

**PROCEDURE FOR PREPARATION AND FILING OF
PETITION FOR RECOGNITION OF STUDENT GROUP**

Step

1. Students interested in forming a group meet with coordinator of student activities.

Purposes:

- a) Filing of necessary petition with Office of Vice President of Enrollment Management and Student Success with approval and consent of the coordinator of student activities.
 - b) Selection of Faculty Sponsor with advice and consent of Vice President of Enrollment Management and Student Success. Actual appointment will be made by Vice President of Enrollment Management and Student Success.
 - c) Preparation of a constitution.
 - d) Subsequent steps in the petitioning procedure.
2. Petition, Constitution, Faculty Sponsors and Student Officers of group present their request to Student Government at regularly called meetings. Student Government will evaluate petition and approve or disapprove establishment of group on M.C.C.C. Campus and recommend same to Vice President of Enrollment Management and Student Success.

Decision based on:

- a) Sincerity of group in establishment as reflected in conformity to required procedures at time of formulation.
- b) Interest of Faculty Sponsor in discharging his/her duties faithfully and assurance that he/she knows his/her duties.
- c) Requirements of petition fulfilled.
- d) Constitution is prepared in full, is comprehensive and well thought out and all required elements of said Constitution are met.
- e) Purposes of group are consistent with student body interests.
- f) Assurance that group understands and abides by rules and regulations of College established for student groups and campus life.
- g) Identification and evaluation of any off-campus relationship with persons or groups not associated with M.C.C.C.

Petitions and Constitution must be read for a minimum of two weeks before a vote may be called.

3. Petition, Constitution, Faculty Sponsor and Student Officers of group along with decision of Student Government presented to Vice President of Enrollment Management and Student Success for consent and approval.

Purpose:

- a) Satisfaction that requirements in Step 2, Items a) through b), have been met.

- b) Purposes of group are consistent with educational objectives of the College.
- c) Satisfaction that Student Government properly fulfilled its responsibilities in the petitioning process and that the resulting vote was made with all Student Government members fully knowledgeable about the request. Assurance of a quorum vote.
- d) Satisfaction that all policies of the Board of Trustees and Rules and Regulations of the College as prepared by Faculty and Administration are fulfilled and supported by both procedures followed as well as stated purposes of student group.

4. If no disagreement exists between the petitioning decisions of both the Student Government and Vice President of Enrollment Management and Student Success, the matter rests. No appeal is possible.

If both decisions are affirmative, the petitioning student group is approved to function subject to College rules and regulations governing the continuation of student groups.

If both decisions are negative, the petitioning student group is not approved to function. Depending upon the reason for disapproval, the Vice President of Enrollment Management and Student Success may instruct the group leaders to correct stated deficiencies and resubmit their petition. Only two petitioning attempts will be permitted during one academic year.

5. If a decision is split between Student Government and Vice President of Enrollment Management and Student Success, either of the three parties may appeal to a Joint Student Faculty-Administration Committee consisting of non-vested interested members. Equal representation between administration and faculty, and students shall be achieved on this Committee. The Joint Appeal Committee will first decide if the appeal is to be heard. That decision shall be based upon briefs presented to it by appealing bodies. The Joint Committee must decide upon the merits of appeal as pertaining to procedural violations as well as the merits of the petition. If the Joint Committee decides favorably to hear the case on either of the two criteria, the subsequent arguments must be limited to the stated criteria. The decision of the Joint Committee shall be final consistent with policies of the Board of Trustees and Rules and Regulations of the College.

The intent of the appeal procedure is to preserve as carefully as possible the delicate balance between student, faculty, and administration interests, not to mention those of the community. Nothing is intended in this policy to encourage indiscriminate use of the Joint Appeal Committee, but to reserve its use for those questions that most seriously affect the academic life of the College.