

## Section VI.D.13. Student Organizations Chancellor's Procedures

These procedures supplement and clarify Section VI.D.13 of the Lone Star College System District Policy Manual ("Policy Manual") last revised by the Board of Trustees on **November 3, 2016** – setting out the College's policy regarding registered student organizations.

The Policy Manual controls when a conflict arises between it and the procedures below. These procedures were last updated on **August 27, 2018**. These Procedures were originally not opened to a notice and comment period, but this version was opened to notice and comment from July 24, 2018 through August 7, 2018.<sup>1</sup>

**1. Becoming a Student Organization.** Any student group eligible to register as a student organization under VI.D.1.04. may do so using the appropriate forms provided by the college where the student organization plans to most frequently meet. Any student group that desires to register may submit an application form during the prescribed application period to the college president or designee of the college where the registered student organization ("RSO") plans to most frequently meet.

**2. Initial Application Review Procedure.** The College provides equal opportunities to all students participating in courses, activities, and program regardless of race, color, sex, age, sexual orientation, gender identity, gender expression, religion, disability, veteran status, or any other protected status. The College may not deny a student group registration because of a group's views or other expressive activity. The review of each application is limited to the considerations as outlined in this procedure. The college president or designee must review each RSO application. Upon the conclusion of its review, the president or designee will notify the designated Student Organization Representative ("SOR") whether RSO status has been granted or denied.

**3. Application Requirements.** Each applicant must meet the minimum eligibility requirements.

**(a) Members** – enrolled students may be members of an approved RSO. To qualify as an RSO, there must be at least two (2) student members in good standing with the College. Each student member must be registered in at least one class at the college where the RSO plans to most frequently meet. The student group must submit a member roster that includes each member's name and LSC student identification number and phone number.

**(b) Student Organization Representative** – At least one of the student members must be designated as the SOR. The SOR serves in the capacity of a president, vice president, secretary, treasurer, or similar office position.

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<sup>1</sup> See *Young Conservative of Texas, et. al., v. Head, et. al.*, Civ. Action No. 18-286, in United States District Court for the Southern District of Texas, Houston Division. This document is the second iteration of these Procedures. These amendments were proposed by a majority of the student life office representatives, with the documented support of their respective colleges, during the summer of 2018.

**(c) Student Organization Advisor** – Each organization must have an Advisor as defined in Policy Manual Section VI.D.13.02(c) or participate in the RSO Group Advisor Program. The student group must submit a signed Advisor agreement form provided by the student organization’s respective college. Advisors make a one-year commitment and understand that making such a commitment is paramount to the College’s mission. If the RSO’s Advisor resigns, he or she must work with the RSO to find a new Advisor or connect the RSO with the RSO Group Advisor Program. No RSO will be de-registered simply because an Advisor resigns. The College will work with the RSO to ensure all funding and activities are unaffected by an Advisor’s resignation. RSO’s that participate in the RSO Group Advisor Program are eligible for all of the same benefits as groups that have an Advisor.

**(d) Constitution** – The applicant organization must include a constitution with its application. The constitution must contain the definition and role of each cabinet member.

**(e) Timely Submission** – Unless otherwise specified, any document under these procedures must be submitted to the respective college president or designee before the specified deadline according to the procedure in place at each college where primary activity will take place.

**(f) Disciplinary Action** – Organizations or individual students must not be barred from RSO member registration by a previous non-academic disciplinary action.

**(g) Violation of College Policy** – The creation of the student organization cannot violate federal, state, or local law, or the College’s Board Policy Manual.

**4. Organizations That Will Not Be Considered.** The creation of the student organization cannot violate federal, state, or local law, or the College’s Board Policy Manual. The College will not consider the applications of organizations engaged in the following activities:

**(a) Extreme Risk.** Organizations engaging in activities that pose an extreme level of health and safety risk to participants and others or activities that pose a risk of damage to public or private property will not be considered.

**(b) Service Providers.** Organizations providing services more appropriately provided by college offices and academic departments, government agencies, private sector, health and mental health agencies, legal and financial investment firms, and emergency response agencies will not be considered.

**(c) For-profits, Non-profits.** Organizations incorporated as for-profit businesses or non-profit organizations will not be considered.

**(d) Investment, Lending Clubs.** Organizations engaging in the investment and/or lending of funds, digital currency, microfinance/microcredit, and solidarity lending services will not be considered.

**(e) Social Drinking or Smoking Clubs.** Organizations that will engage in activities focused on the consumption of alcohol or use of tobacco or similar products will not be considered.

**5. Appeal.** Denial of an application to become an RSO may only occur if the proposed RSO does not meet criteria in Section 3 above or is ineligible because of Section 4 above. If the college President or designee denies an RSO application, the denial must be in writing and must specify the reason(s) for the denial. The RSO may appeal that decision by requesting a hearing using the hearing process found in the Non-Academic Misconduct Procedures (Section 8) found here: [http://www.lonestar.edu/departments/generalcounsel/Section%20VI.G.%20Student%20Discipline%20Procedures Amended 12.9.16.pdf](http://www.lonestar.edu/departments/generalcounsel/Section%20VI.G.%20Student%20Discipline%20Procedures%20Amended%2012.9.16.pdf). Using the Non-Academic Misconduct Procedures does not imply that RSO application-denial is non-academic misconduct; rather, the hearing process used under those procedures ensures that an RSO receives all protections available against arbitrary denials.

**6. Sanctions against Registered Student Organizations.** An RSO that violates College policy, including the standards taught in the required Risk Management Programs, may be sanctioned by temporarily suspending or revoking its status as an RSO or imposing another appropriate sanction. Each college's Chief Conduct Officer, as defined in Policy Manual Section VI.G. and its procedures adopted thereunder, has authority to impose sanctions on RSOs that violate College policy. Sanctions against RSOs are effective College-wide. In addition to other appropriate sanctions, sanctions for an individual RSO member who engages in non-academic misconduct may include revocation of permission to serve as an SOR.

RSOs may challenge and appeal decisions imposing sanctions as an individual student might under Policy Manual Section VI.G. and procedures adopted thereunder.

**7. Additional Rules and Processes.** Colleges may adopt additional rules and process that govern day-to-day requests and process-based issues. Such rules and processes cannot conflict with this document or Board Policy. To the extent that any conflict exists, Board Policy and Chancellor Procedures, respectively, govern.

Approved: August 27, 2018

  
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Stephen C. Head, Chancellor  
Lone Star College