



# PIEDMONT TECHNICAL COLLEGE

## PROCEDURE

**PROCEDURE NUMBER**                      **3-2-3020.1**

**PAGE:**    **1 of 3**

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**TITLE:**    **Student Activities and Organizations**

**RELATED POLICY                      AND PROCEDURES:**                      **3-2-3020 Student Activities and Organizations**

**DIVISION OF RESPONSIBILITY:**                      **Student Affairs and Communications**

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**July 11, 2013**

**October 24, 2018**

**October 24, 2018**

**Date Approved by the President**

**Date of Last Review**

**Date of Last Revision**

### **Administrative Responsibility**

It is the overall responsibility of the Vice President of Student Affairs and Communications with specific areas of responsibility assigned to the Associate Dean of Students and/or the Student Life Coordinator to review and update the Student Activities and Organizations procedure.

### **Purpose**

The purpose of the Student Activities and Organizations procedure statement is to ensure that all College sponsored activities, organized by student groups or College staff, are planned, publicized, procured, and implemented according to College and state regulations. The procedures include appropriate authorizations and notification to the Department of Campus Police and Security when appropriate.

### **Procedure**

#### **A. College Sponsored Activities**

1. Activities must be consistent with organizational purposes and must be conducted in harmony with the interests of the broader campus community.



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

PROCEDURE NUMBER

3-2-3020.1

PAGE:

2 of 3

---

2. Activities must be approved using the [Activity Approval Form](#) found in Pathway and the [Handbook for Student Clubs and Organizations](#).
3. Food, prizes, equipment, awards, etc. must be procured according to College and State procurement procedures.
4. College-wide events, programs and activities must be planned well in advance to ensure adequate time for multiple methods of communication to publicize and promote the activity, preventing unnecessary waste of financial and human resources.
5. A daily student activity period is provided within the established master class schedule for activities other than special events.
6. Athletics at the College will be limited to intramural competition.

#### **B. County Campuses**

1. All County Campus students may participate in activities or events held at the Lex Walters Campus-Greenwood.
2. County Campus students and staff may also plan and carry out activities at their respective locations by initiating an Activity Approval Form.
3. Students participating in distance learning may plan and create opportunities for online activities by finding an online instructor and/or a Student Affairs representative to work with them and initiating an Activity Approval Form.

#### **C. Student Clubs and Organizations**

1. Student clubs and organizations must be chartered and procedures for this process are outlined in the Handbook for Student Clubs and Organizations.
2. Faculty and staff advisors to student organizations are responsible for ensuring that the organization observes all rules and regulations of the College and that they hold to the purposes for which they were chartered.



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

PROCEDURE NUMBER

3-2-3020.1

PAGE:

3 of 3

---

3. Faculty and staff advisors are responsible for the fiscal management of all club or organization funds. External fund raising activities must be approved by the PTC Foundation.
4. Student leaders and members of organizations also have responsibilities identical to those outlined above with the exception of fiscal responsibilities.

#### **D. Student Leadership Positions**

1. It is expected that all student leadership positions, whether campus-wide or at the club/organization level, be held by students in good academic standing.
2. Students in leadership positions should be without serious discipline records.