

SECTION: 05 STUDENT  
SUBJECT: RECOGNIZED STUDENT CLUBS AND ORGANIZATIONS

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**Background:** This policy provides guidelines and procedures for administering student clubs and organizations through a Recognized Student Club & Organization Manual

**Point of Contact:** Senior Vice President/ Vice President for Student Affairs

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy** Student Involvement, Controller's Office, Budget Office

**Date of approval by LC State authority:** September 11, 2017

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** February 2026

**Summary of Major Changes incorporated in this revision to the policy:** Updated titles and proper naming of platforms used.

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The purpose of this policy is to establish an administrative and governance structure for Recognized Student Clubs & Organizations (RSCOs) at LC State.

1. Recognition of student clubs and organizations is an administrative responsibility assigned to the Senior Vice President/ Vice President for Student Affairs or his/her designee by the President of the college.
2. Student Affairs will publish a specific set of policies and procedures governing all aspects of student club and organization administration. These policies and procedures will be approved by the Senior Vice President/ Vice President for Student Affairs and shall serve as the governing document by which all student clubs and organizations will abide. They will be reviewed and, if necessary, updated as needed but at least annually and made available on the college's website (<https://www.lcsc.edu/student-involvement/student-clubs-organizations>).
  - A. Representatives (officers and advisors) from all RSCOs will be required to attend or otherwise participate in one formal club and organizational training program per year at which time the policies and procedures will be reviewed and input solicited for possible edits or updates.
  - B. Changes to the policies and procedures governing clubs RSCOs will be made throughout the year as needed to reflect changes in institutional policy, State Board of Education policy, or applicable laws.
  - C. All financial transactions, including management of club funds and assets, will be conducted in accordance with published college policies and will be coordinated by the Senior Vice President/Vice President for Student Affairs or his/her

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designee. Student clubs may receive funding from student fees via start-up grants from ASLCSC, may engage in approved fundraisers, or charge dues. No appropriated dollars are used to fund student clubs.

D. Registration with the Office of Student Involvement is facilitated through the campus' student engagement platform. To remain in good standing or active status, all RSCOs are responsible for updating their information online through the student engagement platform annually and/or any time their club information has changed. Updated information includes:

- i.
- ii. *Officer List*
- iii. *Constitution*
- iv. *Meeting Information*
- v. *Member Roster*
- vi. *RSCO Events*