



STUDENT ORGANIZATION OPERATING GUIDELINES

STATEMENT OF PURPOSE:

The college recognizes:

1. The importance of organized student activities as an integral part of the total educational program offered to students by the college.
2. College learning experiences are enriched by student organizational activity.
3. Organizations provide a framework for students within which they may develop their own special talents and interests.

Inherent in the relationship between the college and organized student groups is the understanding that the purposes and activities of such groups should be consistent with the main objectives and formal organization of the college.

All student organizations are to comply with the procedures and policies regarding recognition and operation as set forth by this document. Failure to do so may result in the suspension of the organization or disciplinary action against the member(s) who failed to comply.

- A. General policies concerning student activities have been promulgated for the purpose of providing uniformity and consistency in making decisions affecting students at Lone Star College-Tomball (hereafter referred to as "LSC-Tomball or "college").
- B. Students are expected to recognize constituted authority and to recognize the rights and privacy of others. Disorderly conduct, including damaging public property and disobeying college officials, subject the individual or organization to disciplinary actions. In addition, students must meet and keep all guidelines for student conduct specified at <http://www.lonestar.edu/146126/>. Student conduct guidelines may also be found in the course catalog under "Student Development Policies & Procedures."
- C. Any individual student, group of students, or student organization may petition the Dean of Student Development through the Program Manager of Student Life on any matter relating to the policies and regulations set forth in this.
- D. Registration procedures as specified in the following sections are to be followed by any group of students eligible to propose a new student organization.

- E. A proposed constitution must be submitted to the Student Life office for review by the Program Manager of Student Life no later than 30 days after the date on which application is submitted.
- F. Upon fulfillment of procedural requirements and upon approval of its constitution by the Program Manager of Student Life, the organization will be officially recognized as a student organization at Lone Star College-Tomball. The constitution will be kept on file in the Student Life office. The Advisor of the organization will be sent a letter confirming acceptance or rejection of the application.

OBJECTIVES:

- 1. To assist students with like interests and talents to become better acquainted with one another and the campus community.
- 2. To provide an opportunity to extend classroom experiences into the academic life of the campus.
- 3. To develop social interaction among students.
- 4. To assist students in developing leadership qualities.
- 5. To provide productive use of leisure time.

DEFINITIONS:

- 2. "Advisor" is ordinarily a full-time "exempt" staff member or a faculty member who counsels the members and guides activities of an organization;
- 3. "Class day" means any day during which classes or examinations are regularly scheduled;
- 4. "Program Manager" is the Program Manager of Student Life or a designated representative who is the administrative officer responsible for the development and administration of such policies relating to students in the areas assigned to him/her;

PROCEDURES FOR ESTABLISHING AN ORGANIZATION:

- 1. Individuals or groups who wish to organize a new club organization (or reactivate one) shall make an application to the Program Manager of Student Life, who will assist the group in preparing its application, if necessary. The application requires the group to secure an advisor from the full-time faculty or administrative staff, submit a copy of its proposed constitution, complete the **Student Organization Registration Form**, and submit the following SIGNED documents: **Student Organization Guidelines Statement, Advisor Agreement Form, Registered Student Organization (RSO) Statement of Officers, Diversity Statement, Summary of Hazing Laws and the Membership Roster with at least eight member names, Model Release Form and the Participant Release for On-and Off-Campus Activities.**

2. During the groups organizational period, (i.e. period which organizers can attract new members, select officers) activities will be limited to those necessary to organize and establish the group.

3. Approval of the organization shall be the responsibility of the Program Manager of Student Life. Upon receipt of the following forms the Program Manager of Student Life will determine the status of the organization:
 - a. Completed Student Organization Registration form.
 - b. A copy of the proposed constitution.
 - c. Name of full-time faculty advisor or full-time administrative staff advisor.
 - d. Advisor Agreement Form.
 - e. RSO Statement of Officers.
 - f. RSO Diversity Statement.
 - g. Summary of Texas Hazing Laws.
 - h. RSO Membership Roster.
 - i. Model Release Form.
 - j. Participant Release for On- and Off-Campus Activities.

4. Recognition does not constitute endorsement of the organization's programs or purpose, but is a charter to exist on the college campus and may be withdrawn by the Program Manager for Student Life if the organization deviates from the basic objectives for student organizations.

