Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at 

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at 
http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

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POLICY ON THE RECOGNITION OF STUDENT ORGANIZATIONS

1. Purpose:

To establish a policy and procedure for the formation, recognition, and registration of student organizations at Windward Community College.

2. Basis:

This policy is designed to fulfill the requirements of the policy on Co-curriculum of the Board of Regents of the University of Hawai‘i, Board of Regents Policy Manual, Section 7-2, Student Organizations, CCCM #1000 "Redelegation of Authority to Approve Organizational Charters, Constitution and Bylaws or other campus Mechanism Necessary to Recognize and Support Student Organizations, and, in particular, Student Governance Organizations," and the policy regarding the use of institutional facilities, and other University and College policies.

3. Policy:

Students with similar interests and goals are encouraged to meet together informally on campus and the intent of this policy is not to discourage such gatherings. Students who wish to formalize such common interests by forming a club or organizations are encouraged to do so. Formal recognition of the organization by the College carries with it a number of privileges and benefits.

Windward Community College will recognize and register student organizations which meet the criteria and follow the procedures of the College as set forth in this policy. Recognition and registration does not mean that Windward Community College or the University of Hawai‘i supports or agrees with positions taken by a student organization. In addition, recognition and registration are subject to periodic review and renewal.

While participation by faculty, staff, alumni, and other members of the community is encouraged, the officers of recognized student organizations must be students registered at Windward Community College.

4. Privileges of Recognition:

An official recognized campus organization is entitled to the following benefits and privileges under applicable College policies and procedures. The recognized organization:

a. may identify itself as an organization related to the College.

b. use campus facilities at no charge.

c. may sponsor fund-raising activities on campus.

d. may advertise activities on campus bulletin boards and in campus publications.

e. may use campus media equipment and facilities for official activities at no charge.

f. may use campus duplicating services at a nominal cost.

g. may apply for support grants from College student activities funds through the College’s student government, the WCKC.
h. if available, office space may be provided for organizations with proven need for such space, especially if the organization is active and with a large membership.

5. Conditions for Recognition:

To achieve official recognition, a campus student organization must fulfill the following:

a. The student organization must submit to the Dean of Student Services a formal request on the appropriate form indicating the following --

1) the proposed name of the student organization.

2) a statement of the purposes and objectives of the student organization, and the types of activities the group intends to sponsor.

3) the name of the faculty/staff member who will be the advisor to the student organization.

4) the criteria for membership, including dues to be levied on the membership.

5) the list of officers of the student organization. While participation by alumni and community members in campus organizations is encouraged, officers must be students at the college.

6) note any local, state, or national affiliations.

7) a signed agreement of understanding indicating that:

   a) the recognized student organization agrees that it will not represent or imply in any manner that it speaks for or in the name of Windward Community College or the University of Hawai‘i, nor imply that the College or University is responsible for the student organization's actions or obligations. Responsibility for any actions which violate college, local, State or federal laws or ordinances shall be assumed by the student organization and its officers.

   b) the recognized student organization agrees that membership in the organization will be open to any bona fide Windward Community College student, and the organization will not discriminate on the basis of race, color, national origin, ancestry, age, sex, physical or mental handicap, religion, marital status, political affiliation, or arrest and court record.

   c) the organization must agree that all of the organization's financial records and bank accounts are subject to audit by the College upon demand.

   d) the organization must agree to fund all activities through student activities accounts or the University of Hawai‘i Foundation and comply with all fiscal policies and procedures established by the State of Hawai‘i, University of Hawai‘i, and Windward Community College.

6. Procedures:

a. Any group of five or more Windward Community College students may arrange through the Office of the Dean of Student Services (or designee) to hold up to three organizational meetings on campus.
b. If the group wishes to organize and seek College recognition, they may do so by filing a Petition for Student Organization Recognition with the Dean of Student Services. The Dean will act on the request in writing within ten working days.

c. The office of the Dean of Student Services will maintain a current list of approved organizations.

7. Conditions for Continued Recognition:

a. For continued recognition, a campus student organization must submit a list of officers by November 1 of each year. A student organization which does not submit a list of officers will be considered INACTIVE until such a list of officers is filed. An inactive organization is not entitled to the privileges listed above in "4. Privileges of Recognition."

b. A campus student organization may remain INACTIVE for two years. After two years the organization must initiate the process of recognition again or any open accounts balances will be placed into a student government funding account.

c. The College retains the right to suspend or cancel official recognition of a student organization for violation of these policies or of the procedures which support these policies.

8. Exceptions:

The Windward College Konohiki Council (WCKC) is exempted from the requirements of this policy because the Board of Regents has established other procedures for the approval of student governance organizations.

9. Effective Date:

This policy guideline is effective as of August 1, 1995.

Peter T. Dyer
Provost