

6.6.3.Lp. Augusta Technical College Student Organizations and Activities



Each student organization must be approved by the Vice President of Student Affairs and Vice President of Administrative Services. The faculty or staff member assigned to the student organization/club must be identified by the organization/club annually in writing to the Vice President of Student Affairs and Vice President of Administrative Services.

All club funds shall be accounted for by the college business office and recorded in the financial records of the college unless prohibited by the guidelines established by the National or State Association associated with the club.

Exceptions must be approved by the Commissioner or his designee. The college must submit appropriate documentation with their exception request. This documentation may include but is not limited to, the organization's mission, financial responsibilities, bylaws etc.

1. Accounts maintained in the financial records of the college or system office.
 - a. Funds of the student organization/club will only be used for the purpose for which the student organization/club was established.
 - b. Clubs must adhere to guidelines or minimum standards established by national or regional associations governing the organization. (SkillsUSA, National Technical Honor Society, etc.)
 - c. Funds must be held and maintained in an agency fund in the financial records of the technical college or system office. If the student organization/club ceases to exist or becomes inactive for a period of six months or more, all remaining balances should be moved to the student activity funding source.

- d. Funds shall be approved, accounted for and monitored by the appropriate student officers and faculty members of the organization.
2. Accounts maintained by the student organization/club with appropriate approval by Commissioner or designee.
 - a. Any purchases made by the student organization/club may not be represented as technical college or system office expenditures nor may the student organization/club use the identification numbers of the college or system office. (Tax I.D numbers, Sales tax exemption forms, college purchase orders, etc.)
 - b. Proper accounting procedures must be adhered to, and the individual responsible for the finances of the student organization/club must be identified by the organization/club annually in writing to the President of the Technical College.
 - c. There will at no time be any co-mingling of funds with funds of the technical college or the system office.
 - d. The net income, revenue less operating expenditures, must be spent on the activity for which the student organization/club was established.
 - e. A minimum of two signatories are required on all bank accounts and checks.
 - f. Clubs must adhere to guidelines or minimum standards established by national or regional associations governing the organizations. (SkillsUSA, National Honor Society, ETC.)

All student organizations/clubs must follow guidelines as outlined in the Augusta Technical College Student Organization Handbook.