5. No organization shall be registered at the college that excludes anyone from membership on the basis of race, color, creed, national origin, gender, age, or religion.

For the purpose of Education code Section 51.93, "hazing" is any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, or affiliating with, holding office in, or maintaining membership in an organization. The term includes:

- (A) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- (B) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (C) Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (D) Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that

- adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- (E) Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

MAINTAINING STATUS

Specific Status Requirements:

- a. *A registered student organization* may function as long as it complies with the following:
1. Has a college affiliated advisor;
 2. Confines membership to students of the college, staff, faculty members, or administrators;
 3. An RSO Student Government Association representative (or alternate representative) must attend every SGA meeting;
 4. Observes college regulations;
 5. Communicates through its officers with the Program Manager of Student Activities.
 6. Participates in required activities determined by the Program Manger of Student Life.
- b. Hearing process is:
1. Written notice of the suspension and formal hearing date will be sent to the organization's advisor by the Program Manager for Student Life.
 2. The organization's advisor has 5 days to respond and confirm attendance at the hearing along with the organization's president.
 3. At the hearing the Program Manager for Student Life will present the reason(s) for the organization's suspension. The advisor and the president at that time present their justifications for the actions or lack of actions that resulted in the suspension.
 4. The Program Manager has 5 days to respond to the organization in writing. The Program Manager may uphold the suspension, put the organization on probation and list any restrictions, or reinstate the organization.
 5. If the organization's advisor and/or president do not agree with the Program Manager's decision they can appeal in writing to the Dean of Student Development.

Finances:

- A. Organizations may request partial funding for programming which is for the student body and for which admission is not charged. This request must be submitted as a mini grant request by stated deadlines and approved by the Program Manager of Student Life.

- B. The college does not assume responsibility for funding organizational expenses including honorariums, travel, registration fees, state or national dues, equipment, or materials for either students or advisors. These expenses must be assumed by the individual organizations.
- C. All money obtained for student organizations must be reported to the Program Manager for Student Life.
- D. All expenditures for travel must have the approval of the Program Manager of Student Life, Dean of Student Development, the Vice President for Academic and Student Development, and the President.
- E. Each student organization shall provide a budget to the Program Manager for Student Life during the spring budget process and attend a budget hearing. A minimum of one student is required to attend the budget hearing and the student is required to present the budget.
- F. New or re-activated student organizations will be given a probationary start-up budget of \$500.00 for the first two semesters. After the probationary period has ended the organization can apply for additional funding during the next spring budget process. Awards are based on participation in required events, attendance at Student Government meetings, size of the organization and level of overall organization activity.

Fund Raising:

- A. No organization or student group will be permitted to hold or sponsor any activity for the purpose of raising funds without administrative approval. Request for permission to sponsor such fund raising activities shall be submitted through the Program Manager for Student Life. Fund-raising activities may be authorized under the conditions set out in this section.
- B. The following commercial solicitations including the sale, contract of sale, disposition of, or contract to dispose of any item of personal property; the inducement of any person, group, or organization to contract with regard to any item of personal property, service, or anything that the offerer may offer, or the solicitation of funds or personal property, may be authorized upon obtaining prior approval from the Program Manager for Student Life, the Dean of Student Development, and the Vice President for Administrative Services.
 - 1. Commercial solicitations on the campus that have been approved by the Vice President for Administrative Services are subject to applicable Board of Trustees Rules and Regulations;
 - 2. Any commercial solicitation made pursuant to a contract or agreement between the college and the vendor;

3. Any commercial solicitation necessary for the normal administration, operation, and maintenance of the college as an educational institution
- C. Non-commercial solicitations may be permitted in accordance with the following stipulations:
- 1) Approval may be granted for charity
 - 2) Approval may be granted for public benevolent purposes;
 - 3) Approval may be granted subject to regulatory provisions of time, place procedures, financial reporting, and accountability;
 - 4) Approval shall not be granted for the personal benefit of an individual, group, or registered student organization; to pay for monetary indebtedness incurred by an individual, group, or registered student organization, or to pay any fee, fine, or other charge arising from a violation of federal, state, or local law; or
 - 5) A registered student organization may solicit or raise funds from its own members for the benefit of the organization, provided such solicitation occurs at official meetings of the organization.
- D. The Program Manager for Student Life may regulate the time, place, and manner of fund-raising activities and may require financial reporting and accountability.

