

Rock Valley College

Recognized Student Clubs and Organizations

RVC Administrative Procedure (4:10:210)

Purpose

The purpose of this policy is to support the formation and operation of recognized student clubs and organizations that enrich student life in a manner consistent with the College's mission and values, and to establish the framework for their oversight by the Department of Student Life.

Scope

This policy applies to all students who wish to form a recognized student club or organization on any Rock Valley College campus.

Department and Primary Point of Contact Involved

Department: Student Life

Primary Contacts: Student Activities Coordinator and Director of Student Life

Procedure

Step 1: Initial Meeting with the Student Activities Coordinator

The first step in starting a new student club or organization at Rock Valley College is to schedule a meeting with the Student Activities Coordinator. During this meeting, the Coordinator will guide students through the registration process and explain all requirements for official recognition.

Students will receive the following materials at this meeting:

- Link to the official Club/Organization Registration Form
- Sample Constitution and Bylaws
- Advisor Agreement Form
- Student Life Handbook
- Club and Organization Marketing Procedures

This meeting ensures that students clearly understand the expectations, paperwork, and procedures necessary to establish and maintain a successful organization at Rock Valley College.

Step 2: Completion and Submission of Required Paperwork

After the initial meeting, the student club or organization must complete all required paperwork. This includes the Club/Organization Registration Form,

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Creation of Constitution and Bylaws, Advisor Agreement Form, and any other necessary documents.

Once completed, all paperwork must be submitted to the Student Activities Coordinator for review. The Coordinator will check for accuracy, completeness, and alignment with Rock Valley College policies and procedures before moving the registration forward in the approval process.

Step 3: Review by the Director of Student Life

Once the Student Activities Coordinator has confirmed that all required paperwork is complete, the application will be forwarded to the Director of Student Life. The Director will review the materials to ensure the proposed club or organization aligns with the mission and values of Rock Valley College and complies with all institutional policies.

If the application is approved, it will move forward in the recognition process. If revisions are needed, the Director of Student Life will provide feedback to the Student Activities Coordinator, who will communicate next steps to the student organization.

Step 4: Review by the Dean of Students and Vice President for Student Affairs

After the Director of Student Life has reviewed the application, it will be submitted to the Dean of Students and the Vice President for Student Affairs for final review. This step ensures that the proposed club or organization meets the standards of Rock Valley College and supports the overall mission of Student Life.

The Dean of Students and Vice President for Student Affairs will make the final determination regarding approval. If approved, the organization will move forward to official recognition. If the application is not approved, feedback will be provided to the students with information on how to revise and resubmit their materials.

Step 5: Official Recognition and Training

Once the application is approved at all levels, the club or organization will become an officially recognized Rock Valley College Club or Organization. Official recognition will be communicated directly to the student leaders by the Student Activities Coordinator.

Following recognition, the Student Activities Coordinator will schedule a meeting with the new club to provide training on essential procedures. This training will cover topics such as budget management, marketing and promotion guidelines, room reservation processes, and other operational requirements.

This training ensures that the new organization is fully prepared to operate successfully within the policies and resources of Rock Valley College.

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Loss of Recognition

At any time, the College may suspend, inactivate, or revoke recognition of a student organization that fails to comply with the College policies or procedures.

Related Documents

- Student Life Handbook

Reference: AR 314

Implemented: April 8, 2014

Revised: August 26, 2026