



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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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

July 11, 2013

November 18, 2015

November 18, 2015

Date Approved by the President

Date of Last Review

Date of Last Revision

Administrative Responsibility

It is the overall responsibility of the Associate Vice President of Student Affairs with specific areas of responsibility assigned to the Associate Dean of Students and/or the Director of Student Life (when applicable) to review and update the Student Activities and Organizations procedure

Purpose

The purpose of the Student Activities and Organizations procedure statement is to insure 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.
2. Activities must be approved using the [Activity Approval Form](#) found in the [Handbook for Student Clubs and Organizations](#).



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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 insure 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 a Student 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 a Student 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 assuring that the organization observes all rules and regulations of the College and that they hold to the purposes for which they were chartered.
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.



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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.