Safekeeping of Funds:

- a. Funds for registered student organizations must be deposited through the business office of the college.
- b. Financial commitments shall not be made by any student organization without written approval by the Program Manger of Student Life and the Vice President of Administrative Services. The advisor's signature shall appear on all of the organization's requests. The Vice President for Administrative Services approves all contracts.
- c. When an organization becomes inactive, that organization's account shall be closed. After two semesters, the defunct organization's account will be placed on a loan fund or another fund as designated by the Program Manger of Student Life.
- d. The advisor shall meet with the Program Manager of Student Life each year during the spring budgeting processes to review budget and fund accounts. An expenditure report will be due at the end of each fiscal year at the spring budget hearing.
- e. Any expenditure for travel must have the signature of the Program Manager for Student Life, Assistant Dean of Student Life, Dean of Student Development, Vice President for Academic and Student Development, and the President. No travel expenses may be incurred until the advisor's Request for Leave form has been signed by the President.

ACCOUNTING PROCEDURES:

The receipt of dues, fees, and other income or property by student organizations and any disbursement shall be under the supervision of the advisor of the organization. These records will be subject to an audit by officials of the college at any time. All purchase orders, check requests, and petty cash reimbursement forms must be signed by a student officer, an advisor, and Program Manager of Student Life.

MEMBERSHIPS, MEETINGS, AND ADVISORS:

Membership in student organizations shall be limited to currently enrolled LSC-TOMBALL students, staff, faculty and administrative members.

Meetings and Assemblies:

- A. In keeping with institutional purposes and policies as outlined in the student handbook and Board of Trustees' Policies, all social functions, meetings and assemblies must be registered with the Program Manger for Student Life and entered on the Student Activities' Calendar prior to the scheduling of or any public announcement of the event.
- B. Space assignments for meetings must be obtained from the Community Relations office, Jackie Brooks or the Program Manager for Student Life depending on accommodations needed.
- C. Advisors must be notified well in advance of all meetings and social functions and are encouraged to attend such activities.
- D. The organization is responsible for the conduct of its members and guests at its meetings, social functions, and assemblies. Only organization members' invited guests may attend social functions of organizations, unless other personnel are authorized to attend through the Program Manager of Student Life.
- E. Off-campus speakers/performers may be contracted as stipulated in the Independent Contract. Contact the office of Program Manager of Student Activities to obtain this form. Fees must have prior approval of the Vice President for Administrative Services. **Independent Contracts must be submitted no less than one month prior to the program/event to the Program Manger of Student Life. Independent Contract requests submitted after the one month deadline may be declined. In situations where the Independent Contract is submitted less than two weeks prior or after the event, the Advisor may be financial responsibility for that program.**

Faculty Advisors:

The selection of the Advisors is the responsibility of the organizations, provided that the individual selected is a full-time professional staff member, adjunct faculty or full-time faculty.

FACILITIES, SPEECH, ADVOCACY, AND THE ASSEMBLY:

General Provision

Philosophy and Limitations

- A. Freedom of inquiry and discussion are basic and essential to intellectual development. Students and registered student organizations have the right to present **speakers to petition**, to post signs, to set up booths or tables and to demonstrate peacefully on campus, all in accordance with local, state and national law, and in accordance with applicable trustees' rules and college regulations and shall not result in damage to or defacement of property.
- B. The college reserves the right to establish reasonable, nondiscriminatory regulations concerning the time, place, and manner of speech, advocacy and assembly. The Vice President for Academic and Student Development is the administrative officer primarily responsible for the development and administration of such policies.
- C. At all college sponsored events and at all System locations, students retain their First Amendment rights on campus, and at off-campus registered student organization events, in light of the unique character of the academic environment. Student expression that is protected by the First Amendment may not be prohibited unless, in the view of the administration, the expression will materially and substantially interfere with the operation of the school or the rights of others.
- D. LSCS shall take no action respecting an establishment of religion, or prohibiting the free exercise thereof; abridging freedom of speech, or the press; the right to peaceably assemble; and to petition the Board for redress of grievances. Activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment.
- E. LSCS may subject student expression to prior screening under clear and reasonable regulations.
LSCS may refuse to disseminate or sponsor student speech that:
 - a. would substantially interfere with the work of the school;
 - b. impinges on the rights of other students;
 - c. is obscene, vulgar, offensively lewd, or indecent;
 - d. might reasonably be perceived as advocating drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of the institution;
 - e. is inappropriate for the level of maturity of the readers;

