

## **516.0 - Establishment and Operation of Student Clubs & Organizations**

### **Purpose:**

The purpose of this Operational Procedure is to establish registration procedures to establish and operate student clubs and organizations.

### **Procedure**

Student clubs and organizations are considered an integral part of the College's educational program. Involvement in student activities contributes significantly to the student's personal development, intellectual growth, and social responsibility. As such, any group of students who have a common bond of interest are encouraged to appropriately form a recognized club or organization under the guidance of the CSO Advisors directed by the Student and Residence Life Office.

Student clubs and organizations must register to be officially recognized by the Congress of Student Organizations (CSO) Advisors under the direct advisement of the Student and Residence Life (SRL) Office. BSC complies with the North Dakota State Board of Higher Education (SBHE) policy 503.1 Student Free Speech and Expression and North Dakota SBHE policy 503.3 Student Political Rights as they relate to student organizations.

Academic units (i.e., Choir, Band, Student Publications, Theatre) supported by SGA fees are recognized as such. The objectives of these groups are often outlined by a syllabus and academic requirements. If these groups seek to form objectives outside of classroom commitments that fall more in line with a campus organization, they should form a student club or organization based on the outlined criteria. Student clubs and organizations are responsible for conducting their affairs in a manner that reflects favorably on themselves and Bismarck State College.

1. Responsibilities include:
  - a. Compliance with federal and state laws.
  - b. Compliance with State Board of Higher Education regulations.
  - c. Taking responsible steps, as a group, to prevent violations of law, State Board of Higher Education policy, and Bismarck State College Student Code of Conduct.



2. Biannual Recognition and Establishment of New Organizations:

- a. Clubs and organizations must obtain recognition biannually from the CSO Advisors. CSO Advisors send a recognition form to the current advisor prior to the beginning of the fall and spring semesters. This form must be completed with all officer contact information and with the understanding that by submission of the form, the club or organization agrees to follow the CSO handbook.
- b. Clubs and organizations must turn in the most recent and updated version of the Constitution, Bylaws, or other governing documents with the biannual recognition form.
- c. When CSO Advisors have determined that all submissions are complete, the CSO Advisors shall issue a certificate of recognition to the club/organization advisor. If the submission is not acceptable, the CSO Advisors will notify the club or organization of the reason(s) why recognition was refused.
- d. Recognized clubs and organizations are responsible for maintaining good standing under the requirements of the Congress of Student Organization Handbook.

3. Services provided to recognized clubs and organizations are:

- a. One voting Representative at CSO meetings.
- b. Use of College facilities and equipment.
- c. A full-time staff or faculty advisor.
- d. Banking and bookkeeping services.
- e. Use of the College's mail service.
- f. Listing in official College publications.

**References:**

[North Dakota State Board of Higher Education policy 503.1 Student Free Speech and Expression](#)  
[North Dakota SBHE policy 503.3 Student Political Rights](#)

**History of This Procedure:**



First policy draft August 29, 1985. Revisions - August 11, 1987; July 18, 1990; August 1, 1992; August 24, 1993; June 24, 1998; January 13, 2004; April 23, 2008; reviewed by the Operations Council on July 24, 2013 and approved by the Executive Council on July 29, 2013; reviewed by the Operations Council on November 8, 2017 and approved by the Executive Council on November 16, 2017; changed from a policy to an operational procedure as reviewed by the Campus Council on April 26<sup>th</sup>, 2023, and reviewed by the Executive Council on May 17<sup>th</sup>, 2023, approved by the President on June 8<sup>th</sup>, 2023.