

Student Life Policies and Procedures

T.A MARRYSHOW COMMUNITY COLLEGE

STUDENT LIFE POLICY

Office of Student Affairs

Revised document October 2006

Student Life Policies and Procedures

Section 1

Student Organizations /Clubs

Student Organizations and clubs are expected to function in an organized manner and to provide a friendly atmosphere open to all students currently enrolled at T.A.Marryshow community College. Organizations or Clubs at the T.A.Marryshow Community College must meet the following requirements:

- All student clubs and organizations must follow the rules and regulations set forth by the T.A.Marryshow community College.
- No Club or Organization may discriminate in policy or action on grounds of age, sex, race, religion, or national origin.
- Members of the T.A.Marryshow Community College student body must comprise at least 99% of the membership of all Clubs or Organizations.
- Principal Officers and Spokespersons must be currently registered T.A.Marryshow Community College Students or Staff Members.
- Clubs guidelines and operational standards must be approved by the Office of Student Affairs.
- All Clubs and Organizations will have a faculty or staff advisors.
- Clubs must register each year with the Office of Student Affairs.

(A) Registration Process

Club and organization Registration takes place in the first Semester of each school year. Each Organization or Club must register to maintain eligibility for all privileges of the College.

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To register your club, an organization must complete the registration form and return it to the Office of Student Affairs.

2. Starting a Club or Organization

New clubs may start up at any time during the academic year. Only currently registered T.A. Marryshow Community College students or Staff may start a club /Organization.

To start a club/Organization the founders should compose an operational manual which should include:

The name of the Club / Organization.

The Purpose of the Club/Organization.

The definition and election procedure for officers and governing body.

In cases where Clubs own finances a statement of who has authority to spend the Clubs money must also be included.

A copy of the Operational Manual should be submitted to the Office of Student Affairs

3. Privileges of Registration

1. Use of College facilities for organizational events with the appropriate approval.
2. Use of Student Organization storage Space/Facilities
3. Requisition funds from the Student Representative Council.
4. Officially solicit funds on campus through sales, events, etc.
5. Organization mailbox in the Office of Student Affairs.
6. Publicize events in the school calendar of events.
7. Hang banners or notices College's notice boards.
8. Officially recruit students on campus for membership on the Club.

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9. Use of T.A.Marryshow Community College's Name and Logo. (Through the Office of Student Affairs.)

4 Responsibilities of Registered Student Groups

Finances

In addition to registering annually, each student Group is responsible for its own finances. The executive officers are considered personally responsible for the payment of debts. Incurred during their term.

Organizations are also required to maintain a complete record of all income and expenses with supporting documentation. The treasurer may be asked to make a full account of the Organization's finances to the Office of Student Affairs.

5. Mail

Organization mailboxes will be housed in the Office of student Affairs Office. Groups need to check their mailboxes weekly to avoid overcrowding their mailboxes. This mail system can be used to send and receive mail within the Campus, Carriacou and Miribeauc.

6. Yearly Transition

Being a two-year college, the yearly transition of leadership is one of the most important responsibilities as it serves to maintain the strength of your organization in the future.

Dissemination of information to leaders ensures that new officers are prepared to provide the organization with effective leadership. As an outgoing officer, it is important to do the following at the end of the year:

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1. Write a brief report, including a review of the year; you job description, what you would change etc.
2. President or Leader should submit a brief annual report to the office of Student Affairs

7. Dissolving a Club

An organization can dissolve itself by simply notifying the Student Affairs Office of their decision. An organization may also be dissolved by the recommendation of the Director of Student Affairs. Any money or property still in the name of the organization will be utilized for student welfare purposes.

SECTION 2

Field Trips and Outings

In Country

Students participating in any field trips or activities must adhere to all College regulations.

All field trips and outings must be approved by the Dean and the Office of Student Affairs.

The office of Student Affairs must be informed about any field trips, other Outings (Academic and non academic Activities) in which T.A.Marryshow Community College Students will be participating. As such the following details need to be submitted to the Office of Student Affairs at the earliest opportunity or ideally two weeks before an event or activity.

Name the trip/outing
State Objectives
State the venue /location
Travel Arrangements
Dates for the event

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- Staff Members accompanying students
- List of students participating in the trip
- How the trip would be financed
- List of guest or resource persons involved
- First aid and Security measures
- *Staff Supervision must reflect the gender of the students attending the activity (Ideally there should be a male staff and a female staff accompanying any group or trip)

The information should be provided in print form and addressed to the Director of Student Affairs.

Overseas Trips

In cases where Field trips and outings are to take place outside of the Country, the application along with relevant documents must be submitted to the Principal for his approval. A copy should be sent to the Office of Student Affairs.

Overseas trips require parents to sign a parental consent form; these forms are to be obtained from the office of Student Affairs.

Section 3

1 Guest Speakers

The Office of Student Affairs should be informed about Speakers and Guest who are invited to speak or visit the Campus. The office should be given the following information at least 4 days prior to the visit.

- ✓ The name of the Speaker
- ✓ The capacity the person would be visiting in
- ✓ Type of Visit(Speech, promotion etc)
- ✓ Class or group that would be addressed

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Section 4

Social Events / Parties

All clubs and organizations are reminded of the following when planning a social event or party.

- ✓ Name of the event or Fund Raiser
- ✓ Venue
- ✓ Purpose
- ✓ Other relevant information pertaining to the event.

Section 5.

Use of Campus Facilities

Campus Activities must not interfere with the overall functioning of the College. It must not:

1. Interfere with classes in session or other scheduled academic, educational or cultural/arts programs or library usage;
2. Obstruct the free flow of pedestrian or vehicular traffic;
3. Interfere with or disrupt campus business;
4. Use unauthorized voice amplification or create unreasonable noise
5. Disturb, harass or intimidate persons in the immediate area of the activity.

The office of Student Affairs has the responsibility for implementing and enforcing these regulations for activities engaged in by student organizations.

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Section 6

Posters and Notices

The Office of Student Affairs is responsible for monitoring the use of general College Notice boards and sign holders. These are generally located in the Library hallways, Student Center areas as well as in each division or school. Use of other bulletin boards (located outside administrative offices or Staff rooms) requires permission of that particular office.

The Student Affairs office reserves the rights to remove all inappropriate notices.

Section 7.

Sexual Harassment

Students, without any fear of reprisal, have the right and responsibility to bring any form of sexual harassment to the attention of Counselor in the Office of Student Affairs so that a confidential investigation may begin into the circumstances of the incident and the alleged harassment. The procedure for handling such cases can be found in the Student Handbook on pages 28 and 29.

Section 8

Co-Curricular Transcripts

The Office of Student Affairs may produce co-curricular transcripts for students who participated in events during their stay at the college. These transcripts however should be requested and can be used for employees, undergraduate and graduate Schools and other interested parties. Students should ensure that you sign your attendance sheets.

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Section 9

Uniforms and College property

Should the College invests in Uniforms and other equipment for the use of Clubs, Organizations, and performances, these uniforms or equipment is the sole property of the College and should be returned as soon as events are completed. Failing to return College property in a timely manner will result in disciplinary action.