- f. is inconsistent with the standards of quality of the institution, with respect to production and form of presentation of the institution;
- g. associates the school with any position other than neutrality on matters of political controversy or business partnership; or
- h. violates the intellectual property rights of others.

- F. LSCS may prohibit expression by students if:
 - a. it materially and substantially interferes with school activities;
 - b. it materially and substantially interferes with the rights of other students or teachers; or
 - c. LSCS can demonstrate reasonable cause to believe that the expression would engender such material and substantial interference.

- G. LSCS shall not prohibit student expression solely because other students, teachers, administrators, or parents may disagree with its content.

- H. LSCS may limit student expression in manner, place, or time by means of reasonable and uniformly applied regulations.

- I. It shall be made clear to the academic and to the larger community that in their public expressions and demonstrations students and student organizations does not represent the college, its' viewpoints or positions, since the college does not endorse any statement or activity that does not represent the official college position.

- J. Section 5. Article 6889-3A, Vernon's Texas Civil Statutes, is quoted as follows to serve as a regulatory statement to indicate that it is combined with the right to freedom of speech and assembly, the responsibility for each individual to support and defend the constitution of the State of Texas, and the United States.

“It shall be unlawful for any person knowingly or willfully to...advocate, abet, advise or teach by any means...under such circumstances as to constitute a clear and present danger to the security of the United States, or the State of Texas, or of any political sub-division of either of them...”

- K. Persons having no legitimate business on college property may be refused access to such property and person(s) who engage in disruptive behavior may be removed from the campus.

RIGHTS AND RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS:

Recognized student organizations exist on the college campus on the assumption that their activities and programs contribute to the educational, civic, and social development of the students involved.

Specific Rights

- (1) The right to use the name of the Lone Star College-Tomball in all information, publicity, and references;
- (2) The right to use the services of the campus activities office, including the assistance in planning, carrying out, and evaluating activities and programs, and assistance in making the organization more effective and efficient.

REQUIREMENTS FOR OFF CAMPUS TRAVEL

Each college recognizes student organizations that are athletic, academic, service-oriented and social as a means of enriching the students' experience. Examples of some of the travel that is undertaken by student groups:

- 1) Phi Theta Kappa's trips to conventions;
- 2) A music group performing at an off-site location;
- 3) A student club tutoring children at a regional center; or
- 4) A sports club/team participating at an off-site location.

The college advisor of the student organization must take the following steps prior to a trip:

- 1) Establish student organizations by :
 - Submitting RSO Registration application to create student organization to the Program Manager of Student Life;
 - Designating a full-time faculty or staff member as the advisor
 - Establishing by-laws;
 - Electing student officers; and
 - Demonstrating that the student organization has adequate funds or securing approval for funds through the administrator designated by the college president.
- 2) Confirm that budgeted funds are available for the trip, including the leasing of vehicles suitable for the trip;
- 3) Be familiar with the process used to respond to any special needs of a student with a disability;
- 4) Submit the Request for Approval of College Sponsored Travel and the Request and Authorization for Leave of Absence to the Program Manager for Student Life;

- 5) The advisor or designated college official must accompany the student organization to events in which the student organization represents LONE STAR COLLEGE SYSTEM.

