

COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 4902

Student Clubs

Date Adopted: 01 April 1993
Date Revised: 13 April 2023
Date Reviewed: 24 March 2014; 13 April 2023

References:

A. Registration and Recognition of Student Clubs

Student clubs must register (or renew their registrations) each academic year with the Office of the Vice President for Enrollment Management and Student Services or the State Campus Student Services Coordinator, as applicable. All student clubs must complete the registration process (membership list, registration form, constitution, and advisor contract) in order to be recognized by the College of Micronesia-FSM (COM-FSM or the “college”).

While registration entitles a student club or an organization to certain rights prescribed under the “Rights and Responsibilities of Recognized Student Clubs,” it does not imply COM-FSM sponsorship or approval. All recognized student clubs are to observe local, state, and national laws, and all rules and regulations of the college including those describing the responsibilities of clubs.

The college assumes no legal responsibilities for any student activities held off campus by recognized student clubs.

At least two advisors are required. Advisors must be members of the college’s faculty or staff.

B. Membership in Recognized Student Clubs

Membership in recognized student clubs must be open to all COM-FSM students¹ without regard to race, color, place of origin or ancestry, marital status, sex, religious or political preference, age, or physical handicap. Membership in recognized student clubs is voluntary. However, members may disassociate at any time.

C. Rights and Responsibilities of Recognized Student Clubs

Recognized student clubs, their officers, members and advisors are expected to take responsibility for all aspects of their activities including, but not limited to:

1. Uphold all local, state, and national laws of the Federated States of Micronesia (FSM), including applicable US Federal regulations.
2. Handle the club’s finances responsibly and honestly by: (a) depositing all funds raised in a bank account under the club’s name (the account must require two signatures for all

¹The term “students” means individuals who are enrolled either as full-time or part-time students in any of at COM-FSM, including *unclassified students* (see Board Policy No. 4003).

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transactions, one of which must be the faculty or staff advisor); (b) filing an *annual financial report* from the club or organization treasurer in May, describing the financial transactions including all money raised and all money spent; and (c) fulfilling all financial obligations within 30 days of receiving bills and conduct all financial business in an honest manner.

3. Comply with all college policies and procedures regarding: (a) health and safety, (b) use and scheduling of college facilities and property; and (c) student conduct and due process.
4. Send a representative to all Student Body Association (SBA) meetings.
5. Have only full-time students as officers.
6. Not allow their club to be used as a “front” for an off-campus group in order to obtain preferential use of campus facilities or resources.
7. Conduct all businesses (including officer elections) in an orderly and democratic fashion.
8. Not discriminate on the basis of race, color, place of origin or ancestry, marital status, sex, religious or political preference, age, or physical handicap.
9. Maintain a current list of officers’ names and addresses in the Office of the Vice President for Enrollment Management and Student Services or the State Campus Student Services Coordinator, as applicable.
10. Register with the Office of Vice President for Enrollment Management and Student Services (or State Campus Student Services Coordinator, as applicable) annually, and notify the Office of Vice President for Enrollment Management and Student Services (or State Campus Student Services Coordinator, as applicable) if the club is planning to devolve.
11. Hold at least one publicized meeting per semester. Publicized is defined as posting an announcement on designated bulletin board on campus.

Continued recognition is dependent upon the club’s compliance with the above requirements, and the completion of an annual application for recognized student club status.

See Administrative Procedure 4902.