

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.5.5.1
Related Policy: 9.5.5
Title: Registration of Student Organizations and/or Affiliations
Responsibility: Director of Student Engagement

Original Approval Date: 08-16-1995
Last Cabinet Review: 12-8-2021
Last Revision: 12-8-2021

President

In order to establish a student organization of Horry-Georgetown Technical College, the following must be accomplished:

1. a New Student Organization Application must be submitted to the Director of Student Engagement.
2. the student organization's bylaws must be submitted to the Director of Student Engagement (which includes the club's procedure for electing officers);
3. the student organization's advisor(s) shall be named. There must be at least one full-time employee of the College serving as an advisor to the student organization; and
4. the Director of Student Engagement, the Assistance Vice President for Recruitment and Engagement, and the Vice President for Student Affairs must sign the student organization application.

, Each student organization must submit an Annual Student Organization Agreement to the Director of Student Engagement by September 30th.

The Annual Student Organization Agreement will provide the names of the student organization's officers and advisors. it will require the advisor to acknowledge their understanding of relevant College policies. The Annual Student Organization Agreement will serve as notification that the student organization will engage in activities and meetings during the academic year.