After receiving approval for the trip, the advisor must advise all students of the trip and take the following additional steps prior to departure:

- 1) Advisor is to complete the following forms:
 - Trip Roster with list of student participants and their emergency contact information:
 - Request for Employee (or Other) to operate College Vehicle; (Form D-5) ** *Only needed if District vehicle is used*
 - Vehicle Use Information Sheet; (Form D-6)
 - Guidelines for Drivers; (Form D-7) and
 - Request for Information from Texas Driver Licensing Records (Form D-8)
- 2) Advisor is to secure the following forms from each participant:
 - Participant's General Information and Authorization for Medical Treatment Form: (Form A-10)
 - Participant Release Form for On- and Off-Campus Activities
- 3) After the trip, the Advisor is to submit a written incident report (Form D-1), if necessary, to his or her Dean, the Program Manager for Student Life, and the Dean of Student Development. A written incident report must be completed in the following instances:
 - Any misconduct by participants, including fights, alcohol or drug use;
 - Any civil rights violations that were brought to his/her attention;
 - Any injuries or illness;
 - Any police or other official inquiry or assistance provided, or
 - Any circumstances that could lead to any disciplinary or legal action.

Student participants on an approved college trip are entitled to make up missed class work. It is the responsibility of each student to make arrangements with his or her instructor prior to leaving for the trip.

These procedures and the forms listed can also be accessed through the Lone Star College-Tomball Student Life website at <http://lonestar.edu/2416>

Lone Star College-Tomball is part of the Lone Star College System, which provides equal employment, admission, and educational opportunities with regard to race, color, religion, national origin, sex, age or disability.

STUDENT CODE OF CONDUCT

The general morale of the student body is dependent upon many factors; among these are the success of its graduates, the attitude of the faculty and administration, the general behavior of individual students and the reputation of the school. We believe that a primary factor in strong student morale is an overall regard to good citizenship on the part of the student body. The System assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit.

Regulations of the System forbid the use of controlled substances and alcoholic beverages, and the appearance of anyone under the influence of any of these on the campus or when attending or participating in activities sponsored by the college. All LONE STAR COLLEGE SYSTEM buildings are tobacco free.

When off-campus and not participating in matters related to LSCS or one of its Colleges' activities or business, students shall not be considered under the control of LSCS, and LSCS shall not be held responsible for the off-campus activities or personal conduct of its students. Students who violate a local ordinance or any law risk the penalties prescribed by civil or criminal law. Nonetheless, LSCS may take disciplinary action against those students whose behavior off-campus, or in matters unrelated to LSCS or one of its Colleges' activities or business, indicates that they pose a serious and substantial danger to others.

Non-academic misconduct can occur in many different ways. Examples of non-academic misconduct, include, but are not limited to the following:

- a. Disrupting, obstructing, or interfering with College or College-sponsored activities or access to College facilities or college-sponsored activities, including, but not limited to, teaching, studying, research, administration, disciplinary procedures, cultural events, or fire, police, emergency, and other services. Student demonstrations and similar activities must follow LSCS's Free Speech Policy Procedures.
- b. Causing physical and/or psychological abuse, threats of violence, terroristic threats, stalking, or harassment of any member of the LSCS community or visitor on LSCS property, or conduct which threatens or endangers the health or safety of any such person. This includes verbal threats and threats made via electronic communication. Using, possessing or storing without authorization any weapon, dangerous chemical, or explosive element, including without limitation ammunition, whether or not the user or possessor holds a federal, state, or other license.
- c. Violating a policy by use or possession of a weapon or instrument designed to look like a firearm, explosive, or weapon, which is used to assault or to cause reasonable apprehension of harm to another person.
- d. Initiating, or causing to be initiated, any false report, warning, or threat of fire, explosion, or other emergency.
- e. Violating fire regulations, including the misuse or damage of fire safety equipment; tampering, misusing, damaging, or playing with fire extinguishers, smoke detectors, exit

