

College Policies and Procedures

For College Policies and Procedures please refer to the Central Lakes College Student Handbook, Student Senate Constitution, Student Senate Bylaws, and Club/Organization Advisor Policy. Comments or suggestions for this Handbook please contact Erich Heppner ehppner@clcmn.edu

Links to all forms and documents listed in this handbook are posted on the CLC Student Life Club/Organization website.



For more information email ehppner@clcmn.edu

Advisor and Club/Organization Member Handbook



CLC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon a 48-hour advance request by contacting Disability Services at 800-933-0346, ext. 8175. Minnesota Relay Service: 800-627-3529 or 612-297-5353.

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Advisor and Club/Organization Member Handbook

Advisor Section

Congratulations on being chosen as a Club/Organization Advisor at Central Lakes College. As an advisor your role will be, but not restricted to, supporting, guiding and being accountable for the club/organization. We hope that you will recognize the individual needs of your club/organization and make it a successful experience for all the members. This handbook will help you identify your club/organization needs, define your responsibilities and understand the inner workings of a student club/organization.

Benefits of being an Advisor

- The satisfaction of seeing and helping students learn and develop new skills.
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences.
- Developing a working relationship with students.
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests
- Sharing one's knowledge and expertise with others.
- End of semester stipend for faculty advisors only.

Responsibilities of Club/Organization Advisors

- Be aware of the purpose and activities of the club/organization through attendance at club/organization meetings or through frequent consultation with student leaders.
- Be present at all club/organization functions as requested and/or as required per college policy (i.e. after hour events, sports club practices, etc.)
- Act as a source of general information regarding college policies and procedures to requests for payment, vehicle requests, facility use requests, etc.
- Require club/organization members to assume responsibility for their actions and for the effectiveness of the program.
- Guide, while at the same time allow freedom for members to plan and coordinate their own activities or programs.
- Provide special technical knowledge or information relevant to the club/organization, as needed.
- Oversee financial transactions of the club/organization.
- Be familiar with club's/organization's history.
- Provide continuity.
- Assist in determining realistic goals.
- When securing funds from the club/organization account, the advisor must sign the Purchase Requisition Form.

Student Travel & Accommodations

Students traveling for club/organization related functions do so as representatives of CLC and are required to adhere to college policies. A copy of the Student Travel form should be left with the Director of Student Life in case of an emergency. Overnight travel requiring room accommodations should follow the guidelines below:

- Book rooms in such a way to share/save expenses (four to a room).
- No guests (family members or friends) may share accommodations.
- An advisor must accompany students on all school related functions.
- Be certain that you have an emergency contact on-hand for each student.

Mailing, Printing, Copying and Advertising Services

Services for mailing, printing, and copying services, are provided by CLC and expensed to the Club/Organizations cost center. Please work with the Director of Student Life for assistance. Clubs and Organizations may advertise using campus media, including:

- Bulletin Boards, Posters or Table Tents - contact the Director of Student Life - Erich Heppner ehppner@clcmn.edu
- Student Newspapers - contact Newspaper staff communications_wk@clcmn.edu
- Campus Television Monitors - contact the Communications Department - Sasha Sparks ssparks@clcmn.edu
- E-mail - contact the Public Information Specialist - Steve Waller swaller@clcmn.edu
- Community newspapers - submit requests to Public Information Specialist - Steve Waller swaller@clcmn.edu
- Local Radio – contact the Director of Student Life for rates. ehppner@clcmn.edu
- Campus Computer Screensavers - submit requests to Public Information Specialist - Steve Waller swaller@clcmn.edu
- Event and Room Booking – contact the Facilities Coordinator – Karen Mertes kmertes@clcmn.edu
- CLC Student Life Facebook Page – contact the Director of Student Life – Erich Heppner ehppner@clcmn.edu

- g) Student Club/Organization Officers can check account balances of this account with the Central Lakes College Business Office, Director of Student Life, or Student Senate Treasurer.

2. Fund Raising Cost Center

- a) Always begins with the numbers (919)
- b) For new clubs/organization this cost center will be created for you once your group has been approved by the Student Senate and you have submitted the Fund Raising Activity Approval Form.
- c) All fund raising supplies and expenses come out of your fund raising account.
- d) The Fund Raising Activity Approval Form must be submitted and approved before any funds may be spent.
- e) If you're fund raising account has a zero balance the Director of Business Services will place the account in the negative for the amount that you are requesting. This will only be done if your Fund Raising Activity Approval Form shows that your fund raisers revenue will replace the funds used.
- f) All fund raising revenue goes into the fund raising cost center.
- g) The funds in this cost center do not need to be used to enhance the educational experience of the Student Body. Ex. Donations to in-house college groups and departments and club/organization activities.
- h) The funds in this cost center carry-forward to the next fiscal year.
- i) You cannot transfer funding from this cost center to your student life cost center.
- j) Student Club/Organization Officers can check account balances of this account with the Central Lakes College Business Office, Director of Student Life, or Student Senate Treasurer.

Club/Organization Activities

- Activities of a club or organization shall contribute to the positive development and welfare of the membership in general.
- Activities that create situations not consistent with policies and procedures of CLC shall not be permitted.
- Clubs and organizations shall sponsor their own activities or events while trying to obtain fundraising money as much as possible.
- Clubs and organizations can meet regularly during the entire academic year.
- Upon request, clubs and organizations shall provide a year end report to the Director of Student Life.
- If you require help in planning or generating ideas for programming and activities please contact Erich Heppner - Director of Student Life for assistance. ehppner@clcmn.edu

- Insure that the Fund Raising Request form has been completed and has been approved before any fund raising activities take place.
- You must attend any club/organization functions that are off-campus or overnight.
- Act as a contact person for students who are interested in the club/organization.
- Provide an adequate means of contact for club/organization members through office hours, phone, and e-mail.

Advisor to Club/Organization Relationship

- The advisor should assist the club/organization in formulating and achieving long-term and short-term goals
- Student Club/Organization officers should know the advisor will be available when emergency problems arise.
- It is important to develop a trusting relationship with the club/organization officers. If the advisor finds humor in situations the students should relax and enjoy their roles in the club/organization.
- Open communication is critical for a successful advisor to club/organization relationship.
- The members should find the advisor able to assist with the evaluation of a projects performance and progress.
- The advisor and the officers should discuss job duties and expectations of each other. This understanding and agreement is helpful as an accountability tool.

Expectations

Because you are volunteering as an advisor, it is up to you to decide how much time and energy you can give to the group. It is important you communicate this with your club/organization and discuss limitations on your role and involvement with the club/organization. It is also vital that the club/organization discuss their expectations of you. For instance: How many meetings they expect you to attend? Do they expect you to attend all programs and activities?

Advisor and Club/Organization Member Section Club/Organization Membership and Establishment

- Only currently enrolled students may form or participate in a club or organization at CLC.
- Each club or organization must have a CLC faculty or staff serve as the club/organization advisor.
- Staff members are only allowed to serve as an advisor if the club/organization is non-academic in nature. (i.e. Soccer Club, Spirit Club, Dance Club, etc.)
- Club/Organization membership shall be open with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law.

- Clubs/Organizations will approve a constitution and/or bylaws.
- The Student Senate of each campus has exclusive rights to approve or deny club or organization constitutions and bylaws. Constitution and bylaws shall be on file with the Student Senate
- Clubs and organizations must meet a minimum of once per month and record a set of minutes at each meeting.
- Clubs shall maintain a minimum (ten or more) number of active members. Upon request, membership rosters, meeting minutes, and attendance records shall be made available to the Student Senate and the Director of Student Life.
- Organizations shall maintain a minimum of (forty or more) number of active members. Organizations that are affiliated with a national charter organization must maintain a minimum of (fifteen or more) number of active members.
- A Student Club/Organization must sponsor one on campus event and participate in one Student Senate event each semester of the current school year.
- The person wishing to form a club or organization must pick up club/organization packets from the Student Senate or Student Life offices. All packets must be dated and be received by the Student Senate Executive Board within 28 business days from the start of the semester.
- All Club/Organization Senate Liaisons seeking sponsorship for their Club/Organization must attend the Club/Organization Approval Meeting conducted each semester by the Student Senate. You will be notified in advance with the time and date of this meeting.

Clubs vs. Organizations

- Clubs shall maintain a minimum (ten or more) number of active members.
- Organizations shall maintain a minimum of (forty or more) number of active members. Organizations that are affiliated with a national charter organization must maintain a minimum of (fifteen or more) number of active members.
- CLC recognized clubs will be allocated up to \$750.00 per a semester from the abiding Student Senate. If the club advisor is a faculty member \$250.00 plus fringe will be deducted from the sponsorship funding for the advisor stipend. This currently amounts to a stipend of about \$300.00.
- CLC recognized organizations will be allocated up to \$750.00 per a semester with a one time per an academic year increase of \$1,000.00. If the club advisor is a faculty member \$250.00 plus fringe will be deducted from the sponsorship funding for the advisor stipend. This currently amounts to a stipend of about \$300.
- Clubs may meet organizational status in one of two ways.
 1. Maintain a minimum of forty or more active members.
 2. Become affiliated with and pay membership dues to a national charter organization that is directly related to your club/organization. To become an organization a club must meet at least one of the above listed criteria.

The following steps must be completed in advance of club or organization purchase or expenditure:

1. Complete a purchase requisition, and include:
 - Vendor Name, Address, Telephone Number (if the vendor is an individual, also include the vendor's social security number)
 - Item, Quantity, Description (be specific, including name and date of the activity)
 - Vendor bid
 - Person making request (club advisor signature)
 - Approval signatures (Advisor/Director of Student Life)
2. The CLC Business Office will create a Purchase Order upon receipt of a Purchase Requisition. Vendors require a Purchase Order number for purchase. The Purchase Order is typically mailed directly to the vendor or, on occasion, may be hand-delivered in order to complete the purchase. In the event a vendor will not accept a Purchase Order to guarantee payment, consult with the Director of Student Life.
3. When a purchase is completed, the vendor will supply an invoice. This invoice needs to be submitted to the CLC Business Office so final payment can be made. Certain expenditures under Student Life funding are never allowed and include: Gifts or parties for club or organization members, tuition reimbursements, donations, and alcohol. CLC is a tax-exempt organization, which means that sales tax is neither paid nor reimbursed on most purchases made by clubs or organizations. It is important to communicate this to all potential vendors to assure accurate quotes are given and accurate bills are sent. See the Director of Student Life if written proof of tax-exempt status is needed by a vendor.

Club/Organization Student Life & Fund Raising Cost Centers

1. Student Life Cost Center

- a) Always begins with the numbers (219)
- b) Funds must be requested from the Student Senate at the beginning of each semester within 28 business days.
- c) \$750.00 is the max amount that can be awarded to clubs each semester. A \$250.00 contractual stipend plus fringe is taken out of the awarded amount for a faculty advisor stipend at the beginning of each semester.
- d) The funds in this cost center must be used to enhance the educational experience of the student body. Ex. Student conferences and seminars related to the mission of the club/organization.
- e) The funds in this cost center do not carry-forward to the next fiscal year.
- f) You cannot transfer funding from this cost center to your club/organization fund raising cost center.

Club/Organization Funding and Expenditures

- Clubs and organizations are Student Life activities, and student life activity fees are the sole source of funding.
- Before the Student Senate can approve any sponsorship funds to a Club/Organization, the following must be submitted to the Student Senate:
 - Club/Organization Intent To Be Active form
 - Administratively approved advisor
 - Current and updated constitution
 - Current list of member roster
- All forms must be submitted no later than 3 business days prior to the next Student Senate meeting in order for the Club/Organization sponsorship request to be proposed at that meeting.
- The Student Senate will approve Club/Organization sponsorship up to 28 days after the start of Fall or Spring semester.
- Before each fundraising event the following must happen:
 - Completion and submission of the Student Clubs/Organizations Fundraising Proposal Form. You can acquire this form online at <http://www.clemn.edu/studentlife/>
 - Approval of the fundraising request by the appropriate administrators and Director of Student Life.
- Funds collected and spent by clubs and organizations shall be accounted for through a main club and fundraising cost center in accordance with college policy.
- Club and Organization cost center account will only be available for the Fall and Spring semester of the academic year.
- Club and Organization fundraising cost center funds will be available for the entire academic year.
- Club and organization expenditures require prior approval through the club/organization advisor or Director of Student Life.
- Certain expenditures under Student Life funding are never allowed and include:
 - Gifts or parties for club or organization members
 - Tuition reimbursements
 - Donations
 - Alcohol
- Student Life budgets are established in early spring for the following fiscal (July 1- June 30) year in accordance with the Student Life policy.
- Club and organization expenditures require prior approval through the club/organization advisor or Director of Student Life.

Permanent Club/Organization Status

Once voted on and approved by the Student Senate clubs/organizations are given permanent status. Permanent club/organization status enables clubs or organizations access to funding under the Student Life budgeting process, and to sponsor events and activities that are appropriate to the special interests of their club/organization under the auspices of CLC. Students, who wish to pursue permanent club/organization status, must submit the following items to the Student Senate and the Director of Student Life:

- List of club/organization officers, complete with addresses and phone numbers.
- List of all active club/organization members.
- A copy of the club/organization charter/constitution and appropriate by-laws. If the club/organization is affiliated with a national organization, the national charter/constitution and by-laws must also be submitted.

Revocation of Club & Organization Recognition

The Department of Student Life or College Administration may revoke a club/organization for the current semester if any of the following occurs:

- A club or organization or advisor submits a written request to disband.
- A constitutional provision deactivates a club or organization as of a certain date.
- No record of activity exists for the previous academic year.
- A list of current officers or members is unavailable. Certain clubs/organizations may be exempted based on the Family Educational Rights & Privacy Act.

***A club/organization that has been revoked has the right to reapply the next semester.

How Can Clubs/Organizations Maintain Their Status?

Clubs/Organizations must meet the following requirements to maintain their status:

- Clubs/Organizations should have an updated constitution on file with the Student Senate. The constitution must be updated every two years.
- Clubs must have a minimum of 10 current CLC student members. Five of which should be officers including President, Vice President, Secretary, Treasurer, and Student Senate Liaison.
- Organizations must have a minimum of 40 current CLC student members unless they are affiliated with a national charter in which case they must maintain a minimum of 15 current CLC student members. Just as a club an organization must have student officers five of which should be President, Vice President, Secretary, Treasurer, and Student Senate Liaison.

- Attend or send at least one club/organization liaison to no less than 2 Student Senate meetings per a month. The club/organization liaison role is not limited to just one student and students may rotate as needed.
- Clubs/Organizations have to renew their registration and get approval from Student Senate at the beginning of **every** semester to maintain their Central Lakes College administratively approved status.

How Can Clubs/Organizations Lose Their Status?

Clubs/Organizations can lose their status due to the following:

- Failure to complete semi-annual registration
- Failure to attend the required amount Student Senate meetings
- Violation of college policies and procedures
- Discriminatory practices by the club/organization
- Failure to meet at least once per a month.
- Failure to maintain the required amount of active members.

Club/Organization Meetings

- All club/organizations must hold meetings regularly to discuss club/organization concerns, events, activities, etc.
- It is up to the club/organization to decide on meeting frequency while maintaining the minimum requirements of the Student Senate.
- Meetings are most effective when they abide by Roberts Rules of Parliamentary Procedure.

***If you would like for your club/organization to be trained on how to use Roberts Rules of Parliamentary Procedure, please contact the Student Life Director Erich Heppner eheppner@clcmn.edu

Club/Organization Officer Responsibilities

- **President**
 - Will chair all Club/Organization meetings
 - Responsible for creating an agenda for each meeting
 - Will consult with the club/organization members, officers, and advisor before each meeting for meeting agenda items.
 - Will assure that the meetings run fluidly and each and every member has a voice in the outcome of every motion.
 - Will call special meetings when deemed necessary in promoting the general welfare of the club/organization.
 - Will have one vote on general matters of the club/organization in the event of a tie.

- **Vice President**
 - Will succeed the President in the event of the Presidents' resignation, removal, death, or leave of absence.
 - Will chair all Ad-Hoc Committees and will appoint an Ad-Hoc Committee member to chair a committee meeting in the event of a scheduling conflict.
 - Will have one vote on general matters of the club/organization, unless serving in a Presidential capacity.
- **Secretary**
 - Will record and report the proceedings of all club/organization meetings.
 - Will distribute meeting minutes of the proceedings of all club/organization meetings no later than 48 hours after the meetings.
 - Will update and revise the club/organization constitution and bylaws incorporating approved amendments or revisions.
 - Will maintain and file all communications and reports.
 - Will monitor all club/organization attendance.
 - Will assist the President in the development for the next weeks agenda.
 - Will have one vote on general matters of the club/organization.
- **Treasurer**
 - Will provide a weekly budget report that can be obtained from the Central Lakes College Business Office, Director of Student Life, or Student Senate Treasurer.
 - Will work with the club/organization advisor to establish a proposed budget for the ensuing fiscal year.
 - Will have one vote on general matters of the club/organization.
- **Student Senate Liaison**
 - The Student Club/Organization Liaison or Club/Organization President must attend two Student Senate Meetings per month with the exception of three excused absences per semester.
 - Three unexcused absences in a single semester will result in a 25% reduction of sponsorship for the following semester.
 - Will provide a report to the Student Senate at every weekly Student Senate meeting as to the activities and events the Club or Organization is planning or participating in.

*** All officers are subject to all other duties as assigned by the club/organization.