



Student Organization Handbook 2025-2026

Table of Contents

Introduction | 3

Student Organization Responsibilities | 4

- a. Registration Process
- b. Membership Eligibility
- c. Policies and Procedures
- d. Damages
- e. Collective Responsibility

Community Standards | 6

- a. Financial Responsibility
- b. Student Organization Travel Procedure

Selecting an Advisor | 7

- a. Advisor Responsibilities

College Space Request Policy | 8

- b. College Websites
- c. Flyer Policy
- d. The Director of Student Development

Student Organizations | 9

Appendix A: New Student Organization Form | 11

Appendix B: Student Organization Registration Form | 12

Appendix C: Student Organization Advisor Form | 14

Appendix D: Current Student Organization Renewal Form | 15

Appendix E: Event Registration Form | 16

Northeast Texas Community College is an equal opportunity institution and does not discriminate based on sex, race, color, religion, age, national origin, disability, veteran's status, genetic information, gender, sexual orientation, or any other protected group status in its educational programs, employment policies, or activities.



Welcome Student Organization Members!

Welcome to another exciting year at **Northeast Texas Community College!** As your Director of Student Development, I am thrilled to personally welcome you to a community where involvement means opportunity, growth, and unforgettable experiences.

Being part of a student organization at NTCC is more than just meetings and events — it's about building connections that last, discovering strengths you didn't know you had, and working together to achieve something greater than yourself. Research shows that students who engage in organizations and campus activities are not only more likely to succeed academically, but they also enjoy a richer, more fulfilling college experience. That's what we want for you.

Here at NTCC, we believe learning extends far beyond the classroom. It happens in conversations with peers, in leadership roles, on the field, and in the friendships and memories you create. From traditional student activities to innovative new programs, the Office of Student Development is here to support your journey every step of the way.

Whether you're joining a new organization, leading an established one, cheering on our athletic teams, or simply looking for your place to belong, you are an essential part of what makes our campus thrive. Together, we're building an environment that is inclusive, engaging, and full of opportunity.

As proud members of the **Texas Junior College Student Government Association (TJSGA) Region III**, our campus is connected to a broader network of student leaders across the state. That means your involvement here has the power to make an impact not just on NTCC, but beyond.

This Student Organization Handbook has been designed with you in mind. Inside, you'll find the tools and resources you need to succeed — from registration guidelines and space reservations to policies, funding information, and more. My hope is that this handbook empowers you and your organization to make the most of every opportunity this academic year.

The Office of Student Development, located in **SUB 101**, is your home base for support. If you have questions, need resources, or simply want to connect, please stop by — my door is always open. You can also reach us at **903.434.8265**.

We are excited to see the incredible things you and your organization will accomplish. Let's make this year one of growth, leadership, and celebration — together.

Best wishes for a successful and inspiring year,

Ja'Quacy Kieron Minter
Director of Student Development
Northeast Texas Community College

Student Organization Responsibilities

Student organizations seeking recognition from Northeast Texas Community College must complete the registration process once a year with the Office of Student Development.

The registration process is not considered complete until all steps have been completed. Until approval, the Office of Student Development prohibits student organizations from reserving space, distributing marketing materials, or accessing allocated funds.

Registration Process

1. Schedule A meeting with the Director of Student Development to discuss the initial blueprint for your club. (see **Appendix A**).
2. Complete the Registered Student Organization Application and email a copy of your organization's constitution to the Office of Student Development. (see **Appendix B**).
3. Complete the Advisor Agreement and have the organization's designated campus Advisor sign it. Once completed, the Advisor Agreement must be emailed to the Office of Student Development.
4. The organization and the Advisor will receive formal correspondence from the Office of Student Development within 5-7 business days.
5. If necessary, the Student Organization Application Form will be returned to the organization with recommendations or suggestions.

Membership Eligibility

1. The Office of Student Development shall be responsible for certifying all eligibility.
2. Student organization membership shall be open to all students currently enrolled during the academic year and in good academic and social standing. Good academic standing shall be defined as a student meeting the academic progress standards in the Northeast Texas Community College Academic Catalog. Good social standing should be defined as a student not currently undergoing discipline for Student Conduct. There are instances when a student may need to meet additional or higher requirements to fill an open vacancy in a specific student organization.
3. Students must be registered for a minimum of three (3) semester credit hours to be recognized as an active member of a student organization.

Student Organization Policies and Procedures

As a recognized student organization, members are expected to abide by all College-mandated policies, procedures, rights, and responsibilities. All policies, procedures, rights, and responsibilities are issued to provide and ensure a safe College community.

The Office of Student Development will periodically review student organization files and/or records to assess financial responsibilities, activity, and programmatic effectiveness.

The Office of Student Development may, at any time, review and/or revoke the recognition of a student organization to protect the best interests of the College. Reinstatement of a student organization's recognition must be executed in

the same manner as all current student organizations are registered. Complaints against a student organization must be submitted in writing to the Office of Student Development.

Examples of Student Organization Sanctions:

- Oral or written warning
- Restriction of privileges
- Restitution for damages
- Probation of recognized status
- Suspension of recognized status (Automatic with any drug-related offense)
- Withdrawal of recognized status (Automatic with any drug-related offense)

Northeast Texas Community College recognizes the importance of student involvement in activities as an integral part of the educational process that develops students' needs and interests.

The Director of Student Development is responsible for the implementation and administration of policies for student organizations.

Each registered student organization shall budget and be fiscally responsible in a manner that is fair and equitable to its current and future members.

Organizational sponsors shall have the responsibility for ensuring that all organizational revenue is submitted to the Business Office, which shall issue a receipt for the funds.

Any fundraising activities shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to officers or members of the organization for personal profit or gain.

The College District shall not be responsible for debts incurred by any student organization.

All organizations have the right to hold fundraising activities and to solicit funds for organizational activities, in accordance with college regulations.

Damages

Student organizations are financially responsible for any unwarranted, malicious, or negligent damage to college space or equipment. Fines will be issued upon disclosure and a completed investigation.

Collective Responsibility

Student organizations are responsible for violations of individual student members in conjunction with their activity, event, or program. For additional information, view the **Student Conduct Code** and **Disciplinary Procedures** in the Student Handbook.

Disorderly Activities, Events, or Programs

Student organizations are responsible for any activities, events, or programs that initiate and/or lead to a riot, disturbance, or disorderly diversion, which interfere with normal College operations. Student organizations have the right to voice concerns. However, in instances where student organizations prohibit reasonable College operations, they may be sanctioned by the College. This section should not be construed to deny any student organization the right of peaceful assembly.

Community Standards

Students and student organizations are expected to abide by NTCC's conduct standards when executing an activity, event, or program on or off-campus. Student organizations and their members are also expected to exhibit appropriate and responsible behavior with respect to their interactions in the larger community.

Students and/or student organizations that are deemed to have violated the Student Code of Conduct may face disciplinary action through the Office of Student Conduct. In addition, violators may also be subject to prosecution under state and local criminal statutes.

The College District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College District's educational program.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

Financial Responsibility

The College will serve as the depository and fiscal agent for all student organizations authorized to operate on campus. Organization sponsors will have the responsibility for ensuring that all organization revenue is submitted to the College Business Office, which will issue a receipt for the funds. Expenditure of organization funds will be under the direction of the sponsor and will be subject to procedures established by the Business Office. Each organization will be responsible for keeping detailed records that provide adequate data for financial operating reports.

No fundraising activities will be conducted without the approval of the Vice President of Student Services. Any fundraising activity will be for the benefit of the organization as a whole or a charity, and no funds will be distributed to the officers or members of the organization for personal profit or gain.

The College will not be responsible for debts incurred by any student organization. Under no circumstances may any collected monies be deposited in a bank or other agency by a registered student organization or representative, officer, or advisor.

An institution of higher education shall allow a qualified organization that is a student organization recognized by the College to sell raffle tickets at any facility of the institution, subject to reasonable restrictions on time, place, and manner of the sale.

Student Organization Travel Procedure

To ensure that the events or activities that involve student travel are within the course and scope of the college's mission and that student safety concerns have been addressed, all travel undertaken must be approved in advance by the direct supervisor and the appropriate vice president.

1. To request authorization, members of the faculty, staff, or registered student organizations who organize travel must submit a completed “Student Travel Request Form” along with the required documents and information to the appropriate administrator for approval.
2. The link to the “Student Travel Request Form” can be found in the MyEagle Portal under the Faculty Resources tab or under the Staff Electronic Forms tab. Once submitted, the form will be sent out for electronic signatures. All parties will receive a signed copy.

Student participants can vote on using funds raised by them for their club accounts to cover all or part of their trip balances.

Student Organization Advisor

All student organizations are required to maintain a full-time faculty or staff member as their on-campus Advisor. This requirement promotes student/faculty interactions outside of the classroom, fosters stronger connections with colleagues, and increases a sense of school spirit and commitment to the institution.

Selecting an Advisor

Student organizations need to select advisors who are willing to help the organization meet its goals and provide guidance along the way. The Advisors should possess a working knowledge of the group, the ability to relate to college-age individuals, and the time commitment. Student organizations must determine the role they might want their advisors to assume and communicate expectations with their advisors. Similarly, the advisory may have their expectations for the group or for the role they are willing to play. Thus, both parties need to ensure they understand each other’s roles and responsibilities and are a good match for each other.

Organizations may select new advisors at any time. The Office of Student Development must be notified if such changes are made. Prospective advisors, please review the Student Organization Advisor Form attached in **Appendix C**.

Advisor Responsibilities

Student organization advisors are one of the most important components of a group. Advisors help student organizations achieve and maintain efficiency. In addition to serving as a resource, advisors help facilitate discussions, offer feedback, and establish stability and continuity in organizational operations and activities. Furthermore, advisors should not spend student organization funds without the consent of the group. Student organization advisors are expected to agree to the following as part of the registration process:

- Have a firm understanding of the rules, regulations, and procedures of the college.
- Have a firm understanding of the rules, regulations, and procedures of the student organizations.
- Act as a liaison for the group.
- Provide advice and guidance. Serve as a resource and mentor for the students.
- Help the students develop and learn how to function as a team!
- When possible, attend meetings, activities, events, and programs.
- Maintain consistent contact with the officers. Encourage members to share leadership responsibilities.
- Help with a transition in leadership.
- Ensure the advisor role is consistent with all state laws, including SB 17. The advisor role cannot be a substitute for the DEI office or program.

Advisors are expected to attend late-night and weekend campus activities, events, and programs; excludes meetings. Advisors’ failure to attend late-night activities, events, and programs shall be defined as any activity, event, or program that starts or ends after 11:00 pm. Weekend activities, events, or programs should be defined as any activity, event, or program that takes place on Saturday or Sunday.

College Space Request Process

All student organization requests for college space must go through the Administrative Assistant to the Vice President for Instruction at 903-434-8216. Space request that requires room set-up must be submitted a minimum of 10 business days before the scheduled date to Plant Services; this includes space requests where tables and chairs are needed. Space requests that require equipment set-up must be submitted a minimum of 5 business days before the scheduled date. All events, programs, and meetings involving set-up require a schematic and scheduled walk-through with the Director of Student Development. For additional information, contact the Office of Student Development. *To reserve SUB 101, please contact JaQuacy Minter at jminter@ntcc.edu.*

College Websites

Northeast Texas Community College provides a free website for all recognized student organizations. To have events posted on the college website, information must be submitted by email to the Director of Student Development a minimum of 10 business days before the scheduled date. Email submissions are accepted at jminter@ntcc.edu.

College Posting Policy and Announcements Posting

The Office of Student Development must approve all campus posters, signs, and flyers. Student organizations are only permitted to post twenty-five (25) flyers, posters, or signs per activity, event, or program.

All posts (flyers/posters) are required to contain the following information:

- The sponsoring student organization/campus department
- NTCC's non-discrimination statement: Northeast Texas Community College is an equal opportunity institution and does not discriminate based on sex, race, color, religion, age, national origin, disability, veteran's status, genetic information, gender, sexual orientation, or any other protected group status in its educational programs, employment policies, or activities.

Flyers may only be posted on approved bulletin boards or designated areas. They may remain up for a maximum of two weeks from the posting date and must be removed within 24 hours after the event. Only one flyer per event is permitted at each approved location. **Posting on building glass panels is prohibited. Any posting larger than 11 x 17 must receive the approval of the Office of Student Development.**

Office of Student Development **Contact Information**

Ja'Quacy Kieron Minter
The Director of Student Development
Northeast Texas Community College
Office Phone: 903.434.8265
Office Location: Student Union
Building SUB 101A.



Student Organizations
Revised Fall 2025

Above Ground

Active Minds

Ag Club

Baptist Student Ministries

BioChem Club

Business Club

Carroll Shelby

Criminal Justice Student Organization

Eagle Baseball

Eagle News Media

Eagle Rodeo

Eagle Senate Student Government Association

Eagle Soccer

Eagle Softball

Film Club

Honors Society

Northeast Industrial Technology Association N.I.T.A.

Nurses Organization

Phi Theta Kappa

Physical Therapist Assistant Club

Psi Beta National Honor Society

Pride Flock

Sigma Kappa Delta

Social Work Club:

Sociology Travel Club

Theatre Northeast

Student Success Association

Tabletop

Wesley Fellowship

Appendix A

New Student Organization Interest Form

Proposed Club Name: _____

Purpose/Reason for Club:

Goals of the Club:

Potential Advisor Name: _____

Founding Member/Initiating Student(s):

Prospective Members (minimum of 7):

- | | |
|-----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |
| 7. | _____ |
| 8. | _____ |
| 9. | _____ |
| 10. | _____ |

Vice President of Student Services: _____ **Date:** _____

Director of Student Development: _____ **Date:** _____

Appendix B

Student Organization Registration Form

This is the Northeast Texas Community College Student Organization registration form. You will also need to submit your constitution, bylaws, advisor form, and club roster. Please answer all questions accurately.

By completing this form, you are informing the Office of Student Development about your organization for the academic year. Authorized Student Representatives are able to conduct business on behalf of the organization. They will be able to submit room/event reservations, utilize club funds, and make changes/updates to the organization. Please remember we will be verifying all information provided by the recipients.

Name of the Student Organization:

Type of Student Organization

Academic Interest

Multicultural/International

Honor

Religious/Spiritual

Sport

Special Interest/Other

List your Mission Statement/Organization Description:

Student Organization Contact Email:

Please provide 3 authorized student representative's name, email, and position within the organization.

Student Representative name, email, and position. (1)

Student Representative name, email, and position. (2)

Student Representative name, email, and position. (3)

Please provide your student organization's on-campus Advisor's name and email.

Advisor Name: _____

Advisor Email: _____

Advisor Name: _____

Advisor Email: _____

Please provide the number of members currently active in your Student Organization.

Please attach a current member roster, Constitution, bylaws, and advisor form to this registration form.

Please read the section below, and the Student Organization Representative must initial to acknowledge your understanding of our Hazing Policy.

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. *Education Code 37.153(a)*

Please refer to the **Student Handbook** for additional details.

_____ I have read and understand all content on the Hazing Policy.

By completing this form, you are informing the Department of Student Development about your organization for the academic year. Authorized Student Representatives are able to conduct business on behalf of the organization. They will be able to submit room/event reservations, utilize club funds, and make changes/updates to the organization. Please remember we will be verifying the information provided by the recipients. The information will also be used to place on the website.

Full Name: _____ Email Address: _____

Signature: _____ Date: _____

Appendix C

Student Organization Advisor Form

All registered student organizations at Northeast Texas Community College are required to have an advisor who is a full-time member of the campus faculty or staff. Advisors play an important role in the function of student organizations.

An Advisor's responsibilities include, but are not limited to:

1. Assisting the organization in developing goals and objectives consistent with their mission and the mission of Northeast Texas Community College. Be informed of the purpose and programs of the organization. Review a copy of the organization's constitution.
2. Be informed of college policies and procedures, governing student organizations, the student body, the campus, and the College as a whole.
3. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
4. Serving as a resource to the organization and its members as needed. Be available to the officers and members of the organization regularly for consultation.
5. Providing continuity during periods of student leadership transition.
6. Challenging/motivating officers and members to develop programs that will strengthen the organization and help it fulfill its goals.
7. Serving as a role model to the organization's leaders and members, emulating those characteristics and behaviors they need to develop.
8. Remaining knowledgeable about the organization's activities.
9. Maintaining regular contact with the Office of Student Development and Inclusion.
10. Serving as a chaperone for some organizational events is a prerequisite to the event being approved.
11. Discuss and clarify your role as the advisor with group members to avoid problems due to misunderstandings regarding roles and responsibilities. Promote involvement and discussion amongst group members.
12. Encourage the organization's members to assume responsibility for its program and its effectiveness.
13. Must attend all meetings, practices, events, conferences, trips, and outings of the student organization and help provide continuity for the organization. Supervise and attend organization events sponsored both on and off campus. A room or building will not be unlocked for students to gain access without the visibility of the advisor. The advisor is responsible for overseeing the event overall.
14. Must approve all expenditures for the student organization.
15. Must sign off on all room requests and room setup requests sent to the facilities office.
16. Must be the only contact for all press releases and publicity materials sent off campus.

The Office of Student Development will provide resources to Faculty/Staff Advisors, including student organization information, and will work with Faculty/Staff Advisors as needed to assist the organization.

Your signature on this form indicates that you have agreed to serve as an advisor for: _____ responsibilities entailed.

Full Name: _____ Email Address: _____

Signature: _____ Date: _____

Appendix E

Event Registration Form for Student Organizations

Forms must be submitted and reviewed at least two weeks prior to the event date to the Office of Student Development in the Student Union Building.

Name of the Organization: _____ Date: _____

Officer Name/Title: _____ Email: _____

Organization Advisor Name: _____ Email: _____

Name of Event: _____

Event Date(s): _____

Description of Event:

Facility Reserved? Yes No Facility Requesting: _____

All facility requests should go through the Vice President of Instruction's Administrative Assistant

Logistics:

Event Start Time: _____ Event End Time: _____ Estimated Attendance: _____

Event is open to: Members and guests only Campus Only Public

Do you want this event posted on the online Student Activity Event Calendar? Yes No

Will the event have an admission charge? Yes No

Will the event require ticketing? Yes No

Is the event a fundraiser? Yes No

Are you selling anything? Yes No

Cost per ticket or item selling? (if applicable) _____

Are you using the outdoor amplified sound? Yes No

Is the event being co-sponsored by another on-campus organization? Yes No

If yes, please provide the co-sponsoring organization _____

Is the event sponsored or promoted by a non-college organization? Yes No

If yes, please provide the non-college organization name _____

Is a physical activity (dancing, trampolines, etc.) involved in this event? Yes No

Please explain: _____

Will food or beverages be served or sold at this event? ____ Yes ____ No

If yes, please explain: _____

Will food or beverages be prepared and/or cooked on site (E.g., BBQ)? ____ Yes ____ No

I, as an authorized officer of the above-mentioned group, agree to abide by the policies and all College regulations and city, state, and federal laws. I understand that both my organization and I may be held responsible for violations of any College policies and city, state, and local laws related to this event. I understand that I am responsible for any damages and clean-up, and will be expected to pay for any repairs to any facility damage incurred while in use by my organization.

Contact Signature: _____

Print Name: _____ Date: _____

Organization Advisor Signature: _____

Print Name: _____ Date: _____

APPROVED BY:

Director of Student Development

Date

Vice President of Student Services

Date

Any approval required beyond the Vice President of Student Services will be escalated to the appropriate office as necessary.