

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 9.5.5.1  
Related Policy: 9.5.5  
Title: Registration of Student Club, Organizations and/or Affiliations  
Responsibility: Director of Student Engagement

Original Approval Date: 08-16-1995  
Last Cabinet Review: 01-31-2018  
Last Revision: 01-31-2018

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President

In order to establish a club or organization of Horry-Georgetown Technical College, the following must be accomplished:

1. a club registration form must be submitted to the Director of Student Engagement.
2. the club's bylaws must be submitted to the Director of Student Engagement (which includes the club's procedure for electing officers);
3. the advisor(s) shall be named. There must be at least one full-time employee of the College serving as an advisor to the club; and
4. the Director of Student Engagement, the Assistant Vice President for Student Success, and the Vice President for Student Affairs a must sign the club's application.

Annually, each club must submit a Club Information Update Form to the Director of Student Engagement by September 30<sup>th</sup>.

The form will be provide the names of the club's officers and the names of the club's advisors. This will serve as notification that the club will engage in activities and meetings during the academic year.