drink, for pay, no more frequently than once a month for a period not to exceed two consecutive days.

VI. COMMUNICATIONS AND MARKETING

- A. The College's logo is the College's primary identifying element. It represents the College's brand and promotes immediate identification. Use of the College logo for print and electronic purposes for clubs, organizations and societies shall be reviewed and approved by the College's director of communications and marketing (director). Unique COA logos for clubs, organizations or societies are not permitted.
- B. Use of the College's Dolphin logo for print and electronic purposes for clubs, organizations and societies shall be reviewed and approved by the director. This logo may be used for a variety of college-related purposes.
- C. Names of clubs, organizations and societies shall follow the format as provided below: club/organization/society name/title not to include College of The Albemarle or COA.
- D. All communication and marketing related publications related to clubs, organizations or societies will include the following:
(Header) name/title of the club, organization or society
(Footer) College logo; This club, organization, or society is approved by the COA Student Government Association (SGA) and College of The Albemarle (COA); the College's non-discrimination statement; opinions expressed by clubs, organizations and societies do not necessarily reflect the opinions or policies of the administration of College of The Albemarle.

Legal Reference: N.C.G.S. §§ 14-309.15, 130A-250(7); 15A NCAC 18A .2635(9)

June 13, 2023

June 09, 2026

June 09, 2026

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision