

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title STUDENT ACTIVITIES	Number D-32.1
Division of Responsibility Student Affairs	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. D-32.1 Date 5/24/10

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Students desiring to form clubs or organizations on campus may follow these steps:

- A. Obtain a minimum of ten prospective members.
- B. Obtain a faculty or staff advisor.
- C. Submit a request to organize, signed by the members, and the agreement of the faculty/staff advisor to the Associate Vice President of Student Affairs.
- D. Receive written approval of the request from the SGA Executive Council and the college administration. After approval of the organization, a constitution and membership list must be submitted within three weeks.