- lights, emergency lights, or other similar equipment; tampering with or pulling under false pretenses a fire alarm; or propping stairwell fire doors open.
- f. Violating the terms of any disciplinary action imposed in accordance with this Code.
 - g. Interfering with freedom of expression of others.
 - h. Violating any LSCS policy, procedure, regulation or rule, including, but not limited to, those concerning sexual assault, moving violations, student organizations, use of LSCS facilities, smoking, alcohol, and the time, place, and manner of public expressions.
 - i. Possessing, using, selling, administering, or distributing alcoholic beverages or any illegal or controlled substances, designer drug, or drug paraphernalia without authorization.
 - j. Littering, damaging, defacing, or destroying LSCS property, or property under its jurisdiction, or removing, using, occupying, or entering such property improperly or without authorization.
 - k. Gambling or holding a raffle or lottery at LSCS without proper approval from LSCS and/or other authorities.
 - l. Violating any local, state, federal, or other applicable law.
 - m. Engaging in obscene, vulgar, offensively lewd, or indecent conduct, expression, or sexual conduct in or on LSCS property, including computer access of obscene material.
 - n. Furnishing false information or willfully misrepresenting any fact to LSCS or to members of the LSCS community who are acting in the exercise of their official duties.
 - o. Forging, altering, falsifying, or misusing LSCS documents, records, forms, or identification cards.
 - p. Willfully misrepresenting to anyone within or outside of the college community one's status with LSCS, or willfully misrepresenting that the LSCS supports, sponsors, or approves the services or activities of any person, group, or organization.
 - q. Stealing or attempting theft of LSCS property or services or personal property, or knowingly possessing such stolen property.
 - r. Infringing upon the right of other students to fair and equal access to any of LSCS's library materials and other LSCS academic resources.
 - s. Using, without authorization, the LSCS's facilities and/or equipment, including but not limited to, the phone system, mail system, computer system, transportation system, and/or equipment, or use of any of the above for any illegal act. LSCS facilities may be used for the designated educational purposes only. LSCS facilities may not be used for personal use, personal business use, or commercial use (except as otherwise authorized in the LSCS Board Policy Manual). LSCS facilities may be used for recreational activities only in designated areas.
 - t. Causing false information to be presented before any administrative proceeding of LSCS, or intentionally destroying evidence relevant to such a proceeding.
 - u. Failing to comply with the direction of LSCS officials, including campus security officers acting in the performance of their duties.
 - v. Hazing - (see subsection E.2.05).
 - w. Abandoning a child in any place on LSCS's premises without providing reasonable and necessary care for the child, under circumstances under which no reasonable, similarly situated adult would leave a child at that age and ability. A student commits an offense if having custody, care, or control of a child younger than 15 years of age and intentionally abandoning the child on LSCS's premises, exposes the child to an unreasonable risk of harm.
 - x. Using abusive, indecent, profane, or vulgar language in a public place, phone

conversation, or via electronic communication directed at another student, LSCS employee, or visitor.

y. Attempting to commit acts prohibited in this Code of Conduct, or encouraging or assisting others to commit such acts are prohibited and may be punished to the same extent as if one had committed the prohibited act.

The possession of firearms, illegal knives and prohibited weapons on district facilities, including parking areas and publicly accessed facilities, is a violation of criminal law and board policies. Persons who violate the law and these policies will be subject to serious consequences, including referral for criminal prosecution and dismissal from school.

No person or group of people acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on any campus or property of the LONE STAR COLLEGE SYSTEM; further, the administration is charged with the responsibility for keeping the System free of disruptive activities and may take whatever disciplinary action is deemed necessary in instances of disruption or threat of disruption.

Conduct by students either in or out of class which, for any reason—whether because of time, place, or manner of behavior—materially disrupts class work, involves substantial disorder, or invades the rights of others is prohibited. Students shall be subject to the provisions of the System policy prohibiting disruption of classes, and disruption of lawful assembly. (See Chapter II. Community and Governmental Relations, Board Policy Manual).

Students are expected to dress and groom themselves in an appropriate manner while on campus or while participating in activities sponsored by the System. Students, whose conduct casts an unfavorable reflection upon the System, and thereby upon all students, are subject to disciplinary action.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead LSCS authorities to expect substantial disruption of, or material interference with, normal college operations, or approved college activities.

No person or group of people acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on LSCS property. Further, the LSCS administration is charged with the responsibility of keeping its property free of disruptive activities and may take whatever disciplinary action is deemed necessary in instances of disruption or threat of disruption.

Students who participate in any prohibited activities described above are subject to disciplinary action based on the severity of the violation and its overall effect on the welfare of other students.

Student Organization Operating Guidelines Acknowledgement Form

Please sign and return to the Student Activities Office no later than noon on Friday, January 30th.

I, _____, hold the position of _____
_____, with the _____

student organization at LSC-Tomball. By signing below I acknowledge that I have read and will abide by the policies and procedures described in the Student Organization Operating Guidelines.

Signed _____